



# Trustees' Annual Report for the period

Period start date			Period end date		
<b>From</b>	1st	September	2021	<b>To</b>	31st August 2022

## Section A Reference and administration details

**Charity name** St Albans and Harpenden Christian Education Project

**Other names charity is known by** Step

**Registered charity number (if any)** 1091290

**Charity's principal address**

c/o Vineyard Church	
7 Brick Knoll Park	
St Albans	
Herts	
<b>Postcode</b>	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		1 September to 13 October 2021	
6	Hannah Goatly		26 January 2022 to present	

### 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

## Section B Structure, governance and management

### 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 Safeguarding 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 15 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.

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.

In addition, Step re-engaged with the local primary schools, offering 91 'Step Up' sessions to year 6 students transitioning to secondary schools.

Step also expanded its mental health work, giving away 750 iMatter journals to students seeking further ways to develop resilience and self worth.

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 have continued to play a critically important role in the delivery of the Charity's programme has increased from 20 to 25 active volunteers.



## 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 2021 academic year. While schools were fully open, Step delivered an average of 50 activities with roughly 1000 students each week. As an indicator of the scale of Step's operation, the total number of activities delivered for 2021/22 was 1,961. The biggest single category was 740 lessons and workshops delivered alongside other activities as described in Section C above.

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.

Regular income from individuals and churches held up well. The Charity normally undertakes at least one major fundraising event a year.

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

--

## 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:

12 May 2023





CHARITY COMMISSION  
FOR ENGLAND AND WALES

ST ALBANS AND HARPENDEN CHRISTIAN EDUCATION 1091290

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2021

To

31/08/2022

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Bank interest	4	-	-	4	4
Designated income	-	642	-	642	3,167
Gift Aid tax received	22,842	-	-	22,842	9,378
Undesignated gift income	164,135	-	-	164,135	156,082
Furlough grant received	6,735	-	-	6,735	49,371
Covid statutory sick pay	154	-	-	154	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>193,870</b>	<b>642</b>	<b>-</b>	<b>194,512</b>	<b>218,002</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>193,870</b>	<b>642</b>	<b>-</b>	<b>194,512</b>	<b>218,002</b>
<b>A3 Payments</b>					
Salaries and NI	164,803	-	-	164,803	149,005
Rent	3,600	-	-	3,600	8,280
Insurance	1,026	-	-	1,026	900
Team development and training	2,027	-	-	2,027	365
Office expenses	7,551	39	-	7,590	5,938
Work at schools	6,757	1,802	-	8,559	4,316
Communication	2,289	-	-	2,289	403
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>188,053</b>	<b>1,841</b>	<b>-</b>	<b>189,894</b>	<b>169,207</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>188,053</b>	<b>1,841</b>	<b>-</b>	<b>189,894</b>	<b>169,207</b>
<b>Net of receipts/(payments)</b>	<b>5,817</b>	<b>1,199</b>	<b>-</b>	<b>4,618</b>	<b>48,795</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>101,554</b>	<b>1,833</b>	<b>-</b>	<b>103,387</b>	<b>54,592</b>
<b>Cash funds this year end</b>	<b>107,371</b>	<b>634</b>	<b>-</b>	<b>108,005</b>	<b>103,387</b>

## 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 £
<b>B1 Cash funds</b>	Business Reserve Account	35,083	-	-
	Current Account	72,288	634	-
		-	-	-
	<b>Total cash funds</b>	<b>107,371</b>	<b>634</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	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>A Clarke</i>	<i>RICHARD CLARKE</i>	<i>23/11/22</i>





# Independent examiner's report on the accounts

## 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**

31/08/2022

**Charity no  
(if any)**

1091290

**Set out on pages**

1

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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.

**Independent  
examiner's statement**

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 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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:**

**Date:**

14<sup>th</sup> November 2022

**Name:**

Ian Michael LaRivière

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

BSc, DMS.

**Address:**

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



Only complete if the examiner needs to highlight material problems.

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

# *St Albans & Harpenden Christian Education Project*

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

**for Financial Year ending August 2022**

Date of completion of Examination: **14<sup>th</sup> November 2022**

Date Charity Commission Independent Examiner's Report signed: **14<sup>th</sup> November 2022**

### **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 two signed copies of form IER (Oct 2018), *Independent Examiner's Report on the Accounts*, to the STEP Office, one for the Commission and one for STEP records..

### **2. QUERIES**

A few queries of a relatively minor nature have been raised, but none that would prevent the signing of the IER for the Charity Commission.

SIGNED



Ian M. LaRivière

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

Tel: 01727 872187 / 07940 831693

Email: [ianandvi@uwclub.net](mailto:ianandvi@uwclub.net)