



THE NEXT STEP TRUST



Company Limited by Guarantee
FINANCIAL STATEMENTS
31 MARCH 2021

Company Registration Number: 05711840
Charity Registration Number: 1114197



Spenser Wilson
Chartered Accountants & Business Advisers

THE NEXT STEP TRUST
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

	PAGE
Trustees' annual report (incorporating the director's report)	1
Independent auditor's report to the members	11
Statement of financial activities (including income and expenditure account)	16
Statement of financial position	17
Statement of cash flows	18
Notes to the financial statements	19

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT)

YEAR ENDED 31 MARCH 2021

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	The Next Step Trust
Charity registration number	1114197
Company registration number	05711840
Principal office and registered office	The Hoover Building Westfield Street Halifax West Yorkshire HX1 2DN
The Trustees	J S Mooney C Naylor M S Cawthorn A Peers L Stradeski J Walsh
Management Team	P Sandhu (Chief Executive) H Lane (Operations Manager)
Auditor	Spenser Wilson Ltd Chartered Accountants & statutory auditor Equitable House 55 Pellon Lane Halifax West Yorkshire HX1 5SP
Bankers	CAF Bank 25 Kings Hill Avenue West Malling ME19 4JQ Barclays Bank Plc P O Box 14 Halifax West Yorkshire HX1 1BG

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)*

YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

Handelsbanken
Ground Floor
Fearnley Mill
Dean Clough Mills
Old Lane
Halifax
HX3 5WP

State Bank of India
Carlton House
18 Albert Square
Manchester
M2 5PE

Cambridge & Counties Bank
Charnwood Court
5B New Walk
Leicester
LE1 6TE

Solicitors

Wilkinson Woodward
11 Fountain Street
Halifax
West Yorkshire
HX1 1LU

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is a charitable company limited by guarantee and was set up 16 February 2006. It is governed by a memorandum and articles of association. Its objects are to establish the provision of support and to provide opportunities for people with complex disabilities.

Organisation and Trustees

Trustees are to number a minimum of 3 persons with no maximum number. Trustees are subject to retirement by rotation at the annual general meeting of the Charity. One third of Trustees must retire at each such meeting on the basis of those who have been longest in office since their appointment or reappointment. Retiring Trustees are eligible for re-appointment. New Trustees are appointed at the recommendation of existing Trustees. Membership of the Charity is open to any individual or organisation that does not pose a conflict to the best interests of the Charity. When a new Trustee is appointed he/she is given a welcome pack which includes information relating to his/her responsibilities and details relating to the Charity.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) (continued)

YEAR ENDED 31 MARCH 2021

Organisation Structure

The Charity has a Board of 6 Trustees at the period end (1 of whom is a parent of a Next Stepper), and a Chief Executive Officer who oversees the day-to-day activity of the Charity and reports directly to the Board of Trustees. The staff comprise a further 69 employees (55 full time equivalents). The team includes an Operations Manager, Day Service Co-ordinator, 6 Lead Supports, Finance Officer, HR & Training Officer, a catering team of 4 people, administrative staff and 1 apprentice. The majority of staff are dedicated to providing direct support to Next Steppers.

There is a Parents Forum that meets regularly (bi-annually) to provide feedback and advice to the Board and management of the Charity. The Next Step Forum has not been active over the past 12 months; this is something we are looking at revisiting with a local advocacy service.

Volunteers

The Charity is grateful for the unstinting efforts of its volunteers who are involved in service provision and fund-raising. Current volunteers are involved in catering; we also encourage individuals to volunteer across roles including support and activities. The Charity has also provided work-placements for a number of young people, to gain experience in the sector as an aid to career selection and development, or as a personal development opportunity for employees of a particular company.

Risk assessment

Historically, the Charity was dependent upon funding grants and donations for its financial viability. These continue to be forthcoming from a number of sources. They are still actively pursued but more so for specific project led needs rather than to meet general cash flow consideration to ensure financial viability. The Trustees seek to ensure that the services provided are of the highest quality and its reputation maintained in order to attract such income.

Due to the current economic climate there has been a significant change in the commissioning of social care nationally. With the government agenda that introduced personal budgets starting during 2013, there continues to be the potential of significant changes in how the Charity receives its income - for instance, funding previously provided by the Primary Care Trust is now provided by the Care Commissioning Groups, and there has been an increased take-up of Personal Health Budgets. This is an external risk for the Trust, and the situation continues to be closely monitored by the Trustees. There was an increase in funding for the Day Service of 2% on 1st April 2020. There has been a further increase from 1 April 2021 of 4.8%.

As a small Charity, most potential risks are of an internal nature, such as loss or illness of key staff or Next Steppers. The Charity seeks to identify and monitor risks in order to minimise the effect they may have on its activities. We have a Risk Register in place to evaluate potential risks and implement a contingency plan.

COVID-19

The dominating feature of the year has been the ongoing impact of the global COVID-19 pandemic. Due to the medical vulnerability of Next Steppers, the focus on ensuring the highest standards of safety within an ever-changing context, has needed to be relentless. The Next Step Trust team has showed wonderful compassion, agility, dedication and resilience to those we support and to each other during this most testing of times.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)*

YEAR ENDED 31 MARCH 2021

As a result of the pandemic we put in place individual Risk Assessments for all Day Service sites and at the respite provision, regarding the exposure to and transmission of COVID-19 as a result of any work-related activities. Additional Risk Assessments and the Track and Trace programme created a significant impact on our service provision and supporting operations. We also introduced a Code of Practice for both staff and Next Steppers that is updated as required to reflect local guidelines and stringent PPE procedures for all visitors to our premises.

A rigorous testing schedule was implemented across all aspects of our work, including submitting daily, weekly and monthly updates onto the national Capacity Tracker. Such testing regimes remain in place.

OBJECTIVES AND ACTIVITIES

The main object of the Charity is to provide support and opportunities to adults with complex disabilities and health needs.

The objectives can be summarised :-

- To have happier Next Steppers
- Be a financially healthy organisation.
- Demonstrate commitment to our mission through operational excellence.
- Inspire and embrace the wide world.

These objectives are met by a day service operating from four properties within Calderdale, with specialised facilities including a sensory room, a catering facility and provisions such as Respite and Outreach.

Activities are undertaken within the Charity properties and in the wider community facilitated by a fleet of specially adapted vehicles.

The core activities undertaken by the Next Steppers can be generally classified within the following headings:-

- | | |
|-------------------|-----------------------------------------------------------------------|
| • Therapy | - hydrotherapy, rebound, physiotherapy and spa |
| • Sensory | - sensory room and garden |
| • Active Pursuits | - sailing, canoeing, climbing, rambling |
| • In House | - life skills, arts and crafts, aromatherapy |
| • Community Based | - swim and gym, gardening, recycling, shopping, work experience |
| • Residential | - annual trips to Calvert Trust and Ribby Hall for residential stays. |

Further details can be found on the website of the Charity at www.nextsteptrust.org.uk.

All expenditure has supported the Charity's objectives and/or legal requirements.

The Trustees have considered the Charity Commission guidance on public benefit and consider that they have met their obligation by providing a broad spectrum of opportunities for adults with complex disabilities. In addition to the benefits to the Next Steppers, the Charity has benefitted the wider community by providing work-placements for a number of young people, to gain experience in the sector as an aid to career selection and development, or as a personal development opportunity.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)*

YEAR ENDED 31 MARCH 2021

STRATEGIC REPORT

The following sections for achievements and performance and financial review form the strategic report of the charity.

ACHIEVEMENTS AND PERFORMANCE

As previously mentioned, the last 18-months have thrown up many challenges and tested the organisation in its resolve to meet its objectives and social mission.

In late March 2020, the Local Authority (Calderdale Council) directed all day services to stop providing support in group settings and to revisit their support models. Most Next Steppers were taken into isolation by their families whilst some required ongoing support. Risk assessments were done to gauge how and where that support should be provided.

Weekly Zoom meetings with day service providers were organised by the local authority's contracts team to receive updates and monitor the situation. Against the national backdrop of reported concerns about the availability of PPE, we were well-supported by the local authority in their provision of free PPE throughout the pandemic and they continue to provide surgical masks at this time.

As an organisation in receipt of public funds, we were informed that funding would continue for the immediate future. This meant we did not need to furlough our Day Service staff, which supported how we could maintain the capacity to provide safe services in the new context of the pandemic. Furlough was possible for staff working at the Respite provision, as the service was reduced to us only being able to support one Next Stepper at any time.

Due to the uncertain and changing situations for many Next Steppers and their families, the timetabling of staff became an ever-more complicated part of our operations. Staff were timetabled to attend for a few hours in the week, based on the Next Steppers who continued to require their support and for those we were able to engage with remotely.

The Management Team were able to work from the offices, with the use of PPE and social distancing. Where it was possible, and safer, office staff worked from home and were provided with equipment to support this.

Lead support workers called the parents and carers of Next Steppers twice a week in the initial weeks of the lockdown to keep in touch and keep the door open for them to request support at any time. This contact was maintained on a weekly basis until their child was able to return to the service.

In April 2020, all providers were requested by the Local Authority to check if they could spare any staff and if they were willing to be seconded to work at care homes being set up to receive Covid positive patients from hospitals. The Next Step Trust stepped up to help meet this need. Additionally, our catering team volunteered to cater for the patients. New contracts with the Local Authority were produced at a pace to make this possible. This partnership continued to July 2020. It has set a precedent for the further possibility of working together and sharing human resources and we are proud of the part we played in enabling this.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)*

YEAR ENDED 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE *(continued)*

By May 2020 the majority of the Next Steppers were receiving home-based, outreach or centre-based support. Progress continued to be made with the renovation and subsequent opening of the Hoover Building through the pandemic. All the facilities were ready in the summer of 2020, affording us much-needed space and, therefore, allowing us to offer socially distanced support to all Next Steppers who required it. We see the forging ahead with getting the Hoover Building up and running during this time as a real achievement in the year, especially when set against the context of the challenges that the building industry faced.

The challenges increased through the autumn as we had a small outbreak of COVID-19 infections and had to close the service for 10 days. Although a setback, this was also a learning opportunity and The Next Step Trust team came back stronger. The Infection Prevention & Control team were very supportive during this time. The experience also triggered additional support such as testing for staff before the majority of the other providers were offered this. As we were actively supporting clinically vulnerable adults, our staff were offered the Covid vaccination in December 2020.

Along with the Next Steppers and their families, it was imperative to ensure the wellbeing of the staff team. All staff were offered a 1:1 session with a manager at least once a month, or more frequently if they needed it. Staff meetings were organised every month as information sharing sessions but also for peer support. Information leaflets on wellbeing initiatives were promoted within the team.

Ravenscliffe High School students were supported with their transition to our services despite the challenges and three students joined us in 2020. However, due to family preferences, seven Next Steppers chose to stop attending the service in November 2020 with the view to reviewing this decision as the risks of the pandemic reduced. Apart from one Next Stepper, all have since resumed their take up of our service provision.

Next Steppers and their parents were supported to get access to the vaccination from February 2021. At the time of writing this report, all the staff and Next Steppers have had at least one dose of the vaccine with a majority of 98% having had both doses.

The respite service continued through the pandemic and turned out to be a huge support for families in need of a break. We had 37.4% occupancy despite one bed being unavailable due to social distancing restrictions. The importance of this provision has been emphasised over the last year and more Next Steppers' families are requesting stays. Respite continues to be self-funding and income levels now exceed budgeted projections. Since the end of this reporting period, we have invested in further renovations to improve the experience for the visiting individuals.

Though we did not recruit additional staff during the course of the last year, we are now facing the challenge of attracting the right candidates as the demand increases for the day service. For the first time, we have individuals waiting to be supported. It is likely that we will keep our recruitment drive open through the winter to ensure we are able to meet the demand of transition into 2022.

We have always been proud of the culture that exists at The Next Step Trust and the high standards of service we provide. It has been pleasing to see that the Local Authority has been leading the way in recognising the role that staff in our sector play. This was reflected in an uplift in the rate of pay offered to providers such as ourselves, with a proportion of the uplift being ringfenced to support an increase in staff pay.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)*

YEAR ENDED 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE *(continued)*

Impact of COVID-19 on objectives and activities

Alongside the significant impact of the pandemic in how we maintained continuity in the provision of our Day Service and Respite provision, was the impact on our community-based activities that have always played an important part in how we provide meaningful and fulfilling days for Next Steppers. Due to the various national and local lockdowns and social distancing measures, the ability to provide many community-based activities was compromised. Pleasingly, many of these activities have been able to resume during the Spring of 2021 and this has continued into the Summer.

We are proud to say that, despite the plethora of restrictions and compromises that the pandemic demanded, we are confident that there was no diminishing of us meeting the social aims and objectives of the organisation. For example, with the use of PPE, therapeutic interventions such as physiotherapy and massage were provided in-house. Other alternative in-house activities we delivered during the year included wheelchair aerobics, a drumming group, a signing choir and a range of games (such as skittles and boccia).

Our dedication to ensuring that we supported as many Next Steppers and their families as possible during the pandemic was also seen in how we maintained interactions with those that needed to shield. Zoom sessions were delivered on a regular basis that enabled us to provide exercise classes, baking sessions, arts & crafts activities, music sessions and quizzes.

We are fortunate that the continual hard work over the years to maintain a strong financial position enabled us to progress with making our newest site, The Hoover Building, operational during the pandemic. The additional space and capacity to support as many Next Steppers, in safe bubbles, was needed more than ever during the year. Along with the increased in-door space our sites provide comes the additional outdoor space, namely in the form of the car-parking areas. Whilst it was possible to visit local parks at quiet times, this was often limited when local infection rates were high and lockdown restrictions in place. Where possible, we maximised the use of the parking areas at our King Cross and Hoover Building sites as safe spaces for delivering outdoor sports and activities.

The young adults that engage with The Next Step Trust are some of the most vulnerable members of society and during the period the charity has continued to meet its primary objective of having "Happier Next Steppers". We stood up to the challenge of providing an ever-present community-based service through a global pandemic. The values that define us gave us the resolve to ensure the mission and objectives of the Trust were promoted in the interest of the whole Next Step family.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)*

YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

Funding has been secured for many key areas of the Charity. The majority of income comes from publicly funded centre user's fees.

The Charity has a surplus for the year of £333,688 (2020 - £212,883).

During the year the Charity has paid off all outstanding mortgages and now has no external debt financing.

Reserves policy

The Charity aims to maintain a level of reserves to ensure that uninterrupted services may continue in the event of short term funding problems and also to maintain a level of reserves such that if the long term survival of the Charity could not be sustained, staff redundancy payments and outstanding creditors could be met. Current centre running costs in terms of staffing and centre overheads are running at around £410,000 per quarter.

Total funds held by the charity were £1,998,132 (2020 - £1,664,444). Of these £1,277,345 (2020 - £1,262,305) can only be realised on the disposal of the Charity's fixed assets.

The Charity holds £688,361 (2020 - £370,712) in unrestricted current assets less liabilities. Of this, £366,619 (2020 - £225,682) has been designated by the Trustees for specific purposes. Of the funds held, £55,185 (2020 - £59,817) are restricted and not available for the general use of the Charity.

The purchase of The Hoover Building in March/April 2019 caused the Charity to fall below the Reserves Policy. The Trustees worked through the year to restore the level of readily accessible reserves back in line with the Reserves Policy, although a shortfall remains.. Given the uncertainties and challenges created by the COVID-19 pandemic the Trustees are of the opinion that funds held are adequate .

PLANS FOR FUTURE PERIODS

The Next Step Trust continues to be more successful than was ever originally anticipated. Now, having just reached our 15th birthday, the demand for services is forecast to continue increasing for the foreseeable future.

As mentioned in the report last year, the use of hydrotherapy is an essential part of the wellbeing and physical needs of some Next Steppers. This had been met through the use of third-party facilities, requiring transport to and from the specific locations, where availability increasingly became limited to unpopular time slots. Due to the ever-reducing accessibility with the existing provisions, the board of trustees committed to building an on-site hydrotherapy pool and the project was commissioned in June 2021. A window of opportunity opened, due to us being able to rent an alternative site to provide services from, enabling us to vacate our King Cross property, where the pool is being built. The pool has now been installed and extensive redevelopment work is well underway at King Cross. We are pleased to report that the completion date for this landmark project is expected to be late October 2021.

During the coming year we will also review the respite provision and undertake a period of consultation with key stakeholder groups to look at the next stages in the development of this well-received service.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)*

YEAR ENDED 31 MARCH 2021

PLANS FOR FUTURE PERIODS *(continued)*

The year ahead is already showing us that we are not out of the COVID-19 pandemic. Alongside the launch of the hydrotherapy pool and the consultation on the development of the respite service, we need to ensure that we don't lose our focus on providing the highest quality and safest services to Next Steppers. To this end, early in this current financial year, the trustees approved a policy of having a fully-vaccinated staff team and this policy has now been implemented, led by the Chief Executive with support from the Personnel Committee and specialist Human Resources advice. All next steppers are also fully vaccinated and any new referrals would also be required to be fully vaccinated, unless exempt.

At The Next Step Trust, we never forget that it is through the dedication, resilience, friendship and kindness of our staff team that all we do is achieved. To this end, another main focus for us in the coming year is to further review the terms and conditions we can offer to staff, as we strive to be the best employer we can be, and do all we can to look after the wellbeing of our highly-skilled and highly-dedicated team.

TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) (continued)

YEAR ENDED 31 MARCH 2021

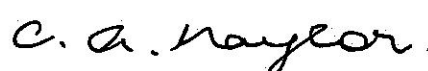
AUDITOR

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The trustees' annual report and the strategic report were approved on 10 November 2021 and signed on behalf of the board of trustees by:


J S Mooney
Trustee

C Naylor
Trustee 

THE NEXT STEP TRUST
COMPANY LIMITED BY GUARANTEE

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NEXT STEP TRUST

YEAR ENDED 31 MARCH 2021

OPINION

We have audited the financial statements of The Next Step Trust (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NEXT STEP TRUST *(continued)*

YEAR ENDED 31 MARCH 2021

OTHER INFORMATION

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINIONS ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NEXT STEP TRUST *(continued)*

YEAR ENDED 31 MARCH 2021

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
 - we identified the laws and regulations applicable to the charitable company through discussions with directors and other management;
 - we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company;
 - we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
 - identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.
-

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NEXT STEP TRUST *(continued)*

YEAR ENDED 31 MARCH 2021

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- inquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence relevant regulators including the Care Quality Commission and Calderdale Metropolitan Borough Council.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NEXT STEP TRUST *(continued)*

YEAR ENDED 31 MARCH 2021

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Sally Shacklock BA FCA (Senior Statutory Auditor)

For and on behalf of
Spenser Wilson Ltd
Chartered Accountants & statutory auditor
Equitable House
55 Pellon Lane
Halifax
West Yorkshire
HX1 5SP

10 November 2021

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	22,046	27,177	49,222	26,705
Charitable activities	6	1,991,378	—	1,991,378	1,951,131
Other trading activities	7	281	—	281	2,912
Investment income	8	622	—	622	2,004
Other income	9	5,017	—	5,017	—
Total income		<u>2,019,344</u>	<u>27,177</u>	<u>2,046,520</u>	<u>1,982,752</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and legacies	10	—	—	—	262
Costs of other trading activities	11	38	—	38	376
Expenditure on charitable activities	12,13	1,680,986	31,809	1,712,794	1,769,231
Total expenditure		<u>1,681,024</u>	<u>31,809</u>	<u>1,712,832</u>	<u>1,769,869</u>
Net income and net movement in funds		<u>338,320</u>	<u>(4,632)</u>	<u>333,688</u>	<u>212,883</u>
Reconciliation of funds					
Total funds brought forward		1,604,627	59,817	1,664,444	1,451,561
Total funds carried forward		<u>1,942,947</u>	<u>55,185</u>	<u>1,998,132</u>	<u>1,664,444</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 19 to 31 form part of these financial statements.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE


(Company Registration Number: 05711840)

STATEMENT OF FINANCIAL POSITION


31 MARCH 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible fixed assets	19	1,277,345	1,262,305
CURRENT ASSETS			
Debtors	20	183,615	165,733
Cash at bank and in hand		608,275	484,951
		<u>791,890</u>	<u>650,684</u>
CREDITORS: amounts falling due within one year	21	<u>71,103</u>	<u>94,232</u>
NET CURRENT ASSETS		<u>720,787</u>	<u>556,452</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,998,132</u>	<u>1,818,757</u>
CREDITORS: amounts falling due after more than one year	22	<u>—</u>	<u>154,313</u>
NET ASSETS		<u>1,998,132</u>	<u>1,664,444</u>
FUNDS OF THE CHARITY			
Restricted funds		55,185	59,817
Unrestricted funds		<u>1,942,947</u>	<u>1,604,627</u>
Total charity funds	24	<u>1,998,132</u>	<u>1,664,444</u>

These financial statements were approved by the board of trustees and authorised for issue on 10 November 2021, and are signed on behalf of the board by:


J S Mooney
Trustee

C Naylor
Trustee



The notes on pages 19 to 31 form part of these financial statements.

THE NEXT STEP TRUST
COMPANY LIMITED BY GUARANTEE
STATEMENT OF CASH FLOWS
YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	333,688	212,883
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	54,819	54,728
Other interest receivable and similar income	(622)	(2,004)
Interest payable and similar charges	5,502	7,226
Accrued expenses	16,814	2,694
<i>Changes in:</i>		
Trade and other debtors	(17,882)	191,073
Trade and other creditors	(5,963)	18,120
Cash generated from operations	386,356	484,720
Interest paid	(5,502)	(7,226)
Interest received	622	2,004
Net cash from operating activities	<u>381,476</u>	<u>479,498</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of tangible assets	(69,859)	(595,113)
Net cash used in investing activities	<u>(69,859)</u>	<u>(595,113)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayments of borrowings	(188,293)	(23,524)
Net cash used in financing activities	<u>(188,293)</u>	<u>(23,524)</u>
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	123,324	(139,139)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	484,951	624,090
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>608,275</u>	<u>484,951</u>

The notes on pages 19 to 31 form part of these financial statements.

THE NEXT STEP TRUST
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

1. GENERAL INFORMATION

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Hoover Building, Westfield Street, Halifax, West Yorkshire, HX1 2DN.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are not considered to be any key judgments or estimates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

3. ACCOUNTING POLICIES *(continued)*

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

3. ACCOUNTING POLICIES *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	-	2% straight line
Fixtures and fittings	-	20% straight line
Motor vehicles	-	25% reducing balance
Equipment	-	33.33% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

4. LIMITED BY GUARANTEE

The Charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

THE NEXT STEP TRUST
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

5. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
DONATIONS			
Individuals	2,721	—	2,720
Corporate donors	—	—	—
GRANTS			
Grants receivable	19,325	27,177	46,502
	<u>22,046</u>	<u>27,177</u>	<u>49,222</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
DONATIONS			
Individuals	1,779	7,234	9,014
Corporate donors	262	15,929	16,191
GRANTS			
Grants receivable	—	1,500	1,500
	<u>2,041</u>	<u>24,663</u>	<u>26,705</u>

6. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Support fees	1,335,344	1,335,344	1,217,934	1,217,934
Access fees	463,540	463,540	454,375	454,375
Respite fees	119,724	119,724	178,225	178,225
Transport fees	47,798	47,798	55,435	55,435
Outreach fees	10,339	10,339	28,878	28,878
Dinner money	12,987	12,987	16,284	16,284
Domiciliary	1,646	1,646	—	—
	<u>1,991,378</u>	<u>1,991,378</u>	<u>1,951,131</u>	<u>1,951,131</u>

THE NEXT STEP TRUST
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

7. OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Fundraising events	<u>281</u>	<u>—</u>	<u>281</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Fundraising events	<u>—</u>	<u>2,912</u>	<u>2,912</u>

8. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Bank interest received	<u>622</u>	<u>622</u>	<u>2,004</u>	<u>2,004</u>

9. OTHER INCOME

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Provision of staff	4,517	4,517	—	—
Training incentive	<u>500</u>	<u>500</u>	<u>—</u>	<u>—</u>
	<u>5,017</u>	<u>5,017</u>	<u>—</u>	<u>—</u>

10. COSTS OF RAISING DONATIONS AND LEGACIES

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Costs of raising donations and legacies				
- Donations	<u>—</u>	<u>—</u>	<u>262</u>	<u>262</u>

11. COSTS OF OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Costs of fundraising activities	<u>38</u>	<u>—</u>	<u>38</u>

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

11. COSTS OF OTHER TRADING ACTIVITIES *(continued)*

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Costs of fundraising activities	—	376	376

12. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Charitable activities	1,533,798	31,809	1,565,606
Support costs	147,188	—	147,188
	<u>1,680,986</u>	<u>31,809</u>	<u>1,712,794</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Charitable activities	1,624,360	19,411	1,643,771
Support costs	125,459	—	125,460
	<u>1,749,819</u>	<u>19,411</u>	<u>1,769,231</u>

13. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Support costs	Total funds 2021	Total fund 2020
	£	£	£	£
Charitable activities	1,565,606	129,013	1,694,619	1,747,283
Governance costs	—	18,175	18,175	21,948
	<u>1,565,606</u>	<u>147,188</u>	<u>1,712,794</u>	<u>1,769,231</u>

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

14. ANALYSIS OF SUPPORT COSTS

	2021	2020
	£	£
Staff costs	111,644	89,511
General office	13,957	13,714
Finance costs	162	286
Governance costs	7,029	6,832
Audit, accountancy & bookkeeping	6,496	10,545
Office & administrative	4,650	4,571
Staff vouchers	3,250	—
	<u>147,188</u>	<u>125,459</u>

15. NET INCOME

Net income is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	<u>54,819</u>	<u>54,728</u>

16. AUDITORS REMUNERATION

	2021	2020
	£	£
Fees payable for the audit of the financial statements	<u>3,180</u>	<u>3,180</u>
Fees payable to the charity's auditor and its associates for other services:		
Other non-audit services	<u>3,024</u>	<u>7,365</u>

17. STAFF COSTS

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	1,281,567	1,329,560
Social security costs	90,125	92,808
Employer contributions to pension plans	24,253	23,500
	<u>1,395,945</u>	<u>1,445,868</u>

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

The average head count of employees during the year was 69 (2020: 73). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Management and administration staff	5	6
Support workers	50	52
	<u>55</u>	<u>58</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

Key Management Personnel

Key management personnel, as detailed in the Trustees' Annual Report, received total remuneration of £100,594 (2020: £119,803) in the year.

18. TRUSTEE REMUNERATION AND EXPENSES

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

No trustee expenses have been incurred.

19. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures & fittings £	Motor vehicles £	Equipment £	Total £
Cost					
At 1 April 2020	1,399,480	168,721	232,270	85,742	1,886,213
Additions	41,261	18,131	–	10,467	69,859
At 31 March 2021	<u>1,440,741</u>	<u>186,852</u>	<u>232,270</u>	<u>96,209</u>	<u>1,956,072</u>
Depreciation					
At 1 April 2020	211,536	145,948	190,467	75,957	623,908
Charge for the year	26,056	12,310	10,452	6,001	54,819
At 31 March 2021	<u>237,592</u>	<u>158,258</u>	<u>200,919</u>	<u>81,958</u>	<u>678,727</u>
Carrying amount					
At 31 March 2021	<u>1,203,149</u>	<u>28,594</u>	<u>31,351</u>	<u>14,251</u>	<u>1,277,345</u>
At 31 March 2020	<u>1,187,944</u>	<u>22,773</u>	<u>41,803</u>	<u>9,785</u>	<u>1,262,305</u>

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

20. DEBTORS

	2021	2020
	£	£
Trade debtors	173,252	153,695
Prepayments and accrued income	10,363	11,413
Other debtors	–	625
	<u>183,615</u>	<u>165,733</u>

21. CREDITORS: amounts falling due within one year

	2021	2020
	£	£
Bank loans and overdrafts	–	33,980
Trade creditors	15,773	20,810
Accruals and deferred income	27,751	10,937
Social security and other taxes	22,244	22,826
Other creditors	5,335	5,679
	<u>71,103</u>	<u>94,232</u>

22. CREDITORS: amounts falling due after more than one year

	2021	2020
	£	£
Bank loans and overdrafts	–	154,313

Included within creditors: amounts falling due after more than one year is an amount of £Nil (2020: £27,477) in respect of liabilities payable or repayable by instalments which fall due for payment after more than five years from the reporting date.

23. PENSIONS AND OTHER POST RETIREMENT BENEFITS

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £24,253 (2020: £23,500).

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

24. ANALYSIS OF CHARITABLE FUNDS

Unrestricted funds

	1 April 2020	Income	Expenditure	Transfers	31 March 2021
	£	£	£	£	£
General funds	1,378,945	1,827,344	(1,629,961)	–	1,576,328
Buildings Fund	122,240	168,000	(41,621)	–	248,619
Minibus Fund	99,670	24,000	(5,670)	–	118,000
Staff Pension & Bonus	3,772	–	(3,772)	–	–
	<u>1,604,627</u>	<u>2,019,344</u>	<u>(1,681,024)</u>	<u>–</u>	<u>1,942,947</u>

	1 April 2019	Income	Expenditure	Transfers	31 March 2020
	£	£	£	£	£
General funds	1,287,593	1,763,176	(1,673,225)	1,401	1,378,945
Buildings Fund	–	168,000	(45,760)	–	122,240
Minibus Fund	83,231	24,000	(7,561)	–	99,670
Staff Pension & Bonus	27,307	–	(23,535)	–	3,772
	<u>1,398,131</u>	<u>1,955,176</u>	<u>(1,750,081)</u>	<u>1,401</u>	<u>1,604,627</u>

Restricted funds

	1 April 2020	Income	Expenditure	Transfers	31 March 2021
	£	£	£	£	£
Action Halifax	5,283	10,219	(10,473)	–	5,029
HBOS	1,091	–	(32)	–	1,059
Lord Taverners	12,849	–	(4,315)	–	8,534
Provident Insurance	1,063	–	(266)	–	797
Wilkinson Woodward	3,906	–	–	–	3,906
Garden Swing	1,478	–	–	–	1,478
Hydrotherapy Pool	32,220	–	–	–	32,220
Bearder Charity	1,927	1,000	(765)	–	2,162
Lottery-Infection	–	–	–	–	–
Control	–	9,958	(9,958)	–	–
CFFC COVID'19	–	6,000	(6,000)	–	–
	<u>59,817</u>	<u>27,177</u>	<u>(31,809)</u>	<u>–</u>	<u>55,185</u>

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

24. ANALYSIS OF CHARITABLE FUNDS *(continued)*

Restricted funds *(continued)*

	1 April 2019 £	Income £	Expenditure £	Transfers £	31 March 2020 £
Action Halifax	5,573	—	(290)	—	5,283
HBOS	1,123	—	(32)	—	1,091
Lord Taverners	18,601	—	(5,752)	—	12,849
Provident Insurance	1,417	—	(354)	—	1,063
Wilkinson Woodward	3,906	—	—	—	3,906
Halifax Ladies Circle	864	—	(864)	—	—
CFFC	840	—	(140)	(700)	—
Duke of York	841	—	(140)	(701)	—
Laing Foundation	1,000	—	(1,000)	—	—
Garden Swing	1,478	—	—	—	1,478
Hydrotherapy Pool	17,787	15,840	(1,407)	—	32,220
Woodspeen	—	1,500	(1,500)	—	—
Bearder Charity	—	2,500	(573)	—	1,927
Calvert Trust	—	7,735	(7,735)	—	—
	<u>53,430</u>	<u>27,575</u>	<u>(19,787)</u>	<u>(1,401)</u>	<u>59,817</u>

The general fund represents the free funds of the Charity which are not designated for particular purposes.

The designated funds represent the following:

Buildings fund	- funds set aside for the improvement of the existing premises or the deposit on new premises.
Minibus fund	- the net book value of assets held plus funds set aside for the purchase of further vehicles.
Staff pension & bonus	- money accumulated towards future staff costs.

The following restricted funds represent the net book value of the capital facilities for which they were provided. The fund balances are reduced by the depreciation charged on the facility.

Action Halifax	- Various capital items
The Lord's Taverners Charity	- Contributions to minibuses
Provident Insurance	- Contribution to vehicle YJ59 FWZ
HBOS	- Conservatory (part)
Halifax Ladies Circle	- Sensory room
CFFC	- Capital Equipment
Duke of York Fund	- Capital Equipment
Laing Foundation	- Sensory room
Bearder Fund	- Hoists

THE NEXT STEP TRUST
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

24. ANALYSIS OF CHARITABLE FUNDS *(continued)*

The following funds represent balances in respect of grants and donations made for specific purposes relating to the ongoing costs of the Charity:-

Wilkinson Woodward	- Towards activities
Woodspeen	- Apprenticeship grant
Garden Swing	- Garden area
Hydrotherapy Pool	- Hydrotherapy pool
Calvert Trusts	- Residential holidays
Lottery Infection Control	- Towards reducing the spread of Covid-19
CFFC Covid-19	- Towards reducing the spread of Covid-19

25. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	1,254,586	22,759	1,277,345
Current assets	759,464	32,426	791,890
Creditors less than 1 year	(71,103)	—	(71,103)
Creditors greater than 1 year	—	—	—
Net assets	1,942,947	55,185	1,998,132

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	1,233,915	28,390	1,262,305
Current assets	619,257	31,427	650,684
Creditors less than 1 year	(94,232)	—	(94,232)
Creditors greater than 1 year	(154,313)	—	(154,313)
Net assets	1,604,627	59,817	1,664,444

26. ANALYSIS OF CHANGES IN NET DEBT

	1 Apr 2020 £	Cash flows £	31 Mar 2021 £
Cash at bank and in hand	484,951	123,324	608,275
Debt due within one year	(33,980)	33,980	—
Debt due after one year	(154,313)	154,313	—
	296,658	311,617	608,275

THE NEXT STEP TRUST

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2021

27. CAPITAL COMMITMENTS

Capital expenditure contracted for but not provided for in the financial statements is as follows:

	2021	2020
	£	£
Tangible fixed assets	—	40,689

28. OPERATING LEASE COMMITMENTS

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021	2020
	£	£
Not later than 1 year	40,070	40,070
Later than 1 year and not later than 5 years	74,785	78,856
Later than 5 years	39,667	56,667
	<u>154,522</u>	<u>175,593</u>

29. RELATED PARTIES

Rent and service charges of £15,627 (2020: £19,000) was paid to Eureka! The National Children's Museum, a charitable company of which one of the trustees is also a director and trustee.