

## **REIGATE STEPPING STONES LTD**

**Company No. 07236238**  
**Limited By Guarantee**  
**Registered Charity No. 1136374**

### **ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

**Directors:**

E E Chisholm  
D G Hills  
M Hudson  
D W Murphy  
V E Murphy  
R D Reeves  
R J Wallis

**Registered Office:**

51 Addison Road  
Caterham  
Surrey  
CR3 5LU

**Bankers:**

HSBC Bank plc  
72 Station Road  
Redhill  
Surrey  
RH1 1PN

**Honorary Reporting Accountant:**

Natalie Wallace ACCA

The Directors and Trustees have pleasure in presenting their Report and Financial Statements for the year ended 31st March 2021.

### **Principal Activities and Business Review**

The main object of Reigate Stepping Stones Ltd is to provide a sense of normality to people with mental health illness with somewhere to meet in a relaxed environment with like minded people. The governing document of the Charity is the constitution adopted on 8 September 2009, as amended by special resolution on 28 April 2010.

Reigate Stepping Stones Ltd aims to provide a variety of formal and informal activities that would enable mental health users to gain confidence and self esteem. To this end, the Charity's premises are open twice a week, 52 weeks of the year, when allowed by any pandemic restrictions. This changed in the middle of March when the Club had to temporarily closed due to Covid restrictions. Phone contact was maintained with members when possible.

### **Appointment of Trustees**

Trustees' appointments are made by the Board of Trustees and do not require the approval of any external authority. Reigate Stepping Stones Ltd seeks to appoint Trustees who can advance the objects of the charity through their professional expertise, local knowledge and experience.

### **Risk Management**

The Trustees have examined the major strategic, business and operational risks which the Charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen these risks.

### **Achievements and Performance**

The result for the year is shown on page with details and notes on pages 5 to 9.

It is the policy of the Charity to keep total reserves at a level so running costs can be met for the following two years. At year end unrestricted reserves total £23,689. The Directors believe that the current level of reserves will enable the Charity to meet its committed costs and obligations for this period. There was a surplus this year as the pandemic prevented the Club meeting for several months and premises costs, therefore, were reduced. No staff member was furloughed.

To this end the Trustees set up the Designated Programme Fund with £19,200 which includes the monies received upon the creation of Reigate Stepping Stones Ltd. The level of funds are to cover the cost of running the Charity for the next twelve months.

Funding continued throughout 2019/2020 via Richmond Fellowship Redhill. Continued funding has been granted by Surrey County Council Adult Mental Health Team for the next year with the possibility of funding for another year after.

The Charity continues to work with Richmond Fellowship Redhill and East Surrey Clinical Commissioning Group (Surrey Heartlands CCG from 1st April 2020) regarding the Redhill Safe Haven. This is for the benefit of people in mental distress who need support outside normal working hours of which many are our members in a "social" element. The Safe Haven is open three hundred and sixty-five days a year from 6:00pm to 11:00pm with access to professional help beside having two recovery workers.

The Charity has worked with Epsom & Ewell CAB Mental Benefit Adviser to provide a valuable service for the members.

The Charity has provided support for members with help in maintaining, improving their

health and wellbeing by providing the Social Group twice a week and giving them the opportunity to use the Star Recovery Programme to help their wellbeing. The Charity also supplies a monthly Newsletter which advertises a variety of activities / workshops that other organisations are providing which may be of benefit to them.

Two Trustees continue to attend East & Mid Surrey FoCUS (Surrey and Borders Partnership NHS Foundation Trust), Mid & East Stakeholders meetings, East Surrey Community Connections meetings, Voluntary Action Reigate and Banstead meetings and any other appropriate meetings to promote and network with other organisations.

Besides these, they also promote Reigate Stepping Stones at various events and also with the intention to endeavour to obtain more volunteers to help the running of the organisation.

### **Public Benefit**

The Trustees confirm that they comply with their duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

### **Trustees' Responsibilities in relation to the Financial Statements**

The Trustees (who are also directors of Reigate Stepping Stones Ltd for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the affairs of the charitable company and of the incoming/outgoing resources and application of resources, including the income and expenditure of the charitable company 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 Charities SORP;
- \$ make judgements and estimates that are reasonable and prudent;
- \$ state whether applicable UK Accounting Standards, including FRS 102, have been followed, subject to any material departures disclosed and explained in the financial statements;
- \$ state whether a Statement of Recommended Practice (SORP) applies and has been followed, subject to any material departures which are explained in the financial statements;
- \$ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Small Company Rules**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Mrs V E Murphy

Director

## **Honorary Reporting Accountant's Report to the Trustees of Reigate Stepping Stones Ltd.**

I report on the accounts of Reigate Stepping Stones Ltd for the year ended 31 March 2021, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

### **Respective Responsibilities of Trustees and Reporting Accountant**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- \$ examine the accounts under section 145 of the 2011 Act;
- \$ to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- \$ to state whether particular matters have come to my attention.

### **Honorary Reporting Accountant's Statement**

I have reviewed the Balance Sheet and Accounts as set out on pages 5-9, together with the documents and statements submitted to me. My examination included a review of the accounting records kept by the Treasurer and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

In connection with my review, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the Treasurer has not ensured that:
  - proper accounting records are kept in accordance with section 130 of the Charities Act 2011; and
  - accounts have been prepared which agree with the accounting records and comply with the accounting requirements of the Charities Act 2011; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Natalie Wallace ACCA

**Statement of Financial Activities  
(including Income and Expenditure Account)  
for the year ended 31 March 2021**

	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
<b>Income from:</b>		
Grants		
Richmond Fellowship	10,000	10,000
Richmond Fellowship (Safehaven)	<u>15,294</u>	<u>15,398</u>
	25,294	25,398
Teas and Subscriptions	502	1,667
Sundry Donations	0	582
Investments	<u>15</u>	<u>51</u>
	<u>25,811</u>	<u>27,698</u>
<b>Expenditure on:</b>		
Staff salaries	18,056	18,572
Rent	1,290	4,160
Printing, Postage and Stationery	820	473
Telephone and Internet	365	273
Sundries and Activities	162	507
Payroll Fees	498	972
Insurance	901	1,089
Training and Safety Courses	0	0
Volunteers' Travel Expenses	957	970
Equipment	77	761
Promotion	0	0
Independent Examiner	<u>100</u>	<u>100</u>
	<u>23,225</u>	<u>27,877</u>
<b>Net movement in funds</b>	<b>2,585</b>	<b>(179)</b>
Total Funds brought forward at 1 April 2020	<u>40,302</u>	<u>40,481</u>
<b>Total Funds carried forward at 31 March 2021</b>	<b><u>42,887</u></b>	<b><u>40,302</u></b>

All gains and losses in the year have been included in the Statement of Financial Activities and arise from continuing activities. In 2020 and 2021 all income and expenditure related to unrestricted funds.

**Balance Sheet  
as at 31 March 2021**

	2021 £	2020 £
<b>Fixed Assets</b>		
Tangible	-	-
<b>Current Assets</b>		
Debtors: Other Debtors	10,485	8,475
Cash at Bank and in Hand	<u>32,971</u>	<u>32,296</u>
	43,456	40,771
<b>Creditors: Amounts falling due within one year</b>		
Accruals	509	409
Other creditors	<u>-</u>	<u>-</u>
	509	409
<b>Total Assets Less Current Liabilities</b>	<b><u>42,948</u></b>	<b><u>40,362</u></b>
<b>Funds</b>		
Designated	19,200	19,200
Unrestricted	<u>23,748</u>	<u>21,162</u>
	<b><u>42,948</u></b>	<b><u>40,362</u></b>

All debtors and creditors are financial instruments and are measured at amortised cost.

For the financial year ended 31 March 2021 the company was entitled to exemption from audit under section 477 Companies Act 2006.

Directors' responsibilities:

- \$ The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- \$ The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board for issue on :

Mr D W Murphy - Chairman  
Company Registration No. 07236238

## **Notes to the Financial Statements for the year ended 31 March 2021**

### **1. Accounting Policies**

#### **Company Information**

Reigate Stepping Stones Ltd is a private company limited by guarantee incorporated in England and Wales.

A summary of the principal accounting policies adopted, judgements and key sources of estimation uncertainty, is set out below.

#### **a Accounting Basis and Standards**

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The company is a public benefit entity for the purposes of FRS 102 and a registered charity established as a company limited by guarantee and therefore has also prepared its financial statements in accordance with 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 (The FRS 102 Charities SORP), the Companies Act 2006 and Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest pound.

#### **b Going Concern**

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of the approval of these financial statements. In particular, the trustees have considered the charitable company's forecasts and projections and have taken account of pressures on fee income. After making enquiries, the trustees have concluded that there is a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. The charitable company therefore continues to adopt the going concern basis in preparing its financial statements.

#### **c Cash Flow Statement**

The Charity has taken the exemption available in para 7.1B of FRS 102 and not prepared a statement of cash flows.

#### **d Tangible Fixed Assets**

Depreciation of tangible fixed assets is provided at rates estimated to write off the cost, less estimated residual value, of each asset over its expected useful life as follows:

Office Equipment - 20% straight line

All fixed assets are capitalised at cost.

At the end of each reporting period, the residual values and useful lives of assets are reviewed and adjusted if necessary. In addition, if events or change in circumstances indicate that the carrying value may not be recoverable then the carrying value of tangible fixed assets are reviewed for impairment.

#### **e Income**

All income is recognised when there is entitlement to the funds, the receipt is probable and the amount can be measured reliably.



Donations and grants are recognised in the Statement of Financial Activities when receivable. When income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met.

Investment income is recognised in the Statement of Financial Activities when receivable.

Legacies are recognised following probate and once there is sufficient evidence that receipt is probable and the amount of the legacy receivable can be measured reliably. Where entitlement to a legacy exists but there is uncertainty as to its receipt or the amount receivable, details are disclosed as a contingent asset until the criteria for income recognition are met.

#### **f Resources Expended**

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Charitable activities include expenditure associated with providing activities to people with mental health illness.

Support costs are those incurred in the administration of the charity and are primarily associated with the constitutional and statutory requirements.

#### **g Fund Accounting**

Unrestricted General Funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted Funds - these funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. No Restricted Funds were held by the Charity during the year.

Designated Programme Fund - this fund is to cover the cost of running the Charity for the next twelve months should future funding from Surrey County Council be reduced. This fund is also an unrestricted fund.

#### **h Critical Accounting Estimates and Areas of Judgement**

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements.

In the view of the trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

#### **i Financial Instruments**

##### *Cash and Cash equivalents*

Cash and cash equivalents include cash at bank and in hand and short term deposits with a maturity date of three months or less.

##### *Debtors and Creditors*

Debtors and creditors receivable or payable within one year of the reporting date are

carried at their transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

## **2. Employee Information**

There were an average of five part time employees during the year (2020: five). No employees earned more than £60,000 during the year (2020: nil).

## **3. Trustees and Key Management Personnel**

Key management personnel include the Trustees.

The Trustees received no remuneration or benefits in kind from the Charity. Two Trustees were reimbursed for most of their travelling expenses of £822 (2020: £970). Other Trustees have decided not to claim for their travelling expenses which is estimated to be £100 (2020: £403).

The Charity also benefited from the use of two Trustees homes as its office at an estimated cost of £815 (2020: £815). The Charity benefited from the many voluntary hours contributed by the Trustees and Volunteers. The value of help received is estimated at 1,700 hours which at £15 per hour equates to £25,500 (2020: £25,500).

## **4. Taxation**

The Charity is not liable to Corporation Tax as the income is of an exempt nature.

## **5. Control**

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.