



	Period start date				Period end date		
From	1st	September	2020	To	31st	August	2021

Charity name	St Albans and Harpenden Christian Education Project
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Other names charity is known by Step

Registered charity number (if any) 1091290

Charity's principal address	c/o Vineyard Church
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7 Brick Knoll Park

St Albans

Herts

Postcode

AL1 5UG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Philip Nicholas Ioannou	Secretary		
2	Richard Clarke	Treasurer		
3	Will Treasure	Chair		
4	Graham Clarke			
5	Sarah Slater			
6				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Director: Mr Christopher Birch-Evans

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Selected and appointed by existing trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The induction of new trustees is arranged according to the familiarity they already have with Step and the role they are expected to play but to the extent that relevant ground had not already been covered in preliminary contacts it would include briefings by the Chair of Trustees and the Director.

Training is undertaken as necessary to maintain the up to date knowledge and skills needed for the effective management of the charity.

Step's basic organisational structure remains fit for purpose and was unchanged, with the trustees exercising strategic oversight and the Director, assisted by the Associate Director, responsible for managing the charity on a day to day basis.

Step's wider network in the community included active connections with 43 local churches, of which 24 provided at least one volunteer to help deliver services to the schools.

The major risks identified by the trustees fall into two main areas: finance and safeguarding. Financial risk is managed at a number of levels; there are clear processes for approval of individual items of expenditure according to the sum involved and, more strategically, the Treasurer circulates regular reports giving a graphical, month by month summary of income and expenditure and, in particular, cash in hand.

Step's safeguarding obligations are fulfilled by the practical application of a suite of relevant policies and procedures, in particular the Child Protection Policy. This is designed to ensure that all members of the Step team who have contact with young people are made clearly aware of their obligations and the appropriate responses in a range of contexts.

Summary of the objects of the charity set out in its governing document

Step aims to promote the Christian faith, teach Christian truth and uphold Christian standards in secondary schools in the district of St Albans and Harpenden.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In the course of the year Step worked in 12 of the 17 secondary schools in the district, contributing to their life through both formal education, typically teaching individual lessons and running half and whole-day retreats and interactive seminars, and also less formal, non-teaching activities, typically clubs, courses and mentoring. Sadly, the impact of the Coronavirus and National Lockdown meant that many schools limited guests' access and Step saw reduced activity in schools during this academic year compared to pre-pandemic levels.

Step continued to teach topics ranging from insights into Christian belief and practice to contemporary lifestyle issues and moral, cultural and social questions. Informal education and support included one-to-one mentoring, encouraging student-led Christian Unions, leading courses on leadership, loss, anxiety, Christianity and also running a wide range of other lunchtime activities. Much adaption and flexibility was needed throughout the year since many activities transitioned between online and in person with little notice.

In addition, Step re-engaged with the local primary schools, offering 9 'Step Up' days to year 6 students transitioning to secondary schools.

Step also expanded the use of its App and created 25 online videos which were delivered through two campaigns during Advent and Lent.

The charity continued to take an active part in external initiatives where these complemented the work in schools, for example the "Feed" programme. This not only benefited those in particular areas of need in the wider community but also provided valuable learning experiences for the students, in particular opportunities to put into practice the Christian values of awareness and concern for others.

The Trustees confirm that in planning and implementing these activities they had due regard to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity did not make grants to any other organisations or individuals.

The Charity invests in equipment not only to run the operation as efficiently as possible but also to facilitate lesson delivery, for example use of hand-held devices and laptops, as needs arise and as funds allow.

Step's body of volunteers, who have historically played a critically important role in the delivery of the Charity's programme has significantly diminished from 40 to 20 active volunteers as a result of Covid changing many volunteer practices. This change has reduced the scope of what Step was able to offer schools.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Step's achievement during the year can be summed up as seeing steady demand in the scope and number of activities run in local schools compared to the end of 2020 academic year. While schools were fully open, Step delivered an average of 30 activities with roughly 600 students each week. As an indicator of the scale of Step's operation, the total number of activities delivered for 2020/21 was 905. The biggest single category was 641 lessons and workshops delivered alongside other activities as described in Section C above. These included 15 Step Days, 9 Step Up Days and 82 individual sessions as part of various courses.

As seen by Step and the schools concerned, the programme has seen young lives changed for the better and their education enriched.

Section E

Financial review

Brief statement of the charity's policy on reserves

The key indicator used by the trustees to monitor the charity's financial health is the period of time over which essential expenditure could be maintained while drawing on the cash in hand – the "cash cover". The targeted status is cover of at least three months; if it is less than this the situation is progressively more closely monitored as cover drops. A search for cost savings and/or further sources of income is correspondingly ramped up.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal sources of funding were:

- pledged funding from local churches and individuals sympathetic to the Charity's principles and objectives;
- one-off gifts from the same sources, generally designated for specific purposes or to meet particular needs made known by the charity; and
- grants from charitable foundations.

In addition, some income was received from the Government's Coronavirus Job Retention Scheme due to staff being temporarily placed on furlough as necessary between September and August.

Regular income from individuals and churches held up well. The Charity normally undertakes at least one major fundraising event a year however this did not prove possible due to Covid restrictions.

All expenditure was on the running costs of the Charity in pursuit of its objectives, with a majority on staff salaries.

Step does not make investments.

Section F**Other optional information**

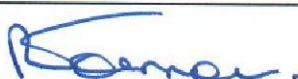
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Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s):



Full name(s):

Philip Nicholas Ioannou

Position:

Trustee

Date:

8 February 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

ST ALBANS AND HARPENDEN CHRISTIAN EDUCATION PROEJCT

1091290

Receipts and payments accounts

CC16a

For the period from	01/09/2020	To	31/08/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Bank Interest	4	-	-	4	8
Designated Income	-	3,167	-	3,167	-
Gift Aid tax received	9,378	-	-	9,378	10,738
Undesignated gift income	156,082	-	-	156,082	172,497
Furlough Grant Received	49,371	-	-	49,371	14,558
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	214,835	3,167	-	218,002	197,801
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	214,835	3,167	-	218,002	197,801
A3 Payments					
Salaries & NI	148,955	50	-	149,005	155,718
Previous years liabilities paid	-	-	-	-	-
Rent	8,280	-	-	8,280	8,212
Insurance	900	-	-	900	857
Team Development and Training	365	-	-	365	604
Office Expeenses	5,885	53	-	5,938	5,571
Work at Schools	3,056	1,260	-	4,316	5,214
Communication	403	-	-	403	1,506
	-	-	-	-	-
Sub total	167,844	1,363	-	169,207	177,682
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	167,844	1,363	-	169,207	177,682
Net of receipts/(payments)	46,991	1,804	-	48,795	20,069
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	54,563	29	-	54,592	34,523
Cash funds this year end	101,554	1,833	-	103,387	54,592

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Business Reserve	35,078	-	-
	Current Account	66,476	1,833	-
			-	-
	Total cash funds (agree balances with receipts and payments account(s))	101,554	1,833	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		<i>R Clarke</i>	RICHARD CLARKE	23/12/21

St Albans & Harpenden Christian Education Project

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

for Financial Year ending August 2021

Date of completion of Examination: **23rd December 2021**

Date Charity Commission Independent Examiner's Report signed: **23rd December 2021**

1. CHARITY COMMISSION REPORT ON THE ACCOUNTS

Following a close examination of the STEP Accounts I have been able to complete the Independent Examiner's Report for the Charity Commission with no highlighting of any Material Problems. I have returned a signed copy of form IER (Oct 2018), *Independent Examiner's Report on the Accounts*, to the STEP Office.

2. ACCOUNTS

The accounts are all in good order. No errors or queries have been raised.

3. RECORD KEEPING

I consider that credit is due to the Financial Administrator in keeping a busy accounting function under good control. No inaccuracies were discovered.

SIGNED



Ian M. LaRivière

141 Park Street Lane, Park Street, St Albans, Herts. AL2 2AX

Tel: 01727 872187 / 07940 831693

Email: ianandvi@uwclub.net



Section A

Independent Examiner's Report

Report to the trustees/
members of

The St Albans and Harpenden Christian Education Project

On accounts for the year
ended

31st August 2021

Charity no
(if any)

1091290

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021.

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

I. La Rivière

Date:

23rd Dec 2021

Name:

Ian Michael La Rivière

Relevant professional
qualification(s) or body
(if any):

Address:

141 Park Street Lane, Park Street,
St Albans,
Herts. AL2 2AX

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.