



FIRST STEP

Leicester, Leicestershire & Rutland

Charitable Incorporated Organisation

Registered Number: 1165062

Trustees Report and Accounts

for the year ended
31st March 2022

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The trustees present their annual report and independently examined financial statements for the year ending March 31st 2022.

Charity name:	First Step Leicester, Leicestershire and Rutland
Charity registration number:	1165062
Registered office and operational address:	Alliance House, 6 Bishop Street, Leicester, LE1 6AF
Trustees:	Mick Studley (Chair) Uliana Brilliantova (Treasurer) - <i>Resigned 27/10/21</i> Andrea Cave Daniel Nerini - <i>Resigned 02/03/22</i> - Mark Evans Kirandip Gill
Staff:	Cas Beckett- <i>Resigned 31/03/2022</i> , Lisa Wan, Fred Rennie- <i>Resigned 01/02/2022</i> Caroline Freeman, Michelle Green
Bankers:	Lloyds Bank, High Street Leicester (309497) Branch
Independent examiner:	Paula Wilson, MAAT 2 Hickman Road, Galley Common, Nuneaton, CV10 9NQ

1. Structure, Governance and Management

First Step, Leicester, Leicestershire & Rutland was registered as a Charitable Incorporated Organisation, charity number 1165062, on 6th January 2016. The organisation operates under the rules of its constitution adopted on 6th January 2016.

Overall strategic management and governance of the charity is the responsibility of the board of trustees who are elected by members. Day to day operational activity is managed and carried out by paid staff and volunteers.

One third of trustees retire by rotation every year and can stand for re-election with no limit on terms. Existing trustees can co-opt additional trustees but these must stand for election at the next AGM. Methods of recruitment and appointment of Trustees are set out in the Constitution and the Trustee Recruitment Policy and Procedure. This includes identifying the additional skills and/or capacity required by the board and proactively seeking suitable candidates through networks and advertising on websites such as Reach Volunteering. Short-listed candidates are interviewed to explore their fit to the ethos and values of the organisation and to clarify the skills, experience and capacity they can add to the board.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed are set out in note 7 to the accounts.

The Board of Trustees meet every 6 weeks, with the Service Manager providing an operational report and attending the meeting. The agenda for every meeting will have a standing item of Financial

Updates and any additional information can be requested by the external accountant. At present the board has six members from a variety of backgrounds relevant to the work of the charity.

1.1 Administrative Information

First Step is located within the ground floor premises of Alliance House, 6 Bishop Street, Leicester, LE1 6AF. There are 3 counselling rooms and a reception area within this area. The property is leased from Leicester City Council

The offices are open on Mondays to Thursdays 9am – 8pm to ensure that the service can be accessed by all clients including those who are in employment.

1.2 Aims & Objectives

First Step Leicester, Leicestershire and Rutland's charitable objectives, as set out in the constitution are:

- The relief of the physical and mental sickness of young persons and adult males in need by reason of sexual abuse, in particular by the provision of counselling and support.
- The relief of the physical and mental sickness of supporters of male survivors of sexual abuse resident in Leicester Leicestershire and Rutland by the provision of support, information and advice.
- To advance the education of the public in the subject of all matters related to the sexual abuse of men.

We work out our charitable aims through our mission and strategic objectives:

Our Mission Statement

First Step empowers men to move forward from the negative impact sexual abuse has had on their lives.

Our Strategic Objectives

- **To enable more male survivors to take the first step in addressing the sexual abuse they experienced.**
- **To empower more male survivors of sexual abuse to rebuild their emotional wellbeing, self-esteem and confidence.**
- **To support partners, family members and friends to understand their own needs, enabling them to better support the survivor.**
- **To challenge UK society to accept that sexual violence also happens to males.**

Each year, the trustees review the Charity's objectives and activities to ensure they continue to reflect First Step's aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit.

2.0 Overview of the Year 2021-22

This report covers the operational and financial activities undertaken by First Step, during the year 1st April 2021 to 31st March 2022. Cas Beckett was the Service Manager during this period, however left the organisation at the beginning of April 2022 and as such this report has been written by the new Service Manager, Caroline Freeman together with the Board of Trustees.

2021-22 was again a challenging but successful year in terms of ensuring that the overall service continued to operate within the context of the Covid-19 pandemic and its subsequent lockdowns. First Step successfully safely transitioned back to the majority of its counselling services being delivered face to face, in addition to being able to continue to offer remote online counselling services to clients who needed it.

In June 2021, we were delighted to receive our Male Survivors Partnership Accreditation Quality Mark through Lime Culture, which demonstrated that we are meeting and/or surpassing the minimum standards required to deliver a quality and responsive service to male survivors of sexual abuse and assault.

Another highlight of the year was the re-launch of our website which became more survivor focused and included three video 's of survivors stories and their experience of help seeking through First Step.

3.0 Staff, Volunteers and Trustees. There were several changes in staffing across the organisation.

3.1 Trustees: Uliana Brilliantova our Treasurer and Daniel Nerini both left their roles as trustees at First Step, leaving a board of four trustees. Mark Evans was voted into the role of Chair and Mick Studley became our honorary treasurer.

3.2 Paid Staff: There have been substantive changes in the small staff team across the year, most notably with the departure at the end of the year of First Step's long serving Service Manager, Cas Beckett who led and managed the organisation for 12 years. In addition, Fred Rennie, Emotional Support Worker left the charity after almost a year in post to pursue a clinical supervisor role. Following a successful recruitment process Caroline Freeman was appointed as the new Service Manager in March 2022, enabling a smooth transition of management processes to take place. In March 2022, Michelle Green started her role as the new Emotional Support Worker & Receptionist enabling Lisa Wan to concentrate on her role as Service Coordinator and Clinical Lead.

3.3 Volunteers: Overall, in 2021-22 we had 21 active trainee and qualified counsellors delivering counselling sessions to our clients and supporters.

Due to the Ministry of Justice funding, we have been able to continue to pay our qualified counsellors to deliver counselling sessions to our most complex adult clients and boys aged 13-17 who are referred into the service, thus ensuring that we do not have extensive waiting lists for counselling. This has enabled us to retain counsellors after their placements have finished thus ensuring their specialist expertise in counselling male survivors of sexual abuse stays within the service.

3.4 Clinical Supervisors: First Step ensures that all counsellors receive clinical supervision in line with BACP guidance, to maintain ethical and quality counselling practice as well as to ensure that counsellors own well-being is maintained whilst working with traumatised clients. Currently we have 12, self-employed clinical supervisors. In 2022-23, a new streamlined model of clinical governance will be implemented to reduce the number of supervisors.

4. First Step Service Delivery

4.1 Referrals: In 2021-22 First Step received **181 referrals** for its services, an increase of 30% from the previous year's referral rate of 125. This was comprised of 171 adult males, 8 boys aged 13-17 and 2 adult females as supporters of male clients.

The majority of male clients, 54% refer themselves into the service by finding First Step through online searches and signposting from other agencies. First Step continues to receive referrals from its key partners, most notably Juniper Lodge, the area's Sexual Assault Referral Centre (SARC), FREEVA-ISVA Services, Turning Point – Drug & Alcohol Services and Mental Health Services including the Crisis Team, Psychiatrists and the IAPT service. Disappointingly only one referral was received directly from a GP, which indicates that more work needs to be done with frontline health agencies to raise awareness about First Step and help-seeking pathways for men.

4.2. Impact Data: During this year our new case management system, Lamplight was fully embedded into the service, enabling us to collect accurate data on the impact of our services on client's lives.

- 245 clients and supporters were active in the service during this period.
- Of these, 216 clients received face to face support, 15 clients received online counselling and a further 14 received support through email, phone or through our social media platforms
- 2164 counselling, emotional support and advocacy sessions were delivered.
- 81% of clients reported feeling less guilt and shame.
- 71% of clients reported that their mental health had improved.
- 62% of clients reported that their physical health had improved.
- 100% of clients stated they would recommend the service to other men.

4.3 Assessments: Clients are invited in for an assessment within two weeks of first contacting the service, with most clients being offered an assessment within a week. The assessment process enables the organisation to capture client needs, their suitability for counselling and using a trauma informed and sensitive approach, some broad details of their abuse history.

This year we conducted **140 counselling assessments**.

In terms of client's presenting experience:

- **5%** of clients were accessing First Step due to a recent (within 12 months) incident/s of rape, sexual assault or sexual exploitation.
- **20%** of clients were accessing First Step due to a non-recent incident of rape, sexual assault or sexual exploitation.
- **75%** of adult male clients were accessing First Step due to experiences of being sexually abused as children.

4.4 Adult Male Counselling Service: Our core service at First Step is the adult male counselling service where men are offered 26 weekly sessions with a trainee or qualified counsellor.

165 individual clients engaged in **1934** counselling sessions over the year

All of our clients are able to access resources to help them understand their psychological and physical responses to the abuse they have experienced, increasing their awareness, knowledge and ultimately their own agency on their healing journey.

Two of our clients gave the feedback below about why the free resources have been so helpful for them

"I am writing to inform you of the tremendous benefit the resources at First Step have had on my journey to healing and recovery. Having the opportunity to take books home such as "How the Body Keeps the Score" and "When the Body says No" has given me both clarity and understanding about the abuse I have suffered and how this has affected me on a physical and emotional level. Understanding what has happened is an essential requisite for recovery. Reading about experiences and symptomatology in books has been an incredibly therapeutic and valuable tool for me, in conjunction with the brilliant therapy I have continued to receive.

In addition to this, sharing my therapy experiences with my partner has often been a struggle for me. It will be a struggle for other men going through a similar experience. Providing her with books I received from First Step has enabled her to understand some of the struggles I face and, as a result, has completely transformed our relationship. I think these resources have been even more beneficial for my partner in some ways.

The availability of resources offered at First Step has been vital on my journey to healing and recovery. Even the small act of being offered these resources in times of deep sorrow and suffering has demonstrated the kindness and compassion I have felt during my time here. These resources are critical in providing men like me who have suffered abuse with an additional layer of support." (A)

I have been struggling with Depression and Anxiety since I was a child. I have been involved with numerous services over the years. Whilst I have tried many techniques, their effects have been short lived and I have continued to need support from professional services.

Prior to coming to First Step I was really struggling with being honest about all the terrible things that have happened to me and particularly finding the words and being able to say them out loud. I have also not been attending any venue or area likely to put me in contact with the General public and anyone I don't know. I have lost my faith in people and struggle daily to find the reasons and motivation to continue with life.

Attending your talking sessions at the centre in Leicester has been a massive undertaking for me but the support I am receiving is helping me to continue day to day, helping me to feel like someone is interested and cares what happens to me. I have really appreciated the discussions around books I had been reading to try and help me understand and manage my mental health. I found it particularly helpful to hear your suggestions about other books I had not heard of. The books you were able to donate to me through the service have really helped me to understand my conditions and put my own feelings into words by being able to talk about other people's experiences and relate this to my own story. Without coming into the service and having these discussions and resources available I believe I would still be struggling to vocalise my feelings and be honest about what has happened to me. (M)

4.5 Emotional Support Service

The Emotional Support Service has become embedded this year through the efforts and service development of the Emotional Support Worker, Fred Rennie. The service aims to provide clients with complex needs such as unstable mental health, addiction issues, insecure housing, learning difficulties etc an offer of initially 8 support sessions to help to stabilise them, provide them with strategies to cope with their problems, provide opportunities to access other resources and most importantly provide a safe and non-judgemental space to talk and be listened to. Following on from the emotional support sessions, clients if ready can access our core counselling services.

This year **35 clients** were engaged in the Emotional Support Service, attending a total of **170** sessions.

4.5 Group Work: The aim of any group activity whether this is a talking group, or an activity group is for men to heal, recover and grow from their trauma through peer support based on shared experiences. Due to the pandemic it has been difficult to develop and continue group activities, however the allotment project was still running up until December 2021 when it was suspended due to

the winter. Unfortunately, as Fred has now left the organisation, the allotment project has yet to resume.

4.6 Advocacy Service: During the year 17 individual clients received advocacy support which included a range of activities including supporting letters being written to GP's, DWP, debt agencies, employers, help accessing benefits and criminal injuries compensation and our staff accompanying them to appointments to advocate on their behalf. As the new Universal credit and PIP benefit systems have been embedded, the need for a distinct advocacy service has decreased and as such we will in the future be reporting on advocacy activities as wrap-around support that all clients can access.

4.7 Young People's Service: The Young People's Service supports boys aged 13-17 who have experienced sexual abuse, sexual assault, and exploitation to access counselling services. All our young clients receive counselling from qualified CYP counsellors and are seen on the premises in order for First Step to be fully aware of any safeguarding or risk issues. During this year, 8 young people engaged in counselling. Over the coming year, we will ensure that the service is more widely publicised amongst schools, Children's Services and youth organisations to increase referrals.

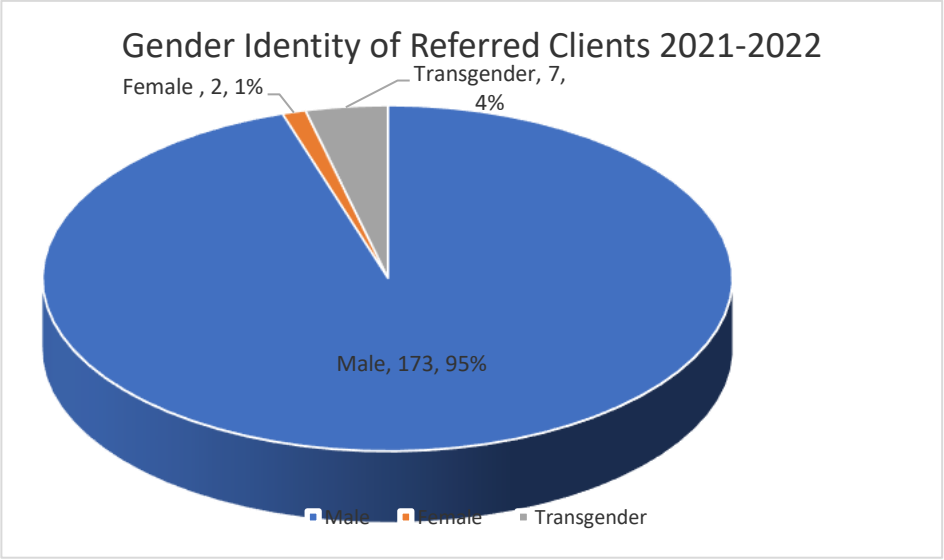
4.8 Pilot Prison Project. The specialist counselling service is a partnership between First Step, the SARC and two LLR based prisons, HMP Leicester and HMP Stocken. The project started in November 2020 and aims to ensure that men have access to a forensic pathway into the SARC if they have been sexually assaulted in prison in addition to providing counselling sessions to men who have experienced childhood sexual abuse and or sexual assault as an adult. Vicky Harris, our specialist counsellor spends one day per week in each secure estate. At the time of writing, all of the data for the prison project is being transferred to our own Lamplight case management system and as such accurate output and outcome data is unavailable.

5. Equality, Diversity & Inclusion (EDI)

First Step is proud of its inclusive practices that enables anyone who identifies as male or who previously identified as male to access its services. Whilst the organisation is a male only survivor organisation, we positively support female supporters as secondary survivors and play an active part as allies in the local and national VAWG sector. We work very closely with Quetzal in Leicester, who provide an equivalent service for female survivors of childhood sexual abuse enabling us to share practice, knowledge, and resources.

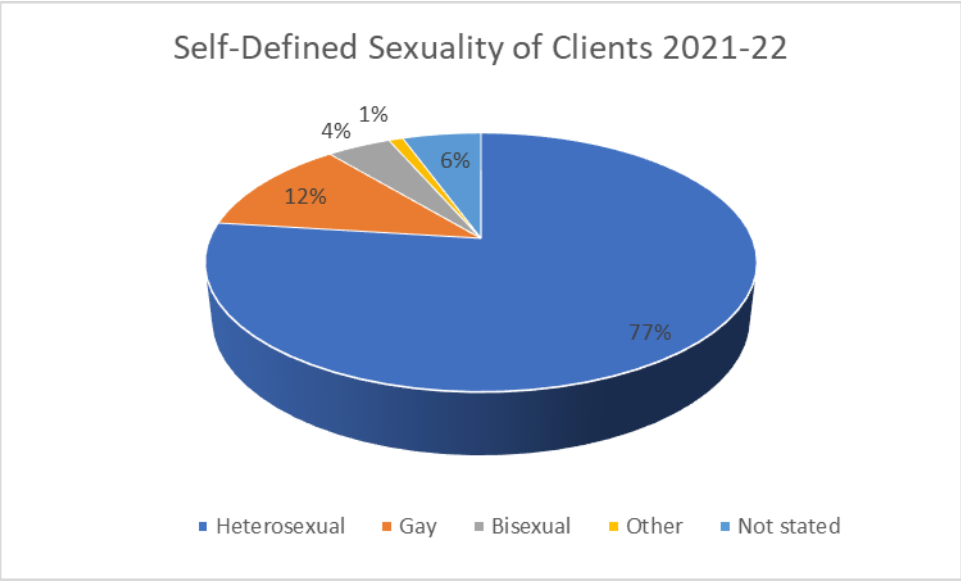
5.1 Gender Identity of Clients

As the chart below demonstrates, seven clients identified as transgender at point of referral.



5.2 Sexuality of Clients

16% of our clients defined their sexuality as being gay, bisexual or another self-identified non-heterosexual category. First Step work closely with LGBTQ+ organisations in the city such as Trade sexual health who also run a counselling service, to ensure clients have a choice as to which counselling provider they would like to access.



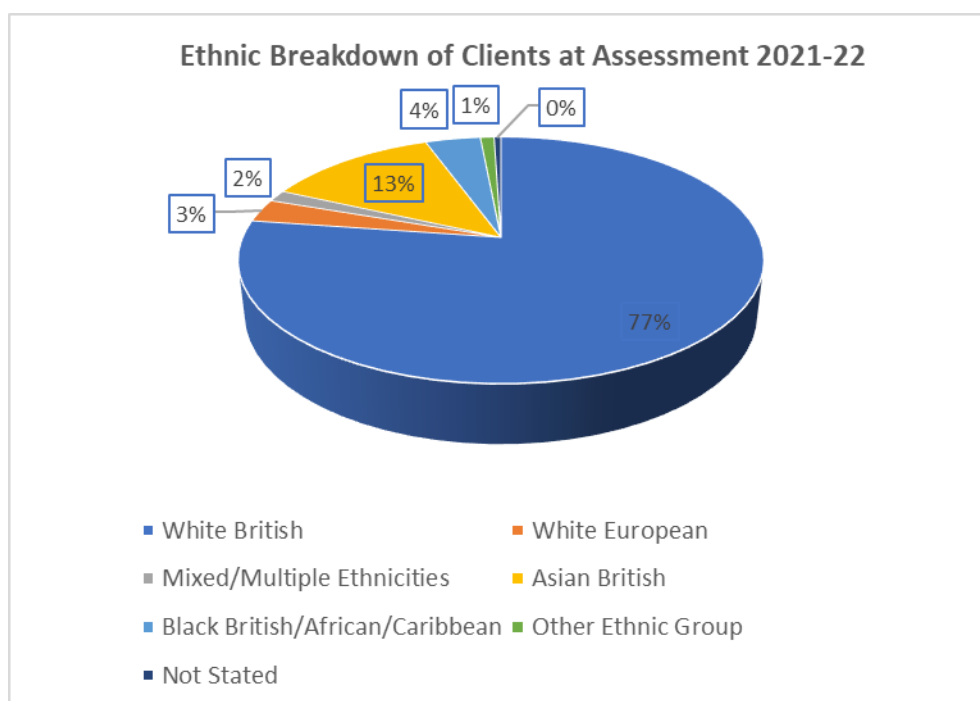
5.3 Age Range of Clients

As the chart below demonstrates, the majority of our clients fall within the 25-44 year age bracket, indicating that it can take many years if not decades to seek help for experiences of childhood sexual abuse.



5.4 Client Ethnicity.

The majority of our clients (77%) identify as being from a White British background, with 23% identifying as being from an Asian, Black, mixed or other background. These figures are not representative of the ethnic composition of the city of Leicester where the non-white population makes up approximately 59% of the overall population. Over the coming year we will be making renewed efforts to increase the ethnic diversity of men accessing First Step through raising awareness of our services with community groups and through our digital and online marketing.



5.5 Disability: 27% of clients stated that they had a disability as defined by the 2010 equalities act. The majority of these clients are defined as disabled due to a chronic and long-term mental health impairment.

6. Training & Development

As a placement provider for trainee counsellors First Step believes that we should invest in our volunteers learning and development so that they can give the highest quality counselling to our clients. Volunteers can access CPD resources such as online training modules focused on relevant topics such as understanding suicide & self-harm, dissociation, working with trauma - all delivered by Carolyn Spring training, a specialist in the Child Sexual Abuse sector.

In September 2021, we were able to arrange our first face to face training day since before the pandemic began in March 2020. Zoe Lodrick, an expert in trauma, sexual abuse and sexual exploitation delivered ***“Understanding and/or working therapeutically with survivors of sexualised trauma”*** which covered the neurobiology of threat, the psychology of the offender and working with guilt and shame.

27 counsellors, clinical supervisors and First Step staff attended the event with a very positive response to the content and delivery of the training. Counsellors commented:

“The training was really informative and will help me to help clients to understand what their trauma response is and how their behaviours are affected by the abuse.”

“The highlights of the training were particularly the neuroscience, the brain, and the nervous system and understanding how trauma impacts both on a physiological and psychological level, and understanding how as counsellors this can help us respond effectively with our clients”

7.Partnerships: First Step has a long history of positive partnerships with both local statutory and voluntary sector organisations. Of particular note is the positive relationships with the SARC- Juniper Lodge and the FREEVA- ISVA service whereby we are able to place men's needs at the heart of the process when they feel ready to report their abuse to the police by enabling clients to see their ISVA at First Step offices.

On a National level First Step participate in sector forums through The Survivors Trust and the Male Survivors Partnership enabling us to share best practice, knowledge and be able to advocate for the distinct needs of men as survivors.

8. Service user Participation: Our aim at First Step is to enable clients to become involved in the organisation, if and when they feel ready to do so. This process can be empowering and contributes to their healing journey's through telling their stories or having some influence on how the organisation is managed. Whilst we are not yet where we want to be in terms of being a survivor led organisation, this year three clients told their stories of their healing journeys, which were later turned into videos for the website to encourage other men to seek help and break the silence around their abuse stories.

9. FINANCIAL ACCOUNTS

The Charity's policy on reserves

The Trustees believe the minimum level of reserves should be the equivalent of three months operating costs calculated and reviewed annually.

On 31st March 2022, free reserves amounted to £52,597 representing 4.2 months of annual expenditure.

Signed on behalf of the charity's trustees:



Signed:

Date:

M Evans, Chair

22/12/22

Independent Examiner's Report to the Trustees of

FIRST STEP

Leicester, Leicestershire & Rutland

for the year ended 31 March 2022

I report on the accounts of First Step, Leicester, Leicestershire and Rutland for the year ended 31 March 2022, which are set out on pages 10 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed
Paula Wilson, MAAT



Date: 22/12/22

FIRST STEP

Leicester, Leicestershire & Rutland

Statement of Financial activities

For the year ended 31 March 2022

		Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
	Note	£	£	£	£
Incoming resources					
Grants	2	500	217,101	217,601	226,868
Other Income		4,022	3,077	7,099	4,404
Total incoming resources		4,522	220,178	224,700	231,271
Resources expended					
Salaries, NI	6	79	68,929	69,008	78,763
Sessional Workers		-	1,653	1,653	3,757
Rent & Room Hire		-	13,270	13,270	13,356
Training		(239)	4,731	4,492	2,643
Volunteer Expenses		28	6,433	6,461	2,220
Staff Expenses		-	304	304	568
Insurance		-	1,275	1,275	1,011
Promotion		-	119	119	5,770
Office Costs		525	20,032	20,557	19,015
Professional fees (clinical)		650	18,030	18,680	16,965
Premises Maintenance		-	199	199	8,855
Trustee Expenses	7	-	144	144	-
Consultancy and Evaluation		-	7,444	7,444	17,142
Accounts & Independent Examination	8	500	1,830	2,330	384
Service User Activities & Resources		102	2,379	2,481	102
Bought in Counsellors		1,125	55,011	56,136	24,788
Miscellaneous Expenses		-	45	45	962
Professional Fees		-	1,540	1,540	625
Therapists for Young People		-	2,565	2,565	5,360
PPE		-	-	-	1,099
Prison Project		-	9,962	9,962	
Bank Charges		48	146	194	314
Total resources expended		2,818	216,040	218,859	203,699
Net incoming/(outgoing) resources		1,704	4,138	5,841	27,572
Transfers between funds	5	550	(550)	-	-
Prior year adjustments		4,092	-	4,092	-
Funds b/f	5	46,251	80,245	126,496	98,923
Total funds carried forward		52,597	83,834	136,430	126,495

FIRST STEP

Leicester, Leicestershire & Rutland

Balance sheet

at 31 March 2022

	Note	£	2022 £	£	2021 £
Current assets					
Cash at bank and in hand			134,990		124,488
Debtors					-
Prepayments	3	3,452		4,020	
Total current assets			138,443		128,508
Liabilities					
Creditors:					
amounts falling due within one year	4		(2013)		(2014)
Net Current Assets					
Net Assets			136,430		126,495
The funds of the charity					
Unrestricted income funds	5		52,597		46,251
Restricted income funds	5		83,834		80,245
Total funds			136,430		126,495

These financial statements are accepted on behalf of the charity by:



Signed

M Evans, Chair

Dated: 22/12/22

FIRST STEP

Leicester, Leicestershire & Rutland

Notes to the accounts

for the year ended 31 March 2022

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and 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) issued on 16 July 2014 and with the Charities Act.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

2. Grants & donations

	2022	2021
	£	£
Henry Smith	-	40,000
Big Lottery	44,025	57,996
Ministry of Justice - Adult	53,250	39,000
Ministry of Justice - YP	28,674	21,000
Ministry of Justice - Covid	-	10,084
Ministry of Justice - Uplift	40,962	30,000
Ministry of Justice - Additional	9,926	-
Leicester Police	18,775	-
Carlton Hayes	9,245	-
Lloyds Bank Foundation - Covid	-	7,860
PCC Preventative	-	9,500
PCC Therapeutic	-	6,250
Alan Lane	9245	
Leicestershire Shire Trust	3000	
	<u>217,101</u>	<u>221,690</u>

FIRST STEP

Leicester, Leicestershire & Rutland

Notes to the accounts (continued)

for the year ended 31 March 2022

3. Prepayments

	2022	2021
	£	£
LCC Rent	3,250	3,250
Microsoft Online Services	-	569
Insurance	202	202
	<u>3,452</u>	<u>4,020</u>

4. Creditors

	2022	2021
	£	£
Sundry Creditors	1546	1560
Pension	117	104
Accounts & IE	350	350
	<u>2,013</u>	<u>2,014</u>

5. Movements in funds

	Opening balance 01.04.21 £	Incoming resources £	(Resources expended) £	Transfers between fund	Closing balance 31.03.22 £
Unrestricted funds	46,251	4,522	(2,818)	550	48,505
Prior year adjustment	-	4,092	-	-	4,092
	<u>46,251</u>	<u>8,614</u>	<u>(2,818)</u>	<u>550</u>	<u>52,597</u>
Restricted funds					
Henry Smith	21,396	-	(21,628)	-	(232)
National Lottery	33,837	44,025	(47,782)	-	30,080
Ministry of Justice - Adult	3,000	53,250	(50,553)	-	5,697
Ministry of Justice - YP	7,893	28,674	(15,017)	-	21,551
Ministry of Justice - Uplift	-	40,962	(39,265)	-	1,697
Ministry of Justice - Addition	-	9,926	(9,926)	-	-
Weslyan	4,387	-	(4,387)	-	-
Lloyds Foundation Enable	1,069	-	(1,069)	-	-
Leicestershire Police	5,566	18,775	(20,790)	-	3,550
Lloyds Bank Covid Grant	1,363	-	(1,363)	-	-
PCC Therapeutic	1,183	-	(1,183)	-	-
UAVA	550	-	-	(550)	-
Prison Project	-	3,077	(3,077)	-	-
Carlton Hayes	-	9,245	-	-	9,245
Alan Lane	-	9,245	-	-	9,245
Lecietershire Shire Trust	-	3,000	-	-	3,000
	<u>80,244</u>	<u>220,178</u>	<u>(216,040)</u>	<u>- 550</u>	<u>83,834</u>
Total Funds	<u>126,495</u>	<u>228,792</u>	<u>(218,859)</u>	<u>-</u>	<u>136,430</u>

FIRST STEP →

First Step Leicester, Leicestershire & Rutland -Annual Report 2021-22

FIRST STEP

Leicester, Leicestershire & Rutland

Notes to the accounts (continued)

for the year ended 31 March 2022

5. Movement in funds continued

In 2021, during the transition between accounting systems, £550 income was incorrectly allocated to restricted funds. This should however, have been included in unrestricted funding. This has now therefore been transferred from restricted to unrestricted funding.

6. Staff costs and numbers

	2022 £	2021 £
Wages	69,008	62,304
	<u>69,008</u>	<u>62,304</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 2.2 full time equivalent (2021: 2.2).

7. Trustees' remuneration, benefits and expenses

Two trustees received £144 in total between them for refund of expenses during the year.

8. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £350.

9. Glossary of terms

Creditors:	These are amounts owed by the charity, but not paid during the accounting period.
Debtors:	These are amounts owed to the charity, but not received in the accounting period.
Prepayments:	These are services that the charity has paid for in advance, but not used during the accounting period.
Restricted funds:	These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.