

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 (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 (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 31st March 2023).

The Charity has no outstanding debts (liabilities) or assets (other than the funds held in our accounts). As at 31st 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 31st 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 8th 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 31st 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
3rd 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

<u>Income</u>	£
Subs	1393.37
Canteen	501.24
Hiring	35802.63
Grants	8634.98
Donations	2072.35
Fundraising	8948.84
Other	147.79
Total	57501.20

<u>Expenditure</u>	£
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
Total	63464.28

<u>Research Project Expenditure</u>	£
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Research - Salary	1409.09
Research - Costs	358.99
Research Total	1768.08

Grand Total	65232.36
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<u>Transfers Out</u>	500.00
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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
Balance as at 31st March 2023	26242.95
Represented by:	
Main Account Balance 31 March 2023	26242.95

STEPS Club for Young People

Programme Account

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

<u>Income</u>	£
Total	0.00
<u>Transfers In</u>	500.00
<u>Expenditure</u>	£
Programme Activities	601.02
Total	601.02

Balance Sheet as at 31st March 2023

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

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

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

Balance Sheet as at 31st March 2023

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

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

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

Balance Sheet as at 31st March 2023

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

Charity Financial Assets 2022-23

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

Total Income & Expenditure - 1st April 2022 to 31st March 2023

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

Balance Sheet as at 31st March 2023

	£
Total Funds held as at 1 st April 2022	49,792.98
Excess Expenditure	8,332.18
Total Funds held as at 31st March 2023	41,460.80

Debtors

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

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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").

Independent
examiner's statement

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.

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:

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