

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 Potheary (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 (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 (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 31st 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 31st 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 31st 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
14th 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

<u>Income</u>	£
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
Total	93028.37

<u>Research Project Income</u>	£
Research Project Grants	18153.48
Grand Total	111181.85

<u>Expenditure</u>	£
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
Total	81247.26

Research Project Expenditure

£

Research - Salary	6863.95
Research - Costs	0.00
Research Total	6863.95
Grand Total	88111.21
<u>Transfers Out</u>	10600.00

Balance Sheet as at 31st March 2025

£

Main Account as at 1st April 2024	39191.44
Excess Income	23070.64
Net Transfers Out	10600.00
Balance as at 31st March 2025	51662.08
Represented by:	
Main Account Balance as at 31st March 2025	51662.08

STEPS Club for Young People**Programme Account****Income and Expenditure - 1st April 2024 to 31st March 2025****Income** £**Total** 0.00**Transfers In** 600.00**Expenditure** £

Programme Activities 671.74

Total 671.74**Balance Sheet as at 31st March 2025**

£

Balance as at 1st April 2024	348.47
Excess Expenditure	671.74
Net Transfers	600.00
Balance as at 31st March 2025	276.73

Represented by:

Programme a/c Balance as at 31 March 2025 276.73

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

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

Balance Sheet as at 31st March 2025

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

Charity Financial Assets 2024-25

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

Total Income & Expenditure - 1st April 2024 to 31st March 2025

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

Balance Sheet as at 31st March 2025

	£
Total Funds held as at 1 st April 2024	54,539.91
Excess Income	22,398.90
Total Funds held as at 31st March 2025	76,938.81

Debtors

As at 31st March 2025, there were no debtors.

Restricted Funds

As at 31st 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 10th 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 1st 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

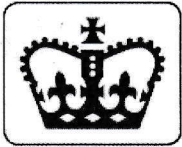
The Charity's policy is to hold a minimum of 3 months' expenditure in reserve (in the Main Account). At 31st March 2025, the free/unrestricted reserve funds held in the Main Account were £38,561.59. This equates to approximately 5.6 months of normal and current operational costs.

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 14th 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

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