



STEP (SWINDON)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2024
CHARITY COMMISSION No: 1176672

STEP (SWINDON)

CONTENTS

YEAR ENDED 31 MARCH 2024

| | PAGE |
|---|-------------|
| TRUSTEES' REPORT | 1 – 9 |
| INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS | 10 |
| STATEMENT OF FINANCIAL ACTIVITIES | 11 |
| BALANCE SHEET | 12 |
| NOTES TO FINANCIAL STATEMENTS | 13 – 23 |

STEP (SWINDON)

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024

Trustees' Report

The Trustees present their report and the financial statements for the year ended 31 March 2024.

Charity Information

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| 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 Nationwide |

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 2024**

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

From April 2023 to March 2024 the Trustees are proud to say that the amazing team of staff and volunteers at STEP delivered **481** face-to-face sessions both in our centre and outreach in **4** secondary schools, supporting **341** vulnerable children and young people from across Swindon.

Our community volunteers, through regular weekly volunteering and through day challenges dedicated an incredible **3848** hours (monetary value of £44K) to support the work we do.

We provided interventions over **44** weeks, **3** day times per week, **5** evenings a week Monday-Friday, **2** Saturday sessions a month and **14** activity days during the school holidays.

In addition:

288 workbooks full of useful guides and resources for each child were made.

44 mental health 'Discovery Journals' - a resource to specifically help those with poor mental health and social anxieties to manage their thoughts and feelings were given.

6 RFLs (safeguarding referrals) were submitted.

591 contacts with professionals from across education, health, and social care were made.

120 external review meetings for children and their families were attended.

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2024

2130 contacts with parents to give additional support and guidance and signposting were completed.

This year has seen us embed a 1:1 listening service for young people in need of additional support alongside the groupwork provision. Our trained Senior Project Worker has provided **91** sessions for **13** young people.

Our staff 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 (coping with change)

This huge offer is only possible due to the dedication and hard work of our Senior Management Team, project delivery staff and volunteers, and through new and ongoing financial support from funders.

October 2023 saw us move from our old centre in Nythe to our new home at Lyndhurst Centre, Park North. The Trustees would like to extend a massive thank you to all the staff team who worked tirelessly - cleaning, painting and furniture arranging - to ensure in just two weeks that the new building was ready for young people. We are very much aware that due to renovations planned for Lyndhurst Centre later this year, we will have to find a temporary home BUT we are all excited to see what the newly refurbished centre will look like once works have been completed, and we can move back into what we hope will be our forever home.

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| Our service users |
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The children and young people who accessed our service had multiple vulnerabilities:

- **10%** are Children in Need (S17)
- **4%** are Child Protection (S47)
- **52%** are subject to packages of support through health, education and social care
- **46%** are living in an area of deprivation (lowest 10% nationally)
- **32%** SEND (Special Educational Needs / Disability)
- **9%** SEMH (Social Emotional & Mental Health)
- **23%** have poor school attendance / at risk of exclusion
- **22%** are 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.

- **82%** Poor emotional health and well-being (including self-harm and social isolation)
- **55%** Anger
- **46%** Personal Safety - actions and consequences / anti-social behaviours
- **49%** Low self-esteem / poor confidence
- **87%** Expressing emotions / lacking communication skills
- **54%** Social isolation / relationship issues

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2024

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| The impact – how well did we do? |
|---|

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

Key improvements identified by young people include:

- Not getting into trouble as much at school – ask for help and use calming down techniques
- Managing anger better
- Using anxiety / negative thoughts management techniques – breathing cards, Discovery Journal
- Sharing worries and acknowledging feelings – talking more to trusted people
- Making new and positive friendships
- Managing anxieties better in school – now go to a quiet place
- Less isolated – more social
- Less guarded – not everyone judges you, feel safe to be myself
- More confident – becoming braver / standing up for self

87% of young people stated that their personal relationships had improved, and they had the skills to better manage bullying and negative peer influences.

81% of young people said they were managing their anger and getting into less trouble.

91% of young people felt they were taking less risks and knew how to keep themselves safe.

89% of young people stated they were now able to manage their emotions, thoughts, and feelings more effectively and were less anxious.

92% stated that they had grown in confidence.

82% stated that their self-belief had improved, and that they were now able to identify their own positive qualities.

86% of young people – upon ending their intervention – had already put the techniques they had learnt into practice.

Family

95% stated they felt STEP had helped their child

85% felt their child's confidence had improved

90% felt STEP had a positive impact for their family

Improvements commented by parents following their child's STEP intervention:

- Calmer
- Increased self-belief
- Better able to manage emotions - will vocalise concerns and worries better (explaining feelings and what is needed to support)
- Less isolated / actively involved in what we are doing as a family
- Teachers have noticed a big change within the school environment, in a positive way.
- Improved communication (working both ways as STEP has also taught me, through valuable time spent talking to me on the phone, how to listen effectively to my child)
- Happier (has knock on effect for whole family)
- Improved confidence
- More sociable – actually goes outside to meet with friends
- Has shared techniques learnt with family and siblings are now using them
- More open to learning / trying new things
- Reduced anxiety, more at ease in new situations
- Not feeling alone
- Being taken outside of comfort zone and coping with it – resilience
- Coping strategies that are working

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2024

Comments regarding STEP provision:

- Giving appropriate support
- Constant positive affirmation: reminding young people that they are strong and can achieve
- Excellent advice and guidance; calming down techniques and strategies, how to deal with different emotions and teaching young people to believe in themselves, managing stressful situations (like friendship breakdowns)
- Friendly and settled anxious child very quickly
- Engaging and inclusive activities
- Non-judgemental – a place where they feel good to be different
- Opportunity for children to meet others with shared experiences – sense of belonging
- Safe environment with trusted adults that are not parents

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| Testimonials |
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Parents and Carers

"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."

"I have seen a positive outcome at family times, we spend more time together, we communicate more, the house is a lot calmer because my daughter is more confident and calm. Thank you so much for all your help."

"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."

"Our son is more interactive with the family and willing to step outside of his comfort zone and try new things. Thankyou!!!"

"Our daughter is less moody and can now use her words to explain what is wrong - this relieves a lot of stress within the family. She has also grown in confidence so much. Seeing the progress she has made is amazing."

Children and Young People

"STEP has helped me grow! From the first session, my mental health has improved, and I am growing in a positive way. Through the ups and the downs, it has been an incredible journey, and I am thankful."

"I now have more confidence because I trust myself and can see that I am a good person."

STEP (SWINDON)

TRUSTEES' REPORT (continued) YEAR ENDED 31 MARCH 2024

“STEP has helped me to talk about how I am feeling so my mum and teachers understand me better and can know when I am struggling.”

“STEP has helped me with my stress and anger. I now have the confidence to go out on my own.”

“STEP have given me the techniques to manage my anxiety and worries. I don't get as overwhelmed by situations as I did before.”

Professionals

“To all the STEP team, thank you for all that you do to help and support so many young people in Swindon. Feedback I receive from parents and young people alike is a clear indication of how much this support is valued and what a difference it makes.” St Joseph's Catholic College.

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| Treasurer's Comments |
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During 2023 to 2024, STEP continued to be in a financially healthy position.

Extra funding streams are always welcome, but not to the detriment of the staff team. Senior Managers continue to regularly review capacity, workload, and team welfare.

Challenges for 2024 to 2025

Our reserves are in line with our current reserves policy, and in the very worst-case scenario could sustain us for 6 months until other funding is forthcoming, plus cover any redundancy costs.

The challenge is around recurring relocation costs, currently expected at £6k per move – this can be covered by our reserves and will be supported by a contribution from Swindon Borough Council.

Although there may be financial challenges ahead, STEP are in a very good place financially and reputationally, so we are confident, through diligent fundraising and consistently meeting the needs of Swindon's children and young people, that we can maintain and hopefully expand our work over the coming year.

STEP (SWINDON)

TRUSTEES' REPORT (continued) **YEAR ENDED 31 MARCH 2024**

Financial Review

The result for the year is an excess of income over expenditure of £16,811 (2023: £11,680) on unrestricted funds. The total net expenditure over income for the year was (£102,746) (2023: Income over expenditure £55,829).

Total reserves at the year end amounted to £234,629 (2023: £337,375). Restricted reserves at the year end amounted to £75,331 (2023: £194,888).

Unrestricted/free reserves at the year end amounted to £159,298 (2023: 142,487).

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

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 £181,454, the current level of reserves is £159,298.

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 2024

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 2024

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 23rd January 2025 on its behalf by:


SYLVIA Snelson


Bob Barrett

STEP (SWINDON)

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS YEAR ENDED 31 MARCH 2024

I report on the financial statements of STEP (Swindon) CIO for the year ended 31 March 2024 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 145 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 2024**

| | Notes | Restricted Funds | Unrestricted Funds | 31 March 2024 Total | 31 March 2023 Total |
|--|-------|---------------------|-----------------------|---------------------------|---------------------------|
| Income | | | | | |
| Grants Receivable | 2 | 196,208 | - | 196,208 | 345,024 |
| Donations | | - | 19,876 | 19,876 | 11,469 |
| Investment Income | | - | 1,340 | 1,340 | 211 |
| Total Income | | <u>196,208</u> | <u>21,216</u> | <u>217,424</u> | <u>356,704</u> |
| Expenditure | | | | | |
| Charitable Expenditure | 3 | <u>315,765</u> | <u>4,405</u> | <u>320,170</u> | <u>300,875</u> |
| Total Expenditure | | <u>315,765</u> | <u>4,405</u> | <u>320,170</u> | <u>300,875</u> |
| Net income and expenditure for the year | | <u>(119,557)</u> | <u>16,811</u> | <u>(102,746)</u> | <u>55,829</u> |
| Reconciliation of funds | | | | | |
| Brought forward at 1 April 2023 | | 194,888 | 142,487 | 337,375 | 281,546 |
| Net income and expenditure for the year | | (119,557) | 16,811 | (102,746) | 55,829 |
| Carried forward at 31 March 2024 | | <u>75,331</u> | <u>159,298</u> | <u>234,629</u> | <u>337,375</u> |

STEP (SWINDON)**BALANCE SHEET
AS AT 31 MARCH 2024**

| | Notes | | 31 st March 2024 | 31 st March 2023 |
|---|-------|----------------|--------------------------------|--------------------------------|
| Fixed Assets | | | | |
| Tangible Assets for use by Charity | 8 | | 2,484 | 3,970 |
| Current Assets | | | | |
| Debtors | 9 | 38,257 | | 65,647 |
| Cash at Bank and in Hand | | <u>208,266</u> | | <u>278,994</u> |
| | | 246,523 | | 344,641 |
| Liabilities | | | | |
| Creditors: amounts falling due within one year | 10 | <u>14,378</u> | | <u>11,236</u> |
| Net Current Assets | | | <u>232,145</u> | <u>333,405</u> |
| Net Assets | | | <u>234,629</u> | <u>337,375</u> |
| Income Funds | | | | |
| Restricted | 11 | | 75,331 | 194,888 |
| Unrestricted | 12 | | <u>159,298</u> | <u>142,487</u> |
| | | | <u>234,629</u> | <u>337,375</u> |

Approved on behalf of all the Trustees on the 23rd January 2025


Sylvia Snelson


Bob Barrett

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

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 2024

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 £11,274.

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2024**2 Grants Receivable**

| | Restricted Funds | Unrestricted Funds | 31 March 2024 Total | 31 March 2023 Total |
|---|---------------------|-----------------------|------------------------|------------------------|
| Swindon Borough Council | | | | |
| Therapeutic | 112,300 | - | 112,300 | 112,300 |
| Participation | 21,500 | - | 21,500 | 21,500 |
| Safer Streets | - | - | - | 90,000 |
| TaMHS Support Group | - | - | - | 29,204 |
| SSP Young Scrutineers | 591 | - | 591 | 584 |
| Skills & Employment | 2,500 | - | 2,500 | - |
| Total Government grants | <u>136,891</u> | <u>-</u> | <u>136,891</u> | <u>253,588</u> |
| Other grants | | | | |
| Barnardo's | | | | |
| Participation | - | - | - | 33,670 |
| Logo competition | - | - | - | 1,069 |
| Children in Need (BBC) | 17,683 | - | 17,683 | 17,168 |
| Children in Need (One off payment) | - | - | - | 500 |
| Community Foundation | | | | |
| High Sheriff grant | - | - | - | 2,565 |
| Global Charities | 4,925 | - | 4,925 | - |
| UK Youth | | | | |
| I Thrive | 29,000 | - | 29,000 | 29,000 |
| Cost of living one off payment | - | - | - | 2,900 |
| Hedley Foundation (Summer Activities) | - | - | - | 3,160 |
| The White Horse Federation (Nylands in school sessions) | - | - | - | 1,404 |
| Stratton Parish Council | 2,940 | - | 2,940 | - |
| Diocese of Bristol Deanery | 4,769 | - | 4,769 | - |
| Total other grants | <u>59,317</u> | <u>-</u> | <u>59,317</u> | <u>91,436</u> |
| Total Grants | <u>196,208</u> | <u>-</u> | <u>196,208</u> | <u>345,024</u> |

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2024**3 Total Expenditure**

| | Notes | Restricted Funds | Unrestricted Funds | 31 March 2024 Total | 31 March 2023 Total |
|-------------------------------------|-------|---------------------|-----------------------|---------------------------|---------------------------|
| Staff Costs | 5 | 269,041 | - | 269,041 | 243,929 |
| Group Costs | | 9,368 | - | 9,368 | 14,360 |
| Vehicle and Transportation Costs | | 6,730 | - | 6,730 | 5,697 |
| Staff Travel and Expenses | | 4,745 | - | 4,745 | 4,776 |
| Staff Training | | 1,985 | - | 1,985 | 1,151 |
| Administration Costs | 4 | 23,896 | 4,405 | 28,301 | 30,962 |
| | | <u>315,765</u> | <u>4,405</u> | <u>320,170</u> | <u>300,875</u> |

4 Administration Costs

| | Restricted Funds | Unrestricted Funds | 31 March 2024 Total | 31 March 2023 Total |
|----------------------|---------------------|-----------------------|---------------------------|---------------------------|
| Office Rent | 6,000 | - | 6,000 | 6,500 |
| Other Costs | 1,167 | 1,064 | 2,231 | 4,369 |
| Office Running Costs | 7,762 | 108 | 7,870 | 9,463 |
| Telephone & IT Costs | 2,242 | 3,233 | 5,475 | 3,956 |
| Insurance | 2,569 | - | 2,569 | 2,416 |
| Professional | 251 | - | 251 | 251 |
| Depreciation | 1,745 | - | 1,745 | 1,847 |
| Accountancy | 2,160 | - | 2,160 | 2,160 |
| | <u>23,896</u> | <u>4,405</u> | <u>28,301</u> | <u>30,962</u> |

STEP (SWINDON)

NOTES TO FINANCIAL STATEMENTS (continued) YEAR ENDED 31 MARCH 2024

5 Staff Costs

| | 31 March 2024 | 31 March 2023 |
|-------------------------------|------------------|------------------|
| Wages and Salaries | 238,614 | 216,281 |
| Employer's National Insurance | 19,153 | 17,798 |
| Pension costs | 11,274 | 9,850 |
| | <u>269,041</u> | <u>243,929</u> |

Average number of employees 12 (2023: 11)

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 £72,727. (2023: £77,797)

7 Net movement in funds for the year

| | 31 March 2024 | 31 March 2023 |
|--|------------------|------------------|
| The net movement in funds for the year is stated after charging: | | |
| Fees for the examination of the accounts | 2,160 | 2,160 |
| Depreciation | 1,745 | 1,847 |

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2024**8 Tangible Fixed Assets**

| | Equipment | Mini Bus | Total |
|------------------|-----------|----------|--------|
| Cost | | | |
| At 1 April 2023 | 14,144 | 12,500 | 26,644 |
| Additions | 259 | - | 259 |
| At 31 March 2024 | 14,403 | 12,500 | 26,903 |
| Depreciation | | | |
| At 1 April 2023 | 10,174 | 12,500 | 22,674 |
| Charge for year | 1,745 | - | 1,745 |
| At 31 March 2024 | 11,919 | 12,500 | 24,419 |
| Net Book Value | | | |
| At 1 April 2023 | 3,970 | - | 3,970 |
| At 31 March 2024 | 2,484 | - | 2,484 |

9 Debtors: amount falling due within one year

| | 31 March 2024 | 31 March 2023 |
|-------------------|------------------|------------------|
| Grants receivable | 33,450 | 63,450 |
| Other debtors | 4,807 | 2,197 |
| | 38,257 | 65,647 |

10 Creditors: amounts falling due within one year

| | 31 March 2024 | 31 March 2023 |
|----------|------------------|------------------|
| Accruals | 14,378 | 11,236 |
| | 14,378 | 11,236 |

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2024**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 - Skills & Employment CYP Work | For the creation of booklets supporting employers when working with young people with SEND |
| Children in Need - Therapeutic | For the provision of therapeutic group work for young people aged 7 to 18, residing 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 Barnardo’s mental health support work in Swindon’s schools. |
| Global Charities | For the provision of staff training to enhance therapeutic delivery |
| Diocese of Bristol– The Deanery | For the provision of in-school sessions to support emotional wellbeing and negative behaviours within the classroom |
| Stratton Parish Council Grant ASD | For the provision of SEND specific resources to enhance therapeutic delivery |
| 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. |

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2024**11 Restricted Income Funds (continued)****Movements of Funds**

| | 1 st April 2023 | Income | Expenditure and transfers | 31 st March 2024 |
|--------------------------------|-------------------------------|----------------|------------------------------|--------------------------------|
| Swindon Borough Council | | | | |
| Therapeutic | 99,473 | 112,300 | (136,442) | 75,331 |
| Participation/Thought Tank | 25,712 | 21,500 | (47,212) | - |
| Safer Streets | 35,954 | - | (35,954) | - |
| TaMHS Support Group | 1,066 | - | (1,066) | - |
| SSP Young Scrutineers | - | 591 | (591) | - |
| Skills & Employment | - | 2,500 | (2,500) | - |
| Children In Need - Therapeutic | 14,276 | 17,683 | (31,959) | - |
| Barnardo's - Participation | 16,293 | - | (16,293) | - |
| Global Charities | | 4,925 | (4,925) | - |
| UK Youth – I Thrive | 2,114 | 29,000 | (31,114) | - |
| Stratton Parish Council | | 2,940 | (2,940) | - |
| Diocese of Bristol Deanery | | 4,769 | (4,769) | - |
| | <u>194,888</u> | <u>196,208</u> | <u>(315,765)</u> | <u>75,331</u> |

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2024**Movements of Funds (continued)**

| | 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) | - |
| Nationwide – Covid Recovery | | | | |
| 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 2024**12 Unrestricted Funds**

| | 1 st April 2023 | Income | Expenditure | 31 st March 2024 |
|--------------------|----------------------------|---------------|----------------|-----------------------------|
| Unrestricted Funds | <u>142,487</u> | <u>21,216</u> | <u>(4,405)</u> | <u>159,298</u> |
| | <u>142,487</u> | <u>21,216</u> | <u>(4,405)</u> | <u>159,298</u> |

PRIOR YEAR

| | 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> |

13 Analysis of Net Assets Between Funds

| | Unrestricted Funds | Restricted Funds | Total |
|--------------------|--------------------|------------------|----------------|
| Fixed Assets | - | 2,484 | 2,484 |
| Net Current Assets | <u>159,298</u> | <u>72,847</u> | <u>232,145</u> |
| Total Net Assets | <u>159,298</u> | <u>75,331</u> | <u>234,629</u> |

STEP (SWINDON)**NOTES TO FINANCIAL STATEMENTS (continued)**
YEAR ENDED 31 MARCH 2024**13 Comparative figures by fund**

| | Restricted Funds | Unrestricted Funds | 31 st March 2023 Total |
|--|---------------------|-----------------------|--------------------------------------|
| Income | | | |
| Grants Receivable | 345,024 | | 345,024 |
| Donations | | 11,469 | 11,469 |
| Investment Income | | 211 | 211 |
| Total Income | <u>345,024</u> | <u>11,680</u> | <u>356,704</u> |
| Expenditure | | | |
| Charitable Expenditure | <u>300,875</u> | <u>-</u> | <u>300,875</u> |
| Total Expenditure | <u>300,875</u> | <u>-</u> | <u>300,875</u> |
| Net income and expenditure for the period | <u>44,149</u> | <u>11,680</u> | <u>55,829</u> |
| Reconciliation of funds | | | |
| Brought forward at 1 April 2022 | <u>150,739</u> | <u>130,807</u> | <u>281,546</u> |
| Carried forward at 31 March 2023 | <u>194,888</u> | <u>142,487</u> | <u>337,375</u> |