

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 (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 (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 20th 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 31st 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 31st 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 31st 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
29th 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
Total	90510.51

<u>Research Project Income</u>	£
Research Project Grants	20964.90

<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
Total	81688.04

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

Grand Total	<u>97626.92</u>
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<u>Transfers Out</u>	<u>900.00</u>
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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	<u>900.00</u>
Balance as at 31st March 2024	<u>39191.44</u>

Represented by:

Main Account Balance as at 31 March 2024	<u>39191.44</u>
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STEPS Club for Young People

Programme Account

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

<u>Income</u>	£
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Total	<u>0.00</u>
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<u>Transfers In</u>	<u>900.00</u>
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<u>Expenditure</u>	£
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Programme Activities	761.43
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Total	<u>761.43</u>
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Balance Sheet as at 31st March 2024

	£
Balance as at 1st April 2023	209.90
Excess Expenditure	761.43
Net Transfers	<u>900.00</u>
Balance as at 31st March 2024	<u>348.47</u>

Represented by:

Programme a/c Balance as at 31 March 2024	<u>348.47</u>
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STEPS Club for Young People
Sustainability Account
Income and Expenditure - 1st April 2023 to 31st March 2024

<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 2024

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

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

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

Balance Sheet as at 31st March 2024

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

Charity Financial Assets 2023-24

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

Total Income & Expenditure - 1st April 2023 to 31st March 2024

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

Balance Sheet as at 31st March 2024

	£
Total Funds held as at 1 st April 2022	41,460.80
Excess Income	13,079.11
Total Funds held as at 31 st March 2023	54,539.91

Debtors

United Kingdom Research & Innovation (UKRI)	£1,853.96
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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 31st 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 10th 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 1st 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 31st 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 10th 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)

Responsibilities and
basis of report

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

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:

28/1/25.

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