

5438575

Stepping On Out  
(A company limited by guarantee)

Report and Financial Statements  
For the Year Ended 30<sup>th</sup> April 2021

Charity Number: 1111636  
Company Number: 5438575

Stepping On Out  
(A company limited by guarantee)

**Financial Statements  
For the Year Ended 30 April 2021**

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## **Report of the Management Committee for the year ended 30 April 2021**

The Management Committee presents its report and unaudited financial statements for the year ended 30 April 2021.

### **1. Reference and Administrative Information**

Charity Name: Stepping On Out

Charity registration number: 1111636

Company registration number: 5438575

Registered Office and  
Operational address: 7 The Causeway  
Teddington  
TW11 0HA

### **Management Committee**

Susan Crofts	Trustee and Director
Sylvia Wallis	Trustee and Director
Jenny Roman	Trustee and Director

### **Senior Management Team**

John Bosher	Marketing Manager
Anita Croft	Finance Manager
Caroline Ellis	Administration Manager
John Harrison	Health and Safety Manager
Susie Cole	Production Manager
Chris Wallis	Personnel Manager

### **Bankers**

Lloyds TSB,  
17 Heath Road  
Twickenham

Susan Crofts  
Sylvia Wallis  
Jenny Roman  
John Bosher  
Anita Croft  
Caroline Ellis  
John Harrison  
Susie Cole  
Chris Wallis

Charity Website: [www.steppingonout.org.uk](http://www.steppingonout.org.uk)  
Twickenham

## **2. Structure, Governance and Management**

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 28 April 2005 and registered as a charity on 11 October 2005. The company was established under a Memorandum of Association as amended by Special Resolution dated 2 September 2005 which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### **Recruitment and Appointment of Management Committee**

New Trustees are appointed at the AGM and are subject to the endorsement of the membership. When a vacancy occurs in the period between AGM's or a particular skill is required to strengthen the Main Board, a sub-committee of the trustees is established to propose and sound out potential candidates. This sub-committee then makes its proposals back to the Management Committee and a vote is taken at the next meeting of the Board on whether or not to appoint the potential candidate on a co-opted basis. The endorsement of the membership is then sought at the next AGM.

New trustees are given a copy of the constitution and governance documents and are also invited to visit our premises and meet the management team. Richmond CVS arranges workshops on the roles and responsibilities of Trustees, as well as other topics of relevance, which our board members are encouraged to attend. Meetings of Trustees are held approximately six times a year, mostly to discuss forthcoming events or other matters of specific importance.

### **Risk Policy**

Trustees place a high priority on risk management. Risks identified are categorised as follows:

- Governance and management risks
- Operational risks
- Financial risks
- External and compliance risks

It is the policy of the Trustees to review all risks on an annual basis. The annual review seeks to establish that all risks are documented and that steps to mitigate such risks are established and executed. As a result of this process, the Trustees are satisfied that residual risks are minimal.



### **3. Objectives and Activities**

At the time of the first lockdown relating to Covid-19 in March 2020 our shop was considered to be a non-essential outlet, which meant we had to close our operational base. Additionally, the majority of our members were in the high risk category in relation to Covid 19 and received letters from the NHS advising that they should self-isolate. As a result of this our activities came to a standstill.

However on a more positive note we were fortunate to obtain a grant from Richmond upon Thames for £25,000, which we received on 27 April 2020 to help us through this very difficult period.

The company's objectives and principal activities are to benefit adults with learning difficulties within the general community of Richmond upon Thames and surrounding areas as the directors shall determine from time to time in particular but not exclusively by: (a) advancing their education by providing access to high quality education and training; (b) creating and developing a safe work and training environment for their benefit; and (c) developing their capacity and skills in such a way that they are better able to identify and help meet their needs and to participate more fully in society. In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

At a local level it is envisaged that as the group are integrated more into the local community, so the aforementioned community may observe the skills and capabilities of those with a learning disability. This will hopefully help to remove any outdated prejudices which may still be present amongst those who are considered to be more able.

The manager Gill Buck has most definitely ensured that Stepping on Out continues to be run successfully following the Charity Commissions guidelines and in line with our own objectives and aims.

Meanwhile the trustees who continue to support us in various ways remain a strong force in guiding the group. It is also important to mention our volunteers who pay an integral part within the organisation.

### **4. Achievements and Performance**

Due to the pandemic our achievements this year have been very limited. However we continued to support the group by keeping in regular contact and providing them with educational material to enable them to continue with their work within the organisation. This, we feel, helped their general wellbeing and sense of purpose.

The premise of Stepping On Out remains the same and we will continue to offer education, community integration while developing self-esteem and group companionship.

### **5. Financial Review**

The income from cards and other merchandise decreased by 74.7 % this year, totalling £1,500 down from £5,917 last year.

Income from Donations was £1,120 this year, 10.1% down from last year's £1,245. No fundraising events income was available this year.

Income from Direct Payments dropped 20.5% this year, totalling £33,258 down from £41,884 last year.

This year Stepping On Out Received a Grant of £15.3k from LBRUT and a Furlough amount of £12.9k

Although there was a drop of 14.3% in Funding this year, compared to last, we have still been able to strive to run a very successful charity which continues to be a testament to the hard work and capabilities of its members.

## **6 Reserves Policy**

The Trustees wish to hold reserves equivalent to 28.5% of expenses (approximately £12,500).

## **7. Responsibilities of the Management Committee**

Company law requires the Management Committee 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 income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is 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. The Management Committee is 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.

## **Members of the Management Committee**

Members of the Management Committee, who are the directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

## **Small company exemptions**

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This report, which has been prepared in accordance with the special provisions applicable to companies subject to the small company's regime was approved by the board on 30<sup>th</sup>. January 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'J Roman'.

**Jenny Roman**  
Director



## **Independent examiner's report to the trustees of Stepping On Out**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2021, which are set out on pages 10 to 15.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

**Signed**



**John Tindale**

2 Amyand Park Gardens  
Twickenham  
TW1 3HS

**Date**

14 Feb 2022



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## **Independent examiner's statement**

### **Disclosure**

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

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

No disclosure required.

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Statement of Financial Activities (including Income & Expenditure Account)

*Year Ending 30 April 2021*

Detail	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Incoming Resources</b>					
Grants Received & Furlough Payments	2	28,143		28,143	25,000
Direct Payments	3	33,258		33,258	41,844
<u>Activities to generate funds</u>					
Card/Calender Sales - Shops		1,400		1,400	4,487
B-Brac and Other Sales		100		100	1,430
Art & Social				0	0
Income from Premises				0	0
Fundraising Events				0	677
Donations		1,120		1,120	1,245
<b>Total Incoming Resources</b>		<b>64,021</b>	<b>0</b>	<b>64,021</b>	<b>74,682</b>
<b>Resources Expended</b>					
<u>Costs of activities in furtherance of associations objectives</u>					
Payroll Costs	4	20,815		20,815	18,913
Equipment Purchase				0	0
Production Cost of Goods Sold		2,536		2,536	1,967
<u>Costs of generating funds</u>					
Fundraising Events				0	211
Art Group Costs				0	0
Administration and Office Costs	6	3,495		3,495	6,291
Premises	7	17,055		17,055	22,809
<b>Total Resources Expended</b>		<b>43,901</b>	<b>0</b>	<b>43,901</b>	<b>50,192</b>
<b>Net Incoming /(outgoing resources)</b>		<b>20,120</b>	<b>0</b>	<b>20,120</b>	<b>24,490</b>
<b>Funds Opening Balance</b>		<b>51,231</b>	<b>342</b>	<b>51,573</b>	<b>27,083</b>
<b>Funds CLOSING Balance</b>	8	<b>71,351</b>	<b>342</b>	<b>71,694</b>	<b>51,573</b>
<b>Represented by:</b>					
Lloyds Bank		52,923	342	53,265	31,920
Barclays Bank Community Account		13,048		13,048	13,390
Cash		0		0	0
Net current Assets/(Liabilities)		5,381		5,381	6,263
<b>Total Funds</b>	10	<b>71,351</b>	<b>342</b>	<b>71,694</b>	<b>51,573</b>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing operations

The notes on pages 12 to 15 form part of these financial statements

Balance Sheet as at 30 April 2021

Detail	Notes	Total 2021 £	Total 2020 £
<b>Current Assets</b>			
Cash at bank		66,313	45,310
Cash in hand		-	-
Taxation & Social Security Debtors		5,401	6,740
<b>Current Assets</b>		<b>71,713</b>	<b>52,050</b>
<b>Current Liabilities</b>			
Creditors			
Taxation & Social Security		20	477
<b>Current Liabilities</b>		<b>20</b>	<b>477</b>
<b>Net Assets</b>	9	<b>71,694</b>	<b>51,573</b>
<b>Funding</b>			
General funds		71,351	51,231
Restricted Funds		342	342
<b>Total Funds</b>	10	<b>71,694</b>	<b>51,573</b>

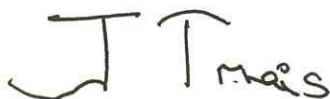
The Management Committee considers that for the year ending 30<sup>th</sup> April 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed on behalf of Stepping On Out by:

Signed



Date

14/2/2022.

**Jenny Roman**  
Director

**Notes forming part of the Financial Statements for the year ended  
30 April 2021**

**1. Accounting Policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention and include the results of the company's operations which are described in the Management Committee's Report.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

**1.2 VAT**

The turnover of the charitable company is below the VAT threshold. The charitable company is not registered for VAT.

**2. Grants**

*Grants for the Year to 30 April 2021*

Detail	Unrestricted £	Restricted £	2021 £	2020 £
LB RICHMOND LBRUT	15,286		15,286	25,000
HMRC JRS GRANT 120PD00226148	12,858		12,858	-
<b>Total</b>	<b>28,143</b>	<b>-</b>	<b>28,143</b>	<b>25,000</b>

**3. Direct Payments**

These are payments made by Social Services to those assessed as needing support but allowing the individual to choose how they wish to use it and all members of Stepping on Out have been assessed as being eligible for direct payments.

Some of the newer members of the group fund themselves or use self-directed support payments to access the facilities at Stepping on Out.



#### 4. Staff Costs and Numbers

Staff costs were as follows:

##### Staff Costs and Numbers for the Year to 30 April 2021

Detail	2021		2020	
	£	Staff	£	Staff
Salaries	18,030	1.3	17,274	1.3
Social Security Costs	1,337		1,448	
Holiday Pay	621			
Pension Contribution (Er's)	826		191	
<b>Total</b>	<b>20,815</b>	<b>1.3</b>	<b>18,913</b>	<b>1.3</b>

No employee received emoluments of more than £60,000.

The average number of employees during the year was one and a half, calculated on the basis of full-time equivalents.

The charity operates a pension scheme for its employees.

#### 5. Trustee remuneration

No members of the Trustees received any remuneration during the year. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

#### 6. Administration and Office Costs

##### Administration and Office Costs for the Year to 30 April 2021

Detail	2021	2020
Telephone & BB	801	881
Advertising		
Consumables & Sundries	28	97
Travel	1,530	2,895
Postage & Stationery	8	7
IT Costs	120	128
Officed & Surgeries Package Insurance	325	50
Fees & Subscriptions	13	390
Equip. Maintnce. & Repairs	305	47
Health & Safty	277	55
Group Treats & Outings	89	1,676
Misc. Expenses		65
<b>Total</b>	<b>3,495</b>	<b>6,291</b>

## 7. Premises

### *Premises Costs for the Year to 30 April 2021*

Detail	2021 £	2020 £
<b>7 The Causeway</b>		
Rent & SC	16,055	19,582
Business Rates	302	1,448
Water Supply	83	137
Insurance	125	497
Energy Utility	462	828
Build. Mntnce. & Reprs.	28	317
<b>Total</b>	<b>17,055</b>	<b>22,809</b>

## 8. Movement in Funds

### *Funds Movement for the Year to 30 April 2021*

Detail	Opening Balance £	Incoming Resources £	Outgoing Resources £	Closing Balance £
<b>Restricted Funds</b>				
Printer and toners				-
Rent				-
Computer	342	-	-	342
<b>Total</b>	<b>342</b>	<b>-</b>	<b>-</b>	<b>342</b>
<b>Unrestricted Funds</b>				
General Funds	51,231	64,021	43,901	71,351
<b>Total</b>	<b>51,231</b>	<b>64,021</b>	<b>43,901</b>	<b>71,351</b>
<b>Total Funds</b>	<b>51,573</b>	<b>64,021</b>	<b>43,901</b>	<b>71,694</b>

## 9. Current Assets

### *Current Assets for the Year to 30 April 2021*

Detail	2021 £	2020 £
<b>Cash at Bank</b>	<b>66,313</b>	<b>45,310</b>
<b>Debtors</b>		
Rent Deposit PP	3,250	3,250
Taxation & Social Security		
Pending Refund, H&S Course		44
May, Telephone & BB	151	116
May/Jun Rent PP	2,000	3,330
<b>Current Debtors</b>	<b>5,401</b>	<b>6,740</b>
<b>Current Assets</b>	<b>71,713</b>	<b>52,050</b>
<b>Creditors</b>		
Amounts Falling Due Within One Year		
Taxation & Social Security	20	477
Net Pay		
<b>Current Liabilities</b>	<b>20</b>	<b>477</b>
<b>Net Current Assets/(Liabilities)</b>	<b>71,694</b>	<b>51,573</b>

## 10. Analysis of Net Assets between Funds

### *Analysis of Net Assets for the Year to 30 April 2021*

Detail	General Funds £	Restricted Funds £	Total Funds £
Current Assets	71,351	342	<b>71,694</b>
Current Liabilities	-	-	-
<b>Net Assets</b>	<b>71,351</b>	<b>342</b>	<b>71,694</b>

