



## Trustees' Annual Report for the period

	Period start date		Period end date
From	1st September 2022	To	31st August 2023

### 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

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	Hannah Goatly			
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

## 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 46 local churches, of which 29 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.



## Section C

## Objectives and activities

### 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 103 'Step Up' sessions to year 6 students transitioning to secondary schools.

Step also expanded its mental health work, giving away 1049 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 which have continued to play a critically important role in the delivery of the Charity's programme has increased to 38 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 2022 academic year. While schools were fully open, Step delivered an average of 56.5 activities with roughly 1100 students each week. As an indicator of the scale of Step's operation, the total number of activities delivered for 2022/23 was 2,204. The biggest single category was 1,129 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 holds surplus funds in savings accounts with institutions that are protected by the Financial Services Compensation Scheme.

**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:

26 / 02 / 2024





CHARITY COMMISSION  
FOR ENGLAND AND WALES

ST ALBANS AND HARPENDEN CHRISTIAN EDUCATION 1091290

## Receipts and payments accounts

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For the period from	01/09/2022	To	31/08/2023
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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 £
<b>A1 Receipts</b>					
Bank interest	1,246	-	-	1,246	4
Designated income	-	12,268	-	12,268	642
Gift Aid tax received	11,161	-	-	11,161	22,842
Undesignated gift income	349,966	-	-	349,966	164,135
Furlough grant received	-	-	-	-	6,735
Covid statutory sick pay	-	-	-	-	154
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>362,373</b>	<b>12,268</b>	<b>-</b>	<b>374,641</b>	<b>194,512</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>362,373</b>	<b>12,268</b>	<b>-</b>	<b>374,641</b>	<b>194,512</b>
<b>A3 Payments</b>					
Salaries and NI	189,555	953	-	190,508	164,803
Rent	7,200	-	-	7,200	3,600
Insurance	1,081	-	-	1,081	1,026
Team development and training	2,846	752	-	3,598	2,027
Office expenses	10,525	-	-	10,525	7,590
Work at schools	9,222	2,873	-	12,095	8,559
Communication	1,793	-	-	1,793	2,289
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>222,222</b>	<b>4,578</b>	<b>-</b>	<b>226,800</b>	<b>189,894</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>222,222</b>	<b>4,578</b>	<b>-</b>	<b>226,800</b>	<b>189,894</b>
<b>Net of receipts/(payments)</b>	<b>140,151</b>	<b>7,690</b>	<b>-</b>	<b>147,841</b>	<b>4,618</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>107,371</b>	<b>634</b>	<b>-</b>	<b>108,005</b>	<b>103,387</b>
<b>Cash funds this year end</b>	<b>247,522</b>	<b>8,324</b>	<b>-</b>	<b>255,846</b>	<b>108,005</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	-	-	-
	Current Account	1,297	8,324	-
	Deposit Account	246,225	-	-
	<b>Total cash funds</b>	<b>247,522</b>	<b>8,324</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
<b>B5 Liabilities</b>				
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	<i>R Clarke</i>	RICHARD CLARKE	24/09/23	