

Safe Steps

England & Wales · Charity number 1177687

Details

Other names	FLYING FREE
Status	Registered
Legal form	CIO
Registered	2018-03-26
Register	View on the Charity Commission register

Contact

Address	4 West Road Westcliff-On-Sea Essex SS0 9DA
Phone	01702 302333
Email	enquiries@safesteps.org
Website	www.safesteps.org

Activities

Objects: FOR THE PUBLIC BENEFIT:TO RELIEVE THE NEEDS OF VICTIMS OF DOMESTIC ABUSE FROM THE SOUTH EAST REGION OF ENGLAND IN BY AIDING THE PROVISION OF TEMPORARY ACCOMMODATION, ITEMS, SERVICES OR FACILITIES AND BY ANY OTHER MEANS AS THE TRUSTEE IN THEIR DISCRETION.TO PRESERVE AND PROTECT THE MENTAL AND PHYSICAL HEALTH OF ADULTS AND CHILDREN IN NECESSITOUS CIRCUMSTANCES IN THE SOUTH EAST REGION OF ENGLAND;TO EDUCATE THE PUBLIC IN THE SOUTH EAST REGION OF ENGLAND IN THE CAUSES AND EFFECTS OF DOMESTIC ABUSE AND THE PREVENTION THEREOF, INCLUDING BY UNDERTAKING OR CONTRIBUTING TO RESEARCH INTO SUCH MATTERS AND TO PUBLISH THE USEFUL RESULTS OF SUCH RESEARCH.

Activities: Operation of projects for the benefit of domestic abuse victims in Essex.

Classification

- **How:** Provides Services
- **What:** Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£1,482,463	£1,422,054	£665,071	38
2023-09-30	£1,075,181	£982,775	£604,662	31
2022-09-30	£999,121	£813,639	£512,256	26
2021-09-30	£967,967	£879,435	£326,774	22
2020-09-30	£905,471	£813,150	£238,242	20

Trustees

Name	Role	Appointed
Annette Cardy		2026-03-25
Dr Kirstie Imber		2023-09-27
Elizabeth Daughters		2021-11-24
Lesley Dye		2023-03-29
Lesley Parks		2020-11-27
Louise Skinner		2025-04-02
Rebecca Eighteen		2025-01-22

Safe Steps

England & Wales - Charity number 1177687

Accounts

SAFE STEPS
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

SAFE STEPS

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SAFE STEPS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 30 SEPTEMBER 2024

Trustees	M Aydeniz E Daughters L Parks, Treasurer L Dye, Chair L Hobbs (resigned 27 March 2024) S Kilbey K Imber T Watson (appointed 2 April 2025) L Skinner (appointed 2 April 2025) R Eighteen (appointed 22 January 2025)
Charity registered number	1177687
Principal office	4 West Road Westcliff-on-Sea Essex SS0 9DA
Contact Details	enquiries@safesteps.org www.safesteps.org
Chief executive officer	Sarah Conlon
Finance manager	Angela Hickman
Independent auditors	Venthams Chartered Accountants Statutory Auditor Millhouse 32 - 38 East Street Rochford Essex SS4 1DB
Bankers	Charities Aid Foundation 25 Kings Hill Avenue West Malling ME19 4JQ
Solicitors	Paul Robinson Solicitors Old Bank 470-474 London Road Westcliff-on-Sea Essex SS0 9LD

SAFE STEPS

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

The Trustees present their report with the financial statements of the charity for the period 01 October 2023 – 30 September 2024. The Trustees have adopted the provisions of Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102 effective 01 January 2019).

FROM OUR CHAIR

This year was a year of stability and preparedness for the transformative changes to come. We came to the end of the Essex Integrated DA Service contract and our contract with Southend City Council, our unwavering attention was on ensuring we were 'bid ready' as we stepped into a new era of commissioning. The Pan Essex DA Commissioning Collaborative demonstrated a changing landscape as Local Authorities and PFCC worked together, combining resources to ensure best value and maximum reach. The CEO and the Senior Team worked hard this year to ensure Safe Steps submitted a bid we were proud of and we were overjoyed to have been successful.

We made considerable progress this year against our 3 year strategy in all 5 core areas; our people, our clients, our services, our organisation and our partnerships. As Chair, I am immensely proud of the steps taken to support our staff, enhance our services, strengthen our community partnerships and change the lives of those affected by domestic abuse.

As part of our ongoing commitment to grow and improve, we commissioned Making Impact Matter to complete an impact evaluation of our child and young person's service. The report included an analysis of the services' efficacy, areas for improvement and the social value delivered. The report highlighted significant positive outcomes, substantial improvements for those we work with as well as the economic and social value generated by our programmes, it also amplified the need for continued local authority funding.

As Safe Steps looks to the future, our focus will remain on securing the necessary funding to expand our impact and to continue our mission to transform lives and foster a safer, more supportive community. I extend my thanks to every individual who has contributed over the last 12 months, our donors and funders and for the professionalism and dedication of our CEO, staff, trustees and volunteers throughout.

Lesley Dye

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

Objectives and activities

Our Vision, Mission and Values

OUR VISION For a brighter future free from domestic abuse

OUR MISSION Working with and for survivors, and those at risk of, domestic abuse in all its forms to be and feel safer. Together with our partners we will increase awareness of domestic abuse and advocate for change.

OUR VALUES

Individuality – We recognise and value difference. Placing client needs at the centre of all we do. We celebrate that people are individuals, appreciate the value of diversity and recognise some sections of community need different interventions to achieve equality.

Integrity – We understand the importance of an atmosphere of openness and honesty throughout Safe Steps that promotes confidence of our clients, colleagues, stakeholders, funders and regulators.

Excellence - We review and improve our service delivery to ensure we remain a centre for excellence, going above and beyond, to support survivors of domestic abuse.

Empowering – Empowering survivors to drive positive change. Listening to survivors and being led by their experiences and insight. Empowering staff to achieve and reach their full potential. We will work to empower staff talent and initiative.

Responsive – We strive to be responsive to survivors needs applying a trauma informed response to all we do. We are responsive to changing service demands and a changing landscape, by being an organisation that is sustainable and scalable.

OBJECTIVES

Safe Steps are here to provide support to survivors, those at risk of, domestic abuse in all its forms to be and feel safer. We aim to ensure that everyone who comes to us is supported to be and feel safer.

The charity's objectives are:

Relieve the needs of victims of domestic abuse from Essex by aiding provision on temporary accommodation, items, services or facilities and by any other means at the Trustees discretion.

To preserve and protect the mental and physical health of adults and children in necessitous circumstances in Essex.

To educate the Essex public in the causes and effects of domestic abuse and the prevention thereof, including by understanding or contributing to research and to publish the useful results of such research.

We continue to be a provider that is able to support survivors of domestic abuse throughout their journey. From our prevention and awareness work in schools, to supporting those in crisis with our IDVA teams, to accommodating those with an emergency need in our refuge, to our bespoke recovery programmes and counselling. We continue to be able to provide holistic support, at any point in someone's journey, a journey that is seamless and not fragmented. We understand survivors have differing needs and experiences, but once a survivor begins with us, they can remain until our practical and emotional support is no longer needed.

SAFE STEPS

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

Achievements and performance

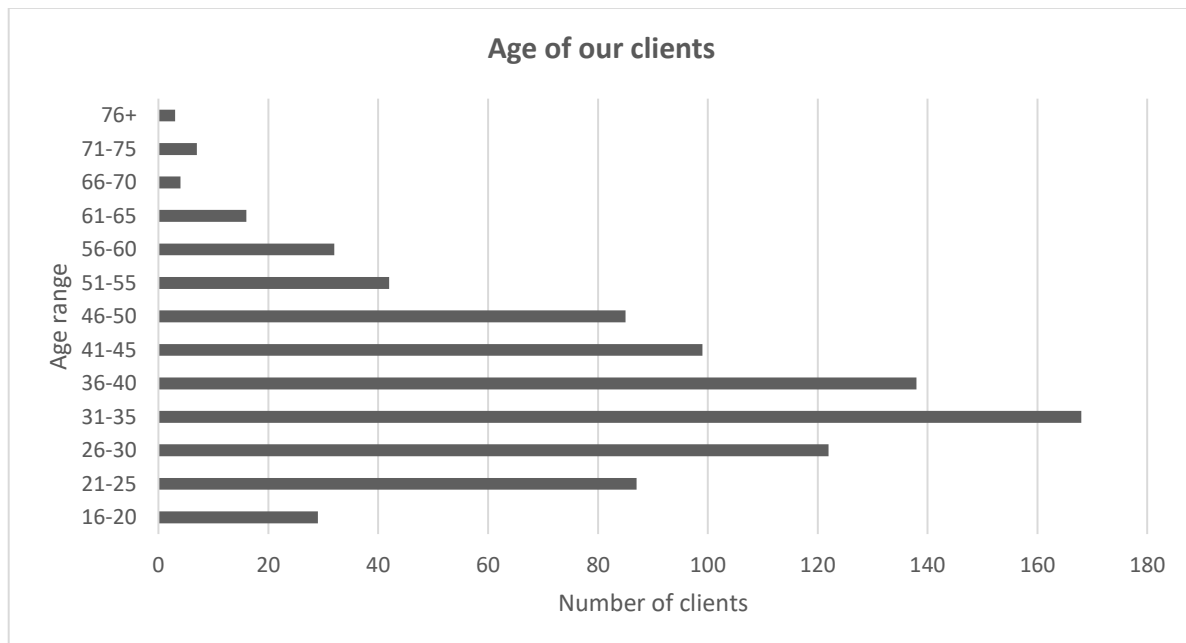
THE DIFFERENCE MADE THIS YEAR

This year we have continued to provide safe accommodation and community based services including high risk support, child and parent programmes, young person IDVA support, recovery work and a helpline answered 365 days a year. Our services are a vital lifeline to those at risk of experiencing domestic abuse, currently experiencing and seeking support following their experiences of domestic abuse. Safe Steps is a service that is proud to provide a full beginning to end provision, offering support to survivors regardless of what level of risk or stage they are in.

We responded to 1255 adult and 225 child referrals this year who were supported to break the cycle of domestic abuse and recover from the trauma. Essex Compass, our pan-Essex helpline received 9475 referrals.

90% of our clients told us they felt their safety had improved	89% said their networks were stronger and more resilient	96% told us they felt more confident in asking for help if they needed it	96% said they felt better able to recognise abusive behaviour
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From the 1255 referrals, these are some of our demographic data from the 884 adults we worked with directly.

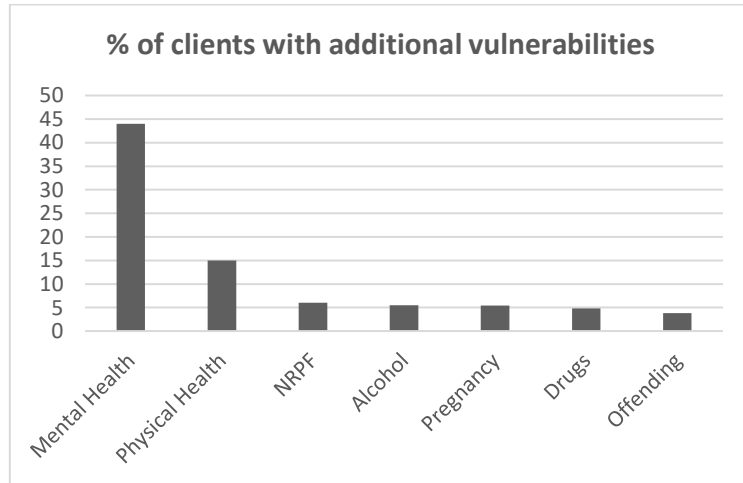


SAFE STEPS

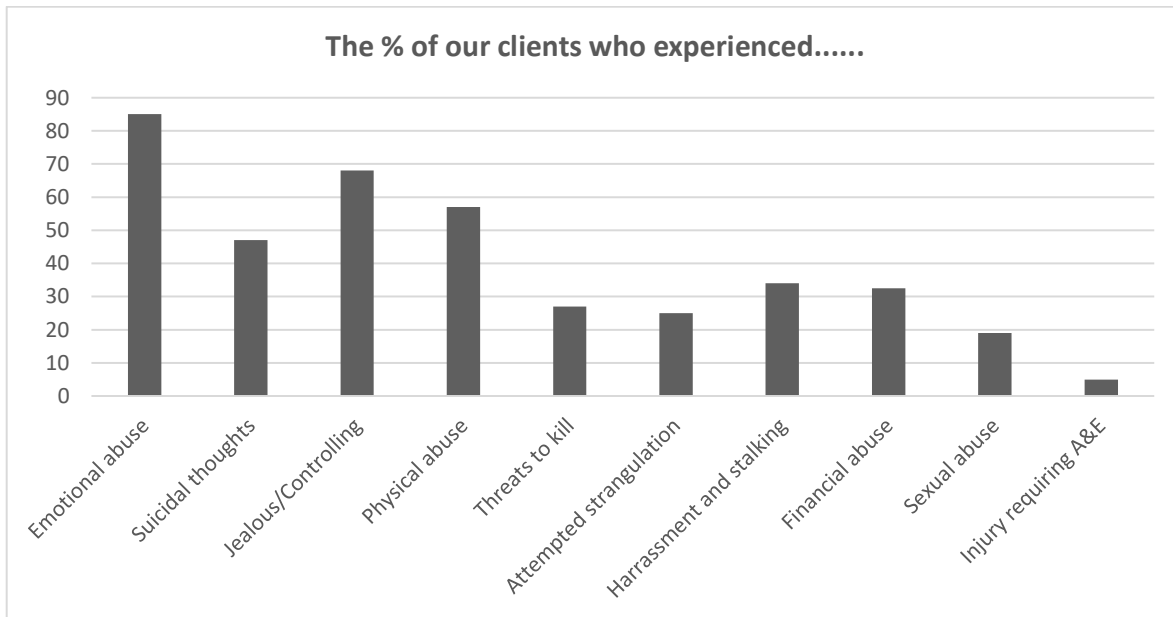
**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

Achievements and performance (continued)

95% of our adult clients were female



What our clients told us they had experienced



<p>We supported 225 children directly</p>	<p>...and 1253 were supported indirectly</p>	<p>4425 young people learned about healthy relationships</p>	<p>5809 children were indirectly supported through COMPASS helpline</p>
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SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

Achievements and performance (continued)

OVERVIEW OF SERVICES

At Safe Steps we offer specialised programmes, interventions, and resources designed to support individuals who are experiencing, have experienced or are at risk of experiencing abuse. Our services aim to ensure safety, provide emotional and practical support, promote recovery and help survivors rebuild their lives.

Our service provision consists of:

1. **Crisis intervention and emergency support**
 - COMPASS helpline available 365 days a year
 - A pan-Essex central point of contact for professionals to refer into
 - Safe Accommodation in form of a women's refuge and dispersed flats providing 12 beds in Southend.
 - High Risk IDVAs working with MARAC partners.
 - Co-located IDVAs in Southend Police DA Teams.
2. **Advocacy and Legal Support**
 - Community IDVA team support providing outreach support
 - Partner working with Immigration and Family Law specialist services
3. **Practical Support**
 - Essex Safe Start Fund providing low barrier flexible funding to improve safety
 - Housing IDVA providing assistance to navigate through housing and homeless processes
4. **Recovery and Therapeutic Services**
 - Trauma Informed accredited services
 - Recovery Toolkit for adult survivors
 - Online recovery programmes to support self-directed recovery
 - Together We Can recovery programme for parents
 - Together We Thrive recovery programme for children
 - SPACE parenting programme
 - Young Persons Recovery Toolkit for teens
 - Individual counselling for adults
 - Specialist child counselling service
5. **Specialist Support**
 - Break The Cycle, our Young Person IDVAs supporting 13-19 year olds
 - ISAC, ISVA and OPVA qualified staff
 - Early Years IDVAs supporting parents through pregnancy and/or with children under 5yrs
 - LGBTQIA+ specialist recovery programme
 - Male survivor recovery programme
6. **Prevention and Education**
 - School and community workshops and education programmes
 - Public awareness campaigns
 - Community event involvement
 - Training for professionals

Safe Steps recognises that domestic abuse affects individuals across all demographics, but its impact and the pathway to safety will be shaped by victims/survivors intersectional (race, gender, disability, sexual orientation, immigration) and differing needs (age, health and addiction). We are committed to fostering a community and shaping our services so victims and survivors of domestic abuse are able to access and feel recognised, understood and supported at Safe Steps.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

Achievements and performance (continued)

COMMUNITY SUPPORT

Adults

Our support in the community is made up of the following dedicated and focused teams; High Risk IDVA, Community IDVA, Early Years IDVA and our co-located IDVAs in Housing and Health. Between them we can ensure we are responsive to client referrals at any stage of their journey. The adult teams worked with 699 clients, 583 were new to Safe Steps this year, empowering them and providing essential advocacy when needed. The team additionally provided shorter information, advice and guidance to 216 survivors, professionals and third parties.

'Thank you, you are amazing, when I first completed the self referral, I did not think I would get this much support. I don't think I would have come this far without you'

The teams supported 145 clients to improve their housing situation, 352 clients reported improved mental health, 118 were better able to manage their finances and 238 parents said support had a positive impact on their parenting.

Our co-located IDVA in Housing continued to prove successful, bridging the gap between clients and the local authority to expedite action and bring about positive outcomes. While the IDVA is placed within Southend City Council, she remains a valued member of Safe Steps team ensuring she has access to line management, case reviews, training, supervision, peer support and meets all requirements as set out by our Leading Lights Accreditation. The model is to be mirrored in Health and this year we were commissioned by Mid and South Essex NHS Foundation Trust to co-locate an IDVA at Southend University Hospital.

'Without your support since I fled, I'm not sure I would of got through everything life was throwing at me. You have made such a difference and positive impact in our life. I can't express to you how much you have done being there and supporting me so thank you so much. Thank you for being so great. Thank you for everything.'

Recovery

Domestic abuse recovery programmes help survivors to rebuild their lives emotionally and psychologically by helping to process experiences, restoring self-worth and by maintaining the safety strategies and stability learned. Recovery support reduces the likelihood of returning to abusive relationships by encouraging awareness and facilitating positive and resilient support networks. This year we became a proud member of South East Essex Trauma Alliance, an accreditation we are proud of, recognising being trauma informed is not just a sense of doing, but a sense of being. Following a restructure we now have a dedicated Recovery Manager who has worked hard to develop our portfolio of recovery programmes and widen our reach as well as expand our counselling team. By introducing specialised programmes for survivors from LGBTQIA+ communities and another for male victims we are much better placed to meet our clients' varied needs and we now have nine programmes of recovery. Safe Steps now have a programme on each day, both in person and online, ensuring survivors are able to access the programme that best meets their needs and at a time they can attend.

'My mental health was suffering, I was struggling alone. I have been supported to reach out to professionals and be honest with them. I now have support from friends, family, neighbours and professionals. I am not alone anymore. I know I am strong enough to get through this now which, I didn't feel before.'

'This has been simply the most important event in my recovery from serious mental health illness mostly instigated from a 25yr abusive relationship. I now have so much more confidence, self-belief, understanding and I know I'm not the only one who's been through it.'

Children and Young People

Safe Steps have been a cornerstone in supporting children and families affected by domestic abuse in Southend for many years. Funded by Southend City Council for our Fledglings Child and Family Service we

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

Achievements and performance (continued)

have always worked on the basis that children are not just passive witnesses when exposed to domestic abuse, they are direct victims. Our recovery programmes offer a lifeline to those in need of support and intervention. They are designed to provide comprehensive assistance to children, young people and non-abusing parents, facilitating recovery and resilience through tailored support strategies. Last year we worked directly with 225 children, many in our recovery programme, some were supported 1-1 within their school settings and some by our specialist children's counselling service. 95% of the children we worked with said they knew domestic abuse was happening to their parent, with 90% of the children telling us they had directly witnessed it happening. Our Together We Can and Together We Thrive programmes focus on working with the non-abusing parent to recover and strengthen family dynamics.

'I had fun, but it really helped me, I learnt the numbers to ring in an emergency. I learnt it's ok to get upset or feel angry or frustrated that all feelings are ok. I learnt to never change yourself for others. I had fun and I learnt to be brave [referencing showing keyworker a dance solo]. I got a present and a certificate and I am proud of myself.' A Child

70% of the families we worked with completed their programme of support, underscoring the effectiveness of our interventions. 85% of children attending our programmes said they knew more about how to keep themselves safe.

'Before I did not know how to respond to my son, I would shut him down because I was overwhelmed. Now I am calming my emotions and listening to his emotions. Before we go to bed we talk about how our day was and what we did.' A Parent

Break The Cycle is our specialist 13-19 team focused on helping young people identify and recover from abusive and unhealthy relationships, this service includes awareness sessions in schools and community settings, along with professional training on teen relationship abuse. Their holistic approach aims to empower young people by providing them with the tools needed to foster healthy relationships, both in their personal lives and with their families. The team's proactive approach not only addresses immediate safety needs but also promotes long-term stability through education, empowerment and community integration. 77 young people were directly supported this year, overwhelmingly 74% were within the 16-20 age range. 84% of the young people worked with completed their programme of support with many assisted into supported accommodation and back into education. The team delivered workshops on Healthy Relationships to 4445 young people this year. They also attended community events in the community, university and colleges raising awareness of domestic abuse and where to get help to a further 4200 young people.

'I am going to university in a totally different town, I would not have been able to do this before accessing support from Break The Cycle and being able to learn coping strategies that I can take with me has made such a big difference in my life.'

The service was launched in 2017 following a grant from The National Lottery and funded again in 2020. This incredible level of funding came to an end in January 2024 and is currently being funded with a combination of funds from Southend City Council and our core grant while we await the outcome of the Pan Essex DA Commissioning tender.

Although our current contract with Southend City Council is set to conclude in March 2025, we are strategically positioned to continue our development and expand our services. The growing demand and our programme's proven effectiveness place us in a strong position for 2025-2030 commissioning.

SAFE ACCOMMODATION

At Safe Steps we have 7 bed spaces in our family refuge and access to a further 5 in a dispersed model. This year we housed 19 families and provided support to help them feel safe and recover from the trauma of abuse. In addition to continuous support sessions, the team delivered programmes of recovery for the residents and their children, as well as fun activities such as craft, picnics, days out, music sessions and gardening. These helped the residents develop new interests and learn new skills.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

Achievements and performance (continued)

The average length of stay increased this year to 11 months from 4.5 months in 2022/23, this was due to the use of the dispersed accommodation as 'move on' while families awaited allocation by local authorities, rather than a move into temporary accommodation, meaning we were better able to support the transition into their own permanent homes.

Only one exit from refuge was not planned this year, all others completed their programme of support and were supported either to return to their own addresses or into a new home. For these residents there was 100% cessation of physical and sexual abuse (for those who had experienced these forms of abuse) and just one resident advised there were still some incidents of emotional and financial abuse ongoing for them upon their exit from our accommodation. Four residents would be required to have ongoing contact with their perpetrator for the purposes of court ordered child arrangements but all advised they felt more confident, safer and better able to ask for help if they needed it.

COMPASS HELPLINE

Our helpline is a trusted resource offering compassionate support to survivors, crucial guidance to professionals and essential advice to concerned friends and family. It not only serves as a gateway, but as a vital lifeline with our Helpline Advisors hearing an overwhelming sense of relief from survivors once conversations start. This year the Compass team experienced a further increase in contacts, 9475 in total. 7814 of these were referrals for support; an increase of 71% on the previous year. Referrals from Essex Police now account for 52% of all referrals into Compass. With the growing increase looking to become something that is going to remain, we worked with our Police partners to provide training and give them a dedicated platform to submit their referrals through.

In line with the data from Essex Police, of the 14 districts served by Compass, Southend accounted for the highest percentage of referrals, closely followed by Colchester and then Basildon.

2779 survivors agreed to receive ongoing support and were referred onto Safe Steps Community Services, into Next Chapter, Changing Pathways or to Thurrock Safeguarding.

39% of survivors we spoke to told us they had mental health needs, 10.5% had physical health needs, 3.1% said they had alcohol support needs, 3.2% had drug support needs, 3% had their own offending needs and 4% has No Recourse To Public Funds.

ESSEX SAFE START FUND

We were so pleased to be part of an exciting new pilot developing a model of support for those experiencing domestic abuse. The model offers flexible funding to aid an individual to either access safe accommodation and/or to maintain safe accommodation. It is low barrier funding, proof of income or proof of need is not required, just a rationale presented by an approved DA Practitioner that the funding will increase that individual's safety. This pilot began halfway through this financial year and we are hopeful we will be able to retain it in the re-commissioning of pan-Essex DA services 2025-2030. This year as Essex County Council, Southend City Council and Thurrock Council invested money into the pilot, we have invested a huge amount of time and resource into the development of a referral platform, training, processes and procedures. This year we have supported 313 individuals affected by domestic abuse with often simple, but often out of reach remedies like emergency travel, emergency overnight accommodation, replacement phones, home security measures, the costs attached to protective court orders plus many more examples.

'The difference this has made is just unbelievable. I took an action at MARAC this morning to support a client in getting her locks changed and it was done and paid for by lunchtime'. An IDVA

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

Achievements and performance (continued)

Delivering public benefit

Trustees can confirm that they have complied with the duty of Section 4 of the Charities Act 2006 and have paid due regard to the Charity Commission guidance on public benefit.

The main activities of the charity are described above. The activities are undertaken to further our charitable purposes for the public benefit. Further information regarding the charity's achievements is provided in the Trustees report.

Volunteers

The charity is committed to recruiting, training and retaining more volunteers from the community in the following year by identifying appropriate opportunities for volunteers to become involved in.

'BY AND FOR'

Safe Steps current position is in part due to the vision of local survivors of domestic abuse who set up Southend's first women's refuge, later becoming Southend Women's Aid in 1976. Our focus as an organisation that began as, and remains committed to, being a '**by and for**' service for those affected by domestic abuse continues to help as many people as possible whilst contributing to Southend and Essex's understanding of the complex nature of domestic abuse.

Financial review

a. Principle funding sources

The charity is principally funded by commissioned contracts, and charitable grant making trusts and lotteries. The majority of this funding is restricted for projects providing measurable outcomes.

b. Investment policy and objectives

The Trust Deed authorises the Trustees to make and hold investments using the general funds of the charity. The Trustees have the power to invest in any way that is appropriate and in the interests of the charity and its service users.

The charity ensures that all funds held in the UK bank accounts are held at balances within government assured levels.

c. Reserves Policy

The Trustees have a reserves policy which states that the charity will hold reserves equal to 3 months of expenditure plus £20k for cancelled contracts to cover expected costs in the event of having to close the charity.

The Trustees are aware that as at 30 September 2024 this policy was not met, however as at the time of signing this report the reserve policy requirement is met.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

d. Future Plans

We will continue to deliver excellent accredited services as part of our core contracts with Southend City Council, Essex County Council and the PFCC.

We will strengthen our pan-Essex partnerships and look to formalise our EViE (Ending Violence in Essex) Partnership; a collaboration of DA Partners that includes Safe Steps, Next Chapter and Changing Pathways working together, at all levels, to ensure those affected by domestic abuse in Essex receive the best response possible.

We will be readying ourselves for the new commissioning landscape, ensuring Safe Steps meet all requirements in the Pan Essex DA Commissioning Collaborative contract.

With our EViE partners we will be expanding our community services to additionally support those in Castle Point and Rochford, this will include our adult services, recovery and children's services. We will look to develop our safe accommodation service, we will do this by horizon scanning for suitable properties and working with partners and local authority to meet the growing need for crisis services.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

Structure, governance and management

a. Governing document

The charity operates under a governing document, a deed of trust and is constituted as a Charitable Incorporated Organisation (CIO).

b. Recruitment and appointment of Trustees

As set out in the Constitution, The Chair of Trustees is nominated by their fellow Trustees. New Trustees are interviewed by a panel of existing Trustees to assess suitability for the charity.

c. Organisational structure

The day-to-day operations of the charity are delegated to the Chief Executive Sarah Conlon. The Chief Executive appoints appropriate staff to ensure services and projects are delivered to a high standard.

d. Induction and training of new Trustees

The Trustees maintain a good working knowledge of charity law and best practice by attending charity courses run by outside providers. New Trustees are supplied with an induction folder containing copies of the Constitution, current annual report, business plan and leaflets of guidance from the Charity Commission to perform their role diligently. Trustees attend two working days each year and complete Safeguarding training and Safeguarding In Practice training.

e. Related parties

Safe Steps have relationships with related parties and other charity and organisations with which it co-operates in the pursuit of its charitable objectives.

Notable relationships exist with Essex Police, MARAC, Southend Essex and Thurrock Domestic Abuse Board (SETDAB), Essex County Council, Essex Police Fire and Crime Commissioner and more locally Southend City Council. Direct partnership working with The Next Chapter and Changing Pathways as part of the EVIE Partnership. Working with our statutory partners such as Southend, Essex and Thurrock Children's Social Care and Adult Social Care, Education and Health providers to safeguard clients and their families. We have close working relationship with our voluntary sector partners; Southend Association of Voluntary Services, HARP, A Better Start Southend and British Red Cross amongst many others who assist us in providing the best possible outcome for clients.

Risk Management

The Trustees confirm they regularly review the Risk Register and are satisfied systems are in place to manage and mitigate the risks identified. The Trustees consider the main risk to the Charity currently is;

Reserves: The Board have agreed that increasing the reserves held by Safe Steps is a priority.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the CIO Association. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

The auditors, Venthams, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:

L Dye
Chair

Date: 18 June 2025

SAFE STEPS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAFE STEPS

Opinion

We have audited the financial statements of Safe Steps (the 'charity') for the year ended 30 September 2024 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 30 September 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

SAFE STEPS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAFE STEPS (CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

SAFE STEPS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAFE STEPS (CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our discussions with the charity's management and the Trustees, we identified that the following laws and regulations are significant to the entity:

- Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards and Charity Law.
- Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the charity and therefore may have a material effect on the financial statements include compliance with the charitable objectives, public benefit, fundraising regulations, safeguarding and health and safety legislation.

These matters were discussed amongst the engagement team at the planning stage and the team remained alert to non-compliance throughout the audit.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and the Trustees as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant key risk assessments and inspection reports; review of Member meeting minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

SAFE STEPS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAFE STEPS (CONTINUED)

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Venthams

Chartered Accountants
Statutory Auditor
Millhouse
32 - 38 East Street
Rochford
Essex
SS4 1DB

23 June 2025

Venthams are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

SAFE STEPS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	1,198	9,212	10,410	14,282
Charitable activities	4	1,386,249	73,437	1,459,686	1,057,704
Other trading activities	5	-	4,238	4,238	728
Investments	6	23	7,866	7,889	2,287
Other income	7	-	240	240	180
Total income		1,387,470	94,993	1,482,463	1,075,181
Expenditure on:					
Charitable activities	8	1,310,119	111,935	1,422,054	982,775
Total expenditure		1,310,119	111,935	1,422,054	982,775
Net income/(expenditure)		77,351	(16,942)	60,409	92,406
Transfers between funds	16	(10,782)	10,782	-	-
Net movement in funds		66,569	(6,160)	60,409	92,406
Reconciliation of funds:					
Total funds brought forward		519,124	85,538	604,662	512,256
Net movement in funds		66,569	(6,160)	60,409	92,406
Total funds carried forward		585,693	79,378	665,071	604,662

SAFE STEPS

**BALANCE SHEET
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	13	24,909	18,033
		<u>24,909</u>	<u>18,033</u>
Current assets			
Debtors	14	200,767	168,099
Cash at bank and in hand		525,240	479,859
		<u>726,007</u>	<u>647,958</u>
Creditors: amounts falling due within one year	15	(85,845)	(61,329)
		<u>640,162</u>	<u>586,629</u>
Total assets less current liabilities		<u>665,071</u>	<u>604,662</u>
Total net assets		<u>665,071</u>	<u>604,662</u>
Charity funds			
Restricted funds	16	585,693	519,124
Unrestricted funds	16	79,378	85,538
Total funds		<u>665,071</u>	<u>604,662</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

L Dye
Chairperson

Date: 18 June 2025

SAFE STEPS

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities	60,882	129,286
	<hr/>	<hr/>
Cash flows from investing activities		
Purchase of tangible fixed assets	(15,501)	(8,327)
	<hr/>	<hr/>
Net cash used in investing activities	(15,501)	(8,327)
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	45,381	120,959
Cash and cash equivalents at the beginning of the year	479,859	358,900
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	<u>525,240</u>	<u>479,859</u>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

1. General information

Safe Steps was registered in England and Wales on 26 March 2018 under registration number 1177687. It is constituted under a CIO Association, amended 17 April 2019 and 14 October 2021.

The Charity's website address is: <https://www.safesteps.org>.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Safe Steps meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

2. Accounting policies (continued)

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	25% reducing balance
Office equipment	-	25% reducing balance

2.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

2. Accounting policies (continued)

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Donations	1,198	8,957	10,155
Gift aid	-	255	255
	<hr/>	<hr/>	<hr/>
	1,198	9,212	10,410
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Donations	500	13,074	13,574
Gift aid	-	708	708
	<hr/>	<hr/>	<hr/>
	500	13,782	14,282
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

4. Income from charitable activities

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Grants	528,896	72,937	601,833
Commissioning income	857,353	-	857,353
Training fees	-	500	500
	<u>1,386,249</u>	<u>73,437</u>	<u>1,459,686</u>

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Grants	321,442	55,330	376,772
Commissioning income	672,062	-	672,062
Training fees	-	8,870	8,870
	<u>993,504</u>	<u>64,200</u>	<u>1,057,704</u>

5. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2024 £	Total funds 2024 £
Fundraising	4,238	4,238
	<u>4,238</u>	<u>4,238</u>

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Fundraising	548	180	728
	<u>548</u>	<u>180</u>	<u>728</u>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

6. Investment income

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Interest receivable	23	7,866	7,889

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Interest receivable	2,287	2,287

7. Other incoming resources

	Unrestricted funds 2024 £	Total funds 2024 £
Rental income	240	240

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Rental income	180	180

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

8. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £
Community support services	1,310,119	111,935	1,422,054
	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total 2023 £</i>
Community support services	902,434	80,341	982,775

9. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Community support services	1,404,987	17,067	1,422,054
	<i>Activities undertaken directly 2023 £</i>	<i>Support costs 2023 £</i>	<i>Total funds 2023 £</i>
Community support services	965,266	17,509	982,775

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

9. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Community support services 2024 £	Total funds 2024 £
Staff costs	1,151,124	1,151,124
Rent and venue hire	24,207	24,207
Insurance	4,236	4,236
Light and heat	4,304	4,304
Telephone	12,904	12,904
Postage and stationery	14,385	14,385
Staff training and welfare	29,772	29,772
Travel and motor	9,962	9,962
Recruitment and redundancy	5,446	5,446
Project costs	72,616	72,616
Premises, water and security costs	8,502	8,502
Subscriptions	1,279	1,279
Repairs, renewals and cleaning	833	833
Sundries and refreshments	7,691	7,691
Legal and professional	25,259	25,259
IT and computer expenses	32,467	32,467
	1,404,987	1,404,987
	1,404,987	1,404,987

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

9. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	<i>Community support services 2023 £</i>	<i>Total funds 2023 £</i>
Staff costs	801,725	801,725
Rent and venue hire	22,287	22,287
Insurance	3,923	3,923
Light and heat	4,337	4,337
Telephone	10,558	10,558
Postage and stationery	13,836	13,836
Staff training and welfare	20,788	20,788
Travel and motor	7,682	7,682
Recruitment and redundancy	857	857
Project costs	9,898	9,898
Premises, water and security costs	13,796	13,796
Subscriptions	856	856
Repairs, renewals and cleaning	1,237	1,237
Sundries and refreshments	4,444	4,444
Legal and professional	20,721	20,721
IT and computer expenses	28,321	28,321
	<u>965,266</u>	<u>965,266</u>

Analysis of support costs

	Community support services 2024 £	Total funds 2024 £
Bank and finance charges	630	630
Depreciation	8,625	8,625
Governance costs	7,812	7,812
	<u>17,067</u>	<u>17,067</u>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

9. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	<i>Community support services 2023 £</i>	<i>Total funds 2023 £</i>
Bank and finance charges	540	540
Depreciation	9,487	9,487
Governance costs	7,482	7,482
	17,509	17,509
	17,509	17,509

10. Auditors' remuneration

	2024 £	<i>2023 £</i>
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	6,732	6,540
Fees payable to the Charity's auditor in respect of:		
Payroll services	1,080	942
	1,080	942
	1,080	942

11. Staff costs

	2024 £	<i>2023 £</i>
Wages and salaries	1,045,107	731,752
Social security costs	87,092	56,060
Contribution to defined contribution pension schemes	18,925	13,913
	1,151,124	801,725
	1,151,124	801,725

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

11. Staff costs (continued)

The average number of persons employed by the Charity during the year was as follows:

	2024	<i>2023</i>
	No.	<i>No.</i>
Management	2	<i>2</i>
Administration	2	<i>2</i>
Service delivery	34	<i>27</i>
	38	<i>31</i>

No employee received remuneration amounting to more than £60,000 in either year.

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 30 September 2024, no Trustee expenses have been incurred (2023 - £NIL).

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**13. Tangible fixed assets**

	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation			
At 1 October 2023	2,902	35,088	37,990
Additions	479	15,022	15,501
Disposals	-	(2,424)	(2,424)
At 30 September 2024	<u>3,381</u>	<u>47,686</u>	<u>51,067</u>
Depreciation			
At 1 October 2023	1,418	18,539	19,957
Charge for the year	499	7,103	7,602
On disposals	-	(1,401)	(1,401)
At 30 September 2024	<u>1,917</u>	<u>24,241</u>	<u>26,158</u>
Net book value			
At 30 September 2024	<u>1,464</u>	<u>23,445</u>	<u>24,909</u>
At 30 September 2023	<u>1,484</u>	<u>16,549</u>	<u>18,033</u>

14. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	189,255	157,557
Other debtors	254	272
Prepayments and accrued income	11,258	10,270
	<u>200,767</u>	<u>168,099</u>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

15. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	7,687	4,724
Other taxation and social security	22,346	15,487
Other creditors	3,911	2,703
Accruals and deferred income	51,901	38,415
	<u>85,845</u>	<u>61,329</u>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

16. Statement of funds

Statement of funds - current year

	Balance at 1 October 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2024 £
Unrestricted funds					
General Fund	85,538	22,121	(39,143)	10,782	79,298
A Better Start Southend - IDVA	-	72,872	(72,792)	-	80
	<u>85,538</u>	<u>94,993</u>	<u>(111,935)</u>	<u>10,782</u>	<u>79,378</u>
Restricted funds					
Ministry of Justice - Stalking	2,500	27,900	(10,100)	-	20,300
Essex County Council - Compass Project	42,408	252,072	(228,996)	(3,600)	61,884
Essex Community Foundation - Website	824	-	(824)	-	-
Southend City Council - Refuge	226,302	255,078	(198,535)	-	282,845
ECC IDVA Project	15,720	152,910	(140,965)	(2,675)	24,990
Essex Safe Start Fund	-	173,681	(100,648)	(907)	72,126
Ministry of Justice - Critical support	16,000	32,000	(42,477)	-	5,523
Active Essex	970	-	(611)	-	359
National Lottery Community Fund - Break the Cycle (2)	25,502	-	(25,502)	-	-
Ministry of Justice - Victim Support Grant	37,051	111,304	(124,641)	(1,814)	21,900
Ministry of Justice - IDVA	19,280	153,414	(153,347)	-	19,347
Essex County Council - DA Grant Housing	3,071	35,587	(35,079)	-	3,579
Various Youth and Childrens funds	2,654	-	(493)	-	2,161
Southend City Council - Housing	122,584	179,500	(232,974)	(1,786)	67,324
Other small restricted funds	4,258	14,024	(14,927)	-	3,355
	<u>519,124</u>	<u>1,387,470</u>	<u>(1,310,119)</u>	<u>(10,782)</u>	<u>585,693</u>
Total of funds	<u>604,662</u>	<u>1,482,463</u>	<u>(1,422,054)</u>	<u>-</u>	<u>665,071</u>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

16. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 October 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2023 £</i>
Unrestricted funds					
General Fund	75,223	25,299	(24,296)	9,312	85,538
A Better Start Southend - IDVA	-	55,330	(56,045)	715	-
	<u>75,223</u>	<u>80,629</u>	<u>(80,341)</u>	<u>10,027</u>	<u>85,538</u>
Restricted funds					
Ministry of Justice - Stalking	-	2,500	-	-	2,500
Essex County Council - Compass Project	14,617	182,917	(155,126)	-	42,408
Essex Community Foundation - Website	8,218	-	(7,394)	-	824
Southend City Council - Refuge	187,811	255,078	(216,587)	-	226,302
ECC IDVA Project	5,192	36,773	(24,430)	(1,815)	15,720
Ministry of Justice - Critical support	-	16,000	-	-	16,000
Essex Community Foundation - Counselling	3,686	-	(3,686)	-	-
Active Essex	2,023	-	(1,053)	-	970
National Lottery Community Fund - Break the Cycle (2)	1,587	93,141	(69,226)	-	25,502
Ministry of Justice - Victim Support Grant	45,976	111,304	(118,434)	(1,795)	37,051
Ministry of Justice - IDVA	61,904	91,384	(133,101)	(907)	19,280
Essex Community Foundation - Consultation room	-	5,740	(5,740)	-	-
Essex County Council - DA Grant Housing	21,776	17,794	(35,501)	(998)	3,071
Various Youth and Childrens funds	5,925	375	(3,646)	-	2,654
A Better Start Southend - IDVA	639	-	-	(639)	-
Southend City Council - Housing	71,164	179,500	(126,083)	(1,997)	122,584
Essex Youth Trust - Counselling	1,412	-	(1,412)	-	-

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

16. Statement of funds (continued)

Statement of funds - prior year (continued)

	<i>Balance at 1 October 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2023 £</i>
Southend Emergency Fund Client Vouchers	369	-	(369)	-	-
Other small restricted funds	4,734	2,046	(646)	(1,876)	4,258
	<u>437,033</u>	<u>994,552</u>	<u>(902,434)</u>	<u>(10,027)</u>	<u>519,124</u>
Total of funds	<u><u>512,256</u></u>	<u><u>1,075,181</u></u>	<u><u>(982,775)</u></u>	<u><u>-</u></u>	<u><u>604,662</u></u>

17. Summary of funds

Summary of funds - current year

	Balance at 1 October 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2024 £
General funds	85,538	94,993	(111,935)	10,782	79,378
Restricted funds	519,124	1,387,470	(1,310,119)	(10,782)	585,693
	<u>604,662</u>	<u>1,482,463</u>	<u>(1,422,054)</u>	<u>-</u>	<u>665,071</u>

Summary of funds - prior year

	<i>Balance at 1 October 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2023 £</i>
General funds	75,223	80,629	(80,341)	10,027	85,538
Restricted funds	437,033	994,552	(902,434)	(10,027)	519,124
	<u>512,256</u>	<u>1,075,181</u>	<u>(982,775)</u>	<u>-</u>	<u>604,662</u>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

18. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	-	24,909	24,909
Current assets	585,693	140,314	726,007
Creditors due within one year	-	(85,845)	(85,845)
Total	585,693	79,378	665,071

Analysis of net assets between funds - prior period

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	-	18,033	18,033
Current assets	519,124	128,834	647,958
Creditors due within one year	-	(61,329)	(61,329)
Total	519,124	85,538	604,662

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income for the period (as per Statement of Financial Activities)	60,409	92,406
Adjustments for:		
Depreciation charges	8,625	9,487
Decrease/(increase) in debtors	(32,668)	17,840
Increase in creditors	24,516	9,553
Net cash provided by operating activities	60,882	129,286

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

20. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	525,240	479,859
Total cash and cash equivalents	525,240	479,859

21. Analysis of changes in net debt

	At 1 October 2023 £	Cash flows £	At 30 September 2024 £
Cash at bank and in hand	479,859	45,381	525,240

22. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £18,925 (2023 - £13,913). Contributions of £3,911 (2023 - £2,703) were payable to the fund at the balance sheet date.

23. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 30 September 2024.

During the year key management personnel received remuneration of £57,013 (2023 - £52,364).

Safe Steps

England & Wales - Charity number 1177687

Accounts

SAFE STEPS
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

SAFE STEPS

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SAFE STEPS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 30 SEPTEMBER 2023

Trustees	M Aydeniz (appointed 26 July 2023) E Daughters L Parks, Treasurer L Dye, Chair (appointed 29 March 2023) L Hobbs (resigned 27 March 2024) S Kilbey K Imber (appointed 27 September 2023)
Charity registered number	1177687
Principal office	4 West Road Westcliff-on-Sea Essex SS0 9DA
Contact Details	enquiries@safesteps.org www.safesteps.org
Chief executive officer	Sarah Conlon
Finance manager	Angela Hickman
Independent auditors	Venthams Chartered Accountants Statutory Auditor Millhouse 32 - 38 East Street Rochford Essex SS4 1DB
Bankers	Charities Aid Foundation 25 Kings Hill Avenue West Malling ME19 4JQ
Solicitors	Paul Robinson Solicitors Old Bank 470-474 London Road Westcliff-on-Sea Essex SS0 9LD

SAFE STEPS

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2023

The Trustees present their report with the financial statements of the charity for the period 01 October 2022 – 30 September 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102 effective 01 January 2019).

FROM OUR CHAIR

I knew when joining the board of trustees that Safe Steps had a long and rich history of providing excellent support to victims and families suffering from domestic abuse. Over the last year I have been hugely impressed by our dedicated and skilled staff who continue to be a driving force, positively responding to increasing demand and changing landscapes while strengthening partnerships to enhance service delivery and positive outcomes for all.

I assumed the role of chair of the board of trustees in the spring of 2023 and wish to thank departing chair, Caroline Venables for her leadership and valued contribution, improving board structures and governance. I have continued to work with fellow trustees to further strengthen governance undertaking a far-reaching self-assessment to ensure Safe Steps is a strong and sustainable organisation. We have also contributed to the completion of the 3 year strategy, which sets out our vision and objectives for the future.

I am also immensely proud to advise that Safe Steps have this year achieved Safe Lives Leading Lights accreditation. This recognises and validates the work our organisation does, together with the efforts of all our fantastic staff who keep the safety of victims and families at the heart of service provision every day.

Lastly, I wish to thank all donors and funders; without this support our vital work would not be possible. Together with thanking our CEO Sarah Conlon and all those who continue to drive the success and continued improvement of Safe Steps in our local community.

Lesley Dye

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Objectives and activities

a. Policies and objectives

Safe Steps are here to provide support to survivors, those at risk of, domestic abuse in all its forms to be and feel safer. We aim to ensure that everyone who comes to us is supported to be and feel safer.

The charity's objectives are:

Relieve the needs of victims of domestic abuse from the South East Region of England by aiding provision on temporary accommodation, items, services or facilities and by any other means at the Trustees discretion.

To preserve and protect the mental and physical health of adults and children in necessitous circumstances in the South East Region of England.

To educate the public in the South East Region of England in the causes and effects of domestic abuse and the prevention thereof, including by understanding or contributing to research and to publish the useful results of such research.

We continue to be a provider that is able to support survivors of domestic abuse throughout their journey. From our prevention and awareness work in schools, to supporting those in crisis with our IDVA teams, to accommodating those with an emergency need in our refuge, to our bespoke recovery programmes and counselling. We continue to be able to provide holistic support, at any point in someone's journey, a journey that is seamless and not fragmented. We understand survivors have differing needs and experiences, but once a survivor begins with us, they can remain until our practical and emotional support is no longer needed.

Our Vision, Mission and Values

Our Vision For a brighter future free from domestic abuse

Our Mission Working with and for survivors, and those at risk of, domestic abuse in all its forms to be and feel safer. Together with our partners we will increase awareness of domestic abuse and advocate for change.

Our Values

Individuality – *We recognise and value difference. Placing client needs at the centre of all we do. We celebrate that people are individuals, appreciate the value of diversity and recognise some sections of community need different interventions to achieve equality.*

Integrity – *We understand the importance of an atmosphere of openness and honesty throughout Safe Steps that promotes confidence of our clients, colleagues, stakeholders, funders and regulators.*

Excellence - *We review and improve our service delivery to ensure we remain a centre for excellence, going above and beyond, to support survivors of domestic abuse.*

Empowering – *Empowering survivors to drive positive change. Listening to survivors and being led by their experiences and insight. Empowering staff to achieve and reach their full potential. We will work to empower staff talent and initiative.*

Responsive – *We strive to be responsive to survivors needs applying a trauma informed response to all we do. We are responsive to changing service demands and a changing landscape, by being an organisation that is sustainable and scalable.*

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Objectives and activities (continued)

b. Strategic Plan 2023 - 26

In this year we launched our new strategy. One in which we defined progress in five key areas:

Aim 1: Our People

To achieve a culture across all services that supports and enables a skilled workforce that is resourced, informed and responsive.

Aim 2: Our Clients

The people we serve will experience an approach that is trauma informed, respectful of their individual needs and understanding of intersectionality in a trusting safe environment.

Aim 3: Our Services

Develop existing and new services in response to identified unmet support needs of survivors experiencing, or at risk of, domestic abuse.

Aim 4: Our Organisation

To build a sustainable and scalable organisation that considers our current and longer term needs. Developing and diversifying our different revenues that enable us to grow our resources so we can deliver quality services, meet our contractual and legislative obligation, now and in the future.

Aim 5: Our Partnerships

To work collaboratively, communicate and engage with a range of strategic and operational partners to build and strengthen our performance and influence.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Objectives and activities (continued)

c. A Review of Activities and achievements directed by our strategic aims

Aim 1: Our People

A skilled, passionate and sustainable workforce is vital to our success. Investing in our staff is essential for our workforce to be in the best possible position to support survivors of domestic abuse. Our training budget currently sits at 3% of our staffing costs with 74% of frontline practitioners holding or working towards a professional qualification and a further 12% ready to begin. As well as professional external trainers, we recognise the extensive skillset we have within our Management Team and embarked on a model of bitesize learning, refresher sessions and opportunities for newer staff to learn from experienced. We call these our 'lunch & learn' sessions and are held monthly. The Leading Lights accreditation recognised our staff training as an area of excellence - **'All staff have access to the range of training opportunities available; specialist training courses, or skills development are identified by staff/practice themes and accessed accordingly. This is a strong category of assessment for Safe Steps with numerous strengths'**.

All staff in the DA sector are increasingly asked to work harder, throughout the pandemic and since incidences of DA being reported are increasing and we are astounded by our staffs commitment this year. Demonstrating our values of 'Excellence' and 'Responsive' they have met changing service demands as well as the requirements to meet Leading Lights Accreditation. We aim to ensure we take care of our staff, as our greatest asset, so promotion of well-being and communication is central to all we do.

Since the pandemic, the emerging work model across all industries, is for hybrid working. A blend of face to face work, as well as working remotely using Zoom, Teams and telephone. Our IT, telecoms and digital solutions supports this model of working and assists us with time and resources efficiencies.

Aim 2: Our Clients

We are committed to seeking out and listening to feedback about service delivery from our clients, and to modifying our model, processes and practice accordingly. We have a range of ways of including the voices of those that use our services in our work to ensure co-creation is at the heart of what we do. We are grateful to our survivor voices, young and adult, and for the feedback given. All is shared with our Board quarterly with a full analysis each year.

When clients face an intersection of challenges such as poverty, disability, mental health issues, addiction, homelessness, immigration status, language barrier then their vulnerability can be significantly increased. This year 4.8% of the clients we supported told us they were from the LGBTQ+ community, 18.8% were from black or minoritised communities, 46% told us they had a mental health need, 16% told us they had a physical health support need, 4.8% said they has issues with alcohol, 4.9% said their drug use was problematic, 2% had No Recourse to Public Funds. 3.3% required the assistance from an interpreter for which we continue to contract the services of ClearVoice. Each year our Board are provided with a detailed report outlining the Special and Protected Characteristics of our services users with comparisons against partner agencies and local demographics to support us in identifying gaps in our service provision or performance.

This year we have further invested in specialist training for our whole organisation on Housing and Homelessness Law, Impact of DA on BME Communities, Honour Based Abuse and Forced Marriage.

We continued our work to ensuring we are a fully Trauma Informed Organisation. By embarking on an accreditation with Essex Partnership University NHS Foundation Trust Trauma Alliance we successfully passed the first assessment this year and will be submitting our second assessment in March 2024. We hope to achieve this quality mark in 2024.

Our work in the community brings us closer to the communities we are here to serve. It is vital that we increase our visibility and make ourselves more accessible for all. By increasing the number of talks to faith organisations, involvement in Southend Summer and Winter Pride, Southend's Wellbeing Festival and many other In Harmony events we have been proactive this year in taking ourselves and our services out to Southend's rich and varied communities. This year we reached over 5000 people at community events.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Objectives and activities (continued)

Aim 3: Our Services

This year we achieved Safe Lives Leading Lights Accreditation which we hold now until 2026. This is a coveted quality mark wished for by many DA organisation with many unable to achieve. Leading Lights, in their final report, described us as **'Safe Steps is a progressive and client focused service that wraps their provision and support around their client's needs. They describe themselves as a service with 'no wrong door' for access and this was evident throughout the completed review.'**

This year our Helpline received 6341 referrals, an increase of 37.5% from the previous year. The increase was in part due to changes in Essex Police processes. Last year referrals from Police accounted for 5.5% of referrals whereas this year it rose to 55%. COMPASS again received the highest proportion of referrals from Southend area, followed by Colchester and Chelmsford.

Safe Steps serve the people of Southend who are assessed to be at high risk of significant harm through our trained and skilled High Risk IDVAs. This service is funded by Essex County Council and the PFCC under the EIDAS contract.

Those in need who are not assessed as high risk are supported by our team of skilled Community IDVAs. This is a client centred, solution focused model of support for those at risk, in crisis but also those in recovery. This year we worked directly with 762 survivors across our adult services. These services are funded through Southend City Council, Ministry of Justice and A Better Start Southend.

Our impact: 87% of parents told us they had a better understanding the impact of DA had on their children, 75% agreed their ability to parent had been impacted, 84% told us they felt safer, 61% said they could feel a reduction in their feelings of anxiety and 62% said they felt optimistic about the future.

This year Safe Steps made further investments into our Group and Recovery Services, responding to feedback and survivor voices, we introduced new programmes, altered some of the content of our existing and varied our delivery models to additionally include evenings, online and digital.

Safe Steps vision is to achieve a brighter future free from domestic abuse and for our community, that needs to start with the youngest and often most vulnerable people. We have a range of services for children and young people affected by domestic abuse. The team are skilled, qualified and competent in a range of evidence based practices using an open referral approach which allows them to assess and determine the pathway of support with the child and non-abusing parent. Our dedicated Early Years IDVAs working with families who are pregnant and/or have an under 5 years in the home, our Youth IDVAs supporting survivors aged 13-19 years and our Fledglings Child & Family Service continued to provide vital support to children and their non-abusing parents. 92% of the children we worked with this year told us they directly witnessed domestic abuse. Safe Steps have always been committed to, and vehemently believe, that **'children are not passive witnesses'**. This year Safe Steps provided direct casework to 336 children and young people and delivered prevention and awareness sessions to a further 3400 young people. This work is funded by Southend City Council, The National Lottery Community Fund and A Better Start Southend.

Our impact: 70% told us they had improved social relationships, 74% said their confidence had improved, 84% said they knew where to get help, 84% said they knew more about respectful relationships and 86% told us they felt safer after working with us.

In partnership with South Essex Homes we have supported 22 families in safe accommodation. This service is commissioned by Southend City Council and DLUHC under the new statutory duties set out in the DA Act 21. We introduced a Housing IDVA into Southend City Council this year, it is a pilot project that forms part of the wider approach to support victims of domestic abuse who are homeless or at risk of homelessness. The Housing IDVA acts as a conduit between Southend Housing Team and Safe Steps to improve housing outcomes for victims.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Objectives and activities (continued)

Aim 4: Our Organisation

Strong governance is essential to the success of Safe Steps. With an active and highly skilled Trustee Board we developed sub-committees into our governance structure. With our ongoing commitment to safeguarding children and vulnerable adults, our Safeguarding Sub Committee ensures we, as an organisation, are safeguarding vulnerable people as effectively and as competently at all levels.

Safe Steps continued its commitment to maintain our commissioned services whilst additionally forward planning to develop other sources of income. In this year 17% of our funding was from non-statutory sources. Reliance on statutory income is recognised as a risk by the Board of Trustees.

We continued to build on our culture of openness and integrity, operating as a learning organisation. Our collaborative approach to identify, respond to and to manage risks more effectively by continually improving is achieved by effective staff training, supervision and management, reflective practice and being held accountable by our Board of Trustees.

This year Safe Steps were recognised for our work and were awarded a **BBC Essex Make A Difference Award**. We were pleased to be recognised for the valuable work we do.

Aim 5: Our Partnerships

Our partnerships are centred around improving the safety and wellbeing of survivors. By identifying new partnerships and developing existing ones we are able to provide the most effective support, close service gaps, inform local policy and improve all our learning. Safe Lives Leading Lights noted in their assessment of Safe Steps **'Multiagency working is at the heart of the Safe Steps service**. Staff interviews gave plenty of examples of working in collaboration with key agencies to achieve safety and support for their clients'.

Safe Steps have continued to work in partnership with our consortium partners as EViE (Ending Violence in Essex) with Changing Pathways and Next Chapter, this being our 5th year working collaboratively. The EViE Partnership has delivered a consistent, county-wide IDVA and Community service for those at risk of, domestic abuse in all its forms to be and feel safer.

With thanks to The National Lottery Community Fund we have been able to continue our work with young people impacted by domestic abuse. Break The Cycle has been a consistent support service within Southend Schools for 7 years, this year the Young Persons IDVAs have continued to provide 1:1 support for young people at risk, have delivered training and workshops to 1300 young people and a further 2100 as part of the 'Prince Charming' theatre production.

A Better Start Southend have been a key partner again this year. We were commissioned by them to provide a dedicated IDVA service for families where there is pregnancy and/or a child under the age of 5 years. Working collaboratively we have provided a dedicated IDVA service, training, an awareness and recovery programme, supported programmes within Southend's Childrens Centres and a short film for health visitors.

Safe Steps have been a training organisation since its inception. By sharing our knowledge and best practice with our partners, professionals and the community we are able to increase awareness, inform of the impact and promote the pathways to support. Safe Steps are valued locally as knowledge leaders. This year we have trained: Essex Police, Southend housing staff, our housing partners, schools, health staff and have spoken at a wider range of events. Over 300 professionals have benefitted from our training with excellent evaluations across the board.

'Very thorough with a good balance between providing information as well as building on our existing ideas/understanding' – Secondary school professional learner.

'Thank you for a really well presented, interactive and informative day. I feel so much better equipped to know the signs to spot of DA and next steps' – Southend housing professional learner.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Objectives and activities (continued)

'We love the training you do and have very positive feedback from our police students. Your content is up to date and relevant to their specialist DA roles. The trainers are personable in their approach and delivery and their case studies enlightening and helpful' – Essex Police Training College

d. Delivering public benefit

Trustees can confirm that they have complied with the duty of Section 4 of the Charities Act 2006 and have paid due regard to the Charity Commission guidance on public benefit.

The main activities of the charity are described above. The activities are undertaken to further our charitable purposes for the public benefit. Further information regarding the charities achievements is provided in the Trustees report.

e. Volunteers

The charity is committed to recruiting, training and retaining more volunteers from the community in the following year by identifying appropriate opportunities for volunteers to become involved in.

'BY AND FOR'

Safe Steps current position is in part due to the vision of local survivors of domestic abuse who set up Southend's first women's refuge, later becoming Southend Women's Aid in 1976. Our focus as an organisation that began as, and remains committed to, being a **'by and for'** service for those affected by domestic abuse continues to help as many people as possible whilst contributing to Southend and Essex's understanding of the complex nature of domestic abuse.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Achievements and performance

Financial review

a. Principle funding sources

The charity is principally funded by commissioned contracts, and charitable grant making trusts and lotteries. The majority of this funding is restricted for projects providing measurable outcomes.

b. Investment policy and objectives

The Trust Deed authorises the Trustees to make and hold investments using the general funds of the charity. The Trustees have the power to invest in any way that is appropriate and in the interests of the charity and its service users.

The charity ensures that all funds held in the UK bank accounts are held at balances within government assured levels.

c. Reserves Policy

The Trustees have a reserves policy which states that the charity will hold reserves equal to 3 months of unrestricted expenditure plus £20k for cancelled contracts to cover expected costs in the event of having to close the charity.

The Trustees are aware that they are not currently meeting this policy due to the continuation of large restricted contracts in the year. As a result, the Trustees have addressed the need to increase the level of reserves as high priority within the three year strategic plan.

d. Future Plans

We will continue to deliver excellent accredited services as part of our core contracts with Southend City Council, Essex County Council and the PFCC.

We will continue to work collaboratively with the people we serve, our staff and our partners to deliver on our strategic aims.

We will develop our Childrens and Young Peoples Services, broadening the reach and the range of the services we provide. By working collaboratively with our EViE Partners we will ensure there is a consistent county-wide provision for families, children and young people at risk of domestic abuse.

Towards the end of this year, Safe Steps were commissioned to deliver on an innovative model of support, a Flexible Fund. We know finances and the increasing cost of living crisis has created an additional layer of burden and barrier for the survivors we all support. We know necessary items to maintain a basic standard of living have become increasingly hard for survivors to afford and the cost of solutions to make, and keep, them safe such as emergency travel, emergency accommodation, phones impossible to obtain. It is the intention of ECC that this new Flexible Funding model will close those gaps.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Structure, governance and management

a. Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

b. Recruitment and appointment of Trustees

As set out in the Constitution, The Chair of Trustees is nominated by her fellow Trustees. New Trustees are interviewed by a panel of existing Trustees to assess suitability for the charity.

c. Organisational structure

The day-to-day operations of the charity are delegated to the Chief Executive Sarah Conlon, from December 2020 as Interim CEO and November 2021 as CEO. The Chief Executive appoints appropriate staff to ensure services and projects are delivered to a high standard.

Charity Management:

Chief Executive Officer - Sarah Conlon
Finance Manager - Angela Hickman
Director of Services - Julia Doughty
Quality and Standards Manager - Rebecca Hathaway

d. Induction and training of new Trustees

The Trustees maintain a good working knowledge of charity law and best practice by attending charity courses run by outside providers. New Trustees are supplied with an induction folder containing copies of the Constitution, current annual report, business plan and leaflets of guidance from the Charity Commission in order to perform their role diligently.

e. Related parties

Safe Steps have relationships with related parties and other charity and organisations with which it co-operates in the pursuit of its charitable objectives.

Notable relationships exist with Essex Police, MARAC, Southend Essex and Thurrock Domestic Abuse Board (SETDAB), Essex County Council, Essex Police Fire and Crime Commissioner and more locally Southend City Council. Direct partnership working with The Next Chapter and Changing Pathways as part of the EVIE Partnership. Working with our statutory partners such as Southend, Essex and Thurrock Childrens Social Care and Adult Social Care, Education and Health providers to safeguard clients and their families. We have close working relationship with our voluntary sector partners; SAVS, HARP, ABSS and SEAS amongst many others who assist us in providing the best possible outcome for clients.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Risk Management

The Trustees confirm they regularly review the Risk Register and are satisfied systems are in place to manage and mitigate the risks identified. The Trustees consider the main risks to the Charity currently are;

Reserves: As we remain a relatively new Charity the Board have agreed that increasing the reserves held by Safe Steps is a priority.

Income generation: The contracts currently held with Essex County Council, Southend City Council and Police Fire and Crime Commissioner to provide a degree of certainty. The additional grants we are in receipt of mean we can expand on our core contract duties to meet the needs of survivors within the area. We will continue to seek to secure additional funding to meet the 'gaps' in local provision and areas of innovative work.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the CIO Association. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Auditors

The auditors, Venthams, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:

L Dye
Chair

Date: 26 June 2024

SAFE STEPS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAFE STEPS

Opinion

We have audited the financial statements of Safe Steps (the 'charity') for the year ended 30 September 2023 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 30 September 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

SAFE STEPS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAFE STEPS (CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

SAFE STEPS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAFE STEPS (CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our discussions with the charity's management and the Trustees, we identified that the following laws and regulations are significant to the entity:

- Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards and Charity Law.
- Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the charity and therefore may have a material effect on the financial statements include compliance with the charitable objectives, public benefit, fundraising regulations, safeguarding and health and safety legislation.

These matters were discussed amongst the engagement team at the planning stage and the team remained alert to non-compliance throughout the audit.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and the Trustees as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant key risk assessments and inspection reports; review of Member meeting minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

SAFE STEPS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SAFE STEPS (CONTINUED)

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Venthams

Chartered Accountants
Statutory Auditor
Millhouse
32 - 38 East Street
Rochford
Essex
SS4 1DB

1 July 2024

Venthams are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

SAFE STEPS

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Income from:					
Donations and legacies	3	500	13,782	14,282	13,406
Charitable activities	4	993,504	64,200	1,057,704	983,891
Other trading activities	5	548	180	728	1,152
Investments	6	-	2,287	2,287	532
Other income	7	-	180	180	140
Total income		994,552	80,629	1,075,181	999,121
Expenditure on:					
Charitable activities	8	902,434	80,341	982,775	813,639
Total expenditure		902,434	80,341	982,775	813,639
Net income		92,118	288	92,406	185,482
Transfers between funds	16	(10,027)	10,027	-	-
Net movement in funds		82,091	10,315	92,406	185,482
Reconciliation of funds:					
Total funds brought forward		437,033	75,223	512,256	326,774
Net movement in funds		82,091	10,315	92,406	185,482
Total funds carried forward		519,124	85,538	604,662	512,256

SAFE STEPS

**BALANCE SHEET
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	13	18,033	19,262
		<u>18,033</u>	<u>19,262</u>
Current assets			
Debtors	14	168,099	185,939
Cash at bank and in hand		479,859	358,831
		<u>647,958</u>	<u>544,770</u>
Creditors: amounts falling due within one year	15	(61,329)	(51,776)
		<u>586,629</u>	<u>492,994</u>
Net current assets		<u>586,629</u>	<u>492,994</u>
Total assets less current liabilities		<u>604,662</u>	<u>512,256</u>
Total net assets		<u>604,662</u>	<u>512,256</u>
Charity funds			
Restricted funds	16	519,124	437,033
Unrestricted funds	16	85,538	75,223
Total funds		<u>604,662</u>	<u>512,256</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

L Dye
Chairperson

Date: 26 June 2024

SAFE STEPS

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	2023	2022
	£	£
Cash flows from operating activities		
Net cash used in operating activities	125,940	44,379
	<hr/>	<hr/>
Cash flows from investing activities		
Purchase of tangible fixed assets	(8,327)	(5,756)
	<hr/>	<hr/>
Net cash used in investing activities	(8,327)	(5,756)
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	117,613	38,623
Cash and cash equivalents at the beginning of the year	356,369	317,746
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	473,982	356,369
	<hr/> <hr/>	<hr/> <hr/>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

1. General information

Safe Steps was registered in England and Wales on 26 March 2018 under registration number 1177687. It is constituted under a CIO Association, amended 17 April 2019 and 14 October 2021.

The Charity's website address is: <https://www.safesteps.org>.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Safe Steps meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

2. Accounting policies (continued)

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	25% reducing balance
Office equipment	-	25% reducing balance

2.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

2. Accounting policies (continued)

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Donations	500	13,074	13,574
Gift aid	-	708	708
	<hr/>	<hr/>	<hr/>
	500	13,782	14,282
	<hr/>	<hr/>	<hr/>

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Donations	13,000	13,000
Gift aid	406	406
	<hr/>	<hr/>
	13,406	13,406
	<hr/>	<hr/>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

4. Income from charitable activities

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Grants	321,442	55,330	376,772
Commissioning income	672,062	-	672,062
Training fees	-	8,870	8,870
	<u>993,504</u>	<u>64,200</u>	<u>1,057,704</u>

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Grants	381,265	49,000	430,265
Commissioning income	551,656	-	551,656
Training fees	-	1,970	1,970
	<u>932,921</u>	<u>50,970</u>	<u>983,891</u>

5. Income from other trading activities

Income from fundraising events

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Fundraising	548	180	728
	<u>548</u>	<u>180</u>	<u>728</u>

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Fundraising	37	1,115	1,152
	<u>37</u>	<u>1,115</u>	<u>1,152</u>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

6. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £
Interest receivable	2,287	2,287

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Interest receivable	532	532

7. Other incoming resources

	Unrestricted funds 2023 £	Total funds 2023 £
Rental income	180	180

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Rental income	140	140

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

8. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total 2023 £
Community support services	902,434	80,341	982,775

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total 2022 £</i>
Community support services	793,408	20,231	813,639

9. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Community support services	965,266	17,509	982,775

	<i>Activities undertaken directly 2022 £</i>	<i>Support costs 2022 £</i>	<i>Total funds 2022 £</i>
Community support services	800,815	12,824	813,639

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

9. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Community support services 2023 £	Total funds 2023 £
Staff costs	801,725	801,725
Rent and venue hire	22,287	22,287
Insurance	3,923	3,923
Light and heat	4,337	4,337
Telephone	10,558	10,558
Postage and stationery	13,836	13,836
Staff training and welfare	20,788	20,788
Travel and motor	7,682	7,682
Recruitment and redundancy	857	857
Project costs	9,898	9,898
Premises, water and security costs	13,796	13,796
Subscriptions	856	856
Repairs, renewals and cleaning	1,237	1,237
Sundries and refreshments	4,444	4,444
Legal and professional	20,721	20,721
IT and computer expenses	28,321	28,321
	<u>965,266</u>	<u>965,266</u>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

9. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	<i>Community support services 2022 £</i>	<i>Total funds 2022 £</i>
Staff costs	659,131	659,131
Rent and venue hire	20,393	20,393
Insurance	3,704	3,704
Light and heat	4,204	4,204
Telephone	9,575	9,575
Postage and stationery	7,031	7,031
Staff training and welfare	25,016	25,016
Travel and motor	3,261	3,261
Recruitment and redundancy	3,616	3,616
Project costs	10,833	10,833
Premises, water and security costs	9,547	9,547
Subscriptions	429	429
Sundries and refreshments	2,007	2,007
Legal and professional	17,166	17,166
IT and computer expenses	24,902	24,902
	800,815	800,815
	800,815	800,815

Analysis of support costs

	Community support services 2023 £	Total funds 2023 £
Bank and finance charges	540	540
Depreciation	9,487	9,487
Governance costs	7,482	7,482
	17,509	17,509
	17,509	17,509

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

9. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	<i>Community support services 2022 £</i>	<i>Total funds 2022 £</i>
Bank and finance charges	618	618
Depreciation	8,883	8,883
Governance costs	3,323	3,323
	12,824	12,824
	12,824	12,824

10. Auditors' remuneration

	2023 £	<i>2022 £</i>
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	6,540	2,460
Fees payable to the Charity's auditor in respect of: Payroll services	942	863
	942	863

11. Staff costs

	2023 £	<i>2022 £</i>
Wages and salaries	731,752	598,861
Social security costs	56,060	47,772
Contribution to defined contribution pension schemes	13,913	12,498
	801,725	659,131
	801,725	659,131

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

11. Staff costs (continued)

The average number of persons employed by the Charity during the year was as follows:

	2023	<i>2022</i>
	No.	<i>No.</i>
Management	2	<i>2</i>
Administration	2	<i>2</i>
Service delivery	27	<i>22</i>
	31	<i>26</i>

No employee received remuneration amounting to more than £60,000 in either year.

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 30 September 2023, no Trustee expenses have been incurred (2022 - £NIL).

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

13. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation			
At 1 October 2022	2,167	34,979	37,146
Additions	815	7,512	8,327
Disposals	(80)	(7,403)	(7,483)
	2,902	35,088	37,990
Depreciation			
At 1 October 2022	924	16,960	17,884
Charge for the year	506	5,635	6,141
On disposals	(12)	(4,056)	(4,068)
	1,418	18,539	19,957
Net book value			
At 30 September 2023	1,484	16,549	18,033
<i>At 30 September 2022</i>	1,243	18,019	19,262

14. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	157,557	176,621
Other debtors	272	-
Prepayments and accrued income	10,270	9,318
	168,099	185,939

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

15. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	4,724	3,204
Other taxation and social security	15,487	14,286
Other creditors	2,703	-
Accruals and deferred income	38,415	34,286
	61,329	51,776

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

16. Statement of funds

Statement of funds - current year

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
Unrestricted funds					
General Fund	75,223	25,299	(24,296)	9,312	85,538
A Better Start Southend - IDVA	-	55,330	(56,045)	715	-
	<u>75,223</u>	<u>80,629</u>	<u>(80,341)</u>	<u>10,027</u>	<u>85,538</u>
Restricted funds					
Ministry of Justice - Stalking	-	2,500	-	-	2,500
Essex County Council - Compass Project	14,617	182,917	(155,126)	-	42,408
Essex Community Foundation - Website	8,218	-	(7,394)	-	824
Southend City Council - Refuge	187,811	255,078	(216,587)	-	226,302
ECC IDVA Project	5,192	36,773	(24,430)	(1,815)	15,720
Ministry of Justice - Critical support	-	16,000	-	-	16,000
Essex Community Foundation - Counselling	3,686	-	(3,686)	-	-
Active Essex	2,023	-	(1,053)	-	970
National Lottery Community Fund - Break the Cycle (2)	1,587	93,141	(69,226)	-	25,502
Ministry of Justice - Victim Support Grant	45,976	111,304	(118,434)	(1,795)	37,051
Ministry of Justice - IDVA	61,904	91,384	(133,101)	(907)	19,280
Essex Community Foundation - Consultation room	-	5,740	(5,740)	-	-
Essex County Council - DA Grant Housing	21,776	17,794	(35,501)	(998)	3,071
Various Youth and Childrens funds	5,925	375	(3,646)	-	2,654
A Better Start Southend - IDVA	639	-	-	(639)	-
Southend City Council - Housing	71,164	179,500	(126,083)	(1,997)	122,584
Essex Youth Trust - Counselling	1,412	-	(1,412)	-	-
Southend Emergency Fund Client Vouchers	369	-	(369)	-	-
Other small restricted funds	4,734	2,046	(646)	(1,876)	4,258

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

16. Statement of funds (continued)

Statement of funds - current year (continued)

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
	<u>437,033</u>	<u>994,552</u>	<u>(902,434)</u>	<u>(10,027)</u>	<u>519,124</u>
Total of funds	<u><u>512,256</u></u>	<u><u>1,075,181</u></u>	<u><u>(982,775)</u></u>	<u><u>-</u></u>	<u><u>604,662</u></u>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

16. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 October 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2022 £</i>
Unrestricted funds					
General Fund	24,647	66,163	(20,231)	4,644	75,223
Restricted funds					
National Lottery Community Fund - Breaking Free	30,840	10,417	(41,257)	-	-
Essex County Council - Compass Project	1,723	181,796	(168,902)	-	14,617
Essex Community Foundation - Website	-	9,900	(1,682)	-	8,218
Southend City Council - Refuge	160,168	263,958	(236,315)	-	187,811
ECC IDVA Project	3,978	16,152	(14,938)	-	5,192
Co-op Community Fund	1,876	-	-	-	1,876
Money Saving Expert Charity Fund	720	-	(720)	-	-
Essex Community Foundation - Counselling	3,286	10,000	(9,600)	-	3,686
Active Essex	2,327	-	(304)	-	2,023
National Lottery Community Fund - Break the Cycle (2)	1,587	64,309	(64,309)	-	1,587
Ministry of Justice - Victim Support Grant	31,578	55,652	(41,254)	-	45,976
Ministry of Justice - IDVA	57,414	111,594	(107,104)	-	61,904
Essex Community Foundation - New Rental Property Work	4,530	-	(4,530)	-	-
Essex County Council - DA Grant Housing	-	35,588	(13,812)	-	21,776
Various Youth and Childrens funds	-	5,925	-	-	5,925
A Better Start Southend - IDVA	-	60,880	(58,513)	(1,728)	639
Southend City Council - Housing	-	89,750	(15,670)	(2,916)	71,164
Essex Youth Trust - Counselling	-	5,000	(3,588)	-	1,412
Southend Emergency Fund Client Vouchers	-	7,000	(6,631)	-	369
Other small restricted funds	2,100	5,037	(4,279)	-	2,858

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

16. Statement of funds (continued)

Statement of funds - prior year (continued)

	<i>Balance at 1 October 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2022 £</i>
	<u>302,127</u>	<u>932,958</u>	<u>(793,408)</u>	<u>(4,644)</u>	<u>437,033</u>
Total of funds	<u><u>326,774</u></u>	<u><u>999,121</u></u>	<u><u>(813,639)</u></u>	<u><u>-</u></u>	<u><u>512,256</u></u>

17. Summary of funds

Summary of funds - current year

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
General funds	75,223	80,629	(80,341)	10,027	85,538
Restricted funds	437,033	994,552	(902,434)	(10,027)	519,124
	<u>512,256</u>	<u>1,075,181</u>	<u>(982,775)</u>	<u>-</u>	<u>604,662</u>

Summary of funds - prior year

	<i>Balance at 1 October 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2022 £</i>
General funds	24,647	66,163	(20,231)	4,644	75,223
Restricted funds	302,127	932,958	(793,408)	(4,644)	437,033
	<u>326,774</u>	<u>999,121</u>	<u>(813,639)</u>	<u>-</u>	<u>512,256</u>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	18,033	18,033
Current assets	519,124	128,834	647,958
Creditors due within one year	-	(61,329)	(61,329)
Total	519,124	85,538	604,662

Analysis of net assets between funds - prior year

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	-	19,262	19,262
Current assets	487,304	57,466	544,770
Creditors due within one year	(50,271)	(1,505)	(51,776)
Total	437,033	75,223	512,256

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net income for the year (as per Statement of Financial Activities)	92,406	185,482
Adjustments for:		
Depreciation charges	6,141	6,425
Decrease/(increase) in debtors	18,112	(125,945)
Decrease in creditors	(8,241)	(21,583)
Net cash provided by operating activities	108,418	44,379

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

20. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	473,982	356,369
Total cash and cash equivalents	473,982	356,369

21. Analysis of changes in net debt

	At 1 October 2022 £	Cash flows £	At 30 September 2023 £
Cash at bank and in hand	358,831	121,028	479,859

22. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £13,913 (2022 - £12,498). Contributions of £2,703 (2022 - £Nil) were payable to the fund at the balance sheet date.

23. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 30 September 2023.

During the year key management personnel received remuneration of £52,364 (2022 - £50,425).

Safe Steps

England & Wales - Charity number 1177687

Accounts

SAFE STEPS
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

SAFE STEPS

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SAFE STEPS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 30 SEPTEMBER 2022

Trustees	L Parks C Venables, Chairperson E Daughters (appointed 24 November 2021) S Todd (appointed 25 May 2022) L Hobbs (appointed 27 July 2022) S Kilbey (appointed 27 July 2022)
Charity registered number	1177687
Principal office	4 West Road Westcliff-on-Sea Essex SS0 9DA
Accountants	Venthams Chartered Accountants Millhouse 32 - 38 East Street Rochford Essex SS4 1DB
Solicitors	Paul Robinson Solicitors Old Bank 470-474 London Road Westcliff-on-Sea Essex SS0 9LD

SAFE STEPS

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Trustees present their annual report together with the financial statements of the Charity for the year 1 October 2021 to 30 September 2022.

Objectives and activities

a. Policies and objectives

The Charity's objectives are:

- Relieve the needs of victims of domestic abuse from the South East Region of England by aiding provision of temporary accommodation, items, services or facilities and by any other means at the Trustees discretion.
- To preserve and protect the mental and physical health of adults and children in necessitous circumstances in the South East Region of England.
- To educate the public in the South East Region of England in the causes and effects of domestic abuse and the prevention thereof, including by understanding or contributing to research and to publish the useful results of such research.

Our Vision

To work towards a brighter future free from domestic abuse.

Our Mission

Safe Steps works with and for all survivors of domestic abuse, of all ages and all genders.

Our Values

Survivor led: We celebrate the fact that survivors of domestic abuse work and inform every level of our service provision. We are committed to investing and upskilling new survivors to play an active part in the organisation's future.

Trauma-informed: We understand that those who experience intimate terrorism may also experience a negative impact on their long-term physical and mental health and wellbeing. We aim to work with survivors on their journey to a brighter future, tailoring services to meet their different needs at different points in their lives.

Excellence: We review and improve our service delivery to ensure that we remain a centre for excellence, going above and beyond, to support survivors of domestic abuse.

Equality and diversity: We instil equality and diversity into every aspect of our practice. We recognise that some sections of the community need different interventions to achieve equality. We will work to ensure that all survivors receive tailor-made and trauma-informed services, that are inclusive of their protected characteristics, and celebrate diversity in all forms.

Financially prudent: We do not take our funding or fundraising for granted. We make sure that every penny kindly donated is accounted for, every donation is recorded, and that expenditure is planned and used to meet our charitable aims.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

Objectives and activities (continued)

b. Activities undertaken to achieve objectives

Safe Steps continue to support survivors and children affected by, or at risk of, domestic abuse enabling them to be and feel safer. We recognise that it can take time for survivors of abuse to rebuild their lives and Safe Steps remain one of the few domestic abuse support services able to provide a 'beginning to end' service at each stage that meets survivors needs.

- **365 day access to skilled and experienced support** through our COMPASS Helpline. This is a pan-Essex helpline providing information, advice and guidance as well as being the access point for support services in Essex.
- **Trauma informed and client focused dedicated support from experienced and trained Independent Domestic Abuse Advisors (IDVAs)** providing specialist advocacy to survivors of domestic abuse at all levels of risk. Services are delivered within our centre as well as in the community, co-locating with partner agencies to remove barriers and increase our accessibility.
- **Dedicated support for survivors who are pregnant or have a child under the age of 5 years in the home**, in partnership with A Better Start Southend our IDVAs work in the community as co-locate in Childrens Centres.
- Longer term support and counselling for survivors of domestic abuse through our **range of recovery and support programmes**, delivered both in person and online.
- Providing **specialist support to families and children 5 to 18** affected by domestic abuse, through our specialist programmes of recovery and counselling. Working closely with schools and social care to support children both in the community and our safe accommodation.
- Advocacy and support for young people, aged 13-19 years, by our specialist **Break The Cycle Young Peoples IDVAs**, supporting young people affected by domestic abuse from family members and/or their own relationships.
- In partnership with South Essex Homes we provide support services for survivors within **safe accommodation**, this includes a central refuge and this year the launch of 5 dispersed accommodation flats.
- **Housing and support solutions** through co-located IDVAs locally, a dedicated housing link worker within our COMPASS helpline and support to housing navigators across Essex.
- Across all services we continue to provide **education and awareness of domestic abuse**. This is through public events such as Southend Pride and Community in Harmony, training in statutory and non-statutory settings, workshops in schools, co-location in partner agencies to improve the response to domestic abuse.

c. Volunteers

The charity is committed to recruiting, training, and retaining more volunteers from the community in the following year by identifying appropriate activities in which volunteers can become involved.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

Achievements and performance

a. Review of activities

Our expertise and knowledge is a key factor in achieving sustained engagement levels with the people we serve across all areas of Safe Steps services. Specialist support from experienced trained staff increases the chance of survivors staying safe and achieving positive outcomes.

Our helpline, Essex COMPASS, responded to 8065 calls this year and a further 2158 requests for support being received by our online referral system. The team provided support, information, advice and guidance to 5019 individuals with 1378 being referred to ongoing support in the community from Safe Steps, Changing Pathways, Next Chapter or Thurrock Safeguarding. COMPASS again received the highest proportion of referrals from Southend area with Colchester and then Chelmsford following. We were able to expand the team thanks to ECC Housing Support and Ministry of Justice in 2021, which has had a significant effect on the teams response times. This year 67% of all online referrals were responded to within 6 hours of receipt with 95% being responded to within 24 hours.

Our one to one **specialist IDVA support** focuses on staying safe, coping and recovery as well as supporting with additional practical needs such as secure accommodation, assistance with finances, their health needs and the needs of their children. This year the team received 972 referrals. Following the restrictions imposed by the pandemic, it was important that we make our services as accessible as possible to survivors, by increasing our outreach provision, opening up our centre again for those wanting to drop in as well as the provision for telephone or online meetings for those unable to attend in person. In partnership with A Better Start Southend we recruited two Early Years IDVAs to join the team, focusing on families where there was a pregnancy or an under 5 year old in the home and providing additional support to Southend's eight children's centres. 92% of clients told us they felt their self-esteem had improved, 91% said they felt their social networks had improved, 98% said they felt better able to recognise abusive behaviour and 95% said they felt safer as a result of the support provided.

In 2021-2022 our **Child and Family Recovery Service, Fledglings**, worked with 472 parents and young people. Referrals for support came from survivors themselves, schools, social care, health and other service providers across Southend. This year we secured a second site nearby enabling the team to have a dedicated space for the delivery of all our parent and child recovery programmes. Thanks to Southend Borough Council and Essex Community Foundation we were able to immediately develop and decorate the space to make it warm and welcoming with a bathroom, kitchen and parent waiting area. This year the team received a further grant from Essex Community Foundation to expand their portfolio of recovery programmes and winning the Essex County Council Bowl for partnership work in the process. **Our Young Person IDVA Service, Break the Cycle** worked with 88 young people this year, providing critical one to one support both in our centre and out in the community as well as programmes of recovery. The team, working closely with schools, parallel learning, colleges, the university in Southend, delivered workshops about healthy relationships, consent and safety to 2835 young people this year. Training 40 teachers and support staff throughout the year in DA, Young People and the Impacts of Trauma.

We supported 18 families in **safe accommodation** this year. That is 18 adults and 23 children who came to stay with us because they were fleeing an abuser and/or had been homeless due to domestic abuse. We know this is hugely disruptive for families so having specialist and responsive support on site is our priority. The DA Act 2021 placed a statutory duty on Local Authorities relating to the provision of support for victims of domestic abuse and their children residing within refuges. The additional resources created by this duty has enabled us to enhance our delivery within refuge, introducing new groups, new activities, greater partnership working with schools and health and opportunities for peer support, bringing our residents together to share similar experiences, reduce isolation and begin to rebuild strong and resilient support networks. The additional resources have enabled us to support our residents in the new dispersed accommodation and the provision of support and prevention advice co-located within Southend Council.

We increased our **social media** presence this year, developing platforms for Safe Steps as well as dedicated platforms for Essex COMPASS and our youth support service Break the Cycle.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

Achievements and performance (continued)

Survivors getting the right support at a time that is right for them is very important to us. Survivors need to be able to 'dip in and out' of services when they have differing levels of support needs. Having this focus ensures we remain a **fully client centred, trauma informed provider** of specialist domestic abuse services.

Delivering public benefit

Trustees can confirm that they have complied with the duty of Section 4 of the Charities Act 2011 and have paid due regard to the Charity Commission guidance on public benefit.

The main activities of the charity are described above. The activities are undertaken to further our charitable purposes for the public benefit. Further information regarding the charities achievements is provided in the Trustees report.

Experts By Experience

The charity welcomes the involvement of survivors of domestic abuse at every level of our organisation and will strongly support survivors to take an active role on our Board, as staff and volunteers. Safe Steps is a 'by and for' charity.

b. Fundraising activities and income generation

The charity is principally funded by commissioned contracts, and charitable grant making trusts and lotteries. The majority of this funding is restricted for projects providing measurable outcomes.

c. Investment policy and performance

The Trust Deed authorises the Trustees to make and hold investments using the general funds of the charity. The trustees have the power to invest in any way appropriate and in the interests of the charity and its service users.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The Reserves policy states that the charity will hold reserves equal to 6 months of unrestricted expenditure in order to cover expected costs in the event of having to close the charity.

The Trustees are aware that they are not currently meeting this policy due to the continuation of large restricted contracts in the year. As a result, the Trustees have addressed the need to increase the level of reserves as high priority within the three year strategic plan..

c. Financial risk management objectives and policies

The Trustees confirm they regularly review the Risk Register and are satisfied systems are in place to manage and mitigate the risks identified. The Trustees consider the main risks to the Charity currently are;

Reserves: As we remain a relatively new Charity the Board have agreed that increasing the reserves held by Safe Steps is a priority.

Income generation: The contracts currently held with Essex County Council, Southend City Council and Police Fire and Crime Commissioner to provide a degree of certainty. The additional grants we are in receipt of mean we can expand on our core contract duties to meet the needs of survivors within the area. We will continue to seek to secure additional funding to meet the 'gaps' in local provision and areas of innovative work.

Structure, governance and management

a. Constitution

Safe Steps is a registered charity, number 1177687, and is constituted under a CIO Association.

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

b. Methods of appointment or election of Trustees

As set out in the Constitution, The Chair of Trustees is nominated by her fellow Trustees. New Trustees are interviewed by a panel of existing Trustees to assess suitability for the charity.

c. Organisational structure and decision-making policies

The day to day operations of the charity are delegated to the Chief Executive Sarah Conlon, from December 2020 as Interim CEO and November 2021 as CEO. The Chief Executive appoints appropriate staff to ensure services and projects are delivered to a high standard.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

Structure, governance and management (continued)

d. Policies adopted for the induction and training of Trustees

The Trustees maintain a good working knowledge of charity law and best practice by attending charity courses run by outside providers. New Trustees are supplied with an induction folder containing copies of the Constitution, current annual report, business plan and leaflets of guidance from the Charity Commission in order to perform their role diligently.

e. Related party relationships

Safe Steps have relationships with related parties and other charity and organisations with which it co-operates in the pursuit of its charitable objectives.

Notable relationships exist with Essex Police, MARAC, Southend Essex and Thurrock Domestic Abuse Board (SETDAB), Essex County Council, Essex Police Fire and Crime Commissioner and more locally Southend City Council. Direct partnership working with The Next Chapter and Changing Pathways as part of the EVIE Partnership. Working with our statutory partners such as Southend, Essex and Thurrock Childrens Social Care and Adult Social Care, Education and Health providers to safeguard clients and their families. We have close working relationship with our voluntary sector partners; SAVS, HARP, ABSS and SEAS amongst many others who assist us in providing the best possible outcome for clients.

Plans for future periods

We will continue to deliver excellent services as part of our core contracts with Southend City Council and Essex County Council.

We will be working collaboratively next year with the people we serve, our staff and our partners to develop our first Strategic Plan for Safe Steps.

We began working towards service accreditation in the later end of this year, it is a valuable process enabling us to have a full '360 review' of all our policies, procedures and our practice. This will continue into the next reporting year.

The cost of living crisis has created an additional layer of burden on the survivors we support. Necessary items to maintain a basic standard of living have become increasingly hard for survivors to afford and the cost of solutions to support their safety such as security measures, emergency transport and replacement phones for many are unaffordable. We will continue to work with local partners and our community to increase accessibility to resources that offer survivors practical living and safety solutions.

SAFE STEPS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the CIO Association. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

C Venables

Chairperson

Date: 14 June 2023

SAFE STEPS

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

Independent examiner's report to the Trustees of Safe Steps ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 September 2022.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

SAFE STEPS

INDEPENDENT EXAMINER'S REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England & Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's 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 Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:

Dated: 15 June 2023

Stuart Harrison FCA

Venthams

Chartered Accountants
Millhouse
32 - 38 East Street
Rochford
Essex
SS4 1DB

SAFE STEPS

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Income from:					
Donations and legacies	3	-	13,406	13,406	14,885
Charitable activities	4	932,921	50,970	983,891	952,058
Other trading activities	5	37	1,115	1,152	231
Investments	6	-	532	532	324
Other income	7	-	140	140	470
Total income		932,958	66,163	999,121	967,968
Expenditure on:					
Charitable activities	8	793,408	20,231	813,639	879,435
Total expenditure		793,408	20,231	813,639	879,435
Net income		139,550	45,932	185,482	88,533
Transfers between funds	16	(4,644)	4,644	-	-
Net movement in funds		134,906	50,576	185,482	88,533
Reconciliation of funds:					
Total funds brought forward		302,127	24,647	326,774	238,241
Net movement in funds		134,906	50,576	185,482	88,533
Total funds carried forward		437,033	75,223	512,256	326,774

SAFE STEPS**BALANCE SHEET
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	13	19,262	22,394
		<u>19,262</u>	<u>22,394</u>
Current assets			
Debtors	14	185,939	59,994
Cash at bank and in hand		358,831	317,746
		<u>544,770</u>	<u>377,740</u>
Creditors: amounts falling due within one year	15	(51,776)	(73,360)
		<u>492,994</u>	<u>304,380</u>
Total assets less current liabilities		<u>512,256</u>	<u>326,774</u>
Total net assets		<u>512,256</u>	<u>326,774</u>
Charity funds			
Restricted funds	16	437,033	302,127
Unrestricted funds	16	75,223	24,647
		<u>512,256</u>	<u>326,774</u>
Total funds		<u>512,256</u>	<u>326,774</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

C Venables
Chairperson

Date: 14 June 2023

SAFE STEPS

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	2022	<i>2021</i>
	£	£
Cash flows from operating activities		
Net cash used in operating activities	44,379	<i>105,912</i>
	<hr/>	<hr/>
Cash flows from investing activities		
Purchase of tangible fixed assets	(5,756)	<i>(17,874)</i>
	<hr/>	<hr/>
Net cash used in investing activities	(5,756)	<i>(17,874)</i>
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	38,623	88,038
Cash and cash equivalents at the beginning of the year	317,746	<i>229,708</i>
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	356,369	<i>317,746</i>
	<hr/> <hr/>	<hr/> <hr/>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. General information

Safe Steps was registered in England and Wales on 26 March 2018 under registration number 1177687. It is constituted under a CIO Association, amended 17 April 2019 and 14 October 2021.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Safe Steps meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. Accounting policies (continued)

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	25% reducing balance
Office equipment	-	25% reducing balance

2.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. Accounting policies (continued)

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Donations	-	13,000	13,000
Gift aid	-	406	406
	<hr/>	<hr/>	<hr/>
	-	13,406	13,406
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Donations	148	14,260	14,408
Gift aid	-	477	477
	<hr/>	<hr/>	<hr/>
	148	14,737	14,885
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

4. Income from charitable activities

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Grants	381,265	49,000	430,265
Commissioning income	551,656	-	551,656
Training fees	-	1,970	1,970
Government grants	-	-	-
	<u>932,921</u>	<u>50,970</u>	<u>983,891</u>

	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Grants	467,074	15,104	482,178
Commissioning income	467,412	-	467,412
Training fees	1,554	-	1,554
Government grants	914	-	914
	<u>936,954</u>	<u>15,104</u>	<u>952,058</u>

5. Income from other trading activities

Income from fundraising events

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Fundraising	37	1,115	1,152
	<u>37</u>	<u>1,115</u>	<u>1,152</u>

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Fundraising	231	231
	<u>231</u>	<u>231</u>

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

6. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £
Interest receivable	532	532

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Interest receivable	324	324

7. Other incoming resources

	Unrestricted funds 2022 £	Total funds 2022 £
Rental income	140	140

	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Rental income	470	470

8. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total 2022 £
Community support services	793,408	20,231	813,639

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

8. Analysis of expenditure on charitable activities (continued)

Summary by fund type (continued)

	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total 2021 £</i>
Community support services	858,007	21,428	879,435

9. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Community support services	800,815	12,824	813,639

	<i>Activities undertaken directly 2021 £</i>	<i>Support costs 2021 £</i>	<i>Total funds 2021 £</i>
Community support services	868,370	11,065	879,435

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

9. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Community support services 2022 £	Total funds 2022 £
Staff costs	659,131	659,131
Rent and venue hire	20,393	20,393
Insurance	3,704	3,704
Light and heat	4,204	4,204
Telephone	9,575	9,575
Postage and stationery	7,031	7,031
Staff training and welfare	25,016	25,016
Travel and motor	3,261	3,261
Recruitment and redundancy	3,616	3,616
Project costs	10,833	10,833
Premises, water and security costs	9,547	9,547
Subscriptions	429	429
Sundries and refreshments	2,007	2,007
Legal and professional	17,166	17,166
IT and computer expenses	24,902	24,902
	<u>800,815</u>	<u>800,815</u>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

9. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	<i>Community support services 2021 £</i>	<i>Total funds 2021 £</i>
Staff costs	722,756	722,756
Rent and venue hire	24,171	24,171
Insurance	2,891	2,891
Light and heat	1,773	1,773
Telephone	12,784	12,784
Postage and stationery	6,930	6,930
Staff training and welfare	9,581	9,581
Travel and motor	3,336	3,336
Recruitment and redundancy	4,230	4,230
Project costs	8,568	8,568
Premises, water and security costs	7,467	7,467
Subscriptions	1,075	1,075
Repairs, renewals and cleaning	1,373	1,373
Sundries and refreshments	1,490	1,490
Legal and professional	20,587	20,587
IT and computer expenses	39,358	39,358
	868,370	868,370
	868,370	868,370

Analysis of support costs

	Community support services 2022 £	Total funds 2022 £
Bank and finance charges	618	618
Depreciation	8,883	8,883
Governance costs	3,323	3,323
	12,824	12,824
	12,824	12,824

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

9. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	<i>Community support services 2021 £</i>	<i>Total funds 2021 £</i>
Bank and finance charges	392	392
Depreciation	7,464	7,464
Governance costs	3,209	3,209
	11,065	11,065
	11,065	11,065

10. Independent examiner's remuneration

	2022 £	<i>2021 £</i>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	2,460	2,340
Fees payable to the Charity's independent examiner in respect of: Payroll services	863	869
	863	869
	863	869

11. Staff costs

	2022 £	<i>2021 £</i>
Wages and salaries	598,861	668,959
Social security costs	47,772	43,409
Contribution to defined contribution pension schemes	12,498	10,388
	659,131	722,756
	659,131	722,756

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

11. Staff costs (continued)

The average number of persons employed by the Charity during the year was as follows:

	2022	<i>2021</i>
	No.	<i>No.</i>
Management	2	2
Administration	2	2
Service delivery	22	18
	<hr/> 26 <hr/>	<hr/> 22 <hr/>

No employee received remuneration amounting to more than £60,000 in either year.

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 30 September 2022, no Trustee expenses have been incurred (2021 - £NIL).

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

13. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation			
At 1 October 2021	1,931	31,922	33,853
Additions	236	5,518	5,754
Disposals	-	(2,461)	(2,461)
At 30 September 2022	<u>2,167</u>	<u>34,979</u>	<u>37,146</u>
Depreciation			
At 1 October 2021	509	10,950	11,459
Charge for the year	415	6,010	6,425
At 30 September 2022	<u>924</u>	<u>16,960</u>	<u>17,884</u>
Net book value			
At 30 September 2022	<u>1,243</u>	<u>18,019</u>	<u>19,262</u>
At 30 September 2021	<u>1,422</u>	<u>20,972</u>	<u>22,394</u>

14. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	176,621	49,595
Other debtors	-	1,782
Prepayments and accrued income	9,318	8,617
	<u>185,939</u>	<u>59,994</u>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

15. Creditors: Amounts falling due within one year

	2022	<i>2021</i>
	£	£
Trade creditors	3,204	<i>4,035</i>
Other taxation and social security	14,286	<i>13,142</i>
Accruals and deferred income	34,286	<i>56,183</i>
	<hr/> 51,776 <hr/>	<hr/> <i>73,360</i> <hr/>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

16. Statement of funds

Statement of funds - current year

	Balance at 1 October 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2022 £
Unrestricted funds					
General Fund	24,647	66,163	(20,231)	4,644	75,223
Restricted funds					
National Lottery Community Fund - Breaking Free	30,840	10,417	(41,257)	-	-
Essex County Council - Compass Project	1,723	181,796	(168,902)	-	14,617
Essex Community Foundation - Website	-	9,900	(1,682)	-	8,218
Southend City Council - Refuge	160,168	263,958	(236,315)	-	187,811
Essex County Council - IDVA Project	3,978	16,152	(14,938)	-	5,192
Co-op Community Fund	1,876	-	-	-	1,876
Money Saving Expert Charity Fund	720	-	(720)	-	-
Essex Community Foundation - Counselling	3,286	10,000	(9,600)	-	3,686
Active Essex	2,327	-	(304)	-	2,023
National Lottery Community Fund - Break the Cycle (2)	1,587	64,309	(64,309)	-	1,587
Ministry of Justice - Victim Support Grant	31,578	55,652	(41,254)	-	45,976
Ministry of Justice - IDVA	57,414	111,594	(107,104)	-	61,904
Essex Community Foundation - New Rental Property Work	4,530	-	(4,530)	-	-
Essex County Council - DA Grant Housing	-	35,588	(13,812)	-	21,776
Various Youth and Childrens funds	-	5,925	-	-	5,925
A Better Start Southend - IDVA	-	60,880	(58,513)	(1,728)	639
Southend City Council - Housing	-	89,750	(15,670)	(2,916)	71,164
Essex Youth Trust - Counselling	-	5,000	(3,588)	-	1,412
Southend Emergency Fund Client Vouchers	-	7,000	(6,631)	-	369
Other small restricted funds	2,100	5,037	(4,279)	-	2,858
Revaluation reserve	-	-	-	-	-

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

16. Statement of funds (continued)

Statement of funds - current year (continued)

	Balance at 1 October 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2022 £
Pension reserve	-	-	-	-	-
	<u>302,127</u>	<u>932,958</u>	<u>(793,408)</u>	<u>(4,644)</u>	<u>437,033</u>
Total of funds	<u><u>326,774</u></u>	<u><u>999,121</u></u>	<u><u>(813,639)</u></u>	<u><u>-</u></u>	<u><u>512,256</u></u>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

16. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 October 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2021 £</i>
Unrestricted funds					
General Fund	1,626	30,396	(21,429)	14,054	24,647
Restricted funds					
National Lottery Community Fund - Breaking Free	32,216	124,807	(117,869)	(8,313)	30,841
National Lottery Community Fund - Break The Cycle	(1,794)	-	-	1,794	-
Essex County Council - Compass Project	20,243	181,651	(193,767)	(6,403)	1,724
Southend City Council - Refuge	90,474	270,077	(213,781)	13,398	160,168
Essex County Council - IDVA Project	8,269	15,679	(15,920)	(4,050)	3,978
Co-op Community Fund	3,506	1,876	(3,506)	-	1,876
Money Saving Expert Charity Fund	2,897	1	(2,178)	-	720
Essex Community Foundation - Counselling	2,971	5,833	(5,520)	-	3,284
Active Essex	2,500	-	(173)	-	2,327
National Lottery Community Fund - Break the Cycle (2)	-	72,101	(70,514)	-	1,587
Ministry of Justice - Victim Support Grant	-	80,196	(48,617)	-	31,579
Ministry of Justice - IDVA	-	72,550	(15,136)	-	57,414
Essex Community Foundation - New Rental Property Work	-	4,530	-	-	4,530
Southend Borough Council - Infection Control Fund	-	3,000	(606)	(2,394)	-
Various Coronavirus Appeal funds	75,255	67,191	(133,610)	(8,086)	750
Other small restricted funds	79	5,619	(4,349)	-	1,349
Southend City Council - Housing	-	-	-	-	-
Essex Youth Trust - Counselling	-	-	-	-	-
Southend Borough Council - Essential Living fund	-	-	-	-	-
Postcode Lottery	-	19,825	(19,825)	-	-

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

16. Statement of funds (continued)

Statement of funds - prior year (continued)

	<i>Balance at 1 October 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2021 £</i>
VVU Community Fund - Violence & Vulnerability Unit	-	9,135	(9,135)	-	-
Essex County Council - Infection Control Fund	-	3,500	(3,500)	-	-
	<u>236,616</u>	<u>937,571</u>	<u>(858,006)</u>	<u>(14,054)</u>	<u>302,127</u>
Total of funds	<u><u>238,242</u></u>	<u><u>967,967</u></u>	<u><u>(879,435)</u></u>	<u><u>-</u></u>	<u><u>326,774</u></u>

17. Summary of funds

Summary of funds - current year

	Balance at 1 October 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2022 £
General funds	24,647	66,163	(20,231)	4,644	75,223
Restricted funds	302,127	932,958	(793,408)	(4,644)	437,033
	<u>326,774</u>	<u>999,121</u>	<u>(813,639)</u>	<u>-</u>	<u>512,256</u>

Summary of funds - prior year

	<i>Balance at 1 October 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2021 £</i>
General funds	1,626	30,396	(21,429)	14,054	24,647
Restricted funds	236,616	937,571	(858,006)	(14,054)	302,127
	<u>238,242</u>	<u>967,967</u>	<u>(879,435)</u>	<u>-</u>	<u>326,774</u>

SAFE STEPS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	19,262	19,262
Current assets	487,304	57,466	544,770
Creditors due within one year	(50,271)	(1,505)	(51,776)
Total	437,033	75,223	512,256

Analysis of net assets between funds - prior year

	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	-	22,394	22,394
Current assets	365,617	12,123	377,740
Creditors due within one year	(63,490)	(9,870)	(73,360)
Total	302,127	24,647	326,774

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net income for the year (as per Statement of Financial Activities)	185,482	88,533
Adjustments for:		
Depreciation charges	6,425	7,464
Decrease/(increase) in debtors	(125,945)	112,272
Decrease in creditors	(21,583)	(102,356)
Net cash provided by operating activities	44,379	105,913

SAFE STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

20. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	356,369	317,746
Total cash and cash equivalents	356,369	317,746

21. Analysis of changes in net debt

	At 1 October 2021 £	Cash flows £	At 30 September 2022 £
Cash at bank and in hand	317,746	41,085	358,831

22. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £12,498 (2021 - £10,388). No contributions were payable to the fund at the balance sheet date (2021 - £Nil).

23. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 30 September 2022.

During the year key management personnel received remuneration of £50,425.

Safe Steps

England & Wales - Charity number 1177687

Accounts

**Report of the Trustees and
Financial Statements for the Year Ended 30 September 2021
for
Safe Steps CIO**

Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

Safe Steps CIO

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Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2021

The trustees present their report with the financial statements of the charity for the year ended 30 September 2021. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity's objectives are:

" Relieve the needs of victims of domestic abuse from the South East Region of England by aiding the provision of temporary accommodation, items, services or facilities and by any other means at the Trustees discretion.

" To preserve and protect the mental and physical health of adults and children in necessitous circumstances in the South East Region of England

" To educate the public in the South East Region of England in the causes and effects of domestic abuse and the prevention thereof, including by understanding or contributing to research and to publish the useful results of such research.

Our values

Survivor led: we celebrate the fact that survivors of domestic abuse work and inform every level of our service provision. We are committed to investing and upskilling new survivors to play an active part in the organisation's future.

Trauma-informed: We understand that those who experience intimate terrorism may also experience a negative impact on their long-term physical and mental health and wellbeing. We aim to work with survivors on their journey to a brighter future, tailoring services to meet their different needs and different points in their lives.

Excellence: We review and improve our service delivery to ensure that we remain a centre for excellence, going above and beyond, to support survivors of domestic abuse.

Equality and diversity: We instil equality and diversity into every aspect of our practice. We recognise that some sections of the community need different interventions to achieve equality. We will work to ensure that all survivors receive tailor-made and trauma-informed services, that are inclusive of their protected characteristics and celebrate diversity in all forms.

Financially prudent: We do not take our funding or fundraising for granted. We make sure that every penny kindly donated is accounted for, every donation is recorded, and that expenditure is planned and used to meet our charitable aims.

Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2021

OBJECTIVES AND ACTIVITIES

Significant activities

Safe Steps deliver a range of services from The Dove Centre. This centre has been closely associated with supporting victims of domestic abuse for over 40 years. This is the base for our community services, providing a drop in facility for victims seeking immediate support. We have experienced and trained IDVAs providing risk assessment, safety planning, advocacy and guidance for women and men impacted by high and non-high risk domestic abuse (high-risk staff seconded from Changing Pathways). Our specialist community support also includes a suite of recovery programmes, designed to meet the individuals needs and counselling for further 1-1 recovery.

Safe Steps provide emergency safe accommodation and sanctuary to 7 families at any one time and is delivered in partnership with South Essex Homes for women and children fleeing domestic abuse.

Our established child and family service delivers accredited programmes of recovery to non-abusing parents and children post relationship, delivery is by group, 1-1 and through counselling. This requires close partnership working with education, the Emotional Wellbeing Mental Health Service (EWMHS) and social care. Safe Steps have a specialist Young Person IDVA Service, providing support to those aged 13-19 years old at risk of domestic abuse from a family member or a person they have been in a relationship with. In addition, we provide a programme of 'healthy relationships' workshops throughout schools in the Borough of Southend-on-Sea.

We deliver the COMPASS helpline, providing information, advice and guidance as well as being the 'access point' for the Essex County Council commissioned domestic abuse providers. The helpline is staffed 8am - 8pm and referrals can be made outside of these hours. COMPASS is a Countywide service providing support for individuals in Southend-on-Sea, Brentwood, Basildon, Castle Point, Epping, Harlow, Rochford, Thurrock, Braintree, Chelmsford, Colchester, Maldon, Tendring and Uttlesford.

Review of activities and achievements

Safe Steps staff have continued to respond to the additional pressures of delivering an essential service throughout a global pandemic with absolute professionalism and commitment. They have demonstrated their skilled and creative abilities in maintaining engagement and support for adults, young people and children during these challenging times.

Our helpline responded to 5935 individuals seeking referral, information, advice and guidance in 2020/2021, an increase of 83.6% on the previous year. COMPASS received the highest proportion of referrals from the Southend on Sea area, these accounted for 16% of the total. We aim to respond to all referrals within 48 hours of receipt and this was achieved in 98.58% of cases, 53% of all referrals were responded to within 6 hours.

Safe Steps Adult Services work with individuals over the age of 16 years old, recognising their differing needs, regardless of gender, sexuality, ethnicity or disability. The team have continued to develop their trauma informed approach to working with victims of domestic abuse, adopting a flexible and innovative methods to maximise engagement. These have included drop ins, an increase in outreach and the addition of online programmes. This year the DAP and IDVA team responded to 823 referrals. Following receiving support, 98.2% of clients said they felt better able to recognise abusive behaviour and 98.8% told us they felt their confidence had improved.

Our Fledglings Child and Family Service worked with 528 young people and parents this year. Services have been delivered in different ways throughout this year due to the pandemic. Access to schools was limited, 1-1 sessions were in part delivered online and we sourced another building so we could deliver group sessions safely. 100% of the parents we supported told us they understood the impact the domestic abuse had had on their children and 86.2% said they felt much more confident in their parenting skills (12% were not sure, advised it was too early to tell). Our CYPVA service, Break The Cycle, directly worked with 103 young people aged 13-19 years old this year, all had been directly impacted by domestic abuse from their own relationships and/or family members. 89.5% of young people in education said the support they had received had made a positive impact on their experience with school/college.

Within our safe accommodation, we supported 21 families be and feel safe. This year was demanding for residents and staff. The number of families supported was lower than in previous years but they stayed with us for longer as moving on presented additional challenges in the pandemic. With regular covid testing, robust control measures, understanding and respondent residents, we were fortunate not to have any recorded cases of Covid-19 in refuge.

Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2021

OBJECTIVES AND ACTIVITIES

This year we fully renovated the Dove Centre. In addition to taking the opportunity to complete some much needed maintenance works, we were able to fully decorate throughout creating an inviting space for staff and clients.

Staff worked hard this year to create and translate our portfolio of support and recovery programmes into an online format, thus increasing accessibility and reducing the attrition of attendees. Safe Steps developed a 'digital reference point', this is a central reference and information point to support staff working remotely, to ensure consistency for clients. This was achieved with grants from PFCC and Essex Community Foundation

The Covid-19 pandemic continued to have an impact on the delivery of our services in 2020/2021. Staff continued to demonstrate a great deal of resilience working tirelessly to deliver our essential services during challenging times. Utilising the grants from Lottery (£38,250), Postcode Lottery (£19,825) and MoJ (£82,915) we were able to recruit additional staff and relocate some of our face to face delivery to a larger site where staff could continue to work safely with Covid-19 controls in place.

The main impact on our funding streams throughout the pandemic has been on our community fundraising and events. Our funding streams from agreed service contracts and grant funders remained unaffected due to the contracts in place.

Public benefit

Trustees can confirm that they have complied with the duty of Section 4 of the Charities Act, 2006 and have paid due regard to the Charity Commission guidance on public benefit.

The main activities of the charity are described above. These activities are undertaken to further our charitable purposes for the public benefit. Further information regarding the charities achievements is provided in the Chair's report.

Volunteers

The charity is committed to recruiting, training and retaining more volunteers from the community in the following year now that our projects are established and operational.

Experts by Experience

The charity welcomes the involvement of survivors of domestic abuse at every level of our organisation and will strongly support all survivors to take a leading role in the domestic abuse sector.

FINANCIAL REVIEW

Principal funding sources

The charity is principally funded by commissioned contracts, and charitable grant making trusts and lotteries. The majority of this funding is restricted for projects providing measurable outcomes.

Investment policy and objectives

The Trust Deed authorises the Trustees to make and hold investments using the general funds of the charity. The trustees have the power to invest in any way that is appropriate and in the interests of the charity and its service users.

The charity ensures that all funds held in UK bank accounts are held at balances within government assured levels.

Reserves policy

The trustees have a reserves policy which was implemented after the end of the financial year. The policy states that the charity will hold reserves equal to 6 months of unrestricted expenditure in order to cover the expected costs in the event of having to close the charity.

The trustees are aware that they are not currently meeting this policy due to the commencement of large restricted contracts in the year. As a result, the trustees have addressed the need to increase the level of reserves as high priority within the five year strategic business plan.

Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2021

FINANCIAL REVIEW

Funds in deficit

The charity's general fund was in deficit at the end of the year due to the initial costs in the period which were incurred in readiness for the charity to start commencement of activities after the year end.

This deficit was due to administrative delays and the trustees are aware that deficits are not planned for future accounting periods.

FUTURE PLANS

We will continue to deliver excellent services as part of our core contracts with Southend Borough Council and Essex County Council.

The pandemic derailed previous objectives to increase our recruitment of volunteers. This objective will be carried over into next year as restrictions ease.

It is our plan to open a second local site. The temporary use of a second site throughout the pandemic has evidenced the value of having additional space for group work and staff training. It is our intention to source a permanent site near to our main office. This will enable us to deliver our expanding portfolio of support and recovery programmes to more people in an inviting and safe space.

This year has demonstrated the effectiveness of delivering support and services online. It is our intention to expand upon this further, developing training online as well as increasing our social media and online profile in Essex.

We will be working towards service accreditation this year. We are confident our service delivery meets the needs of victims and is of a high standard, achieving accreditation will not only validate this for our staff and Trustees but will demonstrate to our stakeholders that we are a trusted provider.

Next year the Domestic Abuse Act 2021 will commence. This will bring new statutory duties to provide victims and survivors; including children, within safe accommodation the support they need. It is our intention to work with our Local Authority providers to support the smooth implementation of these duties.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

As set out in the Constitution, the Chair of trustees is nominated by her fellow trustees. New trustees are interviewed by a panel of existing trustees to assess suitability for the charity.

Organisational structure

The day to day operations of the charity are delegated to the Chief Executive Sarah Conlon, from December 2020 as Interim CEO and November 2021 as CEO.

The Chief Executive appoints appropriate staff to ensure projects are delivered to a high standard.

Induction and training of new trustees

The Trustees maintain a good working knowledge of charity law and best practice by attending charity courses run by outside providers. New Trustees are supplied with an induction folder containing copies of the constitution, current Annual Report, Business Plan and leaflets of guidance from the Charity Commission in order to perform their role diligently.

Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

Safe Steps have relationships with related parties and other charities and organisations with which it co-operates in the pursuit of its charitable objectives.

Notable relationships exist with Essex Police, MARAC, Southend Essex and Thurrock (SET) Domestic Abuse Board, Essex County Council and more locally Southend Borough Council. Partnership working with Changing Pathways and Next Chapter. Working with our statutory partners such as SET Childrens Social Care and Adult Social Care, Schools, Acute, Community and Primary care health providers to safeguard clients and their families. We have close working relationships with our voluntary sector partners, HARP, CGL and SEAS amongst many others who assist in providing the best possible outcome for clients.

Risk management

The Trustees confirm they regularly review the Risk Register and are satisfied systems are in place to manage and mitigate the risks identified. The Trustees consider the main risks to the Charity currently are;

Trustee Board: There have been some changes to the Trustee Board this year. In order to ensure the board has the skills and resources needed, Trustees have identified recruitment of new Trustees is a priority.

Reserves: As a relatively new Charity the Board have agreed that increasing the reserves held by Safe Steps is a priority.

Income generation: The contracts currently held with ECC, PFCC and SBC do provide a degree of certainty. The additional grants we are in receipt of mean we can expand on our core contract duties to meet the needs of victims within the area. We will continue to seek to secure additional funding to meet the 'gaps' in local provision and areas of innovative work.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1177687

Principal address

C/O 4 West Road
Westcliff on Sea
Essex
SS0 9DA

Trustees

Ms L J Hodges (resigned 28.9.2021)
Ms S E Thomas Trustee (resigned 27.11.2020)
Ms J Hudson Trustee
A Tregoning Trustee (resigned 15.6.2021)
Ms N Drogman Trustee (resigned 27.5.2021)
Mrs L Peters Trustee
Mrs L Parks Trustee (appointed 27.11.2020)
Miss C Venables Chairperson (appointed 27.11.2020)
Ms S A Todd (appointed 25.5.2022)
Mrs L Daughters (appointed 24.11.2021)

Safe Steps CIO

**Report of the Trustees
for the Year Ended 30 September 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

H Meagher
ICAEW 9130081
Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

Solicitors

Paul Robinson Solicitors
Old Bank
470-474 London Road
Westcliff on Sea
Essex
SS0 9LD

Approved by order of the board of trustees on 22 June 2022 and signed on its behalf by:

Miss C Venables - Trustee

**Independent Examiner's Report to the Trustees of
Safe Steps CIO**

Independent examiner's report to the trustees of Safe Steps CIO

I report to the charity trustees on my examination of the accounts of Safe Steps CIO (the Trust) for the year ended 30 September 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW 9130081 which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

H Meagher
ICAEW 9130081
Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

22 June 2022

Safe Steps CIO

Statement of Financial Activities
for the Year Ended 30 September 2021

	Notes	Unrestricted fund £	Restricted funds £	30.9.21 Total funds £	30.9.20 Total funds as restated £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	14,737	148	14,885	15,289
Charitable activities					
General	4	15,104	936,954	952,058	856,057
Other trading activities	3	231	-	231	712
Other income		324	469	793	33,413
Total		<u>30,396</u>	<u>937,571</u>	<u>967,967</u>	<u>905,471</u>
EXPENDITURE ON					
Charitable activities					
General	5	21,427	858,008	879,435	813,150
NET INCOME		<u>8,969</u>	<u>79,563</u>	<u>88,532</u>	<u>92,321</u>
Transfers between funds	14	<u>14,054</u>	<u>(14,054)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>23,023</u>	<u>65,509</u>	<u>88,532</u>	<u>92,321</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>1,626</u>	<u>236,616</u>	<u>238,242</u>	<u>145,921</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>24,649</u></u>	<u><u>302,125</u></u>	<u><u>326,774</u></u>	<u><u>238,242</u></u>

The notes form part of these financial statements

Safe Steps CIO

**Balance Sheet
30 September 2021**

		Unrestricted fund	Restricted funds	30.9.21 Total funds	30.9.20 Total funds as restated
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	11	22,394	-	22,394	11,984
CURRENT ASSETS					
Debtors	12	11,441	48,553	59,994	172,266
Cash at bank and in hand		682	317,064	317,746	229,708
		<u>12,123</u>	<u>365,617</u>	<u>377,740</u>	<u>401,974</u>
CREDITORS					
Amounts falling due within one year	13	(9,869)	(63,491)	(73,360)	(175,716)
NET CURRENT ASSETS					
		<u>2,254</u>	<u>302,126</u>	<u>304,380</u>	<u>226,258</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>24,648</u>	<u>302,126</u>	<u>326,774</u>	<u>238,242</u>
NET ASSETS					
		<u>24,648</u>	<u>302,126</u>	<u>326,774</u>	<u>238,242</u>
FUNDS					
	14			24,648	1,626
Unrestricted funds				302,126	236,616
Restricted funds				<u>326,774</u>	<u>238,242</u>
TOTAL FUNDS					
				<u>326,774</u>	<u>238,242</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 22 June 2022 and were signed on its behalf by:

C Venables - Trustee

Safe Steps CIO

**Cash Flow Statement
for the Year Ended 30 September 2021**

		30.9.21	30.9.20 as restated
	Notes	£	£
Cash flows from operating activities			
Cash generated from operations	1	105,912	183,876
Net cash provided by operating activities		<u>105,912</u>	<u>183,876</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(17,874)	(15,979)
Net cash used in investing activities		<u>(17,874)</u>	<u>(15,979)</u>
Change in cash and cash equivalents in the reporting period		88,038	167,897
Cash and cash equivalents at the beginning of the reporting period		<u>229,708</u>	<u>61,811</u>
Cash and cash equivalents at the end of the reporting period		<u><u>317,746</u></u>	<u><u>229,708</u></u>

The notes form part of these financial statements

Safe Steps CIO

**Notes to the Cash Flow Statement
for the Year Ended 30 September 2021**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	30.9.21	30.9.20 as restated
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	88,532	92,321
Adjustments for:		
Depreciation charges	7,464	3,995
Decrease in debtors	112,272	47,198
(Decrease)/increase in creditors	(102,356)	40,362
Net cash provided by operations	<u>105,912</u>	<u>183,876</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.10.20 £	Cash flow £	At 30.9.21 £
Net cash			
Cash at bank and in hand	<u>229,708</u>	<u>88,038</u>	<u>317,746</u>
	<u>229,708</u>	<u>88,038</u>	<u>317,746</u>
Total	<u>229,708</u>	<u>88,038</u>	<u>317,746</u>

The notes form part of these financial statements

Safe Steps CIO

Notes to the Financial Statements for the Year Ended 30 September 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

2. DONATIONS AND LEGACIES

	30.9.21	30.9.20 as restated
	£	£
Donations	14,408	15,289
Gift aid	477	-
	<u>14,885</u>	<u>15,289</u>

3. OTHER TRADING ACTIVITIES

	30.9.21	30.9.20 as restated
	£	£
Fundraising income	<u>231</u>	<u>712</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	30.9.21	30.9.20 as restated
		£	£
Commissioning income	General	467,413	493,148
Training fees	General	1,554	760
Government Grants	General	914	510
Grants	General	482,177	361,639
		<u>952,058</u>	<u>856,057</u>

Grants received, included in the above, are as follows:

	30.9.21	30.9.20 as restated
	£	£
National Lottery Community Fund - Breaking Free	124,807	122,460
National Lottery Community Fund - Break The Cycle	72,099	50,362
Ashworth Charitable Trust	-	3,000
Co-op Community Fund	-	3,716
Money Saving Expert Charity Fund	-	20,000
Ministry of House, Communities & Local Government - Covid-19	-	64,744
Ministry of Justice - Covid-19	17,200	82,915
Essex Community Foundation - Counselling	5,833	4,167
Essex Community Foundation - Covid-19	-	7,475
Active Essex	-	2,800
Postcode Lottery	19,825	-
The Nationery Lottery Fund - Covid	38,250	-
VVU Community Fund - Violence & Vulnerability	9,135	-
Hilden Charitable Fund	5,000	-
Essex Small Grants - Covid	1,900	-
Essex County Council - Infection Control Fund	3,500	-
Essex Community Fund - NET Coronavirus Appeal	9,840	-
Ministry of Justice - Victims Support Grant	80,196	-
Ministry of Justice - IDVA	72,550	-
Essex Community Foundation - New Rental Property Work	4,530	-
Southend Borough Council - Infection Control Fund	3,000	-
National Lottery Community Fund - Sage	9,636	-
Carried forward	<u>477,301</u>	<u>361,639</u>

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

4. INCOME FROM CHARITABLE ACTIVITIES - continued

	30.9.21	30.9.20 as restated
	£	£
Brought forward	477,301	361,639
Fowler Smith and Jones Trust	3,000	-
	<u>480,301</u>	<u>361,639</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
General	<u>868,370</u>	<u>11,065</u>	<u>879,435</u>

6. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
General	<u>7,856</u>	<u>3,209</u>	<u>11,065</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2021 nor for the year ended 30 September 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 September 2021 nor for the year ended 30 September 2020.

8. STAFF COSTS

	30.9.21	30.9.20 as restated
	£	£
Wages and salaries	526,932	505,073
Social security costs	43,411	36,444
Other pension costs	10,389	9,487
	<u>580,732</u>	<u>551,004</u>

The average monthly number of employees during the year was as follows:

	30.9.21	30.9.20 as restated
Management	2	2
Administration	2	2
Service delivery	18	16
	<u>22</u>	<u>20</u>

No employees received emoluments in excess of £60,000.

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total funds as restated £
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	14,276	1,013	15,289
Charitable activities			
General	1,060	854,997	856,057
Other trading activities	338	374	712
Other income	4,384	29,029	33,413
Total	<u>20,058</u>	<u>885,413</u>	<u>905,471</u>
EXPENDITURE ON			
Charitable activities			
General	37,543	775,607	813,150
NET INCOME/(EXPENDITURE)	<u>(17,485)</u>	<u>109,806</u>	<u>92,321</u>
Transfers between funds	<u>9,521</u>	<u>(9,521)</u>	<u>-</u>
Net movement in funds	<u>(7,964)</u>	<u>100,285</u>	<u>92,321</u>
RECONCILIATION OF FUNDS			
Total funds brought forward			
As previously reported	9,586	2,001	11,587
Prior year adjustment	-	134,334	134,334
As restated	<u>9,586</u>	<u>136,335</u>	<u>145,921</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>1,622</u></u>	<u><u>236,620</u></u>	<u><u>238,242</u></u>

10. PRIOR YEAR ADJUSTMENT

The prior year adjustment in 2020 relates to the finalised funds receivable from the restricted fund holder that novated contracts over to Safe Steps due the year which were back dated for effective dates once the accounts were signed off.

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 October 2020	139	15,840	15,979
Additions	1,792	16,082	17,874
	<hr/>	<hr/>	<hr/>
At 30 September 2021	1,931	31,922	33,853
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 October 2020	35	3,960	3,995
Charge for year	474	6,990	7,464
	<hr/>	<hr/>	<hr/>
At 30 September 2021	509	10,950	11,459
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 30 September 2021	1,422	20,972	22,394
	<hr/>	<hr/>	<hr/>
At 30 September 2020	104	11,880	11,984
	<hr/>	<hr/>	<hr/>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.21	30.9.20 as restated
	£	£
Trade debtors	49,595	167,371
Other debtors	1,782	-
Prepayments and accrued income	8,617	4,895
	<hr/>	<hr/>
	59,994	172,266
	<hr/>	<hr/>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.21	30.9.20 as restated
	£	£
Trade creditors	4,034	6,873
Taxation and social security	13,144	11,064
Other creditors	56,182	157,779
	<hr/>	<hr/>
	73,360	175,716
	<hr/>	<hr/>

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

14. MOVEMENT IN FUNDS

	At 1.10.20 £	Net movement in funds £	Transfers between funds £	At 30.9.21 £
Unrestricted funds				
General fund	1,626	8,968	14,054	24,648
Restricted funds				
National Lottery Community Fund - Breaking Free	32,216	6,938	(8,313)	30,841
National Lottery Community Fund - Break The Cycle	(1,794)	-	1,794	-
Essex County Council - Compass Project	20,243	(12,116)	(6,403)	1,724
Southend Borough Council - Refuge	90,474	56,296	13,398	160,168
Essex County Council - IDVA Project Designated Fund	8,269	(241)	(4,050)	3,978
Ashworth Charitable Trust	35	150	-	185
Co-op Community Fund	44	(44)	-	-
Southend Borough Council - Essential Living Fund	3,506	(1,630)	-	1,876
Money Saving Expert Charity Fund	-	104	-	104
Ministry of Housing, Communities and Local Government - Covid-19	2,897	(2,177)	-	720
Ministry of Justice - Covid-19	43,591	(43,591)	-	-
Essex Community Foundation - Counselling	29,376	(21,331)	(8,045)	-
Essex Community Foundation - Covid-19 Active Essex	2,971	313	-	3,284
National Lottery Community Fund - Break The Cycle (2)	2,288	(2,288)	-	-
The National Lottery - Covid	2,500	(173)	-	2,327
Hilden Charitable Fund	-	1,587	-	1,587
Essex Community Fund - NET Coronavirus Appeal	-	41	(41)	-
Ministry of Justice - Victims Support Grant	-	1,060	-	1,060
Ministry of Justice - IDVA	-	750	-	750
Essex Community Foundation - New Rental Property Work	-	31,578	-	31,578
Southend Borough Council - Infection Control Fund	-	57,414	-	57,414
	-	4,530	-	4,530
	-	2,394	(2,394)	-
	<u>236,616</u>	<u>79,564</u>	<u>(14,054)</u>	<u>302,126</u>
TOTAL FUNDS	<u>238,242</u>	<u>88,532</u>	<u>-</u>	<u>326,774</u>

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	30,396	(21,428)	8,968
Restricted funds			
National Lottery Community Fund - Breaking Free	124,807	(117,869)	6,938
Essex County Council - Compass Project	181,651	(193,767)	(12,116)
Southend Borough Council - Refuge	270,077	(213,781)	56,296
Essex County Council - IDVA Project Designated Fund	15,679 150	(15,920) -	(241) 150
Ashworth Charitable Trust	-	(44)	(44)
Co-op Community Fund	1,876	(3,506)	(1,630)
Southend Borough Council - Essential Living Fund	469	(365)	104
Money Saving Expert Charity Fund	1	(2,178)	(2,177)
Ministry of Housing, Communities and Local Government - Covid-19	-	(43,591)	(43,591)
Ministry of Justice - Covid-19	17,201	(38,532)	(21,331)
Essex Community Foundation - Counselling	5,833	(5,520)	313
Essex Community Foundation - Covid-19 Active Essex	- -	(2,288) (173)	(2,288) (173)
National Lottery Community Fund - Break The Cycle (2)	72,101	(70,514)	1,587
Postcode Lottery	19,825	(19,825)	-
The National Lottery - Covid	38,250	(38,209)	41
VVU Community Fund - Violence & Vulnerability Unit	9,135	(9,135)	-
Hilden Charitable Fund	5,000	(3,940)	1,060
Essex Small Grants - Covid	1,900	(1,900)	-
Essex County Council - Infection Control Fund	3,500	(3,500)	-
Essex Community Fund - NET Coronavirus Appeal	9,840	(9,090)	750
Ministry of Justice - Victims Support Grant	80,196	(48,618)	31,578
Ministry of Justice - IDVA	72,550	(15,136)	57,414
Essex Community Foundation - New Rental Property Work	4,530	-	4,530
Southend Borough Council - Infection Control Fund	3,000	(606)	2,394
	<u>937,571</u>	<u>(858,007)</u>	<u>79,564</u>
TOTAL FUNDS	<u><u>967,967</u></u>	<u><u>(879,435)</u></u>	<u><u>88,532</u></u>

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.10.19 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 30.9.20 £
Unrestricted funds					
General fund	9,586	-	(17,481)	9,521	1,626
Restricted funds					
National Lottery Community Fund - Breaking Free	8,272	33,114	(17,442)	8,272	32,216
National Lottery Community Fund - Break The Cycle	(1,795)	41,296	(39,501)	(1,794)	(1,794)
Essex County Council - Compass Project Southend Borough Council - Refuge	(2,591)	-	19,798	3,035	20,242
Essex County Council - IDVA Project	(683)	59,924	46,436	(15,203)	90,474
Designated Fund	(1,203)	-	6,284	3,188	8,269
Ashworth Charitable Trust	-	-	35	-	35
Co-op Community Fund Southend Borough Council - Essential Living Fund	-	-	44	-	44
Money Saving Expert Charity Fund	-	-	3,506	-	3,506
Ministry of Housing, Communities and Local Government - Covid-19	1	-	-	-	1
Ministry of Justice - Covid-19	-	-	2,897	-	2,897
Essex Community Foundation - Counselling	-	-	46,747	(3,156)	43,591
Essex Community Foundation - Covid-19	-	-	33,239	(3,863)	29,376
Active Essex	-	-	2,971	-	2,971
	-	-	2,288	-	2,288
	-	-	2,500	-	2,500
	<u>2,001</u>	<u>134,334</u>	<u>109,802</u>	<u>(9,521)</u>	<u>236,616</u>
TOTAL FUNDS	<u>11,587</u>	<u>134,334</u>	<u>92,321</u>	<u>-</u>	<u>238,242</u>

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	20,058	(37,539)	(17,481)
Restricted funds			
National Lottery Community Fund - Breaking Free	122,462	(139,904)	(17,442)
National Lottery Community Fund - Break The Cycle	50,360	(89,861)	(39,501)
Essex County Council - Compass Project	215,072	(195,274)	19,798
Southend Borough Council - Refuge	287,419	(240,983)	46,436
Essex County Council - IDVA Project Designated Fund	19,687	(13,403)	6,284
Ashworth Charitable Trust	1,593	(1,558)	35
Co-op Community Fund	3,001	(2,957)	44
Money Saving Expert Charity Fund	3,716	(210)	3,506
Ministry of Housing, Communities and Local Government - Covid-19	20,000	(17,103)	2,897
Ministry of Justice - Covid-19	64,744	(17,997)	46,747
Essex Community Foundation - Counselling	82,916	(49,677)	33,239
Essex Community Foundation - Covid-19 Active Essex	4,167	(1,196)	2,971
	7,476	(5,188)	2,288
	2,800	(300)	2,500
	<u>885,413</u>	<u>(775,611)</u>	<u>109,802</u>
TOTAL FUNDS	<u>905,471</u>	<u>(813,150)</u>	<u>92,321</u>

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.19 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 30.9.21 £
Unrestricted funds					
General fund	9,586	-	(8,513)	23,575	24,648
Restricted funds					
National Lottery Community Fund - Breaking Free	8,272	33,114	(10,504)	(41)	30,841
National Lottery Community Fund - Break The Cycle	(1,795)	41,296	(39,501)	-	-
Essex County Council - Compass Project Southend Borough Council - Refuge	(2,591)	-	7,682	(3,368)	1,723
Essex County Council - IDVA Project	(683)	59,924	102,732	(1,805)	160,168
Designated Fund	(1,203)	-	6,043	(862)	3,978
Co-op Community Fund Southend Borough Council - Essential Living Fund	-	-	185	-	185
Money Saving Expert Charity Fund	-	-	1,876	-	1,876
Ministry of Housing, Communities and Local Government - Covid-19	1	-	104	-	105
Ministry of Justice - Covid-19	-	-	720	-	720
Essex Community Foundation - Counselling Active Essex	-	-	3,156	(3,156)	-
National Lottery Community Fund - Break The Cycle (2)	-	-	11,908	(11,908)	-
The National Lottery - Covid	-	-	3,284	-	3,284
Hilden Charitable Fund	-	-	2,327	-	2,327
Essex Community Fund - NET Coronavirus Appeal	-	-	1,587	-	1,587
Ministry of Justice - Victims Support Grant	-	-	41	(41)	-
Ministry of Justice - IDVA	-	-	1,060	-	1,060
Essex Community Foundation - New Rental Property Work	-	-	750	-	750
Southend Borough Council - Infection Control Fund	-	-	31,578	-	31,578
	-	-	57,414	-	57,414
	-	-	4,530	-	4,530
	-	-	2,394	(2,394)	-
	<u>2,001</u>	<u>134,334</u>	<u>189,366</u>	<u>(23,575)</u>	<u>302,126</u>

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2021

14. MOVEMENT IN FUNDS - continued

TOTAL FUNDS	11,587	134,334	180,853	-	326,774
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A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	50,454	(58,967)	(8,513)
Restricted funds			
National Lottery Community Fund - Breaking Free	247,269	(257,773)	(10,504)
National Lottery Community Fund - Break The Cycle	50,360	(89,861)	(39,501)
Essex County Council - Compass Project	396,723	(389,041)	7,682
Southend Borough Council - Refuge	557,496	(454,764)	102,732
Essex County Council - IDVA Project Designated Fund	35,366	(29,323)	6,043
Ashworth Charitable Trust	1,743	(1,558)	185
Co-op Community Fund	3,001	(3,001)	-
Southend Borough Council - Essential Living Fund	5,592	(3,716)	1,876
Money Saving Expert Charity Fund	469	(365)	104
Ministry of Housing, Communities and Local Government - Covid-19	20,001	(19,281)	720
Ministry of Justice - Covid-19	64,744	(61,588)	3,156
Essex Community Foundation - Counselling	100,117	(88,209)	11,908
Essex Community Foundation - Covid-19 Active Essex	10,000	(6,716)	3,284
National Lottery Community Fund - Break The Cycle (2)	7,476	(7,476)	-
Postcode Lottery	2,800	(473)	2,327
The National Lottery - Covid	72,101	(70,514)	1,587
VVU Community Fund - Violence & Vulnerability Unit	19,825	(19,825)	-
Hilden Charitable Fund	38,250	(38,209)	41
Essex Small Grants - Covid	9,135	(9,135)	-
Essex County Council - Infection Control Fund	5,000	(3,940)	1,060
Essex Community Fund - NET	1,900	(1,900)	-
Coronavirus Appeal	3,500	(3,500)	-
Ministry of Justice - Victims Support Grant	9,840	(9,090)	750
Ministry of Justice - IDVA	80,196	(48,618)	31,578
Essex Community Foundation - New Rental Property Work	72,550	(15,136)	57,414
Southend Borough Council - Infection Control Fund	4,530	-	4,530
	3,000	(606)	2,394
	<u>1,822,984</u>	<u>(1,633,618)</u>	<u>189,366</u>
TOTAL FUNDS	<u>1,873,438</u>	<u>(1,692,585)</u>	<u>180,853</u>

Safe Steps CIO

**Notes to the Financial Statements - continued
for the Year Ended 30 September 2021**

14. MOVEMENT IN FUNDS - continued

Transfers between funds

Transfers between funds constitute:

Transfer of fixed assets obtained as part of a restricted project of which completion of purchase satisfies conditions are transferred to general funds.

Transfer of funds back to general which were placed into restriction in 2019 to prime projects novated to the charity of which funds did not physically transfer until this year.

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2021.

Safe Steps CIO

Detailed Statement of Financial Activities
for the Year Ended 30 September 2021

	30.9.21	30.9.20 as restated
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	14,408	15,289
Gift aid	477	-
	<hr/>	<hr/>
	14,885	15,289
Other trading activities		
Fundraising income	231	712
Charitable activities		
Commissioning income	467,413	493,148
Training fees	1,554	760
Government Grants	914	510
Grants	482,177	361,639
	<hr/>	<hr/>
	952,058	856,057
Other income		
Other income	469	4,378
Contract novation transfers	-	29,029
Interest Received	324	6
	<hr/>	<hr/>
	793	33,413
Total incoming resources	<hr/>	<hr/>
	967,967	905,471
EXPENDITURE		
Charitable activities		
Wages	526,932	505,073
Social security	43,411	36,444
Pensions	10,389	9,487
Rent and venue hire	24,217	14,517
Insurance	2,891	1,764
Light and heat	1,771	2,368
Telephone	13,326	16,234
Postage and stationery	7,940	5,774
Staff training	9,581	9,536
Staff welfare	-	958
Travel and motor	3,166	2,725
Recruitment and redundancy	4,470	4,274
Project costs	9,238	22,146
Premises costs	1,781	950
Water	745	1,037
Security	1,091	483
Subscriptions	1,074	6,442
Carried forward	662,023	640,212

This page does not form part of the statutory financial statements

Safe Steps CIO

Detailed Statement of Financial Activities
for the Year Ended 30 September 2021

	30.9.21	30.9.20 as restated
	£	£
Charitable activities		
Brought forward	662,023	640,212
Repairs and renewals	3,898	34,341
Cleaning	932	2,057
Refreshments	136	1,506
Sundry	1,373	321
Freelance staff	142,028	46,894
Legal costs	1,401	3,017
Professional fees	17,952	60,540
IT and computer expenses	38,627	17,040
	<hr/>	<hr/>
	868,370	805,928
 Support costs		
Finance		
Bank charges	392	60
Fixtures and fittings	474	35
Computer equipment	6,990	3,960
	<hr/>	<hr/>
	7,856	4,055
 Governance costs		
Auditors' remuneration for non audit work	2,340	2,340
Accountancy and legal fees	869	827
	<hr/>	<hr/>
	3,209	3,167
 Total resources expended	<hr/>	<hr/>
	879,435	813,150
 Net income	<hr/>	<hr/>
	88,532	92,321
	<hr/> <hr/>	<hr/> <hr/>

Safe Steps

England & Wales - Charity number 1177687

Accounts

**Report of the Trustees and
Financial Statements for the Year Ended 30 September 2020
for
Safe Steps CIO**

Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

Safe Steps CIO

**Contents of the Financial Statements
for the Year Ended 30 September 2020**

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Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2020

The trustees present their report with the financial statements of the charity for the year ended 30 September 2020. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Safe Steps has developed an approach to activities that are trauma informed and survivor focused, developing services that take an intersectional approach to meeting individual needs of survivors of domestic abuse. We offer a range of community services to support women, men, young people and children to rebuild their lives after domestic abuse. Our ethos is to work with and for all survivors of domestic abuse, providing the support to empower all survivors on their journey to a brighter future, tailoring services to meet their different needs at different points in their lives.

We exist to:

" relieve the needs of victims of domestic abuse from the South East Region of England by aiding the provision of temporary accommodation, items, services or facilities and by any other means at the trustees' discretion.

" to preserve and protect the mental and physical health of adults and children in necessitous circumstances in the South East Region of England;

" educate the public in the South East Region of England in the causes and effects of domestic abuse and the prevention thereof, including by understanding or contributing to research and to publish the useful results of such research.

Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2020

OBJECTIVES AND ACTIVITIES

Significant activities

The charity has developed an approach to activities that are trauma informed and survivor focused, developing services that take an intersectional approach to meeting individual needs of survivors of domestic abuse. Our ethos is to work with rather than for survivors of domestic abuse and our aim is to include and empower all survivors to take a lead in steering their lives towards brighter futures. During the year the charity obtained contracts to run significant projects.

Southend Refuge Service :

- 1 - Refuge accommodation, community and outreach services to women fleeing from domestic abuse.
- 2 - Support services for children, young people and families who have been affected by the trauma of abuse.
- 3 - One to one work with children and young people via CYP practitioners, counsellors, or psychotherapists for more complex cases.
- 4 - Recovery work is offered through age appropriate group work in addition to groups with parents, in order to help them support their children and work through their issues.
- 5 - Counselling services and other empowering group work is offered as part of our recovery programmes to survivors who are moving away from crisis towards safety.

National Lottery Community Fund:

- 1 - To provide domestic abuse crisis services for those with complex needs.
- 2 - To provide crisis support support for children and young people experiencing adverse childhood experiences and in particular for those who had witnessed and experienced domestic abuse in their family homes or within their own relationships.
- 3 - To undertake preventative work with young people, focused on identifying positive relationships in order to break the cycle of abuse in the next generation.

During the pandemic it became apparent that our delivery model needed to adapt to non-face to face delivery. It is our intention to make our recovery programmes more accessible to people in their own homes, translating group sessions to online programmes. These will not be a replacement for face to face delivery, but will enable us to increase our reach.

Referrals into our helpline and community services increased during the pandemic and have shown no signs of decreasing as the lockdown has continued. It will be a priority to ensure helpline, adult services and our child and young person services are resourced appropriately, and service standards maintained, to manage the increase in demand and case complexity.

The charity will continue to develop community and online fundraising.

Public benefit

Trustees can confirm that they have complied with the duty of Section 4 of the Charities Act, 2006 and have paid due regard to the Charity Commission guidance on public benefit.

The main activities of the charity are described above. These activities are undertaken to further our charitable purposes for the public benefit. Further information regarding the charities achievements is provided in the Chair's report.

Volunteers

The charity is committed to recruiting, training and retaining more volunteers from the community in the following year now that our projects are established and operational.

Experts by Experience

The charity welcomes the involvement of survivors of domestic abuse at every level of our organisation and will strongly support all survivors to take a leading role in the domestic abuse sector.

Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2020

OBJECTIVES AND ACTIVITIES

Beneficiaries of service

Safe Steps has continued to support survivors of domestic abuse from the Southend Borough. Services include Dove Crisis Support, Fledglings Child and Family Support, Break the Cycle (13-19yrs) and Refuge emergency accommodation. Safe Steps continued to provide COMPASS, the triage and helpline for all 14 districts in Essex; Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping, Harlow, Maldon, Rochford, Southend, Tendring, Thurrock and Uttlesford.

In January 2020 our commission with Southend Borough Council to provide community support, child and family support and refuge accommodation was extended for a further three years. We were successful in our application to The National Lottery and a further four years was granted to deliver Break The Cycle, a dedicated CYPVA service.

ACHIEVEMENT AND PERFORMANCE

Review of Activities and Achievements

In 2019/2020, Safe Steps directly supported 3524 adult and child survivors of domestic abuse, providing advocacy, recovery programmes, counselling and a helpline. Services were delivered from the Dove Crisis Centre, Southend Refuge or from The Chapel, our venue for group delivery.

Our COMPASS helpline supported an additional 651 professionals during this year, providing information on domestic abuse and guidance.

Before our access to schools was restricted due to lockdown we delivered 24 healthy relationship workshops to 470 children and young people this year.

The range of services included; IDVA and crisis advocacy, child and family recovery programmes and 1-1 support, CYPVA support for 13-19yrs, a range of recovery programmes, refuge accommodation, counselling for adults and children, schools' workshops, helpline and training.

From our refuge and community-based services, 96% of clients surveyed told us they felt more confident following our support, 97% said they felt better able to recognise abusive behaviour and 91% said their support networks had improved. 93% of parents we surveyed told us they felt more confident in their parenting skills and 98% told us they understood more about the impact domestic abuse had had on their children.

FINANCIAL REVIEW

Principal funding sources

The charity is principally funded by commissioned contracts, and charitable grant making trusts and lotteries. The majority of this funding is restricted for projects providing measurable outcomes.

Investment policy and objectives

The Trust Deed authorises the Trustees to make and hold investments using the general funds of the charity. The trustees have the power to invest in any way that is appropriate and in the interests of the charity and its service users.

The charity ensures that all funds held in UK bank accounts are held at balances within government assured levels.

Reserves policy

The trustees have a reserves policy which was implemented after the end of the financial year. The policy states that the charity will hold reserves equal to 6 months of unrestricted expenditure in order to cover the expected costs in the event of having to close the charity.

The trustees are aware that they are not currently meeting this policy due to the commencement of large restricted contracts in the year. As a result, the trustees have addressed the need to increase the level of reserves as high priority within the five year strategic business plan.

Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2020

FINANCIAL REVIEW

Funds in deficit

The charity's general fund was in deficit at the end of the year due to the initial costs in the period which were incurred in readiness for the charity to start commencement of activities after the year end.

This deficit was due to administrative delays and the trustees are aware that deficits are not planned for future accounting periods.

Impact of Coronavirus

The Covid-19 pandemic naturally had an impact on the delivery of our services in 2019/2020, mid way through our reporting year. The most significant impact was the need to immediately cease face to face support services and adapt to remote working. Casework was delivered via telephone and online video platforms. Staff demonstrated a great deal of resilience during this year and have worked tirelessly to adapt the services we provide to clients/survivors and their children via remote working methods. This was successful and clients responded well to telephone appointments

Our plans to increase the recruitment of volunteers were put on hold along with the suspension of our programme of workshops we deliver in schools however all previous plans managed to continue within the set outcomes.

The trustees were assured of the financial stability of the charity during the pandemic and recovery time period due to the continuation of pre contracted funding streams.

The trustees considered any financial or operational risks relating to the pandemic and it was deemed that the charity held suitable reserves not to raise any risk level or concern at the date this report was signed.

FUTURE PLANS

The charity has been working on its future plans and the following matters are considered high importance to the future operations.

- 1.To support the Local Authority implementation of the Domestic Abuse Act 2021
- 2.To publish a five year strategy
- 3.To evidence and promote the quality service standards and specialist knowledge within Safe Steps
- 4.To ensure the survivors voice is represented in service planning and delivery.
- 5.To increase our accessibility to survivors, particularly those with protected characteristics, as classified by the Equality Act 2010.
- 6.To increase our Community Fundraising and our community profile

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

As set out in the Constitution, the Chair of trustees is nominated by her fellow trustees. New trustees are interviewed by a panel of existing trustees to assess suitability for the charity.

Organisational structure

The day to day operations of the charity are delegated to the Chief Executive Maria Sookias from June 2019. Subsequent to this AGM reporting period, in January 2021, the Board appointed Sarah Conlon as Interim CEO, following the departure of the Chief Executive.

The Chief Executive appoints appropriate staff to ensure projects are delivered to a high standard.

Safe Steps CIO

Report of the Trustees for the Year Ended 30 September 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

The Trustees maintain a good working knowledge of charity law and best practice by attending charity courses run by outside providers. New Trustees are supplied with an induction folder containing copies of the constitution, current Annual Report, Business Plan and leaflets of guidance from the Charity Commission in order to perform their role diligently.

Related parties

The charity has relationships with related parties and other charities and organisations with which it co-operates in the pursuit of its charitable objectives.

Notable relationships exist with Essex Police, MARAC, Southend Essex and Thurrock (SET) Domestic Abuse Board, Essex County Council and more locally Southend Borough Council. Partnership working with Changing Pathways and Next Chapter. Working with our statutory partners such as SET Children's Social Care and Adult Social Care, Schools, Acute, Community and Primary care health providers to safeguard clients and their families. We have close working relationships with our voluntary sector partners, HARP, CGL and SEAS amongst many others who assist in providing the best possible outcome for clients.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1177687

Principal address

C/O 4 West Road
Westcliff on Sea
Essex
SS0 9DA

Trustees

Ms L J Hodges
Ms S E Thomas Trustee (resigned 27.11.2020)
Ms J Hudson Trustee
A Tregoning Trustee (resigned 15.6.2021)
Ms N Drogman Trustee (resigned 27.5.2021)
Mrs L Peters Trustee (appointed 29.1.2020)
Mrs L Parks (appointed 27.11.2020)
Miss C Venables (appointed 27.11.2020)

Independent Examiner

H Meagher
ICAEW 9130081
Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

Solicitors

Paul Robinson Solicitors
Old Bank
470-474 London Road
Westcliff on Sea
Essex
SS0 9LD

Safe Steps CIO

**Report of the Trustees
for the Year Ended 30 September 2020**

Approved by order of the board of trustees on 25 June 2021 and signed on its behalf by:

Miss C Venables - Trustee

Independent Examiner's Report to the Trustees of Safe Steps CIO

Independent examiner's report to the trustees of Safe Steps CIO

I report to the charity trustees on my examination of the accounts of Safe Steps CIO (the Trust) for the year ended 30 September 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW 9130081 which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

H Meagher
ICAEW 9130081
Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

25 June 2021

Safe Steps CIO

Statement of Financial Activities
for the Year Ended 30 September 2020

		Unrestricted fund	Restricted funds	Year Ended 30.9.20 Total funds	Period 1.4.19 to 30.9.19 Total funds as restated £
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	14,276	1,013	15,289	8,143
Charitable activities					
General	4	1,060	854,997	856,057	173,142
Other trading activities	3	338	374	712	-
Other income		4,384	29,029	33,413	137,334
Total		<u>20,058</u>	<u>885,413</u>	<u>905,471</u>	<u>318,619</u>
EXPENDITURE ON					
Charitable activities					
General	5	12,542	775,607	788,149	172,093
NET INCOME		<u>7,516</u>	<u>109,806</u>	<u>117,322</u>	<u>146,526</u>
Transfers between funds	14	<u>9,521</u>	<u>(9,521)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>17,037</u>	<u>100,285</u>	<u>117,322</u>	<u>146,526</u>
RECONCILIATION OF FUNDS					
Total funds brought forward					
As previously reported		9,586	2,001	11,587	(605)
Prior year adjustment	10	<u>-</u>	<u>134,334</u>	<u>134,334</u>	<u>-</u>
As restated		<u>9,586</u>	<u>136,335</u>	<u>145,921</u>	<u>(605)</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>26,623</u></u>	<u><u>236,620</u></u>	<u><u>263,243</u></u>	<u><u>145,921</u></u>

The notes form part of these financial statements

Safe Steps CIO

**Balance Sheet
30 September 2020**

	Notes	Unrestricted fund £	Restricted funds £	30.9.20 Total funds £	30.9.19 Total funds as restated £
FIXED ASSETS					
Tangible assets	11	11,984	-	11,984	-
CURRENT ASSETS					
Debtors	12	4,641	167,625	172,266	219,464
Cash at bank and in hand		21,271	208,437	229,708	61,811
		<u>25,912</u>	<u>376,062</u>	<u>401,974</u>	<u>281,275</u>
CREDITORS					
Amounts falling due within one year	13	(36,270)	(139,446)	(175,716)	(135,354)
NET CURRENT ASSETS		<u>(10,358)</u>	<u>236,616</u>	<u>226,258</u>	<u>145,921</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>1,626</u>	<u>236,616</u>	<u>238,242</u>	<u>145,921</u>
NET ASSETS/(LIABILITIES)		<u>1,626</u>	<u>236,616</u>	<u>238,242</u>	<u>145,921</u>
FUNDS					
Unrestricted funds	14			1,626	9,586
Restricted funds				236,616	136,335
TOTAL FUNDS				<u>238,242</u>	<u>145,921</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 25 June 2021 and were signed on its behalf by:

C Venables - Trustee

Safe Steps CIO

**Cash Flow Statement
for the Year Ended 30 September 2020**

	Notes	Year Ended 30.9.20 £	Period 1.4.19 to 30.9.19 as restated £
Cash flows from operating activities			
Cash generated from operations	1	183,876	60,846
Net cash provided by operating activities		<u>183,876</u>	<u>60,846</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(15,979)	-
Net cash (used in)/provided by investing activities		<u>(15,979)</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period			
		<u>167,897</u>	<u>60,846</u>
Cash and cash equivalents at the beginning of the reporting period		<u>61,811</u>	<u>965</u>
Cash and cash equivalents at the end of the reporting period		<u><u>229,708</u></u>	<u><u>61,811</u></u>

The notes form part of these financial statements

Safe Steps CIO

Notes to the Cash Flow Statement for the Year Ended 30 September 2020

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	92,321	146,526
Adjustments for:		
Depreciation charges	3,995	-
Decrease/(increase) in debtors	47,198	(219,464)
Increase in creditors	40,362	133,784
	183,876	60,846
Net cash provided by operations	183,876	60,846

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.10.19 £	Cash flow £	At 30.9.20 £
Net cash			
Cash at bank and in hand	61,811	167,897	229,708
	61,811	167,897	229,708
Total	61,811	167,897	229,708

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 30 September 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 25% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2020

2. DONATIONS AND LEGACIES

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
	£	£
Donations	15,289	597
Grants	-	7,546
	<u>15,289</u>	<u>8,143</u>

Grants received, included in the above, are as follows:

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
	£	£
Department of Digital, Culture, Media & Sport - Tampon Tax Fund	-	7,546
	<u>-</u>	<u>7,546</u>

3. OTHER TRADING ACTIVITIES

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
	£	£
Fundraising events	712	-
	<u>712</u>	<u>-</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
		£	£
Commissioning income	General	493,148	71,688
Training fees	General	760	-
Government Grants	General	510	-
Grants	General	361,639	101,454
		<u>856,057</u>	<u>173,142</u>

Grants received, included in the above, are as follows:

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
	£	£
	<u>-</u>	<u>-</u>

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2020

4. INCOME FROM CHARITABLE ACTIVITIES - continued

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
	£	£
National Lottery Community Fund - Breaking Free	122,460	50,179
National Lottery Community Fund - Break The Cycle	50,362	51,275
Ashworth Charitable Trust	3,000	-
Co-op Community Fund	3,716	-
Money Saving Expert Charity Fund	20,000	-
Ministry of House, Communities & Local Government - Covid-19	64,744	-
Ministry of Justice - Covid-19	82,915	-
Essex Community Foundation - Counselling	4,167	-
Essex Community Foundation - Covid-19	7,475	-
Active Essex	2,800	-
	<u>361,639</u>	<u>101,454</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Raising donations and legacies	25,001	-	25,001
General	780,927	7,222	788,149
	<u>805,928</u>	<u>7,222</u>	<u>813,150</u>

6. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
General	4,055	3,167	7,222
	<u>4,055</u>	<u>3,167</u>	<u>7,222</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2020 nor for the period ended 30 September 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 September 2020 nor for the period ended 30 September 2019.

Safe Steps CIO

Notes to the Financial Statements - continued for the Year Ended 30 September 2020

8. STAFF COSTS

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
	£	£
Wages and salaries	505,073	110,720
Social security costs	36,444	6,795
Other pension costs	9,487	1,690
	<u>551,004</u>	<u>119,205</u>

The average monthly number of employees during the year was as follows:

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
Management	2	-
Administration	2	-
Service delivery	16	11
	<u>20</u>	<u>11</u>

No employees received emoluments in excess of £60,000.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total funds as restated
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,143	-	8,143
Charitable activities			
General	-	173,142	173,142
Other income	3,000	134,334	137,334
Total	<u>11,143</u>	<u>307,476</u>	<u>318,619</u>
EXPENDITURE ON			
Charitable activities			
General	953	171,140	172,093
NET INCOME	<u>10,190</u>	<u>136,336</u>	<u>146,526</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	(605)	-	(605)

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2020

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund	Restricted funds	Total funds as restated
	£	£	£
TOTAL FUNDS CARRIED FORWARD	9,585	136,336	145,921

10. PRIOR YEAR ADJUSTMENT

The prior year adjustment relates to the finalised funds receivable from the restricted fund holder that novated contracts over to Safe Steps due the year which were back dated for effective dates once the accounts were signed off.

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
Additions	139	15,840	15,979
DEPRECIATION			
Charge for year	35	3,960	3,995
NET BOOK VALUE			
At 30 September 2020	104	11,880	11,984
At 30 September 2019	-	-	-

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.20	30.9.19 as restated
	£	£
Trade debtors	167,371	49,053
Other debtors	-	34,958
Prepayments and accrued income	4,895	135,453
	172,266	219,464

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2020

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.20	30.9.19 as restated
	£	£
Trade creditors	6,873	2,218
Taxation and social security	11,064	4,973
Other creditors	157,779	128,163
	<u>175,716</u>	<u>135,354</u>

14. MOVEMENT IN FUNDS

	At 1.10.19 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 30.9.20 £
Unrestricted funds					
General fund	9,586	-	(17,481)	9,521	1,626
Restricted funds					
National Lottery Community Fund - Breaking Free	8,272	33,114	(17,442)	8,272	32,216
National Lottery Community Fund - Break The Cycle	(1,795)	41,296	(39,501)	(1,794)	(1,794)
Essex County Council - Compass Project	(2,591)	-	19,798	3,035	20,242
Southend Borough Council - Refuge	(683)	59,924	46,436	(15,203)	90,474
Essex County Council - IDVA Project	(1,203)	-	6,284	3,188	8,269
Designated Fund	-	-	35	-	35
Ashworth Charitable Trust	-	-	44	-	44
Co-op Community Fund Southend Borough Council - Essential Living Fund	1	-	-	-	1
Money Saving Expert Charity Fund	-	-	2,897	-	2,897
Ministry of Housing, Communities and Local Government - Covid-19	-	-	46,747	(3,156)	43,591
Ministry of Justice - Covid-19	-	-	33,239	(3,863)	29,376
Essex Community Foundation - Counselling	-	-	2,971	-	2,971
Essex Community Foundation - Covid-19	-	-	2,288	-	2,288
Active Essex	-	-	2,500	-	2,500
	<u>2,001</u>	<u>134,334</u>	<u>109,802</u>	<u>(9,521)</u>	<u>236,616</u>
TOTAL FUNDS	<u>11,587</u>	<u>134,334</u>	<u>92,321</u>	<u>-</u>	<u>238,242</u>

Safe Steps CIO

Notes to the Financial Statements - continued
for the Year Ended 30 September 2020

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	20,058	(37,539)	(17,481)
Restricted funds			
National Lottery Community Fund - Breaking Free	122,462	(139,904)	(17,442)
National Lottery Community Fund - Break The Cycle	50,360	(89,861)	(39,501)
Essex County Council - Compass Project	215,072	(195,274)	19,798
Southend Borough Council - Refuge	287,419	(240,983)	46,436
Essex County Council - IDVA Project Designated Fund	19,687	(13,403)	6,284
	1,593	(1,558)	35
Ashworth Charitable Trust	3,001	(2,957)	44
Co-op Community Fund	3,716	(210)	3,506
Money Saving Expert Charity Fund	20,000	(17,103)	2,897
Ministry of Housing, Communities and Local Government - Covid-19	64,744	(17,997)	46,747
Ministry of Justice - Covid-19	82,916	(49,677)	33,239
Essex Community Foundation - Counselling	4,167	(1,196)	2,971
Essex Community Foundation - Covid-19 Active Essex	7,476	(5,188)	2,288
	2,800	(300)	2,500
	<u>885,413</u>	<u>(775,611)</u>	<u>109,802</u>
TOTAL FUNDS	<u>905,471</u>	<u>(813,150)</u>	<u>92,321</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 30.9.19 £
Unrestricted funds				
General fund	(605)	10,191	-	9,586
Restricted funds				
National Lottery Community Fund - Breaking Free	-	8,272	(8,272)	-
National Lottery Community Fund - Break The Cycle	-	39,502	1,794	41,296
Essex County Council - Compass Project	-	(2,593)	2,593	-
Southend Borough Council - Refuge	-	92,357	2,325	94,682
Essex County Council - IDVA Project	-	(1,203)	1,560	357
	<u>-</u>	<u>136,335</u>	<u>-</u>	<u>136,335</u>
TOTAL FUNDS	<u>(605)</u>	<u>146,526</u>	<u>-</u>	<u>145,921</u>

Safe Steps CIO

Notes to the Financial Statements - continued for the Year Ended 30 September 2020

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	11,143	(952)	10,191
Restricted funds			
National Lottery Community Fund - Breaking Free	50,180	(41,908)	8,272
National Lottery Community Fund - Break The Cycle	92,572	(53,070)	39,502
Essex County Council - Compass Project	49,602	(52,195)	(2,593)
Southend Borough Council - Refuge	111,373	(19,016)	92,357
Essex County Council - IDVA Project	3,749	(4,952)	(1,203)
	<u>307,476</u>	<u>(171,141)</u>	<u>136,335</u>
TOTAL FUNDS	<u>318,619</u>	<u>(172,093)</u>	<u>146,526</u>

Transfers between funds

The charity took over 5 projects from another charity. The balance of restricted funds for each project as at the date of transfer were finalised at the year end but funds did not transfer until after date.

Therefore in the year there are transfers between restricted funds due to awaiting the transferred balances. All funds are held by the same previous contract holder and therefore are held in trust for the charity.

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2020.

Safe Steps CIO

Detailed Statement of Financial Activities for the Year Ended 30 September 2020

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	15,289	597
Grants	-	7,546
	15,289	8,143
Other trading activities		
Fundraising events	712	-
Charitable activities		
Commissioning income	493,148	71,688
Training fees	760	-
Government Grants	510	-
Grants	361,639	101,454
	856,057	173,142
Other income		
Other income	4,378	3,000
Contract novation transfers	29,029	134,334
Interest Received	6	-
	33,413	137,334
Total incoming resources	905,471	318,619
EXPENDITURE		
Charitable activities		
Wages	505,073	110,720
Social security	36,444	6,795
Pensions	9,487	1,690
Rent and venue hire	14,517	3,621
Insurance	1,764	402
Light and heat	2,368	712
Telephone	16,234	2,986
Postage and stationery	5,774	2,609
Staff training	9,536	6,257
Staff welfare	958	-
Travel and motor	2,725	734
Recruitment and redundancy	4,274	3,731
Project costs	22,146	21,000
Carried forward	631,300	161,257

This page does not form part of the statutory financial statements

Safe Steps CIO

Detailed Statement of Financial Activities for the Year Ended 30 September 2020

	Year Ended 30.9.20	Period 1.4.19 to 30.9.19 as restated
	£	£
Charitable activities		
Brought forward	631,300	161,257
Premises costs	950	723
Water	1,037	244
Security	483	272
Subscriptions	6,442	-
Repairs and renewals	34,341	614
Cleaning	2,057	794
Refreshments	1,506	89
Sundry	321	31
Freelance staff	46,894	-
Legal costs	3,017	482
Professional fees	60,540	1,285
IT and computer expenses	17,040	2,728
Sessional workers	-	1,444
	805,928	169,963
Support costs		
Finance		
Bank charges	60	30
Fixtures and fittings	35	-
Computer equipment	3,960	-
	4,055	30
Governance costs		
Auditors' remuneration for non audit work	2,340	2,100
Accountancy and legal fees	827	-
	3,167	2,100
Total resources expended	813,150	172,093
Net income	92,321	146,526

This page does not form part of the statutory financial statements