



Trustee's Annual report

Charity Name: Next Steps Development

Registered Charity Number: 1182222

Charities Principal address: Vicarage Lawn, Barnstaple, EX32 7BN

Trustee's Sarah Poyser Chair, Lee Bensley, Damian Boland, Marion Letorey, Donna Squires, Lesley Glover

Structure, governance, and management

The charity is set up with a constitution document, and the trustees are appointed by the board.

Objectives and activities

The objectives of Next Steps Development are training adults with learning disabilities or mental health illnesses, who are marginalized by society, to gain training and certification and are ready for employment. Next Steps employ people with additional needs in many of the workplaces we have. This may be in a wood workshop, Graphics Department, Office, and Small holding.

Our ethos over the last year has had to reflect the current pandemic and how it has affected the people we support. Also working with employers to understand how routines have changed and how furlough has affected the workplace.

Our focus is and will always remain the same, and that is to empower adults who find some things more difficult than others, offering a friendly working atmosphere, with support workers who nurture the people they work with.

Achievements and Performance

Over the past 12 months Next Steps has had to look at alternative ways of supporting the individuals we support. Our ethos is to focus on the skills that these people have on the ability that lies within their disability as we feel this very often gets overlooked.

After the first 12 months we were finding our feet within the disability world, as with most Charities Covid has had a knock on our income. The contracts we had won for our bespoke furniture have been put on hold, also we can no longer hold any fundraising events due to social distancing. We have held events to maintain a support network and boost our funds.

In March 2021, the Charity opened to subsidiary arms, Next Steps@Bideford CIC and Next Steps @ Barnstaple CIC, these are set up with the same ethos as the Charity, but mainly focus on employability and the support that is required within the workplace. The charity has also been asked by members of the community to develop new groups that can be accessed via members of the public. For example, a group focusing on domestic violence, a specialised playgroup for young babies and toddlers who have just been diagnosed with a disability. This is a subject close to the co-founders hearts as their own son was diagnosed at birth with a chromosome abnormality, they found it difficult attending mainstream mother and toddler groups, this was due to the fact that their baby took longer to reach the milestones that all the toddlers there were reaching, and also their own child spent many weeks in hospital, a support for parents who are going through exactly the same is a vital resource that is needed.

The Charity has decided to focus on Health and Well-being over the next 12 months, post Covid. To support with

Mental Health issues and look at support outside the working day, we had to create more workspaces to house the individuals that really needed to access our services through the pandemic but maintaining the social distancing rules. Considering this we created a small holding which was mainly outside and offered a peaceful rural setting which has a positive effect on mental health, also, working with animals has proven that this has a positive effect on Mental Health.

Reserves Policy

Next Steps Development

Next Steps Developments committee is registered with the Charity Commission and complies with the requirements of the Charity Commission in terms of an annual independent inspection of the organisation's accounts and submitting the accounts as part of the Charity Commission's annual return.

The management committee operates a system of general funds to cover the core running costs of the Centre and restricted funds to cover the costs associated with activities or projects, for example the activities which are funded by a grant from the local council.

In terms of the general fund, we receive income in the form of day placements, where we offer training towards employment and work placements, where the skills they have learnt are put into practice. We also offer independence skills training, this covers, personal hygiene, preparing snacks, basic cooking skills, laundry, shopping and more, which are all certificated via our AQA program.

The management committee is responsible for all aspects of the day to day running costs of the Centre which includes heating, lighting, water rates, cleaning, insurance, security

alarm, trade waste, telephone, broadband services etc. All running costs are met by the general fund.

At a meeting of the management committee held virtually on 1st April 2021, members of the committee considered what level of funding the charity should hold in reserve.

It was agreed that the committee would hold 2 month's general running costs in reserve. Based upon current levels of expenditure £20,000 would be held in reserve, but again due to the pandemic we are having to focus on increasing our income.

At the meeting, the committee also agreed how surplus funds beyond the amount to be held in reserve could be used to expand our services. It was agreed that surplus funds could be used as follows –

- to give financial support to existing community activities if required
- to give financial support the assist the development of new community activities and services
- to purchase additional equipment for the benefit of the Centre user groups and/ or replace existing equipment if required.
- to make minor improvements to the Centre to make it a more disability friendly environment.
- to promote our services through printing of posters and leaflets and the development of the website.
- to support training needs for volunteers/ committee members
- to support the volunteers through provision of volunteer expenses for travel and associated costs
- to employ members of staff to work for the charity to enable it to meet its legal requirements, to provide additional support for the trainees, volunteers/

committee members.

The committee will consider on a regular basis the levels of funding that it holds and how this funding can be used to benefit the trainees and its associated activities and services.

This policy and procedures will be reviewed annually and signed and dated by the management committee.

Policy adopted on: ...30th June 2021

Signed (on behalf of the committee):

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lBensley
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To be reviewed on:

.....30th June 2022.....

Signed (on behalf of the committee):

lBensley
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Profit and Loss

Next Steps Development 1 May 2020 to 30 April 2021

30 Apr 21

Income

Access to Work	23,441
Access To Work Payments	148,514
Accessories	40
AQA	75,491
Bedding	(7)
Cafe Breakfast	317
Cake Sales	224
Canteen Sales	4,800
Charity Shop Sales Misc	21,270
Charity Shop Sorting Account	11,854
Credit Charges (4803)	2
Direct Payments	89,060
Donations Received -Non Gift Aid	(40)
Drinks (4508)	655
DVD/Books/Music	306
Event Sales (4509)	35
Garage Sales	4,828
Gift Aid Repayment	1,590
Gift Aided donations	34,603
Grants	125,186
Hats, Scarves and Gloves	29
Household Items	58
Jackets/salads	154
Jewellery	13
Kid's Wear	72
Laser Room/T - Shirt	1,449
Men's wear	184
Other Income	1,553
Pastries	47
Sandwiches	281
Snacks (4515)	33
Toys and Games	48
Trainee's	4,318
Training Sales	16,000
Women's Wear	491
Wooden Bowl	6,546
Workshop Sales	(17,639)
Total Income	555,804

Less Cost of Sales

Advertising	2,101
Ashford Workshop Materials	33
Bread	326

Profit and Loss

30 Apr 21

Cake purchases for resale	453
Canteen Accessories	646
Condiments	208
crisps	79
Dairy	1,018
Drinks (5205)	962
Employee Account	9
Events	793
Fabrication Materials	1,387
Farm Project	837
Farm Purchases	14,200
Fish	185
Ingredients	5,980
Laser Repair	472
Meat	3,359
Mechanics Parts	1,063
Miscellaneous Purchases	1,707
Off Site Building Materials	1,496
Pilton Hub Fixings	1,518
Slush Syrup and Accessories	66
Snacks (5209)	89
T Shirt/Vinyl Room	609
Veg	1,606
Wood	950
Workshop Fixings	4,502
Workshop Purchases	7,410
Total Cost of Sales	54,063

Gross Profit **501,742**

Plus Other Income

Trainees Lunch	(12)
Total Other Income	(12)

Less Operating Expenses

Ashford Electric	290
Ashford Housing Rent	1,000
Bank Charges	213
Bideford Charity Shop	9,319
Bideford Office	3,914
Bideford Rent	16,667
Cafe Purchases	33
Car Hire	3,989
Casual Labour	3,310
Charitable Donation	1
Charity Shop Electric	914
Charity Shop Rent	13,518
Cleaning	854
Clothing/Uniform Costs	18

Profit and Loss

	30 Apr 21
Computer and Software	151
COVID PPE	861
Delivery Costs	1,329
East Buckland Health and Safety	26
Electricity	12,605
Employers NI	4,063
Events Purchases	469
Farm Rent	8,300
Farm Repairs and Renewals	931
Fire Extinguishers etc	1,888
First Aid Purchaes	37
Fortesque Farm Partnership	2,408
Gas	3,731
General Rates	1,885
Gross Wages	246,603
HMRC Interest Charges	89
Hotels	534
I Zettle fees	528
Insurance	1,150
Internet	802
Miscellaneous Motor Expenses	119
Office Stationery	2,328
Pilton Health and Safety	1,362
Pilton Hub Rent	12,667
Pilton Premises Insurance	2,257
Pilton Quay Rent	14,607
Pilton Rent	9,001
Postage and Carriage	330
PPE	395
Printing	62
Recruitment Expenses	1,969
Refreshments	271
Repairs and Renewals	13,789
Repairs and Renewals House	12
Rubbish Removal	1,977
Self Employed	46,154
Subscriptions	6,507
Team Building	479
Telephone and Fax	1,286
The Nook Accessories	52
The Nook Rent	10,800
Training Costs	3,171
Travelling	260
UK Entertainment	623
Vehicle Fuel	6,105
Vehicle licences	139
Vehicle parking	8

Profit and Loss

30 Apr 21

Vehicle repairs and servicing	807
Volunteers Expenses	11,744
Warehouse Rent	1,000
Water Rates	336
Wooden Bowl Cleaning	74
Total Operating Expenses	493,121
Net Profit	8,610

Balance Sheet

Next Steps Development As at 30 April 2021

30 Apr 2021

30 Apr 2020

Assets

Bank		
Bank Current Account	(23,641)	(28,328)
Barclays Current Account	(47,415)	(16,769)
Cash Register	5,743	358
Lee and Louise	-	(32,049)
Petty Cash	11,267	2,981
Total Bank	(54,045)	(73,807)
Current Assets		
Debtors Control Account	88,604	73,598
Manual Adjustments	(3)	(3)
Total Current Assets	88,601	73,595
Fixed Assets		
Animal Purchases	1,834	199
Farm Equipment	4,490	-
Furniture and Fixtures	2,287	2,159
Motor Vehicles	2,645	2,645
Office Equipment	7,504	2,509
Office Equipment Depreciation (0031)	16	16
Plant and Machinery	33,993	21,493
Total Fixed Assets	52,768	29,020
Total Assets	87,324	28,809

Liabilities

Current Liabilities		
Creditors Control Account	41,430	13,371
Directors Loan account	27,733	-
National Insurance	6,140	3,434
Net Wages	(15,011)	(2,460)
P.A.Y.E.	(3,036)	3,483
Pension Fund	(2,300)	(349)
Rounding	(78)	-
VAT Liability	24,282	28,995
Total Current Liabilities	79,159	46,473
Non-Current Liabilities		
Loans	10,319	(6,900)
Total Non-Current Liabilities	10,319	(6,900)
Total Liabilities	89,479	39,573
Net Assets	(2,155)	(10,764)

Equity

Balance Sheet

	30 Apr 2021	30 Apr 2020
Current Year Earnings	8,610	10,971
Funds	(10,764)	(21,735)
Total Equity	(2,155)	(10,764)