

Reigate Stepping Stones Ltd

Annual report and financial statements

Registered Charity No. 1136374

Company No. 07236238

31 March 2023

Contents

| | |
|---------------------------------------------------------------------------------------------------------|---|
| Legal and administrative information | 1 |
| Trustees' Report | 2 |
| Statement of trustees' responsibilities in respect of the annual report and the financial statements | 5 |
| Independent Examination report to the members of Reigate Stepping Stones Ltd | 6 |
| Statement of Financial Activities | 7 |
| Balance Sheet | 8 |
| Notes to the Accounts | 9 |

LEGAL AND ADMINISTRATIVE INFORMATION
Reigate Stepping Stones Ltd

Registered charity No. 1136374

Trustees / Directors

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

Bankers

HSBC Bank plc
18 High Street
Reigate
Surrey
RH2 9AY

Independent Examiner

GBJ LLP
27 Hatchlands Road
Redhill
Surrey
RH1 6RW

Registered Office

51 Addison Road
Caterham
Surrey
CR3 5LU

Trustee's Annual Report

Objectives and Activities

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.

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.

The Charity's unrestricted funds may be used for general purposes for the benefit of the Charity.

Public Benefit Statement

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.

Achievements and Performance

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 regular 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, 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 with the intention to endeavour to obtain more volunteers to help the running of the organisation.

Financial Review

During the period the Charity received a total income of £439k being £10k in grant money from Richmond Fellowship under a long-term agreement to run the drop in, £10k from providing staff to Redhill Safe Haven and an amazing £413k in a legacy from a friend of the charity. There was also £4k of investment income and £1k from membership fees where those attending pay a contribution towards a drink and sandwich. This compares to £29k total income last year.

During the period there was a total expenditure of £25k of which £16 was of salaries of staff for the drop-in and the Redhill Safe Haven and £5k in rent for the drop-in premises.

The overall financial performance recorded a net surplus of income over expenditure of £414k (£1k excluding the legacy). The Trustees have decided to designate the legacy for a long-term project that is still to be evaluated and decided upon. The amount has been added to the initial funds at the setup of the charity.

Plans for the Future

The legacy receipt at such a high level was unexpected and so high that it takes the charity to a potential new level of activity. In consultation with the National Council for Voluntary Organisations, the Trustees are considering what it can now do and will commission an external review to explain the options. They do not want to do anything rash and quickly that is not sustainable.

Structure Governance and Management

The governing document of the Charity is the constitution adopted on 8 September 2009, as amended by special resolution on 28 April 2010.

The seven Trustees are also the Management Committee of the Charity. They meet regularly to review activities, finance, and look to the future.

Trustee Induction

Trustees' appointments are made at the Annual General Meeting on recommendation of the 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. New Trustees are made aware of their responsibility using resources of the Charity Commission. Further guidance is provided to the Trustee and training when this is needed.

Relationships with Related Parties / External Bodies

Funding continued throughout 2022/2023 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 Surrey Heartlands Clinical Commissioning Group 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.

Investment Policy and Performance

The Charity's investment powers are broad but subject to a restriction that no speculative investments. Due to uncertainty of plans for the legacy, the funds have been held on three-month money market deposit this year.

Reserves Policy

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 £24,815. The Directors believe that the current level of reserves will enable the Charity to meet its committed costs and obligations for this period.

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 is to cover the cost of running the Charity for the next twelve months. The legacy receipt has been designated for the time being as well until a decision on its long term use is decided.

Risk Management Policy

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.

Going Concern Basis

The Trustees have reviewed the impact of the recent pandemic and the downside scenarios have been considered. For this reason, they continue to adopt the going concern basis in preparing the accounts.

Small Company Rules

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



Mr Dave Murphy
Chairman

Date: 27 November 2023

Statement of Trustees' responsibilities in respect of the annual report and the financial statements

Under charity law, the trustee is responsible for preparing a Trustee's Annual Report and the financial statements in accordance with applicable law and regulations. The trustee is required to prepare the financial statements in accordance with UK Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustee:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- assess the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charity or to cease operations or have no realistic alternative but to do so.

The trustee is required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping accounting records which are sufficient to show and explain the charity's transactions and disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustee to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustee is responsible for the maintenance and integrity of the financial and other information included on the charity's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By Order of the Trustee

Signed:



Chairman

27 November 2023

Date

REIGATE STEPPING STONES LTD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF REIGATE STEPPING STONES LTD

We report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 7 to 11.

Respective responsibilities of Trustees and Examiner

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.

It is our responsibility to:

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

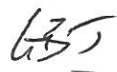
Basis of Independent Examiners' Report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiners' Statement

In connection with our examination, no matter has come to our attention:

- 1) which gives us reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



GBJ LLP

Chartered Accountants
Independent Examiners

Date: 28 November 2023

27 Hatchlands Road
Redhill
Surrey
RH1 6RW

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

| | Unrestricted Funds £ | Designated Funds £ | 31 March 2023 Total Funds £ | 31 March 2022 Total Funds £ |
|---------------------------------------|----------------------------|--------------------------|-----------------------------------|-----------------------------------|
| Income and Endowments | | | | |
| Grants | 10,000 | 0 | 10,000 | 10,000 |
| Operations | 10,836 | 0 | 10,836 | 17,804 |
| Donations and Legacies | 1,202 | 413,000 | 414,202 | 950 |
| Income from Investments | 4,035 | 0 | 4,035 | 3 |
| Total Income and Endowment | 26,073 | 413,000 | 439,073 | 28,757 |
| Expenditure | | | | |
| Expenditure on Raising Funds | 0 | 0 | 0 | 0 |
| Expenditure on Charitable Activities | (23,787) | 0 | (23,787) | (28,376) |
| Other Expenditure | (1,500) | 0 | (1,500) | (100) |
| Total Expenditure | (25,287) | 0 | (25,287) | (28,476) |
| Net Income/(Expenditure) | 786 | 413,000 | 413,786 | 281 |
| Net Gains/(Losses) on Investments | 0 | 0 | 0 | 0 |
| Net Movement in Funds | 786 | 413,000 | 413,786 | 281 |
| Reconciliation of Funds | | | | |
| Total funds brought forward | 24,029 | 19,200 | 43,229 | 42,948 |
| Total funds carried forward | 24,815 | 432,200 | 457,015 | 43,229 |

The notes on pages 9 to 11 form part of these financial statements. All income and expenditure is derived from continuing operations.

BALANCE SHEET AS AT 31 MARCH 2023

| | 31 March 2023 | 31 March 2022 |
|---------------------------------------------------------|----------------|---------------|
| | £ | £ |
| Fixed Assets | | |
| Investments | 0 | 0 |
| Current Assets | | |
| Debtors (Note 5) | 10,728 | 11,998 |
| Prepayments | 0 | 0 |
| Cash at bank and in hand | 447,996 | 31,540 |
| Total Current Assets | 458,724 | 43,538 |
| Current liabilities | | |
| Creditors: Amounts falling due within one year (Note 6) | (1,709) | (309) |
| Net Current Assets / (Liabilities) | 457,015 | 43,229 |
| Total Net Assets | 457,015 | 43,229 |
| Funds of the Charity | | |
| Unrestricted Funds | 24,815 | 24,029 |
| Designated Funds | 432,200 | 19,200 |
| Total Funds | 457,015 | 43,229 |

The notes on pages 9 to 11 form part of these accounts.

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements on pages 10 to 11 and accompanying notes were approved by the Board of Trustees on 27 November 2023 and were signed on its behalf by:



Mr Richard Wallis
Trustee

Company registered number: 07236238

NOTES TO THE ACCOUNTS

Note 1 Principal Accounting Policies

a) Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Trust constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared on a going concern basis which the Trustees consider to be appropriate for the following reasons.

The business model of the charity is such that its charitable activities are limited to those which it has sufficient funds to support from the excess of funding received over the costs of administering the charity. The charity therefore has no specific commitments and no committed costs beyond its fixed costs of operation which are detailed in note 5.

The Trustees have reviewed the cash flow forecasts for a period of at least 12 months from the date of approval of these financial statements which indicate that the charity will have sufficient funds to meet its liabilities as they fall due for that period. The Trustees have also considered the implications of COVID-19 on these cash flow forecasts and consider that because of its operating model explained above, even if no further funding is received in the 12-month period, the charity has sufficient cash reserves to pay all committed costs.

Consequently, the Trustees are confident that the charity will have sufficient funds to continue to meet its liabilities as they fall due for at least 12 months from the date of approval of the financial statements."

b) Income and Endowments

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date. If a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity, and it is probable that those conditions will be fulfilled in the reporting period. Gifts in kind are valued at estimated fair market value at the time of receipt.

Legacy gifts are recognised on a case-by-case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. If the gift is in the form of an asset other than cash, or a financial asset traded on a recognised stock exchange, recognition will be subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the Charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

c) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (e) below.

d) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees.

Governance costs and support costs relating to charitable activities have been apportioned across the funds as a percentage of funds held in each department fund. The allocation of support and governance costs is analysed in note 5.

e) Expenditure on raising funds

The costs of generating funds are those costs attributable to generating income, resources for the charity, other than those costs incurred in undertaking charitable activities or the costs incurred in undertaking trading activities in furtherance of the Charity's objects and consist of investment management costs and certain legal fees.

f) Expenditure on charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure therefore include grants made, governance costs, and an apportionment of overheads as shown in note 6.

g) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

h) Structure of funds

- a. Designated funds are funds for The Trustee has chosen to earmark these funds for specific areas within the general charitable purposes (see note 13).
- b. Unrestricted funds are available for use at the discretion of the Trustee for general charitable purposes relating to the following:

i) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired after the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

j) Pensions

The Charity uses the NEST Pensions scheme and has covered its pension liabilities.

Note 2 Related party transactions and trustees' expenses and remuneration

The charity does not have any related parties.

The charity does pay expenses to any Trustee at the HMRC rate for travel and actual reimbursement of other expenditure. No Trustees received any remuneration from the Company. Travel expenses of £689 (2022: £1,013) were paid to two Trustees.

Note 3 Grant Commitments

The charity has no grant commitments.

Note 4 Events after reporting period

There were no events after the reporting period.

Note 5 Debtors

| | 31 March 2023 | 31 March 2022 |
|---------------|---------------|---------------|
| | £ | £ |
| Trade Debtors | 3,663 | 7,913 |
| Other Debtors | <u>7,064</u> | <u>4,085</u> |
| | <u>10,727</u> | <u>11,998</u> |

Note 6 Creditors

| | 31 March 2023 | 31 March 2022 |
|-----------------|---------------|---------------|
| | £ | £ |
| Other Creditors | 1,500 | 100 |
| Accruals | <u>209</u> | <u>209</u> |
| | <u>1,709</u> | <u>309</u> |

Note 7 Breakdown of Charitable Activities

Expenditure on charitable activities have all been to meet the charity's objectives.

| | Unrestricted Funds 31 March 2023 | Unrestricted Funds 31 March 2022 |
|----------------------------------|----------------------------------------|----------------------------------------|
| | £ | £ |
| Staff salaries | 15,765 | 19,970 |
| Rent | 4,940 | 4,905 |
| Printing, Postage and Stationery | 621 | 685 |
| Telephone and Internet | 118 | 146 |
| Sundries and Activities | 237 | 121 |
| Payroll Fees | 456 | 552 |
| Insurance | 961 | 960 |
| Volunteers' Travel Expenses | <u>689</u> | <u>1,037</u> |
| | <u>23,787</u> | <u>28,376</u> |