



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Michael O'Connell Chair of Trustees

**Period 01/04/2021 to
31/03/2022**

Charity name: STEPWAY CIO

Charity registration number: 1186465

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	TO PROMOTE AND IMPROVE MENTAL HEALTH AWARENESS AND SUICIDE REDUCTION AMONG VETERANS AND FAMILY MEMBERS OF THE BRITISH ARMED FORCES LIVING IN ENGLAND AND WALES, FOR THE PUBLIC BENEFIT BY PREVENTING THEM FROM BECOMING SOCIALLY EXCLUDED. RELIEVING THE DYMANIC NEEDS WITH THE PROVISION OF SUPPORT SERVICES, EVENTS, ACTIVITIES AND COURSES, WHICH PROMOTE A SENSE OF BELONGING AND PURPOSE IN CIVILIAN LIFE.
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	Provision of three main services. <ul style="list-style-type: none">• 7-step civilian skills program• Drop-in centres (Banter and Brew)• Outdoor community projects• Veteran HUB based in Worcester covering Worcestershire• The Wellbeing Centre in Oldbury, West Midlands• HMP HEWELL supporting Veterans in Custody
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees of STEPWAY CIO have had regard to the guidance issued by the Charity Commission on public benefit.

		<ul style="list-style-type: none"> • Opening of Wellbeing Centre – Oldbury, West Midlands • Delivering the three services within a prison setting. HMP Hewell to reach more Veterans who are suffering from poor mental wellbeing. • Part of the VPPP portfolio in partnership with the Defence Medical Welfare Service alongside 11 other charity partners; to improve mental wellbeing in the veteran community throughout the Midlands. • Hosting the Veteran Community Day, bringing together over 40 organisations who support the veteran community.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<ul style="list-style-type: none"> • Two outdoor community projects • Working towards the Gold Employer recognition award scheme.
Performance of fundraising activities against objectives set	Para 1.41	<ul style="list-style-type: none"> • Public fundraising is through collection tins located at different venues throughout the West Midlands and Worcestershire area. • Charity Race Day (Worcester) • Scooter club fundraiser in Worcester • Various school fetes are a continued exercise.
Investment performance against objectives	Para 1.41	Not Applicable. As a new Charity, STEPWAY does not have reserves available for investment at this stage.
Other		Not Applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See attached financial report
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Not applicable at this stage of the Charities life. A policy on reserves will be developed by our Trustee with responsibility for Finance during 2022/23.
Amount of reserves held	Para 1.22	£31k
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	Nil
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not Applicable

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	<ul style="list-style-type: none"> • The Armed Forces Covenant Trust Fund • Local Councils • European Social Funding • Local businesses (Donations) • Online fundraising through Just Giving • Veterans Foundation
Investment policy and objectives including any social investment policy adopted	Para 1.46	We currently have no investment policy due to the limited time of operation.
A description of the principal risks facing the charity	Para 1.46	Funding from ESF is ending and waiting for the replacement funding scheme to be announced. Uncertainty with future funding for the 7-steps. Researching other avenues to cover deficit going into 2023
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		CIO
Type of governing document (trust deed, royal charter)	Para 1.25	The 'foundation' model (this model) is for charities who's only voting members will be the charity trustees
How is the charity constituted? (e.g. 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	Trustees are selected by agreement with the existing trustees and CEO

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	<ul style="list-style-type: none"> In-house training provided to cover financial controls policy, Fundraising policy, Data protection, health and Safety. The full list of policies (48) can be found https://www.stepway.org/policies/ Professional indemnity insurance policy. Managing Performance /Capability Policy are also in place. Trustees receive an in-brief/training session from the Chair and CEO. They are also encouraged to attend the 7 Step civilian skills program to familiarise themselves with the aims of the charity. A handbook for employees and volunteers is provided which includes all policies and procedures.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>Trustee Board, CEO and Operations Director, Staff leads on each project and volunteers.</p> <p>In partnership with</p> <ul style="list-style-type: none"> The Armed Forces Covenant partnership The Salvation Army The Defence Medical Welfare Service Combat Stress The Poppy Factory Fighting for Pride YSS SSAFA ASDIC Mission Motor Sport Waterloo Uncovered

		Working relationships with: Op-Courage Veterans Mental health NHS Armed Forces Champions DWP Social Prescribing NHS CCP Homeless prevention Sandwell Council Worcester City Council Cranston (Substance Misuse support services) National Probation Service HMP Hewell Nacro
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	STEPWAY CIO
Other name the charity uses	N/A
Registered charity number	1186465
Charity's principal address	STEPWAY CIO The Trinity Worcester WR1 2PH 2NP - <i>MCC</i>

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	Michael O'Connell	Chair	Whole Year	Board of Trustees
2	Kevin Gale	Trustee	Whole Year	N/A
3	David Carney	Trustee	Whole Year	N/A
4	Kevin McCann	Trustee	Began 30/5/22	N/A
5	Troy Davies	Trustee	Began 30/5/22	N/A
6	Chris Mitchell	Was Chair	Stepped down 11/3/22	N/A
7	James Stanley	Trustee	Whole year, stepped down 8/5/22	N/A
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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 trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	MICHAEL DAVID O'CONNOR	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	25/11/23	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Stepway

1186465

Receipts and payments accounts

CC16a

For the period from	01/04/2021	To	31/03/2022
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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 and gifts	2,210	-	-	2,210	2,589
Government grants	29,220	42,250	-	71,470	18,420
Other general grants	19,475	9,225	-	28,700	3,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	50,905	51,475	-	102,380	23,709
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	50,905	51,475	-	102,380	23,709
A3 Payments					
Staging fundraising events	1,566	876	-	2,442	905
Advertising	-	1,382	-	1,382	703
Wages	1,421	42,426	-	43,847	11,325
Repairs and maintenance	6,969	-	-	6,969	2,469
Community projects	14,171	2,306	-	16,477	-
Refreshments	366	403	-	769	173
Emergency payout to veterans	-	-	-	-	75
Travel expenses	796	430	-	1,226	667
Rent	-	3,636	-	3,636	3,420
Utilities	325	-	-	325	-
Insurance	479	-	-	479	413
Telephone	1,079	-	-	1,079	635
Printing and stationery	640	1,050	-	1,690	151
Legal and professional	314	-	-	314	678
Computer expenses	335	-	-	335	17
Audit fees	720	-	-	720	-
Sundry expenses	97	-	-	97	1,451
	-	-	-	-	-
	-	-	-	-	-
Sub total	31,298	52,509	-	83,807	23,082
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	31,298	52,509	-	83,807	23,082
Net of receipts/(payments)	19,607	- 1,034	-	18,573	627
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,556	3,870	-	12,426	-
Cash funds this year end	28,163	2,836	-	30,999	627



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Stepway

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Receipts and payments accounts

CC16a

For the period
from

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To

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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	Bank	27,863	2,836	-
	Cash in hand	300	-	-
		-	-	-
	Total cash funds	28,163	2,836	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on
behalf of all the trustees

Signature

Print Name

Michael O'Connell

Date of
approval

25/1/23



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Stepway

On accounts for the year
ended

31 March 2022

Charity no
(if any)

1186465

Set out on pages

1-11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2022.

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").

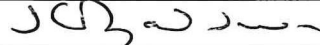
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

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

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

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

Signed: 

Date: 25/1/2023

Name: Joanne Baldwin

Relevant professional
qualification(s) or body
(if any):

ACA FCCA

Address:

Ormerod Rutter Limited

The Oakley, Kidderminster Road,

Droitwich WR9 9AY