

Step Free Foundation

Reports & Accounts

Financial Year Ending 30/06/2025

Contents

Legal & Administrative Details
Trustees Report
Independent Examiners Report
Receipts & Payments Statement
Asset & Liability Statement
Notes to the Accounts

Legal & Administrative Details

Charity Name: Step Free Foundation

Charity Number: 1209012

Charity Address: 17 CHEARSLEY ROAD
LONG CRENDON
AYLESBURY
HP18 9BS

Trustees: Robert John Finlay (Appointed 08/07/2024)
Rev Sarbjit Singh Klair (Appointed 08/07/2024)
Karen Jane Copping (Appointed 08/07/2024)

Independent Examiner: Sarah Crispin ACA
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

Trustees Report

Objects of the charity

Step Free Foundation is registered as a charity (No. 1209012) to relieve the needs of people experiencing, or at risk of, drug or alcohol addiction. The charity achieves this by delivering recovery meetings, peer support, and outreach activities in accordance with Christian principles, and by supporting Christians and churches involved in recovery ministries.

During its first year, the charity focused on establishing governance, developing core policies, initiating direct support activities, and building links with churches and local recovery networks.

Summary of the charity's main activities and achievements

To further the above objects and vision, the charity's main activities and achievements were as follows:

Recovery Meetings and Peer Support

- The charity designed, developed, and ran a **weekly face-to-face recovery meeting in Haddenham, Bucks**, which met every week of the year.
- Meetings were open to men and women in recovery, some of whom who also received **one-to-one support**, helping them to develop their understanding of God and strengthen their recovery journey.
- In addition to meeting attendees, the charity provided support to individuals known through its wider network who **do not attend meetings**, including **weekly one-to-one conversations with a faith mentor or recovery mentor**.
- Support is tailored to each person's stage of recovery, whether they have a faith or not, recognising that relapse is part of the journey. The charity **remains available to people through the ups and downs of recovery**, ensuring continuous encouragement, support and guidance.
- Early planning for online meetings has begun to increase accessibility.

Volunteers and Staff

- Policies were developed and implemented covering **volunteering, code of conduct, safeguarding, basis of faith, safe recruitment, privacy, and finance**.
- **12 volunteers** were recruited, onboarded, and DBS-checked to support activities safely and responsibly, in partnership with **ThirtyOneEight**, our safeguarding and DBS provider.
- From November 2024, the charity employed a **part-time Recovery Team Leader** to oversee delivery and support volunteers.

Church and Community Links

- Working relationships were established with churches in **Thame, Aylesbury, Oxford, and Birmingham**, supporting the development of recovery ministries.

- Informal networking with local **AA and CA meetings** has enabled collaboration and referral pathways for individuals seeking support.

Supporters, Events, and Administration

- Flyers were printed and distributed to churches, supporters, and contacts to raise awareness of the charity and its activities.
- **Prayer events** were held for supporters, and a **BBQ event** brought together volunteers, staff, and supporters to foster community and recognition.
- The charity secured free technical resources, including **web hosting from Kualo** and a **non-profit Google Workspace account** for emails and file storage.
- To ensure robust financial management, the charity works with **Connect Supply**, who provide bookkeeping, Gift Aid processing, and Payroll support.

Banking was established with CAF Bank, and while the charity did not undertake extensive fundraising in its first year, it is deeply grateful for all supporters who have given, whether as regular donors or one-off contributions. **We simply could not do this work without their generosity, encouragement, and belief in our mission.**

Public Benefit

The trustees confirm that all activities were carried out for the public benefit. The charity's work during the year:

- Provided consistent, structured recovery support to individuals affected by addiction, both in meetings and via one-to-one mentoring, reducing isolation and improving wellbeing.
- Supported individuals at any stage of recovery, whether they have a faith or not, tailoring conversations and guidance to meet their needs.
- Developed the capacity of volunteers and local churches to deliver recovery support safely and effectively.
- Began fostering community engagement through events, outreach, and partnerships with local recovery networks.
- Ensured governance, safeguarding, and financial rigour through professional partnerships with **ThirtyOneEight** and **Connect Supply**.

Benefited from the generosity and encouragement of supporters, whose contributions and engagement have made all the charity's work possible.

In planning the activities, the trustees have applied the guidance on public benefit issued by the Charity Commission.

Plans for the Future

In the coming year, the charity plans to:

- Expand face-to-face and online recovery meetings to reach more people in need.

- Continue developing volunteer capacity and training.
- Strengthen safeguarding, governance, and operational procedures.
- Deepen engagement with churches and local recovery networks to enhance support pathways.
- Build sustainable funding and supporter engagement to ensure long-term impact.

Financial Review

In the first year of operating, the charity received over £41,000 in donations which has enabled us to start delivering on our objectives quickly. Most of the charity's expenditure has been on employing one part time member of staff which accounted for around 85% of the total expenditure of £18,884. Going forward the charity's funds stand at just over £27,000.

Reserves Policy

After the end of this year, the Trustees discussed and approved a Reserves Policy on 8th October 2025 and minuted the approval in the November Trustees Meeting. The Reserves Policy v1.0 includes **Section 4. Target Level of Reserves:**

"The Trustees have agreed that an appropriate reserves level for **Step Free Foundation** is:

3 months' normal operating expenditure, or approximately **£7,500** based on current budgeted costs.

This level reflects the charity's risk profile, size, and the predictability of its income.

If reserves fall below this level, the Trustees will consider actions to rebuild them.

If reserves significantly exceed this level, the Trustees will review plans to utilise excess funds in furthering the charity's purposes."

At year end, cash held was £27,005, all of which was unrestricted and can be used for any charitable purpose. The reserves policy was met.

Governance

Responsibility for setting policy and for making operating decisions rests with the trustees who meet regularly to monitor the activities of the charity. New trustees are recruited and appointed by the existing trustees, by a majority vote.

Responsibilities of trustees

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Signature

This report was approved by the trustees, and is signed on their behalf by:

Rob Finlay

Rob Finlay (Mar 10, 2026 18:15:31 GMT)

Rob Finlay, Trustee

Date: Mar 10, 2026

Independent Examiners Report

I report to the trustees on my examination of the accounts of Step Free Foundation ('the charity') for the year ended 30/06/2025 on pages 7 to 9 following.

Responsibilities and Basis of Report

As the trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 2011 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 accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent Examiner's Details

Sarah Crispin

Sarah Crispin (Mar 12, 2026 11:36:01 GMT)

Sarah Crispin ACA

Stewardship
1 Lamb's Passage
London
EC1Y 8AB

Date: Mar 12, 2026

Receipts & Payments Statement

	Unrestricted	Restricted	2025 Total
Receipts			
Donations & Legacies			
Donations	41,426	0	41,426
Gift Aid	4,150	0	4,150
Investments			
Bank Interest	314	0	314
Total receipts	45,889	0	45,889
Payments			
Charitable Activities			
Activities	440	0	440
Admin	1,084	0	1,084
Advertising	109	0	109
Bank Charges	45	0	45
Event Costs	109	0	109
Premises	720	0	720
Staff Costs	16,376	0	16,376
Total payments	18,884	0	18,884
Net Receipts / Payments (before transfers)	27,005	0	27,005
Fund Transfers In	0	0	0
Fund Transfers Out	0	0	0
Net Movement of Cash Funds	27,005	0	27,005
Total Cash Funds Brought Forward	0	0	0
Total Cash Funds Carried Forward	27,005	0	27,005
Represented By			
General (Unrestricted)	27,005	0	27,005

The notes on page 9 form part of these accounts

Asset & Liability Statement

Cash Assets

	Unrestricted	Restricted	2025 Total
General (Unrestricted)	27,005	0	27,005

Other Monetary Assets

	Notes	Unrestricted	Restricted	2025 Total
Gift Aid		1,188	0	1,188

Liabilities

	Notes	Unrestricted	Restricted	2025 Total
Independent Examination Fee Due		630	0	630

The notes on page 9 form part of these accounts

Signature

These accounts have been approved by the trustees, and are signed on their behalf by:

Rob Finlay
Rob Finlay (Mar 10, 2026 18:15:31 GMT)

Rob Finlay, Trustee

Date: Mar 10, 2026

Notes to the Accounts

Accounting Policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

Transactions to Related Parties

There were no transactions related parties during the accounting period.

Guarantees and secured debts

The charity has not given any guarantees and has not provided its assets as security for any liabilities.