



# THE NEXT STEP TRUST



**Company Limited by Guarantee**  
**FINANCIAL STATEMENTS**  
**31 MARCH 2024**

**Company Registration Number: 05711840**  
**Charity Registration Number: 1114197**

**STREETS<sup>®</sup>**  
SPENSER WILSON  
CHARTERED ACCOUNTANTS

**THE NEXT STEP TRUST**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

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# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

#### **YEAR ENDED 31 MARCH 2024**

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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 2024.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	The Next Step Trust
<b>Charity registration number</b>	1114197
<b>Company registration number</b>	05711840
<b>Principal office and registered office</b>	The Hoover Building Westfield Street Halifax West Yorkshire HX1 2DN

#### **THE TRUSTEES**

E J Pearson	(Appointed 21 June 2023)
J S Mooney	
C Naylor	
M S Cawthorn	
L Stradeski	
J Walsh	

<b>Auditor</b>	Streets Spenser Wilson (Yorkshire) Limited Chartered Accountants & statutory auditor Equitable House 55 Pellon Lane Halifax West Yorkshire HX1 5SP
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<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue West Malling ME19 4JQ  Barclays Bank Plc P O Box 14 Halifax West Yorkshire HX1 1BG
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# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

**YEAR ENDED 31 MARCH 2024**

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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 three 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 2024**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT** *(continued)*

##### **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 87 employees (66 full time equivalents). The team includes an Operations Manager, Senior HR & People Development Manager, Day Service Co-ordinator, 5 Lead Supports, 2 Lead Support-Care Plans, Deputy Operations Manager (Finance Officer), a catering team of 4 people, administrative staff including HR Administration. 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 local advocacy service, Cloverleaf have started to run some session with the next steppers, this will hopefully lead to an independent forum which informs us about the next steppers needs and dreams.

##### **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**

The Charity's main Funding streams are the Local Authority and Integrated Care Board (formerly PCT). Though the placements are spot purchased, the number of next steppers has increased year on year and we continue to be in demand. In the last two years there has been a waiting list for the service. More recently, the transition enquiries have started sooner and extend into the next two years of school leavers. Having said that, as with any external government funding, we are vulnerable to changes in government policy. 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 10% on 1st April 2023. There has been a further increase from 1 April 2024 of 6%.

Being in a more financially robust position, we are not dependant on grants and donations. We do seek grants and donations to allow us to expand our facilities for specific large projects such as the hydrotherapy pool. We are most vulnerable to changes in staff, so succession planning is important, and we have taken steps to make the organisation more robust in the last year.

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.

# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

**YEAR ENDED 31 MARCH 2024**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT** *(continued)*

##### **COVID-19**

The Covid-19 risk is now similar to the risk of influenza. Staff and next steppers are encouraged to take both the flu and Covid vaccine, but it is no longer mandatory to do this. Some of the measures adopted during the pandemic have become good practice within the workplace. This includes enhanced use of PPE if the staff are aware of the possibility of an infection-this is both to prevent transmission as well as incurring an infection

##### **Staffing-**

Reducing the measures around vaccinations have also helped us to recruit staff. Having said that, most of the staff who have joined our team have had more than two doses of the Covid vaccine. We have been fortunate to attract some good staff to join the team and are close to being fully staffed at this stage. With a larger staff team, there is also the additional risk of turnover. In the last three years the turnover for the organisation has been higher than pre-pandemic levels. More recently this has been more due to change in circumstances and natural progression. It is now to be expected. One of our strategies to retain a skilled workforce includes offering flexible working. Over the last year we have considered and approved more than 10 flexible working requests. We are proud that more than half our team have worked here over 5 years. A quarter have worked more than ten years. This does however also open the possibility that this group may look to move on or reduce their days of work. The Employee Contracts still include the requirement to be fully vaccinated, but the policy has been suspended at this time.

##### **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 wider 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.

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

# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

**YEAR ENDED 31 MARCH 2024**

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#### **ACHIEVEMENTS AND PERFORMANCE** *(continued)*

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](http://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.

#### **STRATEGIC REPORT**

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

#### **ACHIEVEMENTS AND PERFORMANCE**

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

#### **ACHIEVEMENTS AND PERFORMANCE**

As reported last year, 2022/23 was a year for consolidation, as it was, there was a lot of flux during 2022/23 including a big staff turnover. 2023/24 has therefore been the year to reflect on the way we have changed as an organisation as a provision. Having recruited a Senior HR Manager, we had the opportunity to consider what was needed within the staff team to be able to develop the opportunities for the next steppers. The consensus was that unless we invest in the right skills, we would not be able to improve the quality of our offer to the next steppers.

Fortunately, we have some very talented and ambitious staff. The following roles were recognised as a requirement to enhance our provision, and we were fortunate to be able to advertise them internally and invest in the development of our own team.

Communication Lead - Whose role is to set up specific guidelines and tools on how to communicate with each next stepper.

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# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

#### **YEAR ENDED 31 MARCH 2024**

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#### **ACHIEVEMENTS AND PERFORMANCE** *(continued)*

Activity and Timetable Lead - Specific time to identify activities both internal and external and to follow this up with changes to the timetable.

Deputy Day Service Co-ordinator - A part time job to support the increasing demands of the day service.

Health and Safety Lead-A part time job which supports the moving and handling; passive stretches; mobility needs of the next steppers.

As a growing organisation it was imperative we stop and take stock of what is needed to support the service, and we are pleased that we have had the financial ability to do this.

We continue to maintain a strong financial position which allows us to ensure we can invest in the facilities for the next steppers, having 'happier next steppers' is central to our ethos. We have also been able to respond to the cost of living concerns that our staff face and are responsive to their needs as well.

A review of the real cost of meals has been carried out. Unsurprisingly, there is a sharp increase in the cost of each meal. As we are currently in a comfortable financial position the Trustees have agreed to continue to subsidise meals not only for the next steppers but also for any staff who choose to have a hot meal at NST. This is likely to be reviewed in 2024/25 as the subsidy is unrealistic moving forward. There is likely to be an increase, but this will only be enough to recover the cost of raw materials.

#### **Staff and recruitment**

The previous report spoke of the challenges we faced to get the staffing ratios right without compromising on the values and skills we needed. This has been essential over the last year to support the team and ensure the next steppers are not compromised.

We are pleased that we have been able to tackle this problem. As a good employer, paying more than the living wage foundation recommended salaries, encouraging a positive and motivating working environment; open door policy; working in partnership with the next steppers; parents and the staff team we have been successful in meeting our recruitment targets. However, recruitment remains a challenge across the care sector.

One of the areas that was identified as a vulnerability was the succession planning for the senior management team. The responsibilities on the two senior managers has not been reviewed for the last 5 years during which NST has grown significantly, not just with the additional next steppers and staff but also the additional buildings including the Hoover building. Some of this has been offset by the employment of the Senior HR and People Manager but there continued to be a gap of skills. In the last few months we agreed a job role for a Deputy Operations Manager-this would include the Finance responsibilities. This role supports the Operations Manager but also is supporting the audit and improvement of internal departments.



# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

#### **YEAR ENDED 31 MARCH 2024**

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#### **ACHIEVEMENTS AND PERFORMANCE** *(continued)*

Pay was increased above inflation in April 2024 by 5%, this was the majority of the enhancement given by the Council and we are proud to say that passing this on keeps us as one of the highest paying organisations in the care sector. We have continued to offer increased Annual Leave to acknowledge the time off sick people in the care sector were having to take due to Covid related isolation (which the Government stopped supporting in the Spring of 2022).

The Development Day in February 2024 allowed us the opportunity get to know each other as a team. With a quarter of the team having joined in the last two years it was really important for us to get to know each other. This also included getting to know the Trustees. We asked the staff team to give us questions for the Trustees and a parent, which they answered face to face. The staff and Trustees had a great opportunity to discuss what their plans and ambitions for the future are and to have an open dialogue. We agreed the top priorities for the next couple of years. The afternoon was an opportunity to have some fun together at a 'Murder Mystery Party'!

#### **Respite Project**

Respite continues to be self-funding and income levels now exceed budgeted projections. The surplus has come primarily due to operating at low staffing levels. Since the end of this reporting period, we have invested in further renovations to improve the experience for the visiting individuals. Since 2023 it was clear that we would not benefit from developing the respite bungalow in Ripponden as we have struggled to recruit locally. Our staff team are no longer volunteering to work in Ripponden either.

Despite this we did consider the option of a smaller internal upgrade to meet some of the current need, buying us time to look for an appropriate property in central Halifax. Fortunately for us we viewed and were successful in purchasing a semi adapted bungalow in Southowram.

The property is a 10 minute drive from the Hoover building. It sits in a beautiful setting, therefore continuing to provide the holiday feel that we are keen to offer the next steppers.

The purchase went through in April 2024, and we are currently in the process of carrying out the adaptations needed to get it to the specifications that are required before we move in. We also need to get CQC approval to change the location of our provision.

As reported previously, we continue to be in high demand and have a waiting list. We are currently unable to take additional users on, especially those with a higher level of staffing needs, we are both tight on space and staffing ratios.

# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

#### **YEAR ENDED 31 MARCH 2024**

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#### **ACHIEVEMENTS AND PERFORMANCE** *(continued)*

##### **Hydrotherapy Pool**

The hydrotherapy pool continues to enhance the lives of the Next Steppers. It has not only changed their experience while at the Day Service but has had a lasting impact on the overall quality of their lives. Where in the past, we were lucky to be able to access one hydrotherapy session per week for the most vulnerable of our next steppers, now we are able to offer two sessions per week to all the next steppers.

After the catastrophic failure in January 2023, it took Innova and their partners over 10 weeks to fix the damage. There continued to be issues with the repairs, in January 2024 it was identified that there needed to be a full inspection of the pool with the intention of ensuring no further problems come up. This is being carried out in September 2024. Once completed we are keen to start hiring the pool to external users, both to offer the facility to the local community but also to offset the running costs.

We now have a better idea about the cost of running the pool. Hiring it out as a community facility will support its upkeep.

##### **Environmental impact**

As mentioned last year, we have not had to make many significant changes to our activities despite the increase in costs of utilities and fuel, a decision was taken to limit the mileage distance of excursions on the minibuses. This is not only to be cost effective but also for next stepper not to spend unnecessary time sat on a bus. It is also better for the environment! Having less 'trips out' allows for better indoor activities to be planned such as the Theatre Group; Music therapy session; Bingo days and outdoor sports sessions.

The Next Step Trust has invested in dedicated recycling bins including food waste.

We are getting surveys on the possibility of installing solar panels on our sites.

# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

*(continued)*

#### **YEAR ENDED 31 MARCH 2024**

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#### **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 £207,583 (2023 - £68,393).

##### **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 £603,000 per quarter.

Total funds held by the charity were £2,652,968 (2023 - £2,445,385). Of these £1,442,177 (2023 - £1,458,272) can only be realised on the disposal of the Charity's fixed assets.

The Charity holds £1,207,365 (2023 - £972,845) in unrestricted current assets less liabilities. Of this, £354,265 (2023 - £224,593) has been designated by the Trustees for specific purposes. Of the funds held, £117,225 (2023 - £131,722) are restricted and not available for the general use of the Charity.

The Trustees are of the opinion that funds held are adequate.

We are now back to the level of surplus that we would expect to have & we continue not to meet our reserves.

As we have been hearing on the news, councils neighbouring us have been in hardship and may be facing bankruptcy. This is a risk for us as we are funded by the Adult Care Services. We will be keeping a closer eye on this and will report if any such threats come up.

We negotiated with the council for an enhanced uplift to be equitable as they had made a lower offer to learning disability services. There has been a change in government, we will keep our eye on what this may mean for funding.

# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

#### **YEAR ENDED 31 MARCH 2024**

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#### **PLANS FOR FUTURE PERIODS**

The Next Step Trust continues to be more successful than was ever originally anticipated. Now, having just reached our 18th birthday, the demand for services is forecast to continue increasing.

The successful installation of the Hydrotherapy pool has been the pinnacle of our achievement in the recent past. Having developed this through the peak of the pandemic and against the odds of Brexit and a growing cost of living crisis was no mean feat. Building on this success we are keen to make this facility available to the wider community, once the repairs have been carried out, we intend to progress this plan.

Over the last year, we continued to focus on the quality of the provision. The role of the Activity Lead was reviewed and made into a stand alone position rather than an additional responsibility for a support worker. Also, one day a week has been committed to the audit of medication. As mentioned previously, a Deputy Day Service Co-ordinator (part time) has been appointed to support the day to day running of the day service. The Moving and Handling Lead role has made a significant difference in influencing the mobility of the next steppers. Their passive stretches are reviewed regularly, and training is provided on how to support them in the hydrotherapy pool. Having a trained person on site allows staff to take advice and ensure the next stepper gets the best support possible. The activity schedule has broadened, using the Zone in Huddersfield for sensory play; regular music sessions and the rambling group led by a support worker are examples of what has been introduced in the last year.

The Board of Trustees have reviewed the NST Strategy for the next three years. The main areas of discussion were:

Ensuring robust Governance - since the year end we have been fortunate to recruit a new Trustee to the Board following a trial in 2022-23. There is still a gap for another parent trustee and preferably someone with a finance background. We have been fortunate to have a parent involved with the Service Development Group and another one possibly attending the Finance Committee.

The appointment of a Senior HR & People Development Manager in May 2023 not only addressed the HR requirements of a larger staff team but also gave The Next Step Trust the opportunity to consider staff development opportunities in line with the needs of the next steppers. A Senior Manager working alongside the Operations Manager also adds resilience to the team and allows for more robust decision making. This has been further reinforced by the appointment of a Deputy Operations Manager in July 2024.

The capacity to continue to accept new next steppers was deliberated. It was agreed subject to physical and personnel capacity, we would continue to accept referrals, but we may have a waiting list if the numbers exceed three full time equivalent. This would also ensure we remained dynamic and progressive.

Another important concern was NST being appropriate as a service for older next steppers. It was agreed that more than age, it was the interests and health of the next steppers that should determine the appropriateness of the service for this. Therefore, Person Centred Plan reviews will be used to determine any changing needs and how NST can respond to these.

# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

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

#### **YEAR ENDED 31 MARCH 2024**

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##### **PLANS FOR FUTURE PERIODS** *(continued)*

We have now adopted an eligibility policy which guides us as to which individuals are eligible to be referred to Next Step. Also, as Service User needs are changing, who may out grow our services and may require a different level of support. This would usually be related to a significant change in health needs being a community based service that supports people to access activities within our buildings and in the local community it is important that we ensure that this is the basis of our provision.

We are also looking to invest in 'softer' areas both to build the capacity of the team and support them to be more effective in using their time given the demands on their day supporting the complex needs of the next steppers. Working alongside a local IT Company, we have invested in laptops and software to make access to the care plans; policies and daily jotters easier and more accessible across all sites. The plans for the future include the development of respite to not only offer short breaks for the next steppers but possibly offer the option of transition to supported accommodation.

The next step holidays have been very popular over the last 10 years. More and more next steppers are requesting to go away. We would like to explore the options of different holiday offers such as cruises; seaside breaks along with the residential activity breaks.

A rebound trampoline facility was discussed at the development day, though our preference is to use community services where possible, it is now not possible to get this service for our next steppers. The Service Development Group (SDG) recommended we look at developing this on one of our sites and the Board gave us the go ahead to put a proposal forward, over the last year we have been successful in getting planning permission for the facility. We look forward to getting a date to take this further.

The 'use of space' committee has been working well to consider the various challenges in the use of the properties. Storage areas have been created to ensure equipment can be kept safe but also moved away from the main activity areas when it is not needed. We are also auditing the space we have to gauge how many additional referrals we may be able to take over the next few years-this will be reported to the board later this year and form a part of the strategy review.

We have been very successful in supporting people with autism. Currently, we are in the process of auditing the activities of all the people with autism and complex behaviour. This will allow us to ensure we are providing a stimulating environment that encourages development.

At the Next Step Trust, we never forget that it is through the dedication, resilience, friendship and kindness of our staff team that we succeed. Another main focus for us in the coming year is to 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.

# THE NEXT STEP TRUST

## COMPANY LIMITED BY GUARANTEE

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

YEAR ENDED 31 MARCH 2024

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#### 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.

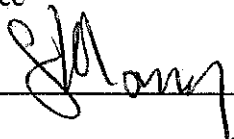
#### AUDITOR

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 19 November 2024 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 2024**

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#### **OPINION**

We have audited the financial statements of The Next Step Trust (the 'charitable company') for the year ended 31 March 2024 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 charitable company's affairs as at 31 March 2024 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 charitable company 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 charitable company'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 2024**

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#### **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 2024**

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**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:

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 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 company;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting 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 2024**

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#### **AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS** *(continued)*

We assessed the susceptibility of the 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; and
- inquiring of management as to actual and potential litigation and claims.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

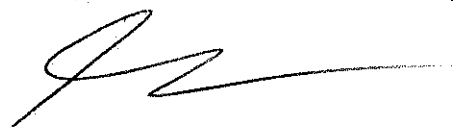
### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NEXT STEP TRUST** *(continued)*

**YEAR ENDED 31 MARCH 2024**

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#### **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  
Streets Spenser Wilson (Yorkshire) Limited  
Chartered Accountants & statutory auditor  
Equitable House  
55 Pellon Lane  
Halifax  
West Yorkshire  
HX1 5SP

19 November 2024

# THE NEXT STEP TRUST

## COMPANY LIMITED BY GUARANTEE

### STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2024

			2024		2023
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	12,743	1,215	<b>13,958</b>	18,676
Charitable activities	6	2,600,380	1,768	<b>2,602,148</b>	2,192,237
Other trading activities	7	124	—	<b>124</b>	365
Investment income	8	19,354	—	<b>19,354</b>	5,713
<b>Total income</b>		<u>2,632,601</u>	<u>2,983</u>	<u><b>2,635,584</b></u>	<u>2,216,991</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of other trading activities	9	253	—	<b>253</b>	29
Expenditure on charitable activities	10,11	2,408,439	19,310	<b>2,427,748</b>	2,148,569
<b>Total expenditure</b>		<u>2,408,692</u>	<u>19,310</u>	<u><b>2,428,001</b></u>	<u>2,148,598</u>
<b>Net income</b>		<u>223,909</u>	<u>(16,327)</u>	<u><b>207,583</b></u>	<u>68,393</u>
Transfers between funds		(1,830)	1,830	—	—
<b>Net movement in funds</b>		<u>222,080</u>	<u>(14,497)</u>	<u><b>207,583</b></u>	<u>68,393</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		2,313,663	131,722	<b>2,445,385</b>	2,376,992
<b>Total funds carried forward</b>		<u>2,535,743</u>	<u>117,225</u>	<u><b>2,652,968</b></u>	<u>2,445,385</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 21 to 32 form part of these financial statements.

**THE NEXT STEP TRUST**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL POSITION**  
**31 MARCH 2024**

		2024	2023
	Note	£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	17	1,442,177	1,458,272
<b>CURRENT ASSETS</b>			
Debtors	18	392,536	242,963
Cash at bank and in hand		945,892	853,580
		<u>1,338,428</u>	<u>1,096,543</u>
<b>CREDITORS: amounts falling due within one year</b>	19	<u>127,637</u>	<u>109,430</u>
<b>NET CURRENT ASSETS</b>		<u>1,210,791</u>	<u>987,113</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>2,652,968</u>	<u>2,445,385</u>
<b>NET ASSETS</b>		<u>2,652,968</u>	<u>2,445,385</u>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds		117,225	131,722
Unrestricted funds		2,535,743	2,313,663
<b>Total charity funds</b>	21	<u>2,652,968</u>	<u>2,445,385</u>

These financial statements were approved by the board of trustees and authorised for issue on 19 November 2024, and are signed on behalf of the board by:

J S Mooney  
Trustee



C Naylor  
Trustee



The notes on pages 21 to 32 form part of these financial statements.

**THE NEXT STEP TRUST**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED 31 MARCH 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Net income	207,583	68,393
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	50,933	51,293
Other interest receivable and similar income	(19,354)	(5,713)
Interest payable and similar charges	496	298
Accrued expenses	17,641	14,929
<i>Changes in:</i>		
Trade and other debtors	(149,573)	(25,694)
Trade and other creditors	566	(20,115)
Cash generated from operations	108,292	83,391
Interest paid	(496)	(298)
Interest received	19,354	5,713
Net cash from operating activities	<u>127,150</u>	<u>88,806</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of tangible assets	(34,838)	(3,216)
Net cash used in investing activities	<u>(34,838)</u>	<u>(3,216)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>92,312</b>	<b>85,590</b>
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	<b>853,580</b>	<b>767,990</b>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b><u>945,892</u></b>	<b><u>853,580</u></b>

The notes on pages 21 to 32 form part of these financial statements.

**THE NEXT STEP TRUST**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

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**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 2024

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#### 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 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 2024

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#### 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 2024**

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**5. DONATIONS AND LEGACIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
<b>DONATIONS</b>			
Individuals	2,918	1,215	4,133
<b>GRANTS</b>			
Grants receivable	9,825	—	9,825
	<u>12,743</u>	<u>1,215</u>	<u>13,958</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>DONATIONS</b>			
Individuals	328	13,261	13,589
<b>GRANTS</b>			
Grants receivable	2,587	2,500	5,087
	<u>2,915</u>	<u>15,761</u>	<u>18,676</u>

**6. CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Support fees	1,699,342	—	1,699,342
Access fees	618,675	—	618,675
Respite fees	198,347	—	198,347
Transport fees	56,046	—	56,046
Outreach fees	6,673	—	6,673
Dinner money	21,297	—	21,297
Holiday income	—	1,768	1,768
	<u>2,600,380</u>	<u>1,768</u>	<u>2,602,148</u>

# THE NEXT STEP TRUST

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 31 MARCH 2024

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#### 6. CHARITABLE ACTIVITIES *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Support fees	1,451,998	—	1,451,998
Access fees	532,008	—	532,008
Respite fees	143,669	—	143,669
Transport fees	43,293	—	43,293
Outreach fees	1,343	—	1,343
Dinner money	19,926	—	19,926
Holiday income	—	—	—
	<u>2,192,237</u>	<u>—</u>	<u>2,192,237</u>

#### 7. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Fundraising events	<u>124</u>	<u>124</u>	<u>365</u>	<u>365</u>

#### 8. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Bank interest received	<u>19,354</u>	<u>19,354</u>	<u>5,713</u>	<u>5,713</u>

#### 9. COSTS OF OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Costs of fundraising activities	<u>253</u>	<u>253</u>	<u>29</u>	<u>29</u>

# THE NEXT STEP TRUST

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 31 MARCH 2024

#### 10. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Charitable activities	2,182,640	19,310	2,201,949
Support costs	225,799	—	225,799
	<u>2,408,439</u>	<u>19,310</u>	<u>2,427,748</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Charitable activities	1,920,717	5,990	1,926,707
Support costs	221,862	—	221,862
	<u>2,142,579</u>	<u>5,990</u>	<u>2,148,569</u>

#### 11. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Support costs £	Total funds 2024 £	Total fund 2023 £
Charitable activities	2,201,949	195,644	2,397,593	2,121,481
Governance costs	—	30,155	30,155	27,088
	<u>2,201,949</u>	<u>225,799</u>	<u>2,427,748</u>	<u>2,148,569</u>

#### 12. ANALYSIS OF SUPPORT COSTS

	Total 2024 £	Total 2023 £
Staff costs	182,364	178,732
General office	12,784	15,743
Finance costs	496	298
Governance costs	17,368	16,338
Audit, accountancy & bookkeeping	6,626	6,814
Office & administrative	6,161	3,935
	<u>225,799</u>	<u>221,860</u>

# THE NEXT STEP TRUST

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 31 MARCH 2024

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#### 13. NET INCOME

Net income is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation of tangible fixed assets	<u>50,933</u>	<u>51,293</u>

#### 14. AUDITORS REMUNERATION

	2024	2023
	£	£
Fees payable for the audit of the financial statements	<u>3,300</u>	<u>3,300</u>
Fees payable to the charity's auditor and its associates for other services: Other non-audit services	<u>3,026</u>	<u>3,209</u>

#### 15. STAFF COSTS

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

	2024	2023
	£	£
Wages and salaries	1,842,416	1,629,252
Social security costs	150,167	131,191
Employer contributions to pension plans	37,753	34,903
	<u>2,030,336</u>	<u>1,795,346</u>

The average head count of employees during the year was 83 (2023: 75). The average number of full-time equivalent employees during the year is analysed as follows:

	2024	2023
	No.	No.
Management and administration staff	12	8
Support workers	48	49
Catering and caretaking	6	4
	<u>66</u>	<u>61</u>

The number of employees whose remuneration for the year fell within the following bands, were:

	2024	2023
	No.	No.
£60,000 to £69,999	<u>1</u>	<u>1</u>

#### Key Management Personnel

Key management personnel, as detailed in the Trustees' Annual Report, received total remuneration of £124,946 (2023: £118,176) in the year.

# THE NEXT STEP TRUST

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 31 MARCH 2024

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#### 16. 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.

#### 17. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Equipment £	Total £
<b>Cost</b>					
At 1 April 2023	1,700,593	214,264	225,020	102,038	<b>2,241,915</b>
Additions	—	26,622	—	8,216	<b>34,838</b>
<b>At 31 March 2024</b>	<b>1,700,593</b>	<b>240,886</b>	<b>225,020</b>	<b>110,254</b>	<b>2,276,753</b>
<b>Depreciation</b>					
At 1 April 2023	299,643	179,132	208,112	96,756	<b>783,643</b>
Charge for the year	31,452	10,735	4,229	4,517	<b>50,933</b>
<b>At 31 March 2024</b>	<b>331,095</b>	<b>189,867</b>	<b>212,341</b>	<b>101,273</b>	<b>834,576</b>
<b>Carrying amount</b>					
<b>At 31 March 2024</b>	<b>1,369,498</b>	<b>51,019</b>	<b>12,679</b>	<b>8,981</b>	<b>1,442,177</b>
At 31 March 2023	1,400,950	35,132	16,908	5,282	1,458,272

#### 18. DEBTORS

	2024 £	2023 £
Trade debtors	<b>361,709</b>	211,098
Prepayments and accrued income	<b>30,827</b>	31,865
	<b>392,536</b>	242,963

# THE NEXT STEP TRUST

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 31 MARCH 2024

#### 19. CREDITORS: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	25,529	23,141
Accruals and deferred income	63,913	46,272
Social security and other taxes	29,838	31,208
Pension	7,301	5,886
Other creditors	1,056	2,923
	<u>127,637</u>	<u>109,430</u>

#### 20. 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 £37,753 (2023: £34,903).

#### 21. ANALYSIS OF CHARITABLE FUNDS

##### Unrestricted funds

	1 April				31 March
	2023	Income	Expenditure	Transfers	2024
	£	£	£	£	£
General funds	2,089,070	2,632,601	(2,367,626)	(172,568)	2,181,477
Buildings Fund	143,183	—	(41,066)	169,000	271,117
Minibus Fund	81,410	—	—	—	81,410
Staff Pension & Bonus	—	—	—	1,738	1,738
	<u>2,313,663</u>	<u>2,632,601</u>	<u>(2,408,692)</u>	<u>(1,830)</u>	<u>2,535,742</u>

	1 April				31 March
	2022	Income	Expenditure	Transfers	2023
	£	£	£	£	£
General funds	2,194,414	2,201,230	(2,112,574)	(194,000)	2,089,070
Buildings Fund	2,377	—	(27,194)	168,000	143,183
Minibus Fund	58,250	—	(2,840)	26,000	81,410
Staff Pension & Bonus	—	—	—	—	—
	<u>2,255,041</u>	<u>2,201,230</u>	<u>(2,142,608)</u>	<u>—</u>	<u>2,313,663</u>

# THE NEXT STEP TRUST

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 31 MARCH 2024

#### 21. ANALYSIS OF CHARITABLE FUNDS *(continued)*

##### Restricted funds

	1 April 2023	Income	Expenditure	Transfers	31 March 2024
	£	£	£	£	£
Action Halifax	3,801	—	(88)	—	3,713
HBOS	995	—	(32)	—	963
Lord Taverners	5,886	—	(1,472)	—	4,414
Gardening grant	—	—	(141)	352	211
Hydrotherapy Pool	104,472	—	(4,624)	—	99,848
Bearder Charity	—	—	—	—	—
Calvert Trust	11,768	1,768	(12,228)	—	1,308
Screwfix Foundation	4,800	—	(100)	—	4,700
Swing Rebound	—	1,215	(625)	1,478	2,068
	<u>131,722</u>	<u>2,983</u>	<u>(19,310)</u>	<u>1,830</u>	<u>117,225</u>

	1 April 2022	Income	Expenditure	Transfers	31 March 2023
	£	£	£	£	£
Action Halifax	3,889	—	(88)	—	3,801
HBOS	1,027	—	(32)	—	995
Lord Taverners	7,848	—	(1,962)	—	5,886
Gardening grant	—	—	—	—	—
Hydrotherapy Pool	104,096	2,500	(2,124)	—	104,472
Bearder Charity	191	—	(191)	—	—
Calvert Trust	—	13,261	(1,493)	—	11,768
Screwfix Foundation	4,900	—	(100)	—	4,800
Swing Rebound	—	—	—	—	—
	<u>121,951</u>	<u>15,761</u>	<u>(5,990)</u>	<u>—</u>	<u>131,722</u>



# **THE NEXT STEP TRUST**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS *(continued)***

#### **YEAR ENDED 31 MARCH 2024**

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#### **21. ANALYSIS OF CHARITABLE FUNDS *(continued)***

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

The designated funds represent the following:

Buildings - Funds set aside for the improvement of the existing premises or the deposit on new premises.

The minibus fund represents the net book value of assets held plus funds set aside for the purchase of further vehicles. December lumpsum represents 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
- HBOS - Conservatory (part)
- Hydrotherapy Pool - Funds raised/ donated for a hydrotherapy pool
- Screwfix Foundation - Donation received towards alterations and widening of the car park entrance gate.

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
- Gardening grant - Funds raised/ donated for the garden area
- Calvert Trust - Funds towards Holiday trips
- Swing rebound - Funds raised/donated for the garden area

# THE NEXT STEP TRUST

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 31 MARCH 2024

#### 22. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Tangible fixed assets	1,328,377	113,800	1,442,177
Current assets	1,335,002	3,425	1,338,427
Creditors less than 1 year	(127,637)	–	(127,637)
<b>Net assets</b>	<b>2,535,742</b>	<b>117,225</b>	<b>2,652,967</b>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	1,340,818	117,454	1,458,272
Current assets	1,082,275	14,268	1,096,543
Creditors less than 1 year	(109,430)	–	(109,430)
<b>Net assets</b>	<b>2,313,663</b>	<b>131,722</b>	<b>2,445,385</b>

#### 23. ANALYSIS OF CHANGES IN NET DEBT

	At 1 Apr 2023 £	Cash flows £	At 31 Mar 2024 £
Cash at bank and in hand	853,580	92,312	945,892

#### 24. OPERATING LEASE COMMITMENTS

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

	2024 £	2023 £
Not later than 1 year	20,700	20,700
Later than 1 year and not later than 5 years	64,875	85,575
Later than 5 years	–	5,667
	<b>85,575</b>	<b>111,942</b>

#### 25. RELATED PARTIES

Rent of £12,500 (2023: £12,500) was paid to Community Foundation for Calderdale a charitable company of which the Chief Executive Officer is also a director and trustee.