

# STEPS CLUB FOR YOUNG PEOPLE

England & Wales · Charity number 1171496

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-02-07

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Steps Club For Young People  
110 Chickerell Road  
Weymouth  
Dorset  
DT40BT

**Phone** 01305771861

**Email** [stepsclub@yahoo.co.uk](mailto:stepsclub@yahoo.co.uk)

## Activities

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**Objects:** To help and educate young people to grow as individuals and members of society and to improve their life chances through the delivery of youth work - the provision of a range of socially educative and developmental opportunities and support.

**Activities:** STEPS provides a range of opportunities and support for young people (incl those with SEND):- To gain confidence, self-esteem and a range of key skills- To learn and develop- To be supported with a range of issues or problems affecting their lives- To make positive and healthy choices- To achieve Our main area of operation is Weymouth & Portland and our main target age range is 13-19.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Disability, Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** Children/young People

## Geography

- Dorset

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £111,182 | £88,783     | -      | -         |
| 2024-03-31 | £111,475 | £98,396     | -      | -         |
| 2023-03-31 | £57,501  | £65,833     | -      | -         |
| 2022-03-31 | £50,864  | £62,813     | -      | -         |
| 2021-03-31 | £105,419 | £52,869     | -      | -         |

## Trustees

| Name                           | Role  | Appointed  |
|--------------------------------|-------|------------|
| <b>Harrison Jake Pothecary</b> | Chair | 2019-01-23 |
| Anna-Louise Beech              |       | 2024-05-29 |
| CLARE SUTTON                   |       | 2017-02-07 |
| Elizabeth Sarah Allen          |       | 2025-10-29 |
| Martin Jeremy Singer           |       | 2017-05-17 |
| Michael James Wharmby          |       | 2026-05-20 |
| Rajbinder Lehal                |       | 2019-10-23 |

**STEPS CLUB FOR YOUNG PEOPLE**

England & Wales - Charity number 1171496

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# Accounts

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**STEPS Club for Young People**  
**Trustees Annual Report**  
For the Financial Year Ending 31st March 2025

**Section 1 – Basic Details**

Charity Name: STEPS Club for Young People

Charity Status: Charitable Incorporated Organisation

Registration Number: 1171496

Address: STEPS Club for Young People  
110 Chickerell Rd  
Weymouth  
Dorset  
DT4 0BT

Office Number: 01305 771861

Trustee Names: Harrison Pothecary (Chairman)  
Martin Singer (Vice Chairman)  
Raj Lehal  
Clare Sutton  
Anna Beech  
Chris Scally

**Section 2 - Structure & Management**

The Charity's decisions are made by the Board of Trustees. The Board meets a minimum of four times per year (including an Annual General Meeting). There is an established procedure for the recruitment of Trustees (who must be proposed and approved by the Board). No Trustees are paid or remunerated (in money or in kind) and no funds are held as a 'custodian trustee.'

The Charity has a Constitution and Codes of Conduct for Trustees and for Staff. The Charity also has a range of policies including Safeguarding, Equality & Diversity, Health & Safety and many others.

Latest accounts are presented to each meeting of the Board of Trustees and annual accounts are presented to the Board at the first meeting following our financial year end (31<sup>st</sup> March).

The Charity runs a Youth Centre in Weymouth, Dorset (hereafter referred to as the 'Club'). The Club is managed and run by a team of staff led by a Principal Youth Worker. The Charity 'employs' both paid and voluntary staff and delivers youth work providing educational, developmental and preventative opportunities for young people.

### **Section 3 – Activities & Objectives (2024-25)**

Our main objectives for the year were:

#### **i) Youth Work**

To deliver effective youth work: providing young people with a safe and relevant space to meet, an attractive and enjoyable range of activities, educational and developmental opportunities and individual support.

This year, our objectives also included the progression of our Youth Music Project and work to support young people experiencing mental health issues.

#### **ii) Fundraising**

To ensure our fundraising/income generation strategy is developed and successful, maintaining a suitable level of Charity funds and reserves.

#### **iii) Partners/User Groups**

To ensure the building is utilised by a range of partners, providing further opportunities and support for young people as well as generating necessary income.

#### **iv) Staffing**

To continue to employ a team of staff who are skilled and qualified.

#### **v) Building & Equipment**

To suitably maintain the building, furniture, fittings and equipment.

### **Section 4 – Achievements, Performance and Public Benefit (2024-25)**

The charity has continued to deliver high quality youth work with approximately 180 different young people accessing services at the Club. Our Youth Music Project has developed to include regular performances and enables young people to learn new (musical) skills, develop social and communication skills as well as confidence and self-esteem.

The Club continues to be the hub of the community with a variety of clubs and organisations using our facilities and calling STEPS their home. The vast majority of these provide activities for young people and/or people with learning disabilities.

We have managed a financial surplus this year, thanks mostly to three multi-year grants which will all end by 2026.

## **Section 5 - Financial Review (2024-25)**

There was an excess income for the year (2024-25) of £22,398.90. The total Charity funds held increased from £54,539.91 to £76,938.81 (as at 31<sup>st</sup> March 2025).

The Charity has no outstanding debts (liabilities) or assets (other than the funds held in our accounts).

At the year end, the total of restricted funds (in the form of grants) was £13,100.49.

### **Restricted Funds**

As at 31<sup>st</sup> March 2025, there were two restricted fund amounts in the Main Account:

1. £4,263.01 – remaining of £9,546 Youth Fund Round 6 grant from Dorset Council
2. £8,837.48 – remaining of £13,220 Youth Music Trailblazers grant (year 2).

Both amounts are grants to be spent during the 2024-25 financial year meeting the costs of delivering work as specified in the grant applications/agreements.

### **Reserve Funds**

The Charity's policy is to hold a minimum of 3 months of current and normal operating costs in reserve (in the Main Account). At 31<sup>st</sup> March 2025, the funds held in the Main Account were £51,662.08. This equates to approximately 7.6 months of current and normal operational costs.

In addition, as per legal advice, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies.

The Board of Trustees of STEPS Club for Young People  
14<sup>th</sup> May 2025

**STEPS Club for Young People**

**Charity Accounts 2024-25**

These are the full Charity accounts for STEPS Club for Young People for 2024-25.

Shown here are the Charity's individual accounts followed by a Statement of Financial Assets which shows the income and expenditure for the year across all accounts/funds, total funds held, debtors, any restricted funds and the level of reserve funds.

**STEPS Club for Young People**

**General Fund (Main Account)**

**Income and Expenditure - 1st April 2024 to 31 March 2025**

| <b><u>Income</u></b>                  | £                |
|---------------------------------------|------------------|
| Subs                                  | 289.45           |
| Canteen                               | 254.25           |
| Hiring                                | 37481.00         |
| Grants                                | 47803.00         |
| Donations                             | 4623.55          |
| Fundraising                           | 2002.02          |
| Energy Rebate                         | 481.52           |
| Other                                 | 93.58            |
| <b>Total</b>                          | <b>93028.37</b>  |
| <br>                                  |                  |
| <b><u>Research Project Income</u></b> | £                |
| Research Project Grants               | <b>18153.48</b>  |
| <br>                                  |                  |
| <b>Grand Total</b>                    | <b>111181.85</b> |
| <br>                                  |                  |
| <b><u>Expenditure</u></b>             | £                |
| Supplies/Equipment                    | 3200.81          |
| Phone/Broadband                       | 1443.65          |
| Cleaning                              | 4133.09          |
| Building Contracts & Costs            | 8800.94          |
| Utilities                             | 7588.51          |
| Staff Salaries/HMRC/Pensions          | 54361.20         |
| Accountancy Costs                     | 198.00           |
| Licences & DBS Costs                  | 371.75           |
| Fundraising Costs                     | 216.00           |
| Canteen                               | 153.31           |
| YMP Tutors                            | 780.00           |
| Sundry                                | 0.00             |
| <b>Total</b>                          | <b>81247.26</b>  |

| <u>Research Project Expenditure</u> | £               |
|-------------------------------------|-----------------|
| Research - Salary                   | 6863.95         |
| Research - Costs                    | 0.00            |
| <b>Research Total</b>               | <b>6863.95</b>  |
| <b>Grand Total</b>                  | <b>88111.21</b> |
| <b><u>Transfers Out</u></b>         | <b>10600.00</b> |

**Balance Sheet as at 31st March 2025**

|   | £               |
|---|-----------------|
| Main Account as at 1st April 2024                 | <b>39191.44</b> |
| Excess Income                                     | 23070.64        |
| Net Transfers Out                                 | 10600.00        |
| <b>Balance as at 31st March 2025</b>              | <b>51662.08</b> |
| Represented by:                                   |                 |
| <b>Main Account Balance as at 31st March 2025</b> | <b>51662.08</b> |

**STEPS Club for Young People**

**Programme Account**

**Income and Expenditure - 1st April 2024 to 31st March 2025**

| <u>Income</u>              | £             |
|----------------------------|---------------|
| <b>Total</b>               | <b>0.00</b>   |
| <b><u>Transfers In</u></b> | <b>600.00</b> |
| <u>Expenditure</u>         | £             |
| Programme Activities       | 671.74        |
| <b>Total</b>               | <b>671.74</b> |

**Balance Sheet as at 31st March 2025**

|  | £             |
|--|---------------|
| Balance as at 1st April 2024                     | 348.47        |
| Excess Expenditure                               | 671.74        |
| Net Transfers                                    | 600.00        |
| <b>Balance as at 31st March 2025</b>             | <b>276.73</b> |
| Represented by:                                  |               |
| <b>Programme a/c Balance as at 31 March 2025</b> | <b>276.73</b> |

**STEPS Club for Young People**  
**Sustainability Account**  
**Income and Expenditure - 1st April 2024 to 31st March 2025**

|                            |                 |
|----------------------------|-----------------|
| <b><u>Income</u></b>       | £               |
| <b>Total</b>               | <u>0.00</u>     |
| <b><u>Transfers In</u></b> | <u>10000.00</u> |
| <b><u>Expenditure</u></b>  | £               |
| <b>Total</b>               | <u>0.00</u>     |

**Balance Sheet as at 31st March 2025**

|   |                               |
|---|-------------------------------|
|   | £                             |
| Balance as at 1st April 2024                          | 15000.00                      |
| Excess Income   | 0.00                          |
| Net Transfers   | <u>10000.00</u>               |
| <b>Balance as at 31st March 2025</b>                  | <u><b>25000.00</b></u>        |
| Represented by:                                       |                               |
| <b>Sustainability a/c Balance as at 31 March 2025</b> | <u><u><b>25000.00</b></u></u> |

## Charity Financial Assets 2024-25

(This shows the total combined figures from the accounts shown above)

### Total Income & Expenditure - 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

|                    |            |
|--------------------|------------|
| <u>Income</u>      | £          |
| Total              | 111,181.85 |
| <u>Expenditure</u> | £          |
| Total              | 88,782.95  |

### Balance Sheet as at 31<sup>st</sup> March 2025

|  |                  |
|--|------------------|
|  | £                |
| Total Funds held as at 1 <sup>st</sup> April 2024        | 54,539.91        |
| Excess Income  | 22,398.90        |
| <b>Total Funds held as at 31<sup>st</sup> March 2025</b> | <b>76,938.81</b> |

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#### Debtors

As at 31<sup>st</sup> March 2025, there were no debtors.

#### Restricted Funds

As at 31<sup>st</sup> March 2025, there were two restricted fund amounts in the Main Account:

1. **£4,263.01** – remaining of £9,546.00 Youth Fund Round 6 grant from Dorset Council - the remaining £4,263.01 to be spent up to 10<sup>th</sup> September 2025 meeting the costs specified in the grant agreement.
2. **£8,837.48** – remaining of £13,220.00 Youth Music Trailblazers grant – the remaining £8,837.48 to be spent up to 1<sup>st</sup> December 2025 meeting the costs specified in the grant agreement.

Note: Carried forward to 2025-26 is £3,750.00 from the Alice Ellen Cooper Dean Charitable Foundation and £916.67 from UK Youth/Pears Foundation - both of which are unrestricted.

#### Reserve Funds

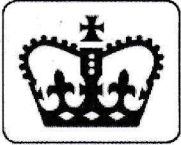
The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31<sup>st</sup> March 2025, the free/unrestricted reserve funds held in the Main Account were £38,561.59. This equates to approximately 5.6 months of normal and current operational costs.

In addition, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies.

Signed .....  .....

Position Chairman .....

Date 14<sup>th</sup> May 25 .....



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
STEPS CLUB FOR YOUNG PEOPLE

**On accounts for the year  
ended**

MARCH 2025

**Charity no  
(if any)**

1171496

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

**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 (~~other than that disclosed below~~ \*) 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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

**Date:** 29/01/2026

**Name:** MO NEWPORT

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

21 VISCOUNT ROAD  
WEYMOUTH  
DORSET DT4 9EP

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

NONE

**STEPS CLUB FOR YOUNG PEOPLE**

England & Wales - Charity number 1171496

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# Accounts

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**STEPS Club for Young People**  
**Trustees Annual Report**  
For the Financial Year Ending 31st March 2024

**Section 1 – Basic Details**

Charity Name: STEPS Club for Young People

Charity Status: Charitable Incorporated Organisation

Registration Number: 1171496

Address: STEPS Club for Young People  
110 Chickerell Rd  
Weymouth  
Dorset  
DT4 0BT

Office Number: 01305 771861

Trustee Names: Raj Lehal (Chairman)  
Martin Singer (Vice Chairman)  
Christopher Scally  
Clare Sutton  
Harrison Potheary  
Anna Beech

**Section 2 - Structure & Management**

The Charity's decisions are made by the Board of Trustees. The Board meets a minimum of four times per year (including an Annual General Meeting). There is an established procedure for the recruitment of Trustees (who must be proposed and approved by the Board). No Trustees are paid or remunerated (in money or in kind) and no funds are held as a 'custodian trustee.'

The Charity has a Constitution and Codes of Conduct for Trustees and for Staff. The Charity also has a range of policies including Safeguarding & Child Protection, Equality & Diversity, Health & Safety and others.

Latest accounts are presented to each meeting of the Board of Trustees and annual accounts are presented to the Board at the first meeting following our financial year end (31<sup>st</sup> March).

The Charity runs a Youth Centre in Weymouth, Dorset (hereafter referred to as the 'Club'). The Club is managed and run by a team of staff led by a Principal Youth Worker. The Charity 'employs' both paid and voluntary staff and delivers youth work providing educational, developmental and preventative opportunities for young people.

### **Section 3 – Activities & Objectives (2023-24)**

Our main objectives for the year were:

#### **i) Youth Work**

To deliver effective youth work: providing young people with a safe and relevant space to meet, an attractive and enjoyable range of activities, educational and developmental opportunities and individual support.

This year, our objectives also included the progression of our new Youth Music Project and continuing the EOI phase of our Community Research Project.

#### **ii) Fundraising**

To ensure our fundraising strategy is developed and successful, maintaining a suitable level of Charity funds.

#### **iii) Partners/User Groups**

To ensure the building is utilised by a range of partners, providing further opportunities and support for young people as well as generating necessary income.

#### **iv) Staffing**

To continue to employ a team of staff who are skilled and qualified.

#### **v) Building & Equipment**

To suitably maintain the building, furniture, fittings and equipment.

### **Section 4 – Achievements, Performance and Public Benefit (2023-24)**

The charity has continued to deliver high quality youth work with approx. 240 different young people accessing services at the Club. Our new Youth Music Project has brought something new to our offering and the Club (and young people) have contributed to the formation of the Weymouth & Portland Community Research Network and to local research.

The Club continues to be the hub of the community with a variety of clubs and organisations using our facilities and calling STEPS their home. The vast majority of these provide activities for young people and/or people with learning disabilities.

We have managed a financial surplus this year, thanks mostly to obtaining a number of new grants (including some welcome multi-year grants).

## **Special Notice: Building Lease**

After many years of delays, the charity (as tenant) completed the Lease of the building from Dorset Council (as landlord) in November 2023. Providing the charity exists, this secures the future of the building as a youth centre for the period of the Lease (until 20<sup>th</sup> July 2063). This is an important step for the charity as it provides security of tenure.

## **Section 5 - Financial Review**

There was an excess income for the year (2023-24) of £13,079.11. The total Charity funds held increased from £41,460.80 to £54,539.91 (as at 31<sup>st</sup> March 2024).

The Charity has no outstanding debts (liabilities) or assets (other than the funds held in our accounts). At the year end, the total of restricted funds (in the form of grants) was £8,100.00.

As a 'Reserves Policy', we aim to retain a minimum of 4 months of operating costs in our overall funds.

### **Restricted Funds**

As at 31<sup>st</sup> March 2024, there were two restricted fund amounts in the Main Account:

1. £1,979.58 – remaining of £4,751.00 Youth Fund Round 5 grant from Dorset Council
2. £6,120.42 – remaining of £14,689.00 Youth Music Trailblazers grant (year 1).

Both amounts are grants to be spent during the 2023-24 financial year meeting the costs of delivering work as specified in the grant applications/agreements.

### **Reserve Funds**

The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31<sup>st</sup> March 2024, the funds held in the Main Account equate to approximately 4.2 months of normal and current operational costs.

In addition, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies.

The Board of Trustees of STEPS Club for Young People  
29<sup>th</sup> May 2024

STEPS Club for Young People

Charity Accounts 2023-24

These are the full Charity accounts for STEPS Club for Young People for 2023-24.

Shown here are the Charity's individual accounts followed by a Statement of Financial Assets which shows the income and expenditure for the year across all accounts/funds, total funds held, debtors, any restricted funds and the level of reserve funds.

STEPS Club for Young People

General Fund (Main Account)

Income and Expenditure - 1st April 2023 to 31 March 2024

| <u>Income</u> | £               |
|---------------|-----------------|
| Subs          | 1638.89         |
| Canteen       | 563.14          |
| Hiring        | 36304.25        |
| Grants        | 42380.00        |
| Donations     | 8787.01         |
| Fundraising   | 294.67          |
| Other         | 542.55          |
| <b>Total</b>  | <b>90510.51</b> |

| <u>Research Project Income</u> | £               |
|--------------------------------|-----------------|
| Research Project Grants        | <b>20964.90</b> |

| <u>Expenditure</u>           | £               |
|------------------------------|-----------------|
| Supplies/Equipment           | 1155.94         |
| Phone/Broadband              | 804.30          |
| Cleaning                     | 4925.22         |
| Building Contracts & Costs   | 6047.81         |
| Utilities                    | 12590.37        |
| Staff Salaries/HMRC/Pensions | 54526.02        |
| Accountancy Costs            | 216.00          |
| Licences & DBS Costs         | 402.91          |
| Fundraising Costs            | 406.00          |
| Canteen                      | 563.47          |
| Sundry                       | 50.00           |
| <b>Total</b>                 | <b>81688.04</b> |

| <u>Research Project Expenditure</u> | £               |
|-------------------------------------|-----------------|
| Research - Salary                   | 15821.49        |
| Research - Costs                    | 117.39          |
| <b>Research Total</b>               | <b>15938.88</b> |

|                             |                 |
|-----------------------------|-----------------|
| <b>Grand Total</b>          | <u>97626.92</u> |
| <b><u>Transfers Out</u></b> | <u>900.00</u>   |

**Balance Sheet as at 31st March 2024**

|   |                        |
|---|------------------------|
|   | £                      |
| Main Account as at 1st April 2023               | <u>26242.95</u>        |
| Excess Income                                   | 13848.49               |
| Net Transfers Out                               | 900.00                 |
| <b>Balance as at 31st March 2024</b>            | <u><b>39191.44</b></u> |
| Represented by:                                 |                        |
| <b>Main Account Balance as at 31 March 2024</b> | <u><b>39191.44</b></u> |

**STEPS Club for Young People**

**Programme Account**

**Income and Expenditure - 1st April 2023 to 31st March 2024**

|                            |                      |
|----------------------------|----------------------|
| <b><u>Income</u></b>       | £                    |
| <b>Total</b>               | <u>0.00</u>          |
| <b><u>Transfers In</u></b> | <u>900.00</u>        |
| <b><u>Expenditure</u></b>  | £                    |
| Programme Activities       | 761.43               |
| <b>Total</b>               | <u><b>761.43</b></u> |

**Balance Sheet as at 31st March 2024**

|  |                      |
|--|----------------------|
|  | £                    |
| Balance as at 1st April 2023                     | 209.90               |
| Excess Expenditure                               | 761.43               |
| Net Transfers                                    | 900.00               |
| <b>Balance as at 31st March 2024</b>             | <u><b>348.47</b></u> |
| Represented by:                                  |                      |
| <b>Programme a/c Balance as at 31 March 2024</b> | <u><b>348.47</b></u> |

**STEPS Club for Young People**  
**Sustainability Account**  
**Income and Expenditure - 1st April 2023 to 31st March 2024**

|                            |             |
|----------------------------|-------------|
| <b><u>Income</u></b>       | £           |
| <b>Total</b>               | <b>0.00</b> |
| <b><u>Transfers In</u></b> | <b>0.00</b> |
| <b><u>Expenditure</u></b>  | £           |
| <b>Total</b>               | <b>0.00</b> |

**Balance Sheet as at 31st March 2024**

|  |                 |
|--|-----------------|
|  | £               |
| Balance as at 1st April 2023                   | 15000.00        |
| Excess Income                                  | 0.00            |
| Net Transfers                                  | 0.00            |
| <b>Balance as at 31st March 2024</b>           | <b>15000.00</b> |
| Represented by:                                |                 |
| Sustainability a/c Balance as at 31 March 2024 | <b>15000.00</b> |

**STEPS Club for Young People**  
**Petty Cash Account**  
**Income and Expenditure - 1st April 2023 to 31st March 2024**

|                           |             |
|---------------------------|-------------|
| <b><u>Income</u></b>      | £           |
| <b>Total</b>              | <b>0.00</b> |
| <b><u>Expenditure</u></b> | £           |
| Transfer to Main Account  | 7.95        |
| <b>Total</b>              | <b>7.95</b> |

**Balance Sheet as at 31st March 2024**

|                                       |             |
|---------------------------------------|-------------|
|                                       | £           |
| Cash held as at 1st April 2023        | 7.95        |
| Excess Expenditure                    | 7.95        |
| <b>Balance as at 31st March 2024</b>  | <b>0.00</b> |
| Represented by:                       |             |
| Closing Balance as at 31st March 2024 | <b>0.00</b> |

**Charity Financial Assets 2023-24**

(This shows the total combined figures from the accounts shown above)

**Total Income & Expenditure - 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

|                           |                   |
|---------------------------|-------------------|
| <b><u>Income</u></b>      | £                 |
| <b>Total</b>              | <b>111,475.41</b> |
| <b><u>Expenditure</u></b> | £                 |
| <b>Total</b>              | <b>98,396.30</b>  |

**Balance Sheet as at 31<sup>st</sup> March 2024**

|  |                  |
|--|------------------|
|  | £                |
| Total Funds held as at 1 <sup>st</sup> April 2022        | 41,460.80        |
| Excess Income  | 13,079.11        |
| <b>Total Funds held as at 31<sup>st</sup> March 2023</b> | <b>54,539.91</b> |

**Debtors**

|   |                  |
|---|------------------|
| United Kingdom Research & Innovation (UKRI) | <b>£1,853.96</b> |
|---|------------------|

The Research Project expenditure is claimed retrospectively on a quarterly basis from UKRI. This figure represents expenditure for March 2024 to be claimed back from UKRI in June 2024.

**Restricted Funds**

As at 31<sup>st</sup> March 2024, there were two restricted fund amounts in the Main Account:

1. **£1,979.58** – remaining of £4,751.00 Youth Fund Round 5 grant from Dorset Council - the remaining £1,979.58 to be spent up to 10<sup>th</sup> September 2024 meeting the costs specified in the grant agreement.
2. **£6,120.42** – remaining of £14,689.00 Youth Music Trailblazers grant – the remaining £6,120.42 to be spent up to 1<sup>st</sup> September 2024 meeting the costs specified in the grant agreement.

Note: Carried forward to 2024-25 is £3,750.00 from the Alice Ellen Cooper Dean Charitable Foundation and £916.67 from UK Youth/Pears Foundation - both of which are unrestricted.

**Reserve Funds**

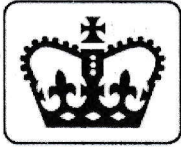
The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31<sup>st</sup> March 2024, the free/unrestricted reserve funds held in the Main Account were £31,439.91. This equates to approximately 4.2 months of normal and current operational costs.

In addition, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies.

Signed  .....

Position Chairman .....

Date 10<sup>th</sup> July 24 .....



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

STEPS CLUB FOR YOUNG PEOPLE

On accounts for the year ended

MARCH 2024

Charity no (if any)

1171496

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

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 (~~other than that disclosed below~~ \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

28/1/25.

Name:

MO NEWPORT.

Relevant professional qualification(s) or body (if any):

[Blank]

Address:

21 VISCOUNT ROAD  
WEYMOUTH  
DORSET DT4 9EP.

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE

**STEPS CLUB FOR YOUNG PEOPLE**

England & Wales - Charity number 1171496

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# Accounts

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# **STEPS Club for Young People**

## **Trustees Annual Report**

For the Financial Year Ending 31st March 2023

### **Section 1 – Basic Details**

Charity Name: STEPS Club for Young People

Charity Status: Charitable Incorporated Organisation

Registration Number: 1171496

Address: STEPS Club for Young People  
110 Chickerell Rd  
Weymouth  
Dorset  
DT4 0BT

Office Number: 01305 771861

Trustee Names: Raj Lehal (Chairman)  
Martin Singer (Vice Chairman)  
Christopher Scally (Treasurer)  
Clare Sutton  
Harrison Potheary

### **Section 2 - Structure & Management**

The Charity's decisions are made by the Board of Trustees. The Board meets a minimum of four times per year (including an Annual General Meeting). There is an established procedure for the recruitment of Trustees (who must be proposed and approved by the Board). No Trustees are paid or remunerated (in money or in kind) and no funds are held as a 'custodian trustee.'

The Charity has a Constitution and Codes of Conduct for Trustees and for Staff. The Charity also has a range of policies including Safeguarding, Equality & Diversity, Health & Safety and others.

Latest accounts are presented to each meeting of the Board of Trustees and annual accounts are presented to the Board at the first meeting following our financial year end (31<sup>st</sup> March).

The Charity runs a Youth Centre in Weymouth, Dorset (hereafter referred to as the 'Club'). The Club is managed and run by a team of staff led by a Principal Youth Worker. The Charity 'employs' both paid and voluntary staff and delivers youth work providing educational, developmental and preventative opportunities for young people.

### **Section 3 – Activities & Objectives (2022-23)**

Our main objectives for the year were:

#### **i) Youth Work**

To deliver effective youth work: providing young people with a safe and appropriate space to meet, an attractive and enjoyable range of activities, educational and developmental opportunities and individual support.

#### **ii) Fundraising**

To ensure our fundraising strategy is developed and successful, maintaining a suitable level of Charity funds.

#### **iii) Partners/User Groups**

To ensure the building is utilised by a range of partners, providing further opportunities and support for young people as well as generating necessary income.

#### **iv) Staffing**

To continue to employ a team of staff who are skilled and qualified.

#### **v) Building & Equipment**

To suitably maintain the building, furniture, fittings and equipment.

### **Section 4 – Achievements, Performance and Public Benefit (2022-23)**

After reduced numbers in the previous year following the Pandemic, youth club sessions were well-attended during the year – most attendances were 25-60. In total, approximately 270 different young people participated in Club activities during the year. We delivered a range of developmental activities for young people and continued to have a focus on social interaction (which young people had missed out on during the Pandemic) and on mental health and other health-related learning.

Whilst we retain an emphasis on proactive, planned youth work with groups, the percentage of time youth workers spend on reactive 1-1 support work has increased further (it has risen steadily over the years, but increased more sharply this year, post-Pandemic).

The Club continues to be well-used by a wide variety of partners and community groups, providing activities and support for LGBTQ+ young people and for people with learning disabilities, as well as providing youth dance and football opportunities and fitness classes.

## **Section 5 - Financial Review**

There was an excess expenditure for the year (2022-23) of £8,332.18. The total Charity funds held decreased from £49,792.98 to £41,460.80 (as at 31<sup>st</sup> March 2023).

The Charity has no outstanding debts (liabilities) or assets (other than the funds held in our accounts). As at 31<sup>st</sup> March 2023, the Club has one debtor (UKRI) who owe the Charity £1,768.08 (to be paid via our submission of quarterly claims).

### **Restricted Funds**

As at 31<sup>st</sup> March 2023, there was one restricted fund amount in the Main Account:

1. £3,394.14 – remaining of £4,916.12 Youth Fund Round 4 grant from Dorset Council. The remaining £3,394.14 to be spent up to 8<sup>th</sup> December 2023 meeting the costs specified in the grant application and agreement.

### **Reserve Funds**

The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31<sup>st</sup> March 2023, the free reserve funds held in the Main Account were £22,848.81. This equates to approximately 4.5 months of normal and current operational costs.

In addition, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies. There is currently £15,000 in this account.

The Board of Trustees of STEPS Club for Young People  
3<sup>rd</sup> May 2023

**STEPS Club for Young People**

**Charity Accounts 2022-23**

These are the full Charity accounts for STEPS Club for Young People for 2022-23.

Shown here are the Charity's individual accounts followed by a Statement of Financial Assets which shows the income and expenditure for the year across all accounts/funds, total funds held, debtors, any restricted funds and the level of reserve funds.

**STEPS Club for Young People**

**General Fund (Main Account)**

**Income and Expenditure - 1st April 2022 to 31 March 2023**

| <b><u>Income</u></b>                       | £               |
|--|-----------------|
| Subs                                       | 1393.37         |
| Canteen                                    | 501.24          |
| Hiring                                     | 35802.63        |
| Grants                                     | 8634.98         |
| Donations                                  | 2072.35         |
| Fundraising                                | 8948.84         |
| Other                                      | 147.79          |
| <b>Total</b>                               | <b>57501.20</b> |
| <br>                                       |                 |
| <b><u>Expenditure</u></b>                  | £               |
| Supplies/Equipment                         | 651.06          |
| Phone/Broadband                            | 1283.16         |
| Cleaning                                   | 3640.65         |
| Building Contracts & Costs                 | 3984.33         |
| Utilities                                  | 4896.23         |
| Staff Salaries/HMRC/Pensions               | 46412.18        |
| Accountancy Costs                          | 216.00          |
| Licences, Affiliations & DBS Costs         | 255.70          |
| Fundraising Costs                          | 1522.90         |
| Canteen                                    | 523.23          |
| Sundry                                     | 78.84           |
| <b>Total</b>                               | <b>63464.28</b> |
| <br>                                       |                 |
| <b><u>Research Project Expenditure</u></b> | £               |
| Research - Salary                          | 1409.09         |
| Research - Costs                           | 358.99          |
| <b>Research Total</b>                      | <b>1768.08</b>  |
| <br>                                       |                 |
| <b>Grand Total</b>                         | <b>65232.36</b> |
| <br>                                       |                 |
| <b><u>Transfers Out</u></b>                | <b>500.00</b>   |

**General Fund (Main Account) Continued**

**Balance Sheet as at 31st March 2023**

|   | £               |
|---|-----------------|
| Main Account as at 1st April 2022         | 34474.11        |
| Excess Expenditure                        | -7731.16        |
| Net Transfers                             | -500.00         |
| <b>Balance as at 31st March 2023</b>      | <b>26242.95</b> |
| <hr/>                                     |                 |
| Represented by:                           |                 |
| <b>Main Account Balance 31 March 2023</b> | <b>26242.95</b> |

**STEPS Club for Young People**

**Programme Account**

**Income and Expenditure - 1st April 2022 to 31st March 2023**

| <u>Income</u>        | £             |
|----------------------|---------------|
| <b>Total</b>         | <b>0.00</b>   |
| <hr/>                |               |
| <b>Transfers In</b>  | <b>500.00</b> |
| <hr/>                |               |
| <u>Expenditure</u>   | £             |
| Programme Activities | 601.02        |
| <b>Total</b>         | <b>601.02</b> |

**Balance Sheet as at 31st March 2023**

|  | £             |
|--|---------------|
| Balance as at 1st April 2022                     | 310.92        |
| Excess Expenditure                               | -601.02       |
| Net Transfers                                    | 500.00        |
| <b>Balance as at 31st March 2023</b>             | <b>209.90</b> |
| <hr/>  |               |
| Represented by:                                  |               |
| <b>Programme a/c Balance as at 31 March 2023</b> | <b>209.90</b> |

**STEPS Club for Young People**  
**Sustainability Account**  
**Income and Expenditure - 1st April 2022 to 31st March 2023**

|                            |             |
|----------------------------|-------------|
| <b><u>Income</u></b>       | £           |
| <b>Total</b>               | <b>0.00</b> |
| <b><u>Transfers In</u></b> | <b>0.00</b> |
| <b><u>Expenditure</u></b>  | £           |
| <b>Total</b>               | <b>0.00</b> |

**Balance Sheet as at 31st March 2023**

|   |                 |
|---|-----------------|
|   | £               |
| Balance as at 1st April 2022                          | 15000.00        |
| Excess Income   | 0.00            |
| Net Transfers   | 0.00            |
| <b>Balance as at 31st March 2023</b>                  | <b>15000.00</b> |
| Represented by:                                       |                 |
| <b>Sustainability a/c Balance as at 31 March 2023</b> | <b>15000.00</b> |

**STEPS Club for Young People**  
**Petty Cash Account**  
**Income and Expenditure - 1st April 2022 to 31st March 2023**

|                           |             |
|---------------------------|-------------|
| <b><u>Income</u></b>      | £           |
| Transfers from main a/c   | 0.00        |
| <b>Total</b>              | <b>0.00</b> |
| <b><u>Expenditure</u></b> | £           |
| Equipment                 | 0.00        |
| <b>Total</b>              | <b>0.00</b> |

**Balance Sheet as at 31st March 2023**

|  |             |
|--|-------------|
|  | £           |
| Cash held as at 1st April 2022               | 7.95        |
| Excess Income                                | 0.00        |
| <b>Balance as at 31st March 2023</b>         | <b>7.95</b> |
| Represented by:                              |             |
| <b>Petty Cash held as at 31st March 2023</b> | <b>7.95</b> |

**Charity Financial Assets 2022-23**

(This shows the total combined figures from the accounts shown above)

**Total Income & Expenditure - 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

|                           |                  |
|---------------------------|------------------|
| <b><u>Income</u></b>      | <b>£</b>         |
| <b>Total</b>              | <b>57,501.20</b> |
| <b><u>Expenditure</u></b> | <b>£</b>         |
| <b>Total</b>              | <b>65,833.38</b> |

**Balance Sheet as at 31<sup>st</sup> March 2023**

|  |                  |
|--|------------------|
|  | <b>£</b>         |
| Total Funds held as at 1 <sup>st</sup> April 2022        | 49,792.98        |
| Excess Expenditure                                       | 8,332.18         |
| <b>Total Funds held as at 31<sup>st</sup> March 2023</b> | <b>41,460.80</b> |

**Debtors**

United Kingdom Research & Innovation (UKRI) **£1,768.08**

The Research Project expenditure is claimed retrospectively on a quarterly basis from UKRI. The project began in March 2023 and the expenditure shown in the main account of £1,768.08 (together with April and May expenditure) will be claimed back from UKRI in June 2023.

**Restricted Funds**

As at 31<sup>st</sup> March 2023, there was one restricted fund amount in the Main Account:

1. **£3,394.14** – remaining of £4,916.12 Youth Fund Round 4 grant from Dorset Council

The remaining £3,394.14 to be spent up to 8<sup>th</sup> December 2023 meeting the costs specified in the grant application and agreement.

**Reserve Funds**

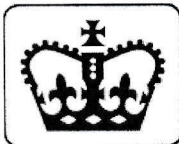
The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31<sup>st</sup> March 2023, the free reserve funds held in the Main Account were £22,848.81. This equates to approximately 4.5 months of normal and current operational costs.

In addition, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies.

Signed  .....

Position Chairman .....

Date 20/04/23 .....



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

STEPS CLUB FOR YOUNG PEOPLE

On accounts for the year ended

MARCH 2023

Charity no (if any)

1171496

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 (~~other than that disclosed below~~ \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*M. Newport*

Date:

24/1/24

Name:

MO NEWPORT

Relevant professional qualification(s) or body (if any):

Address:

21 VISCOUNT ROAD

WEYMOUTH

DORSET DT4 9EP

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE

**STEPS CLUB FOR YOUNG PEOPLE**

England & Wales - Charity number 1171496

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# Accounts

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# **STEPS Club for Young People**

## **Trustees Annual Report**

For the Financial Year Ending 31st March 2022

### **Section 1 – Basic Details**

Charity Name: STEPS Club for Young People

Charity Status: Charitable Incorporated Organisation

Registration Number: 1171496

Address: STEPS Club for Young People  
110 Chickerell Rd  
Weymouth  
Dorset  
DT4 0BT

Office Number: 01305 771861

Trustee Names: Raj Lehal (Chairman)  
Martin Singer (Vice Chairman)  
Christopher Scally (Treasurer)  
Clare Sutton  
Claudia Moore  
Harrison Potheary

### **Section 2 - Structure & Management**

The Charity's decisions are made by the Board of Trustees. The Board meets a minimum of four times per year (including an Annual General Meeting). There is an established procedure for the recruitment of Trustees (who must be proposed and approved by the Board). No Trustees are paid or remunerated (in money or in kind) and no funds are held as a 'custodian trustee.'

The Charity has a Constitution and Codes of Conduct for Trustees and for Staff. The Charity also has a range of policies including Safeguarding & Child Protection, Equality & Diversity, Health & Safety and others.

Latest accounts are presented to each meeting of the Board of Trustees and annual accounts are presented to the Board at the first meeting following our financial year end (31<sup>st</sup> March).

The Charity runs a Youth Centre in Weymouth, Dorset (hereafter referred to as the 'Club'). The Club is managed and run by a team of staff led by a Principal Youth Worker. The Charity 'employs' both paid and voluntary staff and delivers youth work providing educational, developmental and preventative opportunities for young people.

### **Section 3 – Activities & Objectives (2021-22)**

Our main objectives for the year were:

#### **i) Youth Work**

To deliver effective youth work: providing young people with a safe and appropriate space to meet, an attractive and enjoyable range of activities, educational and developmental opportunities and individual support.

#### **ii) Fundraising**

To ensure our fundraising strategy is developed and successful, maintaining a suitable level of Charity funds.

#### **iii) Partners/User Groups**

To ensure the building is utilised by a range of partners, providing further opportunities and support for young people as well as generating necessary income.

#### **iv) Staffing**

To continue to employ a team of staff who are skilled and qualified.

#### **v) Building & Equipment**

To suitably maintain the building, furniture, fittings and equipment.

### **Section 4 – Achievements, Performance and Public Benefit (2021-22)**

Following the considerable disruption of our service due to the Pandemic, staff (who had been furloughed) returned to work on 14<sup>th</sup> April 2021. We followed the guidelines provided by the National Youth Agency (and Public Health England) regarding opening as safely as possible. This meant that we had to limit the number of young people attending due to social distancing requirements and also implemented measures such as mask-wearing, hand sanitising and additional, regular cleaning. Most of these measures were lifted by the end of the year.

Due to the Pandemic and social distancing requirements, the numbers of young people attending were necessarily lower than normal and our programme of activities was modified. Nevertheless, we delivered a range of developmental activities for young people and had a particular focus on social interaction (which young people had missed out on) and on mental health and other health-related learning.

## **Section 5 - Financial Review**

There was an excess expenditure for the year (2021-22) of £11,949.32. The total Charity funds held decreased from £61,734.35 to £49,792.98 (as at 31<sup>st</sup> March 2022).

The Charity has no outstanding debts (liabilities) or assets (other than the funds held in our accounts) and we currently hold no restricted funds.

As a 'Reserves Policy', we aim to retain a minimum of 3 months of operating costs in our overall funds.

### **Restricted Funds**

As at 31<sup>st</sup> March 2022, there was one restricted fund amount in the Main Account:

1. £3,000.00 – remaining of £4,889.00 Youth Fund Round 2 grant from Dorset Council.

The remaining £3,000 is to be spent up to 10<sup>th</sup> November 2022 meeting the costs specified in the grant application and agreement.

### **Reserve Funds**

The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31<sup>st</sup> March 2022, the funds held in the Main Account equate to approximately 6 months of normal and current operational costs.

In addition, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies.

The Board of Trustees of STEPS Club for Young People  
11<sup>th</sup> May 2022

**STEPS Club for Young People**

**Charity Accounts 2021-22**

These are the full Charity accounts for STEPS Club for Young People for 2021-22.

Shown here are the Charity's individual accounts followed by a Statement of Financial Assets which shows the income and expenditure for the year across all accounts/funds, total funds held and any restricted funds.

**STEPS Club for Young People**

**General Fund (Main Account)**

**Income and Expenditure - 1st April 2021 to 31 March 2022**

| <b><u>Income</u></b>             | £               |
|----------------------------------|-----------------|
| Subs                             | 309.60          |
| Canteen                          | 168.37          |
| Hiring                           | 35447.90        |
| Coronavirus Job Retention Scheme | 4783.03         |
| Grants                           | 6889.00         |
| Donations                        | 2964.77         |
| Other                            | 301.00          |
| <b>Total</b>                     | <b>50863.67</b> |

| <b><u>Expenditure</u></b>          | £               |
|------------------------------------|-----------------|
| Supplies/Equipment                 | 543.25          |
| Phone/Broadband                    | 1221.38         |
| Cleaning                           | 3708.38         |
| Building Contracts & Costs         | 2336.28         |
| Utilities                          | 6063.38         |
| Staff Salaries/HMRC/Pensions       | 48046.67        |
| Licences, Affiliations & DBS Costs | 284.50          |
| Fundraising Costs                  | 312.00          |
| Canteen                            | 231.72          |
| Petty Cash                         | 65.43           |
| <b>Total</b>                       | <b>62812.99</b> |

|                             |                 |
|-----------------------------|-----------------|
| <b><u>Transfers Out</u></b> | <b>10300.00</b> |
|-----------------------------|-----------------|

**Balance Sheet as at 31st March 2022**

|                                      |                 |
|--------------------------------------|-----------------|
| Main Account as at 1st April 2021    | 56723.43        |
| Excess Expenditure                   | -11949.32       |
| Net Transfers                        | -10300.00       |
| <b>Balance as at 31st March 2022</b> | <b>34474.11</b> |

Represented by:

|   |                 |
|---|-----------------|
| <b>Main Account Balance 31 March 2022</b> | <b>34474.11</b> |
|---|-----------------|

**STEPS Club for Young People**  
**Sustainability Account**  
**Income and Expenditure - 1st April 2021 to 31st March 2022**

|                            |                 |
|----------------------------|-----------------|
| <b><u>Income</u></b>       | £               |
| <b>Total</b>               | <b>0.00</b>     |
| <b><u>Transfers In</u></b> | <b>10000.00</b> |
| <b><u>Expenditure</u></b>  | £               |
| <b>Total</b>               | <b>0.00</b>     |

**Balance Sheet as at 31st March 2022**

|   |                 |
|---|-----------------|
| Balance as at 1st April 2021                          | 5000.00         |
| Excess Income   | 0.00            |
| Net Transfers   | 10000.00        |
| <b>Balance as at 31st March 2022</b>                  | <b>15000.00</b> |
| Represented by:                                       |                 |
| <b>Sustainability a/c Balance as at 31 March 2022</b> | <b>15000.00</b> |

**STEPS Club for Young People**  
**Programme Account**  
**Income and Expenditure - 1st April 2021 to 31st March 2022**

|                            |               |
|----------------------------|---------------|
| <b><u>Income</u></b>       | £             |
| <b>Total</b>               | <b>0.00</b>   |
| <b><u>Transfers In</u></b> | <b>300.00</b> |
| <b><u>Expenditure</u></b>  | £             |
| <b>Total</b>               | <b>0.00</b>   |

**Balance Sheet as at 31st March 2022**

|  |               |
|--|---------------|
| Balance as at 1st April 2021                     | 10.92         |
| Excess Income                                    | 0.00          |
| Net Transfers                                    | 300.00        |
| <b>Balance as at 31st March 2022</b>             | <b>310.92</b> |
| Represented by:                                  |               |
| <b>Programme a/c Balance as at 31 March 2022</b> | <b>310.92</b> |



**Charity Financial Assets 2021-22**

(This shows the total combined figures from the accounts shown above)

**Total Income & Expenditure - 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

|                           |                  |
|---------------------------|------------------|
| <b><u>Income</u></b>      | £                |
| <b>Total</b>              | <b>50,863.67</b> |
| <b><u>Expenditure</u></b> | £                |
| <b>Total</b>              | <b>62,812.99</b> |

**Balance Sheet as at 31<sup>st</sup> March 2022**

|  |                   |
|--|-------------------|
|  | £                 |
| Total Funds held as at 1 <sup>st</sup> April 2021        | 61,734.35         |
| Excess Expenditure                                       | 11,949.32         |
| <b>Total Funds held as at 31<sup>st</sup> March 2022</b> | <b>49,792.98*</b> |

\*Figure now including £7.95 held as petty cash not previously included in Total Funds.

**Restricted Funds**

As at 31<sup>st</sup> March 2022, there was one restricted fund amount in the Main Account:

1. £3,000.00 – remaining of £4,889.00 Youth Fund Round 2 grant from Dorset Council

The remaining £3,000 is to be spent up to 10<sup>th</sup> November 2022 meeting the costs specified in the grant application and agreement.

**Reserve Funds**

The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31<sup>st</sup> March 2022, the funds held in the Main Account equate to approximately 6 months of normal and current operational costs.

In addition, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies.

Signed .....

Position ..... Date .....



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name STEPS Club for Young People

On accounts for the year ended

March 2022

Charity no (if any)

1171496

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

24/1/23

Name:

Mo Newport

Relevant professional

[Empty box]

qualification(s) or body  
(if any):

|  |
|--|
|  |
|--|

Address:

|                  |
|------------------|
| 21 Viscount Road |
| Weymouth         |
| Dorset DT4 9EP   |

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

|      |
|------|
| None |
|------|

**STEPS CLUB FOR YOUNG PEOPLE**

England & Wales - Charity number 1171496

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# Accounts

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# **STEPS Club for Young People**

## **Trustees Annual Report**

For the Financial Year Ending 31st March 2021

### **Section 1 – Basic Details**

Charity Name: STEPS Club for Young People

Charity Status: Charitable Incorporated Organisation

Registration Number: 1171496

Address: STEPS Club for Young People  
110 Chickerell Rd  
Weymouth  
Dorset  
DT4 0BT

Office Number: 01305 771861

Trustee Names: Raj Lehal (Chairman)  
Martin Singer (Vice Chairman)  
Christopher Scally  
Clare Sutton  
Claudia Moore  
Harrison Potheary

### **Section 2 - Structure & Management**

The Charity's decisions are made by the Board of Trustees. The Board meets a minimum of four times per year (including an Annual General Meeting). There is an established procedure for the recruitment of Trustees (who must be proposed and approved by the Board). No Trustees are paid or remunerated (in money or in kind) and no funds are held as a 'custodian trustee.'

The Charity has a Constitution and Codes of Conduct for Trustees and for Staff. The Charity also has a range of policies including Safeguarding & Child Protection, Equality & Diversity, Health & Safety and others.

Latest accounts are presented to each meeting of the Board of Trustees and annual accounts are presented to the Board at the first meeting following our financial year end (31<sup>st</sup> March).

The Charity runs a Youth Centre in Weymouth, Dorset (hereafter referred to as the 'Club'). The Club is managed and run by a team of staff led by a Principal Youth Worker. The Charity 'employs' both paid and voluntary staff and delivers youth work providing educational, developmental and preventative opportunities for young people.

### **Section 3 – Activities & Objectives (2020-21)**

Our main objectives for the year were:

#### **i) Youth Work**

To deliver effective youth work: providing young people with a safe and relevant space to meet, an attractive and enjoyable range of activities, educational and developmental opportunities and individual support.

#### **ii) Fundraising**

To ensure our fundraising strategy is developed and successful, maintaining a suitable level of Charity funds.

#### **iii) Partners/User Groups**

To ensure the building is utilised by a range of partners, providing further opportunities and support for young people as well as generating necessary income.

#### **iv) Staffing**

To continue to employ a team of staff who are skilled and qualified.

#### **v) Building & Equipment**

To suitably maintain the building, furniture, fittings and equipment.

### **Section 4 – Achievements, Performance and Public Benefit (2020-21)**

This financial year was entirely different from all others to date due to the effects of the Coronavirus Pandemic. Due to government/Public Health England preventative measures (including ‘lockdowns’), from late March 2020, we were unable to run any youth work sessions during the year. All staff were furloughed throughout the year under the government’s Coronavirus Job Retention Scheme (CJRS) and received 80% of salaries. All user-groups had stopped attending by the start of the financial year (1<sup>st</sup> April 2020) and, whilst some were able to return later in the year, our income from hiring was greatly reduced.

However, as we were able to successfully apply for several grants during the financial year (and because most of our staffing costs were met by the furlough scheme), we had a significant excess income for the year.

For details of the benefits of our work during a ‘normal year’ (when we are operational), please see Annual Reports from previous or subsequent years.

## **Section 5 - Financial Review**

There was an excess income for the year (2020-21) of £52,550.10. The total Charity funds held increased from £9,184.25 to £61,734.35 (as at 31<sup>st</sup> March 2021).

The Charity has no outstanding debts (liabilities) or assets (other than the funds held in our accounts) and we currently hold no restricted funds.

As a 'Reserves Policy', we aim to retain a minimum of 4 months of operating costs in our overall funds.

### **Restricted Funds**

As at 31<sup>st</sup> March 2021, there were two restricted fund amounts in the Main Account:

1. £3,500.00 - grant from Active Dorset (Satellite Clubs programme)
2. £6,100.00 - grant from Dorset Council (Youth Fund)

Both amounts are grants to be spent during the 2021-22 financial year meeting the costs of delivering work as specified in the grant applications/agreements.

### **Reserve Funds**

The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31<sup>st</sup> March 2021, the funds held in the Main Account equate to approximately 9.5 months of normal and current operational costs.

In addition, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies.

The Board of Trustees of STEPS Club for Young People

21<sup>st</sup> July 2021

**STEPS Club for Young People**

**Charity Accounts 2020-21**

These are the full Charity accounts for STEPS Club for Young People for 2020-21.

Shown here are the Charity's individual accounts followed by a Statement of Financial Assets which shows the income and expenditure for the year across all accounts/funds, total funds held and any restricted funds.

**STEPS Club for Young People**

**General Fund (Main Account)**

**Income and Expenditure - 1st April 2020 to 31 March 2021**

| <b><u>INCOME</u></b>             | £                |
|----------------------------------|------------------|
| Hiring                           | 14681.47         |
| HMRC Employment Allowance Rebate | 8543.39          |
| Grants                           | 39600.00         |
| Coronavirus Job Retention Scheme | 37939.62         |
| Donations/Fundraising            | 4583.15          |
| <b>TOTAL</b>                     | <b>105347.63</b> |

| <b><u>EXPENDITURE</u></b>    | £               |
|------------------------------|-----------------|
| Supplies/Equipment           | 368.36          |
| Phone/Broadband              | 1173.69         |
| Cleaning                     | 2481.12         |
| Staff Salaries/HMRC/Pensions | 42797.43        |
| Licences & Affiliations      | 205.50          |
| Fundraising Costs            | 312.00          |
| Building Contracts & Costs   | 1585.17         |
| Utilities                    | 3802.46         |
| Petty Cash                   | 71.80           |
| <b>TOTAL</b>                 | <b>52797.53</b> |

**Balance Sheet as at 31st March 2021**

|   |                 |
|---|-----------------|
| Main Account Balance as at 1 <sup>st</sup> April 2020 | 4173.33         |
| Excess Income   | 52550.10        |
| <b>Balance as at 31st March 2021</b>                  | <b>56723.43</b> |

Represented by:

|   |                 |
|---|-----------------|
| <b>Main Account Balance as at 31 March 2021</b> | <b>56723.43</b> |
|---|-----------------|

**STEPS Club for Young People**  
**Sustainability Account**  
**Income and Expenditure - 1st April 2020 to 31st March 2021**

| <b><u>Income</u></b> | <b>£</b>    |
|----------------------|-------------|
| <b>Total</b>         | <u>0.00</u> |

|                           |             |
|---------------------------|-------------|
| <b><u>Expenditure</u></b> |             |
| <b>Total</b>              | <u>0.00</u> |

**Balance Sheet as at 31st March 2021**

|   |                       |
|---|-----------------------|
| Balance as at 1st April 2020                          | 5000.00               |
| Excess Income   | <u>0.00</u>           |
| <b>Balance as at 31st March 2021</b>                  | <b><u>5000.00</u></b> |
| Represented by:                                       |                       |
| <b>Sustainability a/c Balance as at 31 March 2021</b> | <b><u>5000.00</u></b> |

**STEPS Club for Young People**  
**Programme Account**  
**Income and Expenditure - 1st April 2020 to 31st March 2021**

| <b><u>Income</u></b> | <b>£</b>    |
|----------------------|-------------|
| <b>Total</b>         | <u>0.00</u> |

|                           |             |
|---------------------------|-------------|
| <b><u>Expenditure</u></b> |             |
| <b>Total</b>              | <u>0.00</u> |

**Balance Sheet as at 31st March 2021**

|  |                     |
|--|---------------------|
| Balance as at 1st April 2020                     | 10.92               |
| Excess Income                                    | <u>0.00</u>         |
| <b>Balance as at 31st March 2021</b>             | <b><u>10.92</u></b> |
| Represented by:                                  |                     |
| <b>Programme a/c Balance as at 31 March 2021</b> | <b><u>10.92</u></b> |

**STEPS Club for Young People**  
**Petty Cash Account**  
**Income and Expenditure - 1st April 2020 to 31st March 2021**

| <b><u>Income</u></b>                              | <b>£</b>                  |
|---|---------------------------|
| Transfers from Main Account                       | 71.80                     |
| <b>Total</b>                                      | <b><u>71.80</u></b>       |
| <br>  |                           |
| <b><u>Expenditure</u></b>                         |                           |
| Equipment   | 71.80                     |
| <b>Total</b>                                      | <b><u>71.80</u></b>       |
| <br>  |                           |
| <b><u>Balance Sheet as at 31st March 2021</u></b> |                           |
| Cash held as at 1st April 2020                    | 7.95                      |
| Excess Expenditure                                | <u>0.00</u>               |
| <b>Closing Balance as at 31st March 2021</b>      | <b><u>7.95</u></b>        |
| <br>  |                           |
| Represented by:                                   |                           |
| <b>Petty Cash held at 31st March 2021</b>         | <b><u><u>7.95</u></u></b> |

**CHARITY FINANCIAL ASSETS 2020-21**

(This shows the total combined figures from the accounts shown above)

**Total Income & Expenditure 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

|                           |                   |
|---------------------------|-------------------|
| <b><u>Income</u></b>      | <b>£</b>          |
| <b>Total</b>              | <b>105,419.43</b> |
| <b><u>Expenditure</u></b> | <b>£</b>          |
| <b>Total</b>              | <b>52,869.33</b>  |

**Balance Sheet as at 31<sup>st</sup> March 2021**

|  |                  |
|--|------------------|
|  | <b>£</b>         |
| Total Funds held as at 1 <sup>st</sup> April 2020        | 9,184.25         |
| Excess Income  | 52,550.10        |
| <b>Total Funds held as at 31<sup>st</sup> March 2021</b> | <b>61,734.35</b> |

**Restricted Funds**

As at 31<sup>st</sup> March 2021, there were two restricted fund amounts in the Main Account:

1. £3,500.00 - grant from Active Dorset (Satellite Clubs programme)
2. £6,100.00 - grant from Dorset Council (Youth Fund)

Both amounts are grants to be spent during the 2021-22 financial year meeting the costs of delivering work as specified in the grant applications/agreements.

**Reserve Funds**

The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31<sup>st</sup> March 2021, the funds held in the Main Account equate to approximately 9.5 months of normal and current operational costs.

In addition, the Trustees aim to increase the funds held in the Sustainability Account to meet any significant future building repairs and emergencies.

Signed .....

Position ..... Date .....



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

STEPS CLUB FOR YOUNG PEOPLE

**On accounts for the year  
ended**

MARCH 2021

**Charity no  
(if any)**

1171496

**Set out on pages**

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**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 (~~other than that disclosed below~~ \*) 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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

*[Signature]*

**Date:**

17/01/2022

**Name:**

MO NEWPORT

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

21 VISCOUNT ROAD

WEYMOUTH

DORSET DT4 9EP

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE