

Charity registration number 1137443

Company registration number 07277814 (England and Wales)

**SMALL STEPS PROJECT LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2023**

# SMALL STEPS PROJECT LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Thomas Phillips Daniel Evans Alex Rauche Daniel Gilmore	(Resigned on 19 February 2024)
<b>Charity number</b>	1137443	
<b>Company number</b>	07277814	
<b>Registered office</b>	C/o. SKS Ramon Lee 93 Tabernacle Street London EC2A 4BA	
<b>Independent examiner</b>	David Terry FCA Ramon Lee Ltd Chartered Accountants 93 Tabernacle Street London EC2A 4BA	
<b>Bankers</b>	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Mailing Kent ME19	
	National Westminster Bank Plc 490 Holloway Road Holloway London N7 6JB	

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DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

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DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 30th June 2023, which are also prepared to meet the requirements for a directors' report and Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statements 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) (effective 1 January 2019).

### Part One: Small Steps Project | Introduction

Across the world thousands of children live on landfill sites and rubbish dumps, surviving by scavenging. This global problem, resulting from mass production and consumption, continues to worsen as the production of waste is not sufficiently addressed by governments or the large corporations responsible for manufacturing it. At Small Steps Project we aim to alleviate some of the humanitarian consequences, by providing emergency aid and sustainable solutions to child scavengers and their families, helping them take small steps into a more healthy and dignified life.

#### Small Steps Project | Vision

***Our Vision is of a world in which children no longer have to work or live on landfill.***

#### Small Steps Project | Strategy

- To **connect** with children living and/or working on rubbish dumps and landfill sites globally.
- To **provide** emergency aid and medical support.
- To **enable** these children to take small steps off the dumps and into education and a brighter future.

#### Delivering our Objectives | Two Phases

##### *Phase One: Connect*

Deliver emergency aid to alleviate immediate hardship while also assessing the scope of longer term needs.

- **Identify and locate inhabited rubbish dumps.** Locating and communicating our findings with existing service providers, including NGOs, charities, schools, medical and dental facilities in the area.
- **Deliver emergency aid relief** to the inhabitants of the dump to alleviate immediate hardship and create trust with the community. Including critical resources such as food, water, first aid, shoes, clothing and hygiene supplies.
- **Create a census of the dump community** to build the demographics of the dump and ascertain the longer term needs of the beneficiaries.

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

*Phase Two: Sustain*

Once the immediate needs are met and the census completed, we then assess the needs of the different demographics on the dump in order to provide tailored, sustainable solutions with a focus on education and sanitation.

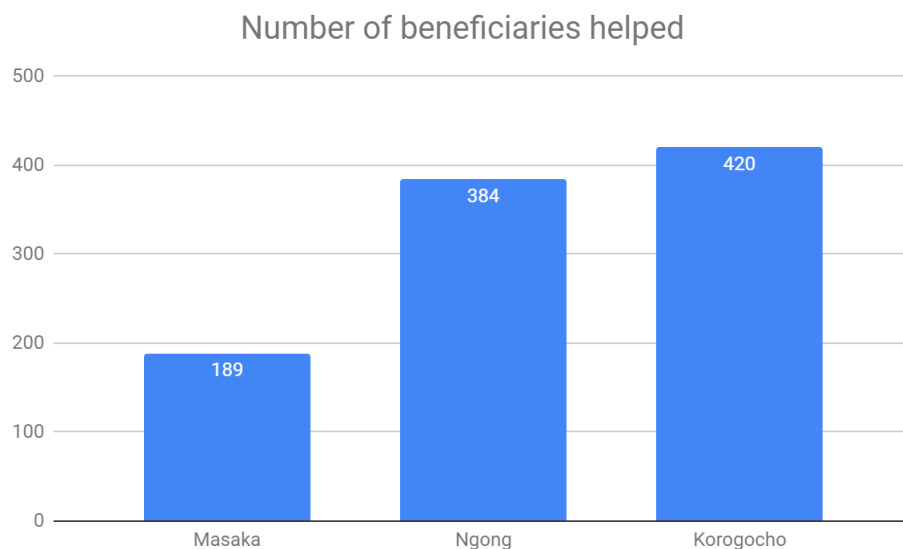
- **Create and develop sustainable projects** in partnership with existing in-country provisions and community based organisations, including outreach projects, centre-based projects, nurseries, mother and baby units, medical units/provisions, hygiene and WASH (Water, Sanitation and Hygiene) parent support groups, counselling, sports programmes, vocational training centres, playgrounds, micro farms and edible gardens. Should we be unable to identify existing services or partner organisations, we will initiate and manage the required programme ourselves, train the community and beneficiaries how to manage it, support them in becoming autonomous Community Based Organisations (CBOs) and hand over to them once they are confident in running the project sustainably.
- **The beneficiaries no longer just receive shoes**, as they did when Small Steps Project first launched. We now provide safe places to go in the form of nurseries, children's support centres, mobile outreach units, playgrounds, gardens and schools.
- **Whilst focusing on education, our provision also includes medical care to treat a wide variety of health issues** caused by living on rubbish dumps. This includes cuts and burns, infections, respiratory problems, parasites, skin infections, TB, HIV, malaria, pneumonia and malnutrition. During the last two years we have increased hygiene facilities on all projects to protect our beneficiaries against Covid.
- **Our nurseries and children's support centres provide feeding programmes and food sustainability.** Our social workers assist the children and their families with education in nutrition, hygiene and healthcare. This holistic approach gives beneficiaries the best opportunity to improve their life chances and access pathways to employment other than scavenging. We have also introduced food security programmes this year, so that projects can learn how to grow and use their own food.
- **Advocate change** for the conditions and rights of scavengers. This is done through lobbying local policy and decision makers, media campaigns including documentary films, photography, and online communications, giving the scavenger community a voice.
- **Community Sustainability** is crucial for the longevity and independence of projects. This is why we have recently established a strategy for handing back projects to the community, equipping them with tools and training and giving them ownership of their own projects.

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

Part Two: Overview of Activities & Impact

*Who We Helped:*

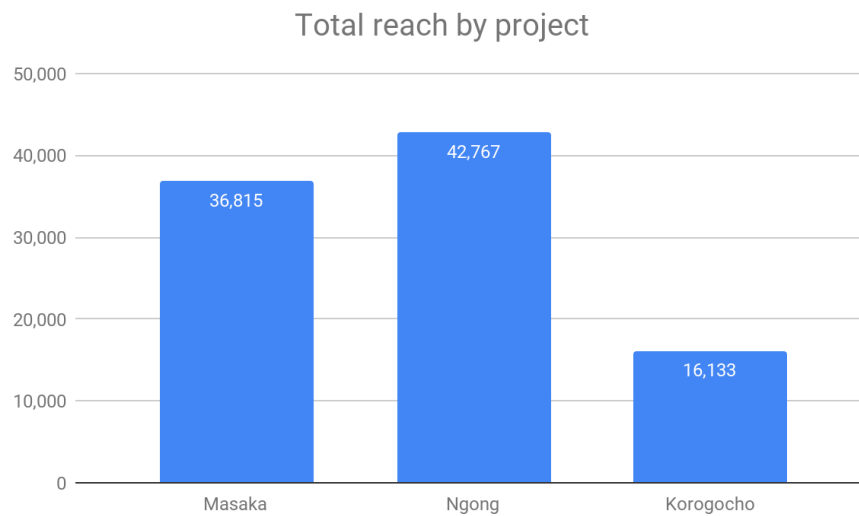
This year we helped 993 individual beneficiaries, predominantly children living on or around rubbish dumps/landfill sites and their families. Our data shows, as it has done in past years, that this has led to a direct decrease in scavenging.



*What We Did:*

We have provided services and activities which have been accessed **137,378 times** by our beneficiaries. This is an increase in reach of **62%** from last year. We are very proud that this reach has illustrated statistically the number of times children and mothers were off the dumpsites, because they were engaged in our services and activities.

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023



*Where we worked:*

**Kenya:** We continued to support the playground project in **Ngong Dump, Nairobi Kenya, Green Steps Project**, this year with massive expansion in the play area that led to double the participation from our existing children and subsequently a drastic increase in metals provided.

On the other side of **Nairobi** we worked with our partners, **Komb Green solutions** in **Korogocho Slums by Dandora Dump** with food security and WASH. Where numbers and participation remained consistent with last year. These two partners also collaborated on an aid delivery project on the Dandora Dump site to reach new beneficiaries.

**Uganda:** We worked at our centre in **Masaka, Uganda**, where we had an increase in the number of children, lessons, participation in play activities, meals, medical, hygiene and participation from existing adults.

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

## Part Three: Projects & Aid Delivery in Detail

### PROJECT ONE

Masaka Dump Project, Uganda.

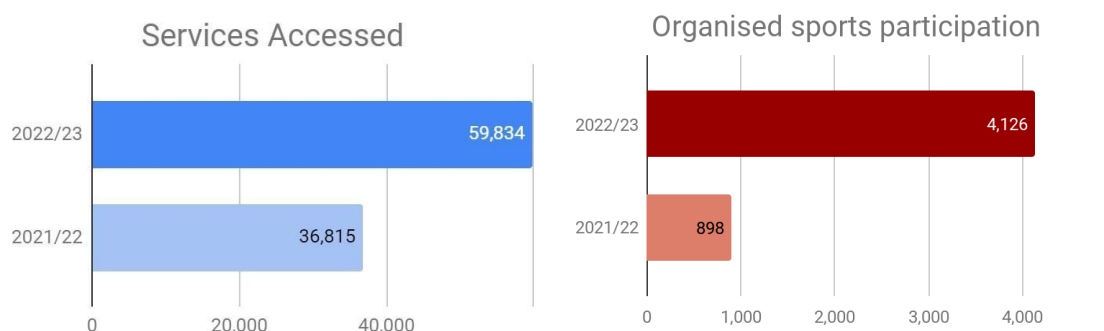
#### Phase Two | Sustainable Project STABILISATION

##### *Highlights*

- **Our total reach** on the Masaka project this year is **59,834** services accessed. This is a **23,019** or **63%** increase year on year.
- In total, we helped **189** beneficiaries, consisting of **111** children and **8** adults regularly; and additionally **70** families irregularly. These figures show an increase in the number of children helped.

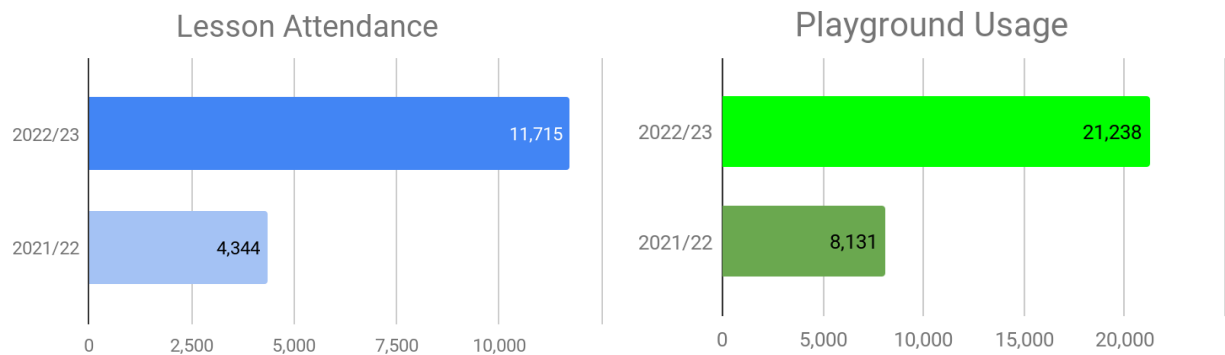
##### *Support*

- Lessons held at the centre had a combined reach of **11,715**. This was an increase of **7,371** or **170%** on the previous reporting year.
- Playground facilities, which enable children to come off the landfill and play, were utilised a total of **21,238** times, compared to **8,131** times the year before. Furthermore, organised sports were accessed a total of **4,126** times, compared to **898** in 2021-22. This shows an increase of **3,228** or **359%**.
- Counselling sessions have also increased for both children - **247** times, and adults - **50** times.

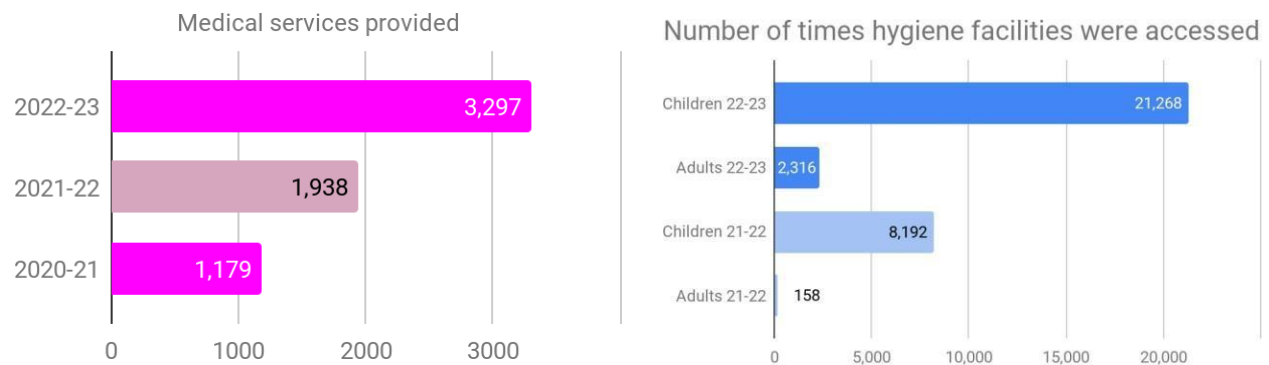




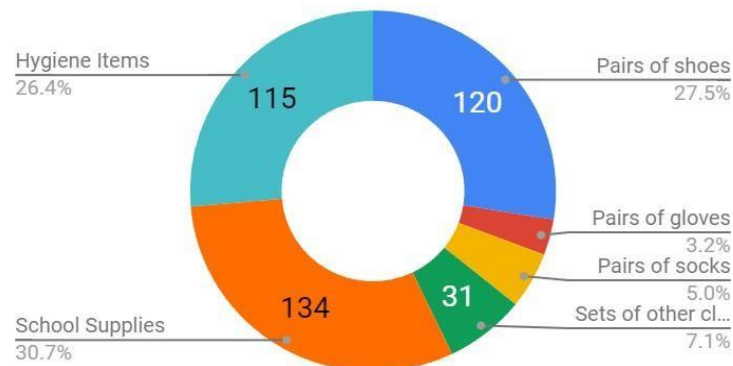
DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023



- **12,501** meals were distributed. This illustrates an increase of **3,671** or **42%** year on year.
- Medical services totalling **3,297**, including medical checkups with follow on treatments, and medication wherever required, were given. This was an increase of **70%** on last year.
- We also saw an increase in community participation with **19** parents volunteering at the centre a total of **1,087** times.
- Hygiene facilities were accessed **21,268** times by children and **2,316** times by adults. The overall year on year percentage increase is **182%**.



Masaka, Uganda Distributions



DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

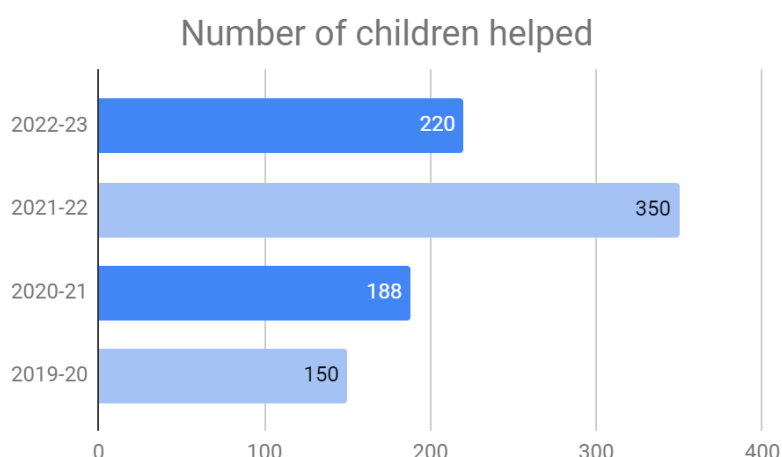
PROJECT Two | Ngong Dump Project, Ngong Kenya.

Phase Two | Sustainable Project

*Highlights:*

This year the dump site officially closed and Green Steps Project, the green space to play, playground, garden, kitchen and a WASH programme expanded dramatically into the former dumping ground. What had been an overcrowded project now had the physical space to better accommodate the beneficiaries and operate activities. This led to the participation of existing beneficiaries doubling.

Since July 2022 (this reporting year) the project has worked with **220** individual children and has had a reach of **64,072**, an increase of **50%** year on year. This is the number of times our services were accessed by the beneficiaries. In addition, **14 adults** were helped, both directly and indirectly, and **150 families** were helped.



- A total of **21,329** meals have been distributed for all children including additional nutritional support for those in need, an increase of **78%**.

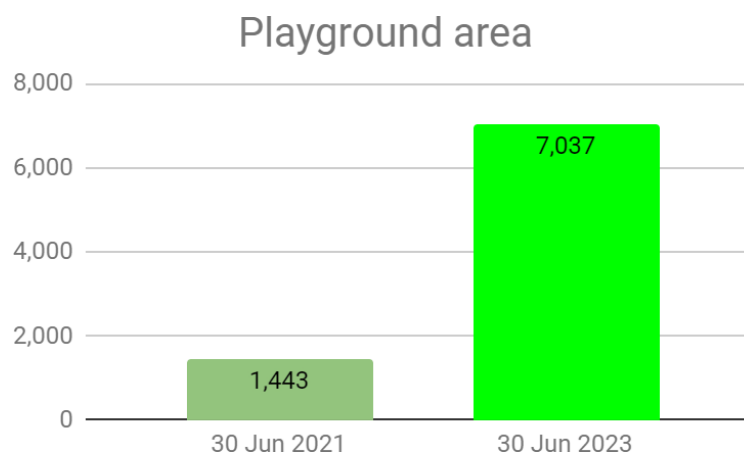


- A WASH station was built at the beginning of the year accessible to all children who attended the project:

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

this was accessed **13,441** times, a **7%** year on year increase.

- **The nursery and creche** were developed so that mothers could leave their small children while they worked on the dump site.
- **194 tyres** were collected and used on the site. They were upcycled to create potting beds, walkways, fences and flood prevention.
- **69.4 tonnes of rubbish** were moved.
- **9.5 tonnes of soil** were moved on site to help with growing food.
- **124 trees, plants and vegetables** were planted.
- The initial size of the playground measured **1,443 sq ft**. The team gradually expanded it to **7,038 sq ft**, as at 30 June 2023. This is a 388% increase from its initial size.

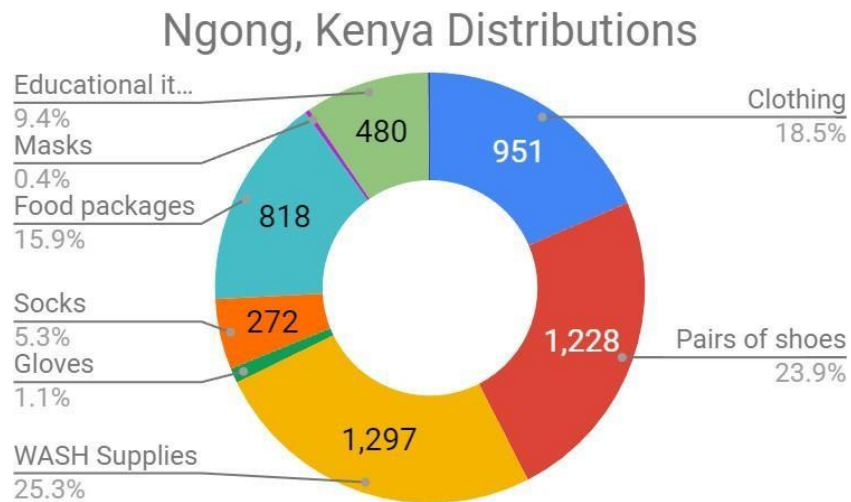


- **501 tonnes of embedded CO<sub>2</sub>** were estimated to have been saved due to the reclamation and recycling of tyres, metals and plastics.

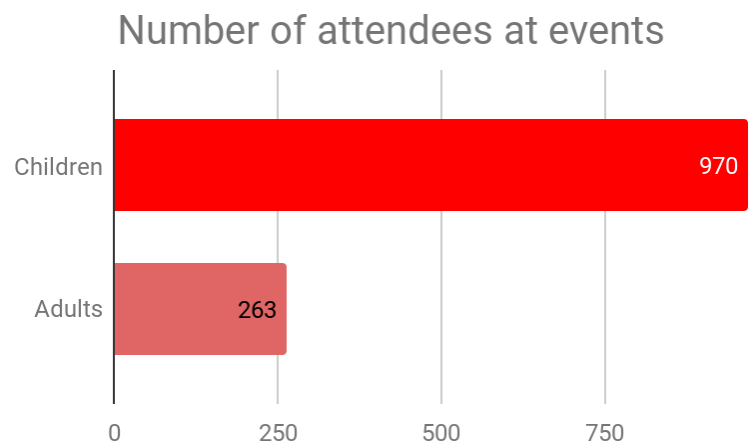
DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

*Aid Delivery / Ngong*

A total of **5,130** items have been distributed on the dumpsite:



**A total of 970 children and 263 adults attended events on the site between July 2022 and June 2023.**



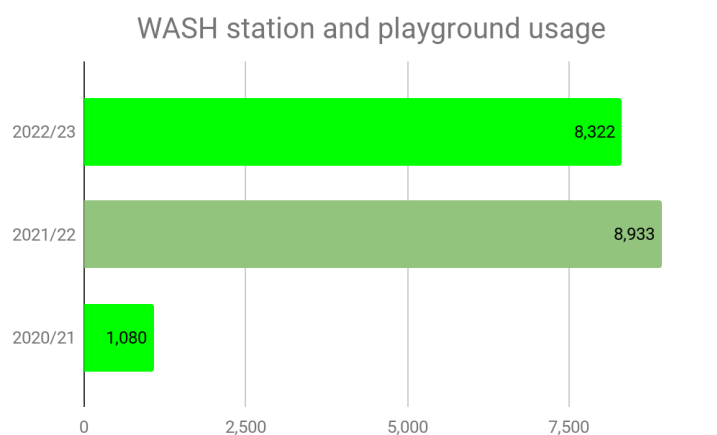
DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

PROJECT FOUR | Komb Green Solutions | Project Partnership

Korogocho Slums, Dandora Dump , Nairobi, Kenya

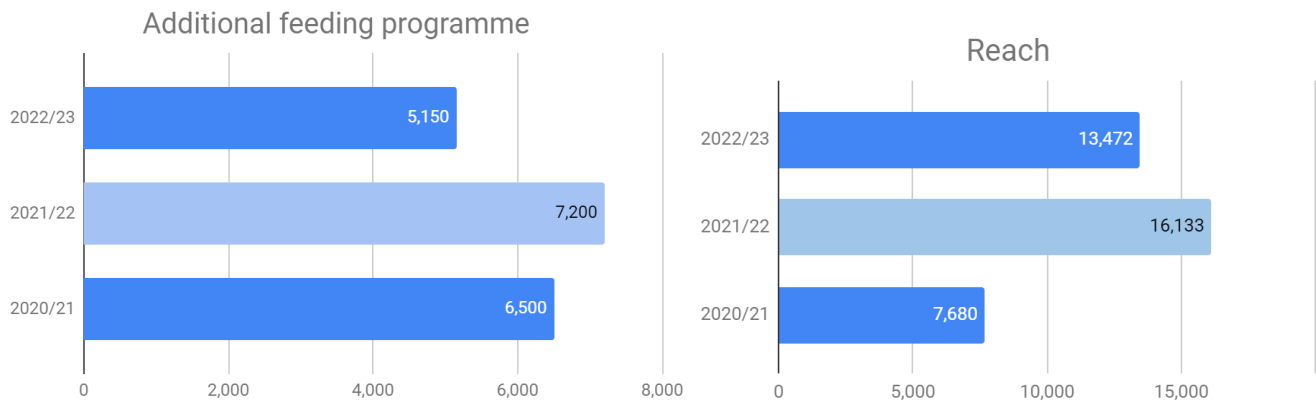
Komb Green Solutions is a community based green restoration project in one of Kenya's largest slums that surrounds the Dandora Landfill site in Nairobi. They revive polluted rivers and drainage systems and regreen riparian waste land for the community including child safe green spaces.

- We previously funded, built and trained the team with waterless eco-toilet and training in the creation and use of Lactobacillus for processing human waste, prior to the Pandemic. We continued to provide materials and support for them to continue to develop the WASH area.
- We continued to fund a nutrition and feeding programme in conjunction with additional support for their food security problem.
- Komb Green staff worked with approximately **400 children** and **20 adults per month**, giving a reach of **4,800 children** and **240 adults. Total reach: 5,040.**
- The reach of the project for children using the WASH station and playground was **8,322.**



- The additional feeding programme consisting of on average **80 meals per day** (Monday-Friday) were served throughout most of the 2022-23 reporting year, giving a reach of **5,150.**

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023



- **100** pairs of shoes were distributed to all the children.
- In April, there was a joint shoe and boot distribution with the team from the Ngong, Green steps, to deliver shoes to the children of Dandora dump site. **400** pairs of shoes or boots were delivered on this distribution.
- The total reach of this project was **13,472**.

**DIRECTORS' AND TRUSTEES' REPORT (Cont/d)**  
**FOR THE YEAR ENDED 30TH JUNE 2023**

**Part Four: Overseas Staff and Training**

This year we have employed 12 local overseas staff. In Masaka, 19 parents volunteered regularly. In Ngong, they employed 6 members of staff and 25 volunteers. Among the volunteers were 15 parents. There were 30 members of staff on the Korrogocho project. This is a big increase on last year due to the projects mobilising the community to reach our objectives in creating community-run community-led projects.

**Part Five: Charity Infrastructure**

The charity has a board of three trustees who work directly with the CEO. This reporting year there has been one full time staff member, the CEO, who was on maternity leave for Q2 and Q3 and the Chair of Trustees managed a considerable amount of her workload. This has seen a decrease in funds raised but insured stability for our existing projects and beneficiaries. Our accounts manager continued to work part time on both the book keeping and project statistics and data.

*Project Analysis*

We have collected data on all beneficiaries across our projects, building on and developing our monitoring and evaluation systems so that we are more effectively able to measure the change and impact of our projects on our beneficiaries and the community and how much the available resources are being accessed. We calculate the number of beneficiaries with the services they access to establish the overall reach of our programmes.

*Fundraising & Campaigning Activities*

● **Major Funders.**

The grants of the three major funders, who have been supporting the projects, came to an end of their funding period last reporting year. With the CEO on maternity leave, new grants were not applied for. The charity decided to continue to support the projects using its reserves.

● **Corporate Social Responsibility and Donors.**

This year, we continued to receive ongoing support from First Mile Recycling, as we have for over ten years. They have been funding the charity's feeding programmes across East Africa.

● **Online Auction.**

In November 2023 we held our 12th Celebrity Shoe Auction on an external auction platform (Charity Stars).

We auctioned **45 pairs and raised £33,000.**

We also auctioned other celebrity memorabilia and organised meet and greets backstage at the concerts of some of our celebrities to raise further funds.

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

## Part Six: Future Plans and Developments

### *Overall for 2022-2023*

Both in the UK and overseas we have continued to support existing projects in East Africa, set up pre-pandemic, supporting them in their first year as autonomous projects allowing greater flexibility on reporting, freeing up more time for delivery and self management. This has led to greater community participation. We shall continue to report back to donors and the public clearly and transparently. We will continue to work remotely as this will allow us to redirect UK running costs to our overseas projects, training and development.

With our CEO on maternity leave, we were unable to find suitable cover for her roles of project delivery and fundraising, within our existing budget. Other than our yearly celebrity shoe auction we did not undertake fundraising, but our Chair of Trustees took on the day to day running of the charity.

### *Overseas Project Plans 2023-2024*

- Continue the ongoing assessment and development of our organisational strategy and objectives.
- We would like to continue with the implementation of a strategy that enables sustainable projects to be handed back to the community to run themselves. In order to do this we will need to:
  - continue training the management skills of local staff.
  - Introduce greater food security.
  - Set up infrastructures that will last without bills including free water access and energy through solar.
  - Commit to on-going mentoring programme to support local staff.
- A feasibility study will be done in 2023-24 to help children, their parents and families living on dumpsites in Mombasa, in partnership with the project managers at the Ngong dumpsite and Komb Green/Korogocho centres.

### *UK Team's Future Fundraising & Campaigning Work*

- **Online:** we plan to showcase more work online and launch our new website. This will create a more efficient tool to illustrate the development of the charity to our donors and supporters.
- **Campaigning:** we want to use our platform to campaign for large corporations to take responsibility for the waste that they manufacture. And commitments they have made to recycle plastic within specific time frames, which heavily rely on child labour.
- **The Celebrity Shoe Auction:** as well as being a major funding source, the publicity this generates in the media enables us to reach a large audience for our campaigning work. It has also become an intrinsic part of the charity's identity and one we intend to maintain. However, in the absence of volunteers we plan to outsource this to an auction management company.



DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

## Part Seven: Principal Funding Sources

This year we plan to strengthen our current initiatives by developing our trusts and grants fundraising capacities.

Currently, the **Celebrity Shoe Auction** is our principal source of unrestricted funding and we intend to hold one every year. We plan to work with existing celebrity shoe donors so that they continue to support and donate to us.

This year we had no income from grants for the first time in the charity's history. The covid pandemic played a large part in this change. As we found it difficult to secure funding for existing projects and were not able to launch new initiatives. In 2023/2024 we will be actively seeking grant funding from previous donors as well as new corporate donors and have developed a strategy to pursue this objective.

*Note: Photographs of all projects and more details of work, films and social media are featured on the website [www.smallstepsproject.org](http://www.smallstepsproject.org)*

### Financial review

The Statement of Financial Activities showed net deficit of £7,204 (2022 - £21,350) for the year and reserves stand at £79,297 (2022 - £86,501). The financial position at the year end revealed by the Balance Sheet shows net current assets or working capital of £79,297 (2022– £86,501). The net book value of fixed assets held, all of which are used directly for charitable purposes, amounted to £Nil (2022– £Nil).

### Reserves policy

In the Trustee's view, the reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. The trustees propose to maintain the charity's reserves at a level which is at least equivalent to six months operational expenditure and have done so having regards to its manner of operation of likely funding streams. The Trustees review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations on a quarterly basis at their quarterly board meetings.

Six months running costs is calculated on the basis of projected expenditure, with no allowance made for projected income, adjusted in the light of any actual expenditure that exceeds projected expenditure. The current reserves amount fixed by the Charity is £80,000.

The Trustees have adopted a reserves policy through which we will aim to build and maintain a level of reserves equivalent to up to six months running costs. The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £79,297 (2022 - £86,501).

Six months running costs is sufficient to allow some time for seeking alternative funding sources in the event that find ourselves without enough income to meet our objectives and then, should further funding not be available, to allow sufficient funds remain to wind up the charity in an orderly fashion.

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

## Structure, governance and management

### Governing Document

Small Steps Project Limited is registered as a company limited by guarantee and not having share capital. Its operations are governed by its Memorandum and Articles of Association (M&AA).

Small Steps Project Limited was registered at Companies House on 06 June 2010 under registration number 07277814 and the charity is registered with the Charities Commission under reference number 1137443.

### Trustee Induction and Training

The Trustees maintain a good working knowledge of charity and company law and best practice by regular reading of charity press articles and scrutiny of Companies House, Charity Commission and other Government and voluntary organisation advisory websites. New Trustees are given copies of the Memorandum and Articles of Association and copies of previous minutes and attend an induction session given by an experienced Trustee.

### Organisation Structure

The Charity is structured so that the Board of Trustees, who meet at regular intervals, deal with the policy and overall control of the Charity's activities. Day to day management is in the hands of the Chief Executive who reports to the Board of Trustees.

The Chief Executive has responsibility for the executive management of the charity and for the inline management of the staff team which is comprised of a personal assistant and part-time volunteers.

### Related parties

The charity has relationships with related parties and other charities and organisations with which it co-operates in pursuit of its charitable objectives.

### Risk Management

The Board of Trustees, who meet at three monthly intervals, are responsible for ensuring that the charity has the systems and means to provide reasonable assurance against inherent risks. These risks include operational, financial and regulatory risks. The Trustees have a risk management strategy which comprises;

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan;
- Implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)  
FOR THE YEAR ENDED 30TH JUNE 2023

**Statement of trustees' responsibilities**

The trustees, who are also the directors of Small Steps Project Limited for the purpose 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 trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

The trustees are responsible for maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The trustees' report was approved by the Board of Trustees and signed on its behalf by:



Thomas Phillips  
Trustee

Date: 27.03.2024

# SMALL STEPS PROJECT LIMITED

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SMALL STEPS PROJECT LIMITED

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I report to the trustees on my examination of the financial statements of Small Steps Project Limited (the charitable company) for the year ended 30 June 2023.

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my Independent Examination, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

**David Terry FCA**

**Ramon Lee Ltd**  
**Chartered Accountants**  
**93 Tabernacle Street**  
**London**  
**EC2A 4BA**

**Dated: .....**

# SMALL STEPS PROJECT LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2023

	Notes	Unrestricted funds £	Total 2023 £	Total 2022 £
<b><u>Income and endowments from:</u></b>				
Donations and legacies	3	14,115	14,115	18,326
Other trading activities	4	32,669	32,669	34,398
Investments	5	724	724	41
Other income	6	1,164	1,164	-
<b>Total income</b>		<b>48,672</b>	<b>48,672</b>	<b>52,765</b>
<b><u>Expenditure on:</u></b>				
Raising funds	7	5,539	5,539	7,294
Charitable activities	8	50,337	50,337	66,821
<b>Total expenditure</b>		<b>55,876</b>	<b>55,876</b>	<b>74,115</b>
<b>Net expenditure for the year/ Net movement in funds</b>		<b>(7,204)</b>	<b>(7,204)</b>	<b>(21,350)</b>
Fund balances at 1 July 2022		86,501	86,501	107,851
<b>Fund balances at 30 June 2023</b>		<b>79,297</b>	<b>79,297</b>	<b>86,501</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 4 to 10 form part of these financial statements.

# SMALL STEPS PROJECT LIMITED

## BALANCE SHEET

AS AT 30 JUNE 2023

	Notes	2023 £	£	2022 £	£
<b>Current assets</b>					
Cash at bank and in hand		90,631		93,881	
<b>Creditors: amounts falling due within one year</b>	<b>13</b>	<u>(11,334)</u>		<u>(7,380)</u>	
Net current assets			<u>79,297</u>		<u>86,501</u>
<b>Income funds</b>					
Unrestricted funds			<u>79,297</u>		<u>86,501</u>
			<u>79,297</u>		<u>86,501</u>

The notes on pages 4 to 10 form part of these financial statements.

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2023.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.

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.

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

The financial statements were approved by the Trustees on 27.03.2024 and were signed on its behalf by:



Thomas Phillips  
Trustee

Company registration number 07277814

# SMALL STEPS PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023

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### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: 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)" (effective 1 January 2019). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

The Charity's Financial Statements show net deficit of £7,204 (2022 – £21,350) for the year and free reserves of £79,297 (2022 - £86,501). The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 to 18 months and on this basis the Charity is a going concern.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

All income is included in the statement of financial activities when the Charity is legally entitled to it, receipt is probable and the amount can be measured with sufficient reliability.

##### Grant income

Grants are credited to the statement of financial activities when the Charity is entitled to the funds. Income is only deferred where there are time constraints imposed by the donor or if the funding is performance related. Where entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the income is recognised when there is sufficient evidence that conditions will be met.

Grants supporting the core activities of the Charity and with no specific restrictions placed upon their use are included within donations and legacies. Grants that have specific restrictions placed upon their use are included within income from charitable activities.

Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Depreciation on the related fixed assets is charged against the restricted fund.

# SMALL STEPS PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 30 JUNE 2023

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#### 1 Accounting policies

(Continued)

##### **Donations and legacies**

Donations are recognised in the period in which they are received. Legacy income is recognised when the charity's entitlement is judged to be probable and where the amount can be reliably measured.

##### **Fundraising income**

Fundraising income is credited to income in the year in which they are receivable.

##### **Investment income**

Investment income is included when receivable.

#### 1.5 Expenditure

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.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

##### **Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance and administration personnel, payroll and governance costs which support the Charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% Straight Line Method
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#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.8 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.



# SMALL STEPS PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 30 JUNE 2023

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#### 1 Accounting policies

(Continued)

##### 1.9 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

##### 1.10 Creditors and Provisions

Creditors and provisions are recognised when the charitable company has a legal or constructive present obligation as a result of a past event, it is probable that the charitable company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

##### 1.11 Volunteers and donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refers to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

##### 1.12 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 1.13 Cash flow statement

The charitable company qualifies as a small company and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 2, not to prepare a cash flow statement.

#### 2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# SMALL STEPS PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2023

### 3 Donations and legacies

	Unrestricted funds £	Total 2023 £	Total 2022 £
<b>Donations and gifts</b>			
Individual donations	9,026	9,026	13,326
Corporate donations	5,089	5,089	5,000
	<u>14,115</u>	<u>14,115</u>	<u>18,326</u>
<b>For the year ended 30 June 2022</b>	<u>18,326</u>		<u>18,326</u>

### 4 Other trading activities

	Unrestricted funds £	Total 2023 £	Total 2022 £
Celebrity Shoe Auction	23,645	23,645	34,374
Merchandising income	24	24	24
Celebrity Meet and Greet	9,000	9,000	-
	<u>32,669</u>	<u>32,669</u>	<u>34,398</u>
<b>For the year ended 30 June 2022</b>	<u>34,398</u>		<u>34,398</u>

### 5 Investments

	Unrestricted funds £	Total 2023 £	Total 2022 £
Bank interest	724	724	41
	<u>724</u>	<u>724</u>	<u>41</u>
<b>For the year ended 30 June 2022</b>	<u>41</u>		<u>41</u>

### 6 Other income

	Unrestricted funds £	Total 2023 £	Total 2022 £
Other income	1,164	1,164	-
	<u>1,164</u>	<u>1,164</u>	<u>-</u>
<b>For the year ended 30 June 2022</b>	<u>-</u>		<u>-</u>

# SMALL STEPS PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2023

### 7 Raising funds

	Unrestricted funds £	Total 2023 £	Total 2022 £
<u>Fundraising and publicity</u>			
Celebrity Shoe Auction	1,208	1,208	2,633
Other fundraising costs	216	216	216
Share of support costs (see note 9)	3,928	3,928	4,445
Share of governance costs (see note 9)	187	187	173
	<u>5,539</u>	<u>5,539</u>	<u>7,294</u>
<b>For the year ended 30 June 2022</b>			
Fundraising and publicity	7,294		7,294
	<u>7,294</u>		<u>7,294</u>

### 8 Charitable activities

	Supporting beneficiaries in rubbish dumps £	Total 2023 £	Total 2022 £
Direct project costs	13,300	13,300	26,818
	<u>13,300</u>	<u>13,300</u>	<u>26,818</u>
Share of support costs (see note 9)	35,358	35,358	38,446
Share of governance costs (see note 9)	1,679	1,679	1,557
	<u>50,337</u>	<u>50,337</u>	<u>66,821</u>
<b>Analysis by fund</b>			
Unrestricted funds	50,337	50,337	66,821
	<u>50,337</u>	<u>50,337</u>	<u>66,821</u>
<b>For the year ended 30 June 2022</b>			
Unrestricted funds	66,821		66,821
	<u>66,821</u>		<u>66,821</u>

# SMALL STEPS PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2023

### 9 Support costs

	Support costs £	Governance costs £	Total 2023 £	Total 2022 £
Administrative staff (Inc. Subcontractors)	33,493	-	33,493	35,979
Premises and equipment	70	-	70	10
Communications and IT cost	857	-	857	1,203
Book-keeping fees	3,050	-	3,050	5,100
Legal and professional costs	13	-	13	13
Other expenses	1,346	-	1,346	413
Travelling costs	457	-	457	-
Independent examiner's fees	-	1,866	1,866	1,730
	<u>39,286</u>	<u>1,866</u>	<u>41,152</u>	<u>44,448</u>
Analysed between				
Fundraising	3,928	187	4,115	4,445
Charitable activities	35,358	1,679	37,037	40,003
	<u>39,286</u>	<u>1,866</u>	<u>41,152</u>	<u>44,448</u>

### 10 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 July 2022	4,760
At 30 June 2023	4,760
<b>Depreciation and impairment</b>	
At 1 July 2022	4,760
At 30 June 2023	4,760
<b>Carrying amount</b>	
At 30 June 2023	-
At 30 June 2022	-

### 11 Net movement in funds

	2023 £	2022 £
Net movement in funds is stated after charging/(crediting)		
Independent examiners' fees	1,866	1,730

# SMALL STEPS PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2023

### 12 Employees

There were no employees whose annual remuneration was more than £60,000.

No trustee received any remuneration or reimbursement of expenses during the year (2022 - £Nil).

The key management personnel of the charity comprise the Chief Executive Director. The total employee benefits of the key management personnel of the charity were £Nil (2022 - £Nil).

### 13 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	6,431	3,147
Other creditors	3,037	2,503
Accruals	1,866	1,730
	<u>11,334</u>	<u>7,380</u>

### 14 Share capital

The charity is constituted as a company limited by guarantee and does not have a share capital divided by shares.

### 15 Analysis of net assets between funds

	Unrestricted funds £	Total 2023 £	Unrestricted funds £	Total 2022 £
Fund balances at 30 June 2023 are represented by:				
Current assets/(liabilities)	<u>79,297</u>	<u>79,297</u>	<u>86,501</u>	<u>86,501</u>
	<u>79,297</u>	<u>79,297</u>	<u>86,501</u>	<u>86,501</u>

### 16 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).