

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 August 2022
for
Skipton Step Into Action**

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

Skipton Step Into Action

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Skipton Step Into Action
Report of the Trustees
for the Year Ended 31 August 2022

OBJECTIVES AND ACTIVITIES

Objective

The objectives 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 who are affected by or victim of other disaster, trouble, catastrophe or war.

Significant activities

Skipton Step into Action continues to be a dynamic, community-led group, run by and for local people 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. We operate principally as a Community Support Organisation funded mainly by North Yorkshire County Council.

Projects

We have successfully delivered a range of projects during this financial period, responding to the social health and wellbeing of our local community, including:

Ground Yourself in Green (GYIG)/Nurturing Growth (NG)

*Funded by NYCC Local Councillor Funds, Two Ridings and NYCC Stronger Communities

This project (continued from last year) delivers a range of activities, reconnecting people with their sense of self through Yoga, Mindfulness, Tai Chi, Arts & Crafts and positive social interaction. The project ran outside over the summer months, in a local park (GYIG) and indoors over the winter months (NG)

Wellbeing Café

*Funded by VCS Alliance and delivered in partnership with Pioneer Projects

The wellbeing café is an out of hours drop in service, open to all, providing a safe space for people to connect with their community and where needed signposting to relevant services for additional support.

Step Change

*Funded by Two Ridings and NYCC Stronger Communities

This funding allowed us to employ a Project Coordinator for the charity. Continuing to offer projects is instrumental to meeting identified needs of our community: improving health & well-being, reducing feelings of loneliness & isolation and enhancing neighbourhood connections. The focus of the Project Coordinator has been to develop our activities programme, community connections (focusing on groups we have fewer connections with) and engaging local people to support one another. Funding this position in our organisation has meant that we had a dedicated team member responsible for overseeing and improving already existing projects (such as our Ground Yourself In Green/Nurturing Growth projects).

PhotoVoice

*Funded by NYCC Stronger Communities and Craven Partnership Fund

Our PhotoVoice Project encouraged and fostered a sense of self, of community connectedness and everyone's potential to be creative using photography to enable people to tell their story, with support from "Our Creative Connection". The photographs were professionally printed and exhibited. Community members gained basic photographic skills and were able to use this medium to tell their story.

Diabetes Awareness

*Funded by VCS Alliance and in partnership with SELFA and WACA

Partners across Craven collaborated to offer inclusive, engaging events, including training & peer support activities and free health checks to raise awareness of Diabetes, and share lived experiences.

Skipton Step Into Action

Report of the Trustees for the Year Ended 31 August 2022

Staying Healthy Independent and Connected (SHIC) contract

*Funded by NYCC Health & Adult Services in partnership with Age UK North Craven and Grassington Hub

This contract helps us to cover core staff costs to ensure the effective delivery of services and activities to support local people stay healthy, independent and connected.

Community Support Organisation (CSO) contract

*Funded by NYCC Stronger Communities

We continued our delivery of the Coronavirus (COVID-19) Community Response & Recovery work in partnership with North Yorkshire County Council's community and recovery response to Coronavirus (COVID19), as part of a network of Community Support Organisations.

Public benefit

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

Volunteers

We have continued to maintain a pool of 70 volunteers throughout the year, and they are at the core of our personal response to individuals through befriending, emotional support, signposting and the provision of practical help, such as accessing shopping and other essential supplies.

ACHIEVEMENT AND PERFORMANCE

The year to 31st August 2022 has seen the following key achievements:

- Accessed some £104,000 of funding to support our work which will carry us through the early months of our next year. However, a key goal remains the need to attract more long-term funding to support our continuing growth as a stable long-term team.
- Although we have lost 2 of our trustees (JL Vincent and AB Solloway) we have recruited Jo Whitehead to strengthen the group and are seeking one further appointment to support the strategic plan targets.
- We have developed and continue to maintain the 5-year strategy plan developed last year.
- We have appointed a core staff team of 3 who support the CEO in delivery of the key objectives and a further staff member who looks after the Wellbeing Cafe a key community activity started in the year.
- Continued our support and development of the volunteer team with training and confidence building activities to support their delivery.
- Completed all key policy documents and instituted a system of Trustee ownership to keep these current and appropriate.

Ongoing Delivery Goal

'Led by the community, for the community' remains at our core. Our infrastructure is responsive and dynamic to meet local needs. We are a grass roots, community-led organisation that harnesses donated time of local people to improve lives. We have an integral role in the development of community-owned health and well-being initiatives, offering people new possibilities to connect through mutual interests, and the opportunity to expand horizons and improve our communities health and well-being.

FINANCIAL REVIEW

Financial position

During the period there was a net surplus of £40,025 (2021 £14,773).

Unrestricted reserves as at 31st August 2022 were £23,636 (2021 £4,464).

Total reserves as at 31st August 2022 were £54,798 (2021 £14,773).

Principal funding sources

The principle funding sources 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

Skipton Step Into Action
Report of the Trustees
for the Year Ended 31 August 2022

FINANCIAL REVIEW

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 a Charitable Incorporated Organisation (CIO) and is controlled by its governing deed of trust.

Recruitment and appointment of new trustees

In growing the Trustee Board we continue to apply the following key provisions from the Constitution Deed:

- Eligibility for Trusteeship
 - o 20. Every charity trustee must be a natural person.
 - o 21. Under no circumstances shall any of the following serve as Trustees
 - o a person aged less than 16 years.
 - o a person who is an undischarged bankrupt.
 - o an employee of the CIO.
 - o 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
 - o 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.
 - o 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 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.
- For Induction trustees receive a comprehensive pack and have a meeting with the Chair of Trustees and the CEO which covers the current situation of the charity.

Organisational structure

The CEO reports into the board of Trustees. Reporting into the CEO are the Volunteer Coordinators, Project Coordinators and the Administrator, The Volunteer Coordinators oversee all volunteers within the organisation, with the support of the CEO.

Wider network

We have continued to build our links with local VSO's and statutory organisations and enjoy ongoing collaboration through multi-agency working. We remain community-focused and continue our 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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1193149

Principal address

18 Airedale Ings
Cononley
Keighley
West Yorkshire
BD20 8LF

Skipton Step Into Action
Report of the Trustees
for the Year Ended 31 August 2022

Trustees

H C Crabtree
A B Solloway (resigned 12.10.22)
J L Vincent (resigned 1.8.22)
Dr B A Woodhouse (appointed 10.12.21)
S Seastron (appointed 9.2.22)
P E Hartley (appointed 8.6.22)
J Whitehead (appointed 14.11.22)

Independent Examiner

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

Approved by order of the board of trustees on 29 June 2023 and signed on its behalf by:

P E Hartley - 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 year ended 31 August 2022.

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
The Association of Accounting Technicians

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

29 June 2023

Skipton Step Into Action

Statement of Financial Activities for the Year Ended 31 August 2022

				Year ended 31.8.22 Total funds £	Period 19.1.21 to 31.8.21 Total funds £
	Notes	Unrestricted funds £	Restricted funds £		
INCOME AND ENDOWMENTS FROM					
Donations and legacies		8,721	476	9,197	10,759
Charitable activities	2				
Charitable activities		38,347	56,068	94,415	45,428
Total		<u>47,068</u>	<u>56,544</u>	<u>103,612</u>	<u>56,187</u>
EXPENDITURE ON					
Raising funds		-	-	-	200
Charitable activities					
Equipment		-	-	-	649
Tutor costs		-	4,549	4,549	5,434
Salary		20,292	22,316	42,608	23,321
Support costs		1,260	3,325	4,585	1,271
Sundry expenses		-	-	-	222
Volunteer costs		(130)	669	539	1,358
Room hire		99	1,393	1,492	1,396
Gifts & support		4,773	3,411	8,184	6,219
Other		1,530	100	1,630	1,344
Total		<u>27,824</u>	<u>35,763</u>	<u>63,587</u>	<u>41,414</u>
NET INCOME		19,244	20,781	40,025	14,773
Transfers between funds	9	(72)	72	-	-
Net movement in funds		19,172	20,853	40,025	14,773
RECONCILIATION OF FUNDS					
Total funds brought forward		4,464	10,309	14,773	-
TOTAL FUNDS CARRIED FORWARD		<u><u>23,636</u></u>	<u><u>31,162</u></u>	<u><u>54,798</u></u>	<u><u>14,773</u></u>

The notes form part of these financial statements

Skipton Step Into Action

Balance Sheet 31 August 2022

	Notes	Unrestricted funds £	Restricted funds £	31.8.22 Total funds £	31.8.21 Total funds £
FIXED ASSETS					
Tangible assets	6	418	105	523	627
CURRENT ASSETS					
Debtors	7	636	-	636	321
Cash at bank		24,314	31,057	55,371	15,118
		<u>24,950</u>	<u>31,057</u>	<u>56,007</u>	<u>15,439</u>
CREDITORS					
Amounts falling due within one year	8	(1,732)	-	(1,732)	(1,293)
NET CURRENT ASSETS		<u>23,218</u>	<u>31,057</u>	<u>54,275</u>	<u>14,146</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>23,636</u>	<u>31,162</u>	<u>54,798</u>	<u>14,773</u>
NET ASSETS		<u>23,636</u>	<u>31,162</u>	<u>54,798</u>	<u>14,773</u>
FUNDS	9				
Unrestricted funds				23,636	4,464
Restricted funds				<u>31,162</u>	<u>10,309</u>
TOTAL FUNDS				<u>54,798</u>	<u>14,773</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 29 June 2023 and were signed on its behalf by:

P E Hartley - Trustee

Skipton Step Into Action

Notes to the Financial Statements for the Year Ended 31 August 2022

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 Year Ended 31 August 2022

2. INCOME FROM CHARITABLE ACTIVITIES

		Year ended 31.8.22 £	Period 19.1.21 to 31.8.21 £
Grants	Activity Charitable activities	94,415	45,428
		<u>94,415</u>	<u>45,428</u>

Grants received, included in the above, are as follows:

	Year ended 31.8.22 £	Period 19.1.21 to 31.8.21 £
NYCC Stronger Communities	37,222	17,000
Ground Yourself In Green	4,000	10,000
Awards For All	1,125	9,588
Yorkshire Dales Millenium Trust	-	2,400
Nurturing Growth	-	4,000
Walk & Talk	-	1,440
NYCC Stronger Communities (Restricted)	-	1,000
Diabetes Awareness	2,720	-
Wellbeing Cafe	25,588	-
Photovoice	2,000	-
SHIC	14,010	-
Step Change	7,750	-
	<u>94,415</u>	<u>45,428</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2022 nor for the period ended 31 August 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2022 nor for the period ended 31 August 2021.

4. STAFF COSTS

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

	Year ended 31.8.22	Period 19.1.21 to 31.8.21
Support staff	5	3
	<u>5</u>	<u>3</u>

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

Skipton Step Into Action

Notes to the Financial Statements - continued for the Year Ended 31 August 2022

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10,759	-	10,759
Charitable activities			
Charitable activities	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><u>4,464</u></u>	<u><u>10,309</u></u>	<u><u>14,773</u></u>

6. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 September 2021	836
Additions	140
At 31 August 2022	<u>976</u>
DEPRECIATION	
At 1 September 2021	209
Charge for year	244
At 31 August 2022	<u>453</u>
NET BOOK VALUE	
At 31 August 2022	<u><u>523</u></u>
At 31 August 2021	<u><u>627</u></u>

Skipton Step Into Action

Notes to the Financial Statements - continued for the Year Ended 31 August 2022

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.22	31.8.21
	£	£
Prepayments	636	321
	<u>636</u>	<u>321</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.22	31.8.21
	£	£
Taxation and social security	734	295
Other creditors	998	998
	<u>1,732</u>	<u>1,293</u>

9. MOVEMENT IN FUNDS

	At 1.9.21 £	Net movement in funds £	Transfers between funds £	At 31.8.22 £
Unrestricted funds				
General fund	1,998	2,185	-	4,183
Walk & Talk	72	-	(72)	-
Stronger Communities	2,394	17,059	-	19,453
	<u>4,464</u>	<u>19,244</u>	<u>(72)</u>	<u>23,636</u>
Restricted funds				
Ground Yourself in Green	1,722	(9,202)	7,659	179
Awards for All	4,983	-	(4,983)	-
Nurturing Growth	2,604	-	(2,604)	-
Stronger Communities	1,000	-	-	1,000
SHIC	-	8,732	-	8,732
Step Change	-	3,299	-	3,299
Well Being Cafe	-	17,952	-	17,952
	<u>10,309</u>	<u>20,781</u>	<u>72</u>	<u>31,162</u>
TOTAL FUNDS	<u>14,773</u>	<u>40,025</u>	<u>-</u>	<u>54,798</u>

Skipton Step Into Action

Notes to the Financial Statements - continued for the Year Ended 31 August 2022

9. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	9,847	(7,662)	2,185
Stronger Communities	37,221	(20,162)	17,059
	<u>47,068</u>	<u>(27,824)</u>	<u>19,244</u>
Restricted funds			
Ground Yourself in Green	4,476	(13,678)	(9,202)
Diabetes Awareness	2,720	(2,720)	-
Photovoice	2,000	(2,000)	-
SHIC	14,010	(5,278)	8,732
Step Change	7,750	(4,451)	3,299
Well Being Cafe	25,588	(7,636)	17,952
	<u>56,544</u>	<u>(35,763)</u>	<u>20,781</u>
TOTAL FUNDS	<u>103,612</u>	<u>(63,587)</u>	<u>40,025</u>

Comparatives for 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
	<u>4,464</u>	<u>4,464</u>
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
	<u>10,309</u>	<u>10,309</u>
TOTAL FUNDS	<u>14,773</u>	<u>14,773</u>

Skipton Step Into Action

Notes to the Financial Statements - continued for the Year Ended 31 August 2022

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
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
	<u>29,199</u>	<u>(24,735)</u>	<u>4,464</u>
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
	<u>26,988</u>	<u>(16,679)</u>	<u>10,309</u>
TOTAL FUNDS	<u><u>56,187</u></u>	<u><u>(41,414)</u></u>	<u><u>14,773</u></u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2022.

Skipton Step Into Action

Detailed Statement of Financial Activities for the Year Ended 31 August 2022

	Year ended 31.8.22 £	Period 19.1.21 to 31.8.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	9,197	10,759
Charitable activities		
Grants	94,415	45,428
Total incoming resources	103,612	56,187
EXPENDITURE		
Raising donations and legacies		
Fundraising costs	-	200
Charitable activities		
Wages	42,091	23,258
Pensions	517	63
Sundries	-	222
Tutor costs	4,549	5,434
Equipment	-	649
Support costs	3,325	273
Room hire	1,492	1,396
Volunteer costs	539	1,358
Gifts & support	8,184	6,219
	60,697	38,872
Support costs		
Management		
Insurance	334	215
Telephone	256	-
Postage and stationery	8	283
Sundries	35	58
IT & consumables	753	579
Computer equipment	244	209
	1,630	1,344
Governance costs		
Accountancy and legal fees	1,260	998
Total resources expended	63,587	41,414
Net income	40,025	14,773

This page does not form part of the statutory financial statements