

STEP (SWINDON)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2021
CHARITY COMMISSION No: 1176672

STEP (SWINDON)

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YEAR ENDED 31 MARCH 2021

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STEP (SWINDON)

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

Trustees' Report

The Trustees present their report and the financial statements for the year ended 31 March 2021.

Charity Information

Charity name	STEP (SWINDON)
Working name	STEP
Principal address	Nythe Centre The Drive Nythe Swindon SN3 3RR
Independent Examiner	Simon Knee FCA S D Knee Chartered Accountants 10 Bath Road, Old Town, Swindon, SN1 4BA
Bankers	The Co-operative Scottish Widows Bank

Trustees

The trustees who served during the period were:

Treasurer	Sylvia Snelson
Chair	Bob Barrett
Vice Chair	Caroline Symmons
Other	William Edwards Ian Ritchie

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2021

Structure, Governance and Management

The CIO is overseen by a Board of Trustees. Trustees are invited to join the Board on the basis of their experience, interest and skills. Applicants are initially contacted by the Chair of Trustees and are invited to meet with the current Board, to learn more about the organisation before formally attending a meeting. New Trustees are voted into position by existing Trustees and will be inducted in accordance with the organisations Induction and Training and Development policy for volunteers.

Constitution, Objects and Policies

STEP (Swindon) is a registered UK charity number 1176672, governed by its constitutional document.

The objectives of the charity are:-

To advance in life and relieve the needs of young people residing in the borough of Swindon and surrounding areas, including such people who are in need and disadvantaged due to social, emotional and or behavioural issues that have negatively impacted their lives as a consequence of suffering the effects of, amongst others, deprivation, abuse, neglect and mental or physical issues, through

A. the provision of support and activities which develop their technical, social and life skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

B. Providing recreational and leisure time activities in the interest of social welfare, designed to improve their conditions of life.

Public Benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Achievement and performance

Trustees Opening Statement

The Trustees acknowledge that this year has been an extremely challenging one for everyone, with unprecedented restrictions imposed due to the pandemic.

Despite Covid -19 and its effects, it is important to recognise the tremendous dedication, effort, skill and care exercised by all members of staff and external bodies in adapting to, and dealing with, the many issues, both practical and financial, that have arisen as a result.

The Trustees would like to extend their gratitude to all funders for their continued support and flexibility during this time, allowing us to suspend / defer programmes but to keep funds coming in. Without this financial backing, STEP would not be able to do all the valuable work it does to support some of the most vulnerable children living in and around Swindon.

The work the staff and volunteers of STEP carry out for young people and their families is incredible. The difference that STEP makes to their lives, self-esteem and prospects is astounding. The staff and volunteers should be very proud of all their achievements.

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2021

STEP (Swindon) continues to be financially sound and well run and can deliver the valuable services to young people who now, more than ever, need help in dealing with difficult issues in their lives. The Trustees are truly grateful for the professional and caring commitment from all involved.

We feel very privileged to be able to support STEP, the staff, volunteers, and young people of Swindon.

Adapting direct service provision to enable safe working under Covid-19 restrictions

A 'Working safely during Covid-19' risk assessment was completed, and staff worked tirelessly on all actions required to ensure that STEP was prepared and ready to provide a direct service as soon as lockdown restrictions were eased. Actions carried out included:

- Reconfiguration of building layout, creating socially distanced / individual workspaces to accommodate a 'bubble' of service provision each evening.
- Provision of safe break out areas to support young people who need time away from a desk.
- Individual resources, including fidget toys and stress balls for each young person.
- Additional resources purchased for practical activities during group sessions as service users were not able to share resources.
- Sanitising stations set up throughout building.
- All PPE required to comply with Covid-19 rules purchased and made available to staff, volunteers, and service users.
- Covid-19 specific safety advice displayed throughout building.
- Temperature checks of all staff, volunteers and service users carried out before allowed entry into STEP premises.
- Production of video that walked service users through 'returning to STEP provision' and what this might look like from September 2020 – posted on Facebook page and sent via link to all parent/carers (where possible).
- Information leaflet that guides parent/carers (and children) through what the adapted STEP service looks like from September 2020 sent out to all allocated families, revised January 2021 and again updated April 2021.
- Regular 'deep clean' of all shared spaces throughout STEP building.
- Staff researched and created practical activities/icebreakers to be provided within a social distancing setting (non-contact).
- Parent/carer guide created (as additional resource). The resource split into 'needs' categories; Anxiety, Anger, Stress Management, Communication, Relationships/Friendships (not exclusive list). Each section including guides, information, practical activities, and useful links. Parent/carer guides created (bespoke) for each of our families to meet the specific/identified needs of the child. This resource is a working document that can be added to as new/additional 'needs' are identified.
- Only one group within the Centre per evening (Monday – Friday), maximum 15 people in each group (including staff, volunteers and service users).
- All staff/ volunteers vaccinated against Covid-19 – all double vaccinations completed across whole staff team (by April 2021).
- Lateral flow testing (LFT) carried out across whole staff team and volunteer workers (twice weekly for main staff team and prior to session attendance by volunteers) – register of LFT results and dates kept within STEP premises.

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TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2021

- All staff/ volunteers to wear PPE; face coverings and gloves (where necessary) during group sessions, this includes the minibus when transporting young people.
- All service users and families to be contacted weekly prior to group attendance to check on LFT results and any Covid-19 health concerns. Young people will not be allowed to attend sessions unless notification has been received that there are no Covid-19 concerns. Weekly register to be completed with this confirmation for each group session.
- Service users aged 11+ years to wear face masks during group sessions and if on STEP transport.

STEP (Swindon) was signed off by NHS England as a Covid safe provision and recommenced direct service provision in September 2020

Our client profiles

The children and young people we work with are some of the most vulnerable in our society. They have multiple and complex needs and are experiencing isolation and exclusion due to their lack of social skills, personal circumstances, or poverty.

All young people are referred to us by health, education, or social care professionals for targeted, specific support.

In 2020 / 2021, these vulnerabilities included:

27% - Special Educational Needs / Disabilities

52% - Living in area of deprivation (lowest 10% nationally)

68% - Poor emotional health and well-being / self-harm / isolation

39% - Anti-social behaviours / Anger management

35% - Low self-esteem / confidence

41% - Relationship / friendship issues

Additional needs identified by families – specific to lockdown and Covid-19;

- Increased aggression / family conflict
- Increased mental health concerns (including self-harm, depression, low mood)
- Concerns child will refuse to reengage with education in September
- Inappropriate online activity
- Improved mental health and less anxiety during lockdown but concerns anxieties will return once restrictions lifted (especially towards education)
- LAC – contact with birth family significantly affected during lockdown which child found distressing / emotionally challenging

STEP (SWINDON)

TRUSTEES' REPORT (continued) **YEAR ENDED 31 MARCH 2021**

Needs identified January – March 2021

- Coping with challenges of returning to education; peer conflicts, inability to manage day to day routines required within schools, struggling with learning requirement (frustration, low self-confidence)
- Attachment issues due to prolonged period of lockdown
- Isolation and peer relationship issues

Performance

Throughout this period, we provided a variety of services (face to face, remote and virtual) to support our service users and their families, and continually adapted our service to comply with all Covid-19 restrictions implemented by the UK Government.

34 Facebook uploads with **55,966** reaches

85 – Contacts with professionals

220 - contacts with families (e-mail / video calls)

190 – contacts with families (telephone)

13 families whose children are accessing provision sent parental guides to underpin STEP's work within home

60 parental guides sent out to families on waiting list and professionals supporting families (including social care and education practitioners) - Anger 11, Anxiety 13, ADHD 7, 5 Ways to wellbeing 5, Stress 8, Self-esteem, and body image 6, Communication 5, ASD 6, Resilience 5

314 – face-to-face contacts made in our Centre

290 – remote contacts made (phone calls / video calls)

209 - Microsoft Teams meeting (virtual) contacts made

56 - young people provided with activity workbooks to support them and their families to meet needs identified by professionals (at point of referral). Workbooks include guides, information, and activity sheets to support young person developing skills to manage behaviours and feelings post service from STEP.

37 resource packs sent out

3 - safeguarding cases (young people supported)

14 – Core group meetings

8 – TAC meetings

18 - Mental Health and Anxiety Journals sent to service users. 'Discovery Journals' are diaries used to help the young people develop awareness of their moods and understand their feelings. Writing in the journals is a great way to offload worries and clear their minds. The journals are working tool that we revisit weekly. Documenting 'A day in their life' highlights anything significant that could benefit from having some work done, by tracking their thoughts and picking up on patterns.

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2021

Our key successes

Flexibility of staff team – adapting to changed ways of working (at short notice)

- Creating parental guides to support both families on our waiting list / deferring families and to underpin and support families whose children are receiving a service.
- Creating resource packs for service users to underpin remote / virtual provision.
- Creating sessions that could be delivered virtually.
- Creating sessions that could be delivered safely in a socially distanced group session.
- Producing workbooks of information and guidance for all young people who have received a service (face-to-face and virtually) to support the work carried out during sessions and to be used once child has left our service.

Feedback from families / service users accessing STEP provisions

The majority of families engaged well with both face-to-face and remote service offers, being flexible in adapting to the service changes that were implemented to meet Covid-19 restrictions.

89% of the families that had engaged with face-to-face delivery (September- November 2020) continued with remote service provision (November- December 2020).

91% of families stated that the combined service (both face-to-face and remote) had helped and had a positive impact for family/young person (September-December 2020).

Service Impact – Dip sample of service users (accessing virtual group support) – February 2021

Our families told us the following:

63% - Engaged each week and benefiting from service.

27% – Engaged most sessions but struggling at times to engage.

88% - Noticed improvement in child.

88% –Happy with support given from STEP (even if virtually)

80% parents' fed back that the virtual support (January -March 2021) had had a positive impact for them and their children, especially at a time when other support had ceased.

88% of young people stated that the virtual support (January – March 2021) from STEP had helped them.

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2021

We asked young people what new skills they had learnt, and they said:

- *Managing my anger – learning to not fight back and to just walk away*
- *How to deal with bullying*
- *How to calm myself down*
- *How to keep myself healthier*
- *Talking about my feelings with others*

Statements of thanks from families

- *My daughter's outbursts have become less frequent, and she is slowly finding it easier to share her feelings.*
- *Yes, she is now talking about issues that concern her and are affecting her well-being.*
- *An amazing place that really supported my son to positive affect, thank you.*
- *As a family we have all learnt new techniques on how to manage outbursts and more positive ways to help.*
- *Our son is now more positive which helps how the family feels.*
- *She has a more positive attitude and will try new things which means as a family we can enjoy quality time together.*
- *STEP has helped my family a lot. Not only did it give my son support with his emotions, but it has given me someone to discuss his needs with. Thank you STEP for everything - my family have really needed you.*

Statements of thanks from young people

- *I now talk through my feelings and let other people know how I am feeling.*
- *I have learnt that anger is a waste of time, it just gets you into trouble and is exhausting.*
- *I have learnt to open up about myself and that my anger just hides my emotions.*
- *I thought about my feelings which I didn't think I had because I hide them. I now know how to notice my feelings better and deal with them.*
- *I can now see that bad comments can really make others sad.*

STEP (SWINDON)

TRUSTEES' REPORT (continued) **YEAR ENDED 31 MARCH 2021**

Financial Review

The result for the period is an excess of income over expenditure of £4,515 (2020: £6,505) on unrestricted funds. The total net income over expenditure for the period was £52,346 (2020: £26,635).

Total reserves at the period end amounted to £236,024 (2020: £183,678). Restricted reserves at the period end amounted to £118,268 (2020: £70,437).

Unrestricted/free reserves at the period end amounted to £117,756 (2020: 113,241).

Organisational Structure

STEP is led by a management committee of volunteers, who work closely with the management team to ensure the smooth and efficient running of the organisation, and a team of youth workers and community volunteers deliver the interventions.

Reserves Policy

The trustees' policy is to hold reserves at an appropriate level to continue core activities for six months and redundancy costs arising in the event of funding not being renewed.

Risk

The major risks to which the Charity is exposed have been reviewed. Systems and policies have been established to mitigate those risks.

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2021

Statement of Trustees' Responsibilities

The purpose of this statement is to distinguish the Trustees' responsibilities for the financial statements from those of the examiner as stated in their report.

Under charity law the Trustees are required to prepare financial statements for each financial period which give a true and fair view of the charities financial activities during the period and of its financial position at the end of the period. In preparing those financial statements, the Trustees should follow best practice and:

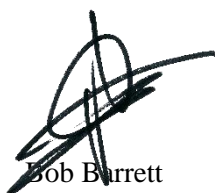
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the recommendations of the of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

Approved by the Board of Trustees and signed on the 25th February 2022 on its behalf by:



Sylvia Snelson



Bob Burrett

STEP (SWINDON)

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS YEAR ENDED 31 MARCH 2021

I report on the financial statements of STEP (Swindon) CIO for the year ended 31 March 2021 on pages 11-23.

This report is made solely to the CIO's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011 ("the Act") and regulations made under section 154 of the Act. My work has been undertaken so that I might state to the Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the CIO and the CIO's Trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011) (The Charities Act) and that an independent examination is needed.

It is my responsibility to

1. Examine the accounts (under section 145 of the Act),
2. to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act; have not been met; or
2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed

Date

Simon Knee FCA

S D Knee Chartered Accountants
10 Bath Road
Old Town
Swindon
SN1 4BA

STEP (SWINDON)

**STATEMENT OF FINANCIAL ACTIVITIES
YEAR TO 31 MARCH 2021**

				Year ended 31 March 2021 Total	Period from 26/01/2019 to 31/03/2020 Total
	Notes	Restricted Funds	Unrestricted Funds		
Income					
Grants Receivable	2	250,178	14,679	264,857	257,070
Donations		-	4,444	4,444	6,423
Investment Income		-	71	71	82
Total Income		<u>250,178</u>	<u>19,194</u>	<u>269,372</u>	<u>263,575</u>
Expenditure					
Charitable Expenditure	3	<u>202,347</u>	<u>14,679</u>	<u>217,026</u>	<u>236,940</u>
Total Expenditure		<u>202,347</u>	<u>14,679</u>	<u>217,026</u>	<u>236,940</u>
Net income and expenditure for the period		<u>47,831</u>	<u>4,515</u>	<u>52,346</u>	<u>26,635</u>
Reconciliation of funds					
Brought forward at 1 April 2020		70,437	113,241	183,678	-
Net income and expenditure for the period		47,831	4,515	52,346	26,635
Transfer of assets from Swindon 10-18 on 26 th January 2019					157,043
Carried forward at 31 March 2021		<u>118,268</u>	<u>117,756</u>	<u>236,024</u>	<u>183,678</u>

STEP (SWINDON)**BALANCE SHEET
AS AT 31 MARCH 2021**

	Notes	31 st March 2021	31 st March 2020
Fixed Assets			
Tangible Assets for use by Charity	8	5,036	2,872
Current Assets			
Debtors	9	1,759	1,805
Cash at Bank and in Hand		<u>233,521</u>	<u>184,096</u>
		235,280	185,901
Liabilities			
Creditors: amounts falling due within one year	10	<u>4,292</u>	<u>5,095</u>
Net Current Assets		<u>230,988</u>	<u>180,806</u>
Net Assets		<u>236,024</u>	<u>183,678</u>
Income Funds			
Restricted	11	118,268	70,437
Unrestricted		<u>117,756</u>	<u>113,241</u>
		<u>236,024</u>	<u>183,678</u>

Approved on behalf of all the Trustees on the 25th February 2022



Sylvia Snelson



Bob Barrett

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

1 Accounting Policies

Basis of preparation

The financial statements of the charity have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of recommended practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared in UK £ Sterling, which is the functional currency of the entity and rounded to the nearest £1.

Going concern

The financial statements have been prepared on the basis of being a going concern as the trustees do not have any concerns about the Charity's ability to continue as a going concern as there are sufficient resources in reserve to meet any liabilities that may fall due for at least the next 12 months from the date these accounts are approved. The assessment has been made with the consideration of the impact of Covid-19.

Public benefit

The Charity is a public benefit entity.

Statement of cash flows

The trustees do not have to prepare a statement of cash flows on the grounds that the charity is not considered "large" under the Charities SoRP (FRS 102)

Debtors

Debtors are measured on initial recognition at settlement amount, and subsequently at the amount expected to be received or paid.

Government grants

Government grants are accounted for under the performance model, and are recognised when the performance conditions are met and receipt is certain.

Income

Income is recognised in the Statement of Financial Activities (SoFA) when the Charity becomes entitled to the resources, the trustees believe it is probable they will receive the resources, and the monetary value can be measured with sufficient reliability.

Where income has related expenditure the income and related expenditure are reported gross in the SoFA.

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

Expenditures and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation which commits the Charity to the expenditure.

Charitable activities include expenditure associated with grant making and included the direct costs, support costs and governance costs relating to these activities.

Funds structure

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without specified purpose and are available as general funds.

Judgement and key sources of estimation uncertainty

The preparation of the financial statements in conformity with FRS 102 requires trustees to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenditure. The estimates and associated assumptions are based upon historical experience and various other factors that are believed to be reasonable under circumstances, the result of which form the basis of making judgements about carrying values of assets and liabilities that are not readily available from other resources. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of revision and future periods if the revision affects both current and future periods.

Taxation

The charity is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

Tangible fixed assets for use by charity

Tangible fixed assets for use by the charity are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost over their expected useful lives on the following basis:

Plant and equipment: 20% straight line

Motor Vehicle: 20% straight line

Pensions

Existing employees of the charity were entitled to join a defined contribution pension scheme. New and existing employees who are not in the pension scheme were automatically enrolled into the defined contribution scheme unless they have exercised their right to opt out of scheme membership. The charity makes a contribution of 5% and the contributions made for the accounting period are treated as an expense and were £7,741.

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2021**2 Grants Receivable**

	Restricted Funds	Unrestricted Funds	Year ended 31 March 2021 Total	Period from 26/01/2019 to 31/03/2020 Total
Swindon Borough Council				
Therapeutic	112,300	-	112,300	137,110
Respite	-	-	-	4,783
Participation	21,500	-	21,500	33,838
Innovations project (Restore)	11,532	-	11,532	11,532
Furlough claims	-	14,679	14,679	-
Total Government grants	145,332	14,679	160,011	187,263
Other grants				
Barnados (Participation)	20,722		20,722	-
National Lottery	5,592		5,592	-
Zurich				
Covid Recovery	8,000		8,000	-
At Risk Group	12,875		12,875	-
Children in Need (BBC)	4,046	-	4,046	19,994
Nationwide (Covid Recovery)	3,320	-	3,320	
Community Foundation				
Therapeutic AQA	-	-	-	4,854
Tampon Tax	-	-	-	4,676
Covid Recovery	9,945		9,945	-
Globals Make Some Noise				
Therapeutic 5 Steps	32,988	-	32,988	32,744
Positive Steps	7,358	-	7,358	7,539
Total other grants	104,846	-	104,846	69,807
Total Grants	250,178	14,679	264,857	257,070

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2021**3 Total Expenditure**

				Year ended 31 March 2021 Total	Period from 26/01/2019 to 31/03/2020 Total
	Notes	Restricted Funds	Unrestricted Funds		
Staff Costs	5	172,566	14,679	187,245	200,020
Group Costs		5,290	-	5,290	6,746
Vehicle and Transportation Costs		2,180	-	2,180	3,577
Staff Travel and Expenses		495	-	495	2,634
Staff Training		45	-	45	230
Administration Costs	4	21,771	-	21,771	23,733
		<u>202,347</u>	<u>14,679</u>	<u>217,026</u>	<u>236,940</u>

4 Administration Costs

				Year ended 31 March 21 Total	Period from 26/01/2019 to 31/03/2020 Total
		Restricted Funds	Unrestricted Funds		
Office Rent		6,000	-	6,000	7,000
Other Costs		1,246	-	1,246	2,109
Office Running Costs		6,632	-	6,632	6,997
Telephone & IT Costs		2,491	-	2,491	2,399
Insurance		1,650	-	1,650	1,749
Professional		35	-	35	35
Depreciation		1,677	-	1,677	1,374
Accountancy		2,040	-	2,040	2,040
Bank charges		-	-	-	30
		<u>21,771</u>	<u>-</u>	<u>21,771</u>	<u>23,733</u>

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS (continued) YEAR ENDED 31 MARCH 2021

5 Staff Costs

	Year ended 31 March 2021	Period from 26/01/2019 to 31/03/2020
Wages and Salaries	168,087	179,604
Employer's National Insurance	11,417	12,360
Pension costs	7,741	8,056
	<u>187,245</u>	<u>200,020</u>

Average number of employees 12 (2020: 13)

No employees had employee benefits in excess of £60,000. Pension costs are allocated to activities in proportion to the related staffing costs incurred.

The charity's trustees were not paid or received any benefits from employment with the charity in the period neither were they reimbursed expenses during the period. No charity trustees received payment for professional or other services supplied to the charity.

There were no related party transactions.

The key management personnel of the charity were the Project Director and Project Manager.

The total employee benefits of the key management personnel of the charity were £69,254. (2020: £68,258)

7 Net movement in funds for the year

	Year ended 31 March 2021	Period from 26/01/2019 to 31/03/2020
The net movement in funds for the year is stated after charging:		
Fees for the examination of the accounts	2,040	2,040
Depreciation	<u>1,677</u>	<u>1,374</u>

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2021**8 Tangible Fixed Assets**

	Equipment	Mini Bus	Total
Cost			
At 1 April 2020	23,123	12,500	35,623
Additions	3,842	-	3,842
Disposals	(14,797)	-	(14,797)
At 31 March 2021	<u>12,168</u>	<u>12,500</u>	<u>24,668</u>
Depreciation			
At 1 April 2020	20,251	12,500	32,751
Charge for year	1,677	-	1,677
Elimination on disposal	(14,797)	-	(14,797)
At 31 March 2021	<u>7,131</u>	<u>12,500</u>	<u>19,631</u>
Net Book Value			
At 1 April 2020	<u>2,872</u>	<u>-</u>	<u>2,872</u>
At 31 March 2021	<u>5,036</u>	<u>-</u>	<u>5,036</u>

9 Debtors: amount falling due within one year

	31 March 2021	31 March 2020
Other Debtors	<u>1,759</u>	<u>1,805</u>
	<u>1,759</u>	<u>1,805</u>

10 Creditors: amounts falling due within one year

	31 March 2021	31 March 2020
Accruals	<u>4,292</u>	<u>5,095</u>
	<u>4,292</u>	<u>5,095</u>

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2021**11 Restricted Income Funds**

Fund Name	Purpose and Restrictions
Swindon Borough Council – Therapeutic	For the provision of therapeutic group work for young people aged 7 to 18, residing in the borough of Swindon.
Swindon borough Council – Participation	For the provision of a participation programme for young people between the ages of 11 to 19 in Swindon
Swindon Borough Council – Innovations Project (RESTORE)	For the provision of therapeutic group work for young people whose parent / carers are alcohol dependent aged 7 to 18, residing in the borough of Swindon.
Global’s Make Some Noise – Therapeutic 5 STEPs	For the provision of therapeutic group work with a specific focus on mental health and emotional well-being for young people aged 7 to 18, residing in the borough of Swindon.
Global’s Make Some Noise – Positive STEPs	For the provision of therapeutic group work for young men at risk of exploitation. Delivered within the school setting (outreach) in the borough of Swindon.
Children in Need - Therapeutic	For the provision of therapeutic group work for young people aged 7 to 18, residing in the borough of Swindon.
Community Foundation – Therapeutic AQA	For the provision of an accredited participation programme for young people with between the ages of 11 to 19 in Swindon.
Community Foundation – Tampon Tax – Young Girl’s group	For the provision of therapeutic group work for young women at risk of exploitation. Delivered within the school setting (outreach) in the borough of Swindon.
Barnardo’s Mental Health Swindon Trailblazer Participation	For the provision of a participation programme for young people and their parent/carers in relation to Barnardos mental health support work in Swindon’s schools.
Wilts. Community / Nationwide Foundation - COVID Recovery	For the provision of resources to enable a safe phased return to service and adherence to Public Health guidance following COVID lockdown
Wilts. Community Foundation - COVID Recovery	For the provision of resources, and additional worker hours to enable a safe phased return to service and adherence to Public Health guidance following COVID lockdown
Zurich Community Trust - COVID Recovery	For the provision of resources, and additional worker hours to enable a safe phased return to service and adherence to Public Health guidance following COVID lockdown

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

Restricted Income Funds (continued)

Fund Name	Purpose and Restrictions
Zurich Community Trust - At Risk Group	For the provision of therapeutic group work for young people whose parent / carers are alcohol or drug dependent / experiencing domestic abuse, aged 7 to 18, residing in the borough of Swindon.
National Lottery Summer Programme	For the provision of 2 week therapeutic group work for young people aged 7 to 18, residing in the borough of Swindon. To take place Summer 2022

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2021**11 Restricted Income Funds (continued)****Movements of Funds**

	1 st April 2020	Income	Expenditure and transfers	31 st March 2021
Swindon Borough Council				
Therapeutic	23,710	112,300	(95,134)	40,876
Respite	4,346	-	(4,346)	-
Participation/Thought Tank	11,310	21,500	(18,214)	14,596
Innovations project (Restore)	-	11,532	(5,423)	6,109
Children In Need - Therapeutic	9,019	4,046	(3,428)	9,637
Barnardo's	-	20,722	(17,554)	3,168
National lottery		5,592	-	5,592
Zurich				
Covid Recovery		8,000	(6,777)	1,223
At Risk Group		12,875	-	12,875
Nationwide – Covid Recovery		3,320	(2,813)	507
Wiltshire Community Foundation				
Covid Recovery	-	9,945	(8,425)	1,520
Tampon Tax	10,099	-	(3,806)	6,293
Therapeutic AQA	2,248	-	(2,248)	-
Globals Make Some Noise				
Therapeutic 5 Steps	7,638	32,988	(27,946)	12,680
Positive Steps	2,067	7,358	(6,233)	3,192
	<u>70,437</u>	<u>250,178</u>	<u>(202,347)</u>	<u>118,268</u>

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2021**Movements of Funds (continued)**

	Transfer from Swindon Ten to Eighteen	Income	Expenditure and transfers	31 st March 2020
Swindon Borough Council				
Therapeutic	20,146	137,110	(133,546)	23,710
Respite	4,402	4,783	(4,839)	4,346
Participation/Thought Tank	11,009	33,838	(33,537)	11,310
Innovations project	-	11,532	(11,532)	-
Children In Need - Therapeutic	1,378	19,994	(12,353)	9,019
St James's Place – 5 Steps to Wellbeing (Junior)	393	-	(393)	-
Zurich – 5 Steps to Wellbeing	3,308	-	(3,308)	-
Wiltshire Community Foundation				
5 Steps to Wellbeing	124	-	(124)	-
Social Action Group	150	-	(150)	-
#IWill	3,028	-	(3,028)	-
Tampon Tax	6,369	4,676	(946)	10,099
Therapeutic AQA	-	4,854	(2,606)	2,248
Globals Make Some Noise				
Therapeutic 5 Steps	-	32,744	(25,106)	7,638
Positive Steps	-	7,539	(5,472)	2,067
	<u>50,307</u>	<u>257,070</u>	<u>(236,940)</u>	<u>70,437</u>

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2021**12 Unrestricted Funds**

	1 st April 2020	Income	Expenditure	31 st March 2021
Unrestricted Funds	113,241	19,194	14,679	117,756
	<u>113,241</u>	<u>19,194</u>	<u>14,679</u>	<u>117,756</u>
	Transfer from Swindon Ten to Eighteen	Income	Expenditure	31 st March 2020
Unrestricted Funds	106,736	6,505	-	113,241
	<u>106,736</u>	<u>6,505</u>	<u>-</u>	<u>113,241</u>

13 Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total
Fixed Assets	-	5,036	5,036
Net Current Assets	117,756	113,232	230,988
Total Net Assets	<u>117,756</u>	<u>118,268</u>	<u>236,024</u>

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

13 Comparative figures by fund

	Restricted Funds	Unrestricted Funds	Period from 26/01/2019 to 31/03/2020 Total
Income			
Grants Receivable	257,070	-	257,070
Donations	-	6,423	6,423
Investment Income	-	82	82
Total Income	<u>257,070</u>	<u>6,505</u>	<u>263,575</u>
Expenditure			
Charitable Expenditure	<u>236,940</u>	<u>-</u>	<u>236,940</u>
Total Expenditure	<u>236,940</u>	<u>-</u>	<u>236,940</u>
Net income and expenditure for the period	<u>20,130</u>	<u>6,505</u>	<u>26,635</u>
Reconciliation of funds			
Transfer of assets from Swindon 10-18 on 26 th January 2019	<u>50,307</u>	<u>106,736</u>	<u>157,043</u>
Carried forward at 31 March 2020	<u><u>70,437</u></u>	<u><u>113,241</u></u>	<u><u>183,678</u></u>