

**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

		Unrestricted fund	Restricted funds	30.9.21 Total funds	30.9.20 Total funds as restated
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	14,737	148	14,885	15,289
<b>Charitable activities</b>					
General	4	15,104	936,954	952,058	856,057
Other trading activities	3	231	-	231	712
Other income		324	469	793	33,413
<b>Total</b>		<u>30,396</u>	<u>937,571</u>	<u>967,967</u>	<u>905,471</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
General	5	21,427	858,008	879,435	813,150
<b>NET INCOME</b>		<u>8,969</u>	<u>79,563</u>	<u>88,532</u>	<u>92,321</u>
<b>Transfers between funds</b>	14	<u>14,054</u>	<u>(14,054)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>23,023</u>	<u>65,509</u>	<u>88,532</u>	<u>92,321</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>1,626</u>	<u>236,616</u>	<u>238,242</u>	<u>145,921</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<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	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	11	22,394	-	22,394	11,984
<b>CURRENT ASSETS</b>					
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>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(9,869)	(63,491)	(73,360)	(175,716)
<b>NET CURRENT ASSETS</b>		<u>2,254</u>	<u>302,126</u>	<u>304,380</u>	<u>226,258</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>24,648</u>	<u>302,126</u>	<u>326,774</u>	<u>238,242</u>
<b>NET ASSETS</b>		<u>24,648</u>	<u>302,126</u>	<u>326,774</u>	<u>238,242</u>
<b>FUNDS</b>	14				
Unrestricted funds				24,648	1,626
Restricted funds				<u>302,126</u>	<u>236,616</u>
<b>TOTAL FUNDS</b>				<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	£	£
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	105,912	183,876
Net cash provided by operating activities		<u>105,912</u>	<u>183,876</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		<u>(17,874)</u>	<u>(15,979)</u>
Net cash used in investing activities		<u>(17,874)</u>	<u>(15,979)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>88,038</u>	<u>167,897</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>229,708</u>	<u>61,811</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<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
	£	£
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	88,532	92,321
<b>Adjustments for:</b>		
Depreciation charges	7,464	3,995
Decrease in debtors	112,272	47,198
(Decrease)/increase in creditors	(102,356)	40,362
<b>Net cash provided by operations</b>	<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 £
<b>Net cash</b>			
Cash at bank and in hand	229,708	88,038	317,746
	<u>229,708</u>	<u>88,038</u>	<u>317,746</u>
<b>Total</b>	<u>229,708</u>	<u>88,038</u>	<u>317,746</u>

The notes form part of these financial statements

**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

		30.9.21	30.9.20 as restated
	Activity	£	£
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 £
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	14,276	1,013	15,289
<b>Charitable activities</b>			
General	1,060	854,997	856,057
Other trading activities	338	374	712
Other income	4,384	29,029	33,413
<b>Total</b>	20,058	885,413	905,471
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
General	37,543	775,607	813,150
<b>NET INCOME/(EXPENDITURE)</b>	(17,485)	109,806	92,321
<b>Transfers between funds</b>	9,521	(9,521)	-
<b>Net movement in funds</b>	(7,964)	100,285	92,321
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>			
As previously reported	9,586	2,001	11,587
Prior year adjustment	-	134,334	134,334
<b>As restated</b>	9,586	136,335	145,921
<b>TOTAL FUNDS CARRIED FORWARD</b>	1,622	236,620	238,242

### 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 £
<b>COST</b>			
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/>
<b>DEPRECIATION</b>			
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/>
<b>NET BOOK VALUE</b>			
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 £
<b>Unrestricted funds</b>				
General fund	1,626	8,968	14,054	24,648
<b>Restricted funds</b>				
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	8,269	(241)	(4,050)	3,978
Designated Fund	35	150	-	185
Ashworth Charitable Trust	44	(44)	-	-
Co-op Community Fund	3,506	(1,630)	-	1,876
Southend Borough Council - Essential Living Fund	-	104	-	104
Money Saving Expert Charity Fund	2,897	(2,177)	-	720
Ministry of Housing, Communities and Local Government - Covid-19	43,591	(43,591)	-	-
Ministry of Justice - Covid-19	29,376	(21,331)	(8,045)	-
Essex Community Foundation - Counselling	2,971	313	-	3,284
Essex Community Foundation - Covid-19	2,288	(2,288)	-	-
Active Essex	2,500	(173)	-	2,327
National Lottery Community Fund - Break The Cycle (2)	-	1,587	-	1,587
The National Lottery - Covid	-	41	(41)	-
Hilden Charitable Fund	-	1,060	-	1,060
Essex Community Fund - NET				
Coronavirus Appeal	-	750	-	750
Ministry of Justice - Victims Support Grant	-	31,578	-	31,578
Ministry of Justice - IDVA	-	57,414	-	57,414
Essex Community Foundation - New Rental Property Work	-	4,530	-	4,530
Southend Borough Council - Infection Control Fund	-	2,394	(2,394)	-
	<u>236,616</u>	<u>79,564</u>	<u>(14,054)</u>	<u>302,126</u>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	30,396	(21,428)	8,968
<b>Restricted funds</b>			
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	15,679	(15,920)	(241)
Designated Fund	150	-	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)	(2,288)
	-	(173)	(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>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>					
General fund	9,586	-	(17,481)	9,521	1,626
<b>Restricted funds</b>					
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	-	-	3,506	-	3,506
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>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	20,058	(37,539)	(17,481)
<b>Restricted funds</b>			
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	19,687	(13,403)	6,284
Designated Fund	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	7,476	(5,188)	2,288
Active Essex	2,800	(300)	2,500
	<u>885,413</u>	<u>(775,611)</u>	<u>109,802</u>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>					
General fund	9,586	-	(8,513)	23,575	24,648
<b>Restricted funds</b>					
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	(2,591)	-	7,682	(3,368)	1,723
Southend Borough Council - Refuge	(683)	59,924	102,732	(1,805)	160,168
Essex County Council - IDVA Project	(1,203)	-	6,043	(862)	3,978
Designated Fund	-	-	185	-	185
Co-op Community Fund	-	-	1,876	-	1,876
Southend Borough Council - Essential Living Fund	1	-	104	-	105
Money Saving Expert Charity Fund	-	-	720	-	720
Ministry of Housing, Communities and Local Government - Covid-19	-	-	3,156	(3,156)	-
Ministry of Justice - Covid-19	-	-	11,908	(11,908)	-
Essex Community Foundation - Counselling	-	-	3,284	-	3,284
Active Essex	-	-	2,327	-	2,327
National Lottery Community Fund - Break The Cycle (2)	-	-	1,587	-	1,587
The National Lottery - Covid	-	-	41	(41)	-
Hilden Charitable Fund	-	-	1,060	-	1,060
Essex Community Fund - NET Coronavirus Appeal	-	-	750	-	750
Ministry of Justice - Victims Support Grant	-	-	31,578	-	31,578
Ministry of Justice - IDVA	-	-	57,414	-	57,414
Essex Community Foundation - New Rental Property Work	-	-	4,530	-	4,530
Southend Borough Council - Infection Control Fund	-	-	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

<b>TOTAL FUNDS</b>	<u>11,587</u>	<u>134,334</u>	<u>180,853</u>	<u>-</u>	<u>326,774</u>
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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 £
<b>Unrestricted funds</b>			
General fund	50,454	(58,967)	(8,513)
<b>Restricted funds</b>			
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	35,366	(29,323)	6,043
Designated Fund	1,743	(1,558)	185
Ashworth Charitable Trust	3,001	(3,001)	-
Co-op Community Fund	5,592	(3,716)	1,876
Southend Borough Council - Essential Living Fund	469	(365)	104
Money Saving Expert Charity Fund	20,001	(19,281)	720
Ministry of Housing, Communities and Local Government - Covid-19	64,744	(61,588)	3,156
Ministry of Justice - Covid-19	100,117	(88,209)	11,908
Essex Community Foundation - Counselling	10,000	(6,716)	3,284
Essex Community Foundation - Covid-19	7,476	(7,476)	-
Active Essex	2,800	(473)	2,327
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>1,822,984</u>	<u>(1,633,618)</u>	<u>189,366</u>
<b>TOTAL FUNDS</b>	<u>1,873,438</u>	<u>(1,692,585)</u>	<u>180,853</u>



**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
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	14,408	15,289
Gift aid	477	-
	<hr/> 14,885	<hr/> 15,289
<b>Other trading activities</b>		
Fundraising income	231	712
<b>Charitable activities</b>		
Commissioning income	467,413	493,148
Training fees	1,554	760
Government Grants	914	510
Grants	482,177	361,639
	<hr/> 952,058	<hr/> 856,057
<b>Other income</b>		
Other income	469	4,378
Contract novation transfers	-	29,029
Interest Received	324	6
	<hr/> 793	<hr/> 33,413
<b>Total incoming resources</b>	<hr/> 967,967	<hr/> 905,471
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
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
	£	£
<b>Charitable activities</b>		
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
 <b>Support costs</b>		
<b>Finance</b>		
Bank charges	392	60
Fixtures and fittings	474	35
Computer equipment	6,990	3,960
	<hr/>	<hr/>
	7,856	4,055
 <b>Governance costs</b>		
Auditors' remuneration for non audit work	2,340	2,340
Accountancy and legal fees	869	827
	<hr/>	<hr/>
	3,209	3,167
	<hr/>	<hr/>
Total resources expended	879,435	813,150
	<hr/>	<hr/>
<b>Net income</b>	88,532	92,321
	<hr/> <hr/>	<hr/> <hr/>