

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 (31st 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 14th 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 31st 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 31st 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 10th 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 31st 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
11th 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

<u>Income</u>	£
Subs	309.60
Canteen	168.37
Hiring	35447.90
Coronavirus Job Retention Scheme	4783.03
Grants	6889.00
Donations	2964.77
Other	301.00
Total	50863.67
<u>Expenditure</u>	£
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
Total	62812.99
<u>Transfers Out</u>	10300.00

Balance Sheet as at 31st March 2022

Main Account as at 1st April 2021	56723.43
Excess Expenditure	-11949.32
Net Transfers	-10300.00
Balance as at 31st March 2022	34474.11
Represented by:	
Main Account Balance 31 March 2022	34474.11

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

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

Balance Sheet as at 31st March 2022

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

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

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

Balance Sheet as at 31st March 2022

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

STEPS Club for Young People

Petty Cash Account

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

<u>Income</u>	£
Total	0.00

<u>Expenditure</u>	£
Total	0.00

Balance Sheet as at 31st March 2022

Cash held as at 1st April 2021	7.95
Excess Expenditure	0.00
Closing Balance as at 31st March 2022	7.95

Represented by:	
Petty Cash held as at 31st March 2022	7.95

Charity Financial Assets 2021-22

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

Total Income & Expenditure - 1st April 2021 to 31st March 2022

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

Balance Sheet as at 31st March 2022

	£
Total Funds held as at 1 st April 2021	61,734.35
Excess Expenditure	11,949.32
Total Funds held as at 31st March 2022	49,792.98*

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

Restricted Funds

As at 31st 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 10th 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 31st 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



CHARITY COMMISSION
FOR ENGLAND AND WALES

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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 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:

Date:

24/1/23

Name:

Mo Newport

Relevant professional

qualification(s) or body
(if any):

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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