

5438575

Stepping On Out
(A company limited by guarantee)

Report and Financial Statements
For the Year Ended 30th April 2023

Charity Number: 1111636
Company Number: 5438575

Stepping On Out
(A company limited by guarantee)

Financial Statements
For the Year Ended 30 April 2023

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Report of the Management Committee for the year ended 30 April 2023

The Management Committee presents its report and unaudited financial statements for the year ended 30 April 2023.

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 Boshier | 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

Charity Website: www.steppingonout.org.uk

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

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 continues to run the organisation successfully by combining our objectives and aims and ensuring that we follow the Charity Commission Guidelines.

We have, this year, been able to extend our facilities to adults with learning difficulties that are not able to commit to attending all of our sessions due to financial limitations. This enables them to be flexible in attendance but allows them to benefit from the social interaction and activities that we undertake.

We cannot stress how important our volunteers continue to be and how important they are to the organisation and what an integral part they play. We also continue to be guided by our Board of Trustees all of whom involve themselves in the daily running of the group.

We cannot say that this year has not been a challenge financially, but we hope that with continued support and effort we will be able to move positively forward into 2024 and beyond.

4. Achievements and Performance

The group continue to support each other and the friendships that they have formed over the years are very deep. However, they have welcomed the new members of the group and enjoy the diversity that they bring. We continue to offer education, community integration and support to the group. We seek to reinforce their self-esteem and ensure they have a sense of self purpose.

5. Financial Review

Direct Payments income went up 225% to £36,480 this year, compared to £11,212 last year. Direct Payments are the "backbone" of the Charity, so it is particularly welcoming to see strong growth in this income stream.

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This year, the overall funding shows an increase of 71% from last year's £24,528 to £41,945 this year. This is due to the significant increase of Direct Payments from members.

There was a substantial increase of 201% in Donations this year, £2,479 compared to £823 last year.

The income from cards and other merchandise was £2,985 this year, 5% lower than last year.

6 Reserves Policy

The Trustees wish to hold in reserve £10,000. (or 20% of expenses)

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

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 25th January 2024 and signed on its behalf by:

Jenny Roman
Director



Independent examiner's Report

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2023, which are set out on pages 9 to 14.

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

Date 25 January 2024



John Tindale

2 Amyand Park Gardens
Twickenham
TW1 3HS

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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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Year Ending 30 April 2023

| Detail | Notes | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|--|-------|-------------------------|-----------------------|-----------------|-----------------|
| Incoming Resources | | | | | |
| Grants Received & Furlough Payments | 2 | 0 | | 0 | 9,354 |
| Direct Payments | 3 | 36,480 | | 36,480 | 11,212 |
| <u>Activities to generate funds</u> | | | | | |
| Card/Calender Sales - Shops | | 1,592 | | 1,592 | 2,275 |
| B-Brac and Other Sales | | 873 | | 873 | 775 |
| Fairs | | 521 | | 521 | 89 |
| Income from Premises | | | | 0 | 0 |
| Fundraising Events | | | | 0 | 0 |
| Donations | | 2,479 | | 2,479 | 823 |
| Total Incoming Resources | | 41,945 | 0 | 41,945 | 24,528 |
| Resources Expended | | | | | |
| <u>Costs of activities in furtherance of associations objectives</u> | | | | | |
| Payroll Costs | 4 | 19,142 | | 19,142 | 21,682 |
| Equipment Purchase | | | | 0 | 0 |
| Production Cost of Goods Sold | | 2,416 | | 2,416 | 2,153 |
| <u>Costs of generating funds</u> | | | | | |
| Fundraising Events | | 67 | | 67 | 50 |
| Art Group Costs | | | | 0 | 0 |
| Administration and Office Costs | 6 | 9,303 | | 9,303 | 7,248 |
| Premises | 7 | 19,514 | | 19,514 | 18,518 |
| Total Resources Expended | | 50,441 | 0 | 50,441 | 49,651 |
| Net Incoming / (outgoing resources) | | (8,496) | 0 | (8,496) | (25,123) |
| Funds Opening Balance | | 46,228 | 342 | 46,570 | 71,694 |
| Funds CLOSING Balance | 8 | 37,732 | 342 | 38,074 | 46,570 |
| Represented by: | | | | | |
| Lloyds Bank | | 9,096 | 342 | 9,438 | 17,899 |
| Barclays Bank Community Account | | 14,521 | | 14,521 | 13,131 |
| Cash | | | | 0 | 0 |
| Net current Assets/(Liabilities) | | 14,115 | | 14,115 | 15,540 |
| Total Funds | 10 | 37,732 | 342 | 38,074 | 46,570 |

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 11 to 14 form part of these financial statements

Balance Sheet

| Detail | Notes | Total 2023 £ | Total 2022 £ |
|----------------------------|-------|-----------------|-----------------|
| Current Assets | | | |
| Cash at bank | | 23,958 | 31,030 |
| Cash in hand | | - | - |
| Taxation & Social Security | | | |
| Debtors | | 16,106 | 16,099 |
| Current Assets | | 40,065 | 47,129 |
| Current Liabilities | | | |
| Creditors | | | |
| Taxation & Social Security | | 1,991 | 559 |
| Current Liabilities | | 1,991 | 559 |
| Net Assets | 9 | 38,074 | 46,570 |
| Funding | | | |
| General funds | | 37,732 | 46,228 |
| Restricted Funds | | 342 | 342 |
| Total Funds | 10 | 38,074 | 46,570 |

The Management Committee considers that for the year ending 30th April 2023 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: 25 January 2024



Jenny Roman
Director

**Notes forming part of the financial statements for the year ended
30 April 2023**

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.

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 2023

| Detail | Unrestricted £ | Restricted £ | 2023 £ | 2022 £ |
|------------------------------|-------------------|-----------------|-----------|--------------|
| LB RICHMOND LBRUT | | | - | 5,200 |
| HMRC JRS GRANT 120PD00226148 | | | - | 4,154 |
| Total | - | - | - | 9,354 |

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.

9. Current Assets

Current Assets for the Year to 30 April 2023

| Detail | 2023 £ | 2022 £ |
|---|---------------|---------------|
| Cash at Bank | 23,958 | 31,030 |
| Debtors | | |
| Rent Deposit PP | 3,250 | 3,250 |
| Taxation & Social Security | | |
| Accrued Income | 132 | |
| May, Telephone & BB | | |
| May/Jun Rent PP | 12,724 | 12,849 |
| Current Debtors | 16,106 | 16,099 |
| Current Assets | 40,065 | 47,129 |
| Creditors | | |
| Amounts Falling Due Within One Year | | |
| Taxation & Social Security | 1,922 | 421 |
| Accruals | 69 | 137 |
| Current Liabilities | 1,991 | 559 |
| Net Current Assets/(Liabilities) | 38,074 | 46,570 |

10. Analysis of Net Assets between Funds

Analysis of Net Assets for the Year to 30 April 2023

| Detail | General Funds £ | Restricted Funds £ | Total Funds £ |
|---------------------|-----------------------|--------------------------|---------------------|
| Current Assets | 37,732 | 342 | 38,074 |
| Current Liabilities | | - | - |
| Net Assets | 37,732 | 342 | 38,074 |