



# The Stepladder Foundation

A Charitable Incorporated Organisation

Charity Registration No 1156906

## Trustees' Report and Accounts

For the year 1 Oct 2022 to 30 Sep 2023



## REFERENCE INFORMATION

Charity Name	The Stepladder Foundation
Trustees	Louise Francis Saher Shah Melis Baysal Anneliese Amoah Thea Cooper (Chair)
Registration Number	1156906
Chief Executive	Alison Jones
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Independent Examiner	DMC Partnership Yew Tree House Lewes Road Forest Row East Sussex RH18 5AA
Bank	The Co-Operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT



## Contents

<a href="#">1</a>	<a href="#">Summary</a>	4
<a href="#">2</a>	<a href="#">Objectives and Activities</a>	4
<a href="#">2.1</a>	<a href="#">Public Benefit Statement</a>	4
<a href="#">3</a>	<a href="#">Achievements and Performance in the Year</a>	4
<a href="#">3.1</a>	<a href="#">Overview</a>	4
<a href="#">4</a>	<a href="#">Structure, Governance and Management</a>	5
<a href="#">4.1</a>	<a href="#">Governing Document</a>	5
<a href="#">4.2</a>	<a href="#">Recruitment and Appointment of Trustees</a>	5
<a href="#">4.3</a>	<a href="#">Trustee Induction and Training</a>	5
<a href="#">4.4</a>	<a href="#">Risk Management</a>	5
<a href="#">4.5</a>	<a href="#">Organisational Structure</a>	5
<a href="#">4.6</a>	<a href="#">Management Committee</a>	5
<a href="#">5</a>	<a href="#">Financial Review</a>	6
<a href="#">5.1</a>	<a href="#">Funding Sources</a>	6
<a href="#">5.2</a>	<a href="#">Investment Policy</a>	6
<a href="#">5.3</a>	<a href="#">Reserves Policy</a>	6
<a href="#">5.4</a>	<a href="#">Plans for Future Periods</a>	6
<a href="#">6</a>	<a href="#">Declaration</a>	6
<a href="#">7</a>	<a href="#">Independent Examiner's Report</a>	7
<a href="#">8</a>	<a href="#">Statement of Financial Activities</a>	8



## 1 Summary

We were delighted to once again receive a significant donation of £25,000 from Deloitte Digital, which together with a further £4,100, has enabled the Stepladder Foundation to run a programme based in Beal High School, Ilford.

This report follows the guidance as outlined in the Charity Commission Guidance document CC15c.

## 2 Objectives and Activities

### **Purpose and Aim**

The charity's purpose is set out in the CIO Constitution:

- Promotion of Education
- To advance the education of the public in the subject of enriching GCSE and 'A' level studies.
- To advance the education of the pupils by providing and assisting in the provision of facilities not required to be provided by the local education authority for education in schools.

### **The focus of our work**

During the period of this report the focus of the effort was on the delivery of the programme and further developing the working relationship with Deloitte Digital.

### 2.1 Public Benefit Statement

As defined in the constitution:

For the public benefit to promote the education (including social and physical training) of people under the age of 25 years in such ways as the charity trustees think fit, including by: providing education (including the study of music or other arts), preparing for entry to any occupation, trade or profession on leaving any educational establishment or, as with any charity in the UK whose aims include advancing education of persons under the age of 25 years, by developing their mental, physical and moral capabilities through leisure time activities.



### 3 Achievements and Performance in the Year

#### 3.1 Overview

During the period of the report a cohort comprising 30 students recruited from 5 schools in the Ilford area have attended Stepladder sessions and have been supported through the academic year. Various activities have also taken place including visits to the theatre, Science Museum, a Fitness leadership day and a Shakespeare orientation day.

12 mentors from Deloitte are working well with the students.

Bi-weekly meetings have been held with the project team at Deloitte Digital to develop the relationship and monthly meetings have been held with mentors to monitor progress.

### 4 Structure, Governance and Management

#### 4.1 Governing Document

The charity is a Charitable Incorporated Organisation (CIO) and was registered on the 2nd May 2014.

#### 4.2 Recruitment and Appointment of Trustees

The trustees who served during the year were:

- Louise Francis
- Saher Shah
- Melis Baysal
- Anneliese Amoah
- Thea Cooper (Chair)

The trustees can be in place for up to four years, due to Covid period this is now being extended (period to be agreed) to take account of Covid. Trustees meet as a minimum four times a year.

#### 4.3 Trustee Induction and Training

The trustees received face to face training and guidance from the new chair, appointed in 2023. This was done in accordance with our trustee code of practice.

The definition and creation of policy and procedure in this area is now complete- and ready to be incorporated into ongoing practice. Training will be carried out annually.

#### 4.4 Risk Management

There is a risk register and where appropriate, systems or procedures have been established to mitigate the risks the charity faces, notably for Child Protection and Disclosure and Barring Service (Higher level DBS) checks.

The charity is insured for public liability as the need arises.



#### 4.5 Organisational Structure

The organisation is small. Apart from the trustees there is an Operations Team which for this year comprised the CEO, between 3 and 7 facilitators per session and a part-time administrator.

#### 4.6 Management Committee

The operational management meet monthly to review the performance of the programme and ensure good governance. The Chief Executive has delegated authority for operational matters.

### 5 Financial Review

#### 5.1 Funding Sources

Funding was provided as shown in the table below:

##### Donations

	£
Barrat Development	1500
Local Giving	500
STRIPE	100
MFBL Ltd	2000
Deloitte Digital	25000
<b>Total</b>	<b>29100</b>

There are no custodian trustees.

There are no "grant-making" nor investment activities.

#### 5.2 Investment Policy

For the period of the this report no investments were made.

#### 5.3 Reserves Policy

The operating reserve listed at the end of the reporting year is in line with the anticipated spend for the remainder of the current Programme. This allocation complies with the Reserves Policy

#### 5.4 Plans for Future Periods

Stepladder is further developing the association with Deloitte Digital and will complete the current programme in October 2023. A new programme is planned to run from September 2023 through to 2025.



## 6 Declaration

The trustees declare that they have approved the report above.

Signed: *Thea Cooper*

Dated: 02/07/2024

Chair of Trustees

Thea Cooper



## 7 Independent Examiner's Report

### Report to the Trustees of The Stepladder Foundation (Charity No 1156906)

#### On the Accounts for the Year Ended 30 September 2023

I report to the trustees on my examination of the accounts of the above charity for the year ended 30 September 2023.

#### 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 2011 Act and in carrying out my examination, I have followed the 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed *Estelle Sherlock*

Dated 4<sup>th</sup> July 2024

**Estelle Sherlock MA, BSC, FCA, CTA**

DMC Partnership Limited  
Yew Tree House  
Lewes Road  
Forest Row  
East Sussex  
RH18 5AA



## 8 Statement of Financial Activities

**The Stepladder Foundation (Charity No 1156906)**  
**Receipts and Payments Account**  
**For the Year Ended 30 September 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Donations	29100	28516
Refunds	22	-
Interest	65	-
	<u>29187</u>	<u>28516</u>
<b>Payments</b>		
Charitable activities	30768	27348
Net of receipts/(payments)	<u>(1581)</u>	<u>1167</u>
Total Funds brought forward	9450	8282
Total Funds carried forward	<u>7868</u>	<u>9450</u>

**The Stepladder Foundation (Charity No 1156906)**  
**Statement of Assets and Liabilities**  
**As at 30 September 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Cash Funds	7868	9450
Total Funds carried forward	<u>7868</u>	<u>9450</u>



The Charity has given no guarantees on any potential liabilities at the date of the Statement of Assets and Liabilities

There is no debt outstanding at the date of the Statement of Assets and Liabilities which is secured by an express charge on any assets of the charity.

**Approved on behalf of the Trustees by:**

*Thea Cooper*

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**Thea Cooper**

**Dated: 02/07/2024**