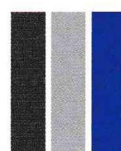


**REGISTERED COMPANY NUMBER: 07912948 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1145927**

**Report of the Trustees and**  
**Financial Statements for the Year Ended 31st December 2020**  
**for**  
**Footsteps Worcestershire Limited**

The Richards Sandy Partnership  
Thorneloe House  
25 Barbourne Road  
Worcester  
Worcestershire  
WR1 1RU



**Footsteps Worcestershire Limited**

**Contents of the Financial Statements  
for the Year Ended 31st December 2020**

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**Footsteps Worcestershire Limited**

**Reference and Administrative Details  
for the Year Ended 31st December 2020**

<b>TRUSTEES</b>	Mrs P W Southall Mrs V L Searle Dr J M Husband (appointed 1.2.20) Ms B A Wright (appointed 1.2.20)
<b>REGISTERED OFFICE</b>	Harrison Clark Rickerbys 5 Deansway Worcester Worcestershire WR1 2JG
<b>REGISTERED COMPANY NUMBER</b>	07912948 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1145927
<b>INDEPENDENT EXAMINER</b>	The Richards Sandy Partnership Thorneloe House 25 Barbourne Road Worcester Worcestershire WR1 1RU
<b>SOLICITORS</b>	Harrison Clark Rickerbys 5 Deansway Worcester WR1 2JG
<b>BANKERS</b>	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

## Footsteps Worcestershire Limited

### Report of the Trustees for the Year Ended 31st December 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2021. The trustees have adopted the provisions of 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 2015).

#### A message from the Trustees and Susan & John Smith (founders of Footsteps)

Every child is unique and will cope with the death of someone important in their own way. There is no magic formula. Children and young people grieve just as much as adults, but show it in different ways. They rely on adults to provide them with the support they need in their grief. Many get all the support they need from those already around them who they know and trust; however, there are many children who don't and who need additional and professional support.

We launched Footsteps back in October 2011 to meet a need for service provision in South Worcestershire where there was - and continues to be - no other comparable service for our bereaved children and young people. We are so proud of our Footsteps journey and our Footsteps family: our small and dedicated team of staff, trustees and volunteers and our wonderfully supportive community. Together we have all achieved so much, not least in developing and delivering bespoke and tailored bereavement support packages to 1,200 bereaved children, young people and their families and impacting directly on the lives of more than 7,000.

October 2021 marks the beginning of Footsteps' 10<sup>th</sup> year of service to our community. The ongoing support of Charitable Trusts, local businesses, our community and more recently the National Lottery Community Fund enables us to continue to deliver to those who need us most. We never take this support for granted; it is our driving force.

We are very pleased to be launching our brand-new website very soon, a tool which we hope will help so many more and in many additional ways.

It is very important to us that we remain a small and personal charity. We strive to do what we do well, always retaining our ability to be flexible. 2020 has brought many new challenges for us all; our bereaved children have had so much to cope with, on top of the added challenges of social isolation. For many, significant anxieties have arisen from Covid-19 and the pandemic in which we suddenly found ourselves. As a team we have learnt so much. We have adapted and evolved to support our bereaved children and young people in new ways to develop their own unique coping mechanisms to manage their grief, to positively impact on their current and future mental health in order to help them live their lives to their fullest.

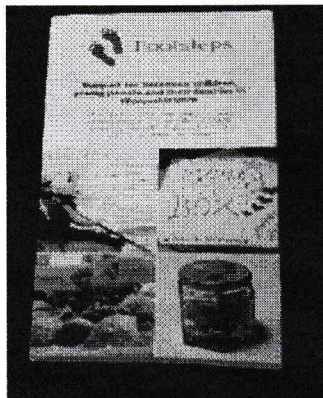
We feel very privileged to be heading up such a great team of reliable, enthusiastic and professional staff, volunteers and all those who support us in so many ways.

**On behalf of our FOOTSTEPS family, our bereaved children, young people, their families and our staff and supporters, we would like to say an immense THANK YOU to you all.**



## OBJECTIVES AND ACTIVITIES

### Our Service – What We Do:

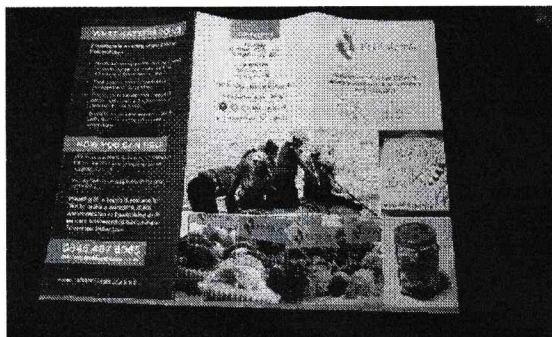


**Footsteps provides** a specialist programme of support to bereaved children, young people (5 -21 years) and their families in South Worcestershire.

**We provide our service completely free of charge.**

**We support** bereaved children and young people in their journey through grief, to help them to develop their own unique coping mechanisms to manage their grief. We aim to positively impact on their current and future mental health, to help them live their lives to their fullest potential.

**We deliver** our service on an outreach basis. This is essential to ensure that our service is accessible to all in need.



**We work with** a number of local hospices within our geographic boundaries, with social care, medical, and educational professional agencies, with Childhood Bereavement Network, Child and Adolescent Mental Health Services, and other support services.

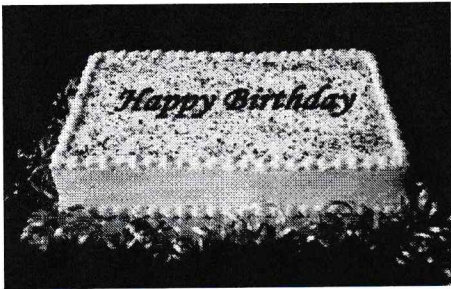
**We meet a real gap in service provision in South Worcestershire.**

Our service is wholly dependent upon the wonderful generosity of our local community, local businesses, Charitable Trusts and the National Lottery Community Fund.



## 2020 OVERVIEW – SOME ACHIEVEMENTS IN NUMBERS

During the year:

<b>We supported 91 children and young people and their families.</b>	
<p><b>We liaised (either face to face or virtually) with 56 families to undertake professional assessments.</b></p> <p><b>This enabled us to better understand their individual needs and provide the best tailored support possible to each of them.</b></p>	<p><b>We worked with:</b></p> <p><b>37 schools and colleges – 21 First/Middle/Primary Schools, 15 High Schools and 1 College/University.</b></p> <p><b>We now have a recognised presence in approximately 85% of schools in South Worcestershire.</b></p> <p><b>We have strong working relationships with over 100 Schools and Colleges.</b></p>
<b><u>We directly impacted on the lives of more than 500 individuals bereaved of a loved one.</u></b>	
<p><b>The average number of 1:1 face to face support sessions provided to each child was 8.</b></p> <p><b>10% of young people have between 10 and 20 sessions.</b></p>	<p><b>Our specialist Footsteps team – 1 full-time Bereavement Service Manager and 3 part-time Bereavement Service Practitioners – worked directly with bereaved children, young people and their families either face to face or through remote support.</b></p>
<p><b>We supported families on an outreach basis when it was safe to do so. We supported children and young people from many locations: Worcester and Droitwich (67% of our caseload), Malvern (18%), Evesham and Pershore (13%) and other locations (2%)</b></p>	
<p><b>1,200 young people, together with their families, have been supported by dedicated Footsteps Practitioners since October 2011.</b></p> <p><b>We have impacted on the lives of more than 7,000 young people in total during this time.</b></p>	<p><b>IT IS FOOTSTEPS' 10<sup>TH</sup> BIRTHDAY IN OCTOBER 2021!</b></p> 



## ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

- 42% of our children were trying to cope with the death of their Dad;
- 30% were trying to cope with the death of their Mum;
- 20% were trying to cope with the death of a sibling
- 3% were trying to cope with the death of a friend;
- 52% were trying to cope with multiple deaths within their family and friendship groups;
- 31% of the children we supported were 5-10 years of age;
- 63% of the young people we supported were 11-16 years of age;
- 2% were aged 17 and over;
- 48% of children/young people we supported were males, and 52% females;
- 12% of children/young people were trying to cope with a death following a suicide;
- 35% of children/young people were trying to cope with a death from cancer;
- 6% of children/young people were trying to cope with a death from Covid 19.

**OUR REFERRALS** – The majority of our referrals were from Schools (63 – Head Teachers, teachers, School Counsellors, Safeguarding leads). 25% were from parents, 4% from other family members. 8% of referrals were from Social Services or other agencies.

## OUR PROGRAMME OF SUPPORT

Our young people and their families are vulnerable - referred to us at extremely sensitive and emotionally charged and needy times. 2020 added further to their vulnerabilities with enforced social isolation leading to anxiety, and significant anxieties arising from the Covid-19 virus and pandemic. Our every engagement, whether face-to-face or remote is bespoke, tailored to specific family situations and their specific and individual needs.

We provide: -

1. **TAILORED SUPPORT**, carefully planned and evaluated **1: 1 face to face sessions** and remote / virtual sessions for bereaved children and young people. These are needs-led and flexible and there is no fixed number of sessions.
2. **GROUP SESSIONS**, carefully facilitated when safe to do so.
3. **DIRECT SUPPORT FOR PARENTS & CARERS**, with an initial home visit (when safe to do so) and on-going telephone support.
4. **WORKSHOP OPPORTUNITIES and FAMILY ACTIVITY DAYS**, during weekends and school holidays (when safe to do so).
5. **ADVICE, TRAINING AND PROFESSIONAL INPUT** in both the statutory and voluntary sector.
6. **AWARENESS RAISING SESSIONS** for young people in schools.



## STRUCTURE, GOVERNANCE AND MANAGEMENT

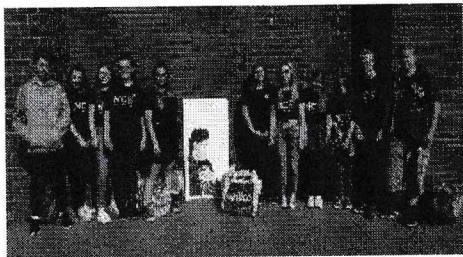
### Governing document

"Footsteps" is a charitable company limited by guarantee, incorporated on 17th January 2012 and registered as a charity on 15th February 2012.

The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up directors are required to contribute an amount not exceeding £1.

### Our Volunteers

We always welcome volunteers of all ages and backgrounds.



Our volunteers include young people we have supported, as well as some parents / carers and members of our local community. They range from teens to those who have retired, and they bring to our organisation a variety of life skills and experience.

20+ volunteers supported us in 2020.

We also value the support we have received from many professionals within our local community during 2020.

Our volunteers are truly remarkable. They give their skills and time to make a difference to the lives of bereaved children, young people and their families. We couldn't offer our full service without their dedicated support and we feel privileged to have them working alongside us.

### OUR TRUSTEES

Footsteps is under the guardianship and leadership of 4 Trustees.

Our Trustees' team has been expanded from 3 to 4 and now includes a representative from a long-established local Solicitors' practice (a company which is in itself extremely supportive of Footsteps); she brings extensive knowledge of Employment Law and GDPR to our team. In addition, the retired Head of the Institute of Health & Society at Worcester University has been welcomed to the Trustee team, with a background in nursing and teaching. Our Board of Trustees also includes two highly-valued further Trustees who have been with us from Day One and who have used their extensive skills and experience to guide us through the last ten years. They both have very relevant experience and are very active in their roles and support of our Charity.

We hope to add a Parent Trustee to the Board in the coming year.

Our Trustees work selflessly  
to ensure all decisions put the needs of our children, young people and their families first.



## **RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES**

The Directors of the Company are also Charity Trustees for the purposes of charity law. Due to the nature of the charity's work with bereaved children, the Trustees and Management Team are always mindful of the need to recruit additional Trustees who can bring specialist expertise, skills and knowledge of the community we serve. The Trustees seek advice and recommendations of staff before appointing new trustees. New Trustees are provided with a Trustee induction pack which includes the following Charity Commission publications: -

CC3: The Essential Trustee: What you Need to Know;  
CC10: The Hallmarks of an Effective Charity.

## **OUR STAFF TEAM**



Our people define Footsteps and create the identity we are so very proud of.  
Our team is small, dedicated and passionate.

Our team comprises

- ◆ A full time Bereavement Service Manager
- ◆ 2 part time Bereavement Service Practitioners;;
- ◆ A part time Operations Manager;
- ◆ 2 Consultants.

*One Consultant (our former Service Manager) has 21 years' legal experience, 10 years' experience as Fundraising Manager with Noah's Ark Trust (1999-2009), was a co-founder of Guy's Gift (2009-2012) supporting bereaved young people in Warwickshire and has been Secretary to a large national Charitable Trust for the last 22 years. She was also on the decision-making panel of the Local Network Fund for Children & Young People in Worcestershire throughout its lifetime.*

*Our other Consultant (our former Bereavement Service Manager) has 35 years' experience in senior management roles in education, 12 years' experience of working specifically with bereaved young people and was also one of the co-founders of Guy's Gift in 2009. He has been instrumental in building the Practitioner team for Footsteps - a small team of highly skilled and experienced Bereavement Practitioners who are both dynamic and passionate about the service they deliver.*

*Our Bereavement Service Manager has an MA in Dramatherapy. She has 12 years' experience working with children, which includes working in mainstream education supporting young people with learning difficulties as a trainee therapist, and working in a residential home for young people with severe learning difficulties, also as a trainee therapist. She has had a paper published "Children and young adults of alcoholics and attachment theory" and is currently writing a book specifically to support those bereaved due to alcohol / drug addiction. Our two part-time Bereavement Service Practitioners have 30+ years of wide-ranging experience working with children and young people. They have a range of professional qualifications which bring extensive value to our service.*

*Our Operations Manager has 30 years' experience within the Police Service, working in business, programme and project management. She herself is a widowed mother of 2 children and joined our team to help make a difference to other bereaved families.*



*Our Practitioners all have monthly peer supervision and professional clinical supervision. Our full team meets once a week and we have an extended team meeting once every term to review that period and what we aim to achieve in the coming months.*

**Our Trustees and founders feel very privileged and fortunate to have such a valuable and reliable team of Staff on board.**

**Together, our Staff Team, our Volunteers and our Trustees work tirelessly to help prevent children and young people from suffering the long-lasting negative impacts of bereavement right through into adulthood.**

### **ACHIEVEMENTS AND PERFORMANCE**

Despite the lengthy lockdown periods during the Covid-19 pandemic and the changing national and local restrictions, we worked hard to provide specialist and professional support to 91 bereaved children, young persons and their families during the year.

Although there were required periods of furlough when we were unable to work, over the rest of the year we supported just under 70% of the total number of cases we supported in 2019. This was a significant achievement and reflects the Footsteps team's commitment and dedication to supporting bereaved children and young people during such unprecedented and even more challenging times for our families in particular.

There were many months during 2020 when it was not possible to provide face-to-face support in schools (due to school policies, school closures, trustee concern and responsibility for staff welfare). This equated to more than HALF of the working year.

We were very fortunate to secure funding during the first lockdown which enabled us to purchase new technology during the year. This meant we were now well-placed to provide the option of flexible access to our service through virtual platforms to suit the preferences of individuals and Schools, eg via Zoom, Teams, Skype, etc.

We worked hard to develop safe remote working practices, in liaison with schools. This took significant time and there were many hurdles and restrictions, with schools initially having varying viewpoints with regards to remote working, trying to work through and develop their own individual policies and procedures moving forward. In the interim periods we provided telephone support and advice to many of our families, including "check-in" sessions during lockdown periods. Our remote working commenced in earnest in the last quarter of 2020, following further new lockdown restrictions and following the implementation of Footsteps' policies and procedures with safeguarding a priority for our children, young people and our team. Remote working became the norm for Footsteps and this service continues to be provided wherever wanted by, possible and effective for individuals.



## SOME QUOTES FROM OUR SERVICE USERS

**Lead Thrive Practitioner:** *We have worked with Footsteps for a number of years now and find their support and knowledge invaluable. They have worked with children in school and families in the home. Staff are always very accommodating and are happy to share their expertise, whether that is over the phone or in face-to-face meetings. The children who have had support from Footsteps following a bereavement, have valued the support and as a school, knowing that they have a trained professional with whom they can share their grief is comforting. We would highly recommend Footsteps to other organisations and families, as they provide an excellent service. Keep up the good work!*

**Deputy Head:** *Footsteps provides an invaluable service for our children. We have been so indebted to Footsteps over the last few years as, unfortunately, a number of our children have lost a close relative. Circumstances have differed in these cases and for some children the loss was expected and preparation could be made. In a few cases the death was sudden. The support that Footsteps can give to a child in these circumstances cannot be underestimated. A person from Footsteps will come to school, talk with the relevant adults to explore the individual child's needs and be a great support to them in their time of real need. It gives the child a person who is completely detached from the situation time to talk and explore their own emotions. A child who lost their father was visibly less weighted down after a visit from the team. A relationship is built up through one-to-one work and this has a noticeable, positive impact on the child. We value the work of Footsteps and know that they are there to support us. They are on the end of the phone to give advice which is greatly appreciated! Knowing that someone is there and can give support really does answer our prayers. Thank you!*

*One of our Parents / Carers has said:*

*"Footsteps has supported my daughter XXX through one of the most difficult and sudden losses my family could go through. It was an extremely hard time for myself and my family. Not only did Footsteps support XXX but they gave me much more than I could ever imagine; confidence in my choices as to how to explain this sudden loss, reassurance that it was ok for me to grieve. even if the girls were around and encouragement that it was good to talk to each other. Footsteps took the burden away from me and helped XXX become more open with her feelings...XXX was a child that would bottle her feelings and not really talk about them. Footsteps has some wonderful ideas, games, and much more to help XXX express her feelings and tools which I believe XXX will continue to use to deal with grief throughout her life ... thank you for your wonderful service and thank you to an amazing staff. will be eternally grateful to you for everything."*

**Our priority and efforts throughout 2020 were to ensure that our service reached those who most needed our support.**

*Some of our children have said:*

*"I feel so much more confident to tell / let people know what's the matter or if I have anything on my mind."*

*"... just wanted to say thank you so much for everything you've done these last few months, you've helped me so much and I couldn't have asked for anyone better to support me. I don't think I would be where I am without all the support and help you've given me so Thank you. I'm going to miss you a lot :("*

*"Footsteps has helped me learn that it's okay to be sad .... but It's best to think about the good times...I haven't hurt myself since seeing Footsteps"*



In 2020 we adapted our service to meet changing needs so that when it was not safe to deliver face-to-face support and services indoors within our safe educational environments, we provided:

1. **Outdoor face to face support, in open spaces in school grounds;**
2. **Telephone support and "Check- in" sessions** with schools, families, young people and children themselves, offering advice and support. *Although these sessions were initially for children / young people on our caseloads, from our feedback we found that parents and carers were supported indirectly knowing that these were taking place and this also benefitted parents / carers' emotional health. One practitioner found that they were helping to liaise between a parent and young person after communication had broken down at home due to so many additional stresses.*
3. **Regulated and managed virtual support sessions** as well as ensuring all procedures and policies were in place that were satisfactory for schools, families and Footsteps, there have been many further challenges and learning that has helped us to grow as a charity and a service. The core of Footsteps' service is to tailor each support session to meet the unique and individual needs of the child / young person. This continued during 2020 and we assessed each individual case to decide whether virtual support was appropriate and whether it was likely to be effective. Our learnings informed some of the rationale for decision-making regarding age, safeguarding, confidentiality, technology, feedback, team wellbeing.
4. **A closed social media group, facilitating peer support for bereaved parents and carers** was implemented at a time of most need, and provides a medium for peer support between parents and carers, helping to reduce feelings of isolation in a time of real need. This continues to grow and is managed and monitored by one of our Practitioners.
5. Our **social media sites** continue to be utilised as a means of remote support with frequent communications and postings. Feedback on this is very positive.
6. Our **new website** is close to going live and will further enhance our service during the ongoing pandemic, providing a wealth of support, information and tools, and providing easy access to our service.
7. Some additional funding enabled a much-needed **upgrade to old Charity IT technology**: laptops, telephones and iPads. These are proving to be invaluable given our increasing reliance on technology and a need to work in new ways with new functionality. They have also increased our day to day efficiency.
8. We currently have a **waiting list** which we are working very hard to manage. Footsteps' unique service has always been an outreach service, to ensure that we are accessible to all, including the most vulnerable who do not have access to transport / family support. This generally involves a significant amount of travelling time between schools. An advantage of virtual support has been that time saved travelling has enabled us to spend more time focusing on supporting the child/young person, having more time to read or research techniques and resources to help support specific needs. Our practitioners have also been able to be more flexible when offering appointments for virtual 1:1 sessions. More children can also be supported virtually, where such support is appropriate. We do, however, continue to manage this to ensure that once face-to-face support is able to resume safely, we will have the capacity to support those children who are awaiting this support.
9. We are hopeful that in 2021 we can focus on some of the **development work** we had planned for 2020 and were unable to deliver. We are also hopeful that we will be able to safely resume provision of face-to-face bereavement support. We will continue to provide remote support to all those who choose and will benefit from this support. We have learnt so much during the pandemic and this will continue to change how we deliver our service and how we work together with our children, young people and our communities to evolve and continue to meet growing and changing needs.
10. October 2021 marks the beginning of Footsteps' 10<sup>th</sup> Year of service to the bereaved in South Worcestershire. We plan to promote and celebrate our success during the subsequent 12 months.



Delivery of our service this year was helped significantly by the National Lottery Community Fund recognising the continued importance and value of our work. This five year grant (tapered during the final two years) commenced in January 2020, which was very timely, given the way in which 2020 was to continue, with the majority of our other planned fundraising during the year drying up completely.

Support and donations from our community, however small or large, acknowledge the value of our service, as do our very many testimonials from professionals, parents/carers and from young people themselves.

### **DELIVERING OUR OUTCOMES IN 2020**

1. WE EMPOWERED bereaved children and young people, with greater ability to explore and express difficult feelings, and acquire greater confidence and improved self-esteem, increasing their emotional resilience.
  2. WE REASSURED parents and carers, leading to improved relationships and increased communication with their children, diminishing the levels of stress likely to cause distress.
  3. WE INCREASED professionals' knowledge and awareness of bereavement issues and enabled them to better support those with whom they are interacting.
- Children and Young People developed their own unique coping mechanisms
  - Parents and carers felt better able to support their children.
  - Family life benefitted.
  - There was a positive impact on individuals' school and college life.
  - 1:1 work provided opportunities for young people to be heard, to ask questions, to unburden themselves.
  - School teachers and others professionals working with young people benefitted from our advice, knowledge and experience as to how to best support young people on a day to day basis.
  - Our education of the wider community provided practical advice to enable members of the community to help those they know who have been bereaved of a loved one.

### **LONGER TERM BENEFITS ANTICIPATED:**

Coping with the loss of a loved one may be one of the hardest challenges that a child or young person faces.

Grief can be particularly intense and isolating and a young person can be overcome by shock & confusion, leading to prolonged periods of emotional turmoil, anger, sadness or depression. Many people find it difficult to talk about death. A good social, support network can help, but many of our young people do not



have this. The situation and painful emotions will not improve by avoidance and it is very important for a grieving young person to talk to someone to express and share their emotions and thoughts.

Discussing grief can prevent negative and destructive emotions from building up at a time when young people are at their most vulnerable and can help prevent them from seeking solace in harmful lifestyle habits. Negative ways to cope with thoughts and feelings about loss and death, if unsupported, can predispose children to a mental health condition. Acute or even suppressed grief can lead to distorted grieving, characterised by extreme guilt or anger, leading to aggressive and destructive outbursts, self-harm, school refusal, crime and anti-social behaviour, drug/alcohol abuse, testing of authority systems, loss of self-respect, loss of confidence, depression, physical ailments and symptoms, loss of a general sense of purpose in life and poor mental health. 2020 was a difficult year for so many, not least those bereaved of a loved one, in unprecedented times of social isolation and added anxieties caused by the Covid-19 virus and pandemic.

Our specialised bereavement support positively contributes to not only the mental and physical health of children and young people, but also to their welfare and future well-being. We are a preventative service, and our input during children's formative years and in their time of real need provides a platform to openly discuss and address fears and feelings. Our input can help to prevent the breakdown of family relationships & improve physical / mental health & emotional wellbeing.

There are many factors that play a role in how individuals react to a significant loss, too many to list here; they include our cultural norms, our support systems, the circumstances of a death, our existing coping mechanisms. Measuring and evaluating grief support can be challenging, as everyone's experiences are unique. Rather than using an evaluation tool with a "one size fits all" approach, we use our carefully tailored family assessment form when we first visit parent/carers and young people. Our process allows us to highlight and identify any specific needs of young people and their families and offer them support with these needs in mind.

#### **Case study: supporting young people with anxiety**

Footsteps supported a young person who was particularly anxious about other people dying in their life and also worried about their own mortality. This can be particularly common after someone dies, because the thought process about death comes to the forefront of a person's mind.

The fear and anxiety in relation to death was having a huge impact on their day-to-day relationships with others, not wanting to leave loved ones and continuously make sure they were ok. This fear impaired their concentration levels and they didn't have any motivation to carry out everyday tasks.

During sessions it was important not to block out these feelings or encourage the young person to "try and forget them" or "distract themselves" as the feelings are still there. It was crucial for these feelings to be acknowledged and explored and the young person was willing to try techniques to help manage some of these worries so they weren't impacting their life as much. Techniques such as giving the worries "15 minutes a day" (or a suitable time which the young person felt would be good). During this time the young person could spend all this time worrying, writing down/drawing/journaling what they were worrying about whilst containing it within this time period.

Gradually, the young person began to reduce their worry time over some weeks. Exploring where and why these worries were happening also allowed the young person to have a better understanding and to feel more in control.



### **Case study: supporting a young person bereaved by alcoholism**

Footsteps previously supported a young person whose Mum had died from alcoholism. The young person didn't want to talk about Mum's cause of death to anybody, and instead would create a fantasy about what Mum was like; such as always baking, cleaning etc.

Our Practitioner was able to build a good, trusting rapport with the young person and explore their feelings about the "ideal Mum". This enabled the young person to open up and begin to talk about the reality of life with Mum, including her drinking.

After accepting that it was ok to talk about the reality of the situation and the things they had experienced whilst living with Mum, the young person began to feel lighter and this was also noticed outside sessions by school and by the family. The young person was able to share with others that things were not always ok at home.

Speaking their truth allowed them to look at how this had a huge impact on them, enabling their self-awareness to increase and for future relationships with others to have more stability.

### **NETWORKING AND EVALUATION**

- **We work in partnership** with both national and local organisations to ensure that we continually learn, that our service meets current needs, is flexible and unique. We receive and pass referrals, exchanging ideas, sharing best practice, training and ensuring that there is no duplication in service provision.
- **We liaise and work collaboratively with other professionals and agencies.** Schools and education professionals are increasingly seeking our support for young people, both individually and in school group work and assemblies. These are often very participative, with young people sharing and discussing their concerns and emotions regarding recent national events that have resulted in the death of young people, as well as friends. We attend review meetings, providing specialist advice, input and training as required.
- **We prioritise the safeguarding and wellbeing of children and young people** by communicating and working with a range of other professionals including schools, counsellors and health service professionals to collaboratively support children and young people to achieve positive outcomes.
- **We have excellent links with stakeholders & other organisations** within our local communities. We play an active role in a network of bereavement experts & services both nationally (Child Bereavement Network) & regionally, to ensure that our approach & service is the best way to meet the needs / issues that we have identified with our beneficiaries & their families.
- **We can only measure and track our performance and our success** by involving those we are aiming to help. It is important to us to give children, young people and their families a voice; and for them to feel that they are being listened to. They are valuable contributors from whom we are keen to learn.



- **Our team meets weekly and this continued remotely during lockdowns.** We pride ourselves on our ability to be flexible and adapt quickly. When appropriate, we act on feedback / information quickly and put any changes in place, always endeavouring to keep informed the person who made such valuable suggestions.
- We maintain excel spreadsheets to capture information that we require to **DELIVER** our service efficiently and effectively, and as additional information to **REVIEW** who, where, when and how we deliver our service. We record and track information including sources of referrals and enquiries, the age and sex of each child referred, the school / college they attend, where they live, the relationship to them of those who have died, the nature of the death(s), multiple deaths, number of sessions they receive, time frame over which they are supported etc. We continue to analyse this information, together with the geographical area we are supporting, to ensure that our service reaches all parts of South Worcestershire, when it is needed. The information from our spreadsheets is vital to track our work, to better understand and learn from the wider picture, to support our fundraising and our service development.

### **PUBLIC BENEFIT**

The Trustees can confirm that they have had due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. In all work with bereaved young people and their families, benefit to the public is of paramount importance. We measure the success of our direct support against the required outcomes for individuals

### **POLICIES**

We have a commitment and a responsibility to safeguard all the children we work with from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.

The aim of the Footsteps Child Protection and Safeguarding Policy is to promote good practice, provide children and young people with the appropriate protection and to help staff, trustees and volunteers make informed and confident responses to child protection issues.

Footsteps has rigorous policies and procedures in place to ensure safeguarding and child protection, staff protection, data protection and confidentiality and protection of our employees and our clients, whilst working face-to-face and remotely. All records are protected appropriately in line with these policies and procedures (Both electronic and paper records). Our Policies are updated annually.

## **FINANCIAL REVIEW**

The majority of our income in 2020 came from the National Lottery Community Fund, with the remainder coming from Charitable Trusts, corporates and our community. 2020 proved to be a very difficult year in which to secure funding due to the Covid-19 pandemic.

Despite this and largely due to our proven track record, we secured some annual commitments from Charitable Trusts; and some one-off donations, although there were smaller numbers making these donations. We benefitted from some significant support from our community, particularly from a young person we had supported who wanted to "give back".

Our reputation goes from strength to strength, together with the recognition of the value of our service. We are very proud of our success in developing our service over the last 9 years and moving towards our 10<sup>th</sup> year of service to bereaved children, young people and their families in South Worcestershire. We found ourselves in a difficult financial climate in 2020. Some welcome and significant funding towards our costs from the National Lottery Community Fund allowed us to continue our work, helping us adapt and developing our service and charity over the longer term. Funding always remains challenging to enable the continuation of our support programme. No bereaved child, young person, together with their family, should be left isolated and vulnerable. Our aim is to work hard to continue to develop and deliver our service over the longer term to those in need, in order to ensure a better future for children and their families in South Worcestershire by addressing grief at an early stage and preventing future mental health problems.

Ongoing support from Charitable Trusts and Corporates, the community is vital to ensure the continuation of our service and we are working hard to deliver our sustainability plans. It is vital, ethical and a requirement of our service that we have the ability to continue to support once we have given our commitment to a young person. Long term financial security is critical to achieve this. Significant work and effort is being invested to ensure that the charity can continue to thrive. Applications will continue to be made to Charitable Trusts nationwide and locally, relationships will be made and managed and we are hopeful that with a lot of hard work, we will achieve the necessary funding to continue to develop and make a real difference to the significant needs within Worcestershire for future years.

Our Trustees have always felt it to be important that we do not grow too large, nor overstretch ourselves. The main consideration for Footsteps has always been to do what we do well, provide a high-quality service and look after our staff.

## **RESERVES POLICY**

The Trustees have established the charity's reserves policy with reference to Charity Commission Guidance (CC19) and accounting standards (SORP 2005). The Trustees' intention is to build sufficient reserves to ensure continuity of service and they consider it prudent to work towards free i.e., unrestricted) reserves of a minimum of nine months expenditure. The charity will also maintain a reserve to close the charity, should it be necessary, without adversely affecting the service to families already receiving support, meet liabilities to creditors and meet staff notice and redundancy costs. This intention is established annually when the Trustees agree the budget for the forthcoming year. The Trustees ensure that the reserves are monitored periodically and they keep the reserves' policy under regular review.

## **GENERAL FUND**

The Trustees' intention is to build reserves to ensure continuity of service and they consider it is prudent to work towards free reserves of a minimum of nine months' expenditure. The Charity will also maintain a reserve to close the Charity, should it be necessary, this will cover staff notice and redundancy costs. The general fund balance at 31 December 2020 is £69,997 (2019 £55,571).

Free reserves (general funds less fixed assets) at 31 December 2020 amount to £69,977 which based on current expenditure levels of £20,057 (2020) and this equates to approximately 42 months of expenditure.



## **RESTRICTED FUNDS**

The Charity currently benefits from the following restricted funds:

- **National Lottery Community Fund - £80,786 (2019 £47,100 – to be spent during 2020)**

This grant covers the salaries of our Bereavement Service Manager, Operations Manager, 2 part time Bereavement Service Practitioners, travel, organisational overheads, workshop materials and evaluation. The balance at 31 December 2020 is £80,786.

- **Eveson Charitable Trust - £3,419 (2019 £Nil)**

This was a grant of £6,000 towards salary costs. The balance remaining at 31 December 2020 is £3,419 and will be spent during 2021.

- **Clothworkers' Foundation - £7,070 (2019 £Nil)**

This was a grant of £9,900 towards the purchase of laptops, ipads and mobile phones. The balance at 31 December 2020 is £7,070, which represents the net book value of the assets purchased in 2020 £4,730 plus a balance of £2,340 which will be spent during 2021.

- **National Lottery – £7,349 (2019 £Nil)**

This is a grant towards the cost of updating technology. The balance at 31 December 2020 is £7,349, which represents the net book value of the assets purchased in 2020 £3,985 plus a balance of £3,364 which will be spent during 2021.

**On behalf of our children, young people and their families, we would like to thank everyone who has supported our service during 2020.**

**PLEASE HELP US TO CONTINUE OUR WORK IN 2021.**

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

Approved by order of the Board of Trustees on 8 July 2021 and signed on its behalf by:

  
P.W. SOUTHALL

**Independent Examiner's Report to the Trustees of  
Footsteps Worcestershire Limited**

**Independent examiner's report to the trustees of Footsteps Worcestershire Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Rob Richards FCA CTA FCCA  
Chartered Certified Accountants  
The Richards Sandy Partnership  
Thorneloe House  
25 Barbourne Road  
Worcester  
Worcestershire  
WR1 1RU

8th July 2021



Footsteps Worcestershire Limited

Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31st December 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	16,978	-	16,978	87,087
<b>Charitable activities</b>	4	-	124,434	124,434	52,225
Counselling and related services					
Investment income	3	1	-	1	5
Other income		17,504	-	17,504	-
<b>Total</b>		34,483	124,434	158,917	139,317
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Counselling and related services		20,057	72,910	92,967	143,479
<b>NET INCOME/(EXPENDITURE)</b>		14,426	51,524	65,950	(4,162)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		55,571	47,100	102,671	106,833
<b>TOTAL FUNDS CARRIED FORWARD</b>		69,997	98,624	168,621	102,671

The notes form part of these financial statements

**Footsteps Worcestershire Limited**

**Balance Sheet  
31st December 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	20	8,715	8,735	72
<b>CURRENT ASSETS</b>					
Debtors	10	1,016	-	1,016	328
Cash at bank		<u>71,621</u>	<u>89,909</u>	<u>161,530</u>	<u>108,626</u>
		72,637	89,909	162,546	108,954
<b>CREDITORS</b>					
Amounts falling due within one year	11	<u>(2,660)</u>	-	<u>(2,660)</u>	<u>(6,355)</u>
<b>NET CURRENT ASSETS</b>		<u>69,977</u>	<u>89,909</u>	<u>159,886</u>	<u>102,599</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>69,997</u>	<u>98,624</u>	<u>168,621</u>	<u>102,671</u>
<b>NET ASSETS</b>		<u>69,997</u>	<u>98,624</u>	<u>168,621</u>	<u>102,671</u>
<b>FUNDS</b>	13				
Unrestricted funds				69,997	55,571
Restricted funds				<u>98,624</u>	<u>47,100</u>
<b>TOTAL FUNDS</b>				<u>168,621</u>	<u>102,671</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2020 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 were approved by the Board of Trustees and authorised for issue on 8th July 2021 and were signed on its behalf by:



P W Southall - Trustee

The notes form part of these financial statements

**Notes to the Financial Statements  
for the Year Ended 31st December 2020**

**1. ACCOUNTING POLICIES**

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

**INCOME**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**EXPENDITURE**

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

**TAXATION**

The charity is exempt from corporation tax on its charitable activities.

**FUND ACCOUNTING**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**FINANCIAL INSTRUMENTS**

The Charity 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 when the charity becomes party to the contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts where 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.

**Basic Financial Assets**

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market value rate of interest.

**Basic Financial Liabilities**



**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2020**

**1. ACCOUNTING POLICIES - continued****FUND ACCOUNTING**

Basic Financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

**Basic Financial Liabilities**

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If they are presented as non-concurrent liabilities. Trade payables are recognised initially at transaction costs.

**PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**GOVERNMENT GRANTS**

Government Grants are recognised using the accruals model.

Government grants relating to compensation for expenses or losses already incurred or for the purpose of giving immediate support to the Charity, with no future related costs are recognised in income in the period in which the grants become payable.

**2. DONATIONS AND LEGACIES**

	2020	2019
	£	£
Charitable trusts & foundation	10,551	72,921
Community donations	<u>6,427</u>	<u>14,166</u>
	<u><b>16,978</b></u>	<u><b>87,087</b></u>

**3. INVESTMENT INCOME**

	2020	2019
	£	£
Deposit account interest	<u>1</u>	<u>5</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	2020	2019
	£	£
Grants	<u><b>124,434</b></u>	<u><b>52,225</b></u>

Activity  
Counselling and related services

Grants received, included in the above, are as follows:

	2020	2019
	£	£
National Lottery Community Fund	98,534	47,100
The Eveson Charitable Trust	6,000	5,000
The Clothworkers' Foundation	9,900	-
Harrison Clark Rickerbys Medical Accident Group	-	125
National Lottery	<u>10,000</u>	<u>-</u>
	<u><b>124,434</b></u>	<u><b>52,225</b></u>

**Footsteps Worcestershire Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2020**

**5. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2020 £	2019 £
Depreciation - owned assets	<u>4,346</u>	<u>174</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st December 2020 nor for the year ended 31st December 2019.

**TRUSTEES' EXPENSES**

There were no trustees' expenses paid for the year ended 31st December 2020 nor for the year ended 31st December 2019.

**7. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	2020 <u>2</u>	2019 <u>4</u>
Average number of employees		

**Staff costs for the year are as follows:-**

	2020 £	2019 £
Wages	43,780	95,961
Social security costs	1,084	5,504
Pension costs	<u>940</u>	<u>882</u>
<b>Total</b>	<u><b>£45,804</b></u>	<u><b>£102,347</b></u>

No employees received emoluments in excess of £60,000.

During the year £21,629 has been paid in key management remuneration (gross pay £19,937 - employer national insurance £1,280 and employer pension £412).

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	86,536	551	87,087
<b>Charitable activities</b>			
Counselling and related services	-	52,225	52,225
Investment income	<u>5</u>	<u>-</u>	<u>5</u>
<b>Total</b>	86,541	52,776	139,317
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Counselling and related services	137,754	5,725	143,479
<b>NET INCOME/(EXPENDITURE)</b>	(51,213)	47,051	(4,162)



Footsteps Worcestershire Limited

Notes to the Financial Statements - continued  
for the Year Ended 31st December 2020

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Transfers between funds	(49)	49	-
Net movement in funds	(51,262)	47,100	(4,162)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	106,833	-	106,833
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>55,571</u>	<u>47,100</u>	<u>102,671</u>

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1st January 2020	2,804	10,673	13,477
Additions	-	13,008	13,008
Disposals	<u>(2,804)</u>	<u>(10,514)</u>	<u>(13,318)</u>
At 31st December 2020	-	<u>13,167</u>	<u>13,167</u>
<b>DEPRECIATION</b>			
At 1st January 2020	2,804	10,601	13,405
Charge for year	-	4,346	4,346
Eliminated on disposal	<u>(2,804)</u>	<u>(10,515)</u>	<u>(13,319)</u>
At 31st December 2020	-	<u>4,432</u>	<u>4,432</u>
<b>NET BOOK VALUE</b>			
At 31st December 2020	-	<u>8,735</u>	<u>8,735</u>
At 31st December 2019	-	<u>72</u>	<u>72</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other debtors	463	-
Prepayments	<u>553</u>	<u>328</u>
	<u>1,016</u>	<u>328</u>

**Footsteps Worcestershire Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2020**

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Trade creditors	110	1,273
Social security and other taxes	-	2,399
Accrued expenses	<u>2,550</u>	<u>2,683</u>
	<u><u>2,660</u></u>	<u><u>6,355</u></u>

**12. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	950	884
Between one and five years	<u>1,050</u>	<u>1,683</u>
	<u><u>2,000</u></u>	<u><u>2,567</u></u>

**13. MOVEMENT IN FUNDS**

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
<b>Unrestricted funds</b>			
General fund	55,571	14,426	69,997
<b>Restricted funds</b>			
National Lottery Community Fund	47,100	33,686	80,786
The Eveson Charitable Trust	-	3,419	3,419
The Clothworkers' Foundation	-	7,070	7,070
National Lottery - equipment	<u>-</u>	<u>7,349</u>	<u>7,349</u>
	<u>47,100</u>	<u>51,524</u>	<u>98,624</u>
<b>TOTAL FUNDS</b>	<u><u>102,671</u></u>	<u><u>65,950</u></u>	<u><u>168,621</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	34,483	(20,057)	14,426
<b>Restricted funds</b>			
National Lottery Community Fund	98,534	(64,848)	33,686
The Eveson Charitable Trust	6,000	(2,581)	3,419
The Clothworkers' Foundation	9,900	(2,830)	7,070
National Lottery - equipment	<u>10,000</u>	<u>(2,651)</u>	<u>7,349</u>
	<u>124,434</u>	<u>(72,910)</u>	<u>51,524</u>
<b>TOTAL FUNDS</b>	<u><u>158,917</u></u>	<u><u>(92,967)</u></u>	<u><u>65,950</u></u>



Notes to the Financial Statements - continued  
for the Year Ended 31st December 2020

## 13. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
<b>Unrestricted funds</b>				
General fund	56,833	(51,213)	49,951	55,571
Designated fund	<u>50,000</u>	<u>-</u>	<u>(50,000)</u>	<u>-</u>
	106,833	(51,213)	(49)	55,571
<b>Restricted funds</b>				
National Lottery Community Fund	-	47,100	-	47,100
Harrison Clark Rickerbys Medical Accident Group	-	(27)	27	-
Monday Night Group	<u>-</u>	<u>(22)</u>	<u>22</u>	<u>-</u>
	-	<u>47,051</u>	<u>49</u>	<u>47,100</u>
<b>TOTAL FUNDS</b>	<u>106,833</u>	<u>(4,162)</u>	<u>-</u>	<u>102,671</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	86,541	(137,754)	(51,213)
<b>Restricted funds</b>			
National Lottery Community Fund	47,100	-	47,100
Harrison Clark Rickerbys Medical Accident Group	126	(153)	(27)
The Eveson Charitable Trust	5,000	(5,000)	-
Monday Night Group	<u>550</u>	<u>(572)</u>	<u>(22)</u>
	<u>52,776</u>	<u>(5,725)</u>	<u>47,051</u>
<b>TOTAL FUNDS</b>	<u>139,317</u>	<u>(143,479)</u>	<u>(4,162)</u>

## 14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2020.

## 15. FUNDS

## Unrestricted Funds

## General Fund

The Trustees intention is to build up reserves to ensure continuity of service and they consider it is prudent to work towards free reserves of a minimum of nine months' expenditure. The Charity will also maintain a reserve to close the Charity, should it be necessary, this will cover staff notice and redundancy costs.

The balance at 31 December 2020 £69,997 (2019 £55,571).

## Restricted Funds

## The Eveson Charitable Trust

A grant of £6,000 was received during the year and this covered bereavement salary costs.

**Footsteps Worcestershire Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2020**

**15. FUNDS - continued**

The balance at 31 December 2020 is £3,419.

**National Lottery Community Fund**

A balance of £47,100 was brought forward and additional grants of £98,534 have been received during the year. The grants are to cover salaries, travelling expenses, office rent, insurance, postage, stationery etc.

Due to Covid-19 not all of the grants for 2020 were spent and £29,353 has been carried forward to 2020 together with £51,433 which was received on 18 December 2020 (this is for expenditure for 2021).

The charity has notified the National Lottery of the underspend in the year, and have had confirmation that the remaining funds can be carried forward to future years funding.

The balance at 31 December 2020 is £80,786.

**Clothworkers Foundation**

A grant of £9,900 was received during the year this was to cover the costs towards the purchase of laptops, ipads and mobile phones.

The balance at 31 December 2020 is £7,070.

**National Lottery - equipment**

A grant of £10,000 was received during the year towards the cost of updating the information technology and the purchase of computer software.

The balance at 31 December 2020 is £7,349.

**16. INDEPENDENT EXAMINATION**

An amount of £1,350 (2019 £1,200) was paid for the Independent Examination fee.



Footsteps Worcestershire Limited

Detailed Statement of Financial Activities  
for the Year Ended 31st December 2020

	2020 £	2019 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Charitable trusts & foundation	10,551	72,921
Community donations	<u>6,427</u>	<u>14,166</u>
	16,978	87,087
<b>Investment income</b>		
Deposit account interest	1	5
<b>Charitable activities</b>		
Grants	124,434	52,225
<b>Other income</b>		
Government Grants	<u>17,504</u>	<u>-</u>
<b>Total incoming resources</b>	<b>158,917</b>	<b>139,317</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	43,780	95,961
Social security	1,084	5,504
Pensions	940	882
Travel	1,338	9,356
Insurance	567	876
Communications	1,212	1,436
Postage and stationery	1,258	609
Sundries	882	790
Support costs	28,567	19,210
Staff training	334	79
Workshops	270	64
Subscriptions	368	199
Supervision	1,325	1,675
Resources	18	1,362
Rent	1,330	1,187
Bookkeeping	2,504	2,273
Independent examination	1,350	1,200
Bank charges	240	240
Loss on disposal of FA	-	6
London Marathon	-	396
Computer expenses	1,256	-
Fixtures and fittings	-	70
Computer equipment	<u>4,344</u>	<u>104</u>
	<u>92,967</u>	<u>143,479</u>
Total resources expended	<u>92,967</u>	<u>143,479</u>
<b>Net income/(expenditure)</b>	<b><u>65,950</u></b>	<b><u>(4,162)</u></b>

This page does not form part of the statutory financial statements