



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' annual report (including Directors' report) for the period

From: 01/03/2020

To: 28/02/2021

Charity name: TAKING POSITIVE STEPS FOUNDATION

Charity registration number: 1184764

Company number: CE018429

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The mission of our foundation 'Unlawful group association' initiative is to provide early intervention for children and young people involved in, or on the periphery of crime, by addressing some of the root causes. Taking Positive Steps will be the catalyst that fosters safer communities, by working in a conscientious manner with disaffected young people, their parents and our partner agencies.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Taking Positive Steps works with schools to reduce exclusions and the rippling impact this action can have on the wider community for example grooming, peer-to-peer violence and gang affiliation, drug running and the crises this cause for the wider community and national impact. We also provide up to date training for schools, social workers and other professionals on how to engage with children and young people who have been exploited, groomed and can be seen as those subjected to modern day slavery although the young people involved may not recognise that this is what is happening. We provide support for parents also and provide update information via our social media platforms on how to spot the signs and how to educate their children about the harms of street life and unrealistic opportunities, Facilitate/Provision of temporary accommodation.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	The trustees have all considered the Charities commission guidance on public benefit and ensure that the services delivered by the organisation benefits the

Commission on public benefit		public as highlighted in our mission statement
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	1.1. The trustees apply the funds of Taking Positive Steps Foundation at their discretion and in accordance with the charitable purposes and objectives of the charity. 1.2. The trustees have appointed a sub-group of Chair, Treasurer, Secretary and CEO to consider the distribution of beneficial grants on its behalf and to make a decision in accordance with the charitable purposes and objectives. Priorities for support 2.1. The number of children and young people who can be supported by the charity will be limited to the amount of funds that are available for distribution each year. The trustees have determined that the current priorities for funding are: assisting families or organisations in greatest need of fundraising support. 2.2. The priorities for support will be reviewed by the trustees every year and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must still fulfil the charitable purpose and objectives of the charity. Principles applied in determining support. In awarding grants, the trustees will apply the following principles; 3.1. The trustees will consider any requests or known situations that are eligible for consideration: From any geographical area within the UK; From organisations or young persons up to the age of 25. 3.2. Each request or situation will be considered on its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the trustees. 3.3. The trustees will carry out sufficient due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.

		3.4. The trustees are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organisation. Applicant and partner due diligence 4.1. The trustees will carry out sufficient due diligence on any potential beneficiary to ensure: The identity of the beneficiary. That funds are applied in accordance with the charity's charitable purpose. That funds are not knowingly used for: Money laundering in accordance with the operative Money Laundering regulations. Terrorist financing in accordance with the Terrorist Act 2000. Bribery in accordance with the 2010 Bribery Act. 4.2. In cases where the charity is not the only supporter of the work or project, and to protect its reputation, the trustees may choose to extend any due diligence beyond the proposed beneficiary and to include other partner supporting organisations. 4.3. The trustees will adopt a risk rated approach to due diligence. Risk factors will include the size of the grant; the geographical location in which the grant will be applied; the nature of the relationship between the charity and the applicant. 4.4. Grant size will be an important risk factor and the larger the grant the greater will be the likely level of due diligence undertaken. 4.5. Where the proposed beneficiary is well known to the trustees and the relationship has been long standing and well established, the amount of due diligence undertaken is likely to be reduced. 4.6. The results of any due diligence will not last indefinitely. In cases where beneficiaries are supported for a significant period of time, additional due diligence will be undertaken on a change of circumstances that might impact the beneficiary, or in any case after a period of three years. Administration 5.1. For smaller grants up to £500, requests may be made informally. Where specific needs or situations are known, grants may be made at the discretion of the trustees without any form of request. 5.2. For larger grants up to £5,000, trustees should be confident:
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		Of the purpose of the proposed grant including an understanding of the work and the way in which the grant will be managed and applied; Of the person(s) responsible for the management of the grant and for overseeing the work. 5.3. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer or a cheque. The charity's normal payment authorisation process will be applied to any payments. 5.4. Where the grant is for a specified project or purpose, and in situations where that purpose does not proceed or where any grant or part thereof remains unused, unused funds must be returned. 5.5. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation. Decision making 6.1. The decision of the trustees on whether to award a grant is final. 6.2. The trustees are not obliged to provide an explanation to applicants in the event that their application is not successful.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	We have use one volunteer this financial year for our fundraising and marketing
Other		

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Taking positive steps Foundation has engaged with over 600 children and young people and their families in order to; 1. Avoid school exclusions. 2. Deliver education on grooming, peer to peer violence 3. Street school work in order to address and reduce the impacts of serious youth violence 4. Work with Met through their custody to mentor and divert young people into entrepreneurial workspaces. 5. Helped families move from one borough to another in order to reduce the impact of gang involvement. 6. Delivered education training to social workers and educational professionals about serious youth violence, gangs and gam affiliation, exclusions and its wider impact. The above has made an impact to the various communities we have engaged with
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The have achieved our goals against our set target baring one which was our intention to develop a resettlement unit for ex-offenders and young people care for by the local authority
Performance of fundraising activities against objectives set	Para 1.41	We have not undertook and fundraising activerties
Investment performance against objectives	Para 1.41	We have no investments
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	We do not presently hold any reserves
Reasons for holding zero reserves	Para 1.22	With this been a challenging year with children being out of school and a lot less commissioned services we have been unable to build a reserve
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	With the growing numbers of children a, young people being excluded form schools in the UK and the growing concerns around children and young people becoming victims of modern day slavery, we do not presently have any concerns about the charities continuation

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charities principle source of funding is fund raising days although these have not happened due to the present pandemic. Lottery funding and commissioned programs via local authorities and the Met Police
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed , memorandum and articles of association etc	Para 1.25	

How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Process for selection of Trustees Potential Trustees can be recruited through: • Recommendation • Referral from a recruiting organisation (e.g. Council for Voluntary Services or any of our partner agencies) • Self-Referral • Advertisement, following a skills audit which identifies gaps They will be required to complete an application form and initial interview. The selection is done by the board and trustees already in post

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Please see attached
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity works with the education services, Children services and looked after children, Churches as well as the Met Police on reducing serious Youth Violence and the Violent crime prevention board
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	Taking Positive Steps Foundation
Other name the charity uses	TPS
Registered charity number	1184764
Charity's principal address	201 HERTFORD ROAD, ENFIELD, EN3 5JH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lawrence Campbell		01/03/2020-28/02/2021	
2	Nadine French		01/03/2020-28/02/2021	
3	Judie Regis		01/03/2020-28/02/2021	
4	Jayson Meade		01/03/2020-28/02/2021	
5	Claudine Duberry		01/03/2020-28/02/2021	
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16				

Corporate trustees – names of the directors at the date the report was approved

Director name	
Claudine Duberry	02/09/2021

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
Claudine Duberry	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

Additional information (optional)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)		
Full name(s)	Claudine Duberry	
Position (for example Secretary, Chair, etc)	Managing Trustee	
Date	16/10/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

TAKING POSITIVE STEPS FOUNDATION

1184764

Receipts and payments accounts

CC16a

For the period
from

01-Mar-20

To

28-Feb-21

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	14,718	-	-	14,718	1,031
Grants	37,965	-	-	37,965	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	52,683	-	-	52,683	1,031
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	52,683	-	-	52,683	1,031
A3 Payments					
Payments to Beneficiaries	8,240	-	-	8,240	4,395
Staff &Volunteers Cost	11,400	-	-	11,400	5,148
Consultant Cost	11,366	-	-	11,366	5,400
Rent & Rates	990	-	-	990	890
Office Administration Costs	1,440	-	-	1,440	1,107
Website & Social Media	1,577	-	-	1,577	2,450
Training Cost	500	-	-	500	1,231
Travel & Subsistence	3,169	-	-	3,169	2,512
Bank charges	70	-	-	70	49
Miscellaneous office Cost	488	-	-	488	840
Sub total	39,240	-	-	39,240	24,021
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	39,240	-	-	39,240	24,021
Net of receipts/(payments)	13,442	-	-	13,442	- 22,990
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	13,442	-	-	13,442	- 22,990

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Metro Bank Account	40,825	-	112
	Starling Bank	20,000	-	-
		-	-	-
	Total cash funds	60,825	-	112
	(agree balances with receipts and payments account(s))	Agreement Error	OK	Agreement Error
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	BBLS-Metro Bank	30000	-	
	BBLS-Starling Bank	20000	-	
	Creditors - Claudine Duberry	19053	-	
	Creditors - Sundry Creditors	1320	-	
		-		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Claudine Duberry	16/10/2021	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

TAKING POSITIVE STEPS FOUNDATION

On accounts for the
year ended

28/02/2021

Charity
no (if any)

1184764

Set out on pages

8 & 9

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 29/02/2020.

Responsibilities and
basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

16/10/2021

Name:

Sivaguru Suganthan

Relevant professional
qualification(s) or body

Chartered Institute of Management Accountants

Address:

121 The Avenue

West Wickham

BR4 0EF