



**Steps: Mentoring and Coaching Trustee's Report
& Financial Statement Year Ending August 2024
(01/09/23 – 31/08/2024)**

Charity: Steps: Mentoring and Coaching

Charity Number: 1189208

Steps: Mentoring and Coaching was registered on 27th April 2020. This is its fourth annual report.

Objects

“To advance in life and help people by providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.”

Trustees

Rev Valerie Spencer (Chair)

Rev Timothy Weatherstone

Mr Peter Orr (Secretary)

Treasurer

Mrs Angela Fox

Intro

We launched the charity during a pandemic which shaped how we have operated, initially intending to work with young people, but the need amongst adults for support was considerable, so we expanded our remit to include people of all ages.

The majority of sessions continue to take place online via videoconferencing applications or by telephone. A small number of sessions have taken place in-person where that has been preferred. This has allowed staff to engage with clients and to provide much-needed support.

Trustee meetings have mostly remained online due to those early restrictions and the subsequent desire to avoid unnecessary travel for in-person meetings. We will continue to meet online, and in person when this is deemed to be appropriate.

As regards public benefit, it is widely acknowledged that people of all ages continue to suffer from the stresses caused by and impact of the recent pandemic. We know from their feedback that the care and support provided so far has made a difference to our clients, helping them directly and easing the demands on other services.

We anticipate our ways of working being appropriate for the pursuit of our aims now that the pandemic is over and we are all moving forwards.

Activities & Achievements

Over the past year we have been able to support 8 young people mainly in the sixth form college, and 10 adults.

This has involved one-to-one sessions with all clients where they have talked with and had the support of our members of staff. This has helped these clients deal with the pressures of their situations, whether in personal,

educational, or work settings, which have been particularly difficult as a result of the pandemic. Many clients have shared that this support was critical in their navigating this period.

Andy Barnard joined the staff in September 2023, a superb addition to the team.

Future Plans

We continue to have a productive relationship with the Sixth Form College and pleased that we will be able to provide on-going services to the students. We have continued to develop this relationship, and intend to continue to do so.

We also mentor/coach a number of adults. This tends to be for a longer period than the students which are typically supported for six sessions before a review takes place.

Finances

- Total income: £ 5,036 (01/09/2023– 31/08/2024)
- Total expenditure: £ 4,818
- Assets: £ 4,020
- Sources of income: Grant income, regular and one-off donations from individuals and organisations.
- Main expenditure: Salaries, insurance, training.



Steps		1189208		CC16a
Receipts and payments accounts				
For the period from	Period start date 01/09/2023	To	Period end date 31/08/2024	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
fund raiser					
Gift					300
Gift Aid	749			749	374
Investment interest	37			37	22
Grant					452
DSFC	1,350			1,350	2,100
hmrc refund					
Individual	2575			2,575	3,035
Misc	325			325	275
	5,036	-		5,036	6,558
A2 Asset and investment sales, (see table).					
					-
Sub total					-
Total receipts	5,036	-		5,036	6,558
A3 Payments					
Salaries	3,814			3,814	4,047
Safeguarding					
Training /conf					55
Expenses annual fees	55			55	
HMRC	410			410	
Insurance	251			251	246
safeguarding	58			58	
dsfc refund					450
misc/ web	230			230	173
hmrc					177
Sub total	4,818	-		4,818	5,148
A4 Asset and investment purchases, (see table)					
Sub total					-
Total payments	4,818	-		4,818	5,148
Net of receipts/(payments)	218	-		218	1,410
A5 Transfers between funds					
A6 Cash funds last year end	3,802			3,802	2,392
Cash funds this year end	4,020	-		4,020	3,802

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	NW Current	1460		
	NW Saver Account	£ 2,560.00		
				-
	Total cash funds	4,020	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
in Bank on 31st Aug				
		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)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	