



STAR – Steps To Active Recovery

A Charitable Incorporated Organisation

Annual Report March 2024

(With Accounts 01/04/23 – 31/03/24)

Registered office at the end of the financial year

c/o Winton Methodist Church, Heron Court Road, Bournemouth, BH9 1DE

Charity number 1191725

STAR – Steps To Active Recovery Annual Report & Accounts 01/04/23 – 31/03/24

★ Our Aims and objectives

STAR (Steps to Active Recovery) is a Charitable Incorporated Organisation formed on 9th October 2020; it has the following objective in its constitution:

“...for the public benefit to relieve the needs of people experiencing or at risk of addiction or poor mental health by working to train, resource, equip and support churches and their communities to deliver recovery ministry and provide sustainable support to such people.”

★ Our purpose

STAR aims to bring a recognised standard of support for those in and those affected by addiction, compulsive behaviours, and habits.

★ Our vision

STAR encourages collaboration between churches and organisations to build recovery-supportive communities.

★ Our mission

STAR confronts a community issue with a community approach through effective collaboration. Utilising the biggest volunteering resource (namely churches) and providing volunteers and staff with the understanding, training, and professionalism for working alongside all people impacted by addiction.

★ Our manifesto

STAR provides expertise from professionals familiar with recovery services, as well as ensuring certain practice criteria has been obtained either as an individual church or organisation, or a network of churches working together as a community.

★ Vision and values

We want to see churches across the UK and beyond reach people affected by addiction: ultimately restoring hope by improving physical, mental, emotional and spiritual well-being.

1) Believing in transformation:

We are passionate about seeing people set free from addictions, compulsive behaviours, and habits, regardless of their socio-economic status.

2) Bringing hope:

We believe there is always hope and that people can be set free from the stigma, shame, and fear that accompanies addiction. We are committed to nurturing communities so they can grow in their understanding of addiction issues, and their level of belief in their ability to be part of the solution.

3) Building community:

We advocate partnership working and approach addiction recovery from a community perspective: working with statutory and faith-based organisations. We are passionate about good communication, collaboration, and building community. Additionally, we are ecumenical in our approach so that all churches can get involved.

4) Boosting confidence:

We strive to provide a high-quality, professional, yet personable experience for all involved in recovery support. This is realised through equipping and educating all stakeholders. STAR approval quantifies a consistent standard of criteria and practice that must be met. This gives everyone confidence in the organisation that carries this recognition.

5) Broad and inclusive:

We look at the whole picture. Addiction support includes the person with the addiction, their friends and family, the wider community, plus the staff and volunteers involved in recovery support services.

★ Background:

STAR – Steps to Active Recovery was founded to upskill communities and help them address the increasing need for addiction support, providing a community approach to a community issue, and utilising the church network to achieve this. STAR worked informally in its pilot stage and development before and after its formal CIO formation in 2020, to pilot the STAR model, refine and prepare for its full launch in 2022.

The Charities Commission statement states that “The STAR model helps churches and organisations work together to deliver appropriate support for those affected by addiction. The carefully designed framework ensures these STAR communities operate with confidence and knowledge in an area of ministry that needs professional insight.”

★ Key projects:

1. STAR Discovery Network

In March 2023 the STAR Discovery Network was launched. This is a free national network that anyone can join (both STAR and non-STAR organisations and groups). This will help people to know what recovery services are available to them in their area.

2. STAR Membership Rollout (Approval and Learning Hub)

The STAR Membership model has been reviewed and updated to have maximum ease of use for teams embarking upon the STAR approval journey, with additional resources developed to complement membership options.

In addition, the STAR team have worked to develop the STAR Learning Hub so teams can access the content with ease and work periodically through the training that STAR offers. This enhances the current model and also enables teams to benefit from the upskilling that STAR provides through additional means of access.

3. Staffing increase

Due to the growth of STAR, and the Strategy Plan for 2022-23, a Social Media Assistant and Operations Manager were appointed during 2023.

4. STAR Course and resource development

Having created and rolled out the 12-week STAR Life Course the new 6-week STAR Life Course Lite was created, piloted, and began being rolled out to STAR Members. The STAR Staff team is committed to running 2 national online life courses each year for guests to join, and for church teams to observe. The STAR Recovery Group was written and packaged as an additional resource, with existing packages updated.

5. Ambassadors

We have two STAR Ambassadors - Barry Woodward, with connections with the Proclaim Trust, and the newly appointed Ambassador - The Bishop of Winchester, Philip Mounstephen.

6. Fundraising

We have been awarded 7 grants during this financial year and have received increased donations from individuals. STAR has implemented a new membership model which took effect in the 3rd quarter of the year and has helped organisations to access the courses to upskill their volunteers and grow our programs in their communities.

★ Financial Review

The total income of STAR from 1 April 2023 to 31 March 2024 was £47,158. We are very thankful to the organisations and individuals who have generously supported us, with grants totalling £35,500, donations totalling £10,194, and fees for training totalling £1,038.

Grants for this financial year included:

George Temperance Trust	£ 7,500
Alice Ellen Cooper Dean	£10,000
The Albert Hunt Trust	£ 3,000
Asda Foundation	£ 1,000
Cherries Community Fund	£ 1,000
The Valentine Charitable Trust	£10,000

The costs shown in the accounts amount to £95,719. Most funds are being used for payroll and professional consultants as STAR focuses on growth to support the increasing demands for its services.

- 75% - payroll and expenses associated with the growing staff team.
- 6% - professional consultancy fees to redevelop the website in line with the strategic plan and new course design rollout.

As of 31 March 2024:

- Cash Balance: £ 17,951
- Restricted: £ 3,797
- Unrestricted: £ 10,104
- Designated: £ 4,050

As STAR is growing nationally we have seen a decrease in local grant funding over this financial year, which required strategic planning to explore new grant funding streams. Developing national partnerships is a key focus with links to Salvation Army Core Recovery which is developing. STAR has increased the quantity of member donations and seek to continue to increase this as a broader offering is available to member teams.

We have had a dedicated fundraiser who worked with STAR's Director, who continued to work on growing relationships with our valued existing funders and sought to increase funding in line with the charity's objectives.

★ **Governance & Internal Controls**

Trustee team

During the year 1 April 2023 to 31 March 2024, the Trustee team has expanded from 3 to 6 to include a new Treasurer and to provide a wider coverage of skills, including compliance with governance, leadership experience, financial literacy, data protection, HR, H&S, PR, risk management, safeguarding, fundraising, EDI, understanding of charity law, policy & strategy development, and marketing.

The 6 Trustees represent a cross-sector of churches and organisations that are involved in recovery-related areas within the local community and charities, as well as national church organisations. They bring with them a wealth of knowledge and expertise to help guide and support the charity.

The trustees meet every other month and continue to ensure that sound governance is in place:

- Banking systems and book-keeping (outsourced to S Luke Bookkeeping)
- Policies especially those concerning Safeguarding, Data protection, and Reserves Policy are on a scheduled review cycle.

★ **Statement of Trustees' responsibilities for preparation of accounts**

STAR is registered with the Charity Commission for England and Wales as a Foundation Charitable Incorporated Organisation (CIO). The operation of a CIO and the duties of STAR's trustees are governed by charity law and the Charity Commission's guidance.

The trustees are required to prepare and file a trustees' annual report and accounts each year.

STAR is eligible under Charity Commission guidance to prepare accounts on a receipts and payments basis and the trustees have adopted this basis for these accounts.

★ **Financial Reserves**

STAR is committed to open, responsible, and prudent stewardship of its financial resources. The trustees believe that reserves should provide STAR with sufficient financial resources to avoid concerns about its status as a going concern and cover its financial commitments should the charity be wound up.

The trustees monitor the adequacy of unrestricted funds available to fund core operating expenses not funded by restricted grant-sourced reserves. Such unrestricted funds should cover 2 to 3 months' core operations expenses and potential wind-up commitments (which would principally arise from staff redundancy costs).

In line with the guidance from the Charity Commission, the trustees will ensure that a review is conducted of the effectiveness of our internal financial controls, at least annually. This review was completed in June 2024 and the Reserves Policy updated accordingly.

★ **Summary**

It has been a dynamic year of imbedding and further refining the model of STAR to what we are seeing as an impactful inclusion to many communities. The geographical reach is growing, more teams are being upskilled and further addiction activities have started.

Our high expectations from the previous year were met beyond what we could have envisaged, with a highly skilled team forming over the year. Partnership working has become a key focus as the credibility of STAR grows.

★ **Message from STAR's Founder/Director**

This year we are seeing the reputation of STAR growing with more teams, churches, and organisations enquiring about the services that STAR offers. A highlight was when a "discovery session" that we ran attracted 23 people from around the UK to join for an information session to get to know us more.

The inclusion of the Learning Hub and Discovery Hub has generated much interest as this is pioneering in the faith-based addiction field, and seeing people starting to utilise this is hugely encouraging, making STAR more accessible on a national level.

Also seeing how the staff and trustee team of STAR has grown, whilst utilising such a broad skill set has been a joy. As the work we do expands, so have the passionate and skilled people who support our work. We are truly grateful for all involved; staff, trustees, volunteers, and ambassadors, along with all grant funders and individuals who have supported us financially.

We are so encouraged and see that this foundational period of the past 4 years is now fully ready to branch out further and make a significant imprint in the way that communities address addiction.



Emma Heath

Director

This report was approved by the trustees on 02/08/2024

Signed:



Jackie Leswell

Chair of Trustees

Dated: 02/08/2024

★ **Appendix 1: Trustees**

Trustees of STAR – Steps to Active Recovery (CIO) as of 31 March 2024:

First Name	Last Name	Term Start	Role
Alistair	Doxat-Purser	Oct-20	Trustee *
Andrew	Haines	Jan-24	Trustee
Jackie	Leswell	Oct-20	Chair
Julian	Radford	May-22	Trustee
Karen	Ferguson	Jan-24	Trustee
Simon	Dallimore	Mar-24	Treasurer

* Note – Alistair Doxat-Purser stepped down as a Trustee on 22 July 2024

★ Appendix 2: Accounts for year ended 31st March 2024

S.T.A.R. - Steps to Active Recovery

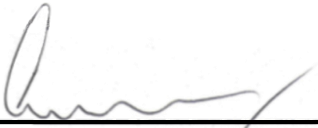
Charity Number 1191725

	Receipts and Payments				
	Year ended 31 March 2024				Prior Year
	Restricted funds £	Designated funds £	Unrestricted funds £	Total funds £	Total Funds £
Receipts					
Grants	27000	8500		35500	74500
Individual donations			5104	5104	4380
Gift aid			330	330	223
Church donations			2890	2890	2638
Other donations			2200	2200	1123
Fees for training			1038	1038	
Interest income			96	96	60
Total receipts	27,000	8,500	11,658	47,158	82,924
Payments					
Payroll expense incl pension	48556	18000	6584	73140	33180
Professional and consultancy fees	6388		0	6388	9001
Staff travel and subsistence	435		1553	1988	1856
Staff welfare			111	111	
Fundraising costs			3626	3626	3998
IT and telecoms			721	721	1060
Office rent		3450	0	3450	250
Office equipment			1210	1210	310
Publicity and printing	965		685	1650	1058
Insurance			330	330	407
Accounts and bookkeeping		1000	116	1116	400
Bank charges			66	66	189
Online membership (Charity Suite; Dropbox; Worksmarter)			430	430	209
Events			381	381	418
DBS checks			275	275	196
Postage and stationery			110	110	162
Equipment and materials			40	40	1056
Costs incurred providing training			605	605	68
Extra project costs/other			82	82	181
Total payments	56,344	22,450	16,925	95,719	53,999
Cash funds start of period	33,141	18,000	15,371	66,512	37,587
Total receipts	27,000	8,500	11,658	47,158	82,924
Total payments	- 56,344	- 22,450	- 16,925	- 95,719	- 53,999
Cash funds end of period	3,797	4,050	10,104	17,951	66,512
Statement of Assets and Liabilities					
Cash held in bank account	3,797	4,050	10,104	17,951	
Outstanding guarantees to third parties				None	
Debts secured on assets of STAR				None	

Independent Examiner Report

I have examined the accounts for STAR - Steps To Active Recovery for the year ended 31 March 2024 and confirm that they are in accordance with the financial records and supporting documentation provided to me.

Signed


Robert May (Retired Commercial Bank Manager)
35 Pinewood Avenue, Bournemouth, BH10 6BT

★ **Appendix 3: Independent Examiner's Report of Year ended 31st March 2024**

STAR – Steps to Active Recovery

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees on accounts for the year ended 31 March 2024

This report is for the accounts of the **STAR – Steps to Active Recovery** for the year ended 31 March 2024 in response to an independent examination carried out under s.144 of the Charities Act 2011:

Respective responsibilities of trustees and examiner

The trustees members consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility:

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

Basis of independent examiner's statement

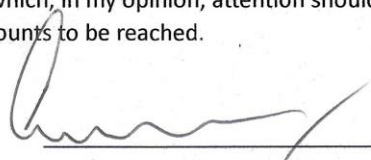
My examination was carried out following General Directions given by the Charity Commissioners. The examination included a review of the accounting records kept by STAR and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence required in an audit, and consequently, I have not expressed an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
 - a. proper accounting records are kept (in accordance with the Act); and
 - b. accounts are prepared that agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed:



Date:

1-8-24

Robert May (Retired Commercial Bank Manager)

35 Pinewood Avenue, Bournemouth, BH10 6BT