

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

Report of the Trustees and
Financial Statements for the Year Ended 31st December 2022
for
Footsteps Worcestershire Limited

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

Footsteps Worcestershire Limited

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for the Year Ended 31st December 2022**

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Footsteps Worcestershire Limited

**Reference and Administrative Details
for the Year Ended 31st December 2022**

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

**Report of the Trustees
for the Year Ended 31st December 2022**

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 2022. 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 2019).

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

The national outpouring of grief following the death of Queen Elizabeth II in September caused significant emotion and feelings in many of our local children and young people. For many, these emotions were connected with their own experiences of death and grief. For others, it was their first experience of bereavement. Death is one of the hardest things to process and experience in life; it can be even more difficult when you're young. Talking about grief is so important.

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 a variety of different ways. They rely on adults to provide them with the support they need in their grief. Many get 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. Footsteps offers a preventative service and helps during children's formative years and in their time of real need, providing the platform to discuss openly and address fears and feelings.

We launched Footsteps back in October 2011 to meet a real gap in service provision in South Worcestershire, where there was and continues to be no 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 long-serving staff, Trustees and volunteers and our wonderfully supportive community. Together, we have achieved so much, not least in developing and delivering bespoke and tailored bereavement support packages to almost 1,500 bereaved children, young people and their families and impacting on the lives of more than 8,500.

Some support from the National Lottery Community Fund, together with support from Charitable Trusts, local businesses and our community has enabled us to continue to provide our service to those who needed us most in 2022. We never take this support for granted; it is our driving force and each year we work hard behind the scenes to secure the funds we so desperately need.

Our services are provided completely free of charge to our bereaved families.

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. These last few years have not been without challenges for us all; our bereaved children and young people have had so much to cope with. As a team, we have learnt – and continue to learn – so much. We have adapted and evolved to support our bereaved children and young people in their journey through grief. We have helped them to develop their own unique coping mechanisms to be able to manage their grief. We have positively impacted on their current and future mental health in order to help them live their lives to their fullest.

On behalf of our FOOTSTEPS family, our bereaved children, young people, their families and our team we would like to convey our heartfelt thanks to everyone who has supported and continues to support our service.

#TeamFootsteps

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 to them completely free of charge.

We aim to 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.

2022 overview - some achievements in numbers

We supported 175 children and young people and their families

We spent time talking with 137 families to undertake professional family assessments, to better understand needs and to provide the best tailored support possible for their children.

We worked with 56 schools & colleges, 35 First, Middle and Primary; 16 High Schools; 2 SEN Schools and 3 Colleges

We now have a recognised presence in just over 90% of schools in South Worcestershire. We have working relationships / work together with over 100 schools / colleges.

We directly impacted on the lives of more than 1,050 people bereaved of a loved one

The average number of 1:1 face-to-face support sessions provided to each child was 7. 17% had between 8 -20 sessions.

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 (74% of our caseload) Malvern (6%) Evesham and Pershore (16%) and other locations (4%).

1,425 young people together with their families have been supported by dedicated Footsteps Practitioners since October 2011!

..... and we have impacted on the lives of more than 8,550 in total over this time.

Our specialist Footsteps team - 1 Bereavement Service Manager and 2 part-time Bereavement Practitioners worked directly with bereaved children, young people and their families either face to face (90% of cases) or through providing support remotely (4% of cases). 6% of our children opted for a mixture of face to face and remote sessions.

2022 saw our referrals increase by 20% on the previous year.

2022 has been Footsteps' BUSIEST YEAR EVER

OBJECTIVES AND ACTIVITIES (continued)

ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES:

- ❖ 40% of our children were trying to cope with the death of one of their parents.
- ❖ 26% were trying to cope with the death of their Dad, 13% their Mum.
- ❖ 6% were trying to cope with the death of a sibling.
- ❖ Almost a quarter were / are trying to cope with multiple deaths within their family and friendship groups.
- ❖ 45% of the children we supported were 5-10 years.
- ❖ 52% of the children we supported were 11-16 years
- ❖ 3% were aged 17 and over.
- ❖ 44% of children / young people we supported were males.
- ❖ 56% were females.
- ❖ 8% of children were trying to cope with death following a suicide.
- ❖ 9% with death from sepsis.
- ❖ 9% were trying to cope with a bereavement following a drug / alcohol related death.
- ❖ 6% with death from covid variants

OUR REFERRALS:

The majority of our referrals were from schools (63% - Head teachers, teachers, school counsellors, safeguarding leads). 21% were from parents and other family members. 22% of referrals were from social services or other agencies. We had a small number of self-referrals. We received more referrals in 2022 from Worcestershire Children First and other social / medical professionals, including GP's, Worcestershire Suicide Liaison, Youth Justice, Community Public Health and Family Liaison. This is a testament to our service and reputation within our local area and communities.

OUR PROGRAMME OF SUPPORT

Our young people and their families are vulnerable - referred to us in extremely sensitive and emotionally charged and needy times. Our every engagement, whether face-to-face or remote, is bespoke, tailored to specific family situations and special and individual needs.

We provide: -

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 set number.

1. **GROUP SESSIONS** carefully facilitated.
2. **DIRECT SUPPORT FOR PARENTS & CARERS**, with an initial and in-depth family assessment and on-going telephone support.
3. **WORKSHOP OPPORTUNITIES and FAMILY ACTIVITY DAYS**, on weekends and in school holidays.
4. **ADVICE, TRAINING AND PROFESSIONAL INPUT** in both the statutory and voluntary sector.
5. **AWARENESS RAISING SESSIONS** for young people in schools.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

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.

Objects

The Charity's objects (the 'Objects') are to relieve the mental, spiritual and physical distress of children affected by bereavement or loss, particularly through group work, support, counselling and education, including (but not by way of limitation):

- increasing a child's knowledge and understanding of death,
- increasing awareness and understanding of the grieving process,
- promoting open communication within the child's family,
- responding to the individual needs of each child and its family, enabling them to continue their lives in a meaningful way, and
- establish any other services as might be required by an agency dealing with child bereavement,

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; they range from teens to late 60-year-olds and they continue to bring to our organisation a variety of life skills.

We benefitted from the support of many professionals and many members of our community in 2022.

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 could not offer our full service without their amazing support and we feel privileged to have them working alongside us.

Our Trustees

Footsteps is under the guardianship and leadership of four Trustees.

Our newest Trustees include the retired Head of the Institute of Health & Society at Worcester University, with a background in nursing and teaching and a former Trustee with St. Richard's Hospice. In addition, a legal representative from a local and long-established law firm (an organisation that is very supportive to Footsteps); she has a drama background, is very knowledgeable around GDPR and has access to Employment Law information.

Trustees who have been with us since the Charity's inception include a retired teacher/Parish Counsellor and also a School Health Nurse, both having very significant experience to offer and who are very active in their roles and support of Footsteps. Our Chair and our Trustee Group have been very active and supportive during 2022. Footsteps' team members have all benefitted from excellent Trustee support during recent very challenging times.

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

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

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 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 part-time Consultants.

One Consultant (former Service Manager) has legal experience, 10 years' experience as Fundraising Manager with Noah's Ark Trust in Worcestershire (1999-2009), was a co-founder of Guy's Gift in Warwickshire (2009-2012) supporting bereaved young people in Warwickshire and has been Secretary to a large national Charitable Trust for the last 24 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 (former Bereavement Service Manager) has 35 years' experience in senior management roles in education, 20 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 a Postgraduate Degree in Children and Young People Counselling. She has been a practicing counsellor for over 15 years. Her passion is to enable children and young to have a voice to speak out about their thoughts and feelings through 1-2-1 sessions, talking, drawing, play and the use of many types of crafts. Our Practitioners all have wide-ranging experience working with children and young people. They have a range of professional qualifications including: BSc(Hons) Psychology; post graduate diploma in counselling children and young people; advanced certificate and diploma in counselling / counselling skills; membership of the British Association for Counselling and Psychotherapy, abiding by their Ethical Framework for Good Practice.

Our volunteer Bereavement Service Practitioner is a former teacher with experience in further education and currently completing her level 4 CPCAB in therapeutic counselling. Her involvement with Footsteps is mutually beneficial, providing her with the further experience and support she is seeking to develop her future work and ambitions helping our local communities.

Our Practitioners all have monthly peer supervision and professional clinical supervision. Our full team meets once a week to review the week and our future plans.

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 two children and joined our team to help make a difference to other bereaved families.

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

As always, our policy is to remain small, doing what we are doing well.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE

IN 2022 We again started the year in a strong position. This supported us in our aim to continue to adapt, evolve and retain our flexibility to meet the very real and changing needs of our bereaved children, young people, and their families in South Worcestershire, in very challenging times.

2022 was Footsteps' busiest year since the Charity launched 11 years ago. We reported the same in 2021. Our referral numbers in 2022 were almost 20% greater than in 2021! Our small team worked hard to provide specialist and professional support to 175 bereaved children, young people and their families. Thanks to some security of funding from the National Lottery Community Fund, further funding secured from other Charitable Trusts, local business and our wonderful community, we were able to continue to provide our service to those in need and provide additional 1:1 bereavement support sessions. In a climate of high numbers of referrals, we worked hard to manage our waiting list to meet the demand and to provide our services as best we could at the times they were most needed and deemed to be at their most effective.

Safeguarding, as always, was a priority throughout the year - for our children, young people and our team. Our Trustees were also involved in both the guidance and steering of safe and effective face-to-face sessions and remote working.

The Practitioner team continued to further develop their skill sets and professional development. Some of the training and professional development undertaken during the year included :-

- Safeguarding Children Level 3 Refresher Training
- Safeguarding Adults Level 3 Refresher Training
- Self harm and Suicide Awareness and Prevention – TKQUK
- Suicide and Self-harm Prevention – MindEd Hub
- Childhood Trauma and the Brain – UK Trauma Council
- Traumatic Bereavement – UK Trauma Council
- An Attachment Aware and Trauma-informed Perspective on Resilience; Hearing and Healing the Ripples - BACP
- Sssh!! The 'S' WORD – Lets Talk about it! (Suicide) – BACP
- Helping Children Through Adversity and Building Emotional Resilience - BACP
- Trauma and the Body - BACP
- Understanding Complex Grief and Suicide Bereavement - BACP
- Children, Neuro-divergence and Grief - Sarah Helton Back Pocket Teacher
- Childhood Trauma and Bereavement – UK Trauma Council

SOME QUOTES FROM OUR SERVICE USERS

*"..... thank you for so much for your support of ****. She was always very happy to have sessions with you and found you very easy to talk to. I think she appreciated being able to talk without any need to self-censor what she said for fear of perhaps upsetting me. Recently, she has not been experiencing panic attacks and I am sure that your support has been a significant factor. It's such a kind, compassionate service and just what a child needs when they are suffering a loss and all the sadness that comes with it... We are so pleased you have helped us to ease the pain and help us to begin healing our hearts with ****'s death. You get to see what we see in ****, a depth of kindness and a sense of humour which makes us so very proud. Your support has been brilliant. Thank you.. We have noticed a big difference in her recently, thanks to your help...."*

Safeguarding Lead: I would like to thank you for the support that Footsteps have given our High School students over a number of years. Your organisation meets and helps students struggling with very difficult and upsetting situations. The process for taking our referrals is very thoughtfully managed, the process is efficient and not time consuming which is very much appreciated by school staff. We have found that once the referral is in the system and a counsellor has been allocated to work with the child, the support is invaluable. Our students very much appreciate the 1-1 contact and care. The counsellors manage to quickly form trusting and supportive relationships that are guided by the student's needs and requests. This has been seen with some of our most unhappy students who, when they have worked with your counsellors over a period of time, have acquired the skills to be able to manage their emotions and cope with their loss in a way that is appropriate for them. I hope that our partnership, and your staff expertise, will continue to be able to look after these vulnerable young people in what is often the most challenging point in their young lives.

Inclusion leader & Assistant Principal: Footsteps has provided a fantastic service for several children within our school. Children who have lost close family members in tragic circumstances and those who have witnessed the grief of the build up to facing the loss. Children have been supported, understood and provided with the building blocks to be able to begin to move forwards in tragic and distressing circumstances. The support Footsteps have provided has allowed our children to begin to understand and rebuild their lives. This service has been invaluable to our school.

Some of our Parents / Carers have said:

"This service has been invaluable. My children have both had sessions with counsellors and I have seen very positive changes. They are both under xxx for mental health issues and have had support workers, but this service has been of more benefit to them than xxx. They can now talk about those they have lost (died) and are more aware of how they are feeling and that it's ok to have those feelings. I cannot begin to tell you how much the counsellors have helped them and I hope and pray that this service will continue to grow and offer more children this support. Thank you so much." Brilliant.

"Footsteps kept my family together, giving the children answers to questions that I could not. Showing the children, it was ok to grieve and to remember our loved ones in such a way they would never be forgotten. This is a priceless Charity for our families."

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

SOME QUOTES FROM OUR SERVICE USERS (continued)

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."

"Without the support of Footsteps, I don't think I would have coped with losing my mum as well as I have and wouldn't be where I am today. The support from Footsteps has helped me get through a time I couldn't imagine getting through and continues to help me through things when they get hard." "I know it is ok to be happy and okay to be sad."

"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"

2022 CONTINUED AS A DIFFICULT YEAR FOR SO MANY, NONE MORE SO THAN MANY OF OUR BEREAVED CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES.

THEIR CHALLENGES, DEALING WITH AND JOURNEYING THROUGH THEIR GRIEF BACK IN 2021 CONTINUED TO BE COMPOUNDED BY MORE ISOLATION - FROM THEIR FRIENDS, FAMILIES AND TEACHERS AND WITH THE ADDED ANXIETIES THAT COVID-19 CREATED IN MANY.

THE DEATH OF OUR LATE QUEEN ELIZABETH II IN SEPTEMBER 2022 TRIGGERED AN OUTPOURING OF NATIONAL GRIEF. THIS TOO HAD A BIG IMPACT ON OUR CHILDREN AND YOUNG PEOPLE.

THE **DEMAND** FOR OUR PROFESSIONAL SUPPORT WITHIN OUR LOCAL COMMUNITY IN 2022 WAS HIGH AND OUR **FREE SERVICE** WAS SOUGHT BY MANY.

REAL EXAMPLES AND CASE STUDIES

Supporting a young, bereaved person following the death of her Mum:

This young person is now mid-teens and Mum died when the young person was a baby so they have no recollection of Mum at all, only from stories being told by others. There is also a twin and both were separated for some months after the death. Separation anxiety and not feeling like any decisions were theirs were big issues in the lives of both twins. The young person referred to us finds it very hard to attach to another person. Now a lot older and having struggles with ways to express emotions, wanting to die, feelings of being better off not in the world, and also about to take important exams... Footsteps provided bereavement support as a priority.

One of the roles of the practitioner was to demonstrate that not all people will 'just up and leave' and the need to gain trust with the young person was paramount. This was carefully managed recognising that the therapeutic relationship between the young person and the practitioner would need to end. Emphasis was on this ending being in a different manner with no death or fall out being involved. The young person was free to be able to express feelings through drawing and voice, which were explored.

Exploring the missed opportunities without having a mum; the simple things like not making or writing Mother's Day, Birthday and Christmas cards, were very painful. Together with the practitioner these were made during support sessions. The relief and excitement to make these were so enlightening for the young person as there was no judgment. This created a positive feeling in the young person as it felt there was more of a connection to Mum. A memory book with lots of things about feelings - happy, sad, anger and fear - was also made. Work sheets gave the young person lots of ways to express grief. As the sessions drew to a close the young person realised they were in a much calmer state and could place Mum within their heart, and they actually chose to end support which gave them the autonomy they needed.

A re-referral to Footsteps:

A young person was re-referred following a second bereavement, the death of a friend having died the day before. The first session was arranged, after the 'normal' three months' waiting/grieving process time. Due to the same practitioner supporting and as a therapeutic relationship had already been created there was excitement from the young person to "just to say hi". The young person expressed that they had processed the death and felt they didn't need support. Thoughts that the young person would be unable to cope with the death of their friend was due to adults' reactions, immediately thinking that the support was needed. However, previous support sessions when the young person had support for the death of Dad had taught them ways to gain their own resilience.

In this situation it was about trusting that a young person can choose what's right for themselves and can demonstrate that they can support themselves; a healthier way of being as life continues. The practitioner respected this.

Angry young person:

A young bereaved person who is very angry and gets defensive if things don't go in the direction they would like, feels like the world is against them. At first not wanting to engage with the death of the grandparent and feeling the death is more about the parent's grief. This was explored and agreed. A parent's grief can have an impact on a young person, creating worry and wanting to support the parent. In this situation this caused frustration as the young person was also juggling with their own grief. This was discussed, together with finding ways to support the parent with the young person in mind. The parent was very reluctant to have support themselves. However, holding the space for the young person is paramount. Lying also became apparent - and the young person wanting the practitioner to lie too;... this of course cannot happen and was explored during the session. The young person started to realise that the practitioner isn't someone to 'fight' against but there to support the emotions of anger; this was explored in a healthier manner.

This was a challenging young person to support. However the practitioner held and contained the space within the room to show that not all 'relationships' are there to fight against.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)



Delivery of our service this year was helped by the National Lottery Community Fund recognising the continued importance and value of our work. This support, together with some support from other Charitable Trusts, local businesses and our local community meant that Footsteps was again able to provide its much evidenced and needed support in 2022.

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 children themselves.

DELIVERING OUR OUTCOMES IN 2022

- 1> WE EMPOWERED BEREAVED CHILDREN & 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, 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.

DELIVERING OUR OBJECTIVES IN 2022

- ☐ 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 the Child's/young person's school and college life.
- ☐ 1:1 work provided opportunities for young people to be heard, to ask questions, to unburden themselves.
- ☐ School teachers and other 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 to help those they know who have been bereaved of a loved one.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

LONGER TERM BENEFITS ANTICIPATED

Coping with the loss of a loved one may be one of the hardest challenges that a child / 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 also 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.

2022 was a difficult year for so many, not least those bereaved of a loved in, in unprecedented times of social isolation and continued 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 help during children's formative years and in their time of real need, providing the platform to openly discuss and address fears and feelings. Our input can help to prevent the breakdown of family relationships & improve physical/mental health and emotional wellbeing.

There are many factors that play a role in how we react to a significant loss, too many to list here; they include our cultural norms, our support systems, the circumstances of a death, existing coping mechanisms.

Measuring and evaluating grief support can be challenging, as everyone's experience is 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.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

NETWORKING AND TRAINING

The Footsteps team continue to attend and participate in Bereavement Sector Monthly Meetings organised by the Childhood Bereavement Network and National Bereavement Alliance. Webinars continue to provide an essential networking opportunity within the sector, as well as the opportunity to keep up-to-date with and share information and areas of interest. Relevant information to the Charity continues to be shared across the team and follow up discussions take place at our weekly team meetings when relevant; particularly with regard to current topics of consideration within the sector and further training opportunities. Early in 2022, Footsteps together with other services in the sector considered the impact of the War in Ukraine. Advice and information was shared across the network regarding refugees who may be signposted to our services, as well as how to work effectively with military families. Monthly webinars enable us to communicate, share and learn from and with other bereavement services nationally and more locally; we have working relationships and good connections both nationally and within our region; these are further strengthened through a local practitioners network.

Links and a good working relationship continue to be developed with other care agencies as we work hard to develop a joined-up approach in supporting bereaved children in Worcestershire. 2022 saw a significant increase in referrals from Worcestershire Children First and a number of other professional bodies. We continue to recognise the importance of communication with these agencies to work together to determine the most appropriate support and the most appropriate timing for bereavement support in the more complex cases referred to us and where other specialist support is needed for a child / young person.

Our relationships with schools continue to develop year on year; we have working relationships now with over 90% of schools within our geographic area. We are often asked to provide advice to teachers and school staff; we do this whenever possible, recognising the importance of helping. We remain hopeful and are keeping a watchful eye on the Government's promise to take action to introduce the subject of death and grief more readily in schools; educating teachers and further raising their awareness of what professional expertise exists outside of schools.

We were also asked to provide input for other professionals during the year, including student social work placements, school nurses, and to give talks to local groups (a local theatre group and a golf club being two examples). We are a small team and after considering the benefits of requests we do this whenever we feel we have the capacity.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

EVENTS

During the year we were able to provide fun summer activity and Christmas Lantern walk events for our bereaved children and their families.

Our Christmas Lantern Walk in the wonderful, private park and woodlands of Spetchley Gardens brought many of our bereaved children, young people and their families together to remember their loved ones. Funding for the event was again secured from a long-established law firm and the grounds and facilities within the Spetchley Estate were generously provided, free of charge, by the Berkeley family. Families spent precious time together, decorating wooden tree cookies made by a Practitioner's husband. These were hung on an illuminated memory tree along our lantern route to a background of moving music. Refreshments were provided afterwards, with opportunities for families and the team to share time together. The snow didn't stop us and made the event even more magical.

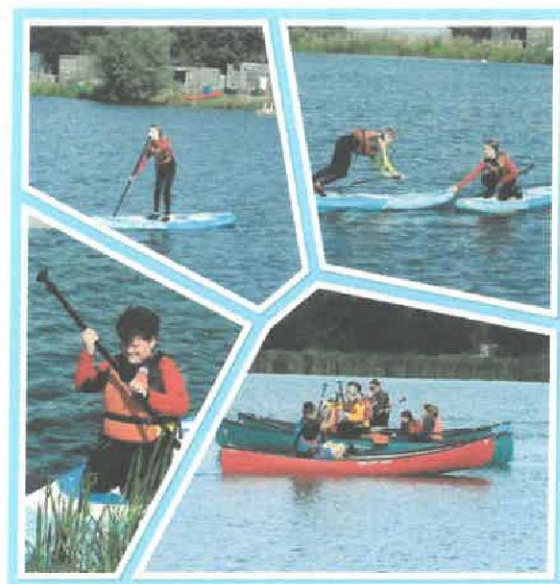
Some of the wonderful feedback we received....

"Thank you so much! What a wonderful evening and beautiful location! It brought some beauty and warmth to the prospect of Christmas (and a lifetime) without Dad. The snow made it even better Really lovely event to remember our loved ones. The children loved decorating their wooden tree cookies and we are looking forward to hanging them up at home....What a wonderful experience! We cannot thank you enough for all the support you have provided to our son through the hardest part of his life, we are eternally grateful! Thank you from the bottom of our hearts!... Thank you for a lovely time remembering and letting us do this with you! We love joining you with these activities! It has been very special. Thank you so much....Your service has been much needed. We are very thankful for your help in our time of need.....I think what you do for all the children to help them cope with the emotions of grieving is phenomenal. As an adult I have struggled with loss, so can't imagine how the children cope. Thank you for everything you do to help those who need you....Really enjoyed it. Best bit was the walk in the dark!"



Our Lakeside summer family activity day was a huge success. Bereaved children and their family members were invited to join us to take part in paddle boarding, canoeing, raft building and raft racing. All activities were led and supervised by professional University of Worcester outdoor activity instructors. The location was a beautiful and tranquil one. Lunches were provided by a local café and a great day was had by all, completely free of charge to families. Children challenged themselves and had fun together with their own families and with other families; there was such togetherness and wonderful camaraderie on the day with new friendships developing.

"I just wanted to say a massive thank you for such a wonderful day yesterday. We had such fun and it is so nice to make happy memories together. It was lovely to meet the other families too. It was obvious how much effort and care had been put into the day, as it ran seamlessly. A big, big thank you again and also thank you so much for the support...I honestly can't tell you the difference it has made.... What can I say, it's been a brilliant day and very grateful, there's nothing more I can suggest 'cause it was fab, thank you... "A very big thank you, we had such a fun day!"



MANAGING OUR DEMAND AND MEETING REAL NEEDS

2022 was Footsteps' busiest year. Footsteps' unique service has always been an outreach service, to ensure that we are accessible to all, including those most vulnerable. Some of our families are without access to transport / family support. This means that there can be significant travel time between schools due to the geography of South Worcestershire.

We manage our Practitioner caseloads and our school allocations to ensure that we are as efficient as possible, managing our costs and maximising our capacity. We offer both face-to face support and remote support. Our Practitioners have been able to be more flexible when offering appointments for remote 1:1 sessions, and this has been welcomed.

- **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 regularly on a weekly basis.** We pride ourselves on our ability to be flexible and adapt quickly. When we feel it is appropriate, we act on feedback/information quickly and put change in place, where relevant, always endeavouring to let the person that has led to this, know;
- We maintain Excel spreadsheets to capture information that we require in order to **DELIVER** our service efficiently and effectively, and as additional information to **REVIEW** who, where, when and how we deliver our service and reach our local community. 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 support us in ensuring that we reach all areas of South Worcestershire, when our service 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.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

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 with the appropriate protection and help employees, 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 renewed and updated annually.

RISK MANAGEMENT

The Trustees have examined the major strategic business operational risks that the charity faces and confirm that systems have been established to minimise the major risks. The management of risk is reviewed at every meeting of the Trustees and here new risks are identified and appropriate responses are implemented and recorded.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

FINANCIAL REVIEW

A sizeable amount of our income in 2022 came from the National Lottery Community Fund, with the remainder coming from Charitable Trusts, local businesses and our community.

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 and supporting bereaved children, young people and their families in South Worcestershire for over 11 years. 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.

The ongoing support of some of our current and some new Charitable Trusts is vital to ensure the continuation of our service and we are working hard to deliver our sustainability plans. It is a 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 have been and are continuing to be 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 to 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 (Charities SORP (FRS 102) 2019). The Trustees' intention is to build sufficient reserves to ensure continuity of service and they consider it prudent to work towards free, ie 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.

The charity's unrestricted reserves, excluding fixed assets, were £147,257 as at 31 December 2022 (2021: £108,445), representing approximately 17 months of unrestricted expenditure. The stated strategy has therefore been achieved this year however of this £147,257, £44,067 represents a designated winding up fund.

Total unrestricted reserves as at 31 December 2022 were £148,831 (2021: £108,544).

Total restricted funds as at 31 December 2022 were £166,330 (2021: £255,225). Full information regarding fund movements and restrictions are detailed in note 16 to the accounts.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

YOUR HELP AND THANK YOU

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

Please help us to continue our work in 2023.

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 18th September 2023
and signed on its behalf by:

P.W. Southall
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 2022.

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.



Melissa Godwin ACA ACCA

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

Date: 21/9/23

Footsteps Worcestershire Limited

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st December 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	44,438	5,000	49,438	39,999
Charitable activities	5				
Counselling and related services		300	60	360	238,596
Investment income	4	464	-	464	-
Total		<u>45,202</u>	<u>5,060</u>	<u>50,262</u>	<u>278,595</u>
EXPENDITURE ON					
Charitable activities	6				
Counselling and related services		<u>11,951</u>	<u>86,919</u>	<u>98,870</u>	<u>83,447</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	16	<u>33,251</u> <u>7,036</u>	<u>(81,859)</u> <u>(7,036)</u>	<u>(48,608)</u> <u>-</u>	<u>195,148</u> <u>-</u>
Net movement in funds		<u>40,287</u>	<u>(88,895)</u>	<u>(48,608)</u>	<u>195,148</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>108,544</u>	<u>255,225</u>	<u>363,769</u>	<u>168,621</u>
TOTAL FUNDS CARRIED FORWARD		<u>148,831</u>	<u>166,330</u>	<u>315,161</u>	<u>363,769</u>

The notes form part of these financial statements

Footsteps Worcestershire Limited

**Balance Sheet
31st December 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	13	1,574	-	1,574	6,727
CURRENT ASSETS					
Debtors	14	9,405	51,495	60,900	131,044
Cash at bank		<u>142,001</u>	<u>114,835</u>	<u>256,836</u>	<u>229,732</u>
		151,406	166,330	317,736	360,776
CREDITORS					
Amounts falling due within one year	15	(4,149)	-	(4,149)	(3,734)
NET CURRENT ASSETS		<u>147,257</u>	<u>166,330</u>	<u>313,587</u>	<u>357,042</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>148,831</u>	<u>166,330</u>	<u>315,161</u>	<u>363,769</u>
NET ASSETS		<u>148,831</u>	<u>166,330</u>	<u>315,161</u>	<u>363,769</u>
FUNDS	16				
Unrestricted funds				148,831	108,544
Restricted funds				<u>166,330</u>	<u>255,225</u>
TOTAL FUNDS				<u>315,161</u>	<u>363,769</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2022 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 18th September 2023 and were signed on its behalf by:


P W Southall - Trustee

Footsteps Worcestershire Limited
Notes to the Financial Statements
for the Year Ended 31st December 2022

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.

Income from grants is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income from grants is only deferred when the charity has to fulfil conditions not yet met before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Donations from individuals within the community are recognised immediately upon receipt.

Interest income is recognised for all interest-bearing instruments on the effective interest rate basis.

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.

Computer equipment - 33% on cost

Assets above £100 are capitalised.

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.

PENSION COSTS

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.

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.

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

1. ACCOUNTING POLICIES - continued

FINANCIAL INSTRUMENTS

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

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.

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.

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical areas of judgement

The allocation of staff costs between individual unrestricted and restricted funds is based on the estimated split of staff time for each individual employee of the charity. The allocation of general support costs is between individual unrestricted and restricted funds is directly linked to the assumptions made in allocating staff costs between individual unrestricted and restricted funds.

Significant areas of estimation uncertainty

The charity has recognised grant income due from the National Lottery that is to be received in future years £51,495 (2021 £126,709). However the National Lottery may in future years subsequently amend the total value of this grant award (if there is either significant underspend or overspend on the related restricted fund activities) and the final amount received relating to this restricted fund grant may vary from the figure included within the financial statements.

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Community donations	7,538	8,033
Grants	<u>41,900</u>	<u>31,966</u>
	<u>49,438</u>	<u>39,999</u>

4. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest	<u>464</u>	<u>-</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

5. INCOME FROM CHARITABLE ACTIVITIES

		2022	2021
	Activity	£	£
Grants	Counselling and related services	<u>360</u>	<u>238,596</u>

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

	2022	2021
	£	£
Awards For All	-	10,000
Coronavirus Job Retention Scheme	-	471
Medical Accident Group	300	174
National Lottery Community Fund	<u>60</u>	<u>227,951</u>
	<u>360</u>	<u>238,596</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Counselling and related services	<u>84,134</u>	<u>14,736</u>	<u>98,870</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022	2021
	£	£
Staff costs	33,221	19,772
Travel	2,433	1,060
Communications	783	1,260
Bereavement Consultancy	44,487	45,689
Staff training	12	692
Workshops	612	16
Supervision	1,595	1,040
Resources	<u>991</u>	<u>543</u>
	<u>84,134</u>	<u>70,072</u>

8. SUPPORT COSTS

	Management £
Counselling and related services	<u>14,736</u>

Support costs, included in the above, are as follows:

	2022	2021
	Counselling and related services £	Total activities £
Rent	440	560
Insurance	776	796
Computer expenses	118	469
Postage and stationery	797	803
Subscriptions	469	334
Sundries	885	1,097
Bank charges	81	231
Independent examination fee	<u>3,924</u>	<u>1,440</u>
Carried forward	7,490	5,730

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

8. SUPPORT COSTS - continued

	2022	2021
	Counselling and related services £	Total activities £
Brought forward	7,490	5,730
Bookkeeping and payroll services	1,685	2,197
Depreciation	<u>5,561</u>	<u>5,448</u>
	<u>14,736</u>	<u>13,375</u>

9. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Depreciation - owned assets	5,561	5,447
Rent payable under operating leases	<u>440</u>	<u>560</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2022 nor for the year ended 31st December 2021.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31st December 2022 nor for the year ended 31st December 2021.

11. STAFF COSTS

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

	2022	2021
	<u>2</u>	<u>2</u>
Average number of employees		

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

Total remuneration (including employer national insurance and employer pension) paid to key management personnel during the year was £19,870 (2021: £19,411).

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	39,999	-	39,999
Charitable activities			
Counselling and related services	<u>472</u>	<u>238,124</u>	<u>238,596</u>
Total	<u>40,471</u>	<u>238,124</u>	<u>278,595</u>
EXPENDITURE ON			
Charitable activities			
Counselling and related services	<u>1,800</u>	<u>81,647</u>	<u>83,447</u>
NET INCOME	38,671	156,477	195,148

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Transfers between funds	<u>(123)</u>	<u>123</u>	<u>-</u>
Net movement in funds	38,548	156,600	195,148
RECONCILIATION OF FUNDS			
Total funds brought forward	69,997	98,624	168,621
TOTAL FUNDS CARRIED FORWARD	<u>108,545</u>	<u>255,224</u>	<u>363,769</u>

13. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1st January 2022	16,606
Additions	<u>408</u>
At 31st December 2022	<u>17,014</u>
DEPRECIATION	
At 1st January 2022	9,879
Charge for year	<u>5,561</u>
At 31st December 2022	<u>15,440</u>
NET BOOK VALUE	
At 31st December 2022	<u>1,574</u>
At 31st December 2021	<u>6,727</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other debtors	-	3,374
Prepayments and accrued income	<u>60,900</u>	<u>127,670</u>
	<u>60,900</u>	<u>131,044</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	913	1,934
Wages control account	188	-
Accrued expenses	<u>3,048</u>	<u>1,800</u>
	<u>4,149</u>	<u>3,734</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

16. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	108,544	33,251	(37,031)	104,764
Winding Up Fund	-	-	44,067	44,067
	<u>108,544</u>	<u>33,251</u>	<u>7,036</u>	<u>148,831</u>
Restricted funds				
Awards for All - Practitioner hours	10,000	(10,000)	-	-
National Lottery Community Fund	234,577	(69,546)	-	165,031
National Lottery - equipment	4,511	(227)	(2,985)	1,299
The Clothworkers' Foundation	4,051	-	(4,051)	-
The Eveson Charitable Trust	2,086	(2,086)	-	-
	<u>255,225</u>	<u>(81,859)</u>	<u>(7,036)</u>	<u>166,330</u>
TOTAL FUNDS	<u>363,769</u>	<u>(48,608)</u>	<u>-</u>	<u>315,161</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	45,202	(11,951)	33,251
Restricted funds			
Awards for All - Practitioner hours	-	(10,000)	(10,000)
John Martin's Charity	5,000	(5,000)	-
National Lottery Community Fund	60	(69,606)	(69,546)
National Lottery - equipment	-	(227)	(227)
The Eveson Charitable Trust	-	(2,086)	(2,086)
	<u>5,060</u>	<u>(86,919)</u>	<u>(81,859)</u>
TOTAL FUNDS	<u>50,262</u>	<u>(98,870)</u>	<u>(48,608)</u>

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
Unrestricted funds				
General fund	69,997	38,670	(123)	108,544
Restricted funds				
Awards for All - Practitioner hours	-	10,000	-	10,000
National Lottery Community Fund	80,786	153,791	-	234,577
National Lottery - equipment	7,349	(2,838)	-	4,511
The Clothworkers' Foundation	7,070	(3,142)	123	4,051
The Eveson Charitable Trust	3,419	(1,333)	-	2,086
	<u>98,624</u>	<u>156,478</u>	<u>123</u>	<u>255,225</u>
TOTAL FUNDS	<u>168,621</u>	<u>195,148</u>	<u>-</u>	<u>363,769</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	40,470	(1,800)	38,670
Restricted funds			
Awards for All - Practitioner hours	10,000	-	10,000
Medical Accident Group	174	(174)	-
National Lottery Community Fund	227,950	(74,159)	153,791
National Lottery - equipment	-	(2,838)	(2,838)
The Clothworkers' Foundation	1	(3,143)	(3,142)
The Eveson Charitable Trust	-	(1,333)	(1,333)
	<u>238,125</u>	<u>(81,647)</u>	<u>156,478</u>
TOTAL FUNDS	<u>278,595</u>	<u>(83,447)</u>	<u>195,148</u>

PURPOSE OF FUNDS

Unrestricted Funds

General Fund

The unrestricted fund can be used for any charitable purpose within the charity's objects and approved by the Trustees. It is the policy of the charity to build a reserve of three months' operating costs in this fund.

Winding Up Fund

This fund is designated in order to provide sufficient funds to cover the cost of redundancy and lease termination costs in the event of the charity winding up, as well as the continuation of services provided to families already receiving support.

Restricted Funds

The Eveson Charitable Trust

A grant of £6,000 was received in 2020, this covered Bereavement Practitioner costs and associated expenses. The remaining balance was fully spent in the year.

National Lottery Community Fund

A balance of £234,577 was brought forward, grants of £99,616 were received during the year and accrued income of £51,495 has been included to include all of the income for this project. The grants are to cover salaries, travelling expenses, office rent, insurance, postage, stationery etc.

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

Clothworkers' Foundation

A grant of £9,900 was received in 2020, this was to cover the costs towards the purchase of laptops, ipads and mobile phones. This has been fully spent.

National Lottery - equipment

A grant of £10,000 was received in 2020 towards the cost of updating the information technology and the purchase of computer software.

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

16. MOVEMENT IN FUNDS - continued

Awards for All - Practitioner Hours

A grant of £10,000 was received in 2021 from Awards for All to fund additional Bereavement Practitioner sessional work during 2022. This covered 28 sessional hours per week for a period of 6 months during a period when the workload and waiting list had increased significantly due to the impact of Covid-19. This was fully spent in the year.

John Martin's Charity

A grant of £5,000 was pledged in the year towards supporting children in the Evesham area. This has been fully spent in the year.

TRANSFERS BETWEEN FUNDS

During the year the following amounts were transferred to the general unrestricted fund representing the net book value of fixed assets purchased using restricted funds:

	£
Clothworkers Foundation Fund	4,051
Big Lottery IT Equipment Fund	2,985
	<u>7,036</u>

During the year £44,067 was transferred from the unrestricted general fund to a newly-created designated winding-up fund. £44,067 is the amount identified as being payable for redundancy costs and lease termination costs in the event of the charity winding up, as well as the continuation of services provided to families already receiving support.

17. RELATED PARTY DISCLOSURES

During the year the following amounts were paid to key management personnel:

- Mrs S M Smith - consultancy fees totalling £9,370 (2021 (£14,645)).
- Mr J Smith - consultancy fees totalling £1,180 (2021 £1,525).

18. INDEPENDENT EXAMINER FEES

During the year the independent examiner has charged £3,924 (2021 £1,440) for the independent examination and £1,685 (2021 £2,197) for bookkeeping and payroll services.

Footsteps Worcestershire Limited

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Community donations	7,538	8,033
Grants	<u>41,900</u>	<u>31,966</u>
	49,438	39,999
Investment income		
Bank interest	464	-
Charitable activities		
Grants	<u>360</u>	<u>238,596</u>
Total incoming resources	50,262	278,595
EXPENDITURE		
Charitable activities		
Wages	32,551	18,953
Pensions	670	819
Travel	2,433	1,060
Communications	783	1,260
Bereavement Consultancy	44,487	45,689
Staff training	12	692
Workshops	612	16
Supervision	1,595	1,040
Resources	<u>991</u>	<u>543</u>
	84,134	70,072
Support costs		
Management		
Rent	440	560
Insurance	776	796
Computer expenses	118	469
Postage and stationery	797	803
Subscriptions	469	334
Sundries	885	1,097
Bank charges	81	231
Independent examination fee	3,924	1,440
Bookkeeping and payroll services	1,685	2,197
Depreciation of computer equipment	<u>5,561</u>	<u>5,448</u>
	14,736	13,375
Total resources expended	98,870	83,447
Net (expenditure)/income	<u>(48,608)</u>	<u>195,148</u>

This page does not form part of the statutory financial statements