

# LISTER STEPS LIMITED

England & Wales · Charity number 1083268

## Details

---

**Status** Registered

**Legal form** Charitable company

**Company number** [04028768](#)

**Registered** 2000-11-08

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** The Old Library  
Green Lane  
Tuebrook  
Liverpool  
Merseyside  
L13 7EB

**Phone** 0151 2541394

**Email** [hello@tol.org.uk](mailto:hello@tol.org.uk)

**Website** [www.tol.org.uk](http://www.tol.org.uk)

## Activities

---

**Objects:** TO PROMOTE FOR THE BENEFIT OF THE PUBLIC ( WITH PARTICULAR EMPHASIS ON THE PUBLIC IN THE AREA OF TUEBROOK MERSEYSIDE) ANY CHARITABLE PURPOSE WITHOUT DISTINCTION OF GENDER, RACE, AGE, DISABILITY, SEXUAL ORIENTATION, POLITICAL, RELIGIOUS OR OTHER OPINION AND IN PARTICULAR CHARITABLE PURPOSES WHICH:3.1 PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND OTHER LEISURETIME OCCUPATIONS WITH THE OBJECTS OF IMPROVING THE CONDITIONS OF LIFE IN TUEBROOK:3.2 PROMOTE EDUCATIONAL AND TRAINING OPPORTUNITIES WITH SPECIAL EMPHASIS ON PROVIDING ACCESS TO SUCH OPPORTUNITIES FOR PEOPLE WHO ARE BY REASON OF SOCIAL OR ECONOMIC DISADVANTAGE OTHERWISE UNABLE TO GAIN SUCH ACCESS:3.3 PROVIDE ADVICE, INFORMATION AND ASSISTANCE IN RELATION TO CITIZENSHIP SO AS TO DEVELOP THE CAPACITY AND POTENTIAL OF INDIVIDUALS AS MEMBERS OF SOCIETY AND THAT THEIR CONDITIONS OF LIFE MAY BE IMPROVED3.4 TO RELIEVE UNEMPLOYMENT BY THE:3.4.1 PROVISION OF ADVICE AND TRAINING TO UNEMPLOYED INDIVIDUALS CONCERNING UNEMPLOYMENT, SELF EMPLOYMENT AND THE ESTABLISHMENT OF CO-OPERATIVE ENTERPRISES AND THE PROVISION OF CV WRITING, JOB SEARCH AND JOB CLUB FACILITIES FOR THEM;3.4.2 PROVISION OF PRACTICAL SUPPORT TO UNEMPLOYED PEOPLE BY WAY OF ACCOMMODATION, CHILDCARE FACILITIES OR ASSISTANCE WITH TRAVEL:3.4.3 PROVISION OF LAND AND BUILDINGS AT BELOW MARKET OR SUBSIDISED RENTS TO BUSINESSES STARTING UP;3.4.4 PROVISION OF CAPITAL GRANTS FOR EQUIPMENT TO NEW BUSINESSES;3.4.5 PAYMENT TO EXISTING COMMERCIAL BUSINESSES TO TAKE ON ADDITIONAL STAFF FROM AMONGST UNEMPLOYED PEOPLE.3.5 PROMOTE FOR THE PUBLIC BENEFIT REGENERATION IN TUEBROOK AND SURROUNDING AREAS BY ALL OF THE FOLLOWING MEANS:3.5.1 THE RELIEF OF POVERTY :3.5.2 THE PROTECTION, ENHANCEMENT AND CONSERVATION OF THE ENVIRONMENT3.5.3 THE PROMOTION OF PUBLIC SAFETY AND THE PREVENTION OF CRIME 3.3

**Activities:** Childcare services: day nursery, after school, breakfast club, playgroup, playschemes enabling parents to access employment, education or training. Lister Steps provides training for staff and opportunities for placements and voluntary work for students and members of the community.

## Classification

---

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

---

- **Area of benefit:** MERSEYSIDE,
- Liverpool City

## Finances

| Period end | Income   | Expenditure | Assets   | Employees |
|------------|----------|-------------|----------|-----------|
| 2025-07-31 | £674,466 | £670,579    | £107,455 | 18        |
| 2024-07-31 | £525,526 | £617,851    | £103,569 | 21        |
| 2023-07-31 | £776,221 | £668,501    | £195,893 | 19        |
| 2022-07-31 | £672,768 | £689,637    | £88,173  | 26        |
| 2021-07-31 | £564,149 | £583,090    | £105,042 | 24        |
| 2020-07-31 | £452,763 | £475,055    | -        | -         |

## Trustees

| Name                    | Role | Appointed  |
|-------------------------|------|------------|
| Ann Beattie             |      | 2026-04-12 |
| Jayelle Robinson-Larkin |      | 2025-02-07 |
| Jeremy Mark Spencer     |      | 2022-07-29 |

**LISTER STEPS LIMITED**

England & Wales - Charity number 1083268

---

# Accounts

---

COMPANY NUMBER: 04028768

REGISTERED CHARITY NUMBER: 1083268

# **LISTER STEPS LIMITED**

UNAUDITED ANNUAL REPORT &

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 JULY 2025

|                                                | Pages   |
|------------------------------------------------|---------|
| Trustees' Annual Report                        | 1 to 6  |
| Statement of Trustees' Responsibilities        | 7       |
| Independent Examiners Report                   | 8       |
| Statement of Financial Activities              | 9       |
| Balance Sheet                                  | 10      |
| Statement of Cash Flows                        | 11      |
| Notes forming part of the Financial Statements | From 12 |

The trustees, present their report with the financial statements of the charity for the year ended 31 July 2025.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1st January 2019).

#### **OBJECTIVES AND ACTIVITIES**

The objects of the charitable company are to promote for the benefit of the public (with particular emphasis on the public in the area of Tuebrook Merseyside) any charitable purpose without distinction of gender, race, age, disability, sexual orientation, political, religious or other opinion and in particular charitable purposes which:-

- Provide facilities in the interest of social welfare for recreation, and other leisure time occupations with the objects of improving the conditions of life in Tuebrook.
- Promote educational and training opportunities with special emphasis on providing access to such opportunities for people who are by reasons of social or economic disadvantage otherwise unable to gain such access
- Provide advice, information, and assistance in relation of citizenship so as to develop the capacity and potential of individuals as members of society and that their conditions of life may be improved.
- To relieve unemployment by the provision of advice and training to unemployed individuals concerning unemployment, self-employment and the establishment of co-operative enterprises and the provision of CV writing, job search and job club facilities for them. Provision of practical support to unemployed people by the way of accommodation, childcare facilities or assistance with travel.

Promote for public benefit regeneration in Tuebrook and surrounding areas by all the following means

- The relief of poverty.
- The protection, enhancement and conservation of the environment.
- The promotion of public safety and the prevention of crime.

#### **PUBLIC BENEFIT**

The Trustees are aware of the Charity Commission's guidance on public benefit and have fully complied with their duty in regard to this guidance when exercising their powers and duties.

#### **ACHIEVEMENTS AND PERFORMANCE**

Our Community Engagement Manager has successfully continued to deliver a wide range of activities and events. Further details can be found in the relevant sections of this report.

#### **EDUCATION**

Our intent is to support our children to enable them to achieve their full potential academically, economically and to become happy, socially confident and able to keep themselves safe. In our work with young children our biggest contribution is to give them the skills to learn, to understand how to behave in a learning setting, how to listen, take turns, and to share and express their feelings. We do this in ways that comply with the Early Years Foundation Stage requirements and are fun and enjoyable for the children.

We can integrate children with additional learning needs and work alongside other professionals such as Educational Psychologists, and Speech and Language Therapists to develop individual plans to support the child's development. We are often first to notice that something may be wrong if developmental milestones are not being met and are well placed to lead Early Help interventions and have the trust of families to do so.

We continue to have an excellent reputation for our work with children who have special educational needs. Lister Steps is regarded as valued resource by professionals. Our SENDCO (Special Educational Needs and Disabilities Co-Ordinator) supports families who have children with special needs and supervises our specially trained childcare practitioners who provide 1 to 1 care to children with special needs.

#### **FAMILIES**

Lister Steps provides free childcare to families in crisis or when there is a change in circumstances with the potential to harm the well-being of the child. During the reporting period we have supported families where serious illness, housing, domestic violence, residency status and crime have affected the main care giver.

#### Case study

The following case study provides an example of the way in which a vulnerable child and parent received the support they desperately needed to overcome serious problems, and to prevent the child from being admitted into Care.

During the reporting period our Nursery Manager and the childcare practitioners at Lister Steps supported a single parent and her 3 year old daughter, Child X.

When X first started the Nursery, staff were informed by Social Services that the mum had a history of drug and alcohol problems and her other children had been taken into Care. Social Services were no longer involved since the mum had been coping better and she was now able to take adequate care of her youngest child.

At first there were no apparent problems, however patterns began to appear - signs of behaviour and presentation causing concern to the Nursery staff. Mum was frequently arriving to Nursery late and presented as stressed, and X became increasingly withdrawn and appeared physically neglected. The Nursery Manager had worked hard to build up a trusting relationship with mum and eventually mum felt able to confide in her, admitting that she was again using drugs and alcohol and was struggling to cope on her own. With mum's knowledge, the Manager informed Social Services of their concerns. A Social Services Case Conference and plan was quickly arranged:

- X would attend the Nursery extra days. This allowed time for Mum to access the Drug and Alcohol Services.
  - Mum made contact with X's father and regular visits were arranged at the Social Services Contact Centre.
  - A Child Psychologist was allocated to work with X. These sessions took place at Lister Steps.
  - The Nursery Manager was appointed Key Worker and provided one-to-one support. A Safe Space was created for X, whereby the Manager had a little talk and play with her every day at a regular time.
  - The Manager continued to support mum, offering encouragement and praise, and reporting on progress and positive changes X was making.
- A year later X transferred to the Reception Class at the local school. She was no longer withdrawn and settled well in her new environment. Mum has continued to receive support from specialist services and is no longer using drugs or alcohol. She has grown in confidence and copes well. Mum and X often pop into the Nursery on their way home from school for a chat with the Childcare staff at Lister Steps and are always made welcome.

## **VOLUNTEERS**

Lister Steps is registered with Volunteer Liverpool and welcome volunteers into all facets of our work. We welcome volunteers of all abilities, to work with our children and value the input people with different life experiences can give. We find that volunteers with specialist skills can complement our work. Our volunteers have made useful contributions to Lister Steps in various strands of the organisation ranging from childcare to governance, research, social media management, administration, and horticulture and ground maintenance.

Volunteers often come from the most marginalised sections of society, and we are able to support their developing personal skills, confidence and self-esteem. It has become apparent that visitors to The Old Library get involved in numerous different activities and a few have gone on from participating to volunteering and supporting our team.

Our community engagement work funded through the Heritage Lottery Fund has enabled us to extend the range of volunteering opportunities available to members of our community.

## **HEALTH AND WELL-BEING**

Lister Steps networks extensively with other statutory and voluntary agencies across the Liverpool City Region to ensure that we have a portfolio of up to date and relevant support services for our children and their families. We work very closely with local Health Visitors, Speech and Language Therapists, Educational Psychologists and SENIS to ensure children receive the specialist intervention they may need. We are also able to sign-post our parents and staff for advice on finance, budgeting, debt management, mental health, counselling etc.

The Café has become embedded in the community providing healthy, nutritious food for all the children in our care to ensure they receive at least one full meal a day – supporting families challenged by rising costs and the wider community.

During the accounting period we continued to support wellbeing by organising and providing facilities for dance, exercise, crafting and art classes and opportunities to socialise in a calm and relaxing environment.

## **COMMUNITY COHESION**

We value all of our children and families. We promote mutual respect and are inclusive. At Lister Steps we want children to be independent learners so that they can make their own choices and build and develop strong relationships and friendships with lots of people. Our services promote the fundamental values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.

Our longstanding groups such as Knit and Natter, Family History, Shared Reading, Creative Writing and Narcotics Anonymous continue to use the Old Library as their local base.

Tactcare, Storybox CIC, Rejuvenate CIC and Wellbeing Together and Liverpool City Council continue to use The Old library as a base for supporting local residents and families.

## **PERFORMANCE**

Lister Steps is registered with OFSTED to provide 96 childcare places each day. The places are delivered through our Nursery and "Out of School" Club settings. We also provide play schemes during the school holidays for local children to help working parents and give children opportunities to play safely and learn new skills and hobbies.

Lister Steps offers school and college placements, internships and apprentices to local young people who wish to further their career working children and families. During the Accounting Period staff continued to benefit from access to an on-line training academy Noodle Now to support their continued professional development.

Lister Steps Childcare continued to struggle to retain qualified staff and to recruit replacements, something experienced by the whole childcare sector. This resulted in staff often doing unpaid overtime, not taking leave regularly, stress and burnout. Trustees discussed reducing childcare numbers, instituting welfare reviews, regular staff engagement and trying to ensure staffing levels were maintained.

The trustees regard our childcare facility and services as a great achievement. Occupancy levels were maintained although this places strain on staff resources. Our regular summer play scheme continued to play a key role in retaining child registrations and attract new customers, including parents from across the area and from diverse backgrounds.

Our café is popular and serves as the doorway for local people to find out more about the activities and services we offer. The café also serves our growing events portfolio and provides catering for family events. We are awarded 5 stars in terms of environmental health standards.

We arranged a series of Christmas events including a Dickensian Afternoon Tea, Community Sing and parties for our Children. Lister Steps is extremely grateful to the following individuals, trusts and organisations for their financial support.

- National Lottery Heritage Fund
- Power to Change
- Social Investment Business
- Duncan Norman Charitable Trust
- Lady Christine Bibby
- Chrimes Family Charitable Trust

#### **FINANCIAL REVIEW**

Total income in the year was £674,466 (2024: £525,526) of which £125,130 (2024: £89,605), related to funding for projects upon which restrictions are placed.

Total expenditure in the year was £670,579 (2024: £617,850), leaving a surplus for the year of £3,887 (2024: deficit £92,325).

At 31 July 2025 the charitable company's reserves stood at £107,455 (2024: £103,569) of which £NIL (2024: £8,991) represented restricted funds

#### **RISK MANAGEMENT**

The Trustees are responsible for risk management. The Company Secretary is the childcare nominated person and ensures compliance with OFSTED as the regulatory body.

The Board as a whole take responsibility for risk management and ensure that agreed actions comply with the risk management policy. Policies and procedures are reviewed annually.

#### **RESERVES POLICY**

It is the policy of the charitable company to maintain unrestricted funds, which are free reserves at a level to cover redundancy provision, and three months, running costs should no further funding be received.

As at the end of the financial year the unrestricted funds totalled £107,455.

As per are business plan, Lister Steps is hoping to hold a number of events/weddings etc in their building this will ensure unrestricted reserves increase to cover redundancy policy etc. There will also be additional income from the cafe which is also to increase unrestricted reserves.

#### **PLANS FOR THE FUTURE**

The Trustees are working towards a full review of Lister Step's Objectives, and are updating and rewriting our Articles of Association. In addition, we are in the process of reviewing staff job descriptions to more accurately reflect the organisation we have evolved into.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a charitable company limited by guarantee, incorporated on 7th July 2000 and registered as a charity on 7th July 2000.

The Governing Instruments under which the charitable company operates comprise the Memorandum and Articles of Association dated 14th June 2000.

Although the charity generates income through activities such as the café and ticketed events, these are integral to its charitable objectives. The café operates as a community café, providing affordable food and a welcoming space for local residents. Ticketed events are designed to subsidise the cost of maintaining a warm, inclusive environment and to support wellbeing initiatives. All income, apart from occasional room rental, is derived from activities that directly further the charity's purposes.

The rights of members, including the right to vote on key matters, are exercised at general meetings of the charitable company. All members have equal voting rights, ensuring fairness and transparency in decision-making.

The members have delegated the day-to-day management and strategic oversight of the charity to the Board of Trustees. The Board currently consists of Jerry Spencer, Jayelle Robinson, and Hannah McMullan, who collectively ensure compliance with the charity's objectives and governance requirements.

The charitable company is limited by guarantee. Each member undertakes to contribute £1 in the event of the charity being wound up, as set out in the governing documents.

The trustees of the charity, who also serve as directors of the company for the purposes of the Companies Act 2006, are Jerry Spencer, Jayelle Robinson, and Hannah McMullan.

#### **RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES**

The Board of Trustees aims to recruit new Trustees with a range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED. Election for positions on the Board takes place at the AGM or at Trustee Board meetings throughout the year.

#### **COMMUNICATIONS WITH THE TEAM**

Lister Steps is a value led organisation and this is reflected across our communications with the full staff team including volunteers, students and trainees on work placement. Staff are kept up to date with developments via bi-monthly full team meetings, regular memo's and team leader briefings. A trustee attends each full team meeting and team members are encouraged to input into operational reports presented at board meetings.

Team Building days, Staff development and Training days are held bi- annually and this gives the opportunity for staff, volunteers and trustees to work together.

#### **EQUAL OPPORTUNITIES**

Lister Steps considers equality of opportunity in all aspects of our organisation. We have an equal opportunities policy which is reviewed annually.

#### **FROM THE CHIEF EXECUTIVE**

The Chief Executive is responsible for overseeing the overall direction of Lister Steps, ensuring the effective management of the resources available to us and taking the lead on the achievement of our charitable mission and objectives.

The Chief Executive ensured during 2024/25 that the Mission was at the front of all the work done and that all the activities planned and delivered fell within the charitable remit. They have worked alongside the Board of Trustees to discuss and agree long term strategies and short term action plans, taking the lead in the preparation of all funding bids and liaising closely with charitable supporters to generate in kind and pro-bono support for our work.

This year was particularly difficult in terms of managing cashflow and ensuring all departments had the resources they needed to operate to a high quality standard. One of the greatest challenges faced, like the majority of Charities, was the availability of funding to support our cause. One of the major disappointments this year was being rejected by NLRC for a large bid to support our work in the community. This was a significant disappointment because of the excellent relationship we have developed with National Lottery Heritage Fund over the timeline of our heritage project.

The greatest hope for our future lies in the opportunity to focus on our long-term goals and sustainability, ensuring the continued success of our work. We hope that we can apply for extension funding from the National Lottery Heritage Fund (NLHF) to enhance our organizational resilience and strength is particularly encouraging.

#### **FROM THE FINANCE MANAGER AND DEPUTY CHIEF EXECUTIVE**

This role involves navigating the company finances to ensure pressure points are highlighted and deadlines are met. Highlighting potential improvements for revenue streams, working more efficiently across the business, and identifying potential grants and funding opportunities are a key aspect of the role.

The year leading up to 31 July 2025 was extremely challenging. We continued to experience cashflow problems and were unable to reduce our indebtedness. The nursery carries high levels of bad debt, and there were months when meeting payroll obligations was difficult. However, working towards the potential NLHF extension was a particularly enjoyable challenge.

With the increase in income from the nursery and the ever-growing events and community projects at The Old Library, the future feels much more optimistic. As Deputy Chief Executive, prioritizing the line management of the Events Coordinator and Community Engagement Officer is essential. Ensuring their roles are clearly defined, achievable, and that their wellbeing is paramount is crucial.

It is largely due to these two excellent employees, who constantly drive revenue, and all the staff here, who work tirelessly and often voluntarily, that The Old Library is evolving into the wonderful, community-driven organization it was always intended to be.

#### **FROM THE COMPANY SECRETARY**

The Company Secretary ensures compliance with Companies House and the Charity Commission to ensure best governance.

During the year, the Company Secretary played a pivotal role in ensuring the charity's smooth operation, particularly by facilitating effective communication between the trustees and the senior management team.

During periods when the Board of Trustees lacked a formally-elected chair, the Company Secretary held regular meetings with the Chief Executive to provide support and maintain clear communication. Additionally, the Company Secretary worked diligently to recruit new trustees and support both trustee applicants and new trustees.

As the 'Nominated Individual' for Ofsted, the Company Secretary successfully collaborated with the Childcare Manager to offer support, stay updated on developments in the Nursery, and ensured the charity remained compliant with Ofsted requirements.

Although the Board of Trustees remained small during 2024/25, the members worked well to manage some difficult issues facing the charity. An ethos of mutual respect, trust, support and team work has developed ensuring the trustees are able to develop solutions to the issues facing the charity. However, it has proved difficult to recruit and keep trustees on the Board. Some meetings we were not quorate and made use of the in quoracy amendment to our Articles of Association which was adopted at the last AGM. The small number of trustees makes it difficult to run sub-committees and to delegate work amongst trustees. We recognise that we would benefit from a more diverse Board which would represent different communities and client groups. The charity will continue to increase the membership, skills and diversity of the Board of Trustees.

#### **FROM THE NURSERY MANAGER**

2024 was a particularly challenging year for the nursery. The loss of its 'Good' status (reinstated in August 2024) led to reduced enrolment numbers and income, along with personnel losses leading to low staff morale due to long hours, stress, and anxiety about the future. However, changes were implemented, resulting in increased enrolment and income, and staff now have a more hopeful and secure outlook for the future. The nursery continues to be of key importance in delivering community benefit and ensuring the continuing financial viability of the charity.

#### **FROM THE EVENTS CO-ORDINATOR**

The Events Co-ordinator is responsible for supervising the café, ensuring cleanliness, quality assurance, and customer service. They manage bank staff and volunteers, handle financial record-keeping and reporting, and serve as the licensee. In this role, they train all staff on bar operations within the legal framework, maintain bar stock, and ensure staff are aware of their responsibilities during events. The Events Co-ordinator also promotes The Old Library as a wedding venue and liaises with clients and outside agencies to ensure the smooth delivery of events, including live music, quiz nights, and family parties throughout the year.

The organisation successfully delivered several weddings throughout the year, all of which turned a healthy profit and received highly complimentary client feedback. However, this success was achieved despite low staffing levels, with some bank staff having to work long shifts. Further development of this vital income stream and community offering will depend on either employing more staff or increasing prices.

Family and community events organized by the charity have been successful in generating revenue and attracting new visitors. These events, especially during good weather, enhance our presence in the community by being visible to passers-byes.

A major challenge continues to be marketing. With tight budgets and a small number of staff and volunteers, the charity relies heavily on social media to publicize its activities, which doesn't always reach all parts of the community. Additionally, the café is not generating as much revenue as it should due to inconsistent staffing in the kitchen, leading to times when food is unavailable or the quality of our offerings is below standard.

#### **COMMUNITY EVENTS**

Despite staff turnover, the Old Library has continued to organize a successful program of community activities, workshops, meet-ups, and family and community events. Feedback gathered during 2025 via an online survey indicates there is still room for improvement. Many respondents mentioned they only rarely or infrequently visited the Old Library, primarily for leisure, recreation, and as a place to meet. Training or using the building as a workspace were not common reasons for visits. However, visitors did report gaining a sense of community and belonging from their visits, appreciating the ability to meet friends in a relaxing and calm environment. History and heritage, as well as books and reading, remained important reasons for visiting. The atmosphere was described as welcoming, with comments such as "it's a nice building" and "friendly." Nonetheless, respondents expressed a desire for a wider variety of activities, more weekend openings, and especially more events and activities for children and young people.

#### **FRIENDS OF THE OLD LIBRARY**

This group was formed in 2025 and consists of passionate volunteers who provide feedback on their experiences with the organisation's services, suggest areas for improvement, and offer ideas for future initiatives. The group meets monthly with a trustee representative and the Community Engagement worker to discuss how we can better serve our community. This group is a valuable source of community input and helps us demonstrate our ongoing commitment to serving the community in which we work.

The group currently consists of 5 volunteers. Efforts have been made to identify all volunteers, friends, and supporters, offering them the chance to meet the Friends and become more involved with the work and life of The Old Library. However, recruiting community members to the group remains a challenge. We hope to increase membership to broaden our community voice. The group is planning a community open day in January 2025, bringing together our community groups and other community partners to attract more people to the organisation and showcase what we offer. Additionally, the group is keen to help distribute promotional materials to share our work in the local community and attend events to gather feedback for their meetings.

**REFERENCE AND ADMINISTRATIVE DETAILS**

|                             |                                                                                                    |                                                                                                                                             |
|-----------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                 | Lister Steps Limited                                                                               |                                                                                                                                             |
| <b>Company Number</b>       | 4028768                                                                                            |                                                                                                                                             |
| <b>Charity Number</b>       | 1083268                                                                                            |                                                                                                                                             |
| <b>Registered Office</b>    | The Old Library<br>Green Lane<br>Tuebrook<br>Liverpool<br>Merseyside<br>L13 7EB                    |                                                                                                                                             |
| <b>Trustees</b>             | H McMullan<br>J Robinson<br>J M Spencer<br>A J May<br>E Martin                                     | (Appointed 9th July 2024)<br>(Appointed 21st Oct 2024)<br>(Appointed 06th May 2022)<br>(Resigned 12th Dec 2024)<br>(Resigned 9th July 2025) |
| <b>Secretary</b>            | A J May                                                                                            | (Resigned 12th Dec 2024)                                                                                                                    |
| <b>Independent Examiner</b> | Claire Riley MAAT FCCA<br>MAR Kilshaw Limited<br>99 Stanley Road<br>Bootle<br>Liverpool<br>L20 7DA |                                                                                                                                             |
| <b>Bankers</b>              | Lloyds                                                                                             |                                                                                                                                             |

**Signed on behalf of the Board of Trustees**

The above Trustee's Annual Report was approved by the member of Lister Steps Limited on 13 February 2025 and signed by J M Spencer on their behalf.

\_\_\_\_\_  
J M Spencer  
Trustee

Date \_\_\_\_\_

**Lister Steps Limited**

## Statement of Trustees' Responsibilities

Year ended 31 July 2025

---

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principle in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue as a going concern;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1st January 2019).

**Signed on behalf of the Board of Trustees**

---

J M Spencer  
Trustee

Date 

---

**Lister Steps Limited**

Independent Examiner's Report to the Trustees of Lister Steps Limited  
Year ended 31 July 2025

---

I report on the accounts of the Charitable Company for the year ended 31 July 2025.

**Respective responsibilities of the trustees and the examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (a) examine the accounts (under section 145 of the 2011 Act),
- (b) to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- (c) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in, any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting Charities have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Claire Riley MAAT FCCA  
Relevant professional qualification or body: ACCA  
On behalf of:  
MAR Kilshaw Limited  
99 Stanley Road  
Bootle  
Liverpool  
L20 7DA

**Lister Steps Limited**

## Statement of Financial Activities (Including Income and Expenditure)

Year ended 31 July 2025

|                                                        | Notes | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | TOTAL<br>Funds<br>2025<br>£ | TOTAL<br>FUNDS<br>2024<br>£ |
|--------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income and endowments from:</b>                     |       |                                    |                                  |                             |                             |
| Donations and Legacies                                 | 3a    | 2,187                              | -                                | 2,187                       | 2,147                       |
| Charitable activities                                  | 3b    | 547,148                            | 125,130                          | 672,279                     | 523,177                     |
| Other income                                           | 3c    | 0                                  | -                                | 0                           | 202                         |
| <b>Total income</b>                                    |       | <b>549,335</b>                     | <b>125,130</b>                   | <b>674,466</b>              | <b>525,526</b>              |
| <b>Expenditure on:</b>                                 |       |                                    |                                  |                             |                             |
| Charitable activities                                  | 4     | 536,458                            | 134,121                          | 670,579                     | 617,850                     |
| <b>Total expenditure</b>                               |       | <b>536,458</b>                     | <b>134,121</b>                   | <b>670,579</b>              | <b>617,850</b>              |
| <b>Net income/(expenditure), net movement in funds</b> |       | <b>12,877</b>                      | <b>(8,991)</b>                   | <b>3,887</b>                | <b>(92,324)</b>             |
| <b>Total funds brought forward</b>                     | 11,12 | 94,578                             | 8,991                            | 103,569                     | 195,895                     |
| <b>Total funds carried forward</b>                     |       | <b>107,455</b>                     | <b>0</b>                         | <b>107,455</b>              | <b>103,570</b>              |

The notes form part of these accounts.

All the above amounts relate to continuing the activities of the charitable company.

This Statement includes all gains and losses recognisable in the year.

|                                              | Notes  | 31 JUL 2025   |                | 31 JUL 2024   |                |
|----------------------------------------------|--------|---------------|----------------|---------------|----------------|
|                                              |        | £             | £              | £             | £              |
| <b>Fixed assets</b>                          |        |               |                |               |                |
| Tangible fixed assets                        | 5      |               | 177,714        |               | 202,651        |
| <b>Current assets</b>                        |        |               |                |               |                |
| Debtors                                      | 6      | 43,010        |                | 35,045        |                |
| Cash at bank and in hand                     |        | 4,089         |                | 3,609         |                |
|                                              |        | <b>47,099</b> |                | <b>38,654</b> |                |
| <b>Current liabilities</b>                   |        |               |                |               |                |
| Creditors: amounts falling due < 1 year      | 7      | (57,358)      |                | (77,736)      |                |
| <b>Net current (liabilities)</b>             |        |               | (10,259)       |               | (39,082)       |
| <b>Total assets less current liabilities</b> |        |               | <b>167,455</b> |               | <b>163,569</b> |
| <b>Creditors:</b>                            |        |               |                |               |                |
| Amounts falling due > 1 year                 | 8      |               | (60,000)       |               | (60,000)       |
| <b>Net Assets</b>                            |        |               | <b>107,455</b> |               | <b>103,569</b> |
| <b>Funds:</b>                                |        |               |                |               |                |
| Unrestricted funds                           | 10, 11 |               | 107,455        |               | 94,578         |
| Restricted funds                             | 10, 12 |               | 0              |               | 8,991          |
| <b>Net Assets</b>                            |        |               | <b>107,455</b> |               | <b>103,569</b> |

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The members have not required the company to obtain an audit of in accordance with section 476 of the Companies Act 2006.

For the period covered by these accounts the charitable company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies

The Trustees, who are the Directors of the charitable company, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

**Signed on behalf of the Board of Trustees**

\_\_\_\_\_  
J M Spencer  
Trustee

Date \_\_\_\_\_

|                                                     | Notes | 31 JUL 2025 |                | 31 JUL 2024 |                 |
|-----------------------------------------------------|-------|-------------|----------------|-------------|-----------------|
|                                                     |       | £           | £              | £           | £               |
| <b>Cash flows from operating activities</b>         |       |             |                |             |                 |
| Cash generated from operations                      | 14    |             | 3,976          |             | (27,010)        |
| <b>Investing activities</b>                         |       |             |                |             |                 |
| Purchase of tangible fixed assets                   |       | (3,496)     |                | (1,185)     |                 |
| <b>Net cash investing activities</b>                |       |             | <b>(3,496)</b> |             | <b>(1,185)</b>  |
| <b>Cash flows from financing activities</b>         |       |             |                |             |                 |
| Repayment of overdraft                              |       | 7,868       |                | -           |                 |
| Repayment of loan                                   |       | -           |                | -           |                 |
| <b>Net cash generated from financing activities</b> |       |             | <b>7,868</b>   |             | <b>-</b>        |
| <b>Net increase in cash and cash equivalents</b>    |       |             | <b>8,347</b>   |             | <b>(28,194)</b> |
| Cash and cash equivalents at beginning of year      |       |             | (11,480)       |             | 16,714          |
| <b>Cash and cash equivalents at end of year</b>     |       |             | <b>(3,132)</b> |             | <b>(11,480)</b> |
| <b>Represented by:</b>                              |       |             |                |             |                 |
| Cash at bank and in hand                            |       |             | 4,089          |             | 3,609           |
| Overdrawn bank balance                              |       |             | (7,221)        |             | (15,089)        |
|                                                     |       |             | <b>(3,132)</b> |             | <b>(11,480)</b> |

**1 Limited Liability**

The charity is a company limited by guarantee. Each member's liability is limited to £1.

**2 Accounting Policies**

**Basis of accounting**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (SORP 2015) (as amended for accounting periods commencing from 1st January 2015), Charities Act 2011 and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

**Going concern**

The trustees have considered the charity's financial position and cash flow forecasts for a period of at least twelve months from the date of approval of these financial statements. The charity has adequate reserves and access to funding to continue its activities.

During the year, the charity received a water and wastewater bill totaling £49,414.54 for the period 27 April 2025 to 26 October 2025. The trustees believe this charge is excessive and have formally disputed the amount with the supplier. At the date of signing these accounts, the matter remains unresolved. No provision has been made for this amount because the trustees consider it unlikely that the full sum will become payable and the outcome cannot be reliably estimated.

The trustees have assessed the potential impact of this dispute on liquidity and concluded that, even in the event of an unfavourable outcome, the charity would remain a going concern. Accordingly, the financial statements have been prepared on a going concern basis.

**Fund accounting**

Unrestricted funds are the Charitable Company's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

**Income recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accrual's basis. Grants receivables are recognised on the date on which their unconditional payment is confirmed by the donor.

Income from investment relates to bank interest received and is recognised when the amount is certain.

Income from charitable activities includes funds generated through community services such as childcare, café provision, and events, all of which are operated to further the charity's objectives and not for commercial gain

**Expenditure recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual's basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor.

Expenditure on charitable activities relates to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

**Fixed Assets**

Capital expenditure is stated in the balance sheet at cost less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

|                            |                                         |
|----------------------------|-----------------------------------------|
| Computers & Equipment      | 20% per annum straight line basis       |
| Fixtures & Fittings        | 25% per annum on reducing balance basis |
| Leasehold Land & Buildings | Straight line basis over 25 years       |
| Improvements to Leasehold  | Straight line basis over 25 years       |

#### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### **Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### **Taxation**

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

### **3 Income and endowments from**

|                                 | <b>Unrestricted<br/>Funds<br/>2025<br/>£</b> | <b>Restricted<br/>Funds<br/>2025<br/>£</b> | <b>TOTAL<br/>Funds<br/>2025<br/>£</b> | <b>TOTAL<br/>FUNDS<br/>2024<br/>£</b> |
|---------------------------------|----------------------------------------------|--------------------------------------------|---------------------------------------|---------------------------------------|
| <b>a Donations and Legacies</b> |                                              |                                            |                                       |                                       |
| Donations                       | 2,187                                        | 0                                          | <b>2,187</b>                          | 2,147                                 |

Donations and legacies in 2024 relate wholly to unrestricted funds.

|                                               | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | TOTAL<br>Funds<br>2025<br>£ | TOTAL<br>FUNDS<br>2024<br>£ |
|-----------------------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>b Charitable activities</b>                |                                    |                                  |                             |                             |
| Garfield Weston Foundation                    |                                    | 30,000                           | 30,000                      | -                           |
| West Derby Wastelands                         |                                    | 500                              | 500                         | -                           |
| Torus Foundation                              |                                    | 250                              | 250                         | -                           |
| Grant Space                                   |                                    | 5,040                            | 5,040                       | -                           |
| Heritage Lottery Fund                         |                                    | 88,717                           | 88,717                      | 69,699.00                   |
| National Trust                                |                                    | -                                | -                           | 1,000.00                    |
| Rushworths Charity                            |                                    | -                                | -                           | 250.00                      |
| John Moores Foundation Grant                  |                                    | -                                | -                           | 9,992                       |
| LCVS                                          |                                    | 300                              | 300                         | 3,162                       |
| Police Donation                               |                                    | 324                              | 324                         | 5,502                       |
| Community hub activities (inc. Café & Events) | 67,351                             |                                  | 67,351                      | 68,540                      |
| Community childcare services                  | 451,146                            |                                  | 451,146                     | 343,544                     |
| Other income                                  | 2,735                              |                                  | 2,735                       |                             |
| Office and room rental                        | 25,916                             |                                  | 25,916                      | 21,488                      |
|                                               | <b>547,148</b>                     | <b>125,130</b>                   | <b>672,279</b>              | <b>523,177</b>              |

Charitable activities in 2024 related to £433,572 unrestricted funds and £89,605 restricted funds.

|                             | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | TOTAL<br>Funds<br>2025<br>£ | TOTAL<br>FUNDS<br>2024<br>£ |
|-----------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>c Other income</b>       |                                    |                                  |                             |                             |
| Commission                  | -                                  | -                                | -                           | -                           |
| Commission                  | -                                  | -                                | -                           | 76                          |
| Interest income             | -                                  | -                                | -                           | 126                         |
| Loan write off (see note 8) | -                                  | -                                | -                           | -                           |
|                             | <b>-</b>                           | <b>-</b>                         | <b>-</b>                    | <b>202</b>                  |

Other Income in 2024 relate wholly to unrestricted funds.

|                                                                    |                                                  |                                              |                             |                             |
|--------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------|-----------------------------|-----------------------------|
| <b>4 Expenditure on Charitable Activities</b>                      | Direct<br>Charitable<br>Expenditure<br>2025<br>£ | Support &<br>Governance<br>Cots<br>2025<br>£ | TOTAL<br>Costs<br>2025<br>£ | TOTAL<br>Costs<br>2024<br>£ |
| To provide facilities for recreation and child day-care activities | 134,121                                          | 536,458                                      | 670,579                     | 617,850                     |

**a Analysed as follows:**

Direct charitable expenditure:

|                                         | <b>TOTAL<br/>Costs<br/>2025<br/>£</b> | <b>TOTAL<br/>Costs<br/>2024<br/>£</b> |
|-----------------------------------------|---------------------------------------|---------------------------------------|
| Staff salary costs                      | 124,869                               | 107,581                               |
| Pension                                 | -                                     | -                                     |
| Nursery costs                           | 500                                   | -                                     |
| Café costs                              | -                                     | -                                     |
| Events costs                            | 5,290                                 | 750                                   |
| Volunteer expenses                      | -                                     | -                                     |
| Office costs                            | -                                     | -                                     |
| Training                                | -                                     | -                                     |
| Premises costs                          | -                                     | -                                     |
| Repairs and renewals                    | -                                     | -                                     |
| Memberships                             | -                                     | -                                     |
| Advertising and marketing               | -                                     | -                                     |
| Consultancy                             | -                                     | -                                     |
| Website costs                           | -                                     | -                                     |
| Sundry expenses                         | -                                     | -                                     |
| Professional fees                       | -                                     | -                                     |
| Human resources costs                   | -                                     | -                                     |
| Computer costs                          | 3,462                                 | 0                                     |
| HMRC interest and penalties             | -                                     | -                                     |
| Bank and card charges                   | -                                     | -                                     |
| Bank interest                           | -                                     | -                                     |
| Loan interest                           | -                                     | -                                     |
| Accountancy and independent examination | -                                     | -                                     |
| Depreciation                            | -                                     | -                                     |
|                                         | <b>134,121</b>                        | <b>108,331</b>                        |

£137,583 (2024: £108,331) of the above expenditure relates to restricted funding.

Support & Governance costs:

|                                            | <b>TOTAL<br/>Costs<br/>2025<br/>£</b> | <b>TOTAL<br/>Costs<br/>2024<br/>£</b> |
|--------------------------------------------|---------------------------------------|---------------------------------------|
| Staff salary costs                         | 363,669                               | 345,107                               |
| Pension                                    | 6,763                                 | 6,770                                 |
| Nursery costs                              | 5,225                                 | 4,952                                 |
| Café costs                                 | 4,217                                 | 2,027                                 |
| Events costs                               | 16,503                                | 22,952                                |
| Volunteer expenses                         | -                                     | -                                     |
| Office costs                               | 1,973                                 | 565                                   |
| Training                                   | 1,546                                 | 1,308                                 |
| Premises costs                             | 55,678                                | 52,344                                |
| Repairs and renewals                       | 17,101                                | 12,591                                |
| Memberships                                | 300                                   | -                                     |
| Advertising and marketing                  | 15,005                                | 5,511                                 |
| Consultancy                                | -                                     | -                                     |
| Website costs                              | -                                     | -                                     |
| Sundry expenses                            | 361                                   | 826                                   |
| Professional fees                          | 5,528                                 | 8,500                                 |
| Human resources costs                      | -                                     | -                                     |
| Computer costs                             | 4,985                                 | 8,653                                 |
| HMRC interest and penalties                | 470                                   | 2,050                                 |
| Bank and card charges                      | 1,439                                 | 2,218                                 |
| Bank interest                              | 1,006                                 | 922                                   |
| Loan interest                              | 2,400                                 | 1,966                                 |
| Accountancy and independent examination    | 3,857                                 | 1,455                                 |
| Depreciation                               | 28,433                                | 28,801                                |
|                                            | <b>536,458</b>                        | <b>509,519</b>                        |
| Total expenditure on charitable activities | <b>670,579</b>                        | <b>617,850</b>                        |

| <b>b Staff Costs</b>     | <b>2025</b>    | <b>2024</b>    |
|--------------------------|----------------|----------------|
|                          | <b>£</b>       | <b>£</b>       |
| Gross wages and salaries | 453,599        | 428,300        |
| Social security costs    | 34,940         | 24,388         |
| Pension costs            | 6,763          | 6,770          |
|                          | <b>495,301</b> | <b>459,458</b> |

**c Particulars of employees**

The average number of employees during the year was as follows:

|                               | <b>2025</b> | <b>2024</b> |
|-------------------------------|-------------|-------------|
| Charitable activities         | 16          | 18          |
| Management and administration | 3           | 3           |
|                               | <b>19</b>   | <b>21</b>   |

No employee received emoluments of more than £60,000 during the year.

The trustees are not remunerated for their services and are not included in the above number of employees.

No out-of-pocket expenses were reimbursed to trustees in the year (2025: £nil).

**5 Tangible fixed assets:**

|                                       | <b>Improvements to leasehold</b> | <b>Leasehold land and buildings</b> | <b>Computers and equipment</b> | <b>Fixtures and fittings</b> | <b>Total</b>   |
|---------------------------------------|----------------------------------|-------------------------------------|--------------------------------|------------------------------|----------------|
|                                       | <b>£</b>                         | <b>£</b>                            | <b>£</b>                       | <b>£</b>                     | <b>£</b>       |
| Gross book value brought forward      | 132,995                          | 483,492                             | 12,825                         | 19,480                       | <b>648,792</b> |
| Additions                             | 1,995                            | 0                                   | 0                              | 1,501                        | <b>3,496</b>   |
| Disposals                             | 0                                | 0                                   | 0                              | 0                            | -              |
| Gross book value at carried forward   | 134,990                          | 483,492                             | 12,825                         | 20,981                       | <b>652,289</b> |
| Depreciation brought forward          | 19,503                           | 402,957                             | 8,931                          | 14,750                       | <b>446,142</b> |
| Charge for the year                   | 5,330                            | 19,340                              | 2,455                          | 1,308                        | <b>28,433</b>  |
| On disposals                          | -                                | -                                   | -                              | -                            | -              |
| Depreciation at carried forward       | 24,833                           | 422,297                             | 11,387                         | 16,058                       | <b>474,575</b> |
| <b>Net book value carried forward</b> | <b>110,157</b>                   | <b>61,195</b>                       | <b>1,439</b>                   | <b>4,923</b>                 | <b>177,714</b> |
| Net book value at brought forward     | 113,492                          | 80,534                              | 3,894                          | 4,730                        | <b>202,651</b> |

Improvements to Leasehold included in the fixed assets is in relation to the old Library that Lister steps moved into in October 2020.

**6 Debtors**

|               | <b>2025</b>   | <b>2024</b>   |
|---------------|---------------|---------------|
|               | <b>£</b>      | <b>£</b>      |
| Trade debtors | 43,010        | 35,045        |
| Other debtors | -             | -             |
|               | <b>43,010</b> | <b>35,045</b> |

**7 Creditors: amounts falling due within one year**

|                              | <b>2025</b>   | <b>2024</b>   |
|------------------------------|---------------|---------------|
|                              | <b>£</b>      | <b>£</b>      |
| Bank overdraft               | 7,221         | 15,089.03     |
| Trade creditors              | 6,769         | 8,782         |
| Accruals                     | 6,949         | 3,017         |
| Deferred income              | 539           | -             |
| Pension                      | 1,569         | 1,350         |
| Taxation and social security | 31,010        | 44,747        |
| Other creditors              | 3,300         | 4,750         |
|                              | <b>57,357</b> | <b>77,736</b> |

**8 Creditors: amounts falling due after more than one year**

The following loans are included within creditors:

|                               | 2025<br>£     | 2024<br>£     |
|-------------------------------|---------------|---------------|
| Due between two to five years | 60,000        | 60,000        |
|                               | <b>60,000</b> | <b>60,000</b> |

The organisation received a loan of £60,000 in August 2023 from Key Fund Investments Limited with interest being charged at a rate of 4% per annum. The loan was to provide working capital to help develop a project, with a revolving facility termination date 60 months from the date of the agreement, with a final repayment date 96 months from the date of the agreement. Capital repayments are due to start in August 2026, however, this may be requested to start earlier to reduced the interest payable.

**9 Contingent liability**

During the year, the charity received a water and wastewater bill dated 7 November 2025 for the period 27 April 2025 to 26 October 2025, totaling £49,414.54 (including water charges of £29,576.02 and wastewater charges of £22,650.33) from Water Plus Limited. The trustees consider this amount to be excessive and incorrect based on historical consumption and contractual terms. The charity has formally disputed the charges with the supplier and is seeking resolution.

At the date of approval of these financial statements, the matter remains unresolved. No provision has been made in these accounts for the disputed amount because:

- The trustees believe the charity has strong grounds for contesting the charges.
- The outcome cannot be reliably estimated at this stage.

In accordance with FRS 102 and the Charities SORP, this is disclosed as a contingent liability. Should the dispute be resolved unfavourably, the charity may be required to settle some or all of the amount claimed.

**10 Financial instruments**

|                                                  | 2025<br>£      | 2024<br>£      |
|--------------------------------------------------|----------------|----------------|
| <u>Carrying amount of financial assets:</u>      |                |                |
| Debt instruments measured at cost                | <b>47,099</b>  | <b>38,654</b>  |
| <u>Carrying amount of financial liabilities:</u> |                |                |
| Measured at cost                                 | <b>117,358</b> | <b>137,736</b> |

**11 Analysis of Net Assets between Funds**

|                           | 2025                             |                               |                                         |                |
|---------------------------|----------------------------------|-------------------------------|-----------------------------------------|----------------|
|                           | Tangible<br>Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | Creditors<br>More than<br>one year<br>£ | Total<br>£     |
| <b>Unrestricted Funds</b> |                                  |                               |                                         |                |
| General funds             | 177,714                          | (10,259)                      | (60,000)                                | <b>107,455</b> |
| <b>Restricted funds</b>   |                                  |                               |                                         |                |
| Heritage Lottery Fund     | -                                | -                             | -                                       | -              |
| <b>Total</b>              | <b>177,714</b>                   | <b>(10,259)</b>               | <b>(60,000)</b>                         | <b>107,455</b> |
|                           | 2024                             |                               |                                         |                |
|                           | Tangible<br>Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | Creditors<br>More than<br>one year<br>£ | Total<br>£     |
| <b>Unrestricted Funds</b> |                                  |                               |                                         |                |
| General funds             | 202,651                          | (39,082)                      | (60,000)                                | <b>103,569</b> |
| <b>Restricted funds</b>   |                                  |                               |                                         |                |
| Heritage Lottery Fund     | -                                | -                             | -                                       | -              |
| <b>Total</b>              | <b>202,651</b>                   | <b>(39,082)</b>               | <b>(60,000)</b>                         | <b>103,569</b> |

**12 Unrestricted Funds**

| MOVEMENT IN THE YEAR |        |             |           |                |
|----------------------|--------|-------------|-----------|----------------|
| 2025                 |        |             |           |                |
| Reserves at          |        |             |           |                |
| Beginning of         |        |             |           |                |
| the year             | Income | Expenditure | Total     |                |
| £                    | £      | £           | £         |                |
| General funds        | 94,578 | 549,335     | (536,458) | <b>107,455</b> |

| MOVEMENT IN THE YEAR |         |             |           |               |
|----------------------|---------|-------------|-----------|---------------|
| 2024                 |         |             |           |               |
| Reserves at          |         |             |           |               |
| Beginning of         |         |             |           |               |
| the year             | Income  | Expenditure | Total     |               |
| £                    | £       | £           | £         |               |
| General funds        | 168,177 | 435,922     | (509,520) | <b>94,579</b> |

General Fund is used to finance the charitable company's general activities and core costs as outlined in the Trustees' Report.

**13 Restricted Funds**

| MOVEMENT IN THE YEAR         |              |                |                  |          |
|------------------------------|--------------|----------------|------------------|----------|
| 2025                         |              |                |                  |          |
| Reserves at                  |              |                |                  |          |
| Beginning of                 |              |                |                  |          |
| the year                     | Income       | Expenditure    | Total            |          |
| £                            | £            | £              | £                |          |
| Garfield Weston Foundation   | -            | 30,000         | (30,000)         | -        |
| West Derby Wastelands        | -            | 500            | (500)            | -        |
| Torus Foundation             | -            | 250            | (250)            | -        |
| Grant Space                  | -            | 5,040          | (5,040)          | -        |
| Heritage Lottery Fund        | -            | 88,717         | (88,717)         | -        |
| John Moores Foundation Grant | 5,829        | -              | (5,829)          | -        |
| LCVS                         | 3,162        | 300            | (3,462)          | -        |
| Police Donation              | -            | 324            | (324)            | -        |
|                              | <b>8,991</b> | <b>125,130</b> | <b>(134,121)</b> | <b>-</b> |

| MOVEMENT IN THE YEAR         |               |               |                  |              |
|------------------------------|---------------|---------------|------------------|--------------|
| 2024                         |               |               |                  |              |
| Reserves at                  |               |               |                  |              |
| Beginning of                 |               |               |                  |              |
| the year                     | Income        | Expenditure   | Total            |              |
| £                            | £             | £             | £                |              |
| Heritage Lottery Fund        | 27,717        | 69,699        | (97,416)         | -            |
| National Trust               | -             | 1,000         | (1,000)          | -            |
| Rushworths Charity           | -             | 250           | (250)            | -            |
| John Moores Foundation Grant | -             | 9,992         | (4,163)          | <b>5,829</b> |
| LCVS                         | -             | 3,162         | -                | <b>3,162</b> |
| Police Donation              | -             | 5,502         | (5,502)          | -            |
|                              | <b>27,717</b> | <b>89,605</b> | <b>(108,331)</b> | <b>8,991</b> |

**Description of Funds**

Heritage Lottery Fund  
National Trust  
Rushworths Charity  
John Moores Foundation Grant  
LCVS- Targeted Engagement Grant  
Police Donation  
Garfield Weston Foundation  
West Derby Wastelands  
Torus Foundation  
Grant Space

Contribution towards capital and revenue elements of the old library  
Contribution towards staff cost and resources for Heritage Day.  
Contribution towards ukulele resources.  
Contribution towards staff cost and resources for lunch club project.  
Sharing social media stats for messages shared within our community.  
Contribution towards staff costs.  
Contribution towards running costs.  
Contribution for additional resources for the nursery.  
One-off community project.  
Create a growing site and gardening community.

**14 Cash generated from operations**

|                                       | <b>2025</b>  | <b>2024</b>     |
|---------------------------------------|--------------|-----------------|
|                                       | <b>£</b>     | <b>£</b>        |
| Surplus/(Deficit) for the year        | 3,887        | (92,325)        |
| <b>Adjustments for:</b>               |              |                 |
| Depreciation                          | 28,433       | 28,801          |
| <b>Movements in working capital</b>   |              |                 |
| (Increase)/ Decrease in debtors       | (7,965)      | (8,883)         |
| Increase/(Decrease) in creditors      | (20,378)     | 45,397          |
| <b>Cash generated from operations</b> | <b>3,976</b> | <b>(27,010)</b> |

**15 Related Party Transactions**

There were no material related party transactions during the year which require disclosure (2024: none).

**16 Guarantees**

As at 31 July 2025, 7 members had given a guarantee of £1 each in the event of the charitable company winding-up. Total: £7 (2024: 7 members £7).

**17 Operating Lease Commitments**

The current position of the City Council with regard to the Old School Site is that the charity remain financially liable for both the costs of clearing the site (estimated at £48,000 in 2023) and any ongoing costs of security etc until the site is disposed of. Negotiations continue to persuade the council to waive these costs and requirements.

**Lister Steps Limited**

Detailed statement of financial activities

Year ended 31 July 2025

|                                                   | 2025<br>£      | 2024<br>£       |
|---------------------------------------------------|----------------|-----------------|
| <b>INCOME</b>                                     |                |                 |
| Grant income                                      | 125,130        | 89,605          |
| Café and events income                            | 67,351         | 68,540          |
| Nursery and club income                           | 451,146        | 343,544         |
| Donations                                         | 2,187          | 2,147           |
| Office and room rental                            | 25,916         | 21,488          |
| Other income                                      | 2,735          | 202             |
| Loan write off                                    | 0              | 0               |
| <b>Total Income</b>                               | <b>674,466</b> | <b>525,526</b>  |
| <b>EXPENDITURE</b>                                |                |                 |
| <b>Charitable activities</b>                      |                |                 |
| Staff salary costs                                | 488,538        | 452,688         |
| Pension                                           | 6,763          | 6,770           |
| Nursery costs                                     | 5,725          | 4,952           |
| Café costs                                        | 4,217          | 2,027           |
| Events costs                                      | 21,793         | 23,702          |
| Volunteer expenses                                | 0              | 0               |
| Office costs                                      | 1,973          | 565             |
| Training                                          | 1,546          | 1,308           |
| Premises costs                                    | 55,678         | 52,344          |
| Repairs and renewals                              | 17,101         | 12,591          |
| Travel expenses                                   | 300            | 0               |
| Advertising and marketing                         | 15,005         | 5,511           |
| Consultancy                                       | 0              | 0               |
| Website costs                                     | 0              | 0               |
| Sundry expenses                                   | 361            | 826             |
| Professional fees                                 | 5,528          | 8,500           |
| Human resources costs                             | 0              | 0               |
| Computer costs                                    | 8,447          | 8,653           |
| HMRC interest and penalties                       | 470            | 2,050           |
| Bank and card charges                             | 1,439          | 2,218           |
| Bank Interest                                     | 1,006          | 922             |
| Loan Interest                                     | 2,400          | 1,966           |
| Accountancy and independent examination           | 3,857          | 1,455           |
| Depreciation                                      | 28,433         | 28,801          |
| Corporation Tax Charge                            | 0              |                 |
| <b>Total Expenditure on Charitable activities</b> | <b>670,579</b> | <b>617,851</b>  |
| <b>Net (expenditure) for year</b>                 | <b>3,887</b>   | <b>(92,325)</b> |

(This page does not form part of the statutory financial statements)

**LISTER STEPS LIMITED**

England & Wales - Charity number 1083268

---

# Accounts

---

COMPANY NUMBER: 04028768

REGISTERED CHARITY NUMBER: 1083268

# **LISTER STEPS LIMITED**

**UNAUDITED ANNUAL REPORT &**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 JULY 2024**

|                                                | Pages   |
|------------------------------------------------|---------|
| Trustees' Annual Report                        | 1 to 5  |
| Statement of Trustees' Responsibilities        | 7       |
| Independent Examiners Report                   | 8       |
| Statement of Financial Activities              | 9       |
| Balance Sheet                                  | 10      |
| Statement of Cash Flows                        | 11      |
| Notes forming part of the Financial Statements | From 12 |

The trustees, present their report with the financial statements of the charity for the year ended 31 July 2024.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1st January 2019).

#### **OBJECTIVES AND ACTIVITIES**

The objects of the charitable company are to promote for the benefit of the public (with particular emphasis on the public in the area of Tuebrook Merseyside) any charitable purpose without distinction of gender, race, age, disability, sexual orientation, political, religious or other opinion and in particular charitable purposes which: -

- Provide facilities in the interest of social welfare for recreation, and other leisure time occupations with the objects of improving the conditions of life in Tuebrook.
- Promote educational and training opportunities with special emphasis on providing access to such opportunities for people who are by reasons of social or economic disadvantage otherwise unable to gain such access
- Provide advice, information, and assistance in relation of citizenship so as to develop the capacity and potential of individuals as members of society and that their conditions of life may be improved.
- To relieve unemployment by the provision of advice and training to unemployed individuals concerning unemployment, self-employment and the establishment of co-operative enterprises and the provision of CV writing, job search and job club facilities for them. Provision of practical support to unemployed people by the way of accommodation, childcare facilities or assistance with travel.

Promote for public benefit regeneration in Tuebrook and surrounding areas by all the following means

- The relief of poverty.
- The protection, enhancement and conservation of the environment.
- The promotion of public safety and the prevention of crime.

#### **PUBLIC BENEFIT**

The Trustees are aware of the Charity Commission's guidance on public benefit and have fully complied with their duty in regard to this guidance when exercising their powers and duties.

#### **ACHIEVEMENTS AND PERFORMANCE**

Our Community Engagement Manager has successfully continued to deliver a wide range of activities and events. Further details can be found in the relevant sections of this report.

#### **EDUCATION**

Our intent is to support our children to enable them to achieve their full potential academically, economically and to become happy, socially confident and able to keep themselves safe. In our work with young children our biggest contribution is to give them the skills to learn, to understand how to behave in a learning setting, how to listen, take turns, and to share and express their feelings. We do this in ways that comply with the Early Years Foundation Stage requirements and are fun and enjoyable for the children.

We can integrate children with additional learning needs and work alongside other professionals such as Educational Psychologists, and Speech and Language Therapists to develop individual plans to support the child's development. We are often first to notice that something may be wrong if developmental milestones are not being met and are well placed to lead Early Help interventions and have the trust of families to do so.

We continue to have an excellent reputation for our work with children who have special educational needs. Lister Steps is regarded as valued resource by professionals. Our SENDCO (Special Educational Needs and Disabilities Co-Ordinator) supports families who have children with special needs and supervises our specially trained childcare practitioners who provide 1 to 1 care to children with special needs.

#### **FAMILIES**

Lister Steps provides free childcare to families in crisis or when there is a change in circumstances with the potential to harm the well-being of the child. During the reporting period we have supported families where serious illness, housing, domestic violence, residency status and crime have affected the main care giver.

##### Case study

The following case study provides an example of the way in which a vulnerable child and parent received the support they desperately needed to overcome serious problems, and to prevent the child from being admitted into Care.

During the reporting period our Nursery Manager and the childcare practitioners at Lister Steps supported a single parent and her 3 year old daughter, Child X.

When X first started the Nursery, staff were informed by Social Services that the mum had a history of drug and alcohol problems and her other children had been taken into Care. Social Services were no longer involved since the mum had been coping better and she was now able to take adequate care of her youngest child.

At first there were no apparent problems, however patterns began to appear - signs of behaviour and presentation causing concern to the Nursery staff. Mum was frequently arriving to Nursery late and presented as stressed, and X became increasingly withdrawn and appeared physically neglected. The Nursery Manager had worked hard to build up a trusting relationship with mum and eventually mum felt able to confide in her, admitting that she was again using drugs and alcohol and was struggling to cope on her own. With mum's knowledge, the Manager informed Social Services of their concerns. A Social Services Case Conference and plan was quickly arranged:

- X would attend the Nursery extra days. This allowed time for Mum to access the Drug and Alcohol Services.
  - Mum made contact with X's father and regular visits were arranged at the Social Services Contact Centre.
  - A Child Psychologist was allocated to work with X. These sessions took place at Lister Steps.
  - The Nursery Manager was appointed Key Worker and provided one- to- one support. A Safe Space was created for X, whereby the Manager had a little talk and play with her every day at a regular time.
  - The Manager continued to support mum, offering encouragement and praise, and reporting on progress and positive changes X was making.
- A year later X transferred to the Reception Class at the local school. She was no longer withdrawn and settled well in her new environment. Mum has continued to receive support from specialist services and is no longer using drugs or alcohol. She has grown in confidence and copes well. Mum and X often pop into the Nursery on their way home from school for a chat with the Childcare staff at Lister Steps and are always made welcome.

## **VOLUNTEERS**

Lister Steps is registered with Volunteer Liverpool and welcome volunteers into all facets of our work. We welcome volunteers of all abilities, to work with our children and value the input people with different life experiences can give. We find that volunteers with specialist skills can complement our work. Our volunteers have made useful contributions to Lister Steps in various strands of the organisation ranging from childcare to governance, research, social media management, administration, and horticulture and ground maintenance.

Volunteers often come from the most marginalised sections of society, and we are able to support their developing personal skills, confidence and self-esteem. It has become apparent that visitors to The Old Library get involved in numerous different activities and a few have gone on from participating to volunteering and supporting our team.

Our community engagement work funded through the Heritage Lottery Fund has enabled us to extend the range of volunteering opportunities available to members of our community.

## **HEALTH AND WELL-BEING**

Lister Steps networks extensively with other statutory and voluntary agencies across the Liverpool City Region to ensure that we have a portfolio of up to date and relevant support services for our children and their families. We work very closely with local Health Visitors, Speech and Language Therapists, Educational Psychologists and SENIS to ensure children receive the specialist intervention they may need. We are also able to sign-post our parents and staff for advice on finance, budgeting, debt management, mental health, counselling etc.

The Café has become embedded in the community providing healthy, nutritious food for all the children in our care to ensure they receive at least one full meal a day – supporting families challenged by rising costs and the wider community.

During the accounting period we continued to support wellbeing by organising and providing facilities for dance, exercise, crafting and art classes and opportunities to socialise in a calm and relaxing environment.

## **COMMUNITY COHESION**

We value all of our children and families. We promote mutual respect and are inclusive. At Lister Steps we want children to be independent learners so that they can make their own choices and build and develop strong relationships and friendships with lots of people. Our services promote the fundamental values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.

Our longstanding groups such as Knit and Natter, Family History, Shared Reading, Creative Writing and Narcotics Anonymous continue to use the Old Library as their local base.

Tactcare, Storybox CIC, Rejuvenate CIC and Wellbeing Together and Liverpool City Council continue to use The Old library as a base for supporting local residents and families.

## **PERFORMANCE**

Lister Steps is registered with OFSTED to provide 96 childcare places each day. The places are delivered through our Nursery and "Out of School" Club settings. We also provide play schemes during the school holidays for local children to help working parents and give children opportunities to play safely and learn new skills and hobbies.

Lister Steps offers school and college placements, internships and apprentices to local young people who wish to further their career working children and families. During the Accounting Period staff continued to benefit from access to an on-line training academy Noodle Now to support their continued professional development.

Lister Steps Childcare continued to struggle to retain qualified staff and to recruit replacements, something experienced by the whole childcare sector. This resulted in staff often doing unpaid overtime, not taking leave regularly, stress and burnout. Trustees discussed reducing childcare numbers, instituting welfare reviews, regular staff engagement and trying to ensure staffing levels were maintained.

The trustees regard our childcare facility and services as a great achievement. Occupancy levels were maintained although this places strain on staff resources. Our regular summer play scheme continued to play a key role in retaining child registrations and attract new customers, including parents from across the area and from diverse backgrounds.

Our café is popular and serves as the doorway for local people to find out more about the activities and services we offer. The café also serves our growing events portfolio and provides catering for family events. We are awarded 5 stars in terms of environmental health standards.

We arranged a series of Christmas events including a Dickensian Afternoon Tea, Community Sing and parties for our Children.

Lister Steps is extremely grateful to the following individuals, trusts and organisations for their financial support.

- National Lottery Heritage Fund
- Power to Change
- Social Investment Business
- Duncan Norman Charitable Trust
- Lady Christine Bibby
- Chrimes Family Charitable Trust

#### **FINANCIAL REVIEW**

Total income in the year was £525,526 (2023: £776,221) of which £89,605 (2023: £228,226), related to funding for projects upon which restrictions are placed.

Total expenditure in the year was £617,851 (2023: £668,501), leaving a deficit for the year of £92,325 (2023: surplus £107,720).

At 31 July 2024 the charitable company's reserves stood at £103,570 (2023: £195,893) of which £8,991 (2023: £27,716) represented restricted funds.

#### **RISK MANAGEMENT**

The Trustees are responsible for risk management. The Company Secretary is the childcare nominated person and ensures compliance with OFSTED as the regulatory body.

The Board as a whole take responsibility for risk management and ensure that agreed actions comply with the risk management policy. Policies and procedures are reviewed annually.

#### **RESERVES POLICY**

It is the policy of the charitable company to maintain unrestricted funds, which are free reserves at a level to cover redundancy provision, and three months' running costs should no further funding be received.

As at the end of the financial year the unrestricted funds totalled £94,579. The charitable company requires £84,500 for redundancy provision, and £87,060 for three months' running costs, (total £171,560).

As per the business plan, Lister Steps is hoping to hold a number of events/weddings etc in their building this will ensure unrestricted reserves increase to cover redundancy policy etc. There will also be additional income from the café which is also to increase unrestricted reserves.

#### **PLANS FOR THE FUTURE**

The Trustees are working towards a full review of Lister Steps' Objectives, and are updating and rewriting our Articles of Association. In addition, we are in the process of reviewing staff job descriptions to more accurately reflect the organisation we have evolved into.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a charitable company limited by guarantee, incorporated on 7th July 2000 and registered as a charity on 7th July 2000.

The Governing Instruments under which the charitable company operates comprise the Memorandum and Articles of Association dated 14th June 2000.

#### **RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES**

The Board of Trustees aims to recruit new Trustees with a range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED. Election for positions on the Board takes place at the AGM or at Trustee Board meetings throughout the year.

#### **COMMUNICATIONS WITH THE TEAM**

Lister Steps is a value led organisation and this is reflected across our communications with the full staff team including volunteers, students and trainees on work placement. Staff are kept up to date with developments via bi-monthly full team meetings, regular memo's and team leader briefings. A trustee attends each full team meeting and team members are encouraged to input into operational reports presented at board meetings.

Team Building days, Staff development and Training days are held bi- annually and this gives the opportunity for staff, volunteers and trustees to work together.

#### **EQUAL OPPORTUNITIES**

Lister Steps considers equality of opportunity in all aspects of our organisation. We have an equal opportunities policy which is reviewed annually.

#### **FROM THE CHIEF EXECUTIVE**

The Chief Executive is responsible for overseeing the overall direction of Lister Steps, ensuring the effective management of the resources available to us and taking the lead on the achievement of our charitable mission and objectives.

The Chief Executive ensured during 2023/24 that the Mission was at the front of all the work done and that all the activities planned and delivered fell within the charitable remit. They have worked alongside the Board of Trustees to discuss and agree long term strategies and short term action plans, taking the lead in the preparation of all funding bids and liaising closely with charitable supporters to generate in kind and pro-bono support for our work.

This year was particularly difficult in terms of managing cashflow and ensuring all departments had the resources they needed to operate to a high quality standard. One of the greatest challenges faced, like the majority of Charities, was the availability of funding to support our cause. One of the major disappointments this year was being rejected by NLRC for a large bid to support our work in the community. This was a significant disappointment because of the excellent relationship we have developed with National Lottery Heritage Fund over the timeline of our heritage project.

The greatest hope for our future lies in the opportunity to focus on our long-term goals and sustainability, ensuring the continued success of our work. We hope that we can apply for extension funding from the National Lottery Heritage Fund (NLHF) to enhance our organizational resilience and strength is particularly encouraging.

#### **FROM THE FINANCE MANAGER AND DEPUTY CHIEF EXECUTIVE**

This role involves navigating the company finances to ensure pressure points are highlighted and deadlines are met. Highlighting potential improvements for revenue streams, working more efficiently across the business, and identifying potential grants and funding opportunities are a key aspect of the role.

The year leading up to 31 July 2024 was extremely challenging. We continued to experience cashflow problems and were unable to reduce our indebtedness. The nursery carries high levels of bad debt, and there were months when meeting payroll obligations was difficult. However, working towards the potential NLHF extension was a particularly enjoyable challenge.

With the increase in income from the nursery and the ever-growing events and community projects at The Old Library, the future feels much more optimistic. As Deputy Chief Executive, prioritizing the line management of the Events Coordinator and Community Engagement Officer is essential. Ensuring their roles are clearly defined, achievable, and that their wellbeing is paramount is crucial.

It is largely due to these two excellent employees, who constantly drive revenue, and all the staff here, who work tirelessly and often voluntarily, that The Old Library is evolving into the wonderful, community-driven organization it was always intended to be.

#### **FROM THE COMPANY SECRETARY**

The Company Secretary ensures compliance with Companies House and the Charity Commission to ensure best governance.

During the year, the Company Secretary played a pivotal role in ensuring the charity's smooth operation, particularly by facilitating effective communication between the trustees and the senior management team.

During periods when the Board of Trustees lacked a formally-elected chair, the Company Secretary held regular meetings with the Chief Executive to provide support and maintain clear communication. Additionally, the Company Secretary worked diligently to recruit new trustees and support both trustee applicants and new trustees.

As the 'Nominated Individual' for Ofsted, the Company Secretary successfully collaborated with the Childcare Manager to offer support, stay updated on developments in the Nursery, and ensured the charity remained compliant with Ofsted requirements.

Although the Board of Trustees remained small during 2023/24, the members worked well to manage some difficult issues facing the charity. An ethos of mutual respect, trust, support and team work has developed ensuring the trustees are able to develop solutions to the issues facing the charity. However, it has proved difficult to recruit and keep trustees on the Board. Some meetings we were not quorate and made use of the in quoracy amendment to our Articles of Association which was adopted at the last AGM. The small number of trustees makes it difficult to run sub-committees and to delegate work amongst trustees. We recognise that we would benefit from a more diverse Board which would represent different communities and client groups. The charity will continue to increase the membership, skills and diversity of the Board of Trustees.

#### **FROM THE NURSERY MANAGER**

2024 was a particularly challenging year for the nursery. The loss of its 'Good' status (reinstated in August 2024) led to reduced enrolment numbers and income, along with personnel losses leading to low staff morale due to long hours, stress, and anxiety about the future. However, changes were implemented, resulting in increased enrolment and income, and staff now have a more hopeful and secure outlook for the future. The nursery continues to be of key importance in delivering community benefit and ensuring the continuing financial viability of the charity.

#### **FROM THE EVENTS CO-ORDINATOR**

The Events Co-ordinator is responsible for supervising the café, ensuring cleanliness, quality assurance, and customer service. They manage bank staff and volunteers, handle financial record-keeping and reporting, and serve as the licensee. In this role, they train all staff on bar operations within the legal framework, maintain bar stock, and ensure staff are aware of their responsibilities during events. The Events Co-ordinator also promotes The Old Library as a wedding venue and liaises with clients and outside agencies to ensure the smooth delivery of events, including live music, quiz nights, and family parties throughout the year.

The organisation successfully delivered several weddings throughout the year, all of which turned a healthy profit and received highly complimentary client feedback. However, this success was achieved despite low staffing levels, with some bank staff having to work long shifts. Further development of this vital income stream and community offering will depend on either employing more staff or increasing prices.

Family and community events organized by the charity have been successful in generating revenue and attracting new visitors. These events, especially during good weather, enhance our presence in the community by being visible to passers-byes.

A major challenge continues to be marketing. With tight budgets and a small number of staff and volunteers, the charity relies heavily on social media to publicize its activities, which doesn't always reach all parts of the community. Additionally, the café is not generating as much revenue as it should due to inconsistent staffing in the kitchen, leading to times when food is unavailable or the quality of our offerings is below standard.

#### **COMMUNITY EVENTS**

Despite staff turnover, the Old Library has continued to organize a successful program of community activities, workshops, meet-ups, and family and community events. Feedback gathered during 2024 via an online survey indicates there is still room for improvement. Many respondents mentioned they only rarely or infrequently visited the Old Library, primarily for leisure, recreation, and as a place to meet. Training or using the building as a workspace were not common reasons for visits. However, visitors did report gaining a sense of community and belonging from their visits, appreciating the ability to meet friends in a relaxing and calm environment. History and heritage, as well as books and reading, remained important reasons for visiting. The atmosphere was described as welcoming, with comments such as "it's a nice building" and "friendly." Nonetheless, respondents expressed a desire for a wider variety of activities, more weekend openings, and especially more events and activities for children and young people.

#### **FRIENDS OF THE OLD LIBRARY**

This group was formed in 2024 and consists of passionate volunteers who provide feedback on their experiences with the organisation's services, suggest areas for improvement, and offer ideas for future initiatives. The group meets monthly with a trustee representative and the Community Engagement worker to discuss how we can better serve our community. This group is a valuable source of community input and helps us demonstrate our ongoing commitment to serving the community in which we work.

The group currently consists of 5 volunteers. Efforts have been made to identify all volunteers, friends, and supporters, offering them the chance to meet the Friends and become more involved with the work and life of The Old Library. However, recruiting community members to the group remains a challenge. We hope to increase membership to broaden our community voice. The group is planning a community open day in January 2025, bringing together our community groups and other community partners to attract more people to the organisation and showcase what we offer. Additionally, the group is keen to help distribute promotional materials to share our work in the local community and attend events to gather feedback for their meetings.

REFERENCE AND ADMINISTRATIVE DETAILS

|                      |                                                                                                    |                                                                                                                                                                                                                     |
|----------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                 | Lister Steps Limited                                                                               |                                                                                                                                                                                                                     |
| Company Number       | 4028768                                                                                            |                                                                                                                                                                                                                     |
| Charity Number       | 1083268                                                                                            |                                                                                                                                                                                                                     |
| Registered Office    | The Old Library<br>Green Lane<br>Tuebrook<br>Liverpool<br>Merseyside<br>L13 7EB                    |                                                                                                                                                                                                                     |
| Trustees             | A J May<br>J M Spencer<br>E Martin<br>D R Barlow<br>P A Crossland<br>J Lee<br>E J McCormack        | (Appointed 7th July 2000)<br>(Appointed 6th May 2023)<br>(Appointed 22nd January 2024)<br>(Resigned 24th October 2023)<br>(Resigned 9th October 2023)<br>(Resigned 28th June 2024)<br>(Resigned 20th February 2024) |
| Secretary            | A J May                                                                                            | (Appointed 7th July 2000)                                                                                                                                                                                           |
| Independent Examiner | Claire Riley MAAT FCCA<br>MAR Kilshaw Limited<br>99 Stanley Road<br>Bootle<br>Liverpool<br>L20 7DA |                                                                                                                                                                                                                     |
| Bankers              | Lloyds                                                                                             |                                                                                                                                                                                                                     |

Signed on behalf of the Board of Trustees

The above Trustee’s Annual Report was approved by the member of Lister Steps Limited on 13 February 2025 and signed by J M Spencer on their behalf.

*Jerry Spencer*

---

J M Spencer  
Trustee  
14 Feb 2025

Date 

---

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principle in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue as a going concern;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1st January 2019).

**Signed on behalf of the Board of Trustees**

*Jerry Spencer*

---

J M Spencer  
Trustee

14 Feb 2025

Date

---

**Lister Steps Limited**

Independent Examiner's Report to the Trustees of Lister Steps Limited

Year ended 31 July 2024

---

I report on the accounts of the Charitable Company for the year ended 31 July 2024.

**Respective responsibilities of the trustees and the examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (a) examine the accounts (under section 145 of the 2011 Act),
- (b) to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- (c) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in, any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting Charities have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Claire Riley*

Signed \_\_\_\_\_

13 Feb 2025

Dated \_\_\_\_\_

Claire Riley MAAT FCCA  
Relevant professional qualification or body: ACCA  
On behalf of:  
MAR Kilshaw Limited  
99 Stanley Road  
Bootle  
Liverpool  
L20 7DA

**Lister Steps Limited**

## Statement of Financial Activities (Including Income and Expenditure)

Year ended 31 July 2024

|                                                        |       | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | TOTAL<br>Funds<br>2024<br>£ | TOTAL<br>FUNDS<br>2023<br>£ |
|--------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
|                                                        | Notes |                                    |                                  |                             |                             |
| <b>Income and endowments from:</b>                     |       |                                    |                                  |                             |                             |
| Donations and Legacies                                 | 3a    | 2,147                              | -                                | 2,147                       | 1,047                       |
| Charitable activities                                  | 3b    | 433,572                            | 89,605                           | 523,177                     | 656,111                     |
| Other income                                           | 3c    | 202                                | -                                | 202                         | 119,063                     |
| <b>Total income</b>                                    |       | <b>435,921</b>                     | <b>89,605</b>                    | <b>525,526</b>              | <b>776,221</b>              |
| <b>Expenditure on:</b>                                 |       |                                    |                                  |                             |                             |
| Charitable activities                                  | 4     | 509,520                            | 108,331                          | 617,851                     | 668,500                     |
| <b>Total expenditure</b>                               |       | <b>509,520</b>                     | <b>108,331</b>                   | <b>617,851</b>              | <b>668,500</b>              |
| <b>Net income/(expenditure), net movement in funds</b> |       | <b>(73,599)</b>                    | <b>(18,726)</b>                  | <b>(92,325)</b>             | <b>107,721</b>              |
| <b>Total funds brought forward</b>                     | 11,12 | 168,178                            | 27,717                           | 195,895                     | 88,173                      |
| <b>Total funds carried forward</b>                     |       | <b>94,579</b>                      | <b>8,991</b>                     | <b>103,570</b>              | <b>195,894</b>              |

The notes form part of these accounts.

All the above amounts relate to continuing the activities of the charitable company.

This Statement includes all gains and losses recognisable in the year.

|                                              | Notes  | 31 JUL 2024   |                | 31 JUL 2023   |                |
|----------------------------------------------|--------|---------------|----------------|---------------|----------------|
|                                              |        | £             | £              | £             | £              |
| <b>Fixed assets</b>                          |        |               |                |               |                |
| Tangible fixed assets                        | 5      |               | 202,651        |               | 230,267        |
| <b>Current assets</b>                        |        |               |                |               |                |
| Debtors                                      | 6      | 35,045        |                | 26,162        |                |
| Cash at bank and in hand                     |        | 3,609         |                | 16,714        |                |
|                                              |        | <b>38,654</b> |                | <b>42,877</b> |                |
| <b>Current liabilities</b>                   |        |               |                |               |                |
| Creditors: amounts falling due < 1 year      | 7      | (77,736)      |                | (77,250)      |                |
| <b>Net current (liabilities)</b>             |        |               | (39,082)       |               | (34,373)       |
| <b>Total assets less current liabilities</b> |        |               | <b>163,569</b> |               | <b>195,894</b> |
| <b>Creditors:</b>                            |        |               |                |               |                |
| Amounts falling due > 1 year                 | 8      |               | (60,000)       |               | -              |
| <b>Net Assets</b>                            |        |               | <b>103,569</b> |               | <b>195,894</b> |
| <b>Funds:</b>                                |        |               |                |               |                |
| Unrestricted funds                           | 10, 11 |               | 94,578         |               | 168,177        |
| Restricted funds                             | 10, 12 |               | 8,991          |               | 27,717         |
| <b>Net Assets</b>                            |        |               | <b>103,569</b> |               | <b>195,894</b> |

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The members have not required the company to obtain an audit of in accordance with section 476 of the Companies Act 2006.

For the period covered by these accounts the charitable company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies

The Trustees, who are the Directors of the charitable company, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

**Signed on behalf of the Board of Trustees**

*Jerry Spencer*

\_\_\_\_\_  
J M Spencer  
Trustee

14 Feb 2025

Date \_\_\_\_\_

|                                                     | Notes | 31 JUL 2024 |                 | 31 JUL 2023 |                |
|-----------------------------------------------------|-------|-------------|-----------------|-------------|----------------|
|                                                     |       | £           | £               | £           | £              |
| <b>Cash flows from operating activities</b>         |       |             |                 |             |                |
| Cash generated from operations                      | 14    |             | (27,010)        |             | (7,380)        |
| <b>Investing activities</b>                         |       |             |                 |             |                |
| Purchase of tangible fixed assets                   |       | (1,184)     |                 | (1,820)     |                |
| <b>Net cash investing activities</b>                |       |             | <b>(1,184)</b>  |             | <b>(1,820)</b> |
| <b>Cash flows from financing activities</b>         |       |             |                 |             |                |
| Repayment of overdraft                              |       | -           |                 | -           |                |
| Repayment of loan                                   |       | -           |                 | -           |                |
| <b>Net cash generated from financing activities</b> |       |             | -               |             | -              |
| <b>Net increase in cash and cash equivalents</b>    |       |             | <b>(28,194)</b> |             | <b>(9,198)</b> |
| Cash and cash equivalents at beginning of year      |       |             | 16,714          |             | 25,912         |
| <b>Cash and cash equivalents at end of year</b>     |       |             | <b>(11,480)</b> |             | <b>16,714</b>  |
| <b>Represented by:</b>                              |       |             |                 |             |                |
| Cash at bank and in hand                            |       |             | 3,609           |             | 16,714         |
| Overdrawn bank balance                              |       |             | (15,089)        |             |                |
|                                                     |       |             | <b>(11,480)</b> |             | <b>16,714</b>  |

**1 Limited Liability**

The charity is a company limited by guarantee. Each member's liability is limited to £1.

**2 Accounting Policies**

**Basis of accounting**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (SORP 2015) (as amended for accounting periods commencing from 1st January 2015), Charities Act 2011 and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

**Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate reserves and the write off of the SIB Loan in 2024 to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

**Fund accounting**

Unrestricted funds are the Charitable Company's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

**Income recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accrual's basis. Grants receivables are recognised on the date on which their unconditional payment is confirmed by the donor.

Income from investment relates to bank interest received and is recognised when the amount is certain.

**Expenditure recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual's basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor.

Expenditure on charitable activities relates to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

**Fixed Assets**

Capital expenditure is stated in the balance sheet at cost less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

|                            |                                         |
|----------------------------|-----------------------------------------|
| Computers & Equipment      | 20% per annum straight line basis       |
| Fixtures & Fittings        | 25% per annum on reducing balance basis |
| Leasehold Land & Buildings | Straight line basis over 25 years       |
| Improvements to Leasehold  | Straight line basis over 25 years       |

**Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

**Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### Taxation

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

### 3 Income and endowments from

|                                                                     | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | TOTAL<br>Funds<br>2024<br>£ | TOTAL<br>FUNDS<br>2023<br>£ |
|---------------------------------------------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>a Donations and Legacies</b>                                     |                                    |                                  |                             |                             |
| Donations                                                           | 2,147                              | 0                                | 2,147                       | 1,047                       |
| Donations and legacies in 2023 relate wholly to unrestricted funds. |                                    |                                  |                             |                             |
|                                                                     | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | TOTAL<br>Funds<br>2024<br>£ | TOTAL<br>FUNDS<br>2023<br>£ |
| <b>b Charitable activities</b>                                      |                                    |                                  |                             |                             |
| Heritage Lottery Fund                                               | -                                  | 69,699                           | 69,699                      | 218,909                     |
| Power to Change                                                     | -                                  | -                                | -                           | 9,357                       |
| National Trust                                                      | -                                  | 1,000                            | 1,000                       | -                           |
| Rushworths Charity                                                  | -                                  | 250                              | 250                         | -                           |
| John Moores Foundation Grant                                        | -                                  | 9,992                            | 9,992                       | -                           |
| LCVS                                                                | -                                  | 3,162                            | 3,162                       | -                           |
| Police Donation                                                     | -                                  | 5,502                            | 5,502                       | -                           |
| Café & events income                                                | 68,540                             | -                                | 68,540                      | 58,645                      |
| Nursery & club income                                               | 343,544                            | -                                | 343,544                     | 351,156                     |
| Office and room rental                                              | 21,488                             | -                                | 21,488                      | 18,044                      |
|                                                                     | <b>433,572</b>                     | <b>89,605</b>                    | <b>523,177</b>              | <b>656,111</b>              |

Charitable activities in 2023 related to £427,845 unrestricted funds and £228,266 restricted funds.

|                             | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | TOTAL<br>Funds<br>2024<br>£ | TOTAL<br>FUNDS<br>2023<br>£ |
|-----------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>c Other income</b>       |                                    |                                  |                             |                             |
| Commission                  | 76                                 | -                                | 76                          | -                           |
| Interest income             | 126                                | -                                | 126                         | -                           |
| Loan write off (see note 8) | -                                  | -                                | -                           | 119,063                     |
|                             | <b>202</b>                         | <b>-</b>                         | <b>202</b>                  | <b>119,063</b>              |

Other Income in 2023 relate wholly to unrestricted funds.

**4 Expenditure on Charitable Activities**

|                                                                    | Direct<br>Charitable<br>Expenditure<br>2024<br>£ | Support &<br>Governance<br>Cots<br>2024<br>£ | TOTAL<br>Costs<br>2024<br>£ | TOTAL<br>Costs<br>2023<br>£ |
|--------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------|-----------------------------|-----------------------------|
| To provide facilities for recreation and child day-care activities | 108,331                                          | 509,520                                      | 617,851                     | 668,500                     |

**a Analysed as follows:**

Direct charitable expenditure:

|                                         | TOTAL<br>Costs<br>2024<br>£ | TOTAL<br>Costs<br>2023<br>£ |
|-----------------------------------------|-----------------------------|-----------------------------|
| Staff salary costs                      | 107,581                     | 177,337                     |
| Pension                                 | -                           | 3,258                       |
| Nursery costs                           | -                           | -                           |
| Café costs                              | -                           | -                           |
| Events costs                            | 750                         | 9,600                       |
| Volunteer expenses                      | -                           | -                           |
| Office costs                            | -                           | 1,084                       |
| Training                                | -                           | 2,504                       |
| Premises costs                          | -                           | -                           |
| Repairs and renewals                    | -                           | -                           |
| Travel expenses                         | -                           | -                           |
| Advertising and marketing               | -                           | 2,069                       |
| Consultancy                             | -                           | -                           |
| Website costs                           | -                           | -                           |
| Sundry expenses                         | -                           | 3,645                       |
| Professional fees                       | -                           | 8,446                       |
| Human resources costs                   | -                           | -                           |
| Computer costs                          | -                           | 7,688                       |
| HMRC interest and penalties             | -                           | 274.42                      |
| Bank and card charges                   | -                           | 2,032                       |
| Bank interest                           | -                           | 780                         |
| Loan interest                           | -                           | -                           |
| Accountancy and independent examination | -                           | 3,579                       |
| Depreciation                            | -                           | -                           |
|                                         | <b>108,331</b>              | <b>222,297</b>              |

£108,331 (2023: £222,297) of the above expenditure relates to restricted funding.

| <u>Support &amp; Governance costs:</u>                          | <b>TOTAL<br/>Costs<br/>2024<br/>£</b> | <b>TOTAL<br/>Costs<br/>2023<br/>£</b> |
|-----------------------------------------------------------------|---------------------------------------|---------------------------------------|
| Staff salary costs                                              | 345,107                               | 309,847                               |
| Pension                                                         | 6,770                                 | 4,888                                 |
| Nursery costs                                                   | 4,952                                 | 3,947                                 |
| Café costs                                                      | 2,027                                 | 1,540                                 |
| Events costs                                                    | 22,952                                | 15,138                                |
| Volunteer expenses                                              | -                                     | -                                     |
| Office costs                                                    | 565                                   | -                                     |
| Training                                                        | 1,308                                 | -                                     |
| Premises costs                                                  | 52,344                                | 57,671                                |
| Repairs and renewals                                            | 12,591                                | 20,227                                |
| Travel expenses                                                 | -                                     | 337                                   |
| Advertising and marketing                                       | 5,511                                 | -                                     |
| Consultancy                                                     | -                                     | -                                     |
| Website costs                                                   | -                                     | -                                     |
| Sundry expenses                                                 | 826                                   | -                                     |
| Professional fees                                               | 8,500                                 | -                                     |
| Human resources costs                                           | -                                     | -                                     |
| Computer costs                                                  | 8,653                                 | 3,521                                 |
| HMRC interest and penalties                                     | 2,050                                 | -                                     |
| Bank and card charges                                           | 2,218                                 | -                                     |
| Bank interest                                                   | 922                                   | -                                     |
| Loan interest                                                   | 1,966                                 | -                                     |
| Accountancy and independent examination                         | 1,455                                 | -                                     |
| Depreciation                                                    | 28,801                                | 29,090                                |
|                                                                 | <b>509,520</b>                        | <b>446,203</b>                        |
| Total expenditure on charitable activities                      | <b>617,851</b>                        | <b>668,500</b>                        |
| <b>b Staff Costs</b>                                            | <b>2024<br/>£</b>                     | <b>2023<br/>£</b>                     |
| Gross wages and salaries                                        | 428,300                               | 458,887                               |
| Social security costs                                           | 24,388                                | 28,297                                |
| Pension costs                                                   | 6,770                                 | 8,146                                 |
|                                                                 | <b>459,458</b>                        | <b>495,330</b>                        |
| <b>c Particulars of employees</b>                               |                                       |                                       |
| The average number of employees during the year was as follows: | <b>2024</b>                           | <b>2023</b>                           |
| Charitable activities                                           | 18                                    | 16                                    |
| Management and administration                                   | 3                                     | 3                                     |
|                                                                 | <b>21</b>                             | <b>19</b>                             |

No employee received emoluments of more than £60,000 during the year.  
The trustees are not remunerated for their services and are not included in the above number of employees.  
No out-of-pocket expenses were reimbursed to trustees in the year (2023: £nil).

**5 Tangible fixed assets:**

|                                       | Improvements to leasehold<br>£ | Leasehold land and buildings<br>£ | Computers and equipment<br>£ | Fixtures and fittings<br>£ | Total<br>£     |
|---------------------------------------|--------------------------------|-----------------------------------|------------------------------|----------------------------|----------------|
| Gross book value brought forward      | 132,995                        | 483,492                           | 11,641                       | 19,480                     | <b>647,608</b> |
| Additions                             | -                              | -                                 | 1,184                        | -                          | <b>1,184</b>   |
| Disposals                             | -                              | -                                 | -                            | -                          | -              |
| Gross book value at carried forward   | 132,995                        | 483,492                           | 12,824                       | 19,480                     | <b>648,791</b> |
| Depreciation brought forward          | 14,183                         | 383,618                           | 6,366                        | 13,174                     | <b>417,341</b> |
| Charge for the year                   | 5,320                          | 19,340                            | 2,564                        | 1,577                      | <b>28,800</b>  |
| On disposals                          | -                              | -                                 | -                            | -                          | -              |
| Depreciation at carried forward       | 19,503                         | 402,957                           | 8,930                        | 14,751                     | <b>446,141</b> |
| <b>Net book value carried forward</b> | <b>113,492</b>                 | <b>80,535</b>                     | <b>3,894</b>                 | <b>4,729</b>               | <b>202,651</b> |
| Net book value at brought forward     | 118,812                        | 99,874                            | 5,274                        | 6,306                      | <b>230,267</b> |

Improvements to Leasehold included in the fixed assets is in relation to the old Library that Lister steps moved into in October 2020.

**6 Debtors**

|               | 2024<br>£     | 2023<br>£     |
|---------------|---------------|---------------|
| Trade debtors | 35,045        | 26,162        |
|               | <b>35,045</b> | <b>26,162</b> |

**7 Creditors: amounts falling due within one year**

|                              | 2024<br>£     | 2023<br>£     |
|------------------------------|---------------|---------------|
| Bank overdraft               | 15,089        | -             |
| Trade creditors              | 8,782         | 28,322        |
| Accruals                     | 3,017         | 4,579         |
| Pension                      | 1,350         | 3,569         |
| Taxation and social security | 44,747        | 40,780        |
| Other creditors              | 4,750         | -             |
|                              | <b>77,736</b> | <b>77,250</b> |

**8 Creditors: amounts falling due after more than one year**

The following loans are included within creditors:

|                               | 2024<br>£     | 2023<br>£ |
|-------------------------------|---------------|-----------|
| Due between one to two years  | -             | -         |
| Due between two to five years | 60,000        | -         |
| Over 5 years                  | -             | -         |
|                               | <b>60,000</b> | <b>-</b>  |

The organisation received a loan of £60,000 in August 2023 from Key Fund Investments Limited with interest being charged at a rate of 4% per annum. The loan was to provide working capital to help develop a project, with a revolving facility termination date 60 months from the date of the agreement, with a final repayment date 96 months from the date of the agreement. Capital repayments are due to start in August 2026, however, this may be requested to start earlier to reduced the interest payable.

9 Financial instruments

|                                                  | 2024<br>£      | 2023<br>£     |
|--------------------------------------------------|----------------|---------------|
| <u>Carrying amount of financial assets:</u>      |                |               |
| Debt instruments measured at cost                | <u>38,654</u>  | <u>42,877</u> |
| <u>Carrying amount of financial liabilities:</u> |                |               |
| Measured at cost                                 | <u>137,736</u> | <u>77,250</u> |

10 Analysis of Net Assets between Funds

|                           | 2024                             |                               |                                         |                |
|---------------------------|----------------------------------|-------------------------------|-----------------------------------------|----------------|
|                           | Tangible<br>Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | Creditors<br>More than<br>one year<br>£ | Total<br>£     |
| <b>Unrestricted Funds</b> |                                  |                               |                                         |                |
| General funds             | 202,651                          | (39,082)                      | (60,000)                                | 103,569        |
| <b>Restricted funds</b>   |                                  |                               |                                         |                |
| Heritage Lottery Fund     | -                                | -                             | -                                       | -              |
| <b>Total</b>              | <b>202,651</b>                   | <b>(39,082)</b>               | <b>(60,000)</b>                         | <b>103,569</b> |
|                           | 2023                             |                               |                                         |                |
|                           | Tangible<br>Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | Creditors<br>More than<br>one year<br>£ | Total<br>£     |
| <b>Unrestricted Funds</b> |                                  |                               |                                         |                |
| General funds             | 230,266                          | (62,090)                      | -                                       | 168,176        |
| <b>Restricted funds</b>   |                                  |                               |                                         |                |
| Heritage Lottery Fund     | -                                | 27,717                        | -                                       | 27,717         |
| <b>Total</b>              | <b>230,266</b>                   | <b>(34,373)</b>               | <b>-</b>                                | <b>195,893</b> |

11 Unrestricted Funds

|               | MOVEMENT IN THE YEAR                         |             |                  |            |
|---------------|----------------------------------------------|-------------|------------------|------------|
|               | 2024                                         |             |                  |            |
|               | Reserves at<br>Beginning of<br>the year<br>£ | Income<br>£ | Expenditure<br>£ | Total<br>£ |
| General funds | 168,177                                      | 435,922     | (509,520)        | 94,578     |
|               | MOVEMENT IN THE YEAR                         |             |                  |            |
|               | 2023                                         |             |                  |            |
|               | Reserves at<br>Beginning of<br>the year<br>£ | Income<br>£ | Expenditure<br>£ | Total<br>£ |
| General funds | 66,426                                       | 547,955     | (446,204)        | 168,177    |

General Fund is used to finance the charitable company's general activities and core costs as outlined in the Trustees' Report.

**12 Restricted Funds**

| MOVEMENT IN THE YEAR                    |               |               |                  |                 |
|-----------------------------------------|---------------|---------------|------------------|-----------------|
| 2024                                    |               |               |                  |                 |
| Reserves at<br>Beginning of<br>the year | Income        | Expenditure   | Total            |                 |
| £                                       | £             | £             | £                |                 |
| Heritage Lottery Fund                   | 27,717        | 69,699        | (97,416)         | -               |
| National Trust                          | -             | 1,000         | (1,000)          | -               |
| Rushworths Charity                      | -             | 250           | (250)            | -               |
| John Moores Foundation Grant            | -             | 9,992         | (4,163)          | <b>5,828.67</b> |
| LCVS                                    | -             | 3,162         | -                | <b>3,162.00</b> |
| Police Donation                         | -             | 5,502         | (5,502)          | -               |
|                                         | <b>27,717</b> | <b>89,605</b> | <b>(108,331)</b> | <b>8,991</b>    |

| MOVEMENT IN THE YEAR                    |               |                |                  |               |
|-----------------------------------------|---------------|----------------|------------------|---------------|
| 2023                                    |               |                |                  |               |
| Reserves at<br>Beginning of<br>the year | Income        | Expenditure    | Total            |               |
| £                                       | £             | £              | £                |               |
| Heritage Lottery Fund                   | 10,407        | 218,909        | (201,600)        | <b>27,717</b> |
| PH Holt Foundation                      | 1,740         | -              | (1,740)          | -             |
| Sport England                           | 9,600         | -              | (9,600)          | -             |
| Power to Change                         | -             | 9,357          | (9,357)          | -             |
|                                         | <b>21,747</b> | <b>228,266</b> | <b>(222,297)</b> | <b>27,717</b> |

**Description of Funds**

Heritage Lottery Fund

PH Holt Foundation

Sport England

Power to Change

National Trust

Rushworths Charity

John Moores Foundation Grant

LCVS- Targeted Engagement Grant

Police Donation

Contribution towards capital and revenue elements of the old library- Lister Steps Carnegie Community Hub Project.

Update IT System, server, hardware and installation costs.

Contribution towards woman's fitness.

Contribution towards staff costs.

Contribution towards staff cost and resources for Heritage Day.

Contribution towards ukulele resources.

Contribution towards staff cost and resources for Lunch club project.

Sharing social media stats for messages shared within our community.

Contribution towards staff costs.

**13 Cash generated from operations**

|                                       | <b>2024</b>     | <b>2023</b>    |
|---------------------------------------|-----------------|----------------|
|                                       | <b>£</b>        | <b>£</b>       |
| Surplus/(Deficit) for the year        | (92,325)        | 107,720        |
| <b>Adjustments for:</b>               |                 |                |
| Depreciation                          | 28,801          | 29,090         |
| <b>Movements in working capital</b>   |                 |                |
| (Increase)/ Decrease in debtors       | (8,883)         | (22,691)       |
| Increase/(Decrease) in creditors      | 45,397          | (121,499)      |
| <b>Cash generated from operations</b> | <b>(27,010)</b> | <b>(7,380)</b> |

**14 Related Party Transactions**

There were no material related party transactions during the year which require disclosure (2023: none).

**15 Guarantees**

As at 31 July 2024, 7 members had given a guarantee of £1 each in the event of the charitable company winding-up. Total: £7 (2023: 7 members £7).

**16 Operating Lease Commitments**

The charitable company is awaiting feedback from Liverpool City Council regarding the lease agreement.

**Lister Steps Limited**

Detailed statement of financial activities

Year ended 31 July 2024

|                                                   | 2024            | 2023           |
|---------------------------------------------------|-----------------|----------------|
|                                                   | £               | £              |
| <b>INCOME</b>                                     |                 |                |
| Grant income                                      | 89,605          | 228,266        |
| Café and events income                            | 68,540          | 58,645         |
| Nursery and club income                           | 343,544         | 351,156        |
| Donations                                         | 2,147           | 1,047          |
| Office and room rental                            | 21,488          | 18,044         |
| Other income                                      | 202             | 0              |
| Loan write off                                    |                 | 119,063        |
| <b>Total Income</b>                               | <b>525,526</b>  | <b>776,221</b> |
| <b>EXPENDITURE</b>                                |                 |                |
| <b>Charitable activities</b>                      |                 |                |
| Staff salary costs                                | 452,688         | 487,184        |
| Pension                                           | 6,770           | 8,146          |
| Nursery costs                                     | 4,952           | 3,947          |
| Café costs                                        | 2,027           | 1,540          |
| Events costs                                      | 23,702          | 24,738         |
| Volunteer expenses                                | 0               | 0              |
| Office costs                                      | 565             | 1,084          |
| Training                                          | 1,308           | 2,504          |
| Premises costs                                    | 52,344          | 57,671         |
| Repairs and renewals                              | 12,591          | 20,227         |
| Travel expenses                                   | 0               | 337            |
| Advertising and marketing                         | 5,511           | 2,069          |
| Consultancy                                       | 0               | 0              |
| Website costs                                     | 0               | 0              |
| Sundry expenses                                   | 826             | 3,645          |
| Professional fees                                 | 8,500           | 8,446          |
| Human resources costs                             | 0               | 0              |
| Computer costs                                    | 8,653           | 11,209         |
| HMRC interest and penalties                       | 2,050           | 274            |
| Bank and card charges                             | 2,218           | 2,032          |
| Bank Interest                                     | 922             | 780            |
| Loan Interest                                     | 1,966           | 0              |
| Accountancy and independent examination           | 1,455           | 3,579          |
| Depreciation                                      | 28,801          | 29,090         |
| <b>Total Expenditure on Charitable activities</b> | <b>617,851</b>  | <b>668,501</b> |
| <b>Net (expenditure) for year</b>                 | <b>(92,325)</b> | <b>107,720</b> |

(This page does not form part of the statutory financial statements)

**LISTER STEPS LIMITED**

England & Wales - Charity number 1083268

---

# Accounts

---

COMPANY NUMBER: 04028768

REGISTERED CHARITY NUMBER: 1083268

# **LISTER STEPS LIMITED**

**UNAUDITED ANNUAL REPORT &**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 JULY 2023**

|                                                | Pages   |
|------------------------------------------------|---------|
| Trustees’ Annual Report                        | 1 to 4  |
| Statement of Trustees’ Responsibilities        | 5       |
| Independent Examiners Report                   | 6       |
| Statement of Financial Activities              | 7       |
| Balance Sheet                                  | 8       |
| Statement of Cash Flows                        | 9       |
| Notes forming part of the Financial Statements | From 10 |

The trustees, present their report with the financial statements of the charity for the year ended 31 July 2023.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1st January 2019).

#### **OBJECTIVES AND ACTIVITIES**

The objects of the charitable company are to promote for the benefit of the public (with particular emphasis on the public in the area of Tuebrook Merseyside) any charitable purpose without distinction of gender, race, age, disability, sexual orientation, political, religious or other opinion and in particular charitable purposes which: -

- Provide facilities in the interest of social welfare for recreation, and other leisure time occupations with the objects of improving the conditions of life in Tuebrook.
- Promote educational and training opportunities with special emphasis on providing access to such opportunities for people who are by reasons of social or economic disadvantage otherwise unable to gain such access
- Provide advice, information, and assistance in relation of citizenship so as to develop the capacity and potential of individuals as members of society and that their conditions of life may be improved.
- To relieve unemployment by the provision of advice and training to unemployed individuals concerning unemployment, self-employment and the establishment of co-operative enterprises and the provision of CV writing, job search and job club facilities for them. Provision of practical support to unemployed people by the way of accommodation, childcare facilities or assistance with travel.

Promote for public benefit regeneration in Tuebrook and surrounding areas by all the following means

- The relief of poverty.
- The protection, enhancement and conservation of the environment.
- The promotion of public safety and the prevention of crime.

#### **PUBLIC BENEFIT**

The Trustees are aware of the Charity Commission's guidance on public benefit and have fully complied with their duty in regard to this guidance when exercising their powers and duties.

#### **ACHIEVEMENTS AND PERFORMANCE**

Our Community Engagement Manager has successfully continued to deliver a wide range of activities and events. Further details can be found in the relevant sections of this report.

#### **EDUCATION**

Our intent is to support our children to enable them to achieve their full potential academically, economically and to become happy, socially confident and able to keep themselves safe. In our work with young children our biggest contribution is to give them the skills to learn, to understand how to behave in a learning setting, how to listen, take turns, and to share and express their feelings. We do this in ways that comply with the Early Years Foundation Stage requirements and are fun and enjoyable for the children.

We can integrate children with additional learning needs and work alongside other professionals such as Educational Psychologists, and Speech and Language Therapists to develop individual plans to support the child's development. We are often first to notice that something may be wrong if developmental milestones are not being met and are well placed to lead Early Help interventions and have the trust of families to do so.

We continue to have an excellent reputation for our work with children who have special educational needs. Lister Steps is regarded as valued resource by professionals. Our SENDCO (Special Educational Needs and Disabilities Co-Ordinator) supports families who have children with special needs and supervises our specially trained childcare practitioners who provide 1 to 1 care to children with special needs.

#### **FAMILIES**

Lister Steps provides free childcare to families in crisis or when there is a change in circumstances with the potential to harm the well-being of the child. During the reporting period we have supported families where serious illness, housing, domestic violence, residency status and crime have affected the main care giver. During the reporting period we supported 9 families with children on child protection or Care plans.

#### Case study

The following case study provides an example of the way in which a vulnerable child and parent received the support they desperately needed to overcome serious problems, and to prevent the child from being admitted into Care.

During the reporting period our Nursery Manager and the childcare practitioners at Lister Steps supported a single parent and her 3 year old daughter, Child X.

When X first started the Nursery, staff were informed by Social Services that the mum had a history of drug and alcohol problems and her other children had been taken into Care. Social Services were no longer involved since the mum had been coping better and she was now able to take adequate care of her youngest child.

At first there were no apparent problems, however patterns began to appear – signs of behaviour and presentation causing concern to the Nursery staff. Mum was frequently arriving to Nursery late and presented as stressed, and X became increasingly withdrawn and appeared physically neglected. The Nursery Manager had worked hard to build up a trusting relationship with mum and eventually mum felt able to confide in her, admitting that she was again using drugs and alcohol and was struggling to cope on her own. With mum's knowledge, the Manager informed Social Services of their concerns. A Social Services Case Conference and plan was quickly arranged:

- X would attend the Nursery extra days. This allowed time for Mum to access the Drug and Alcohol Services.
- Mum made contact with X's father and regular visits were arranged at the Social Services Contact Centre.
- A Child Psychologist was allocated to work with X. These sessions took place at Lister Steps.
- The Nursery Manager was appointed Key Worker and provided one- to- one support. A Safe Space was created for X, whereby the Manager had a little talk and play with her every day at a regular time.
- The Manager continued to support mum, offering encouragement and praise, and reporting on progress and positive changes X was making.
- A year later X transferred to the Reception Class at the local school. She was no longer withdrawn and settled well in her new environment. Mum has continued to receive support from specialist services and is no longer using drugs or alcohol. She has grown in confidence and copes well. Mum and X often pop into the Nursery on their way home from school for a chat with the Childcare staff at Lister Steps and are always made welcome.

## **VOLUNTEERS**

Lister Steps is registered with Volunteer Liverpool and welcome volunteers into all facets of our work. We welcome volunteers of all abilities, to work with our children and value the input people with different life experiences can give. We find that volunteers with specialist skills can complement our work. Our volunteers have made useful contributions to Lister Steps in various strands of the organisation ranging from childcare to governance, research, social media management, administration, and horticulture and ground maintenance.

Volunteers often come from the most marginalised sections of society, and we are able to support their developing personal skills, confidence and self-esteem. It has become apparent that visitors to The Old Library get involved in numerous different activities and a few have gone on from participating to volunteering and supporting our team.

Our community engagement work funded through the Heritage Lottery Fund has enabled us to extend the range of volunteering opportunities available to members of our community.

## **HEALTH AND WELL-BEING**

Lister Steps networks extensively with other statutory and voluntary agencies across the Liverpool City Region to ensure that we have a portfolio of up to date and relevant support services for our children and their families. We work very closely with local Health Visitors, Speech and Language Therapists, Educational Psychologists and SENIS to ensure children receive the specialist intervention they may need. We are also able to sign-post our parents and staff for advice on finance, budgeting, debt management, mental health, counselling etc.

The Café has become embedded in the community providing healthy, nutritious food for all the children in our care to ensure they receive at least one full meal a day – supporting families challenged by rising costs and the wider community. During the accounting period we introduced a weekly Drop-in for local residents to enjoy free hot drinks, refreshments and company. Numbers have increased steadily throughout the year and participants enjoy playing board games, socialising and keeping warm.

During the accounting period we extended the range of activities to support wellbeing – these included separate yoga sessions for children and adults, hula fitness course and women's self-defence, our beginners sewing class and art for all activities are increasingly popular.

## **COMMUNITY COHESION**

We value all of our children and families. We promote mutual respect and are inclusive. At Lister Steps we want children to be independent learners so that they can make their own choices and build and develop strong relationships and friendships with lots of people. Our services promote the fundamental values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.

Our longstanding groups such as Knit and Natter, Family History, Shared Reading, Creative Writing and Narcotics Anonymous continue to use the Old Library as their local base.

Tactcare, Storybox CIC, Rejuvenate CIC and Wellbeing Together and Liverpool City Council continue to use The Old library as a base for supporting local residents and families.

## **PERFORMANCE**

Lister Steps is registered with OFSTED to provide 96 childcare places each day. The places are delivered through our Nursery and "Out of School" Club settings. We also provide play schemes during the school holidays for local children to help working parents and give children opportunities to play safely and learn new skills and hobbies.

Lister Steps offers school and college placements, internships and apprentices to local young people who wish to further their career working children and families. During the Accounting Period staff continued to benefit from access to an on-line training academy Noodle Now to support their continued professional development.

Lister Steps Childcare continued to struggle to replace qualified staff moving onto other positions. We are aware that this is a national issue as discussions with Council representatives highlighted similar problems across the childcare sector. To ensure that we remained compliant and able to offer a high-quality experience for the children in our care, the Trustees reduced our daily occupancy to ensure that all needs were met. Trustees also considered the impact this pressure was having on the childcare team members and agreed to adjust working hours – in practice this meant although working extra hours each week practitioners could enjoy a 4 day working week. This resulted in an improvement in staff morale.

The trustees regard our childcare facility and services as a great achievement. Occupancies were sustained at the highest levels given Ofsted requirements. The Summer playscheme was one of our most successful to date with new children attending and regulars coming back. The geographical reach of our services also extended across the Liverpool region as numbers of alternative registered schemes declined. We received official confirmation from Ofsted that our services are 'Good', the team continue to monitor best performance and make adaptations to our delivery to ensure the children receive the best possible early education.

Our Café is popular and serves as the doorway for local people to find out more about the activities and services we offer. The café also serves our growing events portfolio and provides catering for family events. We are awarded 5 stars in terms of environmental health standards.

Our Events offering has really taken off this year. We hosted our 1st wedding, highlighting how the building can accommodate and deliver high quality events. This led to significant positive feedback and bookings on the back of word-of-mouth recommendations. Since this we have hosted family birthday parties, christenings, family wakes and a Mehndi party. We also offer afternoon tea events especially for young families to enjoy and socialise.

We were fortunate to be approached by a group of musicians who were willing to perform voluntarily to support the charity. Their combined efforts performing as The Archives was opened with a tribute to the iconic Carnegie Hall concerts in USA. Subsequent concerts have been tributes to Sinatra and Count Bassey and have a good following. On the back of this we launched our Café Concert Series showing local talent in a more intimate setting.

We arranged a series of Christmas events including a Dickensian Afternoon Tea, Community Sing and parties for our Children. Lister Steps is extremely grateful to the following individuals, trusts and organisations for their financial support.

- National Lottery Heritage Fund
- Power to Change
- Social Investment Business
- Duncan Norman Charitable Trust
- Lady Christine Bibby
- Chrimes Family Charitable Trust

#### **FINANCIAL REVIEW**

Total income in the year was £776,221 (2022: £672,768) of which £228,226 (2022: £218,722), related to funding for projects upon which restrictions are placed.

Total expenditure in the year was £668,501 (2022: £689,637), leaving a surplus for the year of £107,720 (2022: deficit £16,869).

At 31st July 2023 the charitable company's reserves stood at £195,893 (2022: £88,173) of which £27,716 (2022: £21,747) represented restricted funds.

#### **RISK MANAGEMENT**

The Trustees are responsible for risk management. The Company Secretary is the childcare nominated person and ensures compliance with OFSTED as the regulatory body.

The Board as a whole take responsibility for risk management and ensure that agreed actions comply with the risk management policy. Policies and procedures are reviewed annually.

#### **RESERVES POLICY**

It is the policy of the charitable company to maintain unrestricted funds, which are free reserves at a level to cover redundancy provision, and three months, running costs should no further funding be received.

As at the end of the financial year the unrestricted funds totalled £167,271. The charitable company requires £84,500 for redundancy provision, and £87,060 for three months' running costs, (total £171,560).

As per the business plan, Lister Steps is hoping to hold a number of events/weddings etc in their building this will ensure unrestricted reserves increase to cover redundancy policy etc. There will also be additional income from the café which is also to increase unrestricted reserves.

#### **PLANS FOR THE FUTURE**

The Trustees are working towards a full review of Lister Step's Objectives, and are updating and rewriting our Articles of Association. In addition, we are in the process of reviewing staff job descriptions to more accurately reflect the organisation we have evolved into.

We are in the process of considering future funding options and strategy once the National Lottery Heritage project ends in 2024.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a charitable company limited by guarantee, incorporated on 7th July 2000 and registered as a charity on 7th July 2000.

The Governing Instruments under which the charitable company operates comprise the Memorandum and Articles of Association dated 14th June 2000.

#### **RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES**

The Board of Trustees aims to recruit new Trustees with a range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED. Election for positions on the Board takes place at the AGM or at Trustee Board meetings throughout the year.

#### COMMUNICATIONS WITH THE TEAM

Lister Steps is a value led organisation and this is reflected across our communications with the full staff team including volunteers, students and trainees on work placement. Staff are kept up to date with developments via bi-monthly full team meetings, regular memo's and team leader briefings. A trustee attends each full team meeting and team members are encouraged to input into operational reports presented at board meetings.

Team Building days, Staff development and Training days are held bi- annually and this gives the opportunity for staff, volunteers and trustees to work together.

#### EQUAL OPPORTUNITIES

Lister Steps considers equality of opportunity in all aspects of our organisation. We have an equal opportunities policy which is reviewed annually.

#### REFERENCE AND ADMINISTRATIVE DETAILS

|                             |                                                                                                    |                                                                                                                                                                                                                     |
|-----------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                 | Lister Steps Limited                                                                               |                                                                                                                                                                                                                     |
| <b>Company Number</b>       | 4028768                                                                                            |                                                                                                                                                                                                                     |
| <b>Charity Number</b>       | 1083268                                                                                            |                                                                                                                                                                                                                     |
| <b>Registered Office</b>    | The Old Library<br>Green Lane<br>Tuebrook<br>Liverpool<br>Merseyside<br>L13 7EB                    |                                                                                                                                                                                                                     |
| <b>Trustees</b>             | A J May<br>J M Spencer<br>E Martin<br>D R Barlow<br>P A Crossland<br>J Lee<br>E J McCormack        | (Appointed 7th July 2000)<br>(Appointed 6th May 2022)<br>(Appointed 22nd January 2024)<br>(Resigned 24th October 2022)<br>(Resigned 9th October 2022)<br>(Resigned 28th June 2023)<br>(Resigned 20th February 2024) |
| <b>Secretary</b>            | A J May                                                                                            | (Appointed 7th July 2000)                                                                                                                                                                                           |
| <b>Independent Examiner</b> | Claire Riley MAAT FCCA<br>MAR Kilshaw Limited<br>99 Stanley Road<br>Bootle<br>Liverpool<br>L20 7DA |                                                                                                                                                                                                                     |
| <b>Bankers</b>              | Lloyds                                                                                             |                                                                                                                                                                                                                     |

#### Signed on behalf of the Board of Trustees

The above Trustee's Annual Report was approved by the member of Lister Steps Limited on 17 April 2024 and signed by J M Spencer on their behalf.

*Jerry Spencer*

---

J M Spencer  
Trustee

Date 17 April 2024

**Lister Steps Limited**

## Statement of Trustees' Responsibilities

Year ended 31 July 2023

---

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principle in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue as a going concern;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1st January 2019).

**Signed on behalf of the Board of Trustees**

---

J M Spencer  
Trustee

Date 17 April 2024

---

**Lister Steps Limited**

Independent Examiner's Report to the Trustees of Lister Steps Limited

Year ended 31 July 2023

---

I report on the accounts of the Charitable Company for the year ended 31 July 2023.

**Respective responsibilities of the trustees and the examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (a) examine the accounts (under section 145 of the 2011 Act),
- (b) to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- (c) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in, any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting Charities have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Claire Riley*

Signed \_\_\_\_\_

Dated 17 April 2024

Claire Riley MAAT FCCA  
Relevant professional qualification or body: ACCA  
On behalf of:  
MAR Kilshaw Limited  
99 Stanley Road  
Bootle  
Liverpool  
L20 7DA

**Lister Steps Limited**

## Statement of Financial Activities (Including Income and Expenditure)

Year ended 31 July 2023

|                                                        | Notes | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | TOTAL<br>Funds<br>2023<br>£ | TOTAL<br>FUNDS<br>2022<br>£ |
|--------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income and endowments from:</b>                     |       |                                    |                                  |                             |                             |
| Donations and Legacies                                 | 3a    | 1,047                              | -                                | 1,047                       | 1,962                       |
| Charitable activities                                  | 3b    | 427,845                            | 228,266                          | 656,111                     | 667,806                     |
| Other income                                           | 3c    | 119,063                            | -                                | 119,063                     | 3,000                       |
| <b>Total income</b>                                    |       | <b>547,955</b>                     | <b>228,266</b>                   | <b>776,221</b>              | <b>672,768</b>              |
| <b>Expenditure on:</b>                                 |       |                                    |                                  |                             |                             |
| Charitable activities                                  | 4     | 446,204                            | 222,296                          | 668,500                     | 689,637                     |
| <b>Total expenditure</b>                               |       | <b>446,204</b>                     | <b>222,296</b>                   | <b>668,500</b>              | <b>689,637</b>              |
| <b>Net income/(expenditure), net movement in funds</b> |       | <b>101,751</b>                     | <b>5,970</b>                     | <b>107,721</b>              | <b>(16,869)</b>             |
| <b>Total funds brought forward</b>                     | 11,12 | 66,426                             | 21,747                           | 88,173                      | 105,042                     |
| <b>Total funds carried forward</b>                     |       | <b>168,177</b>                     | <b>27,717</b>                    | <b>195,894</b>              | <b>88,173</b>               |

The notes form part of these accounts.

All the above amounts relate to continuing the activities of the charitable company.

This Statement includes all gains and losses recognisable in the year.

|                                              |              | <b>31 JUL 2023</b> |                | <b>31 JUL 2022</b> |                |
|----------------------------------------------|--------------|--------------------|----------------|--------------------|----------------|
|                                              | <b>Notes</b> | <b>£</b>           | <b>£</b>       | <b>£</b>           | <b>£</b>       |
| <b>Fixed assets</b>                          |              |                    |                |                    |                |
| Tangible fixed assets                        | 5            |                    | 230,267        |                    | 257,537        |
| <b>Current assets</b>                        |              |                    |                |                    |                |
| Debtors                                      | 6            | 26,162             |                | 3,472              |                |
| Cash at bank and in hand                     |              | 16,714             |                | 25,912             |                |
|                                              |              | <b>42,876</b>      |                | <b>29,384</b>      |                |
| <b>Current liabilities</b>                   |              |                    |                |                    |                |
| Creditors: amounts falling due < 1 year      | 7            | (77,250)           |                | (79,685)           |                |
| <b>Net current (liabilities)</b>             |              |                    | (34,374)       |                    | (50,301)       |
| <b>Total assets less current liabilities</b> |              |                    | <b>195,893</b> |                    | <b>207,236</b> |
| <b>Creditors:</b>                            |              |                    |                |                    |                |
| Amounts falling due > 1 year                 | 8            |                    | -              |                    | (119,063)      |
| <b>Net Assets</b>                            |              |                    | <b>195,893</b> |                    | <b>88,173</b>  |
| <b>Funds:</b>                                |              |                    |                |                    |                |
| Unrestricted funds                           | 10, 11       |                    | 168,176        |                    | 66,426         |
| Restricted funds                             | 10, 12       |                    | 27,717         |                    | 21,747         |
| <b>Net Assets</b>                            |              |                    | <b>195,893</b> |                    | <b>88,173</b>  |

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The members have not required the company to obtain an audit of in accordance with section 476 of the Companies Act 2006.

For the period covered by these accounts the charitable company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies

The Trustees, who are the Directors of the charitable company, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

**Signed on behalf of the Board of Trustees**

*Jerry Spencer*

\_\_\_\_\_  
J M Spencer  
Trustee

Date 17 April 2024

**Lister Steps Limited**

## Statement of Cashflows

Year ended 31 July 2023

|                                                     | Notes | 31 JUL 2023 |                | 31 JUL 2022 |               |
|-----------------------------------------------------|-------|-------------|----------------|-------------|---------------|
|                                                     |       | £           | £              | £           | £             |
| <b>Cash flows from operating activities</b>         |       |             |                |             |               |
| Cash generated from operations                      | 14    |             | (7,380)        |             | 26,061        |
| <b>Investing activities</b>                         |       |             |                |             |               |
| Purchase of tangible fixed assets                   |       | (1,819)     |                | -           |               |
| <b>Net cash investing activities</b>                |       |             | <b>(1,819)</b> |             | <b>-</b>      |
| <b>Cash flows from financing activities</b>         |       |             |                |             |               |
| Repayment of overdraft                              |       | -           |                | 16,839      |               |
| Repayment of loan                                   |       | -           |                | (3,824)     |               |
| <b>Net cash generated from financing activities</b> |       |             | <b>-</b>       |             | <b>13,015</b> |
| <b>Net increase in cash and cash equivalents</b>    |       |             | <b>(9,198)</b> |             | <b>39,076</b> |
| Cash and cash equivalents at beginning of year      |       |             | 25,912         |             | (13,164)      |
| <b>Cash and cash equivalents at end of year</b>     |       |             | <b>16,714</b>  |             | <b>25,912</b> |
| <b>Represented by:</b>                              |       |             |                |             |               |
| Cash at bank and in hand                            |       |             | 16,714         |             | 25,912        |
|                                                     |       |             | <b>16,714</b>  |             | <b>25,912</b> |

**1 Limited Liability**

The charity is a company limited by guarantee. Each member's liability is limited to £1.

**2 Accounting Policies**

**Basis of accounting**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (SORP 2015) (as amended for accounting periods commencing from 1st January 2015), Charities Act 2011 and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

**Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate reserves and the write off of the SIB Loan in 2023 to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

**Fund accounting**

Unrestricted funds are the Charitable Company's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

**Income recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accrual's basis. Grants receivables are recognised on the date on which their unconditional payment is confirmed by the donor.

Income from investment relates to bank interest received and is recognised when the amount is certain.

**Expenditure recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual's basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor.

Expenditure on charitable activities relates to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

**Fixed Assets**

Capital expenditure is stated in the balance sheet at cost less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

|                            |                                         |
|----------------------------|-----------------------------------------|
| Computers & Equipment      | 20% per annum straight line basis       |
| Fixtures & Fittings        | 25% per annum on reducing balance basis |
| Leasehold Land & Buildings | Straight line basis over 25 years       |
| Improvements to Leasehold  | Straight line basis over 25 years       |

**Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

**Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### Taxation

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

### 3 Income and endowments from

|                                                                     | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | TOTAL<br>Funds<br>2023<br>£ | TOTAL<br>FUNDS<br>2022<br>£ |
|---------------------------------------------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>a Donations and Legacies</b>                                     |                                    |                                  |                             |                             |
| Donations                                                           | 1,047                              | 0                                | 1,047                       | 1,962                       |
| Donations and legacies in 2022 relate wholly to unrestricted funds. |                                    |                                  |                             |                             |
|                                                                     | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | TOTAL<br>Funds<br>2023<br>£ | TOTAL<br>FUNDS<br>2022<br>£ |
| <b>b Charitable activities</b>                                      |                                    |                                  |                             |                             |
| Heritage Lottery Fund                                               | -                                  | 218,909                          | 218,909                     | 204,402                     |
| Chrimes Family Charitable Trust                                     | -                                  | -                                | -                           | 1,000                       |
| Power to Change                                                     | -                                  | 9,357                            | 9,357                       | -                           |
| HMRC Job Retention scheme                                           | -                                  | -                                | -                           | 3,597                       |
| Café & events income                                                | 58,645                             | -                                | 58,645                      | 39,750                      |
| Nursery & club income                                               | 351,156                            | -                                | 351,156                     | 394,901                     |
| Office and room rental                                              | 18,044                             | -                                | 18,044                      | 10,836                      |
| Onward Community Fund                                               | -                                  | -                                | -                           | 1,000                       |
| Skelton Charity                                                     | -                                  | -                                | -                           | 1,240                       |
| Sport England                                                       | -                                  | -                                | -                           | 10,000                      |
| West Derby Waste Land                                               | -                                  | -                                | -                           | 1,080                       |
|                                                                     | <b>427,845</b>                     | <b>228,266</b>                   | <b>656,111</b>              | <b>667,806</b>              |

Charitable activities in 2022 related to £449,084 unrestricted funds and £218,722 restricted funds.

|                             | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | TOTAL<br>Funds<br>2023<br>£ | TOTAL<br>FUNDS<br>2022<br>£ |
|-----------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>c Other income</b>       |                                    |                                  |                             |                             |
| Apprentice income           | -                                  | -                                | -                           | 2,000                       |
| Insurance claim             | -                                  | -                                | -                           | 1,000                       |
| Loan write off (see note 8) | 119,063                            | -                                | 119,063                     | -                           |
|                             | <b>119,063</b>                     | <b>-</b>                         | <b>119,063</b>              | <b>3,000</b>                |

Other Income in 2022 relate wholly to unrestricted funds.

**4 Expenditure on Charitable Activities**

|                                                                    | Direct<br>Charitable<br>Expenditure<br>2023<br>£ | Support &<br>Governance<br>Cots<br>2023<br>£ | TOTAL<br>Costs<br>2023<br>£ | TOTAL<br>Costs<br>2022<br>£ |
|--------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------|-----------------------------|-----------------------------|
| To provide facilities for recreation and child day-care activities | 222,296                                          | 446,204                                      | 668,500                     | 689,637                     |

**a Analysed as follows:**

Direct charitable expenditure:

|                                         | TOTAL<br>Costs<br>2023<br>£ | TOTAL<br>Costs<br>2022<br>£ |
|-----------------------------------------|-----------------------------|-----------------------------|
| Staff salary costs                      | 177,337                     | 419,404                     |
| Pension                                 | 3,258                       | 6,435                       |
| Nursery costs                           | -                           | 12,373                      |
| Café costs                              | -                           | 15,424                      |
| Events costs                            | 9,600                       | 10,935                      |
| Volunteer expenses                      | -                           | 309                         |
| Office costs                            | 1,084                       | -                           |
| Training                                | 2,504                       | 1,916                       |
| Premises costs                          | -                           | 65,022                      |
| Repairs and renewals                    | -                           | 6,600                       |
| Travel expenses                         | -                           | 11,312                      |
| Advertising and marketing               | 2,069                       | -                           |
| Consultancy                             | -                           | -                           |
| Website costs                           | -                           | -                           |
| Sundry expenses                         | 3,645                       | -                           |
| Professional fees                       | 8,446                       | -                           |
| Human resources costs                   | -                           | -                           |
| Computer costs                          | 7,688                       | 8,731                       |
| HMRC interest and penalties             | 274                         | -                           |
| Bank and card charges                   | 2,032                       | -                           |
| Bank interest                           | 780                         | -                           |
| Loan interest                           | -                           | -                           |
| Accountancy and independent examination | 3,579                       | -                           |
| Depreciation                            | -                           | 29,424                      |
|                                         | <b>222,296</b>              | <b>587,885</b>              |

£222,297 (2022: £373,036) of the above expenditure relates to restricted funding.

| <u>Support &amp; Governance costs:</u>                          | <b>TOTAL<br/>Costs<br/>2023<br/>£</b> | <b>TOTAL<br/>Costs<br/>2022<br/>£</b> |
|-----------------------------------------------------------------|---------------------------------------|---------------------------------------|
| Staff salary costs                                              | 309,847                               | 85,622                                |
| Pension                                                         | 4,888                                 | 1,637                                 |
| Nursery costs                                                   | 3,947                                 | -                                     |
| Café costs                                                      | 1,540                                 | -                                     |
| Events costs                                                    | 15,138                                | -                                     |
| Volunteer expenses                                              | -                                     | -                                     |
| Office costs                                                    | -                                     | 3,364                                 |
| Training                                                        | -                                     | -                                     |
| Premises costs                                                  | 57,671                                | -                                     |
| Repairs and renewals                                            | 20,227                                | -                                     |
| Travel expenses                                                 | 337                                   | -                                     |
| Advertising and marketing                                       | -                                     | 275                                   |
| Consultancy                                                     | -                                     | 420                                   |
| Website costs                                                   | -                                     | 120                                   |
| Sundry expenses                                                 | -                                     | 47                                    |
| Professional fees                                               | -                                     | 600                                   |
| Human resources costs                                           | -                                     | 4,069                                 |
| Computer costs                                                  | 3,521                                 | -                                     |
| HMRC interest and penalties                                     | -                                     | 933                                   |
| Bank and card charges                                           | -                                     | 1,488                                 |
| Bank interest                                                   | -                                     | 570                                   |
| Loan interest                                                   | -                                     | 1,337                                 |
| Accountancy and independent examination                         | -                                     | 1,270                                 |
| Depreciation                                                    | 29,090                                | -                                     |
|                                                                 | <b>446,204</b>                        | <b>101,752</b>                        |
| Total expenditure on charitable activities                      | <b>668,500</b>                        | <b>689,637</b>                        |
| <b>b Staff Costs</b>                                            | <b>2023<br/>£</b>                     | <b>2022<br/>£</b>                     |
| Gross wages and salaries                                        | 458,887                               | 477,924                               |
| Social security costs                                           | 28,297                                | 27,102                                |
| Pension costs                                                   | 8,146                                 | 8,072                                 |
|                                                                 | <b>495,330</b>                        | <b>513,098</b>                        |
| <b>c Particulars of employees</b>                               |                                       |                                       |
| The average number of employees during the year was as follows: | <b>2023</b>                           | <b>2022</b>                           |
| Charitable activities                                           | 16                                    | 15                                    |
| Management and administration                                   | 3                                     | 3                                     |
|                                                                 | <b>19</b>                             | <b>18</b>                             |

No employee received emoluments of more than £60,000 during the year.

The trustees are not remunerated for their services and are not included in the above number of employees.

No out-of-pocket expenses were reimbursed to trustees in the year (2022: £nil).

**5 Tangible fixed assets:**

|                                       | Improvements to leasehold<br>£ | Leasehold land and buildings<br>£ | Computers and equipment<br>£ | Fixtures and fittings<br>£ | Total<br>£     |
|---------------------------------------|--------------------------------|-----------------------------------|------------------------------|----------------------------|----------------|
| Gross book value brought forward      | 132,995                        | 483,492                           | 9,821                        | 19,480                     | <b>645,788</b> |
| Additions                             | -                              | -                                 | 1,819                        | -                          | <b>1,819</b>   |
| Disposals                             | -                              | -                                 | -                            | -                          | -              |
| Gross book value at carried forward   | 132,995                        | 483,492                           | 11,640                       | 19,480                     | <b>647,607</b> |
| Depreciation brought forward          | 8,863                          | 364,278                           | 4,038                        | 11,072                     | <b>388,251</b> |
| Charge for the year                   | 5,320                          | 19,340                            | 2,327                        | 2,102                      | <b>29,089</b>  |
| On disposals                          | -                              | -                                 | -                            | -                          | -              |
| Depreciation at carried forward       | 14,183                         | 383,618                           | 6,365                        | 13,174                     | <b>417,340</b> |
| <b>Net book value carried forward</b> | <b>118,812</b>                 | <b>99,874</b>                     | <b>5,274</b>                 | <b>6,306</b>               | <b>230,267</b> |
| Net book value at brought forward     | 124,132                        | 119,214                           | 5,783                        | 8,408                      | <b>257,537</b> |

Improvements to Leasehold included in the fixed assets is in relation to the old Library that Lister steps moved into in October 2020.

**6 Debtors**

|               | 2023<br>£     | 2022<br>£    |
|---------------|---------------|--------------|
| Trade debtors | 26,162        | 3,472        |
|               | <b>26,162</b> | <b>3,472</b> |

**7 Creditors: amounts falling due within one year**

|                              | 2023<br>£     | 2022<br>£     |
|------------------------------|---------------|---------------|
| Trade creditors              | 28,322        | 21,864        |
| Accruals                     | 4,579         | 1,270         |
| Loans (see note 8)           | -             | 2,756         |
| Pension                      | 3,569         | -             |
| Taxation and social security | 40,780        | 53,795        |
|                              | <b>77,250</b> | <b>79,685</b> |

**8 Creditors: amounts falling due after more than one year**

The following loans are included within creditors:

|                               | 2023<br>£ | 2022<br>£      |
|-------------------------------|-----------|----------------|
| Due between one to two years  | -         | 18,000         |
| Due between two to five years | -         | 54,000         |
| Over 5 years                  | -         | 47,063         |
|                               | <b>-</b>  | <b>119,063</b> |

The Organisation received a loan of £35,000 from Key Fund with interest being charged at a rate of 6.5% per annum. The loan was to provide working capital to help develop a project, repayable over 62 months covering capital & interest of £919, commencing June 2017 with a 17-month capital repayment holiday between April 2020 to August 2021. The total Balance outstanding at 31st July 2022 was £2,756.

The Organisation received a loan of £125,000 from Adventure Capital Fund and a further advancement of £15,000 in 2011 with interest being charged at a rate of 5% per annum. Repayable by monthly instalments of £1,400 covering capital & interest. The loan was for the purpose to purchase the portacabins and redevelopment/refinance to help with staffing restructure and redundancies due to restructure. The loan commenced June 2007 with a 11-months capital holiday between April 2020 to February 2021. The total outstanding balance £119,063 at 31st July 2022 has been written off by the loan provider on 29th March 2023.

The Organisation received a loan of £35,000 from Social Investment Business Foundation on April 2020 with no interest being charged. This loan was for the purpose of general overheads during COVID-19 pandemic, repayable by 3 instalments which has been paid at the year-end July 2022.

On 11 April 2023 Social Investment Business agreed to write off the balance of £119,063 in full.

9 Financial instruments

|                                                  | 2023<br>£     | 2022<br>£      |
|--------------------------------------------------|---------------|----------------|
| <u>Carrying amount of financial assets:</u>      |               |                |
| Debt instruments measured at cost                | <u>42,876</u> | <u>29,384</u>  |
| <u>Carrying amount of financial liabilities:</u> |               |                |
| Measured at cost                                 | <u>77,250</u> | <u>198,748</u> |

10 Analysis of Net Assets between Funds

|                           | 2023                             |                               |                                         |                |
|---------------------------|----------------------------------|-------------------------------|-----------------------------------------|----------------|
|                           | Tangible<br>Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | Creditors<br>More than<br>one year<br>£ | Total<br>£     |
| <b>Unrestricted Funds</b> |                                  |                               |                                         |                |
| General funds             | 230,266                          | (62,090)                      | -                                       | <b>168,176</b> |
| <b>Restricted funds</b>   |                                  |                               |                                         |                |
| Heritage Lottery Fund     | -                                | 27,717                        | -                                       | 27,717         |
| <b>Total</b>              | <b>230,266</b>                   | <b>(34,373)</b>               | <b>-</b>                                | <b>195,893</b> |
|                           | 2022                             |                               |                                         |                |
|                           | Tangible<br>Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | Creditors<br>More than<br>one year<br>£ | Total<br>£     |
| <b>Unrestricted Funds</b> |                                  |                               |                                         |                |
| General funds             | 245,390                          | (59,901)                      | (119,063)                               | <b>66,426</b>  |
| <b>Restricted funds</b>   |                                  |                               |                                         |                |
| Heritage Lottery Fund     | 10,407                           | -                             | -                                       | 10,407         |
| PH Holt Foundation        | 1,740                            | -                             | -                                       | 1,740          |
| Sport England             | -                                | 9,600                         | -                                       | 9,600          |
|                           | 12,147                           | 9,600                         | -                                       | 21,747         |
| <b>Total</b>              | <b>257,537</b>                   | <b>(50,301)</b>               | <b>(119,063)</b>                        | <b>88,173</b>  |

11 Unrestricted Funds

|               | MOVEMENT IN THE YEAR                         |             |                  |                |
|---------------|----------------------------------------------|-------------|------------------|----------------|
|               | 2023                                         |             |                  |                |
|               | Reserves at<br>Beginning of<br>the year<br>£ | Income<br>£ | Expenditure<br>£ | Total<br>£     |
| General funds | 66,426                                       | 547,955     | (446,204)        | <b>168,177</b> |
|               | MOVEMENT IN THE YEAR                         |             |                  |                |
|               | 2022                                         |             |                  |                |
|               | Reserves at<br>Beginning of<br>the year<br>£ | Income<br>£ | Expenditure<br>£ | Total<br>£     |
| General funds | (71,039)                                     | 454,046     | (316,581)        | <b>66,426</b>  |

General Fund is used to finance the charitable company's general activities and core costs as outlined in the Trustees' Report.

**12 Restricted Funds**

|                       | MOVEMENT IN THE YEAR                         |                |                  |               |
|-----------------------|----------------------------------------------|----------------|------------------|---------------|
|                       | 2023                                         |                |                  |               |
|                       | Reserves at<br>Beginning of<br>the year<br>£ | Income<br>£    | Expenditure<br>£ | Total<br>£    |
| Heritage Lottery Fund | 10,407                                       | 218,909        | (201,600)        | <b>27,717</b> |
| PH Holt Foundation    | 1,740                                        | -              | (1,740)          | -             |
| Sport England         | 9,600                                        | -              | (9,600)          | -             |
| Power to Change       | -                                            | 9,357          | (9,357)          | -             |
|                       | <b>21,747</b>                                | <b>228,266</b> | <b>(222,297)</b> | <b>27,717</b> |

|                                 | MOVEMENT IN THE YEAR                         |                |                  |               |
|---------------------------------|----------------------------------------------|----------------|------------------|---------------|
|                                 | 2022                                         |                |                  |               |
|                                 | Reserves at<br>Beginning of<br>the year<br>£ | Income<br>£    | Expenditure<br>£ | Total<br>£    |
| B & Q Foundation                | 5,000                                        | -              | (5,000)          | -             |
| Building Fund                   | 146,696                                      | -              | (146,696)        | -             |
| Chrimes Family Charitable Trust | -                                            | 1,000          | (1,000)          | -             |
| Enstone-Old Library Furnishing  | 1,000                                        | -              | (1,000)          | -             |
| Groundwork                      | 62                                           | -              | (62)             | -             |
| Heritage Lottery Fund           | 16,092                                       | 204,402        | (210,087)        | <b>10,407</b> |
| Onward Community Fund           | -                                            | 1,000          | (1,000)          | -             |
| PH Holt Foundation              | 2,320                                        | -              | (580)            | <b>1,740</b>  |
| Postcode Neighbourhood Trust    | 4,538                                        | -              | (4,538)          | -             |
| Skelton Charity                 | -                                            | 1,240          | (1,240)          | -             |
| Sport England                   | -                                            | 10,000         | (400)            | <b>9,600</b>  |
| Torus Foundation                | 373                                          | -              | (373)            | -             |
| West Derby Waste Land           | -                                            | 1,080          | (1,080)          | -             |
|                                 | <b>176,081</b>                               | <b>218,722</b> | <b>(373,056)</b> | <b>21,747</b> |

**Description of Funds**

|                                 |                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------|
| B & Q Foundation                | Outdoor Play & learning equipment.                                                                                 |
| Building Fund                   | Contribution towards costs of renovating the old library funded by Heritage Lottery Fund.                          |
| Chrimes Family Charitable Trust | Contribution towards resources for the nursery.                                                                    |
| Enstone- Old Library Furnishing | Private donation for cafe furniture.                                                                               |
| Groundwork                      | Contribution to help with Covid lockdown additional PPE expenditure.                                               |
| Heritage Lottery Fund           | Contribution towards capital and revenue elements of the old library- Lister Steps Carnegie Community Hub Project. |
| LCVS- Targeted Engagement Grant | Sharing social media stats for messages shared within our community.                                               |
| Onward Community Fund           | Contribution towards 'Community Gardening' project.                                                                |
| PH Holt Foundation              | Update IT System, server, hardware and installation costs.                                                         |
| Postcode Neighbourhood Trust    | Learning & Development Co-ordinator salary for 12 months                                                           |
| Skelton Charity                 | Brilliant Babies project grant towards cost of new equipment for babies.                                           |
| Sport England                   | Contribution towards woman's fitness.                                                                              |
| Torus Foundation                | Contribution towards costs of additional PPE required to open the building to the public safely.                   |
| West Derby Waste Land           | Contribution towards outdoor furniture.                                                                            |
| Power to Change                 | Contribution towards nursery staff.                                                                                |

**13 Cash generated from operations**

|                                       | <b>2023</b>    | <b>2022</b>   |
|---------------------------------------|----------------|---------------|
|                                       | <b>£</b>       | <b>£</b>      |
| Surplus/(Deficit) for the year        | 107,720        | (16,869)      |
| <b>Adjustments for:</b>               |                |               |
| Depreciation                          | 29,090         | 29,424        |
| <b>Movements in working capital</b>   |                |               |
| (Increase)/ Decrease in debtors       | (22,691)       | 14,585        |
| Increase/(Decrease) in creditors      | (121,499)      | (1,079)       |
| <b>Cash generated from operations</b> | <b>(7,380)</b> | <b>26,061</b> |

**14 Related Party Transactions**

There were no material related party transactions during the year which require disclosure (2022: none).

**15 Guarantees**

As at 31st July 2023, 7 members had given a guarantee of £1 each in the event of the charitable company winding-up. Total: £7 (2022: 7 members £7).

**16 Operating Lease Commitments**

The charitable company is awaiting feedback from Liverpool City Council regarding the lease agreement.



**Issuer** MAR Kilshaw Limited

**Document generated** Wed, 17th Apr 2024 12:29:24 UTC

**Document fingerprint** c683d29a2820baf8581a05a6bacda9bd

**Parties involved with this document**

| Document processed              | Party + Fingerprint                                                |
|---------------------------------|--------------------------------------------------------------------|
| Wed, 17th Apr 2024 12:30:51 UTC | Claire Riley - Signer (d4d6fd787850f50b61bfe5f4510b37d5)           |
| Thu, 18th Apr 2024 8:12:13 UTC  | Mr Jeremy Mark Spencer - Signer (2a952d5e21d159785c0dd2952acad3c7) |

**Audit history log**

| Date                            | Action                                                                                          |
|---------------------------------|-------------------------------------------------------------------------------------------------|
| Thu, 18th Apr 2024 8:12:13 UTC  | Mr Jeremy Mark Spencer viewed the envelope (51.9.49.186)                                        |
| Thu, 18th Apr 2024 8:12:13 UTC  | This envelope has been signed by all parties (51.9.49.186)                                      |
| Thu, 18th Apr 2024 8:12:13 UTC  | Mr Jeremy Mark Spencer signed the envelope (51.9.49.186)                                        |
| Thu, 18th Apr 2024 8:11:12 UTC  | Mr Jeremy Mark Spencer viewed the envelope (51.9.49.186)                                        |
| Wed, 17th Apr 2024 12:30:52 UTC | Claire Riley viewed the envelope (62.31.110.138)                                                |
| Wed, 17th Apr 2024 12:30:52 UTC | Document emailed to party email (18.133.159.62)                                                 |
| Wed, 17th Apr 2024 12:30:52 UTC | Sent the envelope to Mr Jeremy Mark Spencer for signing (62.31.110.138)                         |
| Wed, 17th Apr 2024 12:30:51 UTC | Claire Riley signed the envelope (62.31.110.138)                                                |
| Wed, 17th Apr 2024 12:30:28 UTC | Claire Riley viewed the envelope (62.31.110.138)                                                |
| Wed, 17th Apr 2024 12:29:43 UTC | Document emailed to party email (18.133.139.207)                                                |
| Wed, 17th Apr 2024 12:29:27 UTC | Sent the envelope to Claire Riley for signing. (52.56.146.144)                                  |
| Wed, 17th Apr 2024 12:29:27 UTC | Envelope has been set to automatically remind the active signer every 1 day(s). (52.56.146.144) |
| Wed, 17th Apr 2024 12:29:27 UTC | Mr Jeremy Mark Spencer has been assigned to this envelope. (52.56.146.144)                      |
| Wed, 17th Apr 2024 12:29:27 UTC | Claire Riley has been assigned to this envelope. (52.56.146.144)                                |
| Wed, 17th Apr 2024 12:29:27 UTC | Envelope generated. (52.56.146.144)                                                             |
| Wed, 17th Apr 2024 12:29:27 UTC | Document generated with fingerprint c683d29a2820baf8581a05a6bacda9bd. (52.56.146.144)           |
| Wed, 17th Apr 2024 12:29:27 UTC | Document generated with fingerprint 621e4aeb699f887c36a9143f435c4886. (52.56.146.144)           |

Wed, 17th Apr 2024 12:29:24 UTC

Envelope generated with fingerprint c74b2b99a7ddb6f0606694b0ab77e6c9  
(18.133.63.166)

**LISTER STEPS LIMITED**

England & Wales - Charity number 1083268

---

# Accounts

---

**LISTER STEPS LIMITED**

**UNAUDITED ANNUAL REPORT &  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>ST</sup> JULY 2022**

**Company No. 04028768**  
**Charity Registration No. 1083268**

**CONTENTS**

|                                                | <b>Page</b> |
|------------------------------------------------|-------------|
| Trustees' Annual Report                        | <b>2</b>    |
| Statement of Trustees' Responsibilities        | <b>9</b>    |
| Independent Examiners Report                   | <b>10</b>   |
| Statement of Financial Activities              | <b>11</b>   |
| Balance Sheet                                  | <b>12</b>   |
| Statement of Cash Flows                        | <b>13</b>   |
| Notes forming part of the Financial Statements | <b>14</b>   |

## **LISTER STEPS LIMITED**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

The trustees are pleased to present their annual report for the year ended 31<sup>st</sup> July 2022.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1<sup>st</sup> January 2019).

#### **OBJECTIVES AND ACTIVITIES**

The objects of the charitable company are to promote for the benefit of the public (with particular emphasis on the public in the area of Tuebrook Merseyside) any charitable purpose without distinction of gender, race, age, disability, sexual orientation, political, religious or other opinion and in particular charitable purposes which: -

- Provide facilities in the interest of social welfare for recreation, and other leisure time occupations with the objects of improving the conditions of life in Tuebrook.
- Promote educational and training opportunities with special emphasis on providing access to such opportunities for people who are by reasons of social or economic disadvantage otherwise unable to gain such access.
- Provide advice, information, and assistance in relation of citizenship so as to develop the capacity and potential of individuals as members of society and that their conditions of life may be improved.
- To relieve unemployment by the provision of advice and training to unemployed individuals concerning unemployment, self-employment and the establishment of co-operative enterprises and the provision of CV writing, job search and job club facilities for them. Provision of practical support to unemployed people by the way of accommodation, childcare facilities or assistance with travel.

Promote for public benefit regeneration in Tuebrook and surrounding areas by all the following means

- The relief of poverty
- The protection, enhancement and conservation of the environment
- The promotion of public safety and the prevention of crime

#### **Public benefit**

The Trustees are aware of the Charity Commission's guidance on public benefit and have fully complied with their duty in regard to this guidance when exercising their powers and duties.

#### **ACHIEVEMENTS AND PERFORMANCE**

Our Community Engagement Manager returned full time in September 2021 and has delivered a wide range of activities and events. Further details can be found in the relevant sections of this report.

By September 2021 all staff had returned to full time working. Lister Steps did not make any personnel redundant as a result of the pandemic and trustees worked hard to safeguard the jobs that have been created and sustained by the charity.

## **Education**

Our intent is to support our children to enable them to achieve their full potential academically, economically and to become happy, socially confident and able to keep themselves safe. In our work with young children our biggest contribution is to give them the skills to learn, to understand how to behave in a learning setting, how to listen, take turns, and to share and express their feelings. We do this in ways that comply with the Early Years Foundation Stage requirements and are fun and enjoyable for the children.

We can integrate children with additional learning needs and work alongside other professionals such as Educational Psychologists, and Speech and Language Therapists to develop individual plans to support the child's development. We are often first to notice that something may be wrong if developmental milestones are not being met and are well placed to lead Early Help interventions and have the trust of families to do so.

We have developed an excellent reputation for our work with children who have special educational needs. Lister Steps is regarded as valued resource by professionals. Our SENDCO (Special Educational Needs Co-Ordinator) supports families who have children with special needs and supervises our specially trained childcare practitioners who provide 1 to 1 care to children with special needs.

## **Families**

Lister Steps provides free childcare to families in crisis or when there is a change in circumstances with the potential to harm the well-being of the child. During the reporting period we have supported families where serious illness, housing, domestic violence, residency status and crime have affected the main care giver. During the reporting period we supported 17 children on child protection or Care plans.

## **Volunteers**

Lister Steps is registered with Volunteer Liverpool and welcome volunteers into all facets of our work. We welcome volunteers of all abilities, to work with our children and value the input people with different life experiences can give. We find that volunteers with specialist skills can complement our work. Our volunteers have made useful contributions to Lister Steps in various strands of the organisation ranging from childcare to governance, research, social media management, administration, and horticulture and ground maintenance.

Volunteers often come from the most marginalised sections of society and we are able to support their developing personal skills, confidence and self-esteem. It has become apparent that visitors to The Old Library get involved in numerous different activities and a few have gone on from participating to volunteering and supporting our team.

Our community engagement work funded through the Heritage Lottery Fund has enabled us to extend the range of volunteering opportunities available to members of our community.

## **Health and Well-being**

Lister Steps networks extensively with other statutory and voluntary agencies across the Liverpool City Region to ensure that we have a portfolio of up to date and relevant support structure for our children and their families. We work very closely with local Health Visitors, Speech and Language Therapists, Educational Psychologists and SENIS to ensure children receive the specialist intervention they may need. We are also able to sign-post our parents and staff for advice on finance, budgeting, debt management, mental health, counselling etc.

The Café opened fully to the public in September 2021 providing healthy, affordable meals to our local community. We continued our relationship with Fareshare and offered food items to the public free of charge in the café. The catering team continue to provide healthy, nutritious food for all the children in our care to ensure they receive at least one full meal a day – supporting families challenged by rising costs.

During the accounting period we extended the range of activities to support wellbeing – these included yoga, belly dancing, hula fitness course and women's self-defence.

### **Community Cohesion**

We value all of our children and families. We promote mutual respect and are inclusive. At Lister Steps we want children to be independent learners so that they can make their own choices and build and develop strong relationships and friendships with lots of people. Our services promote the fundamental values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.

These values are reinforced regularly and in the following ways:

- i. Democracy
  - Sharing ideas and experience
  - Children plan their own activities.
  - Sharing resources
  - Parents and children input to our development plan.
- ii. Mutual Respect
  - We understand that all children are different, and they all develop at different rates with different needs
  - We work hard to build relationships with all of our families.
  - We celebrate special occasions that are important to our families and the wider world.
  - We promote images of both men and women, and boys and girls.
  - Children with additional needs will be supported by staff, will be protected from discrimination, and will be given the same opportunities to learn and to reach their full potential.
- iii. Individual Liberty
  - Children can choose their own activities.
  - Children can choose whether to work/play inside or outside.
  - Children can choose what they would like to eat from a selection offered.
  - We celebrate children's individual interests and incorporate them in to planning.
- iv. The Rule of Law
  - We expect all children to follow our classroom rules with support where required.
  - Children understand why we need to have classroom rules – to keep us safe and make things fair and equitable.
  - Our policies and procedures make sure we are consistent and have clear expectations that all are aware of
- v. Tolerance to those of different faiths and beliefs
  - We promote respect and tolerance for peoples, faith, cultures and languages.
  - We have positive images reflecting diversity.
  - We have toys and resources that children can identify with
  - We ensure we offer children exposure to a wide range of cultures - celebrating festivals, tasting foods, being part of the wider community.

## **LISTER STEPS LIMITED**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

Our long standing groups such as Knit and Natter, Art for All and Narcotics Anonymous continue to use the Old Library as their local base.

Tactcare and Liverpool City Council continue to use The Old library as a base for supporting and recruiting new foster carers.

#### **Performance**

Lister Steps is registered with OFSTED to provide 96 childcare places each day. The places are delivered through our Nursery and "Out of School" Club settings. We also provide play schemes during the school holidays for local children to help working parents and give children opportunities to play safely and learn new skills and hobbies.

Lister Steps offers school and college placements, internships and apprentices to local young people who wish to further their career working children and families. During the Accounting Period staff continued to benefit from access to an on-line training academy Noodle Now to support their continued professional development.

During the accounting period the trustees worked closely with the CEO and Finance Manager to assess and manage risks and to make priorities. The trustees were particularly concerned about staff welfare and morale during this difficult period Trustees agreed that qualified Childcare staff were often performing the work of higher paid professions such as Social Work and Teaching, and agreed to increase the pay of Level 3 qualified team members. They intended this move to reflect the higher levels of responsibility and provide a career progression opportunity for lesser qualified staff. The dedication and commitment of the whole staff team, pulling together enabled us to maintain our high standards of childcare.

A number of changes took place across the staff team. Olivia Johnson, Community Engagement Manager left to work with a National Charity, Holly Taylor Smith took over the position in June 22. Laura Richardson, Events Manager went to work at a Northern University. After difficulties recruiting, the position remained vacant for the rest of the accounting period. Michelle Clarke left her role as Family Link Worker after 16 years with Lister Steps. The Trustees acknowledge the valuable contribution she made to the development of our childcare services.

A major achievement of Lister Steps has been the continued survival of the charity as our community recover from the pandemic and face the increasing costs of our overheads. The trustees regard our childcare facility and services as a great achievement. Occupancies rose to the highest levels permitted given the qualified personnel employed by the charity. The Summer playscheme was one of our most successful to date with new children attending and regulars coming back. The geographical reach of our services also extended across the Liverpool region as numbers of alternative registered schemes declined. We were reinspected by Ofsted at the end of the reporting period and had unofficially been advised that our services were Good, we have a Green RAG rating from Liverpool School improvement Services.

Our Café became established during the year, with members of the community becoming regular attendees and offering great feedback. The menu is reviewed regularly in response to customer feedback, seasonal availability and costs. We are awarded 5 stars in terms of environmental health standards. We were delighted to host local celebrities Leanne and Scott from Radio City, who came along to sample our food and to learn how to knit.

Lister Steps with the support of Volunteers organised our first 'Art for All' auction and exhibition – run over a weekend – invited guests came along to a preview evening event before the exhibition opened to the public. The exhibition raised approx. £1,000 for the work of the charity.

## **LISTER STEPS LIMITED**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

We used the national Heritage Open Day event to showcase our completed refurbishment and younger visitors enjoyed a heritage trail around the building, culminating in go on our Helter Skelter.

We held our first Wedding Open Day and dressed the Reading Room and Atrium to highlight how well the building could be transformed to host high class events.

We arranged a series of Christmas events which included a community carol concert and light switch on, an event called Voices of Christmas consisting of a festive evening of poetry, prose and short stories. We welcomed writers, poets and friends of The Old Library.

We explored our local area with the children in our setting, inspiring them to look for the special features and building which make up our community heritage.

We worked with Adult Learning Services to consult with the local community around further training they would like to take on.

Lister Steps were awarded a number of accolades for the physical redevelopment of The Old Library. The most special being the North West Client of The Year Award from RIBA – this resulted in great publicity for our charitable work and acknowledged the role of community development in regeneration.

Lister Steps is extremely grateful to the following individuals, trusts and organisations for their financial support.

#### **FINANCIAL REVIEW**

Total income in the year was £672,768 (2021: £564,149) of which £218,722 (2021: £192,877), related to funding for projects upon which restrictions are placed.

Total expenditure in the year was £689,637 (2021: £583,090), leaving a deficit for the year of £16,869 (2021: deficit £18,941).

At 31<sup>st</sup> July 2022 the charitable company's reserves stood at £88,173 (2021: £105,042) of which £21,747 (2021: £176,081) represented restricted funds.

#### **Risk management**

The Trustees are responsible for risk management. The Company Secretary is the childcare nominated person and ensures compliance with OFSTED as the regulatory body.

The Board as a whole take responsibility for risk management and ensure that agreed actions comply with the risk management policy. Policies and procedures are reviewed annually.

#### **Reserves Policy**

It is the policy of the charitable company to maintain unrestricted funds, which are free reserves at a level to cover redundancy provision, and three months, running costs should no further funding be received.

As at the end of the financial year the unrestricted funds totalled £66,426. The charitable company requires £76,819 for redundancy provision, and £79,145 for three months' running costs, (total £155,964).

As per are business plan, Lister Steps is hoping to hold a number of events/weddings etc in their building this will ensure unrestricted reserves increase to cover redundancy policy etc.

**LISTER STEPS LIMITED**  
**TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

There will also be additional income from the cafe which is also to increase unrestricted reserves.

**Plans for the Future**

We were able to satisfy the Board at Social Investment Business with our social outcomes which resulted in the 'write off' of our long term loan with them on 29<sup>th</sup> March 2023

Negotiate a lease agreement with Liverpool City Council

The Trustees are working towards a full review of Lister Steps Objectives to bring a bit more up to date and reflect the organisation we have evolved into.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a charitable company limited by guarantee, incorporated on 7<sup>th</sup> July 2000 and registered as a charity on 7<sup>th</sup> July 2000.

The Governing Instruments under which the charitable company operates comprise the Memorandum and Articles of Association dated 14<sup>th</sup> June 2000.

**Recruitment and appointment of new trustees**

The Board of Trustees aims to recruit new Trustees with a range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool and the Liverpool Chamber of Commerce. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED. Election for positions on the Board takes place at the AGM or at Trustee Board meetings throughout the year.

**Trustee structure**

The Board of Trustees aims to recruit new Trustees with range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool and the Liverpool Chamber of Commerce. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED.

**Communications with the Team**

Lister Steps is a value led organisation and this is reflected across our communications with the full staff team including volunteers, students and trainees on work placement. Staff are kept up to date with developments via bi-monthly full team meetings, regular memo's and team leader briefings. A trustee attends each full team meeting and team members are encouraged to input into operational reports presented at board meetings.

Team Building days, Staff development and Training days are held bi- annually and this gives the opportunity for staff, volunteers and trustees to work together.

**Equal opportunities**

Lister Steps considers equality of opportunity in all aspects of our organisation. We have an equal opportunities policy which is reviewed annually.

**LISTER STEPS LIMITED**  
**TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

**REFERENCE AND ADMINISTRATIVE DETAILS**

|                             |                                                                                                                      |                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                 | Lister Steps Limited                                                                                                 |                                                                                                                                                                                                                                                                                                                                             |
| <b>Company Number</b>       | 04028768                                                                                                             |                                                                                                                                                                                                                                                                                                                                             |
| <b>Charity Number</b>       | 1083268                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| <b>Registered Office</b>    | The Old Library<br>Green Lane<br>Tuebrook<br>Liverpool<br>Merseyside<br>L13 7EB                                      |                                                                                                                                                                                                                                                                                                                                             |
| <b>Trustees</b>             | D R Barlow<br>P A Crossland<br>C J Davies<br>G Downey<br>J Lee<br>A J May<br>E J McCormack<br>L Pover<br>J M Spencer | (Resigned 24 <sup>th</sup> October 2022)<br>(Resigned 9 <sup>th</sup> October 2022)<br>(Resigned 31 <sup>st</sup> May 2021)<br>(Resigned 19 <sup>th</sup> June 2022)<br>(Appointed 8 <sup>th</sup> May 2022)<br><br>(Appointed 8 <sup>th</sup> May 2022)<br>(Resigned 12 <sup>th</sup> August 2022)<br>(Appointed 6 <sup>th</sup> May 2022) |
| <b>Secretary</b>            | A J May                                                                                                              | (Appointed 7 <sup>th</sup> July 2000)                                                                                                                                                                                                                                                                                                       |
| <b>Independent Examiner</b> | Paula Sanchez ACCA<br>LCVS<br>151 Dale Street,<br>Liverpool<br>L2 2AH                                                |                                                                                                                                                                                                                                                                                                                                             |
| <b>Bankers</b>              | Lloyds,                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |

**Signed on behalf of the Board of Trustees**

  
.....

**A J May, Trustee**

**Dated:** 21/06/23

**LISTER STEPS LIMITED**  
**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

---

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principle in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue as a going concern;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1<sup>st</sup> January 2019).

**Signed on behalf of the Board of Trustees**

..... *Anne Julie May* .....

**A J May**  
**Trustee**

Dated:..... *21/06/23* .....

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
LISTER STEPS LIMITED**

---

I report on the accounts of the Charitable Company for the year ended 31<sup>st</sup> July 2022, which are set out on pages 11 to 26.

Respective  
responsibilities of  
trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

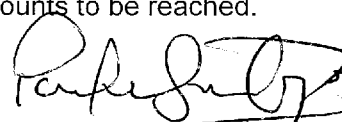
Independent examiner's  
statement

Name: **Mrs Paula Sanchez**

Relevant professional qualification or body: **ACCA**

Address: **c/o LCVS 151, Dale Street, Liverpool, L2 2AH**

Dated: 27 June 2023.....



**LISTER STEPS LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE)**  
**FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

|                                                        | Notes        | Unrestricted<br>Funds<br>2022 | Restricted<br>Funds<br>2022 | Total<br>Funds<br>2022 | Total<br>Funds<br>2021 |
|--------------------------------------------------------|--------------|-------------------------------|-----------------------------|------------------------|------------------------|
| <b>Income and endowments from:</b>                     |              | <b>£</b>                      | <b>£</b>                    | <b>£</b>               | <b>£</b>               |
| Donations and legacies                                 | 3a           | 1,962                         | -                           | 1,962                  | 1,129                  |
| Charitable activities                                  | 3b           | 449,084                       | 218,722                     | 667,806                | 553,134                |
| Other Income                                           | 3c           | 3,000                         | -                           | 3,000                  | 9,886                  |
| <b>Total income</b>                                    |              | <b>454,046</b>                | <b>218,722</b>              | <b>672,768</b>         | <b>564,149</b>         |
| <b>Expenditure on:</b>                                 |              |                               |                             |                        |                        |
| Charitable Activities                                  | 4            | 316,581                       | 373,056                     | 689,637                | 583,090                |
| <b>Total expenditure</b>                               |              | <b>316,581</b>                | <b>373,056</b>              | <b>689,637</b>         | <b>583,090</b>         |
| <b>Net income/(expenditure), net movement in funds</b> |              | <b>137,465</b>                | <b>(154,334)</b>            | <b>(16,849)</b>        | <b>(18,941)</b>        |
| Total funds brought forward                            | 11,12        | (71,039)                      | 176,081                     | 105,042                | 123,983                |
| <b>Total funds carried forward</b>                     | <b>10-12</b> | <b>66,426</b>                 | <b>21,747</b>               | <b>88,173</b>          | <b>105,042</b>         |

The notes on pages 14 to 26 form part of these accounts.

All the above amounts relate to continuing the activities of the charitable company.

This Statement includes all gains and losses recognisable in the year.

**LISTER STEPS**  
**BALANCE SHEET AT 31<sup>ST</sup> JULY 2022**

**Company Number 04028768**

|                                                                | Notes | 31 <sup>st</sup> July 2022 |                | 31 <sup>st</sup> July 2021 |                |
|----------------------------------------------------------------|-------|----------------------------|----------------|----------------------------|----------------|
|                                                                |       | £                          | £              | £                          | £              |
| <b>Fixed assets</b>                                            |       |                            |                |                            |                |
| Tangible fixed assets                                          | 5     |                            | 257,537        |                            | 286,961        |
| <b>Current assets</b>                                          |       |                            |                |                            |                |
| Debtors                                                        | 6     | 3,472                      |                | 18,057                     |                |
| Cash at bank and in hand                                       |       | 25,912                     |                | 3,675                      |                |
|                                                                |       | -----                      |                | -----                      |                |
|                                                                |       | 29,384                     |                | 21,732                     |                |
| <b>Current liabilities</b>                                     |       |                            |                |                            |                |
| Creditors: amounts falling due within one year                 | 7     | (79,685)                   |                | (80,764)                   |                |
|                                                                |       | -----                      |                | -----                      |                |
| <b>Net current (liabilities)</b>                               |       |                            | (50,301)       |                            | (59,032)       |
|                                                                |       |                            | -----          |                            | -----          |
| <b>Total assets less current liabilities</b>                   |       |                            | <b>207,236</b> |                            | <b>227,929</b> |
|                                                                |       |                            |                |                            |                |
| <b>Creditors: amounts falling due after more than one year</b> | 8     |                            | (119,063)      |                            | (122,887)      |
|                                                                |       |                            | -----          |                            | -----          |
| <b>Net Assets</b>                                              |       |                            | <b>88,173</b>  |                            | <b>105,042</b> |
|                                                                |       |                            | =====          |                            | =====          |
| <b>Funds:</b>                                                  |       |                            |                |                            |                |
| Unrestricted funds                                             | 10,11 |                            | 66,426         |                            | (71,039)       |
| Restricted funds                                               | 10,12 |                            | 21,747         |                            | 176,081        |
|                                                                |       |                            | -----          |                            | -----          |
|                                                                |       |                            | <b>88,173</b>  |                            | <b>105,042</b> |
|                                                                |       |                            | =====          |                            | =====          |

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The members have not required the company to obtain an audit of in accordance with section 476 of the Companies Act 2006.

For the period covered by these accounts the charitable company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The Trustees, who are the Directors of the charitable company, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

Approved by the Board on 19/06/23 and signed on their behalf by:

.....*Anne Julie May*.....

**A J May Trustee**

**LISTER STEPS LIMITED**  
**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

|                                                     | Notes | 31 <sup>st</sup> July 2022 |               | 31 <sup>st</sup> July 2021 |                 |
|-----------------------------------------------------|-------|----------------------------|---------------|----------------------------|-----------------|
| <b>Cash flows from operating activities</b>         |       | £                          | £             | £                          | £               |
| Cash generated from/ (used in) operations           | 14    |                            | 26,061        |                            | 9,145           |
| <b>Investing activities</b>                         |       |                            |               |                            |                 |
| Purchase of tangible fixed assets                   |       |                            | (-)           | (21,174)                   |                 |
|                                                     |       | -----                      |               | -----                      |                 |
| <b>Net cash (used in) investing activities</b>      |       |                            | (-)           |                            | (21,174)        |
| <b>Cash flows from Financing activities</b>         |       |                            |               |                            |                 |
| Repayment of overdraft                              |       | 16,839                     |               |                            |                 |
| Repayment of loan                                   |       | (3,824)                    |               | (4,618)                    |                 |
|                                                     |       | -----                      |               | -----                      |                 |
| <b>Net cash generated from financing activities</b> |       |                            | 13,015        |                            | (4,618)         |
|                                                     |       |                            | -----         |                            | -----           |
| <b>Net increase in cash and cash equivalents</b>    |       |                            | <b>39,076</b> |                            | <b>(16,647)</b> |
| Cash and cash equivalents at beginning of year      |       |                            | (13,164)      |                            | 3,483           |
|                                                     |       |                            | -----         |                            | -----           |
| <b>Cash and cash equivalents at end of year</b>     |       |                            | <b>25,912</b> |                            | <b>(13,164)</b> |
|                                                     |       |                            | =====         |                            | =====           |

**Represented by:**

|                          | 31 <sup>st</sup> July 2022 | 31 <sup>st</sup> July 2021 |
|--------------------------|----------------------------|----------------------------|
| Cash at bank and in hand | 25,912                     | 3,675                      |
| Bank Overdraft           | (-)                        | (16,839)                   |
|                          | -----                      | -----                      |
|                          | <b>25,912</b>              | <b>(13,164)</b>            |
|                          | =====                      | =====                      |

## **1. Limited Liability**

The charity is a company limited by guarantee. Each member's liability is limited to £1.

## **2. Accounting Policies**

### **Basis of accounting**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (SORP 2015) (as amended for accounting periods commencing from 1<sup>st</sup> January 2015), Charities Act 2011 and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

### **Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate reserves and the write off of the SIB Loan in 2023 to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

### **Fund accounting**

Unrestricted funds are the Charitable Company's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

### **Income recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accrual's basis. Grants receivables are recognised on the date on which their unconditional payment is confirmed by the donor.

Income from investment relates to bank interest received and is recognised when the amount is certain.

### **Expenditure recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual's basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor.

Expenditure on charitable activities relates to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

**Fixed Assets**

Capital expenditure is stated in the balance sheet at cost less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

|                            |                                         |
|----------------------------|-----------------------------------------|
| Computers & Equipment      | 20% per annum straight line basis       |
| Fixtures & Fittings        | 25% per annum on reducing balance basis |
| Leasehold Land & Buildings | straight line basis over 25 years       |
| Improvements to Leasehold  | straight line basis over 25 years       |

**Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

**Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### **Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### **Taxation**

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

### **3. Income and endowments from**

|                                  | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total<br/>Funds</b> | <b>Total<br/>Funds</b> |
|----------------------------------|-------------------------------|-----------------------------|------------------------|------------------------|
|                                  | <b>2022</b>                   | <b>2022</b>                 | <b>2022</b>            | <b>2021</b>            |
|                                  | <b>£</b>                      | <b>£</b>                    | <b>£</b>               | <b>£</b>               |
| <b>a. Donations and Legacies</b> |                               |                             |                        |                        |
| Donations                        | <b>1,962</b>                  | <b>-</b>                    | <b>1,962</b>           | <b>1,129</b>           |
|                                  | <b>=====</b>                  | <b>=====</b>                | <b>=====</b>           | <b>=====</b>           |

Donations and legacies in 2021 relate wholly to unrestricted funds.

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

|                                 | Unrestricted<br>Funds<br>2022<br>£ | Restricted<br>Funds<br>2022<br>£ | Total<br>Funds<br>2022<br>£ | Total<br>Funds<br>2021<br>£ |
|---------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>b. Charitable activities</b> |                                    |                                  |                             |                             |
| B & Q Foundation                | -                                  | -                                | -                           | 5,000                       |
| Café & Events Income            | 39,750                             | -                                | 39,750                      | 9,034                       |
| Chrimes Family Charitable Trust | -                                  | 1,000                            | 1,000                       | -                           |
| Heritage Lottery Fund           | -                                  | 204,402                          | 204,402                     | 157,781                     |
| Heritage Fund Emergency Grant   | -                                  | -                                | -                           | 3,600                       |
| HMRC Job Retention scheme       | 3,597                              | -                                | 3,597                       | 63,184                      |
| LCVS- Targeted Engagement Grant | -                                  | -                                | -                           | 5,000                       |
| Nursery & Club Income           | 394,901                            | -                                | 394,901                     | 280,415                     |
| Office & Room Rental            | 10,836                             | -                                | 10,836                      | 7,624                       |
| Onward Community Fund           | -                                  | 1,000                            | 1,000                       | -                           |
| Postcode Neighbourhood Trust    | -                                  | -                                | -                           | 19,500                      |
| Skelton Charity                 | -                                  | 1,240                            | 1,240                       | 1,000                       |
| Sport England                   | -                                  | 10,000                           | 10,000                      | -                           |
| Torus Foundation                | -                                  | -                                | -                           | 996                         |
| West Derby Waste Land           | -                                  | 1,080                            | 1,080                       | -                           |
|                                 | <b>449,084</b>                     | <b>218,722</b>                   | <b>667,806</b>              | <b>553,134</b>              |

Charitable activities in 2021 related to £360,257 unrestricted funds and £192,877 restricted funds.

|                        | £            | £        | £            | £            |
|------------------------|--------------|----------|--------------|--------------|
| <b>c. Other Income</b> |              |          |              |              |
| Apprentice income      | 2,000        | -        | 2,000        | -            |
| Insurance claim        | 1,000        | -        | 1,000        | -            |
| Other income           | -            | -        | -            | 9,886        |
|                        | <b>3,000</b> | <b>-</b> | <b>3,000</b> | <b>9,886</b> |

Other Income in 2021 relate wholly to unrestricted funds.

**4. Expenditure on Charitable Activities**

|                                                                    | Direct<br>Charitable<br>Expenditure<br>£ | Support &<br>Governance<br>Costs<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|--------------------------------------------------------------------|------------------------------------------|---------------------------------------|--------------------|--------------------|
| To provide facilities for recreation and child day-care activities | 587,885                                  | 101,752                               | 689,637            | 583,090            |

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

a. Analysed as follows:

|                                | <b>2022</b>    | <b>2021</b>    |
|--------------------------------|----------------|----------------|
|                                | <b>£</b>       | <b>£</b>       |
| Direct charitable expenditure: |                |                |
| Staff salary costs             | 419,404        | 282,287        |
| Pension                        | 6,435          | 6,375          |
| Nursery costs                  | 12,373         | 5,425          |
| Café costs                     | 15,424         | 4,299          |
| Events costs                   | 10,935         | -              |
| Volunteer expenses             | 309            | -              |
| Premises costs                 | 65,022         | 42,127         |
| Repairs & renewals             | 6,600          | 2,176          |
| Travel expenses                | 11,312         | 1,012          |
| Training                       | 1,916          | 3,259          |
| Computer support & expenses    | 8,731          | 6,664          |
| Depreciation                   | 29,424         | 28,585         |
|                                | <b>587,885</b> | <b>382,209</b> |

|                                           | <b>2022</b>    | <b>2021</b>    |
|-------------------------------------------|----------------|----------------|
|                                           | <b>£</b>       | <b>£</b>       |
| <i>Support &amp; Governance costs:</i>    |                |                |
| Staff salary costs                        | 85,622         | 155,905        |
| Pension                                   | 1,637          | -              |
| Office cost                               | 3,364          | 2,573          |
| Advertising and marketing                 | 275            | 20,471         |
| Consultancy                               | 420            | -              |
| Professional fees                         | 600            | -              |
| Website costs                             | 120            | -              |
| Bank and card charges                     | 1,488          | 1,010          |
| Bank interest                             | 570            | 365            |
| Loan interest                             | 1,337          | 11,219         |
| Accountancy fees                          | 1,270          | 1,180          |
| Legal & professional fees                 | -              | 4,468          |
| HR costs                                  | 4,069          | 2,814          |
| HMRC interest                             | 933            | -              |
| Sundry expenses                           | 47             | 458            |
| Loss on disposal of tangible fixed assets | -              | 418            |
|                                           | <b>101,752</b> | <b>200,881</b> |

|                                                   |                |                |
|---------------------------------------------------|----------------|----------------|
| <b>Total expenditure on charitable activities</b> | <b>689,637</b> | <b>583,090</b> |
|                                                   | <b>=====</b>   | <b>=====</b>   |

£373,036 (2021: £176,863) of the above expenditure relates to restricted funding.

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

| <b>b. Staff Costs</b>    | <b>2022</b>    | <b>2021</b>    |
|--------------------------|----------------|----------------|
|                          | <b>£</b>       | <b>£</b>       |
| Gross wages and salaries | 477,924        | 417,176        |
| Social security costs    | 27,102         | 21,016         |
| Pension costs            | 8,072          | 6,375          |
|                          | -----          | -----          |
|                          | <b>513,098</b> | <b>444,567</b> |
|                          | =====          | =====          |

**c. Particulars of employees:**

The average number of employees during the year was as follows:

|                               | <b>2022</b> | <b>2021</b> |
|-------------------------------|-------------|-------------|
| Charitable activities         | 23          | 16          |
| Management and administration | 3           | 8           |
|                               | -----       | -----       |
|                               | <b>26</b>   | <b>24</b>   |
|                               | =====       | =====       |

No employee received emoluments of more than £60,000 during the year.

The trustees are not remunerated for their services and are not included in the above number of employees.

No out-of-pocket expenses were reimbursed to trustees in the year (2021: £nil).

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

**5. Tangible Fixed Assets**

| <b>Cost</b>                                     | <b>Computers<br/>&amp;<br/>Equipment<br/>£</b> | <b>Fixtures<br/>&amp; Fittings<br/>£</b> | <b>Leasehold<br/>Land &amp;<br/>Buildings<br/>£</b> | <b>Improvements<br/>to Leasehold<br/>£</b> | <b>Total<br/>£</b> |
|-------------------------------------------------|------------------------------------------------|------------------------------------------|-----------------------------------------------------|--------------------------------------------|--------------------|
| Balance at 1 <sup>st</sup><br>August 2021       | 9,821                                          | 19,480                                   | 483,492                                             | 132,995                                    | 645,788            |
| Additions in the<br>year                        | -                                              | -                                        | -                                                   | -                                          | -                  |
| <b>Balance at 31<sup>st</sup><br/>July 2022</b> | <b>9,821</b>                                   | <b>19,480</b>                            | <b>483,492</b>                                      | <b>132,995</b>                             | <b>645,788</b>     |
| <b>Depreciation</b>                             |                                                |                                          |                                                     |                                            |                    |
| Balance at 1 <sup>st</sup><br>August 2021       | 2,074                                          | 8,270                                    | 344,939                                             | 3,544                                      | 358,827            |
| Charge for the<br>year                          | 1,964                                          | 2,802                                    | 19,339                                              | 5,319                                      | 29,424             |
| <b>Balance at 31<sup>st</sup><br/>July 2022</b> | <b>4,038</b>                                   | <b>11,072</b>                            | <b>364,278</b>                                      | <b>8,863</b>                               | <b>388,251</b>     |
| <b>Net book value at<br/>31st July 2022</b>     | <b>5,783</b>                                   | <b>8,408</b>                             | <b>119,214</b>                                      | <b>124,132</b>                             | <b>257,537</b>     |
| Net book value at<br>31st July 2021             | 7,747                                          | 11,210                                   | 138,553                                             | 129,451                                    | 286,961            |

Improvements to Leasehold included in the fixed assets is in relation to the old Library that Lister steps moved into in October 2020. There is currently no Lease signed however Lister steps are in the process of signing a lease with Liverpool City Council.

**6. Debtors**

|                         | <b>2022<br/>£</b> | <b>2021<br/>£</b> |
|-------------------------|-------------------|-------------------|
| Debtors and prepayments | <b>3,472</b>      | <b>18,057</b>     |

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

**7. Creditors: amounts falling due within one year**

|                              | <b>2022</b>   | <b>2021</b>   |
|------------------------------|---------------|---------------|
|                              | <b>£</b>      | <b>£</b>      |
| Bank overdraft               | -             | 16,839        |
| Trade creditors              | 21,864        | 20,390        |
| Accruals                     | 1,270         | 6,062         |
| Loans (see note 8)           | 2,756         | 27,640        |
| Taxation and social security | 53,795        | 9,833         |
|                              | -----         | -----         |
|                              | <b>79,685</b> | <b>80,764</b> |
|                              | =====         | =====         |

**8. Creditors: amounts falling due after more than one year**

The following loans are included within creditors:

|                               | <b>2022</b>    | <b>2021</b>    |
|-------------------------------|----------------|----------------|
|                               | <b>£</b>       | <b>£</b>       |
| Due between one to two years  | 18,000         | 20,756         |
| Due between two to five years | 54,000         | 54,000         |
| Over 5 years                  | 47,063         | 48,131         |
|                               | -----          | -----          |
|                               | <b>119,063</b> | <b>122,887</b> |
|                               | =====          | =====          |

The Organisation received a loan of £35,000 from Key Fund with interest being charged at a rate of 6.5% per annum. The loan was to provide working capital to help develop a project, repayable over 62 months covering capital & interest of £919, commencing June 2017 with a 17-month capital repayment holiday between April 2020 to August 2021. The total Balance outstanding at 31<sup>st</sup> July 2022 was £2,756.

The Organisation received a loan of £125,000 from Adventure Capital Fund and a further advancement of £15,000 in 2011 with interest being charged at a rate of 5% per annum. Repayable by monthly instalments of £1,400 covering capital & interest. The loan was for the purpose to purchase the portacabins and redevelopment/refinance to help with staffing restructure and redundancies due to restructure. The loan commenced June 2007 with a 11-months capital holiday between April 2020 to February 2021. The total outstanding balance £119,063 at 31<sup>st</sup> July 2022 has been written off by the loan provider on 29<sup>th</sup> March 2023.

The Organisation received a loan of £35,000 from Social Investment Business Foundation on April 2020 with no interest being charged. This loan was for the purpose of general overheads during COVID-19 pandemic, repayable by 3 instalments which has been paid at the year-end July 2022.

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

**9. Financial instruments**

|                                                  | 2022<br>£ | 2021<br>£ |
|--------------------------------------------------|-----------|-----------|
| <b>Carrying amount of financial assets:</b>      |           |           |
| Debt instruments measured at cost                | 29,385    | 21,732    |
|                                                  | =====     | =====     |
| <b>Carrying amount of financial liabilities:</b> |           |           |
| Measured at cost                                 | 144,953   | 193,819   |
|                                                  | =====     | =====     |

**10. Analysis of Net Assets between Funds**

| 2022                      | Tangible<br>Fixed<br>Assets | Net Current<br>Assets | Creditors<br>More than<br>one year | Total  |
|---------------------------|-----------------------------|-----------------------|------------------------------------|--------|
|                           | £                           | £                     | £                                  | £      |
| <b>Unrestricted Funds</b> |                             |                       |                                    |        |
| General Fund              | 245,390                     | (59,901)              | (119,063)                          | 66,426 |
|                           | -----                       | -----                 | -----                              | -----  |
| <b>Restricted Funds</b>   |                             |                       |                                    |        |
| Heritage Lottery Fund     | 10,407                      | -                     | -                                  | 10,407 |
| PH Holt Foundation        | 1,740                       | -                     | -                                  | 1,740  |
| Sport England             | -                           | 9,600                 | -                                  | 9,600  |
|                           | -----                       | -----                 | -----                              | -----  |
|                           | 12,147                      | 9,600                 | -                                  | 21,747 |
|                           | -----                       | -----                 | -----                              | -----  |
| <b>Totals</b>             | 257,537                     | (50,301)              | (119,063)                          | 88,173 |
|                           | =====                       | =====                 | =====                              | =====  |

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

| <b>2021</b>                        | <b>Tangible<br/>Fixed<br/>Assets</b> | <b>Net Current<br/>Assets</b> | <b>Creditors<br/>More than<br/>one year</b> | <b>Total</b>    |
|------------------------------------|--------------------------------------|-------------------------------|---------------------------------------------|-----------------|
|                                    | <b>£</b>                             | <b>£</b>                      | <b>£</b>                                    | <b>£</b>        |
| <b>Unrestricted Funds</b>          |                                      |                               |                                             |                 |
| General Fund                       | <b>268,549</b>                       | <b>(216,701)</b>              | <b>(122,887)</b>                            | <b>(71,039)</b> |
|                                    | -----                                | -----                         | -----                                       | -----           |
| <b>Restricted Funds</b>            |                                      |                               |                                             |                 |
| B & Q Foundation                   | -                                    | 5,000                         | -                                           | 5,000           |
| Building Fund                      | -                                    | 146,696                       | -                                           | 146,696         |
| Enstone- Old Library<br>Furnishing | -                                    | 1,000                         | -                                           | 1,000           |
| Groundwork                         | -                                    | 62                            | -                                           | 62              |
| Heritage Lottery Fund              | 16,092                               | -                             | -                                           | 16,092          |
| PH Holt Foundation                 | 2,320                                | -                             | -                                           | 2,320           |
| Postcode Neighbourhood Trust       | -                                    | 4,538                         | -                                           | 4,538           |
| Torus foundation                   | -                                    | 373                           | -                                           | 373             |
|                                    | -----                                | -----                         | -----                                       | -----           |
|                                    | <b>18,412</b>                        | <b>157,669</b>                | <b>-</b>                                    | <b>176,081</b>  |
|                                    | -----                                | -----                         | -----                                       | -----           |
| <b>Totals</b>                      | <b>286,961</b>                       | <b>(59,032)</b>               | <b>(122,887)</b>                            | <b>105,042</b>  |
|                                    | =====                                | =====                         | =====                                       | =====           |

**11. Unrestricted Funds**

| <b>Movement in the year</b> |                                                    |                     |                            |                                              |
|-----------------------------|----------------------------------------------------|---------------------|----------------------------|----------------------------------------------|
| <b>2022</b>                 | <b>Reserves<br/>at Beginning<br/>of year<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>(£)</b> | <b>Reserves<br/>at End<br/>of Year<br/>£</b> |
| <b>General Fund</b>         | <b>(71,039)</b>                                    | <b>454,046</b>      | <b>(316,581)</b>           | <b>66,426</b>                                |
|                             | =====                                              | =====               | =====                      | =====                                        |

| <b>Movement in the year</b> |                                                    |                     |                            |                                              |
|-----------------------------|----------------------------------------------------|---------------------|----------------------------|----------------------------------------------|
| <b>2021</b>                 | <b>Reserves<br/>at Beginning<br/>of year<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>(£)</b> | <b>Reserves<br/>at End<br/>of Year<br/>£</b> |
| <b>General Fund</b>         | <b>(36,084)</b>                                    | <b>371,272</b>      | <b>(406,227)</b>           | <b>(71,039)</b>                              |
|                             | =====                                              | =====               | =====                      | =====                                        |

**General Fund** is used to finance the charitable company's general activities and core costs as outlined in the Trustees' Report.

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

**12. Restricted Funds**

| 2022                            | Movements in the Year                    |                |                    | Reserves<br>at End<br>of Year<br>£ |
|---------------------------------|------------------------------------------|----------------|--------------------|------------------------------------|
|                                 | Reserves<br>at Beginning<br>of year<br>£ | Income<br>£    | Expenditure<br>(£) |                                    |
| B & Q Foundation                | 5,000                                    | -              | (5,000)            | -                                  |
| Building Fund                   | 146,696                                  | -              | (146,696)          | -                                  |
| Chrimes Family Charitable Trust | -                                        | 1,000          | (1,000)            | -                                  |
| Enstone-Old Library Furnishing  | 1,000                                    | -              | (1,000)            | -                                  |
| Groundwork                      | 62                                       | -              | (62)               | -                                  |
| Heritage Lottery Fund           | 16,092                                   | 204,402        | (210,087)          | 10,407                             |
| Onward Community Fund           | -                                        | 1,000          | (1,000)            | -                                  |
| PH Holt Foundation              | 2,320                                    | -              | (580)              | 1,740                              |
| Postcode Neighbourhood Trust    | 4,538                                    | -              | (4,538)            | -                                  |
| Skelton Charity                 | -                                        | 1,240          | (1,240)            | -                                  |
| Sport England                   | -                                        | 10,000         | (400)              | 9,600                              |
| Torus Foundation                | 373                                      | -              | (373)              | -                                  |
| West Derby Waste Land           | -                                        | 1,080          | (1,080)            | -                                  |
|                                 | <b>176,081</b>                           | <b>218,722</b> | <b>(373,056)</b>   | <b>21,747</b>                      |

| 2021                           | Movements in the Year                    |                |                    | Reserves<br>at End<br>of Year<br>£ |
|--------------------------------|------------------------------------------|----------------|--------------------|------------------------------------|
|                                | Reserves<br>at Beginning<br>of year<br>£ | Income<br>£    | Expenditure<br>(£) |                                    |
| B & Q Foundation               | -                                        | 5,000          | -                  | 5,000                              |
| Building Fund                  | 146,696                                  | -              | -                  | 146,696                            |
| Enstone-Old Library Furnishing | 1,000                                    | -              | -                  | 1,000                              |
| Groundwork                     | 311                                      | -              | (249)              | 62                                 |
| Heritage Lottery Fund          | -                                        | 157,781        | (141,689)          | 16,092                             |
| Heritage Fund Emergency Grant  | 9,160                                    | 3,600          | (12,760)           | -                                  |
| LCVS-Targeted Engagement Grant | -                                        | 5,000          | (5,000)            | -                                  |
| PH Holt Foundation             | 2,900                                    | -              | (580)              | 2,320                              |
| Postcode Neighbourhood Trust   | -                                        | 19,500         | (14,962)           | 4,538                              |
| Skelton Charity                | -                                        | 1,000          | (1,000)            | -                                  |
| Torus Foundation               | -                                        | 996            | (623)              | 373                                |
|                                | <b>160,067</b>                           | <b>192,877</b> | <b>(176,863)</b>   | <b>176,081</b>                     |

**Description of Funds**

These are monies given to the charitable company to be spent at the discretion of the Charity's Board of Trustees for specific charitable purposes:

**B & Q Foundation-** Outdoor Play & learning equipment.

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2022**

---

**Building Fund-** Contribution towards costs of renovating the old library funded by Heritage Lottery Fund

**Chrimes Family Charitable Trust** - Contribution towards resources for the nursery.

**Enstone- Old Library Furnishing** - Private donation for cafe furniture

**Groundwork-** Contribution to help with Covid lockdown additional PPE expenditure.

**Heritage Lottery Fund-** Contribution towards capital and revenue elements of the old library- Lister Steps Carnegie Community Hub Project.

**Heritage Fund Emergency Grant-** Contribution to help with Covid lockdown loss of income.

**LCVS- Targeted Engagement Grant-** Sharing social media stats for messages shared within our community.

**Onward Community Fund** – Contribution towards ‘Community Gardening’ project.

**PH Holt Foundation-** Update IT System, server, hardware and installation costs.

**Postcode Neighbourhood Trust** - Learning & Development Co-ordinator salary for 12 months

**Skelton Charity-** Brilliant Babies project grant towards cost of new equipment for babies.

**Sport England** – Contribution towards woman’s fitness.

**Torus Foundation-** Contribution towards costs of additional PPE required to open the building to the public safely.

**West Derby Waste Land** – Contribution towards outdoor furniture

**13. Cash generated from operations**

|                                                   | <b>2022</b>   | <b>2021</b>  |
|---------------------------------------------------|---------------|--------------|
|                                                   | <b>£</b>      | <b>£</b>     |
| Surplus/(Deficit) for the year                    | (16,869)      | (18,941)     |
| <b>Adjustments for:</b>                           |               |              |
| Loss on Disposal of fixed assets                  | -             | 418          |
| Depreciation                                      | 29,424        | 28,585       |
| <b>Movements in working capital:</b>              |               |              |
| (Increase)/ Decrease in debtors                   | 14,585        | (7,597)      |
| Increase/(Decrease) in creditors                  | (1,079)       | 6,680        |
|                                                   | -----         | -----        |
| <b>Cash generated from / (used in) operations</b> | <b>26,061</b> | <b>9,145</b> |
|                                                   | =====         | =====        |

**14. Related Party Transactions**

There were no material related party transactions during the year which require disclosure (2021: none).

**15. Guarantees**

As at 31<sup>st</sup> July 2022, 7 members had given a guarantee of £1 each in the event of the charitable company winding-up. Total: £7 (2021: 7 members £7).

**16. Operating Lease Commitments**

The charitable company is currently in negotiations with Liverpool City Council regarding a lease agreement.

**LISTER STEPS LIMITED**

England & Wales - Charity number 1083268

---

# Accounts

---

**LISTER STEPS LIMITED**

**ANNUAL REPORT &  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>ST</sup> JULY 2021**

**Company No. 04028768**  
**Charity Registration No. 1083268**

**CONTENTS**

|                                                | <b>Page</b> |
|------------------------------------------------|-------------|
| Trustees' Annual Report                        | <b>2</b>    |
| Statement of Trustees' Responsibilities        | <b>12</b>   |
| Independent Examiners Report                   | <b>13</b>   |
| Statement of Financial Activities              | <b>14</b>   |
| Balance Sheet                                  | <b>15</b>   |
| Statement of Cash Flows                        | <b>16</b>   |
| Notes forming part of the Financial Statements | <b>17</b>   |

The trustees are pleased to present their annual report for the year ended 31st July 2021.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1<sup>st</sup> January 2019).

## **OBJECTIVES AND ACTIVITIES**

Our aim is to be the spark that makes Tuebrook a better place to live and work, by creating positive impacts that are felt by locals, businesses and others beyond our boundaries. We will do this by:

- making connections
- making introductions
- making the community stronger
- make Tuebrook appealing
- making noise
- making ripples

Speaking out on subjects and issues that Lister steps are passionate about - disadvantaged and/or unrepresented parts of society and the local community, or those who are unheard or ignored by authority.

Making Noise- Effect the community at large; links to other organisations, networking, conduit for cooperation, pride in the locality. Speaking out on subjects and issues that Lister steps are passionate about disadvantaged and/or unrepresented parts of society and the local community, or those who are unheard or ignored by authority.

Making Ripples- Effect the community at large; links to other organisations, networking, conduit for cooperation, pride in the locality

### Public benefit

The Trustees are aware of the Charity Commission's guidance on public benefit and have fully complied with their duty in regard to this guidance when exercising their powers and duties.

In shaping our future strategy the Trustees pay particular regard to ways in which they further enhance our benefits to the public. The Trustees are aware that Lister Steps provide wider benefits to our service users in terms of the education we provide our children, the support we give our families and the opportunities we give to Volunteers, Students and Apprentices.

In addition to the childcare services, we offer: an affordable base for other charitable organisations; have acted as advocates on behalf of marginalised individuals; and provided training and employment opportunities for hundreds of local people. Skills development and accredited training for our staff and volunteers enables us to give the children in our care the best possible start in life.

Our Community Engagement Manager has delivered a limited range of activities and events throughout the year due to the ongoing impact of Covid. Further details can be found in the relevant sections of this report.

The opening of the Old Library and the relocation of Lister Steps in October 2020 has provided our community with a beautiful indoor and outdoor venue for local people to do new activities, enjoy great affordable food in the community café and make new friends.

At the start of the reporting period in August 2020, as covid restrictions were lifted, our childcare had just re-opened and the children were welcomed back and settled in well. Occupancies, however in Nursery and Playscheme were low. The flexible furlough scheme enabled the tight management of staff deployment, allocating shifts fairly across the childcare team, and increasing hours as the need demanded. The placing of Liverpool in Tier Three by the government in October 2020 meant that the community activities and events planned at the Old Library were put on hold but our childcare service remained open. During the lockdown period from January to Easter 2021 the Nursery staff and children were placed in 'bubbles'. This meant that, although some of the staff developed Covid, we were able to avoid complete closure of the service.

After Easter, in April 2021 Covid restrictions were lifted and our childcare occupancies increased significantly. In financial terms the impact of the Coronavirus has been that we have become a year behind with the Business Plan due to the fact that essential income from planned events at the Old Library could not take place. The cancellation of a wedding for example was bitter disappointment and had a big impact on our financial projections for the year.

### Education

Our intent is to support our children to enable them to achieve their full potential academically, economically and to become happy, socially confident and able to keep themselves safe. In our work with young children our biggest contribution is to give them the skills to learn, to understand how to behave in a learning setting, how to listen, take turns, and to share and express their feelings. We do this in ways that comply with the Early Years Foundation Stage requirements and are fun and enjoyable for the children.

We are able to integrate children with additional learning needs and work alongside other professionals such as Educational Psychologists and Speech and Language Therapists to develop individual plans to support the child's development. We are often first to notice that something may be wrong if developmental milestones are not being met and are well placed to lead Early Help interventions and have the trust of families to do so.

We have developed an excellent reputation for our work with children who have special educational needs. Lister Steps is regarded as a valued resource by professionals. Our SENDCO (Special Educational Needs Co-Ordinator) supports families who have children with special needs and supervises our specially trained childcare practitioners who provide 1 to 1 care to children with special needs.

### Families

Lister Steps provides free childcare to families in crisis or when there is a change in circumstances with the potential to harm the well-being of the child. During the reporting period we have supported families where serious illness, housing, domestic violence, residency status and crime have affected the main care giver. During the reporting period we supported 17 children on child protection or Care plans.

### Case Study

The following case study provides an example of the wide range of support that Lister Steps can deliver to children and families in need. During the reporting period our SENDCO (Special Educational Needs and Disabilities Co-Ordinator) supported a single parent family with four children. X, a three year old child with multiple additional needs attended the Nursery full time. The SENDCO assessed that an Early Help Assessment Tool (EHAT) was required to ensure that X received all the support to meet his needs.

This involved liaison, co-ordination and joint working with a range of professionals. The EHAT was reviewed on a three monthly basis to ensure that agreed targets were being met.

X received one to one support from one of our childcare practitioners in the Nursery. A physiotherapist visited each week to advise and support the childcare practitioner who would provide the physio treatment that X needed on a daily basis. A Speech and Language Therapist visited the Nursery at regular intervals to advise on different techniques to encourage speech and improved feeding. An Occupational Therapist visited the Nursery to advise on appropriate seating and equipment for X. Specialist training for our childcare practitioners was arranged, which gave them new strategies to support X and to ensure that he received optimum care. During this period the SENDCO provided support to mum in many practical ways. Mum struggled with her reading and sometimes felt overwhelmed with the bureaucracy associated with getting the appropriate community support for X. The SENDCO helped mum to complete forms to apply for Disability Living Allowance. She helped the mum access orthopaedic services for footwear, wheelchair services and other medical appointments for X. She created a diary for mum to help her keep on top of her appointments. She researched and found a suitable training course for parents which would help mum to understand her son's needs and give her knowledge and confidence to support him.

It was apparent that X required an Early Help Care Plan (EHCP) for when he was in school. The SENDCO completed part of the application and assisted mum to complete her part. She provided Mum with information about the schools in the area that could provide specialist provision for X, supported her to arrange visits to the schools, and gave her information about the options for special transport to school. She worked in partnership with mum to set realistic targets for X to achieve for the next year, and these were written into the EHCP.

During the time that X was in our care, mum was experiencing other social problems. There were issues regarding her other children who had problems at home and at school. The SENDCO offered parental advice and made contact with the children's school, with mum's consent to see if the school could provide support for the family. Mum had a number of housing problems. There was a lot of antisocial behaviour in the area. In addition the house was not suitable for wheelchair access. The SENDCO assisted mum in her application for re-housing and sought supporting statements from the other professionals involved in X's care. She also made a request to the Housing Department for a family support worker.

The transition from our Nursery to school for X was well planned and went ahead smoothly. The SENDCO provided a profile of the child to ensure that the school had all the current information about X including his likes and dislikes, and all relevant documents were transferred to the school.

### Volunteers

Lister Steps are registered with Volunteer Liverpool and welcome volunteers into all facets of our work. We welcome volunteers of all abilities to work with our children and value the input people with different life experiences can give. We find that volunteers with specialist skills can complement our work. Our volunteers have made useful contributions to Lister Steps in various strands of the organisation ranging from childcare to governance, research, social media management, administration, and horticulture and ground maintenance.

Volunteers often come from the most marginalised sections of society and we are able to support their developing personal skills, confidence and self-esteem. It has become apparent that visitors to The Old Library get involved in numerous different activities and a few have gone on from participating to volunteering and supporting our team.

Our community engagement work funded through the National Lottery Heritage Fund has enabled us to extend the range of volunteering opportunities available to members of our community.

The Impact of the pandemic meant that many planned activities could not take place in the Old Library. We had planned an official opening of the Old Library in November. This became a virtual event on 25 November and took the form of films showing the renovation work and a full virtual tour of the building for the community. This coincided with the birthday of Andrew Carnegie. The virtual Opening was a great success and over 100 people attended the on line event. The Community Engagement Manager, working reduced hours continued to arrange events and activities on line. One of our volunteers is a local historian. She presented a talk and discussion titled 'Social evil' in Victorian Liverpool. This event was very popular.

#### Health and Well-being

Lister Steps networks extensively with other statutory and voluntary agencies across the Liverpool City Region to ensure that we have a portfolio of up to date and relevant support structure for our children and their families. We work very closely with local Health Visitors, Speech and Language Therapists, Educational Psychologists and SENIS to ensure children receive the specialist intervention they may need. We are also able to sign-post our parents and staff for advice on finance, budgeting, debt management, mental health, counselling etc.

Our new catering team were only initially allowed to offer a takeaway service for community members due to the pandemic. They took advantage of established delivery networks to publicise and promote the food we had available. We continued to provide healthy, balanced meals for the children attending our childcare settings, and we continued to educate and involve them in menu planning and balanced diets and health. The provisions we receive from Fare share has enabled us to expand the variety of food we offer to the children. When we have spare food, we make donations to our families and local community thus supporting the on-going fight against food poverty. Since we have relocated to the Old Library the venue is used by local groups to provide a number of health and wellbeing activities such as yoga, wellbeing classes and belly dancing. One of our rooms for rent is occupied by a practitioner who provides therapy and counselling. Narcotics Anonymous use the building for their meetings once a week.

During the lockdown, Trustees and CEO were aware of the need to support and keep in touch with our staff team and families. The following measures were introduced:

- The Board decided to meet on a fortnightly basis. The trustees would have forward planning meetings, focussing on important aspects of the business to ensure that we were pro-active in our responsibilities in these challenging times. Our agenda's included cash flow, risk register, staff morale and welfare, health and safety and salary review. Full Board Meetings continued once a month.
- Staff continued to use the Lister Steps WhatsApp group to facilitate staff mutual support and facilitate ongoing communication during the lockdown period.
- CEO provided individual support to those staff who were vulnerable due to their health or family difficulties.
- Feedback to the trustees from the CEO on the work being undertaken and wellbeing of those staff working from home.

Community Cohesion

We value all of our children and families. We promote mutual respect and are inclusive. At Lister Steps we want children to be independent learners so that they can make their own choices and build and develop strong relationships and friendships with lots of people. Our services promote the fundamental values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs. These values are reinforced regularly and in the following ways:

- i. Democracy
  - Sharing ideas and experience
  - Children plan their own activities
  - Sharing resources
  - Parents and children input to our development plan
- ii. Mutual Respect
  - We understand that all children are different and they all develop at different rates with different needs
  - We work hard to build relationships with all of our families
  - We celebrate special occasions that are important to our families and the wider world
  - We promote images of both men and women, and boys and girls.
  - Children with additional needs will be supported by staff, will be protected from discrimination, and will be given the same opportunities to learn and to reach their full potential
- iii. Individual Liberty
  - Children can choose their own activities.
  - Children can choose whether to work/play inside or outside.
  - Children can choose what they would like to eat from a selection offered
  - We celebrate children's individual interests and incorporate them in to planning
- iv. The Rule of Law
  - We expect all children to follow our classroom rules with support where required
  - Children understand why we need to have classroom rules – to keep us safe and make things fair and equitable
  - Our policies and procedures make sure we are consistent and have clear expectations that all are aware of
- v. Tolerance to those of different faiths and beliefs
  - We promote respect and tolerance for peoples, faith, cultures and languages
  - We have positive images reflecting diversity
  - We have toys and resources that children can identify with
  - We ensure we offer children exposure to a wide range of cultures - celebrating festivals, tasting foods, being part of the wider community

Prior to the placement of Liverpool into Tier Three in October 2020, the Community Engagement Manager was able to deliver the following activities: Knit and Natter group, Art Group, Yoga and belly dancing.

Between October 2020 and April 2021 most of the community activities and events could not take place due to the Covid restrictions. Narcotics Anonymous continued in the Old Library as the government allowed activities promoting health and welfare to carry on. Our Community Engagement Manager then worked on line continuing our community support.

The virtual Opening of the Old Library was a great success. The café continued to provide a takeaway service. In January some of the activities started up again- Yoga and belly dancing, and discussions to offer courses from Newsham Adult learning centre were planned to be run from the Old Library. A further lockdown began in February 2021 and the café and activities ceased until April 2021. The on-line event 'Social Evil in Victorian Liverpool' took place on 24 March 2021 and was well attended.

### **COVID 19**

The Coronavirus Pandemic has had a major impact on the charity. The Board of Trustees and the CEO faced the challenges of ensuring the financial sustainability of the organisation, saving staff jobs, managing the completion of the restoration project of the Old Library and the relocation of Lister Steps to our new home. Measures to mitigate the immediate and longer term impact of the pandemic included careful management of the cash flow, further use of the government job retention scheme, successful funding applications and the continued payments of the Nursery Education Grants from Liverpool City Council.

### **ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR**

#### Performance

Lister Steps is registered with OFSTED to provide 96 childcare places each day. The places are delivered through our Nursery and "Out of School" Club settings. We also provide play schemes during the school holidays for local children to help working parents and give children opportunities to play safely and learn new skills and hobbies.

Lister Steps offers school and college placements, internships and apprentices to local young people who wish to further their career working children and families. During the Accounting Period staff continued to benefit from access to an on-line training academy Noodle Now to support their continued professional development.

During the accounting period our new SAGE IT system, Website and Branding in the Old Library was launched. Bread Media created the designs. Their close work with the Senior Management Team ensured the quality experience families and our community can expect from Lister Steps. Work on social media promoted Lister Steps and kept the local community informed and supported. Feedback regarding the new website was very positive and described as 'Outstanding' by many followers. Please see [www.tol.org.uk](http://www.tol.org.uk)

Unfortunately our annual Staff Development Day was cancelled due to covid restrictions.

Throughout the accounting period the trustees worked closely with the CEO and Finance Manager to assess and manage risks and to make priorities. The trustees were particularly concerned about staff welfare and morale during this difficult period. A review of staff structure and salaries was undertaken. A new structure was introduced which involves the payment of a premium attached to those childcare roles which require specialist skills and responsibilities. Our acting Childcare Manager was promoted to the position of Childcare Manager. The previous Childcare Manager returned to full time work after a long period of sick leave, and in May 2021 took on a new role as Family Link Worker, which involves direct work children and families facing very difficult situations. This work has many benefits in terms of learning, development and well-being, strengthening parental involvement and preparation for school.

The work load of the Board of Trustees has been significantly higher during the period of the pandemic than previous years. This has been essential in order to maintain the sustainability of the Business. Board Meetings were held mainly via zoom conference calls.

In addition the Board was represented at regular Project Management Meetings to oversee the renovation of the Old Library.

The dedication and commitment of the whole staff team pulling together enabled us to maintain our high standards of childcare.

In November 2020 we welcomed two new students on work placements and appointed a House Keeper for the Old Library. In April 2021 a new chef was appointed to join the catering team. The Heritage Maintenance Manager left in May 2021 and Edward Doran replaced him in June 2021.

Our CEO Gaynor Williams was interviewed on Radio Merseyside in December 2020 to talk about the handover of The Old Library to Lister Steps.

#### Achievements

A major achievement of Lister Steps has been the continued survival of the business during the second year of the pandemic. Our CEO and Finance Manager worked very hard on reduced hours to manage the cash-flow and staff hours to avoid staff financial hardship and redundancies. The kind of emergency funding which was available during the previous year of the Coronavirus pandemic was no longer available to Lister Steps. Nevertheless we were successful in a number of funding bids. These included £3,600 from the NLHF, £19,500 from the Post Code Neighbourhood Trust, £996 PPE grant from Torus and £5,000 B from Q Foundation for outdoor play items for our children to enjoy.

The completion of the Old Library Renovation Project and the relocation of Lister Steps to the Old Library is regarded by the Trustees as a fantastic achievement. It is the culmination of complex project work and negotiation following the Heritage Lottery Fund approval to fully fund the refurbishment of the Old Library, and to support a five year programme of activities designed to generate community cohesion, develop skills, encourage entrepreneurship, educate and bring enjoyment to the people of Tuebrook /Stoneycroft and the surrounding area, and of course as Lister Step's new home.

The capital works contract awarded to HHS Smith & Sons Ltd started on site on 01/04/19. The works were due to be completed on site on 31/07/2020 and the new facilities were planned to be operational from 01/09/2020. However as the restoration project progressed, it became apparent that the building fabric was in a significantly worse condition than was first anticipated. This resulted in delays and a considerable increase in the costs. Our contractors, HH Smith continued to work during the lockdown, however further delays occurred due to difficulties in sourcing materials and in subcontracting work. We continued to work very closely with the project team and with officers from Liverpool City Council to ensure that the work was delivered to our original high standard. The refurbishment works were not completed without some serious problems, not least the extensive rot that was discovered in the roof and associated timbers – without the support of Liverpool City Council the completion of project would have been seriously delayed.

The completion of the Old Library was also delayed due to the pandemic. In October 2020 we received the partial handover of the building. Two tenants moved into the rented accommodation in the Old Library and the café opened. Hot desk packages were booked. Building work continued in the basement which had become flooded after heavy rain. Liverpool City Council agreed to have the area tanked to protect our mechanical and electrical installations.

**LISTER STEPS LIMITED**  
**TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

---

In November the Liverpool City Council Building Controller finally signed off the building to Lister Steps. Inevitably there continued to be work undertaken from a snagging list, but the Old Library was up and running in November 2020. In February 2021 the original bust of Andrew Carnegie which had been removed from the Library at the time of closure in December 2006, was located, cleaned and returned to its place of honour in the foyer of the Old Library.

In November the new childcare registration for Old Library was approved by Ofsted and on 23 November Lister Step's Childcare relocated to the Old Library. Images of our setting can be found on our website [www.tol.org.uk](http://www.tol.org.uk). The children, parents and staff were delighted with the new childcare facility. Occupancies in the childcare steadily grew with the lifting of covid restrictions and by April 2021 occupancies reached 82.6%- the highest we have ever achieved.

The summer play-scheme was fully booked. As a result we needed to recruit new staff. The children settled in well and loved the out- door space. The Helter Skelter slide attached to the side of the building proved to be a great attraction.

Environmental Health inspected and awarded Lister Steps 5 stars. The Quality Insurance Officer visited and moved our RAG rating from Amber to Green.

Lister Steps is extremely grateful to the following individuals, trusts and organisations for their financial support during the accounting period:

- B and Q Foundation
- Postcode Neighbourhood Trust
- Sport England This Girl Can
- Heritage Lottery Fund
- Social Investment Business
- Torus Foundation

## **FINANCIAL REVIEW**

Total income in the year was £564,149 (2020: £452,763) of which £192,877 (2020: £119,380), related to funding for projects upon which restrictions are placed.

Total expenditure in the year was £583,090 (2020: £475,055), leaving a deficit for the year of £18,941 (2020: Deficit £22,292 before prior year adjustment).

At 31<sup>st</sup> July 2021 the charitable company's reserves stood at £105,042 (2020: £123,983) of which £176,081 (2020: £160,067) represented restricted funds.

## **Risk management**

The Trustees are responsible for risk management. The Company Secretary is the childcare nominated person and ensures compliance with OFSTED as the regulatory body.

The Board as a whole take responsibility for risk management and ensure that agreed actions comply with the risk management policy. Policies and procedures are reviewed annually.

## **Reserves Policy**

It is the boards intention to perform a detailed review of the reserves policy to meet future needs of the business over the forthcoming years. The aim is to build up unrestricted reserves to cover at least 3 months' running costs & redundancy provision.

The charity requires £99,806 for three months' running costs and £79,704 for redundancy costs. Total £179,510

As per are business plan, Lister Steps is hoping to hold a number of events/weddings etc in their building- this will ensure unrestricted reserves increase to cover redundancy policy etc.

There will also be additional income (new income ) from the cafe which is also to increase unrestricted reserves.

The trustees consider the charity to be a going concern due to availability of loan draw-downs from SIB and £58,000 contingency of £58,000 still being available, a grant application has also been submitted for Social Enterprise Support Fund (funds are to go towards salaries for CEO and finance manager ) and are very hopefully that this would be agreed and finalized in the next month.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a charitable company limited by guarantee, incorporated on 7<sup>th</sup> July 2000 and registered as a charity on 7<sup>th</sup> July 2000. The Governing Instruments under which the charitable company operates comprise the Memorandum and Articles of Association together with the policies made from time to time by the trustees. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### **Recruitment and appointment of new trustees**

The Board of Trustees aims to recruit new Trustees with a range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool and the Liverpool Chamber of Commerce. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED. Election for positions on the Board takes place at the AGM or at Trustee Board meetings throughout the year.

### **Trustee structure**

The Board of Trustees aims to recruit new Trustees with range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool and the Liverpool Chamber of Commerce. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED.

### **Communications with the Team**

Lister Steps is a value led organisation and this is reflected across our communications with the full staff team including volunteers, students and trainees on work placement. Staff are kept up to date with developments via bi-monthly full team meetings, regular memo's and team leader briefings. A trustee attends each full team meeting and team members are encouraged to input into operational reports presented at board meetings.

Team Building days, Staff development and Training days are held bi- annually and this gives the opportunity for staff, volunteers and trustees to work together.

### **Equal opportunities**

Lister Steps considers equality of opportunity in all aspects of our organisation. We have an equal opportunities policy which is reviewed annually.

**LISTER STEPS LIMITED**  
**TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

---

**REFERENCE AND ADMINISTRATIVE DETAILS**

|                             |                                                                                                                               |                                                                                                                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                 | Lister Steps Limited                                                                                                          |                                                                                                                                                                                                                                                                                                                         |
| <b>Company Number</b>       | 04028768                                                                                                                      |                                                                                                                                                                                                                                                                                                                         |
| <b>Charity Number</b>       | 1083268                                                                                                                       |                                                                                                                                                                                                                                                                                                                         |
| <b>Registered Office</b>    | The Old Library<br>Green Lane<br>Tuebrook<br>Liverpool<br>Merseyside<br>L13 7EB                                               |                                                                                                                                                                                                                                                                                                                         |
| <b>Directors</b>            | P A Crossland<br>G Downey<br>A J May<br>B Barnes<br>D R Barlow<br>C J Davies<br><br>L Pover                                   | (Appointed 18 <sup>th</sup> September 2020)<br><br><br>(Resigned 11 <sup>th</sup> November 2020)<br>(Appointed 17 <sup>th</sup> August 2020)<br>(Appointed 31 <sup>st</sup> August 2020,<br>Resigned 31 <sup>st</sup> May 2021)<br>(Appointed 13 <sup>th</sup> December 2020,<br>Resigned 12 <sup>th</sup> August 2021) |
| <b>Independent Examiner</b> | Graham Wright B A (Hons), F C A DChA,<br>Liverpool Charity and Voluntary Services,<br>151 Dale Street,<br>Liverpool<br>L2 2AH |                                                                                                                                                                                                                                                                                                                         |
| <b>Bankers</b>              | Lloyds,                                                                                                                       |                                                                                                                                                                                                                                                                                                                         |

**Signed on behalf of the Board of Trustees**



.....  
**G Downey, Trustee**

**Dated:** 17-5-22

**LISTER STEPS LIMITED**  
**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

---

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principle in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue as a going concern;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1<sup>st</sup> January 2019).

**Signed on behalf of the Board of Trustees**

  
.....

**G Downey**  
**Trustee**

Dated: 17-5-22 .....

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LISTER STEPS LIMITED

---

Respective  
responsibilities of  
trustees and examiner

I report on the accounts of the Charitable Company for the year ended 31<sup>st</sup> July 2021, which are set out on pages 14 to 28.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent examiner's  
statement

Name: **Mr Graham Wright**

Relevant professional qualification or body: **F C A DChA**

Address: **c/o LCVS 151, Dale Street, Liverpool, L2 2AH**

Dated: 18 May 2022

**LISTER STEPS LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE)**  
**FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

|                                                         | Notes | Unrestricted<br>Funds<br>2021 | Restricted<br>Funds<br>2021 | Total<br>Funds<br>2021 | Restated<br>Total<br>Funds<br>2020 |
|---------------------------------------------------------|-------|-------------------------------|-----------------------------|------------------------|------------------------------------|
| <b>Income and endowments from:</b>                      |       | £                             | £                           | £                      | £                                  |
| Donations and legacies                                  | 3a    | 1,129                         | -                           | 1,129                  | 3,604                              |
| Charitable activities                                   | 3b    | 360,257                       | 192,877                     | 553,134                | 438,052                            |
| Other Income                                            | 3c    | 9,886                         | -                           | 9,886                  | 11,107                             |
| <b>Total income</b>                                     |       | <b>371,272</b>                | <b>192,877</b>              | <b>564,149</b>         | <b>452,763</b>                     |
| <b>Expenditure on:</b>                                  |       |                               |                             |                        |                                    |
| Charitable Activities                                   | 4     | 406,227                       | 176,863                     | 583,090                | 475,055                            |
| <b>Total expenditure</b>                                |       | <b>406,227</b>                | <b>176,863</b>              | <b>583,090</b>         | <b>475,055</b>                     |
| <b>Net (expenditure)/ income, net movement in funds</b> |       | <b>(34,955)</b>               | <b>16,014</b>               | <b>(18,941)</b>        | <b>(22,292)</b>                    |
| Prior Year Adjustment                                   |       | -                             | -                           | -                      | (103,214)                          |
| Total funds brought forward                             | 11,12 | (36,084)                      | 160,067                     | 123,983                | 249,489                            |
| <b>Total funds carried forward</b>                      | 10-12 | <b>(71,039)</b>               | <b>176,081</b>              | <b>105,042</b>         | <b>123,983</b>                     |

The notes on pages 17 to 28 form part of these accounts.

All the above amounts relate to continuing the activities of the charitable company.

This Statement includes all gains and losses recognisable in the year.

**LISTER STEPS**  
**BALANCE SHEET AT 31<sup>ST</sup> JULY 2021**

Company Number 04028768

|                                                                | Notes | 31 <sup>st</sup> July 2021 |                | 31 <sup>st</sup> July 2020 |                |
|----------------------------------------------------------------|-------|----------------------------|----------------|----------------------------|----------------|
|                                                                |       | £                          | £              | £                          | £              |
| <b>Fixed assets</b>                                            |       |                            |                |                            |                |
| Tangible fixed assets                                          | 5     |                            | 286,961        |                            | 294,790        |
| <b>Current assets</b>                                          |       |                            |                |                            |                |
| Debtors                                                        | 6     | 18,057                     |                | 10,460                     |                |
| Cash at bank and in hand                                       |       | 3,675                      |                | 3,483                      |                |
|                                                                |       | -----                      |                | -----                      |                |
|                                                                |       | 21,732                     |                | 13,943                     |                |
| <b>Current liabilities</b>                                     |       |                            |                |                            |                |
| Creditors: amounts falling due within one year                 | 7     | (80,764)                   |                | (61,766)                   |                |
|                                                                |       | -----                      |                | -----                      |                |
| <b>Net current (liabilities)</b>                               |       |                            | (59,032)       |                            | (47,823)       |
|                                                                |       |                            | -----          |                            | -----          |
| <b>Total assets less current liabilities</b>                   |       |                            | <b>227,929</b> |                            | <b>246,967</b> |
|                                                                |       |                            | =====          |                            | =====          |
| <b>Creditors: amounts falling due after more than one year</b> | 8     |                            | (122,887)      |                            | (122,984)      |
|                                                                |       |                            | -----          |                            | -----          |
| <b>Net Assets</b>                                              |       |                            | <b>105,042</b> |                            | <b>123,983</b> |
|                                                                |       |                            | =====          |                            | =====          |
| <b>Funds:</b>                                                  |       |                            |                |                            |                |
| Unrestricted funds                                             | 10,11 |                            | (71,039)       |                            | (36,084)       |
| Restricted funds                                               | 10,12 |                            | 176,081        |                            | 160,067        |
|                                                                |       |                            | -----          |                            | -----          |
|                                                                |       |                            | <b>105,042</b> |                            | <b>123,983</b> |
|                                                                |       |                            | =====          |                            | =====          |

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

For the period covered by these accounts the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The trustees, who are the directors of the company, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

Approved by the Board on 17.5.22 and signed on their behalf by:

.....G. Downey.....

**G Downey Trustee**

17 May 2022

**LISTER STEPS LIMITED**  
**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

---

|                                                     | Notes | 31 <sup>st</sup> July 2021 |          | 31 <sup>st</sup> July 2020 |         |
|-----------------------------------------------------|-------|----------------------------|----------|----------------------------|---------|
| <b>Cash flows from operating activities</b>         |       | £                          | £        | £                          | £       |
| Cash generated from/ (used in) operations           | 14    |                            | 9,145    |                            | (9,239) |
| <b>Investing activities</b>                         |       |                            |          |                            |         |
| Purchase of tangible fixed assets                   |       | (21,174)                   |          | (3,294)                    |         |
|                                                     |       | -----                      |          | -----                      |         |
| <b>Net cash (used in) investing activities</b>      |       |                            | (21,174) |                            | (3,294) |
| <b>Cash flows from Financing activities</b>         |       |                            |          |                            |         |
| Repayment of loan                                   |       | (4,618)                    |          | (525)                      |         |
|                                                     |       | -----                      |          | -----                      |         |
| <b>Net cash generated from financing activities</b> |       |                            | (4,168)  |                            | (525)   |
|                                                     |       |                            | -----    |                            | -----   |
| <b>Net increase in cash and cash equivalents</b>    |       |                            | (16,647) |                            | 5,240   |
| Cash and cash equivalents at beginning of year      |       |                            | 3,483    |                            | (1,937) |
|                                                     |       |                            | -----    |                            | -----   |
| <b>Cash and cash equivalents at end of year</b>     |       |                            | (13,164) |                            | 3,483   |
|                                                     |       |                            | =====    |                            | =====   |

**Represented by:**

|                          | 31 <sup>st</sup> July 2021 | 31 <sup>st</sup> July 2020 |
|--------------------------|----------------------------|----------------------------|
| Cash at bank and in hand | 3,675                      | 3,483                      |
| Bank Overdraft           | (16,839)                   | -                          |
|                          | -----                      | -----                      |
|                          | (13,164)                   | 3,483                      |
|                          | =====                      | =====                      |

## **1. Limited Liability**

The charity is a company limited by guarantee. Each member's liability is limited to £1.

## **2. Accounting Policies**

### **Basis of accounting**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (SORP 2015) (as amended for accounting periods commencing from 1<sup>st</sup> January 2015), Charities Act 2011 and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

### **Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

The trustees consider the charity to be a going concern due to availability of loan draw-downs from SIB and £58,000 contingency still being available, A grant application has also been submitted for Social Enterprise Support Fund (funds are to go towards salaries for CEO and finance manager ) and are very hopeful that this will be agreed and finalised in the next month.

### **Fund accounting**

Unrestricted funds are the Charitable Company's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

### **Income recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accruals basis. Grants receivable are recognised on the date on which their unconditional payment is confirmed by the donor.

Income from investment relates to bank interest received and is recognised when the amount is certain.

### **Expenditure recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor. Expenditure on charitable activities relate to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

### **Fixed Assets**

Capital expenditure is stated in the balance sheet at cost less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

|                            |                                         |
|----------------------------|-----------------------------------------|
| Computers & Equipment      | 20% per annum straight line basis       |
| Fixtures & Fittings        | 25% per annum on reducing balance basis |
| Leasehold Land & Buildings | straight line basis over 25 years       |
| Improvements to Leasehold  | straight line basis over 25 years       |

### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

### **Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### **Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### **Taxation**

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

### **Leases**

Payments made under operating leases, including any lease incentives received, are charges to profit or loss on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the leases asset are consumed.

### **Pension**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered funds.

Contribution payments are charged to the SOFA. Any amounts not paid are shown in accruals as a liability in the balance sheet

### **Covid-19**

The Coronavirus Pandemic has had a major impact on the charity. The Board of Trustees and the CEO faced the challenges of ensuring the financial sustainability of the organisation, saving staff jobs, managing the completion of the restoration project of the Old Library and the relocation of Lister Steps to our new home. Measures to mitigate the immediate and longer term impact of the pandemic included careful management of the cash flow, further use of the government job retention scheme, successful funding applications and the continued payments of the Nursery Education Grants from Liverpool City Council.

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

**3. Income and endowments from**

|                                  | Unrestricted<br>Funds<br>2021<br>£ | Restricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2021<br>£ | Restated<br>Total<br>Funds<br>2020<br>£ |
|----------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------------------|
| <b>a. Donations and Legacies</b> |                                    |                                  |                             |                                         |
| Donations                        | 1,129                              | -                                | 1,129                       | 3,604                                   |
|                                  | =====                              | =====                            | =====                       | =====                                   |

There has been a reclassification of the 2020 funds between donations & charitable activities. Donations and legacies in 2020 relate wholly to unrestricted funds.

|                                  | Unrestricted<br>Funds<br>2021<br>£ | Restricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2021<br>£ | Restated<br>Total<br>Funds<br>2020<br>£ |
|----------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------------------|
| <b>b. Charitable activities</b>  |                                    |                                  |                             |                                         |
| B & Q Foundation                 | -                                  | 5,000                            | 5,000                       | -                                       |
| Building Fund                    | -                                  | -                                | -                           | 93,450                                  |
| Coronavirus job retention scheme | 63,184                             | -                                | 63,184                      | 61,964                                  |
| Café & Events Income             | 9,034                              | -                                | 9,034                       | -                                       |
| Enstone- Old Library Furnishing  | -                                  | -                                | -                           | 1,000                                   |
| Groundwork                       | -                                  | -                                | -                           | 500                                     |
| Heritage Lottery Fund            | -                                  | 157,781                          | 157,781                     | -                                       |
| Heritage Fund Emergency Grant    | -                                  | 3,600                            | 3,600                       | 22,900                                  |
| LCVS- Targeted Engagement Grant  | -                                  | 5,000                            | 5,000                       | -                                       |
| Nursery & Club Income            | 280,415                            | -                                | 280,415                     | 255,238                                 |
| Office & Room Rental             | 7,624                              | -                                | 7,624                       | -                                       |
| PH Holt Foundation               | -                                  | -                                | -                           | 3,000                                   |
| Postcode Neighbourhood Trust     | -                                  | 19,500                           | 19,500                      | -                                       |
| Skelton Charity                  | -                                  | 1,000                            | 1,000                       | -                                       |
| Torus Foundation                 | -                                  | 996                              | 996                         | -                                       |
|                                  | -----                              | -----                            | -----                       | -----                                   |
|                                  | <b>360,257</b>                     | <b>192,877</b>                   | <b>553,134</b>              | <b>438,052</b>                          |
|                                  | =====                              | =====                            | =====                       | =====                                   |

Charitable activities in 2020 related to £318,672 unrestricted funds and £119,380 restricted funds.

| <b>c. Other Income</b> | £     | £     | £     | £      |
|------------------------|-------|-------|-------|--------|
|                        | 9,886 | -     | 9,886 | 11,107 |
|                        | ===== | ===== | ===== | =====  |

Other Income in 2020 relate wholly to unrestricted funds.

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

**4. Expenditure on Charitable Activities**

|                                      | <b>Direct<br/>Charitable<br/>Expenditure<br/>£</b> | <b>Support &amp;<br/>Governance<br/>Costs<br/>£</b> | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|--------------------------------------|----------------------------------------------------|-----------------------------------------------------|-----------------------------|-----------------------------|
| To provide child day-care activities | 384,782                                            | 198,308                                             | 583,090                     | 475,055                     |
|                                      | =====                                              | =====                                               | =====                       | =====                       |

**a. Analysed as follows:**

|                                                   | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|---------------------------------------------------|-------------------|-------------------|
| <i>Direct charitable expenditure:</i>             |                   |                   |
| Staff salary costs                                | 288,662           | 376,377           |
| Depreciation and impairment                       | 28,585            | 19,816            |
| Running costs                                     | 54,424            | 30,540            |
| Repairs & renewals                                | 2,176             | 439               |
| Travel                                            | 1,012             | 619               |
| Training                                          | 3,259             | 3,631             |
| Bad debts                                         | -                 | 3,988             |
| Computer support & expenses                       | 6,664             | 2,185             |
|                                                   | -----             | -----             |
|                                                   | <b>384,782</b>    | <b>437,595</b>    |
|                                                   | -----             | -----             |
| <i>Support &amp; Governance costs:</i>            |                   |                   |
| Staff salary costs                                | 155,905           | -                 |
| Advertising, marketing & consultancy              | 20,471            | 18,804            |
| Bank charges                                      | 1,010             | 1,254             |
| Bank interest                                     | 365               | 945               |
| Loan interest                                     | 11,219            | 6,625             |
| Accountancy fees                                  | 1,180             | 3,600             |
| Legal & professional fees                         | 4,468             | 3,260             |
| HR costs                                          | 2,814             | 2,801             |
| Sundry                                            | 458               | -                 |
| Loss on disposal of tangible fixed assets         | 418               | 171               |
|                                                   | -----             | -----             |
|                                                   | <b>198,308</b>    | <b>37,460</b>     |
|                                                   | -----             | -----             |
| <b>Total expenditure on charitable activities</b> | <b>583,090</b>    | <b>475,055</b>    |
|                                                   | =====             | =====             |

In the 2020 accounts, the building improvement fund was included within the breakdown of the charitable activities, however this year there have been no building improvements carried out.

£176,863 (2020: £132,295) of the above expenditure relates to restricted funding.

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

---

| <b>b. Staff Costs</b>    | <b>2021</b>    | <b>2020</b>    |
|--------------------------|----------------|----------------|
|                          | <b>£</b>       | <b>£</b>       |
| Gross wages and salaries | 417,176        | 357,304        |
| Social security costs    | 21,016         | 19,073         |
| Pension costs            | 6,375          | -              |
|                          | -----          | -----          |
|                          | <b>444,567</b> | <b>376,377</b> |
|                          | =====          | =====          |

**c. Particulars of employees:**

The average number of employees during the year was as follows:

|                               | <b>2021</b> | <b>2020</b> |
|-------------------------------|-------------|-------------|
| Charitable activities         | 16          | 17          |
| Management and administration | 8           | 5           |
|                               | -----       | -----       |
|                               | 24          | 22          |
|                               | =====       | =====       |

No employee received emoluments of more than £60,000 during the year.

The trustees are not remunerated for their services and are not included in the above number of employees.

No out-of-pocket expenses were reimbursed to trustees in the year (2020: £nil).

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

**5. Tangible Fixed Assets**

|                                                 | <b>Computers &amp;<br/>Equipment<br/>£</b> | <b>Fixtures<br/>&amp; Fittings<br/>£</b> | <b>Leasehold<br/>Land &amp;<br/>Buildings<br/>£</b> | <b>Improvements<br/>to Leasehold<br/>£</b> | <b>Total<br/>£</b> |
|-------------------------------------------------|--------------------------------------------|------------------------------------------|-----------------------------------------------------|--------------------------------------------|--------------------|
| <b>Cost</b>                                     |                                            |                                          |                                                     |                                            |                    |
| Balance at 1 <sup>st</sup><br>August 2020       | 3,294                                      | 7,327                                    | 483,492                                             | 132,617                                    | 626,730            |
| Additions in the year                           | 6,527                                      | 14,269                                   | -                                                   | 378                                        | 21,174             |
| Disposals during the<br>year                    | -                                          | (2,116)                                  | -                                                   | -                                          | (2,116)            |
| <b>Balance at 31<sup>st</sup><br/>July 2021</b> | <b>9,821</b>                               | <b>19,480</b>                            | <b>483,492</b>                                      | <b>132,995</b>                             | <b>645,788</b>     |
| <b>Depreciation</b>                             |                                            |                                          |                                                     |                                            |                    |
| Balance at 1 <sup>st</sup><br>August 2020       | 110                                        | 6,231                                    | 325,599                                             | -                                          | 331,940            |
| Charge for the year                             | 1,964                                      | 3,737                                    | 19,340                                              | 3,544                                      | 28,585             |
| Disposals during the<br>year                    | -                                          | (1,698)                                  | -                                                   | -                                          | (1,698)            |
| <b>Balance at 31<sup>st</sup><br/>July 2021</b> | <b>2,074</b>                               | <b>8,270</b>                             | <b>344,939</b>                                      | <b>3,544</b>                               | <b>358,827</b>     |
| <b>Net book value at<br/>31st July 2021</b>     | <b>7,747</b>                               | <b>11,210</b>                            | <b>138,553</b>                                      | <b>129,451</b>                             | <b>286,961</b>     |
| Net book value at<br>31st July 2020             | 3,184                                      | 1,096                                    | 157,893                                             | 132,617                                    | 294,790            |

Improvements to Leasehold included in the fixed assets is in relation to the old Library that Lister steps moved into in October 2020. There is currently no Lease signed however Lister steps are in the process of signing a lease with Liverpool City Council.

**6. Debtors**

|                         | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|-------------------------|-------------------|-------------------|
| Debtors and prepayments | <b>18,057</b>     | <b>10,460</b>     |

**7. Creditors: amounts falling due within one year**

|                              | <b>2021</b>   | <b>2020</b>   |
|------------------------------|---------------|---------------|
|                              | <b>£</b>      | <b>£</b>      |
| Bank overdraft               | 16,839        | -             |
| Trade creditors & accruals   | 26,452        | 13,803        |
| Loans (see note 8)           | 27,640        | 32,161        |
| Taxation and social security | 9,833         | 6,522         |
| Other creditors              | -             | 9,280         |
|                              | <b>80,764</b> | <b>61,766</b> |

**8. Creditors: amounts falling due after more than one year**

The following loans are included within creditors:

|                               | <b>2021</b>    | <b>2020</b>    |
|-------------------------------|----------------|----------------|
|                               | <b>£</b>       | <b>£</b>       |
| Due between one to two years  | 20,756         | 30,395         |
| Due between two to five years | 54,000         | 53,156         |
| Over 5 years                  | 48,131         | 33,388         |
|                               | <b>122,887</b> | <b>122,984</b> |

The Organisation received a loan of £35,000 from Key Fund with interest being charged at a rate of 6.5% per annum. The loan was to provide working capital to help develop a project, repayable over 62 months covering capital & interest of £918.75, commencing June 2017 with a 17 month capital repayment holiday between April 2020 to August 2021. The total Balance outstanding at 31<sup>st</sup> July 2021 was £12,396.

The Organisation received a loan of £125,000 from Adventure Capital Fund and a further advancement of £15,000 in 2011 with interest being charged at a rate of 5% per annum. Repayable by monthly instalments of £1,400 covering capital & interest. The loan was for the purpose to purchase the portacabins and redevelopment/refinance to help with staffing restructure and redundancies due to restructure. The loan commenced June 2007 with a 11 month capital holiday between April 2020 to February 20021. The total balance outstanding at 31<sup>st</sup> July 2021 was £128,130.

The Organisation received a loan of £35,000 from Social Investment Business Foundation on April 2020 with no interest being charged. The loan was for the purpose of general overheads during COVID-19 pandemic, repayable by 3 instalments. The total balance outstanding at 31<sup>st</sup> July 2021 is £10,000.

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

---

**9. Financial instruments**

|                                           | 2021<br>£ | 2020<br>£ |
|-------------------------------------------|-----------|-----------|
| Carrying amount of financial assets:      |           |           |
| Debt instruments measured at cost         | 21,732    | 9,261     |
|                                           | =====     | =====     |
| Carrying amount of financial liabilities: |           |           |
| Measured at cost                          | 193,819   | 168,948   |
|                                           | =====     | =====     |

**10. Analysis of Net Assets between Funds**

| 2021                               | Tangible<br>Fixed<br>Assets | Net Current<br>Assets | Creditors<br>More than<br>one year | Total    |
|------------------------------------|-----------------------------|-----------------------|------------------------------------|----------|
|                                    | £                           | £                     | £                                  | £        |
| <b>Unrestricted Funds</b>          |                             |                       |                                    |          |
| General Fund                       | 268,549                     | (216,701)             | (122,887)                          | (71,039) |
|                                    | -----                       | -----                 | -----                              | -----    |
| <b>Restricted Funds</b>            |                             |                       |                                    |          |
| B & Q Foundation                   | -                           | 5,000                 | -                                  | 5,000    |
| Building Fund                      | -                           | 146,696               | -                                  | 146,696  |
| Enstone- Old Library<br>Furnishing | -                           | 1,000                 | -                                  | 1,000    |
| Groundwork                         | -                           | 62                    | -                                  | 62       |
| Heritage Lottery Fund              | 16,092                      | -                     | -                                  | 16,092   |
| PH Holt Foundation                 | 2,320                       | -                     | -                                  | 2,320    |
| Postcode Neighbourhood Trust       | -                           | 4,538                 | -                                  | 4,538    |
| Torus foundation                   | -                           | 373                   | -                                  | 373      |
|                                    | -----                       | -----                 | -----                              | -----    |
|                                    | 18,412                      | 157,669               | -                                  | 176,081  |
|                                    | -----                       | -----                 | -----                              | -----    |
| <b>Totals</b>                      | 286,961                     | (59,032)              | (122,887)                          | 105,042  |
|                                    | =====                       | =====                 | =====                              | =====    |

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

| 2020                               | Tangible<br>Fixed<br>Assets<br>£ | Net Current<br>Assets<br>£ | Creditors<br>More than<br>one year<br>£ | Total<br>£     |
|------------------------------------|----------------------------------|----------------------------|-----------------------------------------|----------------|
| <b>Unrestricted Funds</b>          |                                  |                            |                                         |                |
| General Fund                       | 294,790                          | (207,890)                  | (122,984)                               | (36,084)       |
| <b>Restricted Funds</b>            |                                  |                            |                                         |                |
| Building Fund                      | -                                | 146,696                    | -                                       | 146,696        |
| Enstone- Old Library<br>Furnishing | -                                | 1,000                      | -                                       | 1,000          |
| Groundwork                         | -                                | 311                        | -                                       | 311            |
| Heritage Fund Emergency<br>Grant   | -                                | 9,160                      | -                                       | 9,160          |
| PH Holt Foundation                 | -                                | 2,900                      | -                                       | 2,900          |
|                                    | -                                | 160,067                    | -                                       | 160,067        |
| <b>Totals</b>                      | <b>294,790</b>                   | <b>(47,823)</b>            | <b>(122,984)</b>                        | <b>123,983</b> |

**11. Unrestricted Funds**

| Movements in the year |                                       |             |                    |                                 |
|-----------------------|---------------------------------------|-------------|--------------------|---------------------------------|
| 2021                  | Funds<br>at Beginning<br>of year<br>£ | Income<br>£ | Expenditure<br>(£) | Funds<br>at End<br>of Year<br>£ |
| General Fund          | (36,084)                              | 371,272     | (406,227)          | (71,039)                        |

| 2020            | Funds<br>at Beginning<br>of year<br>£ | Income<br>£ | Expenditure<br>(£) | Transfers<br>£ | Funds<br>at End<br>of Year<br>£ |
|-----------------|---------------------------------------|-------------|--------------------|----------------|---------------------------------|
| General<br>Fund | (32,637)                              | 333,383     | (342,760)          | 5,930          | (36,084)                        |

**General Fund** is used to finance the charitable company's general activities and core costs as outlined in the Trustees' Report.

**Transfers-** Transfers to general fund represent reclassification of expenditure out of Key Fund investment & Skelton charity movement

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

**12. Restricted Funds**

| 2021                           | Funds<br>at Beginning<br>of year<br>£ | Movements in the Year |                    | Funds<br>at End<br>of Year<br>£ |
|--------------------------------|---------------------------------------|-----------------------|--------------------|---------------------------------|
|                                |                                       | Income<br>£           | Expenditure<br>(£) |                                 |
| B & Q Foundation               | -                                     | 5,000                 | -                  | 5,000                           |
| Building Fund                  | 146,696                               | -                     | -                  | 146,696                         |
| Enstone-Old Library Furnishing | 1,000                                 | -                     | -                  | 1,000                           |
| Groundwork                     | 311                                   | -                     | (249)              | 62                              |
| Heritage Lottery Fund          | -                                     | 157,781               | (141,689)          | 16,092                          |
| Heritage Fund Emergency Grant  | 9,160                                 | 3,600                 | (12,760)           | -                               |
| LCVS-Targeted Engagement Grant | -                                     | 5,000                 | (5,000)            | -                               |
| PH Holt Foundation             | 2,900                                 | -                     | (580)              | 2,320                           |
| Postcode Neighbourhood Trust   | -                                     | 19,500                | (14,962)           | 4,538                           |
| Skelton Charity                | -                                     | 1,000                 | (1,000)            | -                               |
| Torus foundation               | -                                     | 996                   | (623)              | 373                             |
|                                | <b>160,067</b>                        | <b>192,877</b>        | <b>(176,863)</b>   | <b>176,081</b>                  |

| 2020                                   | Funds<br>at Beginning<br>of year<br>£ | Movements in the Year |                    |                | Funds<br>at End<br>of Year<br>£ |
|----------------------------------------|---------------------------------------|-----------------------|--------------------|----------------|---------------------------------|
|                                        |                                       | Income<br>£           | Expenditure<br>(£) | Transfers      |                                 |
| Building Fund                          | 172,709                               | 91,980                | (117,993)          | -              | 146,696                         |
| Enstone-Old Library Furnishing         | -                                     | 1,000                 | -                  | -              | 1,000                           |
| Groundwork                             |                                       | 500                   | (189)              |                | 311                             |
| Heritage Fund                          |                                       |                       | (13,740)           | -              | 9,160                           |
| Emergency Grant                        |                                       | 22,900                |                    |                |                                 |
| Key Fund Investment                    | 3,521                                 | -                     | (273)              | (3,248)        | -                               |
| Liverpool City Council-City Fund Award | 103,214                               | -                     | (103,214)          | -              | -                               |
| PH Holt Foundation                     |                                       | 3,000                 | (100)              |                | 2,900                           |
| Skelton Charity                        | 2,682                                 | -                     | -                  | (2,682)        | --                              |
|                                        | <b>282,126</b>                        | <b>119,380</b>        | <b>(235,509)</b>   | <b>(5,930)</b> | <b>160,067</b>                  |

**Transfers-** Transfers to general fund represent reclassification of expenditure out of Key Fund investment & Skelton charity movement

**Description of Funds**

These are monies given to the charitable company to be spent at the discretion of the Charity's Board of Trustees for specific charitable purposes:

**LISTER STEPS LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2021**

---

**B & Q Foundation-** Outdoor Play & learning equipment

**Building Fund-** Contribution towards costs of renovating the old library funded by Heritage Lottery Fund

**Enstone- Old Library Furnishing** - Private donation for cafe furniture

**Groundwork-** Contribution to help with Covid lockdown additional PPE expenditure

**Heritage Lottery Fund-** Contribution towards capital and revenue elements of the old library- Lister Steps Carnegie Community Hub Project

**Heritage Fund Emergency Grant-** Contribution to help with Covid lockdown loss of income

**Key Fund Investment-** Provide working capital to help develop the project

**LCVS- Targeted Engagement Grant-** Sharing social media stats for messages shared within our community

**PH Holt Foundation-** Update IT System, server, hardware and installation costs

**Postcode Neighbourhood Trust** - Learning & Development Co-ordinator salary for 12 months

**Skelton Charity-** Brilliant Babies project grant towards cost of new equipment for babies

**Torus foundation-** Contribution towards costs of additional PPE required to open the building to the public safely

**13. Cash generated from operations**

|                                                   | <b>2021</b>  | <b>2020</b>    |
|---------------------------------------------------|--------------|----------------|
|                                                   | <b>£</b>     | <b>£</b>       |
| Surplus/(Deficit) for the year                    | (18,941)     | (22,292)       |
| <b>Adjustments for:</b>                           |              |                |
| Loss on Disposal of fixed assets                  | 418          | 103,385        |
| Depreciation                                      | 28,585       | 19,816         |
| <b>Movements in working capital:</b>              |              |                |
| (Increase)/ Decrease in debtors                   | (7,597)      | 11,931         |
| Increase/(Decrease) in creditors                  | 6,680        | (387)          |
|                                                   | -----        | -----          |
| <b>Cash generated from / (used in) operations</b> | <b>9,145</b> | <b>(9,239)</b> |
|                                                   | =====        | =====          |

**14. Related Party Transactions**

There were no material related party transactions during the year which require disclosure (2020: none).

**15. Guarantees**

As at 31<sup>st</sup> July 2021, 7 members had given a guarantee of £1 each in the event of the charitable company winding-up. Total: £7 (2020: 8 members £8).

**LISTER STEPS LIMITED**

England & Wales - Charity number 1083268

---

# Accounts

---

Charity Registration No. 1083268

Company Registration No. 04028768 (England and Wales)

**LISTER STEPS LIMITED**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

# **LISTER STEPS LIMITED**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

---

|                          |                                                                                                   |                            |
|--------------------------|---------------------------------------------------------------------------------------------------|----------------------------|
| <b>Trustees</b>          | Mrs G Downey<br>Mrs AJ May<br>Mr DR Barlow                                                        | (Appointed 17 August 2020) |
| <b>Secretary</b>         | Mrs AJ May                                                                                        |                            |
| <b>Charity number</b>    | 1083268                                                                                           |                            |
| <b>Company number</b>    | 04028768                                                                                          |                            |
| <b>Registered office</b> | The Old Library<br>Green Lane<br>Tuebrook<br>Liverpool<br>Merseyside<br>United Kingdom<br>L13 7EB |                            |
| <b>Auditor</b>           | Wilson Henry LLP<br>145 Edge Lane<br>Liverpool<br>Merseyside<br>United Kingdom<br>L7 2PF          |                            |

---

**LISTER STEPS LIMITED**

**CONTENTS**

---

|                                         | <b>Page</b> |
|-----------------------------------------|-------------|
| Trustee's report                        | 1 - 10      |
| Statement of Trustee's responsibilities | 11          |
| Independent auditor's report            | 12 - 13     |
| Statement of financial activities       | 14 - 15     |
| Balance sheet                           | 16 - 17     |
| Notes to the financial statements       | 18 - 29     |

---

# **LISTER STEPS LIMITED**

## **TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT)**

### ***FOR THE YEAR ENDED 31 JULY 2020***

---

The trustees present their report and financial statements for the year ended 31 July 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

Our aim is to be the spark that makes Tuebrook a better place to live and work, by creating positive impacts that are felt by locals, businesses and others beyond our boundaries.

We will do this by:

- making connections
- making introductions
- making the community stronger
- making Tuebrook appealing
- making noise (1)
- making ripples (2)

(1) - Speaking out on subjects and issues that Lister steps are passionate about - disadvantaged and/or unrepresented parts of society and the local community, or those who are unheard or ignored by authority.

(2) - Effect the community at large; links to other organisations, networking, conduit for cooperation, pride in the locality

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# **LISTER STEPS LIMITED**

## **TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 JULY 2020**

---

Public benefit - The Trustees are aware of the Charity Commission's guidance on public benefit and have fully complied with their duty to regard to this guidance when exercising its powers and duties.

In shaping our future strategy, the Trustees pay particular regard to ways in which they further enhance our benefits to the public. The Trustees are aware that Lister Steps provide wider benefits to our service users in terms of the education we provide our children, the support we give our families and the opportunities we give to Volunteers, Students and Apprentices.

In addition to the childcare services, we offer: an affordable base for other charitable organisations; have acted as advocates on behalf of marginalised individuals; and provided training and employment opportunities for hundreds of local people. Skills development and accredited training for our staff and volunteers enables us to give the children in our care the best possible start in life.

Our Community Engagement Manager has delivered a wide range of activities and events throughout the year which include: Heritage open days, photography workshops and community journalism training within schools, youth groups, oral history research, local history and archaeology. Further details can be found in the relevant sections of this report.

Education - Our intent is to support our children to enable them to achieve their full potential academically, economically and to become happy, socially confident and able to keep themselves safe. In our work with young children our biggest contribution is to give them the skills to learn, to understand how to behave in a learning setting, how to listen, take turns, and to share and express their feelings. We do this in ways that comply with the Early Years Foundation Stage requirements and are fun and enjoyable for the children.

We are able to integrate children with additional learning needs and work alongside other professionals such as Educational Psychologists, and Speech and Language Therapists to develop individual plans to support the child's development. We are often first to notice that something may be wrong if developmental milestones are not being met and are well placed to lead Early Help interventions and have the trust of families to do so.

During the accounting period members of the childcare team created a family feedback display to collect comments and suggestions from Parent/ Carers. Comments left to date include – "Lister Steps is just like family to me and my little boy, we would be lost without the care and support all of the staff give us".

Families - Lister Steps provides free childcare to families in crisis or when there is a change in circumstances with the potential to harm the well-being of the child. During the reporting period we have supported families where serious illness, housing, domestic violence, residency status and crime have affected the main care giver.

For example, D, a 15-month old child in our care was diagnosed with a long-term disability, Mum, a single carer with 3 older children was struggling to cope. Working part time to support the family she confided to a member of our Baby Room Team that she was finding day to day life extremely hard, she was struggling to manage her responsibilities as a carer and keep up to date with bill payments, she was frightened falling behind with her rent and losing the family home.

Although D was not eligible to receive the grant funding until the term after his 2nd birthday we were concerned that the family were suffering in many different ways and the diagnosis of his disability was causing additional stress. D was allocated a child in need place to supplement the sessions Mum was able to afford. Mum used her spare time to meet with Benefits advisors to ensure she was receiving her entitlement and gained support from the Citizens Advice Bureau to manage her debts. Patsy Smith, Lister Steps Special Education Needs Co-ordinator worked intensively with D and engaged the support of Special Teaching Service and the Local Authority Consortia to secure the specialist equipment necessary to support D's emerging needs.

# **LISTER STEPS LIMITED**

## **TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 JULY 2020**

---

Working in partnership with other health and social professionals we have taken the lead in developing play plans to challenge D's abilities. With the support of a specially designed walking frame he is now able to join in with his friends at play. His speech and Language development is supported by the speech therapy department at Alder Hey and he is slowly catching up to his peers in terms of his language development.

Volunteers - Lister Steps are registered with Volunteer Liverpool and welcome volunteers into all facets of our work. We welcome volunteers of all abilities, to work with our children and value the input people with different life experiences can give, and find that volunteers with specialist skills can complement our work. Our volunteers have made useful contributions to Lister Steps in various strands of the organisation ranging from childcare to governance, research, social media management, administration, and horticulture and ground maintenance.

Volunteers often come from the most marginalised sections of society and we are able to support their developing personal skills, confidence and self-esteem.

Our community engagement work funded through the National Lottery Heritage Fund has enabled us to extend the range of volunteering opportunities available to members of our community. For example we have led activities such as archaeology, social media, photography, community journalism, community clean ups and art. During the accounting period a total of 41 people volunteered their time with us giving a valuable contribution of 98 days support to our charitable work.

Health and Well-being - Lister Steps networks extensively with other statutory and voluntary agencies across the Liverpool City Region to ensure that we have a portfolio of up to date and relevant support structure for our children and their families. We work very closely with local Health Visitors, Speech and Language Therapists, Educational Psychologists and Specialist Teaching Service to ensure children receive the intervention they may need. We are also able to sign-post our parents and staff for advice on finance, budgeting, debt management, mental health, counselling etc.

As we prepared to relocate into The Old Library we continued to develop our catering facilities, recruited an additional (NLHF) funded Chef and invested in training for the growing team, Jen Morley became a qualified Panco (Physical and nutrition coordinator). Our chef continues to run regular cookery sessions with the older children and teaches them about balanced diets and menu planning. We start every day with a morning fitness session and introduced different ways to greet the children each day. High five, handshake, fist bump or a hug. In November our application to Fareshare was approved and we were linked with the Tesco store in West Derby. The donations we received enabled us to expand the variety of food we were able to offer the children and create, mini hampers for the families to take home and enjoy, supporting the on-going fight against food poverty.

During the lockdown Trustees and CEO were aware of the need to support and keep in touch with our staff team and families. The following measures were introduced:

- Weekly board meetings – each agenda included staffing for CEO to report on staff morale and welfare.
  - CEO and Senior Management Team set up a staff WhatsApp group to facilitate staff mutual support and facilitate ongoing communication during the lockdown period.
  - CEO provided individual support to those staff who were vulnerable due to their health or family difficulties.
  - The trustees reassured staff of their commitment to paying them 100% of their wages until the end of May, it was the aim to continue to do this so long as it was financially feasible.
  - Feedback to the trustees from the CEO on the work being undertaken and wellbeing of those staff working from home.
  - At the time of the closure of Lister Steps at the beginning of the lockdown the CEO liaised with those parents who were key worker to discuss alternative childcare arrangements for their children.
-

# **LISTER STEPS LIMITED**

## **TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 JULY 2020**

---

- Since our childcare staff were on furlough the opportunities to support individual families was extremely limited, however the CEO was able to signpost parents to sources of support, educational and wellbeing activities in the local area.
- The Community Engagement Manager maintained contact and updates through social media - this included a weekly social history chronicle, researched by one of our long serving volunteers and links to avenues of support for Lister Steps Followers
- A survey was circulated to parents to ascertain how they were coping during the lockdown, what their particular needs were, and if and when they were planning to use our services prior to re-opening in July. We have also designed a similar survey to provide important, baseline information regarding the support families received from agencies during the lockdown and the wider implications on their wellbeing and that of their children.

Community cohesion - We value all of our children and families. We promote mutual respect and are inclusive. At Lister Steps we want children to be independent learners so that they can make their own choices, and build and develop strong relationships and friendships with lots of people. Our services promote the fundamental values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs. These values are reinforced regularly and in the following ways:

- Democracy**
  - Sharing ideas and experience
  - Children plan their own activities
  - Sharing resources
  - Parents and children input to our development plan
- Mutual Respect**
  - We understand that all children are different and they all develop at different rates with different needs
  - We work hard to build relationships with all of our families
  - We celebrate special occasions that are important to our families and the wider world
  - We promote images of both men and women, and boys and girls.
  - Children with additional needs will be supported by staff, will be protected from discrimination, and will be given the same opportunities to learn and to reach their full potential
- Individual Liberty**
  - Children can choose their own activities.
  - Children can choose whether to work/play inside or outside.
  - Children can choose what they would like to eat from a selection offered
  - We celebrate children's individual interests and incorporate them in to planning
- The Rule of Law**
  - We expect all children to follow our classroom rules with support where required
  - Children understand why we need to have classroom rules – to keep us safe and make things fair and equitable
  - Our policies and procedures make sure we are consistent and have clear expectations that all are aware of
- Tolerance to those of different faiths and beliefs**
  - We promote respect and tolerance for peoples, faith, cultures and languages
  - We have positive images reflecting diversity
  - We have toys and resources that children can identify with
  - We ensure we offer children exposure to a wide range of cultures - celebrating festivals, tasting foods, being part of the wider community

The work of our Community Engagement Manager was going strong until the impact of the covid pandemic when all face to face activities were suspended in line with Government legislation. Prior to the lockdown we were able to deliver the following activities and events for our community.

- Our Summer Fair in August 2019 which proved extremely popular and raised £900 towards our charitable activities.
-

# LISTER STEPS LIMITED

## TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2020

---

- Life and the Old Library event in October, held at St Cecilia's Social Club, featured guest speakers talking about their research into The Old Library and life in Tuebrook through history. This was very well attended and popular with the audience.
- Open Day in November at the Library, opening the doors to our community to let them witness first hand the redevelopment of the building. Despite being an extremely cold day the event was very well attended and the team received really positive feedback.
- To ensure our community and our families enjoyed the festive season we organised two special events. For families and the wider community we partnered with The Joseph Lappin Choir for an evening of carols, singing, minced pies and warm mulled wine, A Merry Little Christmas Time was hoped to be an annual event but until restrictions are lifted we have had to postpone plans for now. Our Children once again stole the show with their "Lister's got Talent" Christmas event. The children wrote, choreographed and designed the set for this popular well attended occasion.
- We were fortunate to be able to welcome our community back into The Old Library to view the progress of the works in January 2020 – We used the opportunity to conduct a survey and consult with local people about the use of the community room and the café. We received excellent feedback and £300 in donations.
- Just before the lockdown we were lucky to squeeze in our final Open Day in March 2020 - again the day proved extremely popular and we welcomed 161 visitors despite the cold.
- Between May 2018 and April 2020, just before the lockdown, 2,887 people have been recorded participating in the community engagement activities and events.

From March onwards all other community events had to be cancelled due to the coronavirus lockdown.

Our Community Engagement Manager worked extensively on line continuing our community support for example:

- Knit & Natter: launched 24th Feb and led by volunteer Margaret, every Monday morning 10am – 12pm. Attendance was growing with 6 participants by week 3. Since lockdown, we now have a WhatsApp group where members keep in touch and we share photos of progress on projects on social media.
  - Belly dancing class: our free trial session led by professional belly dancer Carolyn was attended by 21 participants with really positive feedback. From 12th March, classes were to be held on Thursday evenings and charged at £3 per person to cover the instructor fees; 10 participants attended the first paid class. Carolyn has continued delivering live classes on Facebook which have been well-attended by our participants and receive great feedback.
  - Unfortunately we were unable to deliver our heritage debate fundraising event on 26th March, our community litter pick on 28th March or our update after one year on site on 1st April. From April onwards, we had also planned a yoga taster session, a community choir class with Liverpool Cares, a shared reading taster session and a ukulele taster session – all of which we hope to reschedule and deliver when possible.
  - Since lockdown, we have launched an online photo challenge on Instagram using #listersteps\_stayathomepics with a weekly theme for people to get creative around the house & garden. We also took part in national events such as World Book Night on 23rd April, asking people to share what they've been reading during lockdown, and the 2.6 challenge encouraging people to get active & fundraise for UK charities.
-

# **LISTER STEPS LIMITED**

## **TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 JULY 2020**

---

### **Achievements and performance**

Performance - Lister Steps is registered with OFSTED to provide 96 childcare places each day. The places are delivered through our Nursery and "Out of School" Club settings. We also provide play schemes during the school holidays for local children to help working parents and give children opportunities to play safely and learn new skills and hobbies.

Lister Steps offers school and college placements, internships and apprentices to local young people who wish to further their career working with children and families. As part of our award from National Lottery Heritage fund we created 2 paid bursary placements for local unemployed people to train and develop skills in heritage restoration and building work. During the Accounting Period staff benefitted from access to an on-line training academy Noodle Now to support their continued professional development during the accounting period staff completed 183 training courses relating to safeguarding, Health and Safety, Food Handling and Hygiene and more bespoke courses such as Dealing with biting in Early Years and Coping with Difficult Conversations.

We also hosted Hugh Baird College students to learn all about Heritage Tiling techniques at a special training day co-ordinated for them. In July 2019 Our CEO was invited to attend a special event co-ordinated by Barclays Bank. The event triggered significant pro-bono support from Bank Employees supporting the organisation with issues such as Customer Relationship Management, Marketing and planning for change.

The CEO also took part in a 2 day master class hosted by Furniture Resource Centre, a successful social enterprise based in Liverpool. FRC shared the secrets of their success and growth and some lessons around coping when things don't go to plan. The away days were also a great networking opportunity for our CEO to reconnect with other leaders from across the North West region.

As part of the funding we received from National Lottery Heritage Fund we were able to commission Bread Media to design our new website and branding materials. The work they completed with the Senior management Team ensured the quality experience families and our community can expect from Lister Steps, is communicated through our media. [www.tol.org.uk](http://www.tol.org.uk)

Our annual Staff Development day took place in January and focused on The Early Years foundation Stage curriculum and provided valuable refresher training for all of our Childcare Practitioners to ensure the experience and education our children and families receive is of the highest quality.

Board Members and Senior Managers worked together with The Associates to consider our forward thinking strategy and the best ways to maximise team working and use both resource groups to the benefit of the charity. As a group we worked together to consider our shared vision and values, to understand each other's roles and responsibilities and to identify achievements and areas that need improvement.

We said goodbye to 3 staff members and welcomed Molly Hughes and Rhian Hankin into our Childcare team. In September 2019 our new Events Manager Laura Richardson joined the Senior Management Team.

In November 2019 our childcare manager developed a serious illness and was required to take sick leave for several months. During her absence the deputy childcare manager, Lizzie McCarthy was appointed Acting Childcare Manager, and three senior childcare practitioners took on extra responsibilities to share the work load. The dedication and commitment of the whole staff team, pulling together enabled us to maintain our high standards of childcare. The child care manager has received ongoing support from all the staff at Lister Steps and she recovered well enough to return to work. In July our Finance Manager Chris Davies left his position at Lister Steps and we welcomed Karen Keith as our new Finance Manager. A two week handover period was arranged to enable Karen to be fully equipped to take on this key role in the business. In July 2020 we appointed Michael Andrews as the Heritage Facilities Manager for the Old Library, Michael commenced working for Lister Steps in September 2019.

Key staff members were invited to showcase our work on local radio on a number of occasions during the accounting period. Our CEO and Community Engagement Manager were guests on Radio Merseyside's Breakfast Show and were also interviewed by our local Community Radio station.

---

# **LISTER STEPS LIMITED**

## **TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 JULY 2020**

---

Achievements - The Trustees are in no doubt that a major achievement has been the survival of the business in the wake of the Coronavirus pandemic and lockdown. Our CEO, Gaynor Williams and Finance Manager, Chris Davies worked tirelessly to secure essential emergency funding to help manage cashflow, pay staff wages thus avoiding staff financial hardship and redundancies, and maintain the viability of Lister Steps. The Board of trustees and the Senior Management team worked in partnership to plan and implement the re-opening of the Childcare Services following the government and DFES Covid guidelines, and to make preparations for the possibility of a second lockdown later in the year.

The Old Library renovation project has now reached the completion phase. We regard this as a fantastic achievement. It is the culmination of complex project work and negotiation following the National Lottery Heritage Fund approval to fully fund the refurbishment of the Old Library (Andrew Carnegie), and to support a five year programme of activities designed to generate community cohesion, develop skills, encourage entrepreneurship, educate and bring enjoyment to the people of Tuebrook /Stoneycroft and the surrounding area, and of course as Lister Step's new home.

The capital works contract awarded to HH Smith & Sons Ltd started on site on 01/04/19. The works were due to be completed on site on 31/07/2020 and the new facilities were planned to be operational from 01/09/2020. However as the restoration project progressed it became apparent that the building fabric was in a significantly worse condition than was first anticipated. This resulted in delays and a considerable increase in the costs. Our contractors, HH Smith continued to work during the lockdown, however further delays occurred due to difficulties in sourcing materials and in subcontracting work. We continued to work very closely with the project team and with officers from Liverpool City Council to ensure that the work was delivered to our original high standard. The refurbishment works were not completed without some serious problems, not least the extensive rot that was discovered in the roof and associated timbers – without the support of Liverpool City Council the completion of project would have been seriously delayed. At the time of writing this report the renovation work has been completed and the virtual opening of the Old Library took place on 25 November 2020.

Lister Steps is extremely grateful to the following individuals, trusts and organisations for their financial support during the accounting period:

- Asda Foundation
- The Enstone Family
- Enterprise Credit Union
- Marks and Spencers Power 2 Change
- PH Holt Charitable trust
- Tesco Bags of Help/ Groundwork
- The Victorian Society
- Social Investment Business
- National Lottery Heritage Fund

Lister Steps is also extremely grateful to our long term supporters for their continued generosity:

- Lady Christine Bibby
  - The Duncan Norman Charitable Trust
-

# LISTER STEPS LIMITED

## TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2020

---

#### Impact of the Coronavirus pandemic on the charity

No one could have foreseen the arrival of the coronavirus to the UK in the Spring of 2020. At the start of the reporting period in July/August 2019 Lister Steps was in a strong financial position. Occupancies in our childcare services were high, the summer Playscheme was very successful, and plans to renovate the Carnegie Library and relocate Lister Steps were progressing well. The Coronavirus Lockdown in March/April 2020 presented a major challenge to the Business and resulted in the closure of the childcare services between April and July. The childcare staff were furloughed, and the Senior Management Team worked from home. The Board of Trustees, the CEO and Finance Manager faced the difficult challenges of ensuring financial sustainability, saving staff jobs and managing the Renovation Project. A number of measures were put in place to mitigate the immediate and longer term impacts of the crisis. These included securing a combination of financial support to manage cash flow problems and enable the payment of staff wages: the government job retention scheme, an emergency grant from the National Lottery Heritage Fund, a loan from Social Investment Business, a small business grant from Liverpool City Council and the continued payments of the Nursery Education Grants by Liverpool City Council. The childcare services reopened on 6 July following guidance from the Government and DFES around social distancing. A comprehensive Covid policy and risk assessment was drawn up to meet the needs of parents for childcare and keep everyone safe. The introduction of the flexible furlough scheme further enabled the tight management of staff deployment. Occupancies in our childcare settings when services recommenced were very low. The flexible furlough scheme enabled us to carefully manage our staffing expenditure, allocating shifts fairly across the childcare team and increasing hours as need demanded.

#### Financial review

##### Reserves policy

The reserves at 31 July 2020 were £227,197 (2019: £249,489). This includes a deficit balance in unrestricted funds of £42,014 (2019: deficit of £32,637).

It is the Board's intention to perform a detailed review of the reserves policy to meet the future needs of the business over forthcoming years. The aim of building up unrestricted reserves to cover at least 3 months' operating costs initially, before extending this to 6 months.

##### Financial performance

The year ended 31 July 2020 has generated a deficit of £22,292 (2019 deficit of £29,129). The Charity has delivered on its charitable objectives for the year.

Within the National Lottery Heritage Fund there is an operational contingency of £58,000 for impact of disturbance on day to day operations.

##### Voluntary income

Lister Steps would like to thank our individual and company donors who have supported our charitable work over the past 12 months. Total voluntary income increased from £13,353 in 2019 to £92,968 in 2020.

Trustees are aware that the organisation is currently underfunded for the community support activities we provide and recognise the potential to build upon the relationships that already exist with current supporters. Fundraising efforts have concentrated upon raising the capital necessary to secure our future relocation. However, the Trustees believe that the new relationships we have formed will greatly assist this process and open doors for potential corporate sponsorship and practical support.

##### Investment policy

The Trustees seek to ensure that emerging cash and other liquid resources are held and are able to be utilised for the purposes set out in the Reserves Policy. It is the policy of the Trustees that, until reserves satisfy the levels set out in the reserves policy, they are held in a low risk vehicle i.e. reserve bank account.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

---

# LISTER STEPS LIMITED

## TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2020**

---

### Going Concern

Despite the SOFA being in a net expenditure position, the Trustees consider the Charity to be a going concern due to the availability of loan drawdowns from the ACF fund and a contingency of £58,000 still being available, if necessary, from the National Lottery Heritage Fund.

### Future plans

Lister Steps plan to refurbish and re-use the former Grade II West Derby Carnegie Library as a centre for community and commercial activities, to support our aim to make Tuebrook and Old Swan, Liverpool 13 better places to live and work. The library was the first in Liverpool to be funded by Andrew Carnegie as the only to be offered the funding rather than via an application process, and opened in 1905. On completion of the capital works we will relocate our existing services and expand the support to people providing our community with opportunities to work, socialise and develop skills through education and volunteering. The 'Old Library' will include a licensed cafe to cater for large celebratory events such as weddings and christenings. Bespoke office space will be available for businesses, groups and individuals to hire, and will complement the large reading room capable of hosting large conferences and business networking events.

### Structure, governance and management

#### Governing document

Lister Steps is governed by its Memorandum and Articles of Association adopted on 7 July 2000. The organisation is a company limited by guarantee, registered at Companies House (company no. 04028768) and a charity registered with the Charity Commission (registration number 1083268).

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

|                |                                                            |
|----------------|------------------------------------------------------------|
| Ms GM Fulton   | (Resigned 1 April 2020)                                    |
| Mrs G Downey   |                                                            |
| Ms VJ Davies   | (Resigned 3 April 2020)                                    |
| Mr CR J Thomas | (Resigned 18 December 2019)                                |
| Mrs AJ May     |                                                            |
| Ms B Barnes    | (Appointed 22 December 2019 and resigned 11 November 2020) |
| Mr DR Barlow   | (Appointed 17 August 2020)                                 |
| Mr CJ Davies   | (Appointed 31 August 2020 and resigned 31 May 2021)        |

#### Recruitment and appointment of new trustees

The Board of Trustees aims to recruit new Trustees with range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool and the Liverpool Chamber of Commerce. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED. Election for positions on the Board takes place at the AGM or at Trustee Board meetings throughout the year.

During the accounting period Clive Thomas, Gail Fulton and Vicki Davies resigned from the Board of trustees. We would like to thank them for their contribution to the organisation and wish them well in their future ventures. We welcomed Brenda Barnes as a new Trustee. At our AGM in June 2020 Gill Downey was appointed as the new chair of the Board of trustees and Gail Fulton accepted the role of Patron of Lister Steps. Gail retired from being a trustee after 20 years of service to Lister Steps. We are delighted that she now wishes to maintain her interest and commitment to Lister Steps. During the reporting period we have had three new trustee applicants. David Barlow and Chris Davis have since been appointed as trustees and Peter Crossland's application is currently being processed. Chris Davies has been appointed as treasurer for Lister Steps.

---

# LISTER STEPS LIMITED

## TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2020**

---

### Trustee structure

The Board of Trustees aims to recruit new Trustees with range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool and the Liverpool Chamber of Commerce. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED. Election for positions on the Board takes place at the AGM or at Trustee Board meetings throughout the year.

### Communications with the Team

Lister Steps is a value led organisation and this is reflected across our communications with the full staff team including volunteers, students and trainees on work placement. Staff are kept up to date with developments via bi-monthly full team meetings, regular memo's and team leader briefings. A trustee attends each full team meeting and team members are encouraged to input into operational reports presented at board meetings.

Team Building days, Staff development and Training days are held bi- annually and this gives the opportunity for staff, volunteers and trustees to work together.

### Equal opportunities

Lister Steps considers equality of opportunity in all aspects of our organisation. We have an equal opportunities policy which is reviewed annually.

### Risk management

The Trustees are responsible for risk management and for overseeing the audit. The Company Secretary is the childcare nominated person and ensures compliance with OFSTED as the regulatory body.

The Board as a whole take responsibility for risk management and ensure that agreed actions comply with the risk management policy. Policies and procedures are reviewed annually.

### Auditor

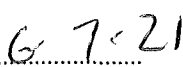
Wilson Henry LLP  
Registered Auditor  
145 Edge Lane  
Liverpool  
Merseyside  
L7 2PF

The Trustee's report was approved by the Board of Trustees.

.....

**Mrs G Downey**

Trustee

Dated: 

# **LISTER STEPS LIMITED**

## **STATEMENT OF TRUSTEE'S RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 JULY 2020***

---

The trustees, who are also the directors of Lister Steps Limited for the purpose of company law, are responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

---

# **LISTER STEPS LIMITED**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF LISTER STEPS LIMITED**

---

#### **Opinion**

We have audited the financial statements of Lister Steps Limited (the 'charity') for the year ended 31 July 2020 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustee's report; or
  - sufficient accounting records have not been kept; or
  - the financial statements are not in agreement with the accounting records; or
  - we have not received all the information and explanations we require for our audit.
-

# **LISTER STEPS LIMITED**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF LISTER STEPS LIMITED**

---

#### **Responsibilities of trustees**

As explained more fully in the statement of Trustee's responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Hilene Henry (Senior Statutory Auditor)**  
**for and on behalf of Wilson Henry LLP**

**Chartered Accountants**  
**Statutory Auditor**

.....

145 Edge Lane  
Liverpool  
Merseyside  
United Kingdom  
L7 2PF

Wilson Henry LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

---

# **LISTER STEPS LIMITED**

## **STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 JULY 2020**

|                                     |       | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>2020<br>£ | Unrestricted<br>funds<br>2019<br>£ | Restricted<br>funds<br>2019<br>£ | Total<br>2019<br>£ |
|-------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
|                                     | Notes |                                    |                                  |                    |                                    |                                  |                    |
| <b><u>Income from:</u></b>          |       |                                    |                                  |                    |                                    |                                  |                    |
| Donations and legacies              | 3     | 65,568                             | 27,400                           | 92,968             | 10,671                             | 2,682                            | 13,353             |
| <b><u>Charitable activities</u></b> |       |                                    |                                  |                    |                                    |                                  |                    |
| Nursery and clubs                   | 2     | 255,238                            | -                                | 255,238            | 312,574                            | -                                | 312,574            |
| Building improvement fund           | 2     | 1,470                              | 91,980                           | 93,450             | 3,850                              | 89,067                           | 92,917             |
| Other income                        | 2     | 11,107                             | -                                | 11,107             | 209                                | -                                | 209                |
| Investments                         | 4     | -                                  | -                                | -                  | 1                                  | -                                | 1                  |
| <b>Total income</b>                 |       | <b>333,383</b>                     | <b>119,380</b>                   | <b>452,763</b>     | <b>327,305</b>                     | <b>91,749</b>                    | <b>419,054</b>     |
| <b><u>Expenditure on:</u></b>       |       |                                    |                                  |                    |                                    |                                  |                    |
| <b><u>Charitable activities</u></b> |       |                                    |                                  |                    |                                    |                                  |                    |
| Nursery and clubs                   | 5     | 338,989                            | 189                              | 339,178            | 326,555                            | -                                | 326,555            |
| Building improvement fund           | 5     | -                                  | 131,834                          | 131,834            | 6,813                              | 108,290                          | 115,103            |
| Key Fund Grant                      | 5     | -                                  | 272                              | 272                | -                                  | 2,925                            | 2,925              |
| Other expenditure                   | 5     | 3,600                              | -                                | 3,600              | 3,600                              | -                                | 3,600              |
| <b>Total charitable expenditure</b> |       | <b>342,589</b>                     | <b>132,295</b>                   | <b>474,884</b>     | <b>336,968</b>                     | <b>111,215</b>                   | <b>448,183</b>     |
| Other                               | 11    | 171                                | -                                | 171                | -                                  | -                                | -                  |
| <b>Total resources expended</b>     |       | <b>342,760</b>                     | <b>132,295</b>                   | <b>475,055</b>     | <b>336,968</b>                     | <b>111,215</b>                   | <b>448,183</b>     |

# LISTER STEPS LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 JULY 2020**

---

|                                                                |          |           |           |          |          |          |
|----------------------------------------------------------------|----------|-----------|-----------|----------|----------|----------|
| <b>Net outgoing resources<br/>before transfers</b>             | (9,377)  | (12,915)  | (22,292)  | (9,663)  | (19,466) | (29,129) |
| Gross transfers between<br>funds                               | 5,930    | (5,930)   | -         | -        | -        | -        |
| <b>Net expenditure for the year/<br/>Net movement in funds</b> | (3,447)  | (18,845)  | (22,292)  | (9,663)  | (19,466) | (29,129) |
| Fund balances at 1 August<br>2019                              |          |           |           |          |          |          |
| As originally reported                                         | (32,637) | 385,340   | 249,489   | (22,974) | 301,592  | 278,618  |
| Prior year adjustment                                          | -        | (103,214) | (103,214) | -        | -        | -        |
| As restated                                                    | (32,637) | 282,126   | 146,275   | (22,974) | 301,592  | 278,618  |
| <b>Fund balances at 31 July<br/>2020</b>                       | (36,084) | 160,067   | 123,983   | (32,637) | 282,126  | 249,489  |

---

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

---

# LISTER STEPS LIMITED

## BALANCE SHEET

AS AT 31 JULY 2020

---

|                                                                | Notes | 2020<br>£       | £              | 2019<br>£       | £              |
|----------------------------------------------------------------|-------|-----------------|----------------|-----------------|----------------|
| <b>Fixed assets</b>                                            |       |                 |                |                 |                |
| Tangible assets                                                | 12    |                 | 294,790        |                 | 414,697        |
| <b>Current assets</b>                                          |       |                 |                |                 |                |
| Debtors                                                        | 13    | 10,460          |                | 22,391          |                |
| Cash at bank and in hand                                       |       | 3,483           |                | 27,306          |                |
|                                                                |       | <u>13,943</u>   |                | <u>49,697</u>   |                |
| <b>Creditors: amounts falling due within one year</b>          | 15    | <u>(61,766)</u> |                | <u>(78,507)</u> |                |
| Net current liabilities                                        |       |                 | (47,823)       |                 | (28,810)       |
| <b>Total assets less current liabilities</b>                   |       |                 | 246,967        |                 | 385,887        |
| <b>Creditors: amounts falling due after more than one year</b> | 16    |                 | (122,984)      |                 | (136,398)      |
| <b>Net assets</b>                                              |       |                 | <u>123,983</u> |                 | <u>249,489</u> |
| <b>Income funds</b>                                            |       |                 |                |                 |                |
| Restricted funds - general                                     | 17    |                 | 160,067        |                 | 282,126        |
| Unrestricted funds                                             |       |                 | (36,084)       |                 | (32,637)       |
|                                                                |       |                 | <u>123,983</u> |                 | <u>249,489</u> |

---

# **LISTER STEPS LIMITED**

## **BALANCE SHEET (CONTINUED)**

**AS AT 31 JULY 2020**

---

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2020, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on .....6.7.21.....

.....

Mrs G Downey

Trustee 

**Company Registration No. 04028768**

---

# LISTER STEPS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 JULY 2020

---

#### 1 Accounting policies

##### Charity information

Lister Steps Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Old Library, Green Lane, Tuebrook, Liverpool, Merseyside, L13 7EB, United Kingdom.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

The financial statements have been prepared on a going concern basis. Despite consecutive years of being in a deficit position, the Trustees believe that the organisation will continue to trade for the foreseeable future. The Trustees cite the continued dedication of everyone involved with the organisation as a reason for this, as well as the availability of significant additional funds from lenders and grant providers on request.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

---

# LISTER STEPS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2020**

---

### **1 Accounting policies**

#### **1.5 Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                              |                             |
|------------------------------|-----------------------------|
| Leasehold land and buildings | Straight line over 25 years |
| Fixtures and fittings        | 25% on reducing balance     |
| Computers                    | Straight line over 5 years  |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### **1.7 Taxation**

The charity is exempt from corporation tax on its charitable activities.

---

# LISTER STEPS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

### 2 Charitable activities

|                                    | Nursery and clubs | Building improvement | Other income  | Total 2020     | Nursery and clubs | Building improvement | Other income | Total 2019     |
|------------------------------------|-------------------|----------------------|---------------|----------------|-------------------|----------------------|--------------|----------------|
|                                    | 2020              | 2020                 | 2020          |                | 2019              | 2019                 | 2019         |                |
|                                    | £                 | £                    | £             | £              | £                 | £                    | £            | £              |
| Sales within charitable activities | 255,238           | -                    | -             | 255,238        | 312,574           | -                    | -            | 312,574        |
| Performance related grants         | -                 | 93,450               | -             | 93,450         | -                 | 92,917               | -            | 92,917         |
| Other income                       | -                 | -                    | 11,107        | 11,107         | -                 | -                    | 209          | 209            |
|                                    | <u>255,238</u>    | <u>93,450</u>        | <u>11,107</u> | <u>359,795</u> | <u>312,574</u>    | <u>92,917</u>        | <u>209</u>   | <u>405,700</u> |
| Analysis by fund                   |                   |                      |               |                |                   |                      |              |                |
| Unrestricted funds                 | 255,238           | 1,470                | 11,107        | 267,815        | 312,574           | 3,850                | 209          | 316,633        |
| Restricted funds - general         | -                 | 91,980               | -             | 91,980         | -                 | 89,067               | -            | 89,067         |
|                                    | <u>255,238</u>    | <u>93,450</u>        | <u>11,107</u> | <u>359,795</u> | <u>312,574</u>    | <u>92,917</u>        | <u>209</u>   | <u>405,700</u> |

# **LISTER STEPS LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 JULY 2020**

### **3 Donations and legacies**

|                                     | Unrestricted<br>funds | Restricted<br>funds<br>general | Total         | Unrestricted<br>funds | Restricted<br>funds<br>general | Total         |
|-------------------------------------|-----------------------|--------------------------------|---------------|-----------------------|--------------------------------|---------------|
|                                     | 2020                  | 2020                           | 2020          | 2019                  | 2019                           | 2019          |
|                                     | £                     | £                              | £             | £                     | £                              | £             |
| Donations and gifts                 | 3,604                 | 27,400                         | 31,004        | 10,671                | 2,682                          | 13,353        |
| Coronavirus Job Retention<br>Scheme | 61,964                | -                              | 61,964        | -                     | -                              | -             |
|                                     | <u>65,568</u>         | <u>27,400</u>                  | <u>92,968</u> | <u>10,671</u>         | <u>2,682</u>                   | <u>13,353</u> |

### **4 Investments**

|                     | Total    | Total    |
|---------------------|----------|----------|
|                     | 2020     | 2019     |
|                     | £        | £        |
| Interest receivable | <u>-</u> | <u>1</u> |

# **LISTER STEPS LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 JULY 2020**

### **5 Charitable activities**

|                                           | Nursery and<br>clubs | Building<br>improvement | Key Fund<br>Grant | Other<br>expenditure | Total<br>2020  | Total<br>2019  |
|-------------------------------------------|----------------------|-------------------------|-------------------|----------------------|----------------|----------------|
|                                           | 2020                 | 2020                    | 2020              | 2020                 |                |                |
|                                           | £                    | £                       | £                 | £                    | £              | £              |
| Staff costs                               | 290,538              | 85,839                  | -                 | -                    | 376,377        | 321,900        |
| Depreciation and impairment               | 376                  | 19,440                  | -                 | -                    | 19,816         | 20,157         |
| Premises costs                            | 26,801               | 3,739                   | -                 | -                    | 30,540         | 40,168         |
| Repairs and renewals                      | 439                  | -                       | -                 | -                    | 439            | 1,442          |
| Travel                                    | 393                  | 226                     | -                 | -                    | 619            | 1,586          |
| Training                                  | (108)                | 3,739                   | -                 | -                    | 3,631          | 2,536          |
| Bad debts                                 | 3,988                | -                       | -                 | -                    | 3,988          | -              |
| Computer support &<br>expenses            | 2,185                | -                       | -                 | -                    | 2,185          | 2,862          |
|                                           | <u>324,612</u>       | <u>112,983</u>          | <u>-</u>          | <u>-</u>             | <u>437,595</u> | <u>390,651</u> |
| Share of support costs (see<br>note 6)    | 8,710                | 18,646                  | 272               | -                    | 27,628         | 29,244         |
| Share of governance costs<br>(see note 6) | 5,856                | 205                     | -                 | 3,600                | 9,661          | 28,288         |
|                                           | <u>339,178</u>       | <u>131,834</u>          | <u>272</u>        | <u>3,600</u>         | <u>474,884</u> | <u>448,183</u> |
| <b>Analysis by fund</b>                   |                      |                         |                   |                      |                |                |
| Unrestricted funds                        | 338,989              | -                       | -                 | 3,600                | 342,589        | 336,968        |
| Restricted funds - general                | 189                  | 131,834                 | 272               | -                    | 132,295        | 111,215        |
|                                           | <u>339,178</u>       | <u>131,834</u>          | <u>272</u>        | <u>3,600</u>         | <u>474,884</u> | <u>448,183</u> |

# LISTER STEPS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

### 5 Charitable activities

For the year ended 31 July 2019

|                                        | Nursery and<br>clubs | Building<br>improvement | Key Fund<br>Grant | Other<br>expenditure | Total<br>2019  |
|----------------------------------------|----------------------|-------------------------|-------------------|----------------------|----------------|
|                                        | £                    | £                       | £                 | £                    | £              |
| Staff costs                            | 278,303              | 43,597                  | -                 | -                    | 321,900        |
| Depreciation and impairment            | 20,157               | -                       | -                 | -                    | 20,157         |
| Premises costs                         | 40,168               | -                       | -                 | -                    | 40,168         |
| Repairs and renewals                   | 385                  | 1,057                   | -                 | -                    | 1,442          |
| Travel                                 | 751                  | 835                     | -                 | -                    | 1,586          |
| Training                               | (149)                | 2,685                   | -                 | -                    | 2,536          |
| Computer support & expenses            | 2,862                | -                       | -                 | -                    | 2,862          |
|                                        | <u>342,477</u>       | <u>48,174</u>           | <u>-</u>          | <u>-</u>             | <u>390,651</u> |
| Share of support costs (see note 6)    | (18,010)             | 44,329                  | 2,925             | -                    | 29,244         |
| Share of governance costs (see note 6) | 2,088                | 22,600                  | -                 | 3,600                | 28,288         |
|                                        | <u>326,555</u>       | <u>115,103</u>          | <u>2,925</u>      | <u>3,600</u>         | <u>448,183</u> |
| <b>Analysis by fund</b>                |                      |                         |                   |                      |                |
| Unrestricted funds                     | 326,555              | 6,813                   | -                 | 3,600                | 336,968        |
| Restricted funds - general             | -                    | 108,290                 | 2,925             | -                    | 111,215        |
|                                        | <u>326,555</u>       | <u>115,103</u>          | <u>2,925</u>      | <u>3,600</u>         | <u>448,183</u> |

# **LISTER STEPS LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 JULY 2020**

### **6 Support costs**

|                                        | Support costs | Governance costs | 2020          | Support costs | Governance costs | 2019          |
|----------------------------------------|---------------|------------------|---------------|---------------|------------------|---------------|
|                                        | £             | £                | £             | £             | £                | £             |
| Advertising                            | 18,804        | -                | 18,804        | 18,089        | -                | 18,089        |
| Bank charges                           | 1,254         | -                | 1,254         | 1,320         | -                | 1,320         |
| Bank interest                          | 945           | -                | 945           | 97            | -                | 97            |
| Loan interest                          | 6,625         | -                | 6,625         | 9,738         | -                | 9,738         |
| Audit fees                             | -             | 3,600            | 3,600         | -             | 3,600            | 3,600         |
| Legal & professional fees              | -             | 3,260            | 3,260         | -             | 21,880           | 21,880        |
| HR costs                               | -             | 2,801            | 2,801         | -             | 2,808            | 2,808         |
|                                        | <u>27,628</u> | <u>9,661</u>     | <u>37,289</u> | <u>29,244</u> | <u>28,288</u>    | <u>57,532</u> |
| Analysed between Charitable activities | <u>27,628</u> | <u>9,661</u>     | <u>37,289</u> | <u>29,244</u> | <u>28,288</u>    | <u>57,532</u> |

### **7 Net movement in funds**

|                                                            | 2020       | 2019     |
|------------------------------------------------------------|------------|----------|
|                                                            | £          | £        |
| Net movement in funds is stated after charging/(crediting) |            |          |
| Depreciation of owned tangible fixed assets                | 19,816     | 20,157   |
| Loss on disposal of tangible fixed assets                  | <u>171</u> | <u>-</u> |

### **8 Auditor's remuneration**

The analysis of auditor's remuneration is as follows:

|                                        | 2020         | 2019         |
|----------------------------------------|--------------|--------------|
|                                        | £            | £            |
| Audit of the charity's annual accounts | <u>3,600</u> | <u>3,600</u> |

### **9 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

# LISTER STEPS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

---

### 10 Employees

The average monthly number of employees during the year was:

|                | 2020<br>Number | 2019<br>Number |
|----------------|----------------|----------------|
| Administration | 5              | 4              |
| Childcare      | 17             | 16             |
| Total          | 22             | 20             |

| Employment costs      | 2020<br>£ | 2019<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 357,304   | 307,114   |
| Social security costs | 19,073    | 14,786    |
|                       | 376,377   | 321,900   |

There were no employees whose annual remuneration was £60,000 or more.

### 11 Other

|                                               | Total<br>£<br>2020 | Total<br>£<br>2019 |
|-----------------------------------------------|--------------------|--------------------|
| Net loss on disposal of tangible fixed assets | 171                | -                  |

---

# **LISTER STEPS LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 JULY 2020**

### **12 Tangible fixed assets**

|                                    | Leasehold land<br>and buildings<br>£ | Assets under<br>construction<br>£ | Fixtures and<br>fittings<br>£ | Computers<br>£ | Total<br>£ |
|------------------------------------|--------------------------------------|-----------------------------------|-------------------------------|----------------|------------|
| <b>Cost</b>                        |                                      |                                   |                               |                |            |
| At 1 August 2019                   | 483,492                              | 235,831                           | 29,051                        | -              | 748,374    |
| Additions                          | -                                    | -                                 | -                             | 3,294          | 3,294      |
| Disposals                          | -                                    | (103,214)                         | (21,724)                      | -              | (124,938)  |
| At 31 July 2020                    | 483,492                              | 132,617                           | 7,327                         | 3,294          | 626,730    |
| <b>Depreciation and impairment</b> |                                      |                                   |                               |                |            |
| At 1 August 2019                   | 306,259                              | -                                 | 27,418                        | -              | 333,677    |
| Depreciation charged in the year   | 19,340                               | -                                 | 366                           | 110            | 19,816     |
| Eliminated in respect of disposals | -                                    | -                                 | (21,553)                      | -              | (21,553)   |
| At 31 July 2020                    | 325,599                              | -                                 | 6,231                         | 110            | 331,940    |
| <b>Carrying amount</b>             |                                      |                                   |                               |                |            |
| At 31 July 2020                    | 157,893                              | 132,617                           | 1,096                         | 3,184          | 294,790    |
| At 31 July 2019                    | 177,233                              | 235,831                           | 1,633                         | -              | 414,697    |

### **13 Debtors**

|                                             | 2020<br>£ | 2019<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 5,583     | (6,219)   |
| Other debtors                               | 195       | 23,928    |
| Prepayments and accrued income              | 4,682     | 4,682     |
|                                             | 10,460    | 22,391    |

# LISTER STEPS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

### 14 Loans and overdrafts

|                                                         | 2020<br>£      | 2019<br>£      |
|---------------------------------------------------------|----------------|----------------|
| Bank overdrafts                                         | -              | 29,243         |
| Other loans                                             | 155,145        | 155,670        |
|                                                         | <u>155,145</u> | <u>184,913</u> |
| Payable within one year                                 | 32,161         | 48,515         |
| Payable after one year                                  | <u>122,984</u> | <u>136,398</u> |
| Amounts included above which fall due after five years: |                |                |
| Payable by instalments                                  | <u>77,041</u>  | <u>84,925</u>  |

### 15 Creditors: amounts falling due within one year

|                                    | Notes | 2020<br>£     | 2019<br>£     |
|------------------------------------|-------|---------------|---------------|
| Bank overdrafts                    | 14    | -             | 29,243        |
| Other borrowings                   |       | 32,161        | 19,272        |
| Other taxation and social security |       | 6,522         | 5,648         |
| Trade creditors                    |       | 8,921         | 20,456        |
| Other creditors                    |       | 9,280         | (994)         |
| Accruals and deferred income       |       | 4,882         | 4,882         |
|                                    |       | <u>61,766</u> | <u>78,507</u> |

### 16 Creditors: amounts falling due after more than one year

|            | 2020<br>£      | 2019<br>£      |
|------------|----------------|----------------|
| Borrowings | <u>122,984</u> | <u>136,398</u> |

# LISTER STEPS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                                          | Movement in funds           |                       |                       |                             | Movement in funds     |                       |                |   | Transfers      | Balance at<br>31 July 2020 |
|------------------------------------------|-----------------------------|-----------------------|-----------------------|-----------------------------|-----------------------|-----------------------|----------------|---|----------------|----------------------------|
|                                          | Balance at<br>1 August 2018 | Incoming<br>resources | Resources<br>expended | Balance at<br>1 August 2019 | Incoming<br>resources | Resources<br>expended |                |   |                |                            |
|                                          | £                           | £                     | £                     | £                           | £                     | £                     | £              | £ | £              |                            |
| Building fund                            | 191,932                     | 89,067                | (108,290)             | 172,709                     | 91,980                | (117,993)             | -              | - | 146,696        |                            |
| Liverpool City Council - City Fund award | 103,214                     | -                     | -                     | 103,214                     | -                     | (103,214)             | -              | - | -              |                            |
| Key Fund Investment                      | 6,446                       | -                     | (2,925)               | 3,521                       | -                     | (273)                 | (3,248)        | - | -              |                            |
| Skelton Bounty                           | -                           | 2,682                 | -                     | 2,682                       | -                     | -                     | (2,682)        | - | -              |                            |
| NLHF Emergency Grant                     | -                           | -                     | -                     | -                           | 22,900                | (13,740)              | -              | - | 9,160          |                            |
| PH Holt                                  | -                           | -                     | -                     | -                           | 3,000                 | (100)                 | -              | - | 2,900          |                            |
| Groundwork PPE Grant                     | -                           | -                     | -                     | -                           | 500                   | (189)                 | -              | - | 311            |                            |
| Enstone - Old Library Furnishing         | -                           | -                     | -                     | -                           | 1,000                 | -                     | -              | - | 1,000          |                            |
|                                          | <u>301,592</u>              | <u>91,749</u>         | <u>(111,215)</u>      | <u>282,126</u>              | <u>119,380</u>        | <u>(235,509)</u>      | <u>(5,930)</u> |   | <u>160,067</u> |                            |

# LISTER STEPS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

### 18 Analysis of net assets between funds

|                                                   | Unrestricted<br>funds | Restricted<br>funds | Total          | Unrestricted<br>funds | Restricted<br>funds | Total          |
|---------------------------------------------------|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
|                                                   | 2020                  | 2020                | 2020           | 2019                  | 2019                | 2019           |
|                                                   | £                     | £                   | £              | £                     | £                   | £              |
| Fund balances at 31 July 2020 are represented by: |                       |                     |                |                       |                     |                |
| Tangible assets                                   | (101,835)             | 396,625             | 294,790        | 1,633                 | 413,064             | 414,697        |
| Current assets/(liabilities)                      | (45,057)              | (2,766)             | (47,823)       | (34,270)              | 5,460               | (28,810)       |
| Long term liabilities                             | 1,664                 | (124,648)           | (122,984)      | -                     | (136,398)           | (136,398)      |
|                                                   | <u>(145,228)</u>      | <u>269,211</u>      | <u>123,983</u> | <u>(32,637)</u>       | <u>282,126</u>      | <u>249,489</u> |

### 19 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

### 20 APB Ethical Standard - Provisions Available for Small Entities

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.