

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

Report of the Trustees and
Financial Statements for the Year Ended 31st December 2023
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 2023

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 15
Independent Examiner's Report	16
Statement of Financial Activities	17
Balance Sheet	18
Notes to the Financial Statements	19 to 26
Detailed Statement of Financial Activities	27

Footsteps Worcestershire Limited

**Reference and Administrative Details
for the Year Ended 31st December 2023**

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 Dolfon

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

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 2023. 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 and John Smith (founders of Footsteps)

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 and young person 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 the support they need from those already around them who they know and trust. However, there are many children who don't and can benefit from additional and professional support. Footsteps is a preventative service, and helps during children's formative years and in their time of real need, providing a platform to openly discuss and address fears and feelings and to develop personalised coping strategies.

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. Our service is delivered on an outreach basis, enabling us to be accessible to all, and particularly to very vulnerable and disadvantaged families without access to their own transport. Our service to bereaved children, young people and their families, is provided completely free of charge. This includes all of our activity days.

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 achieved so much, not least in developing and delivering bespoke and tailored bereavement support packages to almost 1,600 bereaved children, young people and their families and impacting on the lives of more than 9,000.

Some support from the National Lottery Community Fund, together with support from Charitable Trusts, local businesses and our community enabled us to continue to provide our service to those who needed us most in 2023. 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.

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 enable them 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.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

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 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.

2023 overview - some achievements in numbers

We supported 155 children and young people and their families

We spent time talking with 121 families to undertake professional family assessments, to better understand needs and to provide the best tailored support possible for their children.

We worked with 47 schools and colleges, 27 First, Middle and Primary; 14 High Schools; 2 SEN Schools and 4 Colleges

We now have a recognised presence in 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 930 people bereaved of a loved one

The average number of 1:1 face-to-face support sessions provided to each child was 8 - 49% had between 8 and 20 sessions, 10% had between 15 and 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 (62% of our caseload) Malvern (17%) Evesham and Pershore (18%) and other locations (3%).

1,580 young people together with their families have been supported by dedicated Footsteps Practitioners since October 2011. We have impacted on the lives of more than 9,480 in total over this time.

Our specialist Footsteps team - 1 Bereavement Services Manager and 2 part-time Bereavement Practitioners worked directly with bereaved children, young people and their families either face to face (91% of cases) or through providing support remotely (9% of cases).

24% of the children we supported had additional learning / special educational needs.

WE ARE SO PROUD THAT FOOTSTEPS HAS BEEN MEETING THE NEEDS OF OUR COMMUNITY FOR OVER 12 YEARS.

**Report of the Trustees
for the Year Ended 31st December 2023**

ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

OBJECTIVES AND ACTIVITIES (continued)

ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

- ❖ Almost 1 in 4 of our children were trying to cope with the death of one of their parents.
- ❖ Just over a quarter were trying to cope with the death of their Dad.
- ❖ 10% were trying to cope with the death of a sibling.
- ❖ 35% were trying to cope with multiple deaths within their family and friendship groups.
- ❖ 35% of the children we supported were aged 5 -10 years.
- ❖ 60% of the children we supported were aged 11-16
- ❖ 5% were aged 17 and over.
- ❖ 40% of children / young people we supported were males.
- ❖ 60% were females.
- ❖ 20% of children were affected by death following a suicide.
- ❖ 33% were affected by death from cancer.
- ❖ 10% were affected by an accidental death or a drug/alcohol related death.

OUR REFERRALS

The majority of our referrals were from schools (70% - Head teachers, teachers, school counsellors, safeguarding leads). 20% were from parents and other family members. 10% of referrals were from social services or other agencies. We continue to receive many complex referrals from Worcestershire Children First and other social / medical professionals, including GPs, 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; they are referred to us during 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 AND CARERS**, with an initial and in-depth family assessment and on-going telephone support.
3. **WORKSHOP OPPORTUNITIES and FAMILY ACTIVITY DAYS** during weekends and 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 2023

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; 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 2023.

We were fortunate to have our Volunteer Practitioner continuing with us for part of 2023. She came to us with good knowledge and experience in 2022 to support the completion of her level 4 CPCAB (Counselling and Psychotherapy Central Awarding Body) in therapeutic counselling. Formerly a teacher with experience in further education and a volunteer with Mentor Support, supporting disadvantaged and distressed children and young people, she proved to be a huge asset to Footsteps.

Footsteps continues to benefit from a wide range and good support group of volunteers who help with the events we run, make wonderful hand-made crafts for our 1:1 support and therapy work and with whom we consult and work with in many other ways.

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 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, our legal representative Trustee, from a local and long-established law firm (an organisation which is very supportive to Footsteps) has a drama background, is very knowledgeable on GDPR and has access to employment law information. Our Board of Trustees also includes a retired teacher/Parish Councillor and a former School Health Nurse, both with very significant experience to offer. All our Trustees have "lived experience" of bereavement. Our Chair and our Trustee Group were again very active in 2023, continuing to provide excellent governance and steering throughout the year. One of our Trustees, previously a school Nurse and for the last few years a Reach 4 Wellbeing practitioner within the Health and Care NHS Trust, has been a great asset in supporting our pilot project surrounding new remote ways of working in 2023. All Footsteps team members continue to benefit from excellent Trustee support in a very challenging work environment.

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

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Our Team



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

Our 2023 team comprised ♦ a full-time Bereavement Service Manager ♦ 2 part-time Bereavement Service Practitioners ♦ a part-time Operations Manager ♦ a part-time Consultant.

Our Consultant (former Service Manager) has 23 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 the Secretary to a large national Charitable Trust for the last 25 years. She was also on the decision-making panel of the Local Network Fund

for Children & Young People in Worcestershire throughout its lifetime. Our recently retired consultant (our former Bereavement Service Manager) had 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, which is still operating in Warwickshire. Both consultants co-founded Footsteps.

Our Bereavement Service Manager has a Postgraduate Degree in Children and Young People Counselling. She has been a practising counsellor for over 15 years. Her passion is to enable children and young people 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 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 Practitioner during 2023 has been a teacher with experience in further education, and has now completed her level 4 CPCAB in therapeutic counselling. Her involvement with Footsteps was mutually beneficial, providing her with the further experience and support she sought to develop her future work and ambitions helping our local communities. We are in contact with two further similarly experienced individuals who have expressed interest in supporting our 1:2:1 sessions. 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 2 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.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE

IN 2023

We again started the year in a strong position. 2023 saw a strong investment in training and continuing professional development of our team. This further 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. Excellent Trustee governance, leadership, current technology and a cohesive, skilled and experienced team of professionals continued to facilitate mobile and new ways of working, both face-to-face and remotely in 2023. Safeguarding was, as always, a priority throughout the year for our children, young people and our whole team. Our Trustees were also involved in both the guidance and steering of safe and effective face-to-face sessions and remote working.

Thanks to some security of funding from the National Lottery Community Fund, further funding secured from Charitable Trusts, local business and our wonderful community, we were able to continue to provide our service free of charge to those in need and provide additional 1:1 bereavement support sessions.

2023 again ended as a very busy year for Footsteps - our second busiest year since the charity launched 12 years ago. Despite high numbers of referrals, we again succeeded in managing our waiting list to meet our 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.

Our achievements in 2023 reflect the Footsteps team's continued commitment and dedication to support bereaved children and young people during very challenging times for many of our families.

SOME QUOTES FROM THOSE WE HAVE SUPPORTED THIS YEAR

"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"

"Support has changed my mind about some of my bad thoughts. I feel I have more options in dealing with how I am feeling now... I feel like I find life easier and less full of anger and stress."

My support has allowed me to open up, to talk about the things I wouldn't be able to talk about at home. It allowed me to open up my feelings and to process so much information. I would recommend to anyone...grateful for the sessions I have been offered, they have really helped me."

"I respect my feelings now which gives me the control of not taking it out on everyone else."

"Now I ask for support when I need it, Footsteps is amazing and listened to me in my "time of need" and helped me through tough times. I am so grateful that Footsteps have helped me through this time period in my life."

"The time I have spent with Footsteps is a once in a lifetime opportunity. It doesn't come around a lot and when you get the chance go for it! Get in early before things get worse! I've learned to love myself now whereas before I hated who I was. I feel a lot happier in myself. I'm able to talk about my loved ones no longer with us. I've learnt lot of different coping strategies that I know I can use again if anything else ever happens. Footsteps isn't just an inside school counselling thing. They offer outside activities that you can do as a family. I went to the lantern walk in December. I felt I was able to say what I needed to my loved one ... thank you Footsteps for everything".

"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....."

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

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)

2023 CONTINUED AS A DIFFICULT YEAR FOR SO MANY, NONE MORE SO THAN MANY OF OUR BEREAVED CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES. THEY FACED (AND A NUMBER WE ARE STILL WORKING WITH CONTINUE TO FACE) CHALLENGES DEALING WITH AND JOURNEYING THROUGH THEIR GRIEF. MANY OF OUR REFERRALS WERE COMPLEX CASES; MANY OF THE CHILDREN REFERRED TO US DID NOT HAVE THEIR OWN FAMILY / FRIENDSHIP SUPPORT GROUPS. THERE IS AN EVER GROWING DESIRE FOR BEREAVEMENT SUPPORT AND A GROWING RECOGNITION FOR ITS NEED WITHIN OUR COMMUNITY. NEVER HAS OUR FREE SERVICE BEEN MORE ESSENTIAL. NOR THE DEMAND FOR OUR PROFESSIONAL SUPPORT BEEN HIGHER.

Footsteps meets a real gap in service provision in South Worcestershire where there continues to be no comparable bereavement service for our children, young people and their families.

REAL EXAMPLES AND CASE STUDIES

Seeing Figures

This young person's Dad died in a harrowing accident, has learning difficulties, and found it difficult to express their feelings. During sessions the young person would talk about having scary sightings of figures. The young person was helped by using drawings to show what they looked like and named them. Early sessions talked about new ones being seen and dad would be linked to each one – the young person was helped to explore these and meanings behind them. The young person made airplanes (like Dads) and then parachutes to demonstrate how these can stop him from falling hard within his emotions as Dad was missed so much. The young person really started to connect to how they were feeling and began to talk more openly about the things they missed with Dad and the changes at home, some being good and others not good. The young person was happy with weekly meetings as an emotional outlet. After months of sessions, it became apparent that Dad was not talked about anymore in a worrying manner and both the practitioner and the young person felt that the time was right to end the sessions. During the managed ending process the young person mentioned that the figures had gone and expressed great delight. Led by the young person, they and the practitioner destroyed the drawings, ripped them and made paper balls to throw into the bin.

This situation highlights the importance and benefits of being alongside the young person, of not being frightened of the figures they were seeing as these were demonstrating the impact of the loss of dad and how scary life was now going to be. Once the emotions and thoughts were heard, accepted and worked through, the figures left and the young person was freer to 'get on' with life.

A young person self-harming

A young person was feeling anger towards other people who still had a Mum alive. They felt unable to express this anger and frustration to others, holding onto it and had suicidal thoughts wanting to escape from their pain. The young person was self-harming. The practitioner worked with the young person to develop a rapport and create a safe environment in sessions. The young person began to feel they could open up about their feelings and began to express their anger through the use of creativity. Creative techniques in sessions allowed the young person to share things that they had originally found difficult to explain through words alone. The practitioner encouraged and helped facilitate a reflective process in sessions for the young person so they were able to communicate openly. This helped serve as another outlet. As sessions continued, the young person's suicidal thoughts reduced significantly and they stopped self-harming, as they had developed other ways to be able to express and to process some of their feelings.

WORKING WITH OTHERS, LEARNING AND ADAPTING

We are often asked to provide advice to teachers and school staff; we do this whenever possible. In September 2023 we delivered formal training to a number of teaching leaders and professionals. We continue to remain hopeful and keep a watchful eye on the Government's promise to take action to introduce death and grief more readily in schools; educating teachers and further raising their awareness of what professional expertise exists outside of schools. Our research last year and our future aims for our charity are to play an early role in supporting this.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)

In 2023 we undertook significant research to explore new ways of working, in particular to further develop our remote services and to share the knowledge and experience of our professional practitioners. We are passionate in our belief that specialist bereavement support to children and young people should be provided in a "joined-up" way. We pride ourselves on our ability and our desire to adapt to ensure we always meet very real needs. This is made more possible due to our small size, our leadership and the nature and personalities within our team. Our service is always flexible and personal, to meet the very different and individual needs of those children and their families wanting our bereavement support.



Delivery of our service this year was assisted by the National Lottery Community Fund recognising the continued importance and value of our work. This support, together with support from Charitable Trusts, local businesses and our local community, meant that Footsteps was again able to provide its much evidenced and needed support in 2023.

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 2023

- 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, 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 2023

- ☐ 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 others professionals working with young people benefitted from our advice, knowledge and experience as to how best to support young people on a day to day basis.
- ☐ Our education of the wider community provided practical advice to enable individuals to support those they know who have been bereaved of a loved one.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

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 and 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 stop 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. 2023 was a difficult year for so many. 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 and 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 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.

NETWORKING AND TRAINING

The Footsteps team continued 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 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. All Footsteps practitioners are focused on their CPD, they identify their training needs together and with the support of their professional body and external supervisors. They also attend regular webinar training offered by the Childhood Bereavement Network and National Bereavement Alliance, and there continues to be a focus on neurodivergence and learning disabilities; areas which Footsteps is committed to incorporating into our service effectively. In 2023, 23% of the children and young people we supported had special educational / additional learning needs and this has informed our training. 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. It continues to be rewarding to see our service promoted and signposted during presentations by other national bereavement services / other organisations.

Our Bereavement Service Manager and Practitioners continue to be well equipped and experienced in dealing with the many 'complicated grief' referrals that we receive. Grief can very often be complicated by the circumstances of death, particularly if it is sudden or unexpected or as a result of suicide or violence (more than 20% of those referred to us) or multiple deaths over a short period of time (35% of our children / young people). Many of those referred to us are from disadvantaged backgrounds and some are exposed to substance abuse and domestic violence. In 2023 we saw a growing number of referrals for children and young people with special educational / additional learning needs (23% compared with 10% in the previous year).

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)

Links and a good working relationship continue to be developed with other care agencies as we work hard to further develop a joined-up approach in supporting bereaved children in Worcestershire. We have further strengthened our excellent working relationship with a newly funded suicide liaison role within Worcestershire (the role has responsibility for providing a practical service and support in the early days of a suicide) and continue to receive referrals from this service as well as considering the relevance of this service for some of our families and signposting if appropriate.

Our relationships with schools continues to develop year on year; we have working relationships now with over 90% of schools within our geographic area. Last year we supported children and young people in 47 schools and colleges in the area. We are often asked to provide advice to teachers and school staff; we do this whenever possible, recognising the importance of helping. In September 2023 we delivered formal training to a number of teaching leaders and professionals. We continue to remain hopeful and keeping a watchful eye on the Government's promise to take action to introduce death and grief more readily in schools; educating teachers and further raising their awareness of what professional expertise exists outside of schools. Our research last year and our future aims for our charity are to play an early role in supporting this.

EVENTS

Last year we were again able to provide fun summer activity and poignant 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 towards our 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. Christmas gifts were donated by Severn Valley Railway. Families spent precious time together, decorating wooden tree cookies made by the husband of one of our Practitioners. These were hung on an illuminated memory tree along our lantern route, to moving music. Refreshments were provided afterwards and opportunities for families and the team to share time together. Some of the wonderful feedback we received....



"The walk was a very calming and warming walk and it made me feel as though I wasn't alone...."

"I loved it, I am speechless! It was so good...."

"You are all doing a fabulous job, thank you...."

"Lovely hot chocolate. Me and my family really appreciated today. With getting to keep the lanterns, as well as getting given treats we could not have asked for anything more. We loved getting to put the cookies onto the tree in memory of our loved ones...."

"Thank you for a lovely afternoon and for letting me share the experience of remembering my loved ones. I'll never forget it, it made me feel happy to participate in hanging a cookie on the remembrance tree 😊..."

"The work you do is amazing, thank you so much for the support you have given our son. This has been our first lantern walk and it has been a lovely experience."

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)



Our Lakeside summer family activity day was another huge success. Bereaved children and their family members were invited to join us to take part in paddle boarding, canoeing, and kayaking. All activities were led and supervised by professional University of Worcester outdoor activity instructors. The location was a beautiful and tranquil one, though less tranquil when at the end of the day there was a lot of fun enjoyed by many – children and adults alike – jumping into the lake! Lunches were provided free of charge by a local catering company and our team themselves made lots of home bakes. A fantastic day was had by all, completely free of charge to families. Children challenged themselves and had fun together with their families and other families; there was such togetherness and wonderful camaraderie on the day with new friendships developing and contact details being shared. Our aim was to prevent feelings of isolation in our children, for them to feel that they weren't alone and to give them an opportunity to have fun, build confidence and strengthen bonds within and across their family groups.



"I thought today was an amazing day and I thought it was an amazing way to socialise with family and make new friends. Thank you, it couldn't have been better..."

"Thank you so much for today. XXX's confidence grew throughout the day. We are all truly grateful for the work and effort you guys put in..."

"I just wanted to say a massive thank you for Saturday, we as a family had a fabulous day and we can't thank you enough, what you all do is amazing..."

"Absolutely brilliant day. The children and adults had a great time. Thank you very much..."

"Wonderful day out for the family and lovely to meet other families and do something new, fun and confidence building for the children."

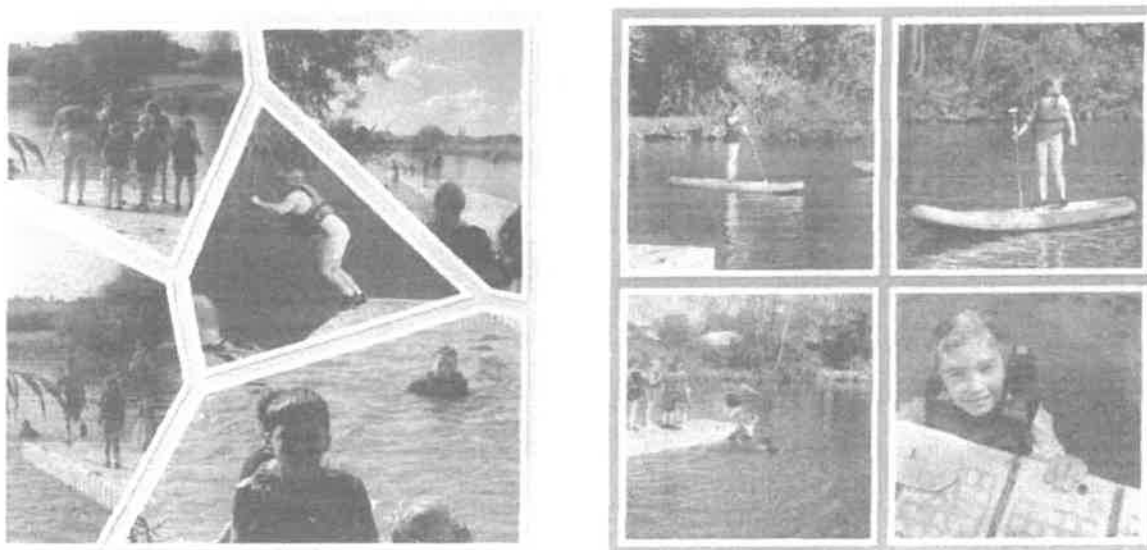
"We really enjoyed ourselves today. It was lovely to meet new friends. Thank you all so much"

"It was the best trip I have been on in years 😊. I really enjoyed it. It was fire (good!) loved the cupcakes"

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)



MANAGING OUR DEMAND AND MEETING REAL NEEDS

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 always consciously 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 are offered 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 whole 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 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 enable us to ensure that we provide our service in all areas 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.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

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 to 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.

FINANCIAL REVIEW

Some of our income in 2023 came from the National Lottery Community Fund, the remainder coming from Charitable Trusts, local business 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 12 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 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 invested to ensure that the charity can continue to thrive. Applications continue to be made to Charitable Trusts nationwide and locally, relationships made and managed and we are hopeful that with a lot of hard work, we will continue to 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.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

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 (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 £176,993 as at 31 December 2023 (2022: £147,257), representing approximately 19 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 2023 were £177,783 (2022: £148,831).


Total restricted funds as at 31 December 2023 were £73,870 (2022: £166,330). Full information regarding fund movements and restrictions are detailed in note 17 to the accounts.

**Please help us to continue our work in 2024.
On behalf of our children, young people and their
families, we would like to thank everyone who has
supported our service.**

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 15/8/24

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 2023.

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: 22/05/24

Footsteps Worcestershire Limited

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st December 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	27,847	15,000	42,847	49,438
Charitable activities	5				
Counselling and related services		650	-	650	360
Investment income	4	<u>2,721</u>	<u>-</u>	<u>2,721</u>	<u>464</u>
Total		<u>31,218</u>	<u>15,000</u>	<u>46,218</u>	<u>50,262</u>
 EXPENDITURE ON					
Charitable activities	6				
Counselling and related services		<u>3,183</u>	<u>106,543</u>	<u>109,726</u>	<u>98,870</u>
 NET INCOME/(EXPENDITURE)					
Transfers between funds	17	<u>28,035</u> <u>917</u>	<u>(91,543)</u> <u>(917)</u>	<u>(63,508)</u> <u>-</u>	<u>(48,608)</u> <u>-</u>
Net movement in funds		28,952	(92,460)	(63,508)	(48,608)
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>148,831</u>	<u>166,330</u>	<u>315,161</u>	<u>363,769</u>
 TOTAL FUNDS CARRIED FORWARD		<u>177,783</u>	<u>73,870</u>	<u>251,653</u>	<u>315,161</u>

The notes form part of these financial statements

Footsteps Worcestershire Limited

**Balance Sheet
31st December 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	13	790	-	790	1,574
CURRENT ASSETS					
Debtors	14	16,547	-	16,547	60,900
Cash at bank		<u>164,117</u>	<u>73,870</u>	<u>237,987</u>	<u>256,836</u>
		180,664	73,870	254,534	317,736
CREDITORS					
Amounts falling due within one year	15	(3,671)	-	(3,671)	(4,149)
NET CURRENT ASSETS		<u>176,993</u>	<u>73,870</u>	<u>250,863</u>	<u>313,587</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>177,783</u>	<u>73,870</u>	<u>251,653</u>	<u>315,161</u>
NET ASSETS		<u>177,783</u>	<u>73,870</u>	<u>251,653</u>	<u>315,161</u>
FUNDS	17				
Unrestricted funds				177,783	148,831
Restricted funds				<u>73,870</u>	<u>166,330</u>
TOTAL FUNDS				<u>251,653</u>	<u>315,161</u>

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

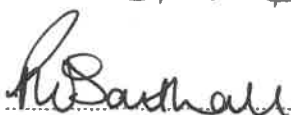
The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Board of Trustees and authorised for issue on 15/8/24 and were signed on its behalf by:


P W Southall - Trustee

The notes form part of these financial statements

Footsteps Worcestershire Limited

Notes to the Financial Statements for the Year Ended 31st December 2023

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 2023**

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 £13,015 (2022 £51,495). 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

	2023	2022
	£	£
Community donations	3,847	7,538
Grants	<u>39,000</u>	<u>41,900</u>
	<u>42,847</u>	<u>49,438</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2023**

4. INVESTMENT INCOME		2023	2022
		£	£
Bank interest		<u>2,721</u>	<u>464</u>
5. INCOME FROM CHARITABLE ACTIVITIES		2023	2022
		£	£
Grants	Activity		
Bereavement Awareness	Counselling and related services	-	360
Training	Counselling and related services	<u>650</u>	-
		<u>650</u>	<u>360</u>
6. CHARITABLE ACTIVITIES COSTS			
	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Counselling and related services	<u>98,244</u>	<u>11,482</u>	<u>109,726</u>
7. DIRECT COSTS OF CHARITABLE ACTIVITIES		2023	2022
		£	£
Staff costs		48,886	33,221
Travel		2,284	2,433
Communications		951	783
Bereavement Consultancy		40,642	44,487
Staff training		843	12
Workshops		812	612
Supervision		1,572	1,595
Resources		<u>2,254</u>	<u>991</u>
		<u>98,244</u>	<u>84,134</u>
8. SUPPORT COSTS			
			Management
			£
Counselling and related services			<u>11,482</u>
Support costs, included in the above, are as follows:			
	2023	2022	
	Counselling and related services	Total activities	
	£	£	
Rent	1,280	440	
Insurance	710	776	
Computer expenses	202	118	
Postage and stationery	1,274	797	
Subscriptions	482	469	
Sundries	1,121	885	
Bank charges	65	81	
Independent examination fee	2,880	3,924	
Bookkeeping and payroll services	<u>1,767</u>	<u>1,685</u>	
Carried forward	9,781	9,175	

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2023**

8. SUPPORT COSTS - continued

	2023	2022
	Counselling and related services	Total activities
	£	£
Brought forward	9,781	9,175
Depreciation	<u>1,701</u>	<u>5,561</u>
	<u>11,482</u>	<u>14,736</u>

9. NET INCOME/(EXPENDITURE)

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

	2023	2022
	£	£
Depreciation - owned assets	1,701	5,561
Rent payable under operating leases	<u>1,280</u>	<u>440</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2023 nor for the year ended 31st December 2022.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31st December 2023 nor for the year ended 31st December 2022.

11. STAFF COSTS

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

	2023	2022
	<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 employed key management personnel during the year was £21,439 (2022: £19,870).

Two members of key management are engaged on a consultancy basis, and their payments are summarised as follows:

- Mrs S M Smith - consultancy fees totalling £9,795 (2022 (£9,370)).
- Mr J Smith - consultancy fees totalling £60 (2022 £1,180).

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2023**

17. MOVEMENT IN FUNDS - continued

Comparatives for 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
	108,544	33,251	7,036	148,831
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)	-	-
	255,225	(81,859)	(7,036)	166,330
TOTAL FUNDS	<u>363,769</u>	<u>(48,608)</u>	<u>-</u>	<u>315,161</u>

Comparative 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)
	5,060	(86,919)	(81,859)
TOTAL FUNDS	<u>50,262</u>	<u>(98,870)</u>	<u>(48,608)</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 nine 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

National Lottery Community Fund

The grants received on this fund are to cover salaries, travelling expenses, office rent, insurance, postage, stationery etc. During the year, £96,437 of lottery funding was spent on these costs, leaving £68,594 on the fund at the year end. .

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

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2023**

17. MOVEMENT IN FUNDS - continued

Awards For All - Remote Training

A grant of £10,000 was received in 2023, to cover the costs of Remote Bereavement Support Groups & Training for Young People & Professionals. A total of £4,724 has been spent during the year, leaving £5,276 on the fund at the year end.

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. A balance of £1,299 was brought forward, and this has been fully spent in the year.

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 by the end of 2022.

John Martin's Charity

A grant of £5,000 was received 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:

	£
Big Lottery IT Equipment Fund	<u>917</u>
	<u>917</u>

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023 nor for the previous year ended 31 December 2022.

19. INDEPENDENT EXAMINER FEES

During the year the independent examiner has charged £2,880 (2022 £3,924) for the independent examination and £1,767 (2022 £1,685) for bookkeeping and payroll services.

Footsteps Worcestershire Limited
Detailed Statement of Financial Activities
for the Year Ended 31st December 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Community donations	3,847	7,538
Grants	<u>39,000</u>	<u>41,900</u>
	42,847	49,438
Investment income		
Bank interest	2,721	464
Charitable activities		
Grants	-	360
Bereavement Awareness Training	<u>650</u>	<u>-</u>
	650	360
Total incoming resources	46,218	50,262
EXPENDITURE		
Charitable activities		
Wages	47,869	32,551
Pensions	1,017	670
Travel	2,284	2,433
Communications	951	783
Bereavement Consultancy	40,642	44,487
Staff training	843	12
Workshops	812	612
Supervision	1,572	1,595
Resources	<u>2,254</u>	<u>991</u>
	98,244	84,134
Support costs		
Management		
Rent	1,280	440
Insurance	710	776
Computer expenses	202	118
Postage and stationery	1,274	797
Subscriptions	482	469
Sundries	1,121	885
Bank charges	65	81
Independent examination fee	2,880	3,924
Bookkeeping and payroll services	1,767	1,685
Depreciation of computer equipment	<u>1,701</u>	<u>5,561</u>
	11,482	14,736
Total resources expended	109,726	98,870
Net expenditure	<u>(63,508)</u>	<u>(48,608)</u>