

LISTER STEPS LIMITED

**UNAUDITED ANNUAL REPORT &
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST JULY 2022**

Company No. 04028768
Charity Registration No. 1083268

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LISTER STEPS LIMITED

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST JULY 2022

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

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST 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.

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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 31st 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.

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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 29th 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 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 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.

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST JULY 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Name	Lister Steps Limited	
Company Number	04028768	
Charity Number	1083268	
Registered Office	The Old Library Green Lane Tuebrook Liverpool Merseyside L13 7EB	
Trustees	D R Barlow P A Crossland C J Davies G Downey J Lee A J May E J McCormack L Pover J M Spencer	(Resigned 24 th October 2022) (Resigned 9 th October 2022) (Resigned 31 st May 2021) (Resigned 19 th June 2022) (Appointed 8 th May 2022) (Appointed 8 th May 2022) (Resigned 12 th August 2022) (Appointed 6 th May 2022)
Secretary	A J May	(Appointed 7 th July 2000)
Independent Examiner	Paula Sanchez ACCA LCVS 151 Dale Street, Liverpool L2 2AH	
Bankers	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 1st 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 31st 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 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.

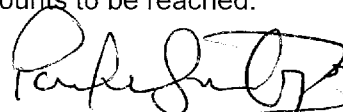
Independent examiner's
statement

Name: **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 31ST JULY 2022

	Notes	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
Income and endowments from:		£	£	£	£
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
Total income		454,046	218,722	672,768	564,149
Expenditure on:					
Charitable Activities	4	316,581	373,056	689,637	583,090
Total expenditure		316,581	373,056	689,637	583,090
Net income/(expenditure), net movement in funds		137,465	(154,334)	(16,849)	(18,941)
Total funds brought forward	11,12	(71,039)	176,081	105,042	123,983
Total funds carried forward	10-12	66,426	21,747	88,173	105,042

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 31ST JULY 2022

Company Number 04028768

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

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 31ST JULY 2022

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

Represented by:

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

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 Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
a. Donations and Legacies				
Donations	1,962	-	1,962	1,129
	=====	=====	=====	=====

Donations and legacies in 2021 relate wholly to unrestricted funds.

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2022

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
b. Charitable activities				
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	-
	449,084	218,722	667,806	553,134

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

	£	£	£	£
c. Other Income				
Apprentice income	2,000	-	2,000	-
Insurance claim	1,000	-	1,000	-
Other income	-	-	-	9,886
	3,000	-	3,000	9,886

Other Income in 2021 relate wholly to unrestricted funds.

4. Expenditure on Charitable Activities

	Direct Charitable Expenditure £	Support & Governance Costs £	Total 2022 £	Total 2021 £
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 31ST JULY 2022

a. Analysed as follows:

	2022	2021
	£	£
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
	587,885	382,209

	2022	2021
	£	£
<i>Support & 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
	101,752	200,881

Total expenditure on charitable activities	689,637	583,090
	=====	=====

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

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2022

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

c. Particulars of employees:

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

	2022	2021
Charitable activities	23	16
Management and administration	3	8
	-----	-----
	26	24
	=====	=====

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 31ST JULY 2022

5. Tangible Fixed Assets

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

	2022 £	2021 £
Debtors and prepayments	3,472	18,057

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2022

7. Creditors: amounts falling due within one year

	2022	2021
	£	£
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
	79,685	80,764
	=====	=====

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

The following loans are included within creditors:

	2022	2021
	£	£
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
	119,063	122,887
	=====	=====

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.

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2022

9. Financial instruments

	2022 £	2021 £
Carrying amount of financial assets:		
Debt instruments measured at cost	29,385	21,732
	=====	=====
Carrying amount of financial liabilities:		
Measured at cost	144,953	193,819
	=====	=====

10. Analysis of Net Assets between Funds

2022	Tangible Fixed Assets	Net Current Assets	Creditors More than one year	Total
	£	£	£	£
Unrestricted Funds				
General Fund	245,390	(59,901)	(119,063)	66,426
	-----	-----	-----	-----
Restricted Funds				
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
	-----	-----	-----	-----
Totals	257,537	(50,301)	(119,063)	88,173
	=====	=====	=====	=====

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2022

2021	Tangible Fixed Assets	Net Current Assets	Creditors More than one year	Total
	£	£	£	£
Unrestricted Funds				
General Fund	268,549	(216,701)	(122,887)	(71,039)
	-----	-----	-----	-----
Restricted Funds				
B & Q Foundation	-	5,000	-	5,000
Building Fund	-	146,696	-	146,696
Enstone- Old Library 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
	-----	-----	-----	-----
Totals	286,961	(59,032)	(122,887)	105,042
	=====	=====	=====	=====

11. Unrestricted Funds

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

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

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 31ST JULY 2022

12. Restricted Funds

2022	Movements in the Year			Reserves at End of Year £
	Reserves at Beginning of year £	Income £	Expenditure (£)	
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)	-
	176,081	218,722	(373,056)	21,747

2021	Movements in the Year			Reserves at End of Year £
	Reserves at Beginning of year £	Income £	Expenditure (£)	
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
	160,067	192,877	(176,863)	176,081

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 31ST 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

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

14. Related Party Transactions

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

15. Guarantees

As at 31st 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.