

# **Step 2 Young People's Health**

Charity number 1161921

## **Annual Report and Financial Statements for the year ended 31 December 2020**



## **Step 2 Young People's Health**

### **Annual Report and Financial Statements for the year ended 31 December 2020**

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**Prepared by West Yorkshire Community Accounting Service**

## Step 2 Young People's Health

### Trustees' report for the year ended 31 December 2020

#### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Pippa Jones	Chair	
Lesley Bartlett	Treasurer	
Julie Walker	Secretary	
Caroline Coombes		
Helen Hodgson		
Nikita Evans		
Javed Khan		
Sunjay Chauhan		Appointed 10 September 2020
Charity number	1161921	Registered in England and Wales
Registered and principal address	Bankers	
102 Tong Street	Unity Trust Bank plc	Triodos Bank
Bradford	Nine Brindley place	Deanery Road
BD4 6HD	Birmingham	Bristol
	B1 2HB	BS1 5AS

#### Independent examiner

Rhys North ACA

#### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 1 June 2015 and is governed by a constitution as amended 13 June 2018 and 2 January 2020.

#### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

## **Step 2 Young People's Health**

### **Trustees' report (continued) for the year ended 31 December 2020**

#### **Objectives and activities**

##### **The charity's objects**

The objects of the charitable incorporated organisation are to protect and promote the good health of children and young people by the provision of information and a range of services. This may include working with their families and other professionals.

##### **The charity's main activities**

Step 2 works with young people in a variety of ways, including drop-ins, educational programmes, individual support and counselling young people in the Bradford Metropolitan District.

##### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

##### **Achievements and performance**

As for the rest of the world, 2020 has been an incredibly challenging year for Step 2.

However, the challenges have provided us fresh opportunities and we have been able to develop our services in a way that is both encouraging and exciting.

We are very proud of the way our staff team responded to the challenge. As a result, we are stronger as an organisation, having developed new skills, become more resilient and better able to respond to the needs we see around us.

We were very proud to have been able to continue to support so many young people for whom 2020 brought additional struggles, and to still be here and able to support them as they continue to struggle, and as we start on the recovery process.

We have been extremely grateful for our partners who have struggled alongside us, and allowed a broad range of services to be provided for young people who needed them more than ever. Many of these partnerships are stronger than ever, and give us hope for the future.

As always our vision and mission has remained in focus to ensure we can continue to support young people to live healthy lives.

##### **Our vision**

Young people will be healthy in every way, supported by quality services and each other.

##### **Our mission**

Our mission is to enable children and young people to live healthy lives by providing information and delivering services to them, to their families, or to other professionals who work with them

We have been able to continue the pilot project we established last year working with young people who have ongoing social care intervention and who are pregnant or new parents and are preparing for pre-birth assessments. This work has been funded by Bradford Council. During the sessions we look at why and how to access antenatal classes, where to get support and the importance of working with professionals. We have made referrals to the Bradford Doula and Baby Basics. This work has been challenging due to the social distancing guidelines and it has not been easy to move online, as often the young women were not able to or willing to access this. We have also offered walk and talk sessions, but not all were able to access this either. However, we have still managed to offer some support to 8 young women.

Our pilot project with young adults with learning disabilities was commissioned for a further year by the Specialist Learning Disabilities team from Bradford Social. This programme supports young people who are working towards Capacity Assessments and require further education to improve their knowledge and understanding of sex and relationships.

## **Step 2 Young People's Health**

### **Trustees' report (continued) for the year ended 31 December 2020**

#### **Achievements and performance continued**

This was also difficult work during the pandemic, and was on hold for a while. Some of the young people we had worked with maintained contact, as they were feeling isolated and lacking support, but the formal work was difficult when we were not able to meet face to face. We offered sessions to 12 young people during the year, often using walk and talks or sessions in gardens over the summer.

Buttershaw Girls Group, in partnership with the Youth Service and the Eden Project, has seen a yo-yoing of venues and activities this year. It started well but with the pandemic at the end of March we had to maintain contact via phone. From July to October, with the good weather and use of a minibus, we resumed the Girls' Group doing activities and trips to the local parks and places of interest. Our partnership with Eden meant that when the weather deteriorated and the dark nights came we could use the Baptist Church and the Bedale Centre (where the Christmas party took place) when the Youth Club building was unavailable.

During the summer holidays we were able to run a full programme, offering activities in an outdoor setting and providing packed meals for young people, most of whom are in receipt of free school meals. This work included trips to parks, nature walks, outdoor sports and cycling. We worked in groups of 4 or 5 young people to enable social distancing and to adhere to Covid19 rules. It was a challenge to keep to the planned programme as government guidelines changed regularly, but helping young people understand the guidelines and the reasons for them was an important part of this work. We have remained in contact with many of the young people to support them on their return to school and with their own personal struggles during the pandemic.

In total 80 young people attended at least one session.

We were able to carry out similar work in October half term which included trips to Lotherton Hall, Jumperooz, Cartwright Hall and Lister Park. There was a total of 45 attendances. The young people appreciated the packed lunches and teas which were provided. The weather was challenging with torrential rain but the young people enjoyed going somewhere different and just spending time together.

At Christmas we were unable to deliver face to face work, so instead delivered food hampers to 85 families, including Christmas treats and toys for those most in need.

We continued our offer of one day a week support to students at Bradford Academy until schools closed. We then continued remote support, offering weekly phone calls, door step visits and food deliveries to the young people who had been part of the group until schools returned in September.

In September the number of sessions was significantly increased, as Bradford Academy wanted Step 2 to have some of their students on a full-time basis at our premises. This was exciting as Step 2 could offer a range of courses and activities to these young people. They studied core subjects in the morning and Step 2 programmes in the afternoon. We were also able to include Essential Life Skills such as cooking and cleaning, and to create a 'family feel' where the young people enjoyed cooking and eating together. The students liked the informal arrangements and were willing to attempt to learn things that they previously believed they could not do. We were able to adapt the programmes to suit the students who attended. However, the premises created challenges, and with the added restrictions due to Covid- 19 it became very difficult to manage. The school made the decision to move to the school's alternative setting, and include our input only in the afternoon. However, attendance reduced at this point, and the school ended this provision at Christmas due to budget limitations, added to the difficulties of bringing additional professionals into the building in line with Covid-19 guidelines.

We have worked hard at supporting schools in which ever ways we can throughout what has been a very turbulent year for them.

We had started some group work in Queensbury Academy, which was halted when school closed. Instead we were able to offer some transition work by Zoom for children who were preparing to join in September.

We were in the process of teaching Mindfulness Skills in 2 primary schools when they closed in March, and although they did not complete the programme, we hoped the skills learnt were useful to them later in the year and that they will continue to use them in the future.

## **Step 2 Young People's Health**

### **Trustees' report (continued) for the year ended 31 December 2020**

#### **Achievements and performance continued**

We were delivering some group work and one to one support in Oastlers, and have been able to re-establish this work with some of their vulnerable young people who have attended throughout.

We have continued to deliver 1:1 support in Oakbank School each week, moving this online when schools closed, until the end of term in July.

The sexual health drop-ins and bus sessions that have been a big part of our work were not possible for most of the year. We started by developing relationships with pharmacies, who were able to offer a condom distribution service throughout the year.

The reintroduction of the C-Card scheme has meant we have been involved in the exciting work of recruiting and training staff at key venues around the city to deliver their own sexual health support and condoms to young people they are in contact with.

#### **Counselling**

Our counselling service continues to thrive as we continue to offer counselling to children and young people aged between 5-25yrs. Counselling is delivered for 5-11yr olds in primary schools and for 11-18yr olds in secondary schools and in community bases. Counselling for 16-25yr olds is now also offered through the CCG's Extended Access Service at a number of health centres across the district.

One of our major challenges to the counselling service in 2020 has, of course, been the impact of Covid19 and lockdown. The counselling team did an amazing job in mobilizing swiftly to adapt our ways of working in order to continue to offer our high quality counselling services remotely in a safe and secure way. This was helped enormously by the fact that five of our counsellors had successfully completed their diploma training in Online Counselling and they were able to help shape the adaption of our services and support the rest of the team.

We delivered counselling sessions to 544 young people. A total of 3,265 sessions of counselling sessions have been delivered, averaging 6 sessions per person. In addition to this we developed our Therapeutic Check In service for those on the waiting list as part of our digital development plan. 132 sessions were attended by 27 young people on the waiting list. This gave young people the opportunity to begin to develop a relationship with their counsellor whilst they were waiting for full sessions to become available.

- 100% of young people said they felt more positive about how manageable they felt their problems were.
- 68% of young people said they felt more positive about their lives after counselling.
- 75% of young people showed a positive improvement in their self esteem.
- 84% of young people said they had made progress towards the goals they set for themselves.
- 75% of young people showed positive change in how they felt about their relationships with friends or family.

The community based counselling service has continued to be funded by Children in Need. We have been able to increase our capacity to support the work in the GP Extended Access Service thanks to increased funding from CCG. Through becoming actively involved in shaping the development of the newly formed Bradford Counselling Collaborative, we have been able to work with CAMHS to help with reducing their waiting list for 11-18yrs olds.

We have been able to increase the number of schools we deliver a service in, partly due to accessing YIM+ funding. Schools receiving a counselling service from Step 2 this year have included Merlin Top Primary School, Bradford Academy Primary School, St Oswald's Primary School, Atlas Primary School, Eastburn Primary School, Greenlane primary School, Margaret McMillan Primary School, Westbourne Primary School, Grove House Primary School, Crossley Hall Primary School, St Bede's and St Joseph's Secondary, Coop Grange Secondary, Bradford Academy Secondary School, Buttershaw Business and Enterprise College, Queensbury Secondary School, Beckfoot Thornton, Bronte Secondary School and Feversham Academy.

We have provided supervision for safeguarding leads at Paddock JINN School and Belle View Girls School.

## **Step 2 Young People's Health**

### **Trustees' report (continued) for the year ended 31 December 2020**

#### **Achievements and performance continued**

Through Children In Need we were able to access a booster grant which gave us the opportunity to pilot some therapeutic work for parents. Parents of young people who had been referred to us but who didn't want to take up counselling were offered a therapeutic space to explore their own issues and anxieties in parenting their teenagers in lockdown. The groups were very successful and we hope to be able to develop this much needed work in the future.

2020 has seen us develop our partnership with Relate Bradford and Family Action to work on the CALM project, supporting children aged 5-11yrs who have experienced trauma and adverse childhood experiences. This project works to support reducing the CAMHS waiting list for 5-11yrs. Once again we have had to work hard to adapt this service in light of COVID19 and our therapists have offered support to parents of children who are waiting to access the face to face service.

Referrals continue to come from school nursing teams, social workers, children's services, GP surgeries, Early Help, schools, families and individual young people themselves. We have managed to keep the waiting list relatively short and so are usually able to see people reasonably quickly.

Our counselling team has comprised of 15 counsellors this year. We have developed new recruitment processes which have enabled us to recruit high quality counsellors. All our counsellors are qualified to minimum Diploma level and are all members of a professional body, usually the BACP (British Association of Counselling and Psychotherapy). They attend monthly clinical supervision in line with BACP guidelines in order to safeguard and quality assure their work. They also attend a monthly supervision group session at Step 2 to support them in their work. In addition to this they are given access to regular CPD opportunities.

#### **Talking Taboos Workshops**

Following on from our conference in 2018 we have developed a series of Talking Taboo workshops, which this year we moved online. These included:

- 'The Impact of Pornography on Young People'
- 'Young People and the Online World'
- 'Domestic Abuse and Young People'
- 'Emotional Wellbeing - helping young people out of Covid'

This training was delivered to a range of professionals working with young people. To date we have delivered 6 workshops attended by around 100 professionals and we received very positive feedback.

We have continued to send out quarterly newsletters and regular mail outs promoting our services to a growing mailing list. This now reaches over 800 professionals across West Yorkshire.

#### **Staff News**

We were crowned active workplace winners after introducing walk and talks for staff members and participating in the Parkrun, alongside all the activities we encourage young people to complete.

These have continued as a feature for staff and young people whenever we can, as a necessary alternative to meeting inside.

Various staff completed Level 2 qualifications around Young People's Health and Well-being topics.

We said goodbye to some long standing staff members. Gemma and Graham who both joined us in 2011 have now left.

#### **Note from the Chair**

In common with so many organisations and individuals around the world, 2020 was a very challenging year for Step 2. I am immensely proud of the way the team was able to adapt to the restrictions on the way services were, and continue to be, delivered and to find other ways to support young people and their communities. I would like to thank everyone in the team for their contribution and their flexibility this year and also my fellow trustees, who willingly met more frequently than they would have ordinarily to ensure Liz and the team were well-supported.

## **Step 2 Young People's Health**

### **Trustees' report (continued) for the year ended 31 December 2020**

#### **Financial review**

The net income for the year was £70,007 including net income of £51,722 on unrestricted funds and net income of £18,285 on restricted funds, after transfers.

#### **Coronavirus (COVID 19)**

We have carried out a financial assessment, which we look at quarterly as part of our risk management process. We have an annual budget which is reported against to trustees monthly and is reviewed at trustee meetings on a quarterly basis. We are reviewing staff salaries and the income related to them, and as staff return from flexible furlough we are looking at funding which will support these salaries in particular. If these application are not successful we may need to consider reduction in hours for some posts, from August 2021.

We have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

#### **Reserves policy**

Step 2 will aim to keep between three and six months running costs in reserve in order to ensure the medium to long term future of the Project and to enable us:

- To provide continuity of activities in the event of a large variation in income (e.g. a large funder withdrawing their commitment unexpectedly).

- To deal with short-term fluctuations in cash-flow (e.g. a funder who pays in arrears).

- To be able to develop new projects and grasp new opportunities as they arise and to take advantage of any suitable changes and opportunities that may occur.

We will also keep an additional £5,000 in reserves to cover the event that, for whatever reason, Step 2 needs to cease providing services. This will cover paying staff redundancies, and any other costs involved in closing the project.

The level of reserves will be reviewed annually by the trustees to ensure they are fit for purpose.

The charity's free reserves at the year end were £146,986 which represents approximately 3.8 months of annual budgeted expenditure.

Signed on behalf of the board of trustees on 13/05/2021

Pippa Jones (Trustee)



## **Step 2 Young People's Health**

### **Independent examiner's report to the trustees of Step 2 Young People's Health**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2020, which are set out on pages 9 to 16.

#### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ICAEW which is one of the listed bodies.

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 charity as required by section 130 of the Charities Act;
- 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.

Rhys North ACA

15/07/2021

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Step 2 Young People's Health**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2020**

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	21,350	131,935	153,285	69,055
Sales and fees		238,987	-	238,987	200,012
Bank interest		115	-	115	405
Insurance claim		-	-	-	3,348
Other income		1,439	-	1,439	1,117
<b>Total income</b>		<u>261,891</u>	<u>131,935</u>	<u>393,826</u>	<u>273,937</u>
<b>Expenditure on:</b>					
Salaries, NIC and pensions	(3)	157,368	91,897	249,265	213,800
Payroll and pension charges		2,365	283	2,648	1,784
Staff travel and subsistence		1,951	-	1,951	3,179
Staff training		600	170	770	6,407
AGM and meeting costs		18	-	18	748
Volunteer expenses		-	-	-	40
Rent and rates		3,803	2,446	6,249	6,568
Utilities		2,403	-	2,403	3,084
Premises costs		3,558	-	3,558	4,372
Website, computers and connection		1,045	-	1,045	2,661
Subscriptions		255	55	310	76
Printing, postage and stationery		560	-	560	1,287
Phone and internet		1,320	550	1,870	1,235
Resources and programme expenses		789	4,166	4,955	5,177
Sessional workers		27,968	10,400	38,368	22,817
Advertising and publicity		295	-	295	898
Insurance		928	403	1,331	1,711
Independent examination		1,200	-	1,200	1,200
Other professional fees		2,644	450	3,094	6,097
Bank charges		147	-	147	143
Depreciation		2,769	-	2,769	-
Other expenses		1,013	-	1,013	1,136
<b>Total expenditure</b>		<u>212,999</u>	<u>110,820</u>	<u>323,819</u>	<u>284,420</u>
<b>Net income / (expenditure)</b>		<u>48,892</u>	<u>21,115</u>	<u>70,007</u>	<u>(10,483)</u>
<b>Transfers between funds</b>		<u>2,830</u>	<u>(2,830)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>51,722</u>	<u>18,285</u>	<u>70,007</u>	<u>(10,483)</u>
<b>Fund balances brought forward</b>		<u>100,803</u>	<u>-</u>	<u>100,803</u>	<u>111,286</u>
<b>Fund balances carried forward</b>	(4)	<u>152,525</u>	<u>18,285</u>	<u>170,810</u>	<u>100,803</u>

All incoming resources and resources expended derive from continuing activities.

## Step 2 Young People's Health

### Balance sheet

as at 31 December 2020

		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(5)	5,539	-	5,539	-
<b>Total fixed assets</b>		<u>5,539</u>	<u>-</u>	<u>5,539</u>	<u>-</u>
<b>Current assets</b>					
Debtors and prepayments	(6)	44,015	-	44,015	25,704
Cash at bank and in hand	(7)	108,000	18,285	126,285	78,178
<b>Total current assets</b>		<u>152,015</u>	<u>18,285</u>	<u>170,300</u>	<u>103,882</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(8)	5,029	-	5,029	3,079
<b>Total current liabilities</b>		<u>5,029</u>	<u>-</u>	<u>5,029</u>	<u>3,079</u>
<b>Net current assets / (liabilities)</b>		<u>146,986</u>	<u>18,285</u>	<u>165,271</u>	<u>100,803</u>
<b>Net assets</b>		<u>152,525</u>	<u>18,285</u>	<u>170,810</u>	<u>100,803</u>
<b>Funds</b>					
Unrestricted funds		147,525	-	147,525	95,803
Designated funds		5,000	-	5,000	5,000
Restricted funds		-	18,285	18,285	-
<b>Total funds</b>		<u>152,525</u>	<u>18,285</u>	<u>170,810</u>	<u>100,803</u>

The financial statements were approved by the board of trustees on 13/05/2021

Pippa Jones (Trustee)

## **Step 2 Young People's Health**

### **Notes to the accounts**

### **for the year ended 31 December 2020**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year apart from the change in asset lives for computer equipment from one to three years.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment: over 3 years

Computer equipment: over 3 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

## Step 2 Young People's Health

### Notes to the accounts continued

### for the year ended 31 December 2020

#### 1 Accounting policies continued

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

#### 2 Grants and donations

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BBC Children in Need	-	52,652	52,652	43,907
Bradford Metropolitan District Council (BDMC)	20,000	24,466	44,466	-
The Brelms Trust CIO	-	5,000	5,000	5,000
Clothworkers Foundation	-	2,330	2,330	-
Groundwork UK	-	2,500	2,500	-
HMRC Job Retention Scheme	-	22,387	22,387	-
Leeds Community Foundation	-	7,000	7,000	12,039
Liz & Terry Bramall Foundation	-	-	-	5,000
The National Lottery Community Fund	-	7,200	7,200	-
Sovereign Health Care	-	5,400	5,400	-
Transforming Lives for Good	-	3,000	3,000	-
Alan Wainwright Trust	-	-	-	2,560
Donations	1,350	-	1,350	549
	<u>21,350</u>	<u>131,935</u>	<u>153,285</u>	<u>69,055</u>

#### 3 Staff costs and numbers

	2020	2019
	£	£
Gross salaries	230,554	195,785
Social security costs	16,542	14,824
Employment allowance	(4,000)	(3,000)
Pensions	6,169	6,191
	<u>249,265</u>	<u>213,800</u>

The average number employees during the year was 13.8, being an average of 7.8 full time equivalent (2019: 13, 7 FTE). There were no employees with emoluments above £60,000.

##### Defined contribution pension scheme

	2020	2019
	£	£
Costs of the scheme to the charity for the year	6,169	6,191
Amount of any contributions outstanding at the year end	1,789	1,370
Amount of any contributions prepaid at the year end	-	-

## Step 2 Young People's Health

### Notes to the accounts continued

### for the year ended 31 December 2020

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BBC Children in Need	-	42,654	35,808	-	6,846
BBC Children in Need - Keighley	-	9,998	4,166	-	5,832
BDMC Healthy Holidays	-	7,591	7,159	-	432
BDMC Schools Counselling	-	16,875	13,500	-	3,375
The Brelms Trust CIO	-	5,000	5,000	-	-
Clothworkers Foundation	-	2,330	-	(2,330)	-
Groundworks UK	-	2,500	2,000	(500)	-
HMRC Job Retention Scheme	-	22,387	22,387	-	-
Leeds Community Foundation	-	7,000	7,000	-	-
National Lottery Community Fund	-	7,200	5,400	-	1,800
Sovereign Health Care	-	5,400	5,400	-	-
Transforming Lives for Good	-	3,000	3,000	-	-
	-	131,935	110,820	(2,830)	18,285

Fund name	Purpose of restriction
BBC Children in Need	Counselling project including salaries and expenses of 3 counsellors plus a contribution towards the salary of a counselling manager.
BBC Children in Need - Keighley	Counselling project including salary and expenses of a worker in Keighley.
BDMC Healthy Holidays	Towards costs of food hampers and staffing to deliver.
BDMC Schools Counselling	Towards costs of counselling services in schools.
The Brelms Trust CIO	Towards costs of counsellor salaries.
Clothworkers Foundation	For the purchase of laptops. The transfer is for the purchase of computer equipment now included in fixed assets.
Groundworks UK	For the purchase of a laptop and provision of emotional wellbeing group work in schools. The transfer is for the purchase of computer equipment
HMRC Job Retention Scheme	Towards staffing costs of furloughed staff as a result of Covid-19.
Leeds Community Foundation	Delivery of girls work on Buttershaw Estate.
National Lottery Community Fund	Towards costs of community outreach to young people struggling with consequences of Covid-19.
Sovereign Health Care	Towards costs of community counselling service.
Transforming Lives for Good	Towards costs of running healthy holiday programmes.

#### Designated funds

This is a contingency fund of £5,000 (for redundancies and closing down costs) as agreed by the committee.

## Step 2 Young People's Health

### Notes to the accounts continued

### for the year ended 31 December 2020

#### 5 Tangible assets

##### Cost

At 1 January 2020

Additions

At 31 December 2020

Equipment	Computer equipment	Total
£	£	£
-	-	-
3,309	4,999	8,308
3,309	4,999	8,308

##### Depreciation

At 1 January 2020

Charge for year

At 31 December 2020

-	-	-
1,103	1,666	2,769
1,103	1,666	2,769

##### Net book value

At 31 December 2020

2,206	3,333	5,539
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At 31 December 2019

-	-	-
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#### 6 Debtors and prepayments

Debtors

Prepayments

2020	2019
£	£
43,424	25,446
591	258
44,015	25,704

#### 7 Cash at bank and in hand

Unity Trust current account

Unity Trust deposit account

Triodos account

Pockit card

Cash in hand

2020	2019
£	£
99,665	26,694
2	2
25,683	50,473
821	873
114	136
126,285	78,178

#### 8 Creditors and accruals

Creditors

Accruals

Deferred income

2020	2019
£	£
1,829	1,879
1,200	1,200
2,000	-
5,029	3,079

## **Step 2 Young People's Health**

### **Notes to the accounts continued**

### **for the year ended 31 December 2020**

#### **9 Related party transactions**

##### **Trustee expenses**

No trustee received any expenses during this year or the previous year.

##### **Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

##### **Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees as listed on page 2 of these financial statements and Chief Officer. The total employee benefits received by the Chief Officer were £39,751 (previous year: £37,869).

No trustee received any remuneration or benefit in this capacity during this or the previous year.



## Step 2 Young People's Health

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income</b>						
Grants and donations	21,350	12,588	131,935	56,467	153,285	69,055
Sales and fees	238,987	200,012	-	-	238,987	200,012
Bank interest	115	405	-	-	115	405
Insurance claim	-	3,348	-	-	-	3,348
Other income	1,439	1,117	-	-	1,439	1,117
<b>Total income</b>	<b>261,891</b>	<b>217,470</b>	<b>131,935</b>	<b>56,467</b>	<b>393,826</b>	<b>273,937</b>
<b>Expenditure</b>						
Salaries, NIC and pensions	157,368	157,220	91,897	56,580	249,265	213,800
Payroll and pension charges	2,365	1,504	283	280	2,648	1,784
Staff travel and subsistence	1,951	2,936	-	243	1,951	3,179
Staff training	600	2,140	170	4,267	770	6,407
AGM and meeting costs	18	748	-	-	18	748
Volunteer expenses	-	40	-	-	-	40
Rent and rates	3,803	4,781	2,446	1,787	6,249	6,568
Utilities	2,403	3,084	-	-	2,403	3,084
Premises costs	3,558	4,372	-	-	3,558	4,372
Website, computers & connection	1,045	2,661	-	-	1,045	2,661
Subscriptions	255	76	55	-	310	76
Printing, postage and stationery	560	1,287	-	-	560	1,287
Phone and internet	1,320	828	550	407	1,870	1,235
Resources & programme expenses	789	3,184	4,166	1,993	4,955	5,177
Sessional workers	27,968	22,817	10,400	-	38,368	22,817
Advertising and publicity	295	898	-	-	295	898
Insurance	928	1,380	403	331	1,331	1,711
Independent examination	1,200	1,200	-	-	1,200	1,200
Other professional fees	2,644	5,497	450	600	3,094	6,097
Bank charges	147	143	-	-	147	143
Depreciation	2,769	-	-	-	2,769	-
Other expenses	1,013	1,136	-	-	1,013	1,136
<b>Total expenditure</b>	<b>212,999</b>	<b>217,932</b>	<b>110,820</b>	<b>66,488</b>	<b>323,819</b>	<b>284,420</b>
<b>Net income / (expenditure)</b>	<b>48,892</b>	<b>(462)</b>	<b>21,115</b>	<b>(10,021)</b>	<b>70,007</b>	<b>(10,483)</b>
<b>Transfers between funds</b>	<b>2,830</b>	<b>(2,051)</b>	<b>(2,830)</b>	<b>2,051</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>51,722</b>	<b>(2,513)</b>	<b>18,285</b>	<b>(7,970)</b>	<b>70,007</b>	<b>(10,483)</b>
<b>Fund balances brought forward</b>	<b>100,803</b>	<b>103,316</b>	<b>-</b>	<b>7,970</b>	<b>100,803</b>	<b>111,286</b>
<b>Fund balances carried forward</b>	<b>152,525</b>	<b>100,803</b>	<b>18,285</b>	<b>-</b>	<b>170,810</b>	<b>100,803</b>