

**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>	<b>0.00</b>

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

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

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

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

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

<b><u>Expenditure</u></b>	
Equipment	71.80
<b>Total</b>	<b><u>71.80</u></b>

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

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>

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

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

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

	£
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>

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Signed .....

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



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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