

**Report of the Trustees and
Unaudited Financial Statements
for the Period 19 January 2021 to 31 August 2021
for
Skipton Step Into Action**

**Stirk Lambert & Co
Chartered Accountants
Russell Chambers
61a North Street
Keighley
West Yorkshire
BD21 3DS**

Skipcon Step Into Action

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Skipton Step Into Action

Report of the Trustees for the Period 19 January 2021 to 31 August 2021

The objects of the CIO are, for the public benefit, to relieve people within Skipton and the surrounding villages (as agreed by the Trustees) who are in need by reason of their age, ill health, disability, financial hardship or social circumstances in such ways as the trustees shall think fit, with particular emphasis on those affected by Coronavirus (COVID-19) or who are affected by or victim of other disaster, trouble, catastrophe or war.

OBJECTIVES AND ACTIVITIES

Significant activities

Skipton Step into Action is a dynamic, community-led group, run by and for local people. Our members live in South Craven (Skipton and 10 surrounding villages). They are predominantly elderly people with physical ill health and disabilities, carers, people who are feeling isolated and lonely, frightened, struggling to remain mentally well, suffering financial hardship and unable to cope without some support.

With the realization that no local group was stepping up to meet emerging pandemic needs, we formed in March 2020, to harness the compassion of local people to support others. Initially we offered support with shopping, prescription collection and other errands for elderly & vulnerable people, prioritizing those who were shielding. 360 people were volunteering with us during this period and we were actioning on average, 180 requests for support each week.

Since, we have evolved in terms of our services and our structure to fill both changing needs and some long standing gaps in our community, highlighted by the pandemic; In November we observed loneliness and isolation as key factors impacting on people's mental health.

In response, we started delivering "Walk and Talk" and befriending services, including friendly phone calls and door step chats. We formally set up as a Charity in January 2021 and established ourselves as a Community Support organisation in April 2021 to lead the community recovery response to the Covid-19 Pandemic. By bringing together statutory organisations (council, health and social care providers), smaller community groups and local volunteers, we have paved the way for communities to develop solutions to health care needs and alleviate pressures on statutory services.

During the year, work was done by the CEO and the trustee board to secure funding from North Yorkshire County Council Stronger Communities.

In addition, we have been successful in securing funding for short-term projects; however, as a young organisation, it has been difficult to secure funding for longer-term projects and core costs.

We have successfully delivered three projects during this financial period, responding to health needs in our community:

1. Ground Yourself in Green (funded by West Yorkshire and Harrogate Health and Care Partnership). This project delivered nature-based activities delivered in a local park, safely reconnecting people with their sense of self through Yoga, Mindfulness, Tai Chi, allotment activities and positive social interaction, increasing confidence, self-awareness and self-esteem, leading to stress reduction, mood improvement and feelings of empowerment.

2. Re-Engaging in Local Life (funded by the National Lottery Community Fund - Awards for All programme)

This funding meant we could employ a part-time Volunteer Coordinator for 12 months, which enabled us to offer a range of new activities to help clients become more confident about going outside; encourage people to be active and socialise with others; and offer purposeful opportunities including:

- accompanied shopping/appointments for the 'nervous'

- weekly guided community walks in local green spaces

- face to face befriending

- accompanied support to take up other providers' activities

- short-term, weekly coffee drop-ins in community venues. (6 weeks x 6 venues throughout the area)

3. Walk & Talk (funded by the VCS Alliance) - Accompanying people for short walks in their neighbourhood, offering valuable face to face support for people to step outside their homes again, and begin to get some exercise and gain confidence.

All activities are inclusive and enhance connections with the self, each other and nature. Offering these projects is instrumental to responding to the needs we have identified and which form the basis of our purposes as a charity.

Public benefit

The Trustees have had regard to the Charity Commission guidance on public benefit.

Skipton Step Into Action

Report of the Trustees for the Period 19 January 2021 to 31 August 2021

OBJECTIVES AND ACTIVITIES

Volunteers

Initially, we registered 360 volunteers, who wanted to offer their time and skills to support their community at the outset of the pandemic.

As volunteers are returning to work, we now have a pool of 70 active volunteers, including working and non-working adults, pensioners, students, carers & people who face their own difficulties, such as mental health conditions, loneliness and disabilities but who still want to give back, connect with others and fulfil a sense of purpose. We know 'micro-volunteering' is a powerful enabler of change for individuals & communities, and our large pool of experienced, trained & DBS-checked volunteers is a unique resource for our own and other community groups.

Our large pool of volunteers has been utilised to support other VSO's and statutory organisations; e.g. WACA Alliance approached us to help with the vaccination programme.

By investing in training and development for our volunteers, such as enhanced DBS Checks, Mental health first aid, dementia friends and emergency first aid, we ensure volunteers feel confident in their roles and offer the best possible service to our members.

Skipton Step Into Action

Report of the Trustees for the Period 19 January 2021 to 31 August 2021

ACHIEVEMENT AND PERFORMANCE

The period of 19th January 2021 to 31st August 2021 has seen us support 800 of Craven's vulnerable people, raise some £56,000 in funding and broaden our offer to benefit our community and recruit a further 25 volunteers, taking our total active volunteers to around 100.

The Trustees and CEO developed a 5-year Strategic Plan, including a summary of the actions to be taken during the first year. The actions set for January to August and their status are set out below:

- Secure charitable status (Secured)
 - Commence fundraising work for infrastructure costs and project development (Commenced, with funding secured for various projects, and core costs)
 - Recruit additional trustees (two additional trustees recruited in February 2021)
 - Commence work to position the charity as a provider of strategic objectives for key District and County players (Appointed as a Community Support Organisation by NYCC and secured a variety of funding from NYCC Stronger Communities to develop and deliver our services)
 - Train key officers in fundraising skills (ongoing)
 - Implement first phase of organisational restructure (Implemented a change to the volunteer team structure, to better respond to the needs of the individuals we support and the wishes of our volunteers)
 - Start delivering Awards for All Project (Delivered)
 - Implement new software (Implemented): we purchased the Lamplight system, which is widely used by charities, to securely store all client and volunteer data, and manage our day to day work-stream)
 - Dementia Friends training available to all volunteers (several training sessions have been run in this period)
 - Write year 1 Delivery Plan (written)
 - Develop a funding strategy to underpin Delivery Plan, commence fundraising (commenced)
 - Complete Social Media and Marketing strategy and plan (completed: We organise regular Engagement Team Meetings every 4-6 weeks to discuss and plan our marketing strategy)
 - Establish the charity as a local community anchor (in progress: we are not officially a Community Anchor but we are working towards this, and our plan is to secure premises in the future).
 - Complete the development of all relevant policies and procedures (ongoing but a comprehensive suite of policies has been written and is available to all staff, volunteers, clients and partners)
 - Train key officers in community capacity building (ABCD/Community Organizing etc.) (Yes - our CEO and a member of our engagement team completed a comprehensive Asset-based Community Development course June/July 2021).
 - Quarterly budget review (Ongoing)
 - Recruit member of staff from Kickstart Programme (This process was initiated but was not successful - the Kickstart programme was oversubscribed, so unfortunately we did not recruit a member of staff through this scheme.)
 - Implement second phase of organisational restructure (Staff positions were identified, funding sought and secured, recruitment took place and we took on an additional member of staff)
 - Update all on and off line promotional material to reflect the charity's growing capacity building role (Ongoing)
 - Develop a marketing and communications plan which embeds the charity into local and county structures (Completed)
 - Secure central office premises and accompanying funding (No suitable opportunities arose during this period for premises which the Trustees felt would enhance the offering of SSIA and/or which presented a risk that the Trustees felt was manageable)
 - Open the building as a community anchor/hub (see above)
 - Design and deliver a programme of 'getting to know you' activities with the wider sector in Skipton and Surrounds (ongoing)
 - Design and seek funding for new delivery (ongoing)
- Whilst flexibility and adaptability are at our core, the Trustees and Chair had a clear set of objectives for the year which helped to steer our decision-making during that period and quickly respond to new identified needs and opportunities. We have focused on strengthening our governance and management, which has enabled us to be confident that we can be responsive whilst remaining safe, financially secure and true to our purpose.
- Led by community, for community remains at our core. We hosted weekly meetings with our core management team right from the start, inviting key partners to all our meetings. We built our infrastructure rapidly to ensure we could be responsive and dynamic to meet local needs. We want to remain a grassroots, community-led organisation that harnesses donated time of local people to improve lives. We would like to play an integral role in the development of community-owned health & wellbeing initiatives, offering people new possibilities to connect through mutual interests and the opportunity to expand horizons & improve our community's health & wellbeing.

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Report of the Trustees
for the Period 19 January 2021 to 31 August 2021

FINANCIAL REVIEW

Financial position

During the period there was a net surplus of £14,773.

Unrestricted reserves as at 31st August 2021 were £4,464.

Total reserves as at 31st August 2021 were £14,773.

Principal funding sources

The principle funding sources of the charity are:

- Fundraising in the local community to generate donations.
- Key relationships with local government organisations to elicit grant funding for both specific activities and to support continued running
- Undertaking contracted activity for health and governmental bodies to deliver specific community projects

Investment policy and objectives

All funding for the charity is utilised to deliver the objectives and activities. As such, long term investment is not an activity envisaged by the trustees. Short term investment will seek to maximise returns with minimal capital risk.

Reserves policy

Most funding is restricted to specific activities and expenditure is managed within those restrictions. The same allocation approach is taken with unrestricted funds received. This policy will be monitored by the trustees as the charity grows and its activities expand.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes a Charitable Incorporated Organisation.

Recruitment and appointment of new trustees

As per our Constitution, the following provisions apply:

Eligibility for Trusteeship

20. Every charity trustee must be a natural person.

21. Under no circumstances shall any of the following serve as Trustees-

- (a) a person aged less than 16 years;
- (b) a person who is an undischarged bankrupt,
- (c) an employee of the CIO;

(d) a person who has an unspent conviction involving dishonesty or deception or who would otherwise be disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision)

Appointment of Trustees

23. Apart from the first Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees.

24. In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Trustees are asked to fill in an application form describing the skills and experience they would bring to the role, and why they are interested in becoming a trustee. Successful applicants are then invited to interview with the CEO and the rest of the board of Trustees.

Organisational structure

The CEO reports into the board of Trustees. Reporting into the CEO is the Volunteer Coordinator. The Volunteer Coordinator oversees all volunteers within the organisation, with the support of the CEO.

Induction and training of new trustees

Induction: A Trustees Pack comprising the Constitution, Strategic Plan, most recent AGM minutes, Trustee meeting minutes and 'The Essential Trustee' is provided to each new Trustee. They have a meeting with the Chair of Trustees and the CEO which covers the current situation of the charity (staff, volunteers, clients, projects running, funding situation, partnerships) as well as the key focus for the Trustees. New trustees are also encouraged to join WhatsApp groups, visit the projects and join any volunteer training or catch-up calls, to get a feel for the day to day operations.

Skipton Step Into Action

Report of the Trustees for the Period 19 January 2021 to 31 August 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Wider network

We have established key links with local VSO's and statutory organisations and collaborate through multi-agency working.

We are community-focused and build social capital to serve our community, forging strong partnerships with social prescribing teams, Carers' Resource, Avalon, Living Well and NYCC Adult Social Care, SELFA, Skipton Fire Service, Age UK, WACA Alliance, Dementia Forward and NYCC Stronger Communities.

Social prescribing teams recognised the value of our befriending service, which we started offering face to face in January 2021. Other health & social care organisations followed suit in quick succession. CSO status meant further opportunities to form partnerships with other health and care providers.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
1193149

Principal address

18 Airedale Ings
Cononley
Keighley
West Yorkshire
BD20 8LF

Trustees

H C Crabtree
A B Solloway
J L Vincent (appointed 10.8.21)
Dr B A Woodhouse (appointed 10.12.21)
S Selstron (appointed 9.2.22)
P E Hardley (appointed 8.6.22)

Independent Examiner

Helen Louise Barritt
FMAAT
Stirk Lambert & Co
Chartered Accountants
Russell Chambers
61a North Street
Keighley
West Yorkshire
BD21 3DS

Approved by order of the board of trustees on 30 June 2022 and signed on its behalf by:



H C Crabtree - Trustee

**Independent Examiner's Report to the Trustees of
Skipton Step Into Action**

Independent examiner's report to the trustees of Skipton Step Into Action

I report to the charity trustees on my examination of the accounts of Skipton Step Into Action (the Trust) for the period 19 January 2021 to 31 August 2021.

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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Helen Louise Barritt
FMAAT
Stirk Lambert & Co
Chartered Accountants
Russell Chambers
61a North Street
Keighley
West Yorkshire
BD21 3DS

30 June 2022

Skipton Step Into Action

**Statement of Financial Activities
for the Period 19 January 2021 to 31 August 2021**

	Notes	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		10,759	-	10,759
Charitable activities				
Charitable activities	2	18,440	26,988	45,428
Total		<u>29,199</u>	<u>26,988</u>	<u>56,187</u>
EXPENDITURE ON				
Raising funds		200	-	200
Charitable activities				
Equipment		-	649	649
Tutor costs		-	5,434	5,434
Salary		14,586	8,735	23,321
Support costs		998	273	1,271
Sundry expenses		30	192	222
Volunteer costs		1,358	-	1,358
Room hire		-	1,396	1,396
Gifts & support		6,219	-	6,219
Other		1,344	-	1,344
Total		<u>24,735</u>	<u>16,679</u>	<u>41,414</u>
NET INCOME		<u>4,464</u>	<u>10,309</u>	<u>14,773</u>
TOTAL FUNDS CARRIED FORWARD		<u>4,464</u>	<u>10,309</u>	<u>14,773</u>

The notes form part of these financial statements

Skipton Step Into Action

**Balance Sheet
31 August 2021**

	Notes	Unrestricted funds £	Restricted funds £	Total funds £
FIXED ASSETS				
Tangible assets	5	627	-	627
CURRENT ASSETS				
Debtors	6	321	-	321
Cash at bank		4,809	10,309	15,118
		<u>5,130</u>	<u>10,309</u>	<u>15,439</u>
CREDITORS				
Amounts falling due within one year	7	(1,293)	-	(1,293)
		<u>3,837</u>	<u>10,309</u>	<u>14,146</u>
NET CURRENT ASSETS				
TOTAL ASSETS LESS CURRENT LIABILITIES		4,464	10,309	14,773
		<u>4,464</u>	<u>10,309</u>	<u>14,773</u>
NET ASSETS				
FUNDS	8			
Unrestricted funds				4,464
Restricted funds				<u>10,309</u>
TOTAL FUNDS				<u>14,773</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 30 June 2022 and were signed on its behalf by:

Peter

P E Hanley - Trustee



H C Crabtree - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 25% on cost

Taxation

The charity is exempt from tax on its charitable activities.

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.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Skipton Step Into Action

**Notes to the Financial Statements – continued
for the Period 19 January 2021 to 31 August 2021**

2. INCOME FROM CHARITABLE ACTIVITIES

Grants	Activity Charitable activities	£
		<u>45,428</u>
Grants received, included in the above, are as follows:		
		£
NYCC Stronger Communities		17,000
Ground Yourself In Green		10,000
Awards For All		9,588
Yorkshire Dales Millenium Trust		2,400
Nurturing Growth		4,000
Walk & Talk		1,440
NYCC Stronger Communities (Restricted)		<u>1,000</u>
		<u>45,428</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 August 2021.

Trustees' expenses

There were no trustees' expenses paid for the period ended 31 August 2021.

4. STAFF COSTS

The average monthly number of employees during the period was as follows:

Support staff

3

No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

COST	Computer equipment £
Additions	<u>836</u>
DEPRECIATION	
Charge for year	<u>209</u>
NET BOOK VALUE	
At 31 August 2021	<u>627</u>

Skipton Step Into Action

Notes to the Financial Statements - continued
for the Period 19 January 2021 to 31 August 2021

6.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	Prepayments			£ 321
7.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			£ 295 998
	Taxation and social security			
	Other creditors			1,293
8.	MOVEMENT IN FUNDS			
		Net movement in funds	At 31.8.21	
		£	£	
	Unrestricted funds			
	General fund	1,998	1,998	
	Walk & Talk	72	72	
	Stronger Communities	2,394	2,394	
		4,464	4,464	
	Restricted funds			
	Ground Yourself in Green	1,722	1,722	
	Awards for All	4,983	4,983	
	Nurturing Growth	2,604	2,604	
	Stronger Communities	1,000	1,000	
		10,309	10,309	
	TOTAL FUNDS	14,773	14,773	

Net movement in funds, included in the above are as follows:

	Unrestricted funds				
	General fund	10,759	(8,761)		1,998
	Walk & Talk	1,440	(1,368)		72
	Stronger Communities	17,000	(14,606)		2,394
		29,199	(24,735)		4,464
	Restricted funds				
	Ground Yourself in Green	10,000	(8,278)		1,722
	Awards for All	9,588	(4,605)		4,983
	Nurturing Growth	4,000	(1,396)		2,604
	Yorkshire Dales Millenium Trust	2,400	(2,400)		-
	Stronger Communities	1,000	-		1,000
		26,988	(16,679)		10,309
	TOTAL FUNDS	56,187	(41,414)		14,773

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 31 August 2021.

Skipton Step Into Action

Detailed Statement of Financial Activities for the Period 19 January 2021 to 31 August 2021

£

INCOME AND ENDOWMENTS

Donations and legacies	
Donations	10,759
Charitable activities	
Grants	45,428
Total incoming resources	<u>56,187</u>

EXPENDITURE

Raising donations and legacies	
Fundraising costs	200
Charitable activities	
Wages	23,258
Pensions	63
Sundries	222
Tutor costs	5,434
Equipment	649
Support costs	273
Room hire	1,396
Volunteer costs	1,358
Gifts & support	6,219
	<u>38,872</u>

Support costs	
Management	215
Insurance	283
Postage and stationery	58
Sundries	579
IT & consumables	209
Computer equipment	1,344

Governance costs	
Accountancy and legal fees	998
Total resources expended	<u>41,414</u>
Net income	<u>14,773</u>

This page does not form part of the statutory financial statements