



STEP (SWINDON)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2023
CHARITY COMMISSION No: 1176672

STEP (SWINDON)

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YEAR ENDED 31 MARCH 2023

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STEP (SWINDON)

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

Trustees' Report

The Trustees present their report and the financial statements for the year ended 31 March 2023.

Charity Information

Charity name	STEP (SWINDON)
Working name	STEP
Principal address	The Lyndhurst Centre Lyndhurst Crescent Park North Swindon SN3 2RW
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 Teresa Francis

STEP (SWINDON)

TRUSTEES' REPORT (continued) **YEAR ENDED 31 MARCH 2023**

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

2022 has seen our organisation grow from strength to strength, supporting more vulnerable children and young people from across the Borough of Swindon than ever before. This could not be achieved without the extremely passionate and professional team of staff and volunteers that dedicate their lives to ensuring young people get the best support possible at a time when they are at their most vulnerable. The difference that STEP makes to the lives of children, their families and wider communities is astounding, all involved are very proud of the work carried out and the positive impact it has for everyone that engages with our service.

The Trustees are proud to say that our amazing team of staff and volunteers at STEP have delivered face to face support to over 447 vulnerable children.

8 regular community volunteers dedicated over 2128 hours to support the work we do.

We provided interventions over 45 weeks, 5 evenings a week Monday-Friday, 3 Saturday sessions a month and outreach provisions in 5 secondary schools: a total of 382 sessions.

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2023

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 2022 / 2023, these vulnerabilities included:

- **11%** are Children in Need (S17)
- **6%** are Child Protection (S47)
- **42%** are subject to packages of support through health, education and social care
- **44%** are living in an area of deprivation (lowest 10% nationally)
- **32%** SEND (Special educational needs / disability)
- **39%** are SEMH (Social Emotional & Mental Health)
- **13%** have been subjected to abuse / neglect
- **36%** living with parents who are incapacitated (substance misuse, DV, mental health, incarceration, gambling)

And reasons for referral included: Managing anger and frustration, social anxiety, communication, expressing thoughts and feelings and isolation / friendship issues.

- **68%** Poor emotional health and well-being (including self-harm and social isolation)
- **39%** Anger
- **25%** Actions and consequences / anti-social behaviours
- **32%** Low self-esteem / poor confidence
- **69%** Expressing emotions / poor communication
- **40%** Social Isolation / poor relationships / relationship issues

Performance

All our staff work hard to support the children accessing STEP and in addition to the **420** face to face sessions delivered, they also provided:

367 workbooks full of useful guides and resources for each child.

85 mental health journals a resource to specifically help those with poor mental health and social anxieties to manage their thoughts and feelings.

275 meetings with professionals from across education, health, and social care.

200 external review meetings attended for children and their families.

395 contacts with parents to give additional support and guidance.

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2023

Our staff have created bespoke sessions specifically designed to support the identified needs of the young people in their groups. Themes included:

- Managing negative thoughts and emotions
- Managing anger and frustration
- Positive thinking – self-belief and recognition of positives within self and others
- Respect – for self and others
- Actions and consequences – taking responsibility
- Managing anxieties and stress (including mindfulness)
- Friendships / relationships
- Effective communication
- Dealing with difficult situations (managing change)

Impact

97% of young people stated that STEP interventions had helped them.

- Helped not getting into trouble as much at school – ask for help and use calming down techniques
- Managing anger
- Anxiety / negative thoughts management techniques – breathing cards, discovery journal
- Sharing worries and acknowledging feelings – asking for help and talking more to people
- Making new friendships
- Managing anxieties better in school – now go to a quiet place
- Less isolated – more social
- Less guarded – not everyone judges you
- More confident – becoming more brave / standing up for self

83% of young people who had or were experiencing bullying at point of access to STEP feedback they **felt they now had the skills to better manage bullying and to build positive relationships.**

83% of young people who were identified and flagged at point of referral that anti-social behaviours were (currently or historically) an issue, feedback they **felt they had the skills necessary to manage angry and aggressive feelings.**

93% of young people who have been identified and flagged at point of referral that staying safe / risk taking behaviours were (currently or historically) an issue, feedback that **they have the skills to stay safe.**

90% of young people who have been identified and flagged at point of referral that expressing emotions / feelings / mental health & well-being is (currently or historically) an issue stated that **they have skills to better manage emotions and feelings.**

85% stated that their **confidence has improved.**

82% stated that their **self-belief had improved**, and that they were now able to identify their own positive qualities. With **77%** of young people already putting the techniques they had learnt into practice.

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2023

We love to celebrate achievements made and underpin our interventions with nationally recognised AQA short course qualifications; over **255 certificates** have been awarded and the topics have included:

- Managing difficult emotions
- Learning how mood affects behaviour
- Introduction to anti-social behaviour
- Introduction to mindfulness
- Developing self-esteem
- Participation in a personal development project

Family

- **94%** stated they felt STEP had helped their child
- **81%** felt their child's confidence had improved
- **84%** felt STEP had a positive impact for their family

The improvements noted by families include:

- Not feeling alone
- Being taken outside of comfort zone and coping with it – resilience
- Coping strategies that are working
- Making friends
- Recognising feelings
- More focused
- Less outbursts – using calming down techniques – self calming
- Better communication – sharing thoughts and feelings
- Less isolated – engaging better with family and wider community

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2023

Testimonials

Families

"It has been a safe place for my child to be more independent from us, also she has enjoyed herself, it has made her a happier child which has had a positive knock on effect for us as a family".

"It has helped him to realise he is not the only child who has been through difficult times, he is more confident now with the choices he is making. You have helped my child become happy again and it makes me happy to see his real smile".

"My son came out of every session filled with positivity and compassion. He is very comfortable in the venue with enriching activities and staff who have really appreciated and uplifted him as an individual. He enjoyed every session, taking fun, education, and a refreshingly positive mood from everyone involved. He felt understood and safe in a very short time. STEP staff helped to resolve issues and provided his school with very useful and helpful information. I could not recommend more highly. Thank you and keep up the FANTASTIC work!!"

"He feels he can now cope with 'real world' situations and thinks and acts more positively, with more confidence".

"My daughter has opened up and is now talking about things that are playing on her mind, which is amazing to witness. STEP have stood in on core group meetings to help put my daughter's thoughts and feelings across, when no one else has bothered to listen to what she thinks. I could not have got through the last few months without the help of STEP".

Young people

"STEP has helped me with my anxiety, and I have had loads of fun, it's been great having people I can talk to about how I am feeling, that listen to me and help me".

"I have learnt to love myself for who I am".

"I have learnt how to manage my anger; I worry less now and feel more confident".

"STEP has helped me to dedicate time to not stress about life, it gives me time to stop and actually think about things rationally instead of emotionally. STEP have given me solutions and methods to try".

"STEP have helped me in school because if there is a problem, they are on it and will do anything to help. I can trust the STEP workers in my group because they won't judge me for what I have to say".

Professionals

"To all at STEP, thank you so much for your ongoing support and all you do to support our students, both in school and for those that attend evening and weekend groups. You are all shining stars and your dedication and the help you provide is greatly appreciated" - St Joseph's

"STEP has been amazing for both children" - Jo Calder, Social Worker

"Huge improvement in E's confidence" - Becci Benson, Head teacher

STEP (SWINDON)

TRUSTEES' REPORT (continued) **YEAR ENDED 31 MARCH 2023**

Treasurer's Report

During 2022 to 2023, STEP continued to be in a financially healthy position.

There has been an increase in funds coming from Swindon Borough's Early Intervention & Prevention Team. Due to excellent outcomes from the Safer Streets programme that has run since 2020, an additional £60,000 has been secured to support the recruitment of an additional Project Worker.

In addition, £30,000 has been secured for STEP to help alleviate the wait for those young people referred to statutory mental health services (TaMHS).

In addition to adding a new project Worker to the team to help manage capacity, Johanna has secured £29,000 through Thriving Minds to provide wellbeing support for the whole staff team.

And following a presentation to Swindon Borough Council's Senior Leadership team the 2-year extension to the current Therapeutic contract has been approved.

Financial Review

The result for the year is an excess of income over expenditure of £11,680 (2022: £13,051) on unrestricted funds. The total net income over expenditure for the year was £55,829 (2022: £45,522).

Total reserves at the year end amounted to £337,375 (2022: £281,546). Restricted reserves at the year end amounted to £194,888 (2022: £150,739).

Unrestricted/free reserves at the year end amounted to £142,487 (2022: 130,807).

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.

STEP (SWINDON)

TRUSTEES' REPORT (continued) **YEAR ENDED 31 MARCH 2023**

Reserves Policy

STEP (Swindon) has a policy of keeping reserve funds, whenever possible, to ensure the survival of the project.

Definition of reserves

The Charity Commission describes reserves as 'that part of a charity's unrestricted income fund that is freely available to spend on any of the charity's purposes.' It is the resources which STEP has available to spend once it has met its commitments and covered its other planned expenditure.

Reason to hold reserves

STEP, at any one time has a number of sources of income and these are not always guaranteed. It is crucial therefore to ensure there are sufficient reserves to support the continuation of service while fundraising is done or to allow an organisation to wind up while meeting its obligations to staff and service users if existing sources of income are lost. The existence of reserves is a sign of good resource management.

Reserves statement

STEP Trustees believe that the minimum level of reserves should be the equivalent of six months' operating costs and sufficient funds to close the charity calculated and reviewed annually and believe that the reserves should be built up and maintained to the desired level in stages consistent with the charity's overall financial position and its need to maintain and develop its activities. This is to help STEP secure their viability beyond the immediate future and provide reliable services over the longer term.

Suggested reserves

The Trustees have calculated a target level of unrestricted reserves of £196,948, the current level of reserves is £142,487.

Risk

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

Trustees Closing statement

The Trustees would like to extend their gratitude to all funders for their continued support. 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 and young people from across Swindon.

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.

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

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2023

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 _____ 2023 on its behalf by:

Sylvia Snelson

Bob Barrett

STEP (SWINDON)

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS YEAR ENDED 31 MARCH 2023

I report on the financial statements of STEP (Swindon) CIO for the year ended 31 March 2023 on pages 11-24.

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 2023**

	Notes	Restricted Funds	Unrestricted Funds	31 March 2023 Total	31 March 2022 Total
Income					
Grants Receivable	2	345,024	-	345,024	278,384
Donations		-	11,469	11,469	12,980
Investment Income		-	211	211	71
Total Income		<u>345,024</u>	<u>11,680</u>	<u>356,704</u>	<u>291,435</u>
Expenditure					
Charitable Expenditure	3	<u>300,875</u>	<u>-</u>	<u>300,875</u>	<u>245,913</u>
Total Expenditure		<u>300,875</u>	<u>-</u>	<u>300,875</u>	<u>245,913</u>
Net income and expenditure for the year		<u>44,149</u>	<u>11,680</u>	<u>55,829</u>	<u>45,522</u>
Reconciliation of funds					
Brought forward at 1 April 2022		150,739	130,807	281,546	236,024
Net income and expenditure for the year		44,149	11,680	55,829	45,522
Carried forward at 31 March 2023		<u>194,888</u>	<u>142,487</u>	<u>337,375</u>	<u>281,546</u>

STEP (SWINDON)**BALANCE SHEET
AS AT 31 MARCH 2023**

	Notes	31 st March 2023	31 st March 2022
Fixed Assets			
Tangible Assets for use by Charity	8	3,970	4,350
Current Assets			
Debtors	9	65,647	3,567
Cash at Bank and in Hand		<u>278,994</u>	<u>288,422</u>
		344,641	291,989
Liabilities			
Creditors: amounts falling due within one year	10	<u>11,236</u>	<u>14,793</u>
Net Current Assets		<u>333,405</u>	<u>277,196</u>
Net Assets		<u>337,375</u>	<u>281,546</u>
Income Funds			
Restricted	11	194,888	150,739
Unrestricted	12	<u>142,487</u>	<u>130,807</u>
		<u>337,375</u>	<u>281,546</u>

Approved on behalf of all the Trustees on the _____ 2023

Sylvia Snelson

Bob Barrett

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

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 2019)', 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.

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 2023

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 £9,850.

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2023**2 Grants Receivable**

	Restricted Funds	Unrestricted Funds	31 March 2023 Total	31 March 2022 Total
Swindon Borough Council				
Therapeutic	112,300	-	112,300	114,546
Participation	21,500	-	21,500	21,500
Innovations project (Restore)	-	-	-	22,801
Safer Streets	90,000	-	90,000	13,817
TaMHS Support Group	29,204	-	29,204	-
SSP Young Scrutineers	584	-	584	-
Covid Recovery	-	-	-	974
Furlough claims	-	-	-	895
Total Government grants	253,588		253,588	174,533
Other grants				
Barnardo's				
Participation	33,670	-	33,670	49,482
Logo competition	1,069	-	1,069	-
Zurich				
Restore	-	-	-	17,500
Children in Need (BBC)	17,168	-	17,168	16,669
Children in Need (One off payment)	500	-	500	-
Community Foundation				
High Sheriff grant	2,565		2,565	-
Staff Support	-	-	-	4,829
Globals Make Some Noise				
Therapeutic 5 Steps	-	-	-	8,360
Positive Steps	-	-	-	7,011
UK Youth				
I Thrive	29,000	-	29,000	-
Cost of living one off payment	2,900	-	2,900	-
Hedley Foundation (Summer Activities)	3,160	-	3,160	-
The White Horse Federation (Nylands in school sessions)	1,404	-	1,404	-
Total other grants	91,436	-	91,436	103,851
Total Grants	345,024	-	345,024	278,384

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2023**3 Total Expenditure**

	Notes	Restricted Funds	Unrestricted Funds	31 March 2023 Total	31 March 2022 Total
Staff Costs	5	243,929	-	243,929	201,002
Group Costs		14,360	-	14,360	12,402
Vehicle and Transportation Costs		5,697	-	5,697	5,659
Staff Travel and Expenses		4,776	-	4,776	1,691
Staff Training		1,151	-	1,151	427
Administration Costs	4	30,962	-	30,962	24,732
		<u>300,875</u>	<u>-</u>	<u>300,875</u>	<u>245,913</u>

4 Administration Costs

	Restricted Funds	Unrestricted Funds	31 March 2023 Total	31 March 2022 Total
Office Rent	6,500	-	6,500	6,000
Other Costs	4,369	-	4,369	2,989
Office Running Costs	9,463	-	9,463	6,448
Telephone & IT Costs	3,956	-	3,956	2,425
Insurance	2,416	-	2,416	2,322
Professional	251	-	251	251
Depreciation	1,847	-	1,847	1,975
Accountancy	2,160	-	2,160	2,040
Loss on disposal	-	-	-	282
	<u>30,962</u>	<u>-</u>	<u>30,962</u>	<u>24,732</u>

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS (continued) YEAR ENDED 31 MARCH 2023

5 Staff Costs

	31 March 2023	31 March 2022
Wages and Salaries	216,281	180,132
Employer's National Insurance	17,798	12,727
Pension costs	9,850	8,143
	<u>243,929</u>	<u>201,002</u>

Average number of employees 11 (2022: 12)

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 £77,797. (2022: £72,653)

7 Net movement in funds for the year

	31 March 2023	31 March 2022
The net movement in funds for the year is stated after charging:		
Fees for the examination of the accounts	2,160	2,040
Depreciation	1,847	1,975
Loss on disposal	<u>-</u>	<u>282</u>

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2023**8 Tangible Fixed Assets**

	Equipment	Mini Bus	Total
Cost			
At 1 April 2022	12,677	12,500	25,177
Additions	1,467	-	1,467
Disposals	-	-	-
At 31 March 2023	<u>14,144</u>	<u>12,500</u>	<u>26,644</u>
Depreciation			
At 1 April 2022	8,327	12,500	20,827
Charge for year	1,847	-	1,847
Elimination on disposal	-	-	-
At 31 March 2023	<u>10,174</u>	<u>12,500</u>	<u>22,674</u>
Net Book Value			
At 1 April 2022	4,350	-	4,350
At 31 March 2023	<u>3,970</u>	<u>-</u>	<u>3,970</u>

9 Debtors: amount falling due within one year

	31 March 2023	31 March 2022
Grants receivable	63,450	-
Other debtors	<u>2,197</u>	<u>3,567</u>
	<u>65,647</u>	<u>3,567</u>

10 Creditors: amounts falling due within one year

	31 March 2023	31 March 2022
Accruals	<u>11,236</u>	<u>14,793</u>
	<u>11,236</u>	<u>14,793</u>

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2023**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 – SEND (Special Educational Needs and Disabilities) Participation	For the provision of a participation programme for young people with SEND between the ages of 11 to 25 in Swindon
Swindon Borough Council – Safer Streets	For the provision of therapeutic group work for young women at risk of exploitation, and those vulnerable to violence and abuse, reduce Anti-social behaviour and risk of entry into the criminal justice system
Swindon Borough Council – TaMHS Support	For the provision of mental health and wellbeing sessions - early intervention & prevention – to support 40 children and young people identified through current Targeted Mental Health Service in Schools waiting list.
Swindon Borough Council – Young Scrutineers	For the provision of training and facilitation of a young person’s scrutiny group
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.
Swindon Borough Council - COVID Recovery	For the provision of resources, and additional worker hours to enable a safe working practices following young people return to face to face work
Children in Need - Therapeutic	For the provision of therapeutic group work for young people aged 7 to 18, residing in the borough of Swindon.
Children in Need – Cost of Living	One off payment to support staff costs in relation to the Children in Need Therapeutic grant
Barnardo's Mental Health Swindon Trailblazer Participation	For the provision of a participation programme for young people and their parent/carers in relation to Barnardo’s mental health support work in Swindon’s schools.
Barnardo's Mental Health Swindon Trailblazer Logo Competition	One off piece of work to facilitate the design of a new logo for Swindon’s Sexual Assault and Referral Centre
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.

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2023**Restricted Income Funds (continued)**

Fund Name	Purpose and Restrictions
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.
Community Foundation - Staff Support Programme	For the provision of a one to one counsellor, to enhance and develop young people’s resilience within a therapeutic group work environment.
Community Foundation – High Sheriff Grant	For the provision of group work to help young people manage their own behaviours, reduce Anti-social behaviour and reduce the risk of entering Into the criminal justice system
Hedley Foundation	For the provision of day trips and activities during the school summer holidays
White Horse Federation – Nyland’s School	For the provision of in-school sessions to support emotional wellbeing and negative behaviours within the classroom
UK Youth – I-Thrive	To Implement and deliver an organisational approach to managing the emotional wellbeing of the staff team, volunteers, children, and young people.
UK Youth – Cost of Living	One off payment to support staff costs in relation to the I-Thrive grant
Zurich Community Trust - Restore	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.
Zurich Community Trust - 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.

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2023**11 Restricted Income Funds (continued)****Movements of Funds**

	1 st April 2022	Income	Expenditure and transfers	31 st March 2023
Swindon Borough Council				
Therapeutic	68,324	112,300	(81,151)	99,473
Participation/Thought Tank	19,748	21,500	(15,536)	25,712
Innovations project (Restore)	11,572	-	(11,572)	-
Safer Streets	3,311	90,000	(57,357)	35,954
TaMHS Support Group	-	29,204	(28,138)	1,066
SSP Young Scrutineers	-	584	(584)	-
Covid recovery	234	-	(234)	-
Children In Need				
Therapeutic	13,631	17,168	(16,523)	14,276
Cost of Living	-	500	(500)	-
Barnardo's				
Participation	15,025	33,670	(32,402)	16,293
Logo Competition	-	1,069	(1,069)	-
Zurich				
Positive Steps	3,085	-	(3,085)	-
Restore	4,193	-	(4,193)	-
Wiltshire Community Foundation				
High Sheriff Grant	-	2,565	(2,565)	-
Tampon Tax	2,111	-	(2,111)	-
Staff Support	1,157	-	(1,157)	-
Globals Make Some Noise – Therapeutic 5 steps	8,348	-	(8,348)	-
UK Youth				
I Thrive	-	29,000	(26,886)	2,114
Cost of living one off payment	-	2,900	(2,900)	-
Hedley Foundation (Summer Activities)	-	3,160	(3,160)	-
The White Horse Federation (Nylands in school sessions)	-	1,404	(1,404)	-
	<u>150,739</u>	<u>345,024</u>	<u>(300,875)</u>	<u>194,888</u>

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2023**Movements of Funds (continued)****PRIOR YEAR**

	1 st April 2021	Income	Expenditure and transfers	31 st March 2022
Swindon Borough Council				
Therapeutic	40,876	114,546	(87,098)	68,324
Participation/Thought Tank	14,596	21,500	(16,348)	19,748
Innovations project (Restore)	6,109	22,801	(17,338)	11,572
Safer Streets	-	13,817	(10,506)	3,311
Covid recovery	-	974	(740)	234
Children In Need - Therapeutic	9,637	16,669	(12,675)	13,631
Barnardo's	3,168	49,482	(37,625)	15,025
National lottery	5,592	-	(5,592)	-
Zurich				
Covid Recovery	1,223	-	(1,223)	-
Positive Steps	12,875	-	(9,790)	3,085
Restore	-	17,500	(13,307)	4,193
Nationwide – Covid Recovery	507	-	(507)	-
Wiltshire Community Foundation				
Covid Recovery	1,520	-	(1,520)	-
Tampon Tax	6,293	-	(4,182)	2,111
Staff Support	-	4,829	(3,672)	1,157
Globals Make Some Noise				
Therapeutic 5 Steps	12,680	8,360	(12,692)	8,348
Positive Steps	3,192	7,011	(10,203)	-
	<u>118,268</u>	<u>277,489</u>	<u>(245,018)</u>	<u>150,739</u>

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS (continued) YEAR ENDED 31 MARCH 2023

12 Unrestricted Funds

	1 st April 2022	Income	Expenditure	31 st March 2023
Unrestricted Funds	<u>130,807</u>	<u>11,680</u>	<u>-</u>	<u>142,487</u>
	<u>130,807</u>	<u>11,680</u>	<u>-</u>	<u>142,487</u>

PRIOR YEAR

	1 st April 2021	Income	Expenditure	31 st March 2022
Unrestricted Funds	<u>117,756</u>	<u>13,946</u>	<u>(895)</u>	<u>130,807</u>
	<u>117,756</u>	<u>13,946</u>	<u>(895)</u>	<u>130,807</u>

13 Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total
Fixed Assets	-	3,970	3,970
Net Current Assets	<u>142,487</u>	<u>190,918</u>	<u>333,405</u>
Total Net Assets	<u>142,487</u>	<u>194,888</u>	<u>337,375</u>

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023

13 Comparative figures by fund

	Restricted Funds	Unrestricted Funds	31 st March 2022 Total
Income			
Grants Receivable	277,489	895	278,384
Donations	-	12,980	12,980
Investment Income	-	71	71
Total Income	<u>277,489</u>	<u>13,946</u>	<u>291,435</u>
Expenditure			
Charitable Expenditure	<u>245,018</u>	<u>895</u>	<u>245,913</u>
Total Expenditure	<u>245,018</u>	<u>895</u>	<u>245,913</u>
Net income and expenditure for the period	<u>32,471</u>	<u>13,051</u>	<u>45,522</u>
Reconciliation of funds			
Brought forward at 1 April 2021	<u>118,268</u>	<u>117,756</u>	<u>236,024</u>
Carried forward at 31 March 2022	<u><u>150,739</u></u>	<u><u>130,807</u></u>	<u><u>281,546</u></u>