

NEW STEP

(A REGISTERED CHARITY)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST DECEMBER 2024

Charity Number: 1099228

NEW STEP

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

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NEW STEP

INFORMATION

The Executive Committee members were as follows:

Odile Amvouna	
Cecile Abah	Main contact / Secretary
Loretta Nguete	
Griffith Medenou	
Marie Thomas	
Carine mukaji kalonji	

All Executive Committee members are also members of the Charity.

**SECRETARY AND
REGISTERED OFFICE:**

	706 Harmony Building
	31 City Island Way
	London E14 0QE
REGISTERED CHARITY NO:	1099228

BANKERS:	Santander
	Barking Branch

NEW STEP

EXECUTIVE COMMITTEE'S REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2024

CONSTITUTION

New Step is a registered charity under the Charities Act 1993.

OBJECTIVES

The Charity was established in order to support and provide services to ethnic minorities and unwaged people in London and to assist them in obtaining employment. These are the key points:

- A) To advance the education of members of ethnic minority communities and the unemployed in the United Kingdom by the provision of orientation training courses and seminars and through the provision of advice, guidance and support;
- B) To relieve employment, in particular but not exclusively, amongst members of the ethnic minority communities in the United Kingdom in such charitable ways as the executive committee see fit; and
- C) Such other charitable purposes as the executive committee deem appropriate for the association to further.

ACTIVITIES AND REVIEW OF THE YEAR

The year ended 31st December has seen a successful continuation of the Charity's activities, with more than 300 people using our services.

One of our main aims is to help those who are socially and educationally disadvantaged, to enable them to improve their quality of life and their job prospects.

- ☐ We received funding from the LITC to deliver training services.
- ☐ We received a grant from the Community Fund to deliver activities unemployed people.
- ☐ TCG – (Tesco Community Grants) deliver activities to families and those in needs
- ☐ We received a grant from other donors to deliver activities for unemployed adults

The financial statements and accounting policies adopted are disclosed. The Charity recorded an overall surplus of £ 960

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

Charity law requires the Executive Committee to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the Charity and of the surplus or deficit for that period. In preparing those financial statements, the Committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis.

The Executive Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable it to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

FIXED ASSETS

Movements during the year are shown in note 4 of the financial statements.

EXECUTIVE COMMITTEE MEMBERS

The present membership of the Executive Committee is set out on page 1.

Except as shown below, the Committee Members derive no benefit from and have no income, capital or interest in the Charity's financial affairs. In accordance with the Constitution, Members are entitled to be reimbursed for costs actually incurred on behalf of the Charity and in attending Executive Committee meetings.

In accordance with the Constitution, all the members of the Executive Committee retire at the next Annual General Meeting and offer themselves for re-election.

This report was approved by the Executive Committee on 7th June 2022 and signed on its behalf by: the Chair

ON THE UNAUDITED ACCOUNTS FOR
THE YEAR ENDED 31ST DECEMBER 2023

We report on the accounts for the year ended 31st December 2023 set.

RESPECTIVE RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE AND REPORTING ACCOUNTANTS

As described on page 3, the Executive Committee is responsible for the preparation of financial statements, and it considers that the Charity is exempt from audit, under section 43(2) of the Charities Act 1993. It my responsibility to carry out procedures designed to enable us to report our opinion to you.

Examine the accounts under section 43 of the 1993 Act

To follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7) b of the 1993 Act

To state whether particular matters have come to my attention.

BASIS OF OPINION

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 such matters. The procedures undertaken do not provide all the evidence required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view.

OPINION

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the charity under section 41 of the charities Act 1993 ;
- (b) having regard to, and on the basis of, the information contained in those records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Act: and
 - (ii) the charity satisfied the conditions for an exemption from an audit.

.....*Cecile Abah*

Cecile Abah
Reporting Accountant

20th August 2024

NEW STEP
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER
2023

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Incoming Sources	2023	2024
	Restricted Funds	Total Funds
Grants & Fees		20,000
Donations		
	28000	10,000
RESOURCES EXPENDED		
Salaries & costs	15.000	15,000
Phone & internet	560	504
Computer & Office Equipment		
Training costs	1000	180
Consultancy Fees	4000	750
Recruitment expenses		
Food and Refreshments	9000	
Rent & maintenance	8200	2800
Utilities		
Insurance	680	545
Office Admin Expenses	1200	150
Accountancy	150	
Legal		
Other Expenditure-Membership	750	
	27,040	19,929
NET INCOMING RESOURCES	960	71

CONTINUING OPERATIONS

The results for the year, as set out above, have been derived entirely from continuing operations.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than that shown above.

The notes on pages 7 to 8 form part of these accounts.

NEW STEP**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31ST DECEMBER 2023****1. ACCOUNTING POLICIES****(a) Basis of Accounting**

The Financial Statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000) and with the Statement of Recommended Practice (SORP 2005) issued by the Charity Commissioners in March 2005.

(b) Voluntary Income

Donations are included in the Statement of Financial Activities when received.

(c) Grants Receivable

Revenue grants are credited to incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.

(d) Restricted Funds

These are funds used for specific purposes as specified by the donor. Currently, the projects funded by the London Development Agency and London Borough of Tower Hamlets are restricted.

(e) Unrestricted Funds

Unrestricted funds are sums received with no restrictions attached and utilised for the objects of the charity.

(f) Contingencies Fund

This represents a proportion of general overheads.

(g) Depreciation and Amortisation

Depreciation is calculated to write off the cost of assets over their expected useful lives as follows:

Computer Equipment	33.3% on straight line basis
Office Furniture & Fittings	20.0% on straight line basis

(h) VAT

The Charity is not registered for VAT and accordingly, where applicable, all costs and expenditure incurred are inclusive of VAT.

2. TURNOVER

All the Company's turnover related to its Charitable Objects

3. OPERATING SURPLUS**2024****2023**

Stated after charging:
Depreciation-owned assets

600

904

NEW STEP**NOTES TO THE FINANCIAL STATEMENTS (Continued)****FOR THE YEAR ENDED 31ST DECEMBER 2023****4. TANGIBLE FIXED ASSETS**

	Computer Equipment	Furniture & Fittings	Total
B/Fwd Jan 1 st 2023	5,000	1,000	6,000
Additions	960		960
Disposals (960)			
	5960	1000	6960
	2000	600	2600
Depreciation B/Fwd Charge for Year	(3960)	400	(3960)
Disposals			

NBV Dec 31st 2023**5. DEBTORS 2023 2024**

Fees Receivable	0.00	0.00
Prepayments & Deposits	0.00	0.00
Grants Receivable	0.00	0.00
	0.00	0.00

6. CREDITORS 2023 2024

Trade Creditors	0.00	0.00
Social security & other taxes	0.00	0.00
Accrued expenses	0.00	0.00
	0.00	0.00

7. LOANS

NIL

NIL

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST DECEMBER 2023

8 CAPITAL COMMITMENTS There were no new capital commitments contracted at the Balance Sheet date

9. MEMBERS LIABILITY

The members each agree to contribute an amount not exceeding £1 in the event of a winding up whilst a member.

10. TRUSTEES' REMUNERATION AND EXPENSES

The amount of £ Nil was paid or payable for the year to Trustees, for expenses related to attending Executive Committee meetings.