

**Report of the Trustees and
Unaudited Financial Statements
for the Period Ended 31 December 2023
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 2023**

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STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

Report of the Trustees for the Period Ended 31 December 2023

The Trustees present their report with the financial statements of the charity for the period ended 31 December 2023. 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

Dr Bernadette Fisher – Chairperson - Appointed 3rd June 2020

George Story – Appointed 8th August 2021

Sarah Gore – Appointed 3rd June 2020

Christopher Fisher- Retired 31st December 2023

Deborah Workman – Appointed 30th November 2023

Catherine Wilkins – Appointed 10th April 2024

Independent Examiner

Rachel Eden

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 2023

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 3rd, 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 retired 31st December 2023

George Story – Trustee: appointed 23/06/2021.

Deborah Workman - Trustee: appointed 30/11/2023.

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 their personal 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 2023

potential. Small group work also 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.

Stepping Stones Recovery College (SSRC) is dedicated to promoting the mental, physical, and emotional well-being of all adults who live, work or study in the borough of Bracknell Forest. 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. We offer a holistic, recovery-oriented approach that empowers students to rediscover themselves, find renewed meaning and purpose and build self-confidence, following any life challenge. Moving beyond traditional mental health models, we focus on personal growth rather than just symptom management. This broad based, educational approach nurtures greater self-awareness and especially the identification of inherent personal skills and strengths which may have become lost during periods of ill health.

At the heart of our ethos is working together as equals and, in keeping with the recovery college model, our way of working is to use collective problem solving, democratic decision-making and to provide free, open access to all our resources. Students, staff, facilitators, and volunteers therefore all work together, and we have learned that these in-person interactions can be highly effective for helping many to overcome social anxieties and for activating and sustaining natural peer support systems. Every term, we provide over 200 free workshop sessions, covering 45 - 50 different subjects and these are encapsulated within 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. Anonymous student feedback highlights the importance of the college in providing a welcoming, respectful, and safe space for learning and personal growth. As an independent Charitable Incorporated Organisation (CIO), we also collaborate closely with all local statutory and voluntary services in order to increase our effectiveness and build lasting, collaborative partnerships.

ACHIEVEMENT AND PERFORMANCE

In our second year of operation (September, 2022 to July, 2023), 353 new students registered with SSRC, representing a 10% increase over the previous year's 320 registrations. By the end of 2023, we had over 750 students registered, and our monthly registration rate more than doubled in the last two months of the year. Given our increasing student population, a priority for 2024 will be to identify find more efficient and cost-

effective ways to administer and manage course enrolment equitably. During 2023 we also witnessed an increase in male and non-binary students, making our demographic profile more representative of the wider, local population. New students are signposted from a variety of local statutory and voluntary organisations, with almost half being recommended by one of the BFC statutory mental health services. A further third of students heard of SSRC via word of mouth from friends, family, or carers with social prescribers and the Job Centre also featuring as other significant signposting sources. As we continue to remain somewhat Bracknell town centric, in the coming years we will explore different ways to actively engage with local communities and ideally, begin co-create with them some new ideas for what we might offer them in the future.

Each term we introduce new courses and workshops and routinely ask for qualitative and quantitative feedback from all students and over 80% have continued consistently to rate our courses and workshops as 'very useful' to their recovery. Verbatim comments also describe their experiences as 'inspiring' 'educational,' 'useful' and 'informative.' Experienced facilitators lead most of our courses and student ratings for their work indicates exceptionally high levels of satisfaction with both content and delivery and over 98% of students say they would recommend our workshops and courses to others.

In the Borough of Bracknell Forest, we have continued proactively to build productive relationships with local companies and other organisations and now have over 150 local business contacts. In early 2023, we also participated in a BFC Public Health initiative to offer warm places for anyone worried about heating their homes and/or wishing to engage with their local community and we presented information about SSRC at six different local locations. In 2023, we delivered a 3-part course on Stress Management for the CIOB and we are also participating in a new Healthy Workplace Alliance, led by Bracknell Public Health which allows us to build further partnerships within the local business community. We have and will continue to actively participate in other voluntary and statutory community groups, such as the Happiness Hub, The Homeless and Hardship Forums, the Community Mental Health Practice Group, and the Young Adults Collaboration.

During early 2023, we secured an additional £17,000 in funding, included in which was a £10,000 National Lottery award for our Young Adults Programme and several smaller grants from local Parish Councils, the Pride of Bracknell Charity of the Year Gold Award, and the Bracknell Mayor's Award. We have recently launched Easy Fundraising to our students, and SSRC receives donations based on their online spending but we are careful to emphasise to students that while we appreciate any donations, we do not want them to spend any more than they would do normally. We have also built strong relationships with several local retailers and a number of local parish councils have continued to support our Young Adults programme. SSRC is often invited to local parish council meetings to accept a grant and this is a great opportunity to publicise the college and build additional local partnerships.

During 2023, we continued to use co-creation processes to create a new programme of courses and an information hub to support young adults' unique needs ready to launch in 2024. These will be available via two new websites that will be specifically designed to support young adults in key areas they identified in earlier in-depth research. The first

website, called ichooseME, will be an interactive website created by one of our young adult student supporters and designed to optimise and speed up the search for the kind of support that best matches each person's needs. It should enable young adults in particular to just see support options that are tailored to meet the criteria they input on the site. The second Young Adults' website will provide details of a wide programme of workshops designed especially for them and initially, we will request feedback on its general layout and their course preferences. In 2024, we hope that the Young Adults' programme will also receive additional, more dedicated human resourcing to enable us to begin offering workshops in early 2025.

Other SSRC priorities for the coming year include continuing to manage our increasing student numbers and to ensure that our limited, free workshop places are offered fairly to both new and existing students. We will also continue to focus on reducing student attrition and address absenteeism by building student loyalty as soon as they register and discouraging over commitment to courses. To help with this we will have more one- to-one conversations with students and encourage them to complete a Personal Learning Plan (PLP). We will also continue to explore the long-term impact of SSRC on all our all aspects of wellbeing and recovery and develop measures to identify SSRC's specific, unique contribution to this.

FINANCIAL REVIEW

Financial Review

The charity held reserves of £86,700 at year end (2021 - £80,326). This was equivalent to around 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

25th October 2024

STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

Independent Examiners Report

for the Period Ended 31 December 2023

I report on the accounts of the charity for the period ended 31 December 2023 which are set out on pages 11 to 17.

Respective responsibilities of directors and examiner

The charity's directors are responsible for the preparation of the accounts. The charity's directors consider that an audit is not required for this Period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view", and the report is limited to those matters set out in the statement below.

Other matters

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 in preference to the Accounting and Reporting Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rachel Eden, FCMA

Holy Brook Associates

Curious Lounge, 1st Floor,

Pinnacle Building,

Tudor Road, Reading,

England,

RG1 1NH

25th October 2024

Statement of Financial Activities
for the Period Ended 31 December 2023

	Note	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Grants and Donations	2	208,356	-	208,356	237,900
Total incoming resources		208,356	-	208,356	237,900
RESOURCES EXPENDED					
Costs of raising funds	3	6,843	-	6,843	5,948
Charitable activities	4	191,755	-	191,755	160,720
Legal and administrative costs	5	3,380	-	3,380	3,348
Total resources expended		201,978	-	201,978	170,016
NET INCOME		6,378	-	6,378	67,883
RECONCILIATION OF FUNDS					
Total funds brought forward		80,326	-	80,326	12,443
TOTAL FUNDS CARRIED FORWARD		86,700	-	86,700	80,326

STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

Balance Sheet

At 31 December 2023

		Unrestricted Funds	Restricted funds	2023 Total funds	2022 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	6	920	-	920	2,409
CURRENT ASSETS					
Cash in bank and in hand		90,549		90,549	78,859
Prepayments		-	-	-	-
		79,859		79,859	78,859
CREDITORS					
Amounts falling due within one year	7	4,768	-	4,768	1,942
NET CURRENT ASSETS		85,780		85,780	77,917
TOTAL ASSETS LESS CURRENT LIABILITIES		86,799	-	86,799	80,326
NET ASSETS	8	86,700	-	86,700	80,326
FUNDS	9				
Restricted funds		-	-	-	-
Unrestricted funds		86,700	-	86,700	80,326
		86,700	-	86,700	80,326
TOTAL FUNDS					

The financial statements were approved by the Board of Trustees on 25th October 2024 and were signed on its behalf by:

Bernadette Fisher -Trustee 25th October 2024

Notes to the Accounts

At 31 December 2023

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

	2023	2022
	£	£
Donations	2,856	17,900
Grant	205,500	220,000
	<u>208,356</u>	<u>237,900</u>

3. COST OF RAISING FUNDS

	2023	2022
	£	£
Promotion and public relations costs	6,843	5,948
	<u>6,843</u>	<u>5,948</u>

STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

Notes to the Accounts (continued)

At 31 December 2022

4. CHARITABLE ACTIVITIES

	2023	2022
	£	£
Cost of services	89,426	86,690
Cleaning	2,923	1,194
Consulting	3,546	9,579
Depreciation Expense	1,489	1,356
Entertainment	-	754
Equipment less than £100	80	28
General Expenses	-	97
Interest paid	102	-
Insurance	1,806	1,511
IT Software and Consumables	346	1,037
Office costs	9,150	1,613
Pensions Costs	1,009	767
Printing & Stationery	636	851
Repairs & Maintenance	1,101	414
Salaries	76,975	49,160
Staff Training	1,487	1,218
Subscriptions	-	1,250
Telephone & Internet	1,531	1,414
Travel - National	3,147	1,790
	<u>191,755</u>	<u>160,720</u>

5. LEGAL AND ADMINISTRATIVE COSTS

	2023	2022
	£	£
Accountancy and payroll	3,020	2,988
Independent examiner's fee	360	360
	<u>3,380</u>	<u>3,348</u>

STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

Notes to the Accounts (continued)

At 31 December 2023

6. TANGIBLE FIXED ASSETS

	Computer Equipment	Total 2023	Total 2022
	£	£	£
COST			
At 31 December 2022	4,468	4,468	3,869
Additions	-	-	599
At 31 December 2023	4,468	4,468	4,468
DEPRECIATION			
At 31 December 2022	(2,509)	(2,509)	(703)
Charge for the Period	(1,489)	(1,489)	(1,356)
At 31 December 2023	(3,548)	(3,548)	(2,059)
NET BOOK VALUE			
At 31 December 2022	2,409	2,409	3,166
AT 31 December 2023	920	920	2,409

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE PERIOD

	2023	2022
	£	£
Accruals	936	936
Payroll related creditors	2,161	1,006
Accounts payable	1,671	-
	4,768	1,942

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestrict ed Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	£
Fixed Assets	920	-	920	2,409
Current Assets	90,548	-	90,548	79,858
Current liabilities	(4,768)	-	(4,768)	(1,942)
	86,700	-	86,700	80,326

STEPPING STONES COLLABORATION FOR RECOVERY AND WELLBEING

Notes to the Accounts (continued)

At 31 December 2023

9. MOVEMENT IN FUNDS

	Net Movements in funds £	Transfers between funds £	At 31.12.2023 £	At 31.12.2022 £
Unrestricted funds				
General fund	6,378	-	86,700	80,326
TOTAL FUNDS	6,378	-	86,700	80,326

10. RELATED PARTY TRANSACTIONS

The charity received grants and donations totalling £150,000 from related parties (trustees and close relatives) for the period ended 31 December 2023 (2022 – £190,000). 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 2023 (2022 – none).

13. EMPLOYEE REMUNERATION

	2023 £	2022 £
Salaries	77,776	49,126
National Insurance	-	30
Employers Pension	1,009	767
Total	78,785	49,923

The average number of employees in 2023 was 10 (2022 – 5). No employee was paid total remuneration in excess of £60,000 (2022 – none)