

**Report of the Trustees and  
Unaudited Financial Statements  
for the Period Ended 31 December 2022  
for  
STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING  
A Charitable Incorporated Organisation (CIO)**

**STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING**

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for the Period Ended 31 December 2022**

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## **STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING**

### **Report of the Trustees for the Period Ended 31 December 2022**

The Trustees present their report with the financial statements of the charity for the period ended 31 December 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

**1189763**

##### **Principal address**

Involve Community Services

The Court House

Broadway

BRACKNELL

Berkshire

RG12 1AE

##### **Trustees**

Bernadette Fisher – Chairperson

Jonathan Story

Sarah Gore

Christopher Fisher

##### **Independent Examiner**

Victoria Butters

Holy Brook Associates

Curious Lounge, 1st Floor,

Pinnacle Building,

Tudor Road, Reading,

England,

RG1 1NH

**Bankers**

THE CO-OPERATIVE BANK PLC

CENTRAL CORPORATE BRANCH

P O Box 250,

WN8 6WT

## **STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING**

### **Report of the Trustees**

**for the Period Ended 31 December 2022**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING, is a charitable incorporated organisation (CIO), registered as a charity on June 3<sup>rd</sup>, 2021, charity number 1189763. The Charity is controlled by its governing document and the CIO Constitution. The Trustees who served the charity during the period were as follows:

Dr Bernadette Fisher – Chairperson: appointed 13/04/2020

Sarah Gore – Trustee: appointed 15/04/2020

Christopher Fisher: Trustee: appointed 15/04/2020

Jonathan Story – Trustee: appointed 23/06/2021

##### **Recruitment and appointment of new Directors and Trustees**

The Constitution provides for a minimum of 3 Trustees with no stated maximum. Where there is a requirement for new Trustees these are identified and appointed by the existing Trustees for a term of 3 years by the passing of a resolution at a properly convened meeting of the Trustees. In selecting the new Trustees, the board must have regard for the skills, knowledge and experience needed from the individual in order to provide effective administration of the charity.

Any new Trustee will be provided, on or before their first appointment, with a copy of the previous period's annual report and accounts and a copy of the Charity Constitution.

##### **Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The principal objective of the charity is to promote the positive health and wellbeing of all adults who live, work or study in the Bracknell Forest area. We offer free education to anyone aged 18 or more, who works, lives or studies in the Borough of Bracknell Forest and who is experiencing problems with their mental, physical or emotional health and for those that support them. A co created, compassionate learning environment empowers individuals (students) through education about all aspects of wellbeing, highlighting individual skills and strengths, building self-confidence, inspiring creativity and unlocking

## **STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING**

### **Report of the Trustees for the Period Ended 31 December 2022**

personal potential. Small group work nurtures stronger peer support networks, reduced social isolation and increases community connectivity.

#### **Public benefit statement**

The Trustees confirm that they have complied with the requirements of the Charities Act 2011 to have due regard to the Charities Commission Guidance on public benefit.

#### **ACHIEVEMENT AND PERFORMANCE**

By the end of 2022, over 450 people aged 18 to >80 years, had registered with Stepping Stones recovery college and by mid-August 2023, our total student population was 673 students. Apart from Spring 2022 which had lower than average levels of new registrations, there has been consistently over 100 new students registering each term. In 2021/22 we have also seen an increase in male students and those from non-white and LGBGTQ backgrounds. New students come through signposting from a variety of different local statutory and voluntary organizations, with over half being recommended by one of the BFC statutory mental health services, a further third via word of mouth from friends, family, or carers. Social prescribers and the Job Centre also feature as sources of signposting to the college.

SSRC is unique in the local community in providing a wide selection of free creative and educational courses and workshops in a safe, respectful, and compassionate learning environment. It is one where students have told us, they feel welcome, respected, able to relax, and to learn and grow beyond what has happened to them. Although we remain 'diagnosis blind,' and do not routinely ask for individual's background information, we are aware that our students have very diverse needs. These include recovery from the diagnosis of serious mental health conditions, addiction, and trauma; also more generalised, often undiagnosed states such as anxiety, anger, panic, pain, bereavement, social isolation and the long-term impacts of Covid. Every term, we provide over 200 free workshop sessions, covering 45 - 50 different subjects which include pathways for understanding mental health and specific conditions, key elements in the recovery process, practical ways to improve health and wellbeing, developing better life skills and unlocking creative potential. We routinely ask for qualitative and quantitative feedback from all students and over 80% of rate our courses and workshops as 'very useful' to their recovery. Verbatim comments are also predominantly positive with many describing their experiences as 'inspiring' 'educational,' 'useful' and 'informative.' Experienced, professional facilitators lead most of our courses and student ratings for their work indicates high levels of satisfaction with both

content and delivery. It is also very encouraging too that 98% of SSRC students would recommend our workshops and courses to others.

SSRC held its first Open Day on May 9th, 2022, the beginning of World Mental Health Week. All residents and services were invited, and, on the day, we had over a hundred visitors and registered around twenty new students. During the remainder of 2022, we were visited by our local MP and the SSRC team made many presentations to local statutory services, community, and voluntary groups, to help them understand what we offer and for whom. During the 2022 Spring and Summer terms, we were also invited to several local business gatherings, and among these, the Bracknell Economic and Social Development Partnership (ESDP) and the Health and Employee Wellbeing Day, in September. We made major presentations at both to raise awareness of what we offer generally and how we can tailor our workshops to support employee wellbeing in the workplace.

At the heart of our ethos is working together as equals and, in keeping with the recovery college model, our way of working is, in so far as possible, to use collective problem solving, democratic decision-making and provide open access to all our resources. Students, staff, facilitators, and volunteers all work together, and we have learned that our in-person interactions can be highly effective for helping many students to overcome social anxieties and for activating natural peer support systems. Other priorities for the 2023/24 academic year will include managing our increasing student numbers and, in particular, ensuring that our limited workshop places remain offered fairly to both new and existing students. We will also be developing and offering more peer-led, co-created courses and workshops and having more explicit co-creation processes within SSRC will also enable us to optimise the curriculum in response to local needs.

Although our student age distribution remains no different to the age profile for all BFC adults, (Bracknell Forest Observatory), we have seen an increase in students aged 18 to 35 years registering and we are now actively co creating a new programme of courses and workshops tailored specifically to address their needs. Young adults in our extensive focus group research expressed significant challenges in accessing mental health support, citing confusion over what is available, long waiting times and limited resources. They feel they had to navigate an overly complex system on their own, and without adequate guidance, find this time-consuming and overwhelming. In response to this, in early 2022, a community-based collaboration of voluntary and statutory services was created with the overall aim of co creating, with and for young adults, more effective, accessible and life stage tailored, support and education to protect and promote their mental health and wellbeing. We founded this collaboration on the principle of mutual support and knowledge sharing and our aim is to craft an interconnected support system that would enhance the impact of our initiatives to equip young adults with a diverse range of resources to navigate their life challenges. We have also begun work to develop an interactive app that will allow young adults to identify their own priorities and be provided with support that is tailored to meet their specific needs. This work is being co-created by one of our students and will simplify the discovery of support that fits best for young adults and their specific needs.

# **STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING**

## **Report of the Trustees for the Period Ended 31 December 2022**

### **FINANCIAL REVIEW**

#### **Financial Review**

The charity held reserves of £81,328 at year end (2021 - £12,443). This was equivalent to at least 5 months' worth of operating costs. The Trustees have determined that the Charity must hold a minimum level of liquid reserves equivalent to 5-6 months' worth of operating costs, as set out in our Financial Policy.

#### **ON BEHALF OF THE BOARD:**

Bernadette Fisher

Date: October 2<sup>nd</sup>, 2023



## **STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING**

### **Independent Examiners Report**

#### **for the Period Ended 31 December 2022**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022 which are set out on pages 10 to 16.

#### **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**

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:

- 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
- the accounts did 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.

**[SIGNED]**

Victoria Butters MAAT DChA

Holy Brook Associates Ltd,  
Curious Lounge, 1st Floor, Pinnacle Building,  
Tudor Road, Reading, England, RG1 1NH

27<sup>th</sup> October 2023

# STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

## Statement of Financial Activities

for the Period Ended 31 December 2022

	Note	Unrestricted funds £	Restrict ed funds £	2022 Total funds £	2021 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Grants and Donations	2	237,900	-	<b>237,900</b>	81,000
<b>Total incoming resources</b>		<b>237,900</b>	<b>-</b>	<b>237,900</b>	81,000
<b>RESOURCES EXPENDED</b>					
Costs of raising funds	3	5,948	-	<b>5,948</b>	3,708
Charitable activities	4	159,719	-	<b>159,719</b>	62,430
Legal and administrative costs	5	3,348	-	<b>3,348</b>	2,420
<b>Total resources expended</b>		<b>169,015</b>	<b>-</b>	<b>169,015</b>	68,557
<b>NET INCOME</b>		<b>68,885</b>	<b>-</b>	<b>68,885</b>	12,443
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>12,443</b>	<b>-</b>	<b>12,443</b>	-
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>81,328</b>	<b>-</b>	<b>81,328</b>	12,443

# STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

## Balance Sheet

At 31 December 2022

	Note	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	2,409	-	2,409	3,166
<b>CURRENT ASSETS</b>					
Cash in bank and in hand		79,859		79,859	8,945
Prepayments		-	-	-	1,534
					10,478
<b>CREDITORS</b>					
Amounts falling due within one year	9	940	-	940	1,202
<b>NET CURRENT ASSETS</b>		78,919		78,919	9,276
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		81,328	-	81,328	12,443
<b>NET ASSETS</b>	10	81,328	-	81,328	12,443
<b>FUNDS</b>	11				
Restricted funds				-	-
Unrestricted funds				81,328	12,443
<b>TOTAL FUNDS</b>				81,328	12,443

The financial statements were approved by the Board of Trustees on 31<sup>st</sup> October 2022 and were signed on its behalf by:

Bernadette Fisher -Trustee

## STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

### Notes to the Accounts

At 31 December 2022

#### 1. ACCOUNTING POLICIES continued

##### 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.

#### 2. DONATION AND LEGACIES

	2022	2021
	£	£
Donations	17,900	-
Grant	220,000	81,000
	<u>237,900</u>	<u>81,000</u>

#### 3. COST OF RAISING FUNDS

	2022	2021
	£	£
Promotion and public relations costs	5,948	3,708
	<u>5,948</u>	<u>3,708</u>

# STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

## Notes to the Accounts (continued)

At 31 December 2022

### 4. CHARITABLE ACTIVITIES

	2022	2021
Cost of services	86,690	28,385
Cleaning	1,194	676
Consulting	9,579	4,520
Depreciation Expense	1,356	703
Entertainment	754	52
Equipment less than £100	28	94
General Expenses	97	159
Insurance	1,511	851
IT Software and Consumables	1,037	1,147
Travel Expenses	16	133
Office costs	151	948
Pensions Costs	767	419
Postage, Freight & Courier	-	32
Printing & Stationery	851	1,150
Repairs & Maintenance	414	79
Salaries	48,124	21,681
Staff Training	1,218	378
Subscriptions	1,250	268
Telephone & Internet	1,414	709
Travel - National	1,774	47
<b>TOTAL</b>	<b>159,719</b>	<b>62,430</b>

### 5. LEGAL AND ADMINISTRATIVE COSTS

	2022	2021
	£	£
Accountancy and payroll	2,988	2,060
Independent examiner's fee	360	360
	<u>3,348</u>	<u>2,420</u>

# STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

## Notes to the Accounts (continued)

At 31 December 2022

### 6. TANGIBLE FIXED ASSETS

	Computer Equipment £	Total 2022 £
<b>COST</b>		
At 31 December 2021	3,869	3,869
Additions	599	599
At 31 December 2022	<u>4,468</u>	<u>4,468</u>
<b>DEPRECIATION</b>		
At 31 December 2021	(703)	(703)
Charge for the Period	(1,356)	(1,356)
At 31 December 2022	<u>(2,059)</u>	<u>(2,059)</u>
<b>NET BOOK VALUE</b>		
At 31 December 2021	3,166	3,166
AT 31 December 2022	<u>2,409</u>	<u>2,409</u>

# STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

## Notes to the Accounts (continued)

At 31 December 2022

### 7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE PERIOD

	2022	2021
	£	£
Accruals	936	936
Payroll related creditors	4	266
	<u>940</u>	<u>1,202</u>

### 8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
	£	£	£	£
Fixed Assets	2,409	-	<b>2,409</b>	3,166
Current Assets	79,858	-	<b>79,858</b>	10,478
Current liabilities	(940)		<b>(940)</b>	(1,202)
	<u>81,328</u>		<u><b>81,328</b></u>	<u>12,443</u>

### 9. MOVEMENT IN FUNDS

	Net Movements in funds	Transfers between funds	At 31.12.2022	At 31.12.2021
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	<u>68,885</u>	<u>-</u>	<u><b>81,328</b></u>	<u>12,443</u>
<b>TOTAL FUNDS</b>	<u>68,885</u>	<u>-</u>	<u><b>81,328</b></u>	<u><b>12,443</b></u>

## STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

### Notes to the Accounts (continued)

At 31 December 2022

#### 10. RELATED PARTY TRANSACTIONS

The charity received grants and donations totalling £190,000 from related parties (trustees and close relatives) for the period ended 31 December 2022 (2021 – £50,000). None of these transactions had conditions attached.

#### 11. ULTIMATE CONTROLLING PARTY

The Board of Trustees are considered to be the ultimate controlling party

#### 12. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 December 2022 (2021 – none).

#### 13. EMPLOYEE REMUNERATION

	2022	2021
Salaries	48,124	21,681
National Insurance	30	-
Employers Pension	767	419
Total	<b>49,921</b>	<b>22,099</b>

Average number of employees in 2022 was 5 (2021 – 3). No employee was paid total remuneration in excess of £60,000 (2021 – none)