

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2020
for
First Steps Nutrition Trust**

David Lindon & Co
Chartered Accountants
Avaland House
110 London Road
Hemel Hempstead
Hertfordshire
HP3 9SD

First Steps Nutrition Trust

Contents of the Financial Statements for the Year Ended 31 July 2020

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 16
Detailed Statement of Financial Activities	17 to 18

First Steps Nutrition Trust

Reference and Administrative Details for the Year Ended 31 July 2020

TRUSTEES

A Rosier
A Brown
M Willers
R Percival
V Thomas
N Alwan (appointed 30/01/2020)

CO-ORDINATOR

Dr Helen Crawley

PRINCIPAL ADDRESS

Studio 3.04, The Food Exchange
New Covent Garden Market
London
SW8 2EF

REGISTERED CHARITY NUMBER

1146408

INDEPENDENT EXAMINER

Jonathan Hankinson FCA
David Lindon & Co
Chartered Accountants
Avaland House
110 London Road
Hemel Hempstead
Hertfordshire
HP3 9SD

BANKERS

The Co-operative Bank
Head Office
PO Box 101
1 Balloon Street
Manchester
M60 4EP

First Steps Nutrition Trust

Report of the Trustees for the Year Ended 31 July 2020

The trustees present their report with the financial statements of the charity for the year ended 31 July 2020. 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).

OBJECTIVES AND ACTIVITIES

Principal activities

The advancement of health for the benefit of the public through the provision of information and resources to support better nutritional health, focussing on the period from pre-conception to five years. To advance the education of the public through evidence-based research and dissemination of information about good nutrition, focussing on the period from pre-conception to five years.

Achievements

During 2019/2020 First Steps Nutrition Trust continued its very productive work as an expert voice and credible source of information on good nutrition from pre-conception to five years. We also increased our advocacy and support for policy-making in other relevant areas. We recruited an administrator during 2020, and at 31 July 2020 the charity employed 2.8 FTE staff (with one member of staff taking maternity leave from March-December 2020). Additional freelance staff are also employed as consultants and administrative support as required.

During 2019/2020 we updated a number of resources, published a new report on bacterial contamination of powdered infant milk and did a major reorganization of the information we provide to health professionals on infant milks. A new website was set up to make information more accessible and all products were updated after regulatory changes in February 2020. We continue to support health workers both in the UK and globally on infant milk issues.

The charity continues to be the secretariat to the Baby Feeding Law Group (a network of 27 health related organisations who would like to see the WHO Code of marketing of breastmilk substitutes in UK law) and we hosted meetings, supported members and sent letters and reports to relevant stakeholders. We responded to a wide range of consultations and continued to support work on Healthy Start, baby food and additives.

First Steps Nutrition Trust continues to partner with Unicef UK Baby Friendly and our coordinator sits on the BFI designation committee. We continued to support the APPG on infant feeding and inequalities and our coordinator spoke at the Parliamentary Food and Health Forum and a range of other events across the country. We took part in a wide range of consultations with both academics and advisory groups. We continue to work with other early years and professional organisations and alliances including the Obesity Health Alliance, Sustain, HENRY, the UK Food Poverty Alliance and the Institute of Health Visiting. Our coordinator was appointed to a WHO guideline development group on complementary feeding 6-23 months in December 2019.

We continue to have a successful monthly newsletter and have over 7,500 twitter followers. We are a named charity with expertise on many websites, including in information from Public Health England, Health Wales and Health Scotland and the NHS Supply Chain.

FINANCIAL REVIEW

Financial position

The total income for the year was £221,157, all of it unrestricted in nature. Of this income, £201,461 was expended in the year, with the balance carried forward to fund future charitable activities. A £20,000 grant from The Scottish Government was received at the end of the previous accounting period and classified as restricted funds. During the latest accounting period £19,278 has been expended, leaving a balance of £722 to carry forward.

First Steps Nutrition Trust

Report of the Trustees for the Year Ended 31 July 2020

FINANCIAL REVIEW

Reserves policy

The Trustees agreed this year to maintain reserves of £30,000 and the Trustees are satisfied that the current level of free reserves is sufficient for the charity to carry out its objectives in the future.

FUTURE PLANS

The focus of the charities work will remain the same in 2020/21.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation was first set up on 1 August 2011 under a governing document. It subsequently applied for, and was granted, charitable status as from 8 March 2012. The charity is controlled by its governing document, being a trust deed dated 8 March 2012. It constitutes an incorporated charity (charity number 1146408).

Recruitment and appointment of new trustees/officers

A minimum of three trustees is required. This year one trustee retired and one new trustee was recruited.

Under the terms of the initial governing document, trustees are appointed for an initial period of three years, after which they can be re-appointed for a further period of three years by agreement. In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity. Trustees meet at least three times a year and at least one of those meetings must be held with all trustees present.

Trustees can be removed from office if they are absent for all meetings over a period of a year

Organisational structure

The charity currently has a coordinator, a deputy coordinator, a senior nutritionist and an administrator as permanent employees. Some functions are still undertaken by freelance staff and this will continue in 2020/2021.

PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the charity commission in determining the activities undertaken by the charity.

Approved by order of the board of trustees on 5 November 2020 and signed on its behalf by:



A Rosier - Trustee

**Independent Examiner's Report to the Trustees of
First Steps Nutrition Trust**

Independent examiner's report to the trustees of First Steps Nutrition Trust

I report to the charity trustees on my examination of the accounts of First Steps Nutrition Trust (the Trust) for the year ended 31 July 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

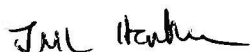
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Jonathan Hankinson FCA
ICAEW
David Lindon & Co
Chartered Accountants
Avaland House
110 London Road
Hemel Hempstead
Hertfordshire
HP3 9SD

5 November 2020

First Steps Nutrition Trust

Statement of Financial Activities for the Year Ended 31 July 2020

		Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	210,301	-	210,301	230,300
Other income	3	10,856	-	10,856	44,084
Total		221,157	-	221,157	274,384
EXPENDITURE ON					
Charitable activities	4				
Direct costs		144,965	19,278	164,243	173,573
Donations		10,000	-	10,000	10,300
Support costs		46,496	-	46,496	48,148
Total		201,461	19,278	220,739	232,021
NET INCOME/(EXPENDITURE)		19,696	(19,278)	418	42,363
RECONCILIATION OF FUNDS					
Total funds brought forward		110,641	20,000	130,641	88,278
TOTAL FUNDS CARRIED FORWARD		130,337	722	131,059	130,641

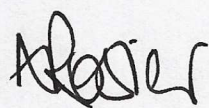
The notes on page 0 form part of these financial statements

First Steps Nutrition Trust

Balance Sheet 31 July 2020

	Notes	2020 £	2019 £
CURRENT ASSETS			
Debtors	10	4,533	4,259
Cash at bank		127,629	138,702
		<u>132,162</u>	<u>142,961</u>
CREDITORS			
Amounts falling due within one year	11	(1,103)	(12,320)
NET CURRENT ASSETS		<u>131,059</u>	<u>130,641</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		131,059	130,641
NET ASSETS		<u>131,059</u>	<u>130,641</u>
FUNDS	14		
Unrestricted funds		130,337	110,641
Restricted funds:			
Infant Milk		722	20,000
TOTAL FUNDS		<u>131,059</u>	<u>130,641</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 5 November 2020 and were signed on its behalf by:



A Rosier - Trustee

First Steps Nutrition Trust

Notes to the Financial Statements for the Year Ended 31 July 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

First Step Nutrition Trust is a Charity registered in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are also detailed with the Report of the Trustees.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £000.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d).

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.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

First Steps Nutrition Trust

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

1. ACCOUNTING POLICIES - continued

Income

The charity receives government grants. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

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.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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.

2. DONATIONS AND LEGACIES

Income from donations and legacies

	2020 £	2019 £
Donations and legacies	210,301	210,300
Grants	-	20,000
Total income from donations and legacies	210,301	230,300

First Steps Nutrition Trust

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

3. OTHER INCOME

	2020	2019
	£	£
Other income	10,856	22,001
Conference income	-	22,083
	<u>10,856</u>	<u>44,084</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5)	Support costs (see note 6)	Totals
	£	£	£
Direct costs	164,243	-	164,243
Donations	10,000	-	10,000
Support costs	-	46,496	46,496
	<u>174,243</u>	<u>46,496</u>	<u>220,739</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020
	£
Freelancers	24,328
Edit/design/print	17,270
Wages	111,298
Conference costs	1,475
Research grant	9,872
	<u>164,243</u>

First Steps Nutrition Trust

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

6. SUPPORT COSTS

	Management	Governance	Totals
	£	costs	£
	£	£	£
Support costs	41,497	4,999	46,496

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters.

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

Management

	2020	2019
	Support	Total
	costs	activities
	£	£
Office rent and rates	18,234	8,481
IT costs	3,214	1,852
Travel and subsistence	2,793	3,867
Employer pension	5,486	4,500
Postage and stationery	1,105	1,590
Communications	9,449	16,604
Sundries	572	3,916
Subscriptions	644	1,249
	<u>41,497</u>	<u>42,059</u>

Governance costs

	2020	2019
	Support	Total
	costs	activities
	£	£
Book-keeping	2,272	3,231
Independent examiners fees	1,680	1,440
Trustee & Trustee meeting expenses	1,047	1,418
	<u>4,999</u>	<u>6,089</u>

First Steps Nutrition Trust

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

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

During the year, the Trust reimbursed one Trustee for their travel and meeting expenses, at a total cost of £613 (2019: £702).

8. STAFF COSTS

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

	2020	2019
Support Staff	4	2

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

	2020 £	2019 £
Wages and salaries	109,724	90,430
Social Security	1,574	5,379
Employer pension	5,486	4,500
	<u>116,784</u>	<u>100,309</u>

The average full time equivalent (FTE) of staff during the year was 2.8 (2019: 3). All of which operated on the management of the charity.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	210,300	20,000	230,300
Other income	44,084	-	44,084
Total	<u>254,384</u>	<u>20,000</u>	<u>274,384</u>
EXPENDITURE ON			
Charitable activities			
Direct costs	173,573	-	173,573
Donations	10,300	-	10,300
Support costs	48,148	-	48,148

First Steps Nutrition Trust

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Total	232,021	-	232,021
NET INCOME	22,363	20,000	42,363
RECONCILIATION OF FUNDS			
Total funds brought forward	88,278	-	88,278
TOTAL FUNDS CARRIED FORWARD	110,641	20,000	130,641

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other debtors	4,259	4,259
Prepayments and accrued income	274	-
	4,533	4,259

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other creditors	1,103	12,320

First Steps Nutrition Trust

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

12. LEASING AGREEMENTS

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

	2020 £	2019 £
Within one year	10,107	10,855
Between one and five years	-	6,332
	<u>10,107</u>	<u>17,187</u>

The trust entered into a two year rental agreement commencing on 7 February 2019. The Trust is contractually entitled to end the lease by giving not less than three months written notice.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Current assets	131,440	722	132,162	142,961
Current liabilities	(1,103)	-	(1,103)	(12,320)
	<u>130,337</u>	<u>722</u>	<u>131,059</u>	<u>130,641</u>

14. MOVEMENT IN FUNDS

	At 1/8/19 £	Net movement in funds £	At 31/7/20 £
Unrestricted funds			
General fund	110,641	19,696	130,337
Restricted funds			
Infant Milk	20,000	(19,278)	722
TOTAL FUNDS	<u>130,641</u>	<u>418</u>	<u>131,059</u>

First Steps Nutrition Trust

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

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	221,157	(201,461)	19,696
Restricted funds			
Infant Milk	-	(19,278)	(19,278)
	<u>221,157</u>	<u>(220,739)</u>	<u>418</u>
TOTAL FUNDS	<u>221,157</u>	<u>(220,739)</u>	<u>418</u>

Comparatives for movement in funds

	At 1/8/18 £	Net movement in funds £	At 31/7/19 £
Unrestricted funds			
General fund	88,278	22,363	110,641
Restricted funds			
Infant Milk	-	20,000	20,000
	<u>88,278</u>	<u>42,363</u>	<u>130,641</u>
TOTAL FUNDS	<u>88,278</u>	<u>42,363</u>	<u>130,641</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	254,384	(232,021)	22,363
Restricted funds			
Infant Milk	20,000	-	20,000
	<u>274,384</u>	<u>(232,021)</u>	<u>42,363</u>
TOTAL FUNDS	<u>274,384</u>	<u>(232,021)</u>	<u>42,363</u>

First Steps Nutrition Trust

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

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/8/18 £	Net movement in funds £	At 31/7/20 £
Unrestricted funds			
General fund	88,278	42,059	130,337
Restricted funds			
Infant Milk	-	722	722
TOTAL FUNDS	<u>88,278</u>	<u>42,781</u>	<u>131,059</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	475,541	(433,482)	42,059
Restricted funds			
Infant Milk	20,000	(19,278)	722
TOTAL FUNDS	<u>495,541</u>	<u>(452,760)</u>	<u>42,781</u>

During 2019, the trust received £20,000 grant from the Scottish Government. This grant is deemed to be restricted and will be utilised against infant milk and breastfeeding programmes.

First Steps Nutrition Trust

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

15. RELATED PARTY DISCLOSURES

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

First Steps Nutrition Trust

Detailed Statement of Financial Activities for the Year Ended 31 July 2020

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and gift aid	210,301	210,300
Grants	-	20,000
	<hr/>	<hr/>
	210,301	230,300
Other income		
Other income	10,856	22,001
Conference income	-	22,083
	<hr/>	<hr/>
	10,856	44,084
Total incoming resources	<hr/>	<hr/>
	221,157	274,384
EXPENDITURE		
Charitable activities		
Wages	111,298	95,809
Freelancers	24,328	24,484
Conference costs	1,475	22,998
Research project costs	9,872	-
Edit/Design/Print	17,270	30,282
Donations	10,000	10,300
	<hr/>	<hr/>
	174,243	183,873
Support costs		
Management		
Office rent and rates	18,234	8,481
IT costs	3,214	1,852
Travel and subsistence	2,793	3,867
Employer pension	5,486	4,500
Postage and stationery	1,105	1,590
Communications	9,449	16,604
Sundries	572	3,916
Subscriptions	644	1,249
	<hr/>	<hr/>
	41,497	42,059

This page does not form part of the statutory financial statements

First Steps Nutrition Trust

Detailed Statement of Financial Activities for the Year Ended 31 July 2020

	2020 £	2019 £
Management		
Governance costs		
Book-keeping	2,272	3,231
Independent examiners fees	1,680	1,440
Trustee & Trustee meeting expenses	1,047	1,418
	<u>4,999</u>	<u>6,089</u>
Total resources expended	<u>220,739</u>	<u>232,021</u>
Net income	<u><u>418</u></u>	<u><u>42,363</u></u>

This page does not form part of the statutory financial statements