

STEP FORWARD (TOWER HAMLETS)

England & Wales · Charity number 802597

Details

Other names TOWER HAMLETS YOUTH COUNSELLING SERVICE

Status Registered

Legal form Charitable company

Company number [02441231](#)

Registered 1990-01-15

Register [View on the Charity Commission register](#)

Contact

Address Step Forward
234 Bethnal Green Road
London
E2 0AA

Phone 07958614360

Email info@step-forward.org

Website www.step-forward.org

Activities

Objects: (I) TO PROMOTE THE RELIEF OF SUFFERING CAUSED BY MENTAL OR PHYSICAL ILL HEALTH, OR BY SOCIAL OR ECONOMIC CIRCUMSTANCES AMONG YOUNG PEOPLE IN TOWER HAMLETS AND THE SURROUNDING AREA, BY ESTABLISHING, MAINTAINING AND DEVELOPING A MULTI-CULTURAL COUNSELLING SERVICE IN TOWER HAMLETS FOR THE GIVING OF INDIVIDUAL OR GROUP INFORMATION, ADVICE AND COUNSELLING TO ALL YOUNG PEOPLE REGARDLESS OF SEX, DISABILITY, ETHNIC ORIGIN, SEXUAL ORIENTATION OR RELIGIOUS OR POLITICAL AFFILIATION. (II) TO OPEN AND MAINTAIN A CENTRE OR CENTRES WHERE YOUNG PEOPLE ARE WELCOME TO CALL IN OR TELEPHONE.

Activities: We aim to improve the quality of the lives of children and young people aged 11-25 who are affected by poverty and disadvantage to support them to make realistic and long-term changes. We provide an innovative range of services to young people from all communities including free, independent and confidential information, counselling and personal development activities.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty
- **Who:** Children/young People

Geography

- **Area of benefit:** LONDON BOROUGH OF TOWER HAMLETS
- Tower Hamlets

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£325,513	£539,694	-	-
2024-03-31	£428,076	£533,599	-	-
2023-03-31	£810,028	£623,951	£1,488,498	16
2022-03-31	£743,433	£599,426	£1,302,421	12
2021-03-31	£705,682	£555,101	£1,158,414	12
2020-03-31	£541,230	£555,774	£1,007,833	13

Trustees

Name	Role	Appointed
DENNIS TWOMEY		
Hussein Ali		2020-10-01

STEP FORWARD (TOWER HAMLETS)

England & Wales - Charity number 802597

Accounts

Company registration number: 2441231
Charity registration number: 802597

STEP FORWARD (TOWER HAMLETS)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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**STEP FORWARD (TOWER HAMLETS)
LEGAL AND ADMINISTRATIVE INFORMATION**

Status

Step Forward (Tower Hamlets) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Patron Sir Ian McKellen

Trustees Dennis Twomey
Hussein Ali

Chief Executive Officer Mrs Lee-Xuan Robinson

Secretary Dennis Twomey

Registered Office 234 Bethnal Green Road
London
E2 0AA

Company Registration Number 2441231

Charity Registration Number 802597

Independent Auditor Shaw Gibbs (Audit) Limited
Salatin House
19 Cedar Road
Sutton
Surrey
SM2 5DA

STEP FORWARD (TOWER HAMLETS) REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

The trustees are pleased to present their report together with the audited financial statements of the Charity for the year ended 31 March 2025.

Status

Step Forward (Tower Hamlets) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Structure, governance and management

The organisation is a charitable company limited by guarantee; incorporated on November 8th, 1989.

The Company was established under a Memorandum of Association which outlines the objects and powers of the charitable company. The charity is also a Limited Company by Guarantee. It is governed by its Articles of Association which detail the aims and objectives of the organisation as well as the mechanisms through which its Board of Trustees is elected. In the event of the company going into liquidation, members of the organisation are required to contribute an amount not exceeding £1.

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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).

Recruitment and appointment of trustees

Step Forward's trustees are appointed in accordance with the charity's Articles of Association. The Board of Trustees is responsible for identifying and recruiting new trustees, with appointments made by resolution of the existing Board. Trustees serve in a voluntary capacity and receive no remuneration.

The Board actively seeks to recruit trustees who bring a diverse range of skills, experience and perspectives, and who reflect the communities the charity serves. In recruiting new trustees, the Board considers the skills and experience needed to complement those already represented on the Board, with particular attention to areas such as finance, legal, health, education, human resources and lived experience of the issues affecting young people in Tower Hamlets.

During the year ended 31 March 2025, Step Forward participated in the Minoritised Ethnic Trustees programme run by Tower Hamlets Volunteer Service. This programme is specifically designed to support people from minoritised ethnic communities to take on trustee roles in local voluntary organisations, and the charity welcomed the opportunity to recruit through this route as part of its ongoing commitment to ensuring its governance reflects the diversity of the borough it serves.

In addition to formal recruitment programmes, the charity has also welcomed approaches from individuals who have become aware of Step Forward's work through the charity's website or through its presence in the local community. The Board considers all such expressions of interest carefully, assessing whether candidates have the relevant skills, experience and commitment to contribute effectively to the charity's governance.

STEP FORWARD (TOWER HAMLETS) REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

About step forward

Step Forward supports the wellbeing, mental health and social development of young people aged 11-25 in Tower Hamlets. Established in 1988, our vision is of a world where all young people can realise their self-worth, raise their aspirations and reach their full potential in life.

Our mission is to improve the well-being and life chances of local young people affected by poverty and disadvantage by providing accessible, flexible non-judgemental support services. We provide free, high quality confidential, LGBTQI+ inclusive and culturally sensitive support, helping people often underserved or hesitant to engage with conventional mental health services. We have a range of rooms for private counselling and group activities at our welcoming, accessible building on Bethnal Green Road and also work offsite at schools and youth centres. Support can be provided on a one-off, short-term, or ongoing basis.

Our current main activities are:

- Free and confidential counselling, cognitive behavioural therapy (CBT) and personal development support.
- School based counselling, CBT, wellbeing psychoeducation work and group workshops in 4 schools/colleges
- Online staff wellbeing support to staff from 48 schools across the borough.
- LGBTQ+ support including 1:1 personal development and counselling and groups for under and over 18s
- school holiday activities for young people who may have difficulties accessing mainstream youth provision and need smaller, supportive group spaces.
- Outreach work to schools and community settings, speaking at assemblies, classes and participating in events and mental health fairs, reaching over a thousand people a year.

Our services are free, high quality, confidential, LGBTQI+ inclusive and culturally sensitive, helping people who are underserved or hesitant to engage with conventional mental health services.

Objectives

Step Forward is committed to improving the health, well-being and life chances of local young people affected by poverty and disadvantage. Through providing a holistic range of free, confidential, high quality therapeutic and psychosocial support services we help young people deal with any difficulties or past trauma or abuse. We offer a place of sanctuary which inspires and encourages them to realise their self-worth, raise their aspirations and reach their full potential in life.

Public benefit

Our board of trustees have considered the Charity Commission guidance on public benefit and consider that the charitable activities of Step Forward provide a benefit to the public.

Our board and management team ensures that all of Step Forward's charitable activities are for public benefit and directly relate to the charity's purpose and aims. Step Forward attracts, welcomes and serves a diverse population of young people.

We reach young people through activities at our own centre, through our regular satellite sessions in local schools and through outreach, education, training and events across the borough. Our monitoring and statistics show that our service benefits members of the public including both young men and young women from a range of communities reflected locally. We provide all our services free of charge.

STEP FORWARD (TOWER HAMLETS) REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Activities and achievements

This year Step Forward has made a significant difference to the wellbeing of young people. 271 young people were referred to our organisation for potential 1:1 support. Support was provided to 263 of these, with 162 referred to our counselling service following an assessment, 10 referred to Personal Development support, and a further two accessing early intervention/psychoeducation.

Under 18s accounted for 175 (65%) of referrals, and 18-25-year-olds account for 96 (35%). The average age at first referral was 16. The average age at first referral was 16.

210 (77%) were from a global majority background, with 114 (42%) reported Bangladeshi heritage. 21% of all clients stated they had a disability. Of these, 57% had a learning disability. Overall we are seeing an increase in clients who are autistic, have ADHD, or other SEND (Special Educational Needs and Disabilities).

64% of the young people we worked with last year identified as female, 30% as male. 3% identified as trans and a further 3% identified as 'other'

Our aim is to improve the health, wellbeing and life chances of local young people, which the organisations has been able to achieve through its core activities:

Therapeutic support

Step Forward provided 1:1 therapeutic support to young people which included counselling and cognitive behavioural therapy (CBT). 162 young people were referred to counselling/ CBT support. Young people reported improved emotional health and wellbeing, self-awareness and an increased ability to talk about their worries and make changes in their lives. Our enhanced CBT team added capacity to offer this evidence based intervention for young people experiencing low mood, anxiety, OCD and PTSD and continued to grow with two new trainees in post as part of the Children & Young People, Cognitive Behavioural Therapy Psychological Training (CYP CBT-PT) programme. Our most senior CBT Practitioner also embarked on supervisor training which increased the organisation's capacity to provide support and supervision in-house.

Personal development support

Our Personal Development Team continued to develop and support young people both 1:1 and through group support. Young people reported increased confidence and self-awareness as a result of 1:1 support. Young people have also gained Assessment and Qualifications Alliance (AQAs) as a result of learning outcomes they have achieved, for example in leadership. The team have provided wellbeing group activities based on the 5 ways to wellbeing during the school holidays which has enabled many young people to access support in the holidays that may otherwise find difficult to access larger more mainstream groups. The team have made links with local voluntary and statutory partners which has increased the range of opportunities our young people have been able to access.

LGBTQ+ support

Young LGBTQ+ people have been able to received support both 1:1 through counselling/CBT and personal development and through groups at Step Forward. Our weekly group service has continued to grow in numbers and provides a safe space for young people to openly discuss their feelings and concerns and access opportunities to help them reach their potential. Due to the increased numbers attending, this year the organisation split the group to enable delivery of an over 18s group and an under 18s group, which young people have responded to really well. This past year over 30 young LGBTQ+ people attending the sessions reported an improved sense of wellbeing, feeling more optimistic about their futures and were better able to access holistic and supportive opportunities across LBTH.

STEP FORWARD (TOWER HAMLETS) REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

School based support

This year, Step Forward continued to provide counselling to two Secondary schools in LBTH through our longstanding partnerships/contracts. We have also continued to be a delivery partner of the Tower Hamlets Emotional Wellbeing Service (THEWS) which is the borough's Mental Health Support teams in Schools (MHSTs) programme delivered by the central THEWS team within CAMHS, part of the Government's initiative to provide support and extra capacity for early intervention to young people. As part of THEWS whole school approach, one of our counsellors has been providing wellbeing support to staff who are part of the THEWS network. Increased numbers of staff have access this support this year which has demonstrated the need and value of this support to school staff.

Outreach and community work

Step Forward has also conducted outreach and delivered wellbeing sessions to young people in the community. This has helped raise awareness of the importance of emotional and mental health and provided young people with tools they can use and information about where they can get support, including our services at Step Forward. The organisation reached over 1250 young people in the community through this work.

Partnerships

This year, Step Forward has maintained numerous statutory, voluntary and corporate partnerships as well as developed new relationships. These have helped to provide opportunities for young people, raised awareness of the importance of emotional and wellbeing support for young people and/or helped raise funds to enable us to continue to make a difference to the lives of young people.

Performance

The year ended 31 March 2025 was one of the most challenging in Step Forward's recent history. The charity continued to deliver its core services to young people across Tower Hamlets, but did so against a backdrop of significant organisational disruption, a sharply deteriorating funding environment, and an ever-growing demand for mental health and wellbeing support from some of the most disadvantaged young people in the country.

The most significant internal factor affecting the charity's performance during the year was the long-term sickness absence of the Chief Executive Officer. The CEO's absence placed considerable pressure on the wider staff team and the Board of Trustees, who worked to ensure operational continuity. The existing Operations Manager stepped up to help provide leadership and stability during this period with additional support from the Chair and Treasurer. The trustees are grateful to all members of staff for their dedication and resilience in maintaining services through what was an exceptionally difficult time. Managing an organisation through unexpected senior leadership absence is a significant governance and operational challenge, and the Board acknowledges that this has had an impact on the pace of certain strategic developments during the year.

Despite these pressures, Step Forward continued to reach approximately 1,750 young people from across East London with free, confidential therapeutic and psychosocial support services. Client feedback remains strongly positive, with 98% of respondents rating services 4 or 5 out of 5 for satisfaction, and 97% reporting they felt safe and experienced compassion from our team. This reflects the ongoing commitment and professionalism of our staff and volunteers.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Demand for services

Demand for Step Forward's services has continued to rise, consistent with national trends. More than one in four young adults aged 16 to 24 are now living with common mental health conditions such as anxiety and depression, a significant deterioration from figures recorded less than two decades ago. In Tower Hamlets specifically, nearly half of all children live in poverty after housing costs - the highest rate of any London borough - and children in the poorest 20% of households are four times more likely to experience mental health problems compared to those in the highest-earning 20%. The borough's acute deprivation means the need for accessible, free mental health support for young people remains as acute as it has ever been.

Through our assessments with young people, we have recognised that a greater proportion of those seeking our support are presenting with increasingly complex issues compared to the period before the pandemic. This has led us to concentrate more resources into our specialist counselling, personal development, and LGBTQi+ support services, and to further develop our CBT and wellbeing workshops designed to meet a broader range of need.

The wider funding environment

The trustees wish to draw attention to the extremely challenging funding environment that the entire voluntary sector is navigating. According to NCVO's The Road Ahead 2025, the unpredictable and challenging times the charity and voluntary sector has experienced in recent years look set to continue, with many organisations facing a perfect storm created by funding falling, costs increasing, and demand climbing simultaneously.

The October 2024 Autumn Budget introduced further significant pressures for the sector. NCVO has highlighted that the 6.7% rise in the National Living Wage and the increase in employer National Insurance contributions to 15%, both effective from April 2025, will bring substantial financial pressures for charities. NCVO estimates that the National Insurance increase alone represents an additional financial strain on the voluntary sector of £1.4 billion. Unlike the private sector, charities cannot pass these costs on to service users, and unlike public sector organisations, they do not benefit from equivalent exemptions. Step Forward is not immune to these pressures, and the trustees will monitor the impact of these cost increases carefully in the year ahead.

NCVO has also noted that government contracts to charities have not been rising in line with inflation, meaning that even where funding has been maintained in cash terms, its real value has eroded. This compounds the difficulties faced by smaller, community-based organisations like Step Forward, which depend on a combination of statutory grants, contracts and trust funding to sustain their services. The trustees are determined to respond proactively to this environment by continuing to diversify Step Forward's income base and reduce reliance on any single funding stream.

Looking ahead

The trustees are proud that Step Forward has continued to provide vital, free services throughout a year of significant internal and external difficulty. The challenges described above - the CEO's absence, the reduction in certain income streams, and the broader sector-wide funding pressures - have tested the organisation's resilience, but also demonstrated the strength of its foundations: a skilled and committed staff team, an owned centre in Bethnal Green, robust reserves, and a strong local reputation built over more than three decades. The trustees are focused on stabilising and securing the charity's leadership for the long term. We remain committed to meeting the growing need for mental health and wellbeing support among the young people of Tower Hamlets, and to ensuring Step Forward has the resources and leadership to continue doing so for many years to come.

STEP FORWARD (TOWER HAMLETS) REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

In 2024-25 our aims were:

- To maintain a community resource which is safe, accessible and available for local young people

Have continued to provide support through our premises in Bethnal Green , online support as well as delivery alongside our partners to provide support to local YP

- To complete an IT systems upgrade and office refit in order to respond to service demand and development

IT systems continued to be developed. Changed IT providers to assist with this as previous supplier not able to support adequately. Plans in place for 2025-26

- To respond to the demand for mental and emotional health services by increasing services and improving care pathways

CBT capacity grew in 2024-25. Continued to respond to demand through our core Personal development and therapeutic offers.

- To support the development of children and young people centred emotional and mental health services locally and to work alongside local partners to support young people's emotional and mental health in schools

Achieved through our partnerships with 2 secondary schools to provide counselling as well as through co-delivery on the THEWS programme which supported both young people as well as staff in schools.

- To further develop the range of services available to local young people under one room

Developed our CBT offer. Co-production with young people accessing our support, particularly our LGBTQ+ and wellbeing groups to help inform activities. Partnered with organisation called Get Out which offers the opportunity for young people to connect with nature and try stand up paddleboarding (SUP) and surfing to improve their emotional wellbeing.

- To support the professional development of staff and volunteers, including recruit to train CBT IAPT trainees

Recruited two new trainees in 2024 for the 2025 academic year. Our two Youth Development & Wellbeing Workers undertook young work qualifications and all staff continued to receive supervision and training relevant to their needs, including for example; Safeguarding, Safety Intervention training, Prevent training.

- To maintain and recruit volunteers to help with both office support and direct service provision

Two volunteers in this timeframe have helped support our LGBTQ+ group and also office support. Continued to maintain and support a team of honorary volunteer counsellors to help with our direct service provision.

- To utilise the broad range of skills and experiences of trustees through the board meetings and recruit new members

Board have met regularly and looking to recruit new members through the METS programme. Aiming to further grow the Board in 2025-26.

- To diversify funding sources and attract a wider supporter base

STEP FORWARD (TOWER HAMLETS) REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Continued work to diversify funding sources. Support from a consultant to develop our organisational and fundraising strategy. More work in 2025-26 needs to be done to develop this further. The Operations Manager continues to grow existing and develop new local corporate partnerships.

- To raise the profile of Step Forward in the sector and to further publicise and promote Step Forward including using different media and resources.

The team continued to raise Step Forward's profile in the sector through its outreach work. The Operations Manager also joined the Children and Young People's Mental Health Coalition (CYPMHC) to connect with other organisations across the country. Further work on social media/communications strategy needs to happen in 2025-26.

Step Forward continued to review and develop our services to ensure we can respond to emerging needs of our client group. In November 2024 we began a strategic review process with a board away day, bringing trustees and senior staff together to plan out a strategy development process that would run until the following summer.

Our Board and management team took steps in response to the external financial climate by reviewing our funding and looking for new funding sources, increasing our fundraising and promotional activities to attract new supporters.

Risk management

The Board of Trustees has conducted a review of major risks to which the charity is exposed and maintains the Risk Register which is reviewed at least annually and updated as necessary.

Procedures are in place to ensure compliance with health and safety requirements for staff, volunteers, clients and visitors to the centre. We regularly review our operational policies and procedures to ensure they remain up to date and fit for purpose. All staff attend safeguarding training and at least 3 members of staff attend Advanced Safeguarding Children Training to ensure that clients and personnel are supported to remain safe.

To ensure a consistent quality of delivery for all operational aspects of the charity we are organisational members of BACP (British Association of Counselling and Psychotherapy) and Youth Access, and also hold the Department of Health 'You're Welcome' quality mark.

Internal financial control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. All transactions over £2,000 require the authorisation of a Trustee and the CEO.

The Trustees are aware of the volatile nature of funding and Step Forward avoids becoming dependent on any particular income source, as the loss of a major funding source could have a negative impact.

STEP FORWARD (TOWER HAMLETS) REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Financial position

Income for the year decreased by £102,563 to £325,513 (2024: £428,076), and expenditure increased by £6,095 to £539,694 (2024: £533,599). This resulted in a net decrease in funds for the year of £214,181 (2024: £105,523).

Cash decreased by £48,957 to £729,339 (2024: £778,296). Unrestricted reserves stood at £1,138,793 (2024: £1,293,898) and restricted reserves stood at £30,000 (2024: £89,077) at the year end.

The trustees are aware that the scale of the reduction in income this year, combined with reserves that remain relatively healthy, may prompt questions from funders and other stakeholders about the charity's financial position. The Board wishes to address this directly. The reduction in income reflects specific, identifiable changes to our contract portfolio rather than a systemic decline in the charity's standing or relevance. Most significantly, income from the ELFT Mental Health programme reduced by £107,391 following changes to the delivery model for mental health in schools, and Schools income fell by £18,408 following the conclusion of certain commissioned programmes. These reductions were partially offset by growth in restricted income, including £40,000 from the Being Heard project and increased HEE funding of £71,696.

The charity's reserves, while reducing as planned, remain above the minimum level required by the Board's reserves policy. A significant proportion of unrestricted funds are designated for specific purposes, including the building upgrade programme (£200,000), HR and other contingencies (£126,500), and property and equipment (£357,376). General free reserves, after accounting for designated funds, stood at £454,917 at the year end. The trustees are satisfied that the charity remains financially stable and that reserves are being deployed appropriately to sustain and develop services during a period of transition.

The trustees are confident that the charity's strong local reputation, its owned premises, its diversified funding strategy and its committed staff team place it in a sound position to rebuild income in the coming year. The Board continues to monitor the financial position closely and receives regular financial reports at each of its quarterly meetings.

Reserves policy

It is the policy of the Board of Trustees to maintain a minimum surplus of unrestricted funds sufficient to meet six months' expenditure. In practice, a reserve sufficient to meet approximately eight months' expenditure and any potential redundancy costs is held wherever possible.

In addition to maintaining these operational reserves, the Board has designated funds to support the continued development of the charity's infrastructure. Up to £150,000 has been allocated for IT upgrades and construction work to reconfigure the ground floor of the charity's Bethnal Green centre to allow more space for service delivery. The Board will keep the level of designated reserves under review as this programme progresses.

The trustees expect reserves to reduce further in the short term as the charity manages its cash flow through a period of income transition, and will keep the reserves position under close review to ensure it remains consistent with the policy.

STEP FORWARD (TOWER HAMLETS) REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Funding

The charity's income during the year was drawn from a range of statutory, trust and donated sources. The principal sources of income from charitable activities were the ELFT Mental Health programme (£101,201), Health Education England via the HEE programme (£71,696), Schools counselling and support services (£58,948), the Being Heard project funded by the London Borough of Tower Hamlets (£40,000), LGBTQi+ support services funded by the London Borough of Tower Hamlets (£25,000), and the Reach Me project (£11,250). Donations and legacies totalled £17,418, including grants from the Eleanor Hamilton Educational Trust (£7,000) and the Frank Haines Memorial Trust (£5,400).

The trustees are grateful to all funders and supporters who have continued to invest in Step Forward's work during what has been a challenging year for the charity and for the sector as a whole.

Auditors

The auditors Shaw Gibbs (Audit) Limited are deemed to be reappointed under section 487(2) of the Companies Act 2006.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Step Forward (Tower Hamlets) for the purposes of company law) are responsible for preparing trustees' report and a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of information to auditor

In so far as the trustees are aware at the time of approving the report of the report of the trustees:

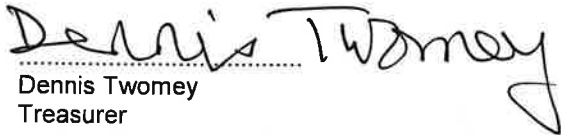
- there is no relevant audit information (as defined by section 418 of the Companies Act 2006) of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

STEP FORWARD (TOWER HAMLETS)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Small companies provision statement

The trustees have taken advantage of the small companies' exemptions provided by sections 414B and 415A of the Companies Act 2006 from the requirement to prepare a strategic report and in preparing the trustees' report on the grounds that the charitable company is entitled to prepare its accounts for the year in accordance with the small companies' regime.

Approved by the trustees on 6 May 2026 and signed on its behalf by:


Dennis Twomey
Treasurer

STEP FORWARD (TOWER HAMLETS)
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF STEP FORWARD
(TOWER HAMLETS)

Opinion

We have audited the financial statements of Step Forward (Tower Hamlets) (the 'charity') for the year ended 31 March 2025, which comprise the Statement of financial activities, Balance sheet, Statement of cash flows, and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2025 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

STEP FORWARD (TOWER HAMLETS) INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF STEP FORWARD (TOWER HAMLETS)

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the trustees.

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosure of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 10), the trustees (who are also the directors of the charity for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Extent to which the audit was considered capable of detecting irregularities, including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and

**STEP FORWARD (TOWER HAMLETS)
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF STEP FORWARD
(TOWER HAMLETS)**

- we identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We considered the nature of the charity's sector and its control environment, and reviewed the charity's documentation of their policies and procedures relating to fraud and compliance with laws and regulations. We also identified the laws and regulations applicable to the charity through discussions with the Trustees and other management, and from our cumulative audit, knowledge and experience of the charity.

We obtained an understanding of the legal and regulatory framework that the Charity operates in, and identified the key laws and regulations that:

- had a direct effect on the determination of material amounts and disclosures in the financial statements. These included the Companies Act 2006, the Charities Act 2011, the Charities SORP and UK financial reporting standards as issued by the Financial Reporting Council; and
- do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or to avoid a material penalty. These included the Charity's regulatory requirements, employment and taxation legislations.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- reviewing financial statement disclosures by testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- enquiring of the trustees concerning actual and potential litigation and claims, and instances of non-compliance with laws and regulations; and
- reading minutes of trustee meetings, reviewing internal audit reports and reviewing correspondence with the Charities Commission.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statements to disclosures underlying supporting documentation;
- enquiring of trustees as to actual and potential litigation and claims; and
- analysing legal costs to ascertain if there have been instances of non-compliance with laws and regulations.

**STEP FORWARD (TOWER HAMLETS)
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF STEP FORWARD
(TOWER HAMLETS)**

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of this report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Shaw Gibbs

.....
Shaw Gibbs (Audit) Limited, Statutory Auditor
Salatin House
19 Cedar Road
Sutton
Surrey
SM2 5DA

6 May 2026

Shaw Gibbs (Audit) Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

STEP FORWARD (TOWER HAMLETS)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	Note	Unrestricted £	Restricted £	Total 2025 £
Income and Endowments from:				
Donations and legacies	3	17,418	-	17,418
Charitable activities	4	160,149	147,946	308,095
Total income		<u>177,567</u>	<u>147,946</u>	<u>325,513</u>
Expenditure on:				
Raising funds	5	(3,102)	-	(3,102)
Charitable activities	6	(320,547)	(207,023)	(527,570)
Other expenditure	7	(9,022)	-	(9,022)
Total expenditure		<u>(332,671)</u>	<u>(207,023)</u>	<u>(539,694)</u>
Net movement in funds		(155,104)	(59,077)	(214,181)
Reconciliation of funds				
Total funds brought forward	16	<u>1,293,898</u>	<u>89,077</u>	<u>1,382,975</u>
Total funds carried forward	16	<u>1,138,794</u>	<u>30,000</u>	<u>1,168,794</u>
	Note	Unrestricted £	Restricted £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	35,718	-	35,718
Charitable activities	4	286,698	105,660	392,358
Total income		<u>322,416</u>	<u>105,660</u>	<u>428,076</u>
Expenditure on:				
Raising funds	5	(775)	-	(775)
Charitable activities	6	(380,217)	(145,034)	(525,251)
Other expenditure	7	(7,573)	-	(7,573)
Total expenditure		<u>(388,565)</u>	<u>(145,034)</u>	<u>(533,599)</u>
Net expenditure		<u>(66,149)</u>	<u>(39,374)</u>	<u>(105,523)</u>
Net movement in funds		(66,149)	(39,374)	(105,523)
Reconciliation of funds				
Total funds brought forward		<u>1,360,047</u>	<u>128,451</u>	<u>1,488,498</u>
Total funds carried forward	16	<u>1,293,898</u>	<u>89,077</u>	<u>1,382,975</u>

All of the charity's activities derive from continuing operations during the above two periods.

**STEP FORWARD (TOWER HAMLETS)
(REGISTRATION NUMBER: 2441231)
BALANCE SHEET AS AT 31 MARCH 2025**

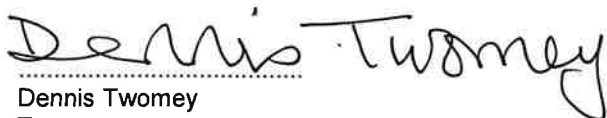
	Note	2025 £	2024 £
Fixed assets			
Tangible assets	12	319,889	327,268
Current assets			
Debtors	13	145,144	302,143
Cash at bank and in hand		729,339	778,296
		<u>874,483</u>	<u>1,080,439</u>
Creditors	14	<u>(25,578)</u>	<u>(24,732)</u>
Net current assets		<u>848,905</u>	<u>1,055,707</u>
Net assets		<u>1,168,794</u>	<u>1,382,975</u>
Funds of the charity:			
Restricted	16	30,000	89,077
Unrestricted income funds			
Unrestricted	16	<u>1,138,793</u>	<u>1,293,898</u>
Total funds		<u>1,168,793</u>	<u>1,382,975</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the charitable company.

The trustees are satisfied that the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the same act. However, the trustees have elected for the accounts of the charity to be audited in accordance with section 145 of the Charities Act 2011.

The trustees, who are regarded as directors for the purposes of the Companies Act 2006, acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the trustees and authorised for issue on 6 May 2026 and signed on their behalf by:


 Dennis Twomey
 Treasurer

**STEP FORWARD (TOWER HAMLETS)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2025**

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash expenditure		(214,181)	(105,523)
Adjustments to cash flows from non-cash items			
Depreciation	12	<u>7,379</u>	<u>8,436</u>
		(206,802)	(97,087)
Working capital adjustments			
Decrease in debtors	13	156,999	257,179
Increase/(decrease) in creditors	14	<u>846</u>	<u>(87,076)</u>
Net cash flows from operating activities		<u>(48,957)</u>	<u>73,016</u>
Net (decrease)/increase in cash and cash equivalents		(48,957)	73,016
Cash and cash equivalents at 1 April		<u>778,296</u>	<u>705,280</u>
Cash and cash equivalents at 31 March		<u><u>729,339</u></u>	<u><u>778,296</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

1 Charity status

Step Forward (Tower Hamlets) (the 'charity') is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Report of the trustees on page 2.

2 Accounting policies

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Going concern

The charity's ability to continue as a going concern is dependent on its success in raising funds from government, other public authorities and donations, none of which can be guaranteed. The volume of services that can be provided is directly dependent on funding levels. The trustees remain in regular contact with sponsoring local authorities to secure their ongoing financial support.

In the current economic environment funding is under pressure and will continue to be under pressure for the foreseeable future. However, the trustees feel that adequate funding is in place for at least the next 12 months and in consequence have prepared the charity's financial statements on a going concern basis.

Statement of compliance

The financial statements have been prepared 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 - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Step Forward (Tower Hamlets) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The functional currency of the charity is considered to be pounds sterling (£) because that is the currency of the primary economic environment in which it operates. The financial statements are presented in pounds sterling (£).

Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Incoming resources from donations and legacies are recognised when there is evidence of entitlement, receipt is probable and the amount can be reliably measured.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions, such as service agreements, attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the publicity and other fund raising costs incurred by the charity.
- Expenditure on charitable activities includes salaries and other resources applied by the charity to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading. These are the costs of arrangements which relate to the general running of the charity, as opposed to the direct management functions inherent in service delivery and project work, and include such items as external audit, the cost of trustee meetings and other costs associated with constitutional and statutory requirements.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and governance costs which support the charity's programmes and activities. These costs have been allocated to expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.

Defined contribution pension obligation

The charity operates a defined contribution pension scheme for its employees. Contributions to defined contribution scheme are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Lease

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to the statement of financial activities on a straight-line basis over the period of the lease.

Tangible fixed assets and depreciation

Tangible fixed assets is stated in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses. The cost of tangible fixed assets includes directly attributable incremental costs incurred in their acquisition and installation.

Depreciation has been charged, so as to write off each asset's cost, less any residual value over its anticipated useful economic life. The following rates of depreciation have been used:

Asset class	Depreciation method and rate
Leasehold property	over the lease term of 99 years
Furniture and equipment	25% reducing balance

Debtors

Debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the debt.

Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund structure

The funds held by the charity fall into the following categories:-

General unrestricted funds

Funds that can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated unrestricted funds

Funds earmarked by the trustees out of the unrestricted general funds for specific future purposes or projects.

Restricted Funds

Funds that 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.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

3 Income from donations and legacies

	Unrestricted General £	Restricted £	Total 2025 £	Total 2024 £
Eleanor Hamilton Educational Trust	7,000	-	7,000	7,000
Other donations/ gifts	5,018	-	5,018	21,518
Frank Haines Memorial Trust	5,400	-	5,400	7,200
	<u>17,418</u>	<u>-</u>	<u>17,418</u>	<u>35,718</u>

Income from donations and legacies in the prior year were unrestricted.

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

4 Income from charitable activities

	Unrestricted funds £	Restricted £	Total 2025 £	Total 2024 £
LGBTQ Support	-	25,000	25,000	25,000
NHS Tower Hamlet CCG	-	-	-	750
HEE	-	71,696	71,696	52,327
ELFT- Mental Health	101,201	-	101,201	208,592
Schools	58,948	-	58,948	77,356
Reach Me Project	-	11,250	11,250	11,666
Being heard project	-	40,000	40,000	16,667
	<u>160,149</u>	<u>147,946</u>	<u>308,095</u>	<u>392,358</u>

Income from charitable activities in 2024 was made up of £286,698 in unrestricted funds and £105,660 in restricted funds.

5 Expenditure on raising funds

	Unrestricted Funds £	Restricted £	Total 2025 £	Total 2024 £
Fundraising costs	<u>3,102</u>	<u>-</u>	<u>3,102</u>	<u>775</u>

Fundraising costs in the prior year were from unrestricted funds.

6 Expenditure on charitable activities

	Unrestricted General £	Restricted £	Total 2025 £	Total 2024 £
Staff costs	239,454	192,944	432,398	432,584
Premises costs	14,495	-	14,495	14,643
Client services	11,595	-	11,595	10,717
Volunteers	297	-	297	423
Training and recruitment	10,275	-	10,275	153
General office	32,852	14,079	46,931	50,860
Professional fees	4,200	-	4,200	7,435
Depreciation	7,379	-	7,379	8,436
	<u>320,547</u>	<u>207,023</u>	<u>527,570</u>	<u>525,251</u>

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

	Activity undertaken directly £	Grant funding of activity £	Activity support costs £	Total 2025 £	Total 2024 £
Staff costs	302,679	129,719	-	432,398	432,584
Premises costs	14,495	-	-	14,495	14,643
Client services	11,595	-	-	11,595	10,717
Volunteers	297	-	-	297	423
Training and recruitment	10,275	-	-	10,275	153
General office	-	14,079	32,852	46,931	50,860
Professional fees	-	-	4,200	4,200	7,435
Depreciation	-	-	7,379	7,379	8,436
	<u>339,341</u>	<u>143,798</u>	<u>44,431</u>	<u>527,570</u>	<u>525,251</u>

Expenditure on charitable activities in 2024 was made up of £380,217 of unrestricted funds and £145,034 from restricted funds.

7 Other expenditure

	Unrestricted funds £	Restricted £	Total 2025 £	Total 2024 £
Bank charges	622	-	622	673
Audit and accountancy	8,400	-	8,400	6,900
	<u>9,022</u>	<u>-</u>	<u>9,022</u>	<u>7,573</u>

Other expenditure in the prior year was from unrestricted funds.

8 Government grants

Income from government grants comprises performance related grants made by local authorities and the NHS Trusts to fund the charity's programme. See Note 4 for more information.

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

9 Staff costs

The aggregate payroll costs were as follows:

	2025	2024
	£	£
Staff costs during the year were:		
Wages and salaries and social security	391,795	413,856
Pension costs	<u>40,603</u>	<u>18,728</u>
	<u><u>432,398</u></u>	<u><u>432,584</u></u>

The average monthly head count was 15 staff (2024: 15 staff) and the average monthly number of fulltime equivalent employees (including casual and part-time staff) during the year were as follows:

	2025	2024
	No	No
Client services	<u>15</u>	<u>15</u>

No employee received emoluments of more than £60,000 (2024:nil).

10 Auditors' remuneration

	2025	2024
	£	£
Audit of the financial statements	<u>8,400</u>	<u>6,900</u>

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

12 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 April 2024	412,527	72,656	485,183
At 31 March 2025	412,527	72,656	485,183
Depreciation			
At 1 April 2024	97,940	59,975	157,915
Charge for the year	4,209	3,170	7,379
At 31 March 2025	102,149	63,145	165,294
Net book value			
At 31 March 2025	310,378	9,511	319,889
At 31 March 2024	314,587	12,681	327,268

Included within the net book value of land and buildings above is £310,378 (2024 - 314,587) in respect of leasehold property.

13 Debtors

	2025 £	2024 £
Other receivables	6,143	8,385
Prepayments	7,567	9,118
Accrued income	131,434	284,640
	<u>145,144</u>	<u>302,143</u>

14 Creditors

	2025 £	2024 £
Other taxation and social security	9,903	11,231
Other creditors	7,275	6,601
Accrued expenses	8,400	6,900
	<u>25,578</u>	<u>24,732</u>

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

15 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £3,583 (2024 - £18,728).

Contributions totalling Nil (2024 - Nil) were payable to the scheme at the end of the year and are included in creditors.

16 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Balance at 31 March 2025 £
Unrestricted funds				
<i>General</i>				
General funds	605,480	177,567	(328,130)	454,917
<i>Designated</i>				
Property	315,918	-	(4,542)	311,376
Redecoration	15,000	-	-	15,000
Building upgrade	200,000	-	-	200,000
Furniture & Equipment	31,000	-	-	31,000
HR Contingency	75,000	-	-	75,000
Other Contingency	51,500	-	-	51,500
	<u>688,418</u>	<u>-</u>	<u>(4,542)</u>	<u>683,876</u>
Total unrestricted funds	<u>1,293,898</u>	<u>177,567</u>	<u>(332,672)</u>	<u>1,138,793</u>
Restricted funds				
HEE	23,860	71,696	(65,556)	30,000
LBTH: Reach Me	-	11,250	(11,250)	-
LBTH: LGBTQ Support	23,550	25,000	(48,550)	-
Young people counselling	25,000	-	(25,000)	-
LBTH: Being heard	16,667	40,000	(56,667)	-
	<u>89,077</u>	<u>147,946</u>	<u>(207,023)</u>	<u>30,000</u>
Total restricted funds	<u>89,077</u>	<u>147,946</u>	<u>(207,023)</u>	<u>30,000</u>
Total funds	<u>1,382,975</u>	<u>325,513</u>	<u>(539,695)</u>	<u>1,168,793</u>

The Department of Health balance at 31 March 2025 solely comprises the net book value of capital assets at that date. This balance will reduce yearly as the assets depreciate in value.

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
General				
General funds	666,976	322,416	(383,912)	605,480
Designated				
Property	320,571	-	(4,653)	315,918
Redecoration	15,000	-	-	15,000
Building upgrade	200,000	-	-	200,000
Furniture & Equipment	31,000	-	-	31,000
HR Contingency	75,000	-	-	75,000
Other Contingency	51,500	-	-	51,500
	<u>693,071</u>	<u>-</u>	<u>(4,653)</u>	<u>688,418</u>
Total unrestricted funds	<u>1,360,047</u>	<u>322,416</u>	<u>(388,565)</u>	<u>1,293,898</u>
Restricted				
HEE	20,480	52,327	(48,947)	23,860
LBTH: Reach Me	43,333	11,666	(54,999)	-
LBTH: LGBTQ Support	24,505	25,000	(25,955)	23,550
Department of Health	15,133	-	(15,133)	-
Young people counselling	25,000	-	-	25,000
LBTH: Being heard	-	16,667	-	16,667
	<u>128,451</u>	<u>105,660</u>	<u>(145,034)</u>	<u>89,077</u>
Total restricted funds	<u>128,451</u>	<u>105,660</u>	<u>(145,034)</u>	<u>89,077</u>
Total funds	<u>1,488,498</u>	<u>428,076</u>	<u>(533,599)</u>	<u>1,382,975</u>

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

The specific purposes for which the funds are to be applied are as follows:

Name of unrestricted funds	Description, nature and purpose of the fund
General funds	The 'free reserves' after allowing for designated funds
Designated funds:	
Property	The designated property fund represents the net book value of tangible fixed assets as these funds are tied up and are unavailable for general use by the charity
Redecoration	Funds for the cost of redecorating leasehold property
Building upgrade	Funds for IT upgrades and for construction work to reconfigure our ground floor
Furniture & Equipment	Funds for the cost of repair and replacement of these items
Major repairs	Funds set aside in case of major repairs
HR Contingency	Contingency for unexpected HR costs
Other Contingency	Funds sufficient to cover 3 months expenditure
Name of restricted funds	Description, nature and purpose of the fund
LBTH:	
Reach Me	Grant to cover expenditure on counselling
LGBTQ support	Grant to cover expenditure for support services for LGBTQ young people.
Young Peoples Counselling	Grant to cover expenditure on youth counselling
Department of Health and Social Care	Grant to cover expenditure on the increased access to emotional places of safety for young people.
HEE	

**STEP FORWARD (TOWER HAMLETS)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	Total funds at 31 March 2025 £
	General £	Designated £		
Tangible fixed assets	8,512	311,376	-	319,888
Current assets	471,982	372,500	30,001	874,483
Current liabilities	(25,577)	-	-	(25,577)
Total net assets	<u>454,917</u>	<u>683,876</u>	<u>30,001</u>	<u>1,168,794</u>

	Unrestricted funds		Restricted funds £	Total funds at 31 March 2024 £
	General £	Designated £		
Tangible fixed assets	11,350	315,918	-	327,268
Current assets	618,862	372,500	89,077	1,080,439
Current liabilities	(24,732)	-	-	(24,732)
Total net assets	<u>605,480</u>	<u>688,418</u>	<u>89,077</u>	<u>1,382,975</u>

18 Related party transactions

No trustees received remuneration or were reimbursed for expenses during the year (2024: nil).

No trustee or other person related to the charity had any personal interest in any contract or transactions entered into by the charity during the year (2024: nil).

19 Non-adjusting events after the financial period

There has been no significant events between the year end and the date of approval of these financial statements entered into by the charity during the year (2024: nil)

STEP FORWARD (TOWER HAMLETS)

England & Wales - Charity number 802597

Accounts

Company registration number: 2441231

Charity registration number: 802597

STEP FORWARD (TOWER HAMLETS)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

STEP FORWARD (TOWER HAMLETS)

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STEP FORWARD (TOWER HAMLETS)

LEGAL AND ADMINISTRATIVE INFORMATION

Status

Step Forward (Tower Hamlets) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Patron Sir Ian Mckellen

Trustees Naomi Gaffney
Dennis Twomey
Hussein Ali
Bolade Kerr

Chief Executive Officer Jennifer Fear

Secretary Dennis Twomey

Registered Office 234 Bethnal Green Road
London
E2 0AA

Company Registration Number 2441231

Charity Registration Number 802597

Independent Auditor Shaw Gibbs (Audit) Limited
Salatin House
19 Cedar Road
Sutton
Surrey
SM2 5DA

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The trustees are pleased to present their report together with the audited financial statements of the Charity for the year ended 31 March 2024.

Governing document

The organisation is a charitable company limited by guarantee; incorporated on November 8th, 1989. The Company was established under a Memorandum of Association which outlines the objects and powers of the charitable company. The charity is also a Limited Company by Guarantee. It is governed by its Articles of Association which detail the aims and objectives of the organisation as well as the mechanisms through which its Board of Trustees is elected. In the event of the company going into liquidation, members of the organisation are required to contribute an amount not exceeding £1.

Why there is a need for Step forward

At Step Forward we believe that all children and young people have the right to feel safe. To grow up free from abuse, neglect, discrimination and the negative effects of poverty and disadvantage. That all young people should have the support, encouragement, and opportunities they need to thrive. Unfortunately for many people this is not always the case. Step Forward was founded in 1988 to address the unmet needs of local young people aged 11-25 and influence positive social change.

Step Forward is focussed on responding to the evolving and emerging needs of young people aged 11-25 affected by poverty and disadvantage. The people we work with are mostly born into disadvantage. Good Health life expectancy for men is 62.6 years and for women is 59.4 years, whereas 15 miles away in Richmond it is 71.4 and 68.1 respectively (Trust for London- Life expectancy by borough 2017-19).

Tower Hamlets is one of the fastest growing populations illustrated with a population growth of 22% between the 2011 and 2021 Census data equating to 15.4 persons every day for 10 years.

Young people in Tower Hamlets face the same challenges that all young people face today, exacerbated by local issues. Geographically the smallest borough in London, with a population density of 15,695 persons per km², Tower Hamlets is by far the most densely populated area in England and Wales with a higher than average number of young people which had grown almost 17% from 62,100 in 2011 to 72,600 in 2021 in the 0-18 age range. The 2021 census also illustrated that 7.2% of all residents identified as being LGBTQi+ which is significantly higher than the proportions of 4.2% in London and 3.1% in England and Wales. 1% of Tower Hamlets residents identified as having a gender identity that differed from the one assigned at Birth. This is broadly the same as other London Boroughs but higher than the average of 0.5% in England and Wales.

We have one of the highest levels of child poverty in England where over half of all our children and young people are classified as living in poverty, the 3rd highest incidence of childhood obesity, the 6th highest incidence of Sexually Transmitted Infections, the 2nd highest rate of injuries (deliberate and unintentional) to young people in the country.

Tower Hamlets has a vibrant multi-cultural and demographically diverse community. Over 68% of residents are from Black and Minority Ethnic (BAME) communities and have one of the highest Muslim populations of any boroughs. Unfortunately, Tower Hamlets also has one of the highest levels of drug use and of LGBTQi+, Religious and racist hate related incidents in London.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The 2010 Marmot Review of health inequalities highlighted that mental health is a key influence on the health of the nation and is closely linked with inequalities in society. Mental and emotional health problems increase markedly as layers of disadvantage and discrimination, which are both common to our clients, are factored in. We have witnessed both a growth in demand for support for young people's emotional and mental health but also a rise in referrals from young people with more complex mental health issues.

Mental Health of Children and Young People in England 2022 - wave 3 follow up to the 2017 survey identified that one in four 17- to 19-year-olds in England had a probable mental disorder in 2022 - up from one in six in 2021, according to an NHS Digital report. Rates among teenage boys and girls were similar - but twice as high in 17- to 24-year-old women compared with men. Children affected by mental ill health were more likely to live in a household with money issues or using a food bank.

Our clients are young people from diverse communities where 80% are from low income families, living in overcrowded homes in 'ghettoised' neighbourhoods and suffer from the effects of poverty. They often have fractured families; poor adult relationships; lack a stable home life and many experience discrimination, abuse, violence or neglect. Many will have been bullied; have a negative self-image and poor mental, emotional and physical health. They are likely to have lower motivation to achieve, behaviour problems and difficulties communicating with others and can lead to a higher risk of things such as: involvement in crime, drugs and alcohol misuse, homelessness, teenage pregnancy and involvement in anti-social behaviour. These factors mean that they have low aspirations and are less likely to thrive and reach their full potential in life.

Our mission and values

Step Forward is committed to improving the health, well-being and life chances of local young people affected by poverty and disadvantage. Through providing a holistic range of free, confidential, high quality therapeutic and psychosocial support services we help young people deal with any difficulties or past trauma or abuse. We offer a place of sanctuary which inspires and encourages them to realise their self-worth, raise their aspirations and reach their full potential in life.

Our values reflect our organisational ethos and illustrate:

1. Why we are here
2. How we work
3. What we believe in

Inclusive

1. To ensure accessible, flexible support services to young people
2. Providing an open door for all young people, never knowingly turning people away who need our services
3. All young people deserve non-judgemental support services; they should be able to understand their own rights and responsibilities

Warm

1. To ensure that all young people have a warm and welcoming environment
2. Providing confidential support services from entrusted professionals
3. All people deserve to experience warmth, hope, acceptance and love in their lives

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Empowering

1. To ensure that all young people are heard and able to make informed choices in their lives
2. Providing opportunities for young people to get the support and encouragement they need to develop and grow
3. All young people are important and deserve to realise their full potential in life

Inspirational

1. To ensure young people are inspired to make positive change
2. Providing an engaging personalised package of support to young people
3. All young people are exceptional and deserve support from our passionate and committed team

Innovative

1. To ensure provision of support services that are not available elsewhere
2. Providing an effective, dynamic and unique blend of approaches and interventions for young people aged between 11-25 years.
3. All young people are different and deserve to have evolving services reflective of their needs.

Our services

Step Forward offers a unique blend of free, confidential, high quality support services including counselling, personal development and wellbeing services for young people aged 11-25. We have been working in partnership with a number of local schools and other statutory and voluntary sector providers in order to provide specialist support to young people who may not otherwise access our services.

We had been previously awarded a 3+2 year Clinical Commissioning Group (CCG) Contract to provide an integrated range of mental health and wellbeing services focussing on those young people aged 14-21.

As part of this programme we work in partnership with Docklands Outreach to ensure we can offer a wider range of services available across venues in Tower Hamlets. This was further extended to December 2022 due to a delay in the commissioning process, unfortunately we were outbid in re-commissioning process and the contract was awarded to a larger national charity. The strategy of larger national charities bidding for local contracts is something that is negatively impacting on smaller charities across the UK.

Our experience in delivering this contact has helped us to successfully bid for one-off Grants and Contracts over the years. In late 2018 we started working in partnership with East London Foundation Trust (ELFT) NHS Tower Hamlets' Children and Young Peoples Mental Health Service (CAMHS), The CCG and educational partners to apply to become part of the Governments Mental Health Support Teams in Schools Trailblazer programme. We were successful in our application and have strengthened our partnership with ELFT CAMHS to offer a whole school approach to mental health. Part of our role is to provide counselling support to young people from local secondary schools who may not reach the threshold for specialist CAMHS. We are also offering some mental health and wellbeing support to teachers and school staff including help to access any outside support they may need. The Trailblazer was initially for two years but as successful we now have funding agreed until March 2025 to keep developing and delivering this essential resource to schools. Starting in May 2023 changed the way we worked with ELFT and directly managed and delivered the service in 6 schools and colleges across LBTH.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The London Borough of Tower Hamlets has awarded continuation funding to support our work with young Lesbian, Gay, Bisexual and Trans young people or thought who are questioning their assigned sexuality and gender identity. We have been delivering services for LGBTQi+ for many years which is supported by this contract. This project is progressing very well and our services have been in high demand from local young people and we continually exceed all targets for our work. It is currently funded to September 2025 but could be extended further beyond that this.

Step Forward is an inclusive organisation and operate an open-door policy welcoming all young people, never knowingly turning people away who need our support. Our person-centred approach enables us to build a trusting, non-judgmental and empathic relationship with our clients. This is coupled with more practical support, education and guidance including informing young people about their rights and responsibilities and ways to keep safe and healthy. We support clients through any past trauma, neglect or abuse to enable them to avoid developing patterns of anti-social, self-harming, or mental or emotional ill-health.

We have our own purpose-built high-street centre in Bethnal Green which is the heart of the community and ensures we are accessible to young people. We have two entrances into our centre and offer confidential and welcoming environment for our clients. We have 5 confidential 1-2-1 rooms, a group room and 3 clinical rooms in our basement.

During the COVID lockdowns we developed policies and structures to offer Therapeutic and Wellbeing services to young people via telephone and video sessions. We are pleased to have been able to adjust our Dept of Health and Social Care Grant to support our aim to provide safe and accessible space for young people who want support with their emotional and mental health both face to face and remotely using our new IT infrastructure for video and telephone support. Although some young people still prefer remote sessions there is a growing demand for face to face sessions.

Young people can see us on a one-off or short-term basis or can continue using our services for as long as they need support, perhaps returning if they need additional help later in life. We attract young men and young women from a range of communities reflected locally. The majority of young people self-refer or hear about our service via health and education services.

All of our services are available daytimes and evenings via drop-in or appointment. We offer satellite counselling and psychosocial 1-2-1 and group support sessions in schools and youth centres.

At Step Forward we engage with individuals to provide a personalised package of therapeutic and psychosocial support suitable to their unique needs. This enables them to make informed decisions about their lives and their future.

Young people have often borne the brunt of both the socio-economic and mental health impacts of the Covid-19 pandemic and the levels of destitution are predicted to rise. We have already seen a rise in both numbers of referrals as well as increased complexity of young people seeking support. To respond to demand we've developed a model of 1-4 sessions to support Young People with immediate issues and to help prevent their experience of Mental Health escalating further.

We recruited new team members and honorary counsellors to join our growing skilled and experienced multi-disciplinary team of paid staff and volunteers and are able to offer a wide range of free and confidential support services under one roof. Many of these services we offer are not available elsewhere locally. These include;

- Counselling and psychotherapy - to reduce the emotional and psychological distress of young people, developing their emotional literacy and promoting mental wellbeing.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

- Personal Development - to tackle personal and social issues and raise aspirations and self-esteem through 1-2-1 and group coaching, mentoring, activities and interventions including accredited learning opportunities.
- Step Out - providing individual support and group activities for young Lesbian, Gay, Bisexual or Trans or gender variant people.

During the pandemic we felt we wanted to reassure everyone that we were still there for them and offer some surety in an unsure world. The impact of the pandemic and the Governments response to reduce infections rates has mean that we have had to change the way we operate. Moving to working remotely meant that we have had to change the way we operate and rapidly develop new ways of working along with the policies, procedures to support us and those we work with. This has opened up many opportunities for supporting the young people and communities we serve as we continue to reflect on and evolve our services and approach to meet the needs of our local young people.

We now recognise that offering telephone and/or video support as well as face to face where appropriate has given your people more choice in the how they get the support they want. We now know that given the choice these options are going to continually be the best options for some young people seeking support so have become part of our offer since then. It will also allow us to offer more appointments at times that young people want as we are not confined by room availability. Young people have the more choice in when and how they receive support will also help to begin to rebalance the inherent power dynamic always present within therapist and client relationship. choice of telephone of video support.

The feedback from young people feel has been really positive so far. Our own evaluation forms indicate that 98% rated us 4-5 on satisfaction. 97% are likely to recommend us to friends and family; 97% told us they felt safe and experienced compassion from our team; 89% had increased awareness; 80% expressed they had a more positive outlook for their future.

Young people and their families have appreciated that their support has been able to continue throughout the lockdowns. We feel that will ensure we continue to have blended offer of face-to-face telephone and video interventions going forwards.

The pandemic is having a huge impact on people's lives and we feel that the need for mental health and support services is going to increase rapidly. Our aim is to have the resources and services in place to continue to provide free and accessible services for those that need it, when they need it.

Public benefit

Our Board of Trustees and management team ensures that all of Step Forward's charitable activities are for public benefit and directly relate to the charity's purpose and aims. Step Forward attracts, welcomes and serves a diverse population of young people.

We reach young people through activities at our own centres, through our regular satellite sessions in local schools and through outreach, education, training and events across the borough. Our monitoring and statistics show that our service benefits members of the public including both young men and young women from a range of communities reflected locally. We provide all our services free of charge and reached approx. 2,000 young people in the last year.

Our primary purpose is to improve the health, wellbeing and life chances of the most vulnerable young people in our society offering by free, flexible, accessible and professional services therefore challenging inequalities and promoting diversity is fundamental.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Our statistics and feedback demonstrate that we consistently serve and meet the needs of our diverse community. With all interactions we successfully balance the need to provide culturally and socially sensitive approaches with the need to challenge assumptions and prejudices. Our group programmes are designed to bring together young people from different ethnic, social and religious groups to learn and socialise together while actively promoting community cohesion and acceptance.

Over 50% of all young people self-refer after hearing about our services from others or through searching for us on line.

All services are available on the ground floor, which is accessible for people with mobility issues, and in Bengali and English. Our specialist LGBTQi+ services were developed in direct response to the unmet needs of our clients as there were no existing services locally.

We believe that the diverse range of support services available and the accessibility of our services clearly demonstrate the public benefit our work brings to our local community.

Management structure

Step Forward is governed by a voluntary and selected Board of Trustees who give their time freely. We have a committed and diverse Board, many of whom have supported the organisation over many years. The Trustees bring with them a wealth of personal and professional experience and knowledge from the public, private and voluntary sector.

The majority of the Board have a local connection and many have experience of working directly with young people and/or live in the borough. The Treasurer is also the Company Secretary for the Charity.

The Board of Trustees oversees the strategic direction and policies of the charity. They are also responsible for guiding the organisation's staffing team on matters of service delivery and human resources. We have quarterly full Board meetings where all members are expected to attend and focussed action group sessions to look at our strategy and purpose. The actions-groups report to the Trustees' meetings, where any suggestions can be discussed and decisions can be ratified.

Our Chief Executive Officer reports to the Board and attends Board meetings and any Action Groups. The CEO has delegated overall management responsibility for the day to day decision making.

This ensures the smooth running on the organisation and that the strategic and operational objectives are being met. Our Operations Manager line manages the majority of team and Senior Counsellor co-ordinates the Honorary Counsellors.

The Directors of the company are also Trustees of the Charity. None of the Trustees received remuneration or expenses in the last year. The names of the Directors who served during the year and up to the date of approval of these financial statements are:

Dennis Twomey	Bolade Alake
Naomi Gaffney	Hussein Ali

Induction of new trustees

Many of our Trustees are familiar with the day-to-day work of the charity when they apply to join our Board. Some Trustees have also been involved with the work of the charity prior to joining the Board.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

All potential trustees are invited to complete an application which highlights their experience and areas of interest. If shortlisted they are invited to attend meetings with senior staff and Trustees to familiarise themselves with the charity and the context in which it operates. If applicants wish to pursue the option of becoming a full Board member further and we agree that they have the relevant skills, experience and attributes then they are also given the opportunity to observe a full meeting of the Board of Trustees.

Upon their appointment, new trustees are issued with a Welcome Pack for New Trustees and have the opportunity to ask further questions and meet staff members.

The Welcome Pack for New Trustees which is designed to support them in their induction to their new role as Trustees with us. It details the charity's constitution, financial and operational framework and Board of Trustees roles and responsibilities within the organisation.

Step Forward also holds regular Board of Trustees planning days which offer incoming and existing Trustees an opportunity to learn about and discuss the charity's priorities for the forthcoming financial year.

Risks management

The Board of Trustees has conducted a review of major risks to which the charity is exposed and has established a Risk Register. The Board of Trustees maintains the Risk Register which is reviewed at least annually and updated as necessary.

Systems and procedures have been established to mitigate the risks that the charity systematically faces as an organisation. These procedures are periodically reviewed by the Board of Trustees to ensure that they continue to meet the needs of charity.

Procedures are in place to ensure the charity's compliance with health and safety requirements for staff, volunteers, clients and visitors to the centre. We regularly review our operational policies and procedures to ensure they remain up to date and fit for purpose. These include our GDPR and Data Protection, Safeguarding Children and Young People Policy and our Safeguarding Adults a Risk Policy which have been reviewed to ensure compliance with both national and local policy and guidelines. All members of staff attend safeguarding training through LBTH and at least 3 members of staff attend Advanced Safeguarding Children Training to ensure that clients as well as staff are supported to remain safe.

To ensure a consistent quality of delivery for all operational aspects of the charity we are organisational members of BACP (British Association of Counselling and Psychotherapy) and Youth Access. We have been awarded the Department of Health 'You're Welcome' quality mark since 2009 and the Investors in People Quality Standard in October 2007.

Internal financial control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. All transactions over £2,000 require the authorisation of a Trustee and the CEO.

The Trustees are aware of the volatile nature of funding. The Charity is not solely dependent on any particular income source. We are aware that a loss of a major funding source could have a negative impact. The steps taken to mitigate against this were demonstrated by securing contingency reserves which meant previously that there was not a major disruption of services when our CCG NHS came to an end in December 2012. We are continuing our contract with ELFT and NHS England to continue to evolve and deliver our mental health work in schools in partnership with CAMHS.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

To help manage financial risk Step Forward continues to maintain good links and working partnerships with the CCG, our local NHS partners and the local authority which helps ensure that we are aware of any potential policy change and potential sources of funding. The Board receive regular Operational Reports which highlight our performance in relation to outputs and outcomes to ensure that they have an overview of our impact and the ability to recognise any difficulties and implement any changes needed.

External risks to funding have led us to develop of a strategic plan which will allow for the diversification of the charity's funding and activities. This has resulted in us generating a higher percentage of our revenue through contracts, corporate support, fundraising and donations and therefore less reliant on local authority grants.

The Trustees have regular financial and operational reports which detail activities against expenditure and any funding and reporting timelines relating to grants and contracts. The Trustees review upcoming financial opportunities and support the developments of applications and tenders.

Key activities and achievements

Step Forward continues to provide an innovative range of educational, therapeutic and psychosocial support services to young people. We reached more young people by offering and by extending services to offer telephone and video 1-2-1 and then group activities alongside face to face support throughout the week including some appointment times available on a Saturdays.

We continually review and develop our services to ensure we can respond to emerging needs of our client group. This considers feedback from existing users and trends in local demographic indicators and national trends. We believe that the impact of the pandemic on young peoples mental health is only just beginning to be demonstrated and will have greater effect on their well being and life chances for years to come.

Although Step Forward has been directly affected in the past by the changes and economic insecurity we remain positive about our future security. Our CEO and Board closely monitor the changes and developments relating to the financial situation that is impacting the voluntary and public sector nationally. We understand that changes to public spending will affect all charities in England and may mean there are less traditional funding streams and will make those opportunities more competitive. However, given the focus on making health and social services more accessible have offered us more opportunities in recent years and looks to continue going forwards.

Our Board and management team has taken steps in response to the external financial climate by strengthening our organisation to ensure that we are in a good position to diversify our funding sources and attract new funding sources. Over the last few years we have made changes to our expenditure and have increased our fundraising and promotional activities to attract new supporters in order to gain further and future funding. Thanks to the forethought of our Trustees in securing our own centre almost 20 years ago we have relatively few overheads and operating from our own premises ensures that we can continue to deliver services for many years to come which good value for money.

We have an excellent reputation locally for being a charity that has a robust organisational structure and who offer a cost-effective professional service to potential and existing funders.

This is reflected in the continued confidence of funders to continue to support us and new funding streams developed in the last year. We also attracted one-off donations and grants from larger International Companies, who have a London base, this year to help us to provide mental and emotional support services to young people. We are currently the second largest provider of young people's mental health services locally with only CAMHS, which is a statutory service, supporting more young people.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Throughout our years of experience in offering services which support young people mental and emotional health we have also been able to support many Trainee Counsellors to gain experience by offering placements with us as Honorary Counsellors. Past or present volunteers who have qualified and gained enough experience are encouraged to apply for paid roles where appropriate. At present we have 4 ex-volunteers within our staff team including our CEO. Towards the end of 2023 we are in the process of recruiting for new Honorary Counsellors to begin working with us in the Spring 2024. Not only will this help ensure new therapists have experience of working within the charity sector where we can support and nurture their professional growth it will also allow us to reach more young people who need support.

Our ability to remain stable while continuing to evolve means we're able to adapt to change and demonstrate both the needs for our services and the impact we have on young people's lives. Young people self-referring continue to be the primary way local young people access services. Evaluations completed by young people demonstrate that the vast majority of clients believe that their mental health and wellbeing has improved or vastly improved since accessing support at Step Forward.

Over the last year we have continued to strengthen our relationships locally by having a presence on Health and Wellbeing Forums and action groups, Suicide Prevention Strategy Group, and Emotional Health and Wellbeing Strategy Group.

Through our in-house, remote and satellite services as well as outreach sessions we have continued to reach some of the most vulnerable local people in Tower Hamlets. Over the last year we have provided free and confidential services to approx 1,750 young people from East London. Through our assessments with young people we have recognised that greater number of young people seeking our support have complex issues than before the pandemic.

This has led us to concentrate more resources into our specialist services of counselling, personal development and LGBTQi+ support. Step Forward is the only place locally where young people can access the majority of these services in a safe and supportive young people friendly centre.

We pride ourselves on providing a safe and welcoming environment which ensures that our services and our building are accessible to young people from all sections of the community. Our personal development service, including our LGBTQi+ groups supports client's emotional wellbeing and builds confidence and self-esteem. Our SRE and PHSE work supports clients to understand risk, consent, and their responsibility to protect themselves and others physically and emotionally. Our interactions successfully balance providing culturally/socially sensitive approaches with the need to challenge assumptions and prejudices.

Our counselling service has seen an increase in referrals and those young people accessing services often need longer term support. Our Counselling service has seen a large increase from other health services and we believe fill many of the gaps in statutory provision and meets the needs for clients in emotional and psychological distress, who are experiencing mental health difficulties. We recognition of the unmet need we were have been actively trying to source additional resources and were granted a Winter Grant Fund to help increase access to Mental Health Services to young people in 2023 . We are now able to offer a greater range of interventions to support young people's mental and emotional health. Alongside 1-2-1 support we have been piloting Mindfulness programmes, Group Therapy, CBT and a rolling programme of workshops designed to help manage stress and anxiety.

Through working in partnership with East London Foundation Trust we have secured funding through Health Education England to provide wrap around mental health support services in schools since March 2019 and this service is likely to continue until at least December 2024.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

We have continued to develop our counselling, CBT and support satellite support services in schools which include individual support to young people, mental health and wellbeing group work sessions as well as pilot work supporting school staff with their wellbeing. We hope to further expand our offer in 2024-25.

Through proven professional approaches and innovative techniques we enable clients to build self-esteem and develop transferable life-skills. We are able to offer a wider range of accredited learning opportunities by becoming an accreditation centre for AQA.

Step Forward is playing a greater role in supporting the health needs of local young people through our involvement in the Health & Wellbeing Forum, which our CEO currently Chairs, and forums and steering groups in Tower Hamlets. We also continue to have strong links with The Kings Fund since we were named the overall winner of the GSK IMPACT Award in 2011. Being part of the GSK IMPACT Leadership Network, facilitated through The Kings Fund, offers us the opportunity to gain high quality leadership training and development as well as enables us to positively influence national policy and thinking.

We believe that the coming year will bring greater opportunities for Step Forward to positively influence the mental health system locally by working with colleagues across sectors and directorates.

We will continue to keep the needs and wishes at young people at the heart of our decision making and ensure services are flexible and including for our local young people.

Principal funding sources

Our biggest funder had been North East London Clinical Commissioning Group who we were successful in gaining 3+2 years funding as part of this contract we worked in partnership with Docklands Outreach to ensure we reach young people from across Tower Hamlets. The success of this work directly led us to be in a position to further explore contracts to deliver services with the NHS as well as understand the depth of needs.

The second biggest funding source in recent years is via East London Foundation Trust for our provide emotional and mental health in Schools as part of the new Trailblazers Mental Health Support teams in Schools.

Much of the rest of our income is raised by way of grants, contracts and Service Level Agreements, with London Borough of Tower Hamlets and through Trusts and Grant making Charities.

We have seen an increase in funding through offering services in schools and via fundraising events and donations. We expect that in the coming years we will continue to be able to diversify our funding sources and aim to further increase our work around mental and emotional health by securing substantial longer-term funding.

Reserve policy

It is the policy of the Board of Trustees to maintain a minimum surplus of unrestricted funds sufficient to meet six months' expenditure. In practice, a reserve sufficient to meet approximately eight months' expenditure and any potential redundancy costs is held whenever possible. In addition to the amounts we hold up to 6 months expenditure, we have been building up our reserves to support critical elements of our current expansion which will continue over the next 2 years. We expect to need more reserves to support our cash flow.

We will also use our accumulated reserves to pay for necessary associated IT upgrades or construction work in to reconfigure our ground floor to allow more space for service delivery. The Board have allocated up to £150,000 for this purpose.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

We expect to end 2024/25 with lower reserves and with reserve levels that are in line with our reserves policy and aligned with our increased spending profile. Our policy is reviewed at least annually.

Planning for the future

The Charity plans to continue the activities outlined above over the forthcoming year, subject to satisfactory funding arrangements. We understand that the current global economic climate could continue to adversely affect the sources of funding available to the Third Sector.

While we recognise that this could mean us diverting more resources into fundraising that this could also mean that our services will be needed by a greater number of young people than ever before.

It is our intention that we must both ensure the stability of the organisation and continue to plan for potential growth.

The charity's development aims identified include:

- To maintain a community resource which is safe, accessible and available for local young people;
- To complete an IT systems upgrade and office refit in order to respond to service demand and development;
- To respond to the demand for mental and emotional health services by increasing services and improving care pathways;
- To support the development of children and young people centred emotional and mental health services locally;
- To work alongside local partners to support young people's emotional and mental health in schools;
- To further develop the range of services available to local young people under one roof;
- To support the professional development of staff and volunteers, including recruit to train CBT IAPT Trainees;
- To maintain and recruit volunteers to help with both office support and direct service provision;
- To utilise the broad range of skills and experiences of Trustees through the Board meetings and recruit new members;
- To diversify funding sources and attract a wider supporter base;
- To raise the profile of Step Forward in the sector and to further publicise and promote Step Forward including using different media and resources.

Auditors

The auditors Shaw Gibbs (Audit) Limited are deemed to be reappointed under section 487(2) of the Companies Act 2006.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Step Forward (Tower Hamlets) for the purposes of company law) are responsible for preparing trustees' report and a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of information to auditor

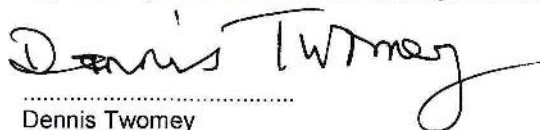
In so far as the trustees are aware at the time of approving the report of the trustees:

- there is no relevant audit information (as defined by section 418 of the Companies Act 2006) of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Small companies provision statement

The trustees have taken advantage of the small companies' exemptions provided by sections 414B and 415A of the Companies Act 2006 from the requirement to prepare a strategic report and in preparing the trustees' report on the grounds that the charitable company is entitled to prepare its accounts for the year in accordance with the small companies' regime.

Approved by the trustees on 31 January 2025 and signed on its behalf by:



.....
Dennis Twomey
Treasurer

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF STEP FORWARD (TOWER HAMLETS)

Opinion

We have audited the financial statements of Step Forward (Tower Hamlets) (the 'charity') for the year ended 31 March 2024, which comprise the Statement of financial activities, Balance sheet, Statement of cash flows, and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF STEP FORWARD (TOWER HAMLETS)

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the trustees .

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosure of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 14), the trustees (who are also the directors of the charity for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF STEP FORWARD (TOWER HAMLETS)

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations. We discussed among the audit engagement team regarding the opportunities and incentives that may exist within the organisation for fraud and how and when fraud might occur in the financial statements;
- we obtained an understanding of the legal and regulatory frameworks that the charity operates in, and identified the laws and regulations applicable to the charity through discussions with trustees and other management, and from our cumulative audit and knowledge and experience of the charity. We focused on specific laws and regulations both direct and indirect which we considered may have a direct material effect on the determination of material amounts and disclosures in the financial statements or the operations of the charity, including the Companies Act 2006, the Charities Act 2011, Employment Rights Act 1998, The Equality Act 2010, General Data Protection Rules (GDPR), Safeguarding legislation and health and safety legislation.
- we evaluated the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosure made by the Trustees. We also assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.
- We concluded on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- we evaluated the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We are also required to perform specific procedures to respond to the risk of management bias and override of controls. To address this, we performed analytical procedures to identify any unusual or unexpected relationships; tested journal entries to identify unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF STEP FORWARD (TOWER HAMLETS)

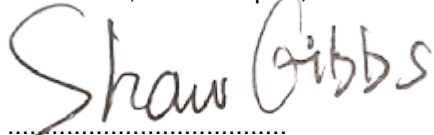
- agreeing financial statements to disclosures underlying supporting documentation;
- enquiring of trustees as to actual and potential litigation and claims; and
- Analysing legal costs to ascertain if there have been instances of non-compliance with laws and regulations.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of this report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



.....
Shaw Gibbs (Audit) Limited, Statutory Auditor
Salatin House
19 Cedar Road
Sutton
Surrey
SM2 5DA

31 January 2025

Shaw Gibbs (Audit) Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

STEP FORWARD (TOWER HAMLETS)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted £	Restricted £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	35,718	-	35,718
Charitable activities	4	<u>286,698</u>	<u>105,660</u>	<u>392,358</u>
Total income		<u>322,416</u>	<u>105,660</u>	<u>428,076</u>
Expenditure on:				
Raising funds	5	(775)	-	(775)
Charitable activities	6	(380,217)	(145,034)	(525,251)
Other expenditure	7	<u>(7,573)</u>	<u>-</u>	<u>(7,573)</u>
Total expenditure		<u>(388,565)</u>	<u>(145,034)</u>	<u>(533,599)</u>
Net movement in funds		(66,149)	(39,374)	(105,523)
Reconciliation of funds				
Total funds brought forward	16	<u>1,360,047</u>	<u>128,451</u>	<u>1,488,498</u>
Total funds carried forward	16	<u><u>1,293,898</u></u>	<u><u>89,077</u></u>	<u><u>1,382,975</u></u>
	Note	Unrestricted £	Restricted £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	25,805	-	25,805
Charitable activities	4	<u>723,106</u>	<u>61,117</u>	<u>784,223</u>
Total income		<u>748,911</u>	<u>61,117</u>	<u>810,028</u>
Expenditure on:				
Raising funds	5	(772)	-	(772)
Charitable activities	6	(472,598)	(142,513)	(615,111)
Other expenditure	7	<u>(8,068)</u>	<u>-</u>	<u>(8,068)</u>
Total expenditure		<u>(481,438)</u>	<u>(142,513)</u>	<u>(623,951)</u>
Net income/(expenditure)		<u>267,473</u>	<u>(81,396)</u>	<u>186,077</u>
Net movement in funds		267,473	(81,396)	186,077
Reconciliation of funds				
Total funds brought forward		<u>1,092,574</u>	<u>209,847</u>	<u>1,302,421</u>
Total funds carried forward	16	<u><u>1,360,047</u></u>	<u><u>128,451</u></u>	<u><u>1,488,498</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

STEP FORWARD (TOWER HAMLETS)

(REGISTRATION NUMBER: 2441231)
BALANCE SHEET AS AT 31 MARCH 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	12	327,268	335,704
Current assets			
Debtors	13	302,143	559,322
Cash at bank and in hand		<u>778,296</u>	<u>705,280</u>
		1,080,439	1,264,602
Creditors	14	<u>(24,732)</u>	<u>(111,808)</u>
Net current assets		<u>1,055,707</u>	<u>1,152,794</u>
Net assets		<u>1,382,975</u>	<u>1,488,498</u>
Funds of the charity:			
Restricted	16	89,077	128,451
Unrestricted income funds			
Unrestricted	16	<u>1,293,898</u>	<u>1,360,047</u>
Total funds		<u>1,382,975</u>	<u>1,488,498</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the charitable company.

The trustees are satisfied that the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the same act. However, the trustees have elected for the accounts of the charity to be audited in accordance with section 145 of the Charities Act 2011.

These financial statements were approved by the trustees and authorised for issue on 31 January 2025 and signed on their behalf by:


Dennis Twomey
Treasurer

STEP FORWARD (TOWER HAMLETS)

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash (expenditure)/income		(105,523)	186,077
Adjustments to cash flows from non-cash items			
Depreciation	12	<u>8,436</u>	<u>7,994</u>
		(97,087)	194,071
Working capital adjustments			
Decrease/(increase) in debtors	13	257,179	(141,693)
(Decrease)/increase in creditors	14	<u>(87,076)</u>	<u>87,421</u>
Net cash flows from operating activities		<u>73,016</u>	<u>139,799</u>
Net increase in cash and cash equivalents		73,016	139,799
Cash and cash equivalents at 1 April		<u>705,280</u>	<u>565,481</u>
Cash and cash equivalents at 31 March		<u><u>778,296</u></u>	<u><u>705,280</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1 Charity status

Step Forward (Tower Hamlets) (the 'charity') is limited by guarantee, incorporated in Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Report of the trustees on page 2.

2 Accounting policies

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Going concern

The charity's ability to continue as a going concern is dependent on its success in raising funds from government, other public authorities and donations, none of which can be guaranteed. The volume of services that can be provided is directly dependent on funding levels. The trustees remain in regular contact with sponsoring local authorities to secure their ongoing financial support.

In the current economic environment funding is under pressure and will continue to be under pressure for the foreseeable future. However, the trustees feel that adequate funding is in place for at least the next 12 months and in consequence have prepared the charity's financial statements on a going concern basis.

Statement of compliance

The financial statements have been prepared 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 - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Step Forward (Tower Hamlets) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The functional currency of the charity is considered to be pounds sterling (£) because that is the currency of the primary economic environment in which it operates. The financial statements are presented in pound sterling (£).

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Incoming resources from donations and legacies are recognised when there is evidence of entitlement, receipt is probable and the amount can be reliably measured.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions, such as service agreements, attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the publicity and other fund raising costs incurred by the charity.
- Expenditure on charitable activities includes salaries and other resources applied by the charity to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading. These are the costs of arrangements which relate to the general running of the charity, as opposed to the direct management functions inherent in service delivery and project work, and include such items as external audit, the cost of trustee meetings and other costs associated with constitutional and statutory requirements.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and governance costs which support the charity's programmes and activities. These costs have been allocated to expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.

Defined contribution pension obligation

The charity operates a defined contribution pension scheme for its employees. Contributions to defined contribution scheme are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Lease

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to the statement of financial activities on a straight-line basis over the period of the lease.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

Tangible fixed assets and depreciation

Tangible fixed assets is stated in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses. The cost of tangible fixed assets includes directly attributable incremental costs incurred in their acquisition and installation.

Depreciation has been charged, so as to write off each asset's cost, less any residual value over its anticipated useful economic life. The following rates of depreciation have been used:

Asset class	Depreciation method and rate
Equipment, fixtures and fittings	25% reducing balance
Land and buildings	over the lease term of 99 years

Debtors

Debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the debt.

Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund structure

The funds held by the charity fall into the following categories:-

General unrestricted funds

Which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated unrestricted funds

Funds earmarked by the trustees out of the restricted general funds for specific future purposes or projects.

Restricted Funds

Funds that 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.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

3 Income from donations and legacies

	Unrestricted General £	Restricted £	Total 2024 £	Total 2023 £
Eleanor Hamilton Educational Trust	7,000	-	7,000	7,000
Other donations/ gifts	21,518	-	21,518	14,605
Frank Haines Memorial Trust	7,200	-	7,200	4,200
	<u>35,718</u>	<u>-</u>	<u>35,718</u>	<u>25,805</u>

Income from donations and legacies in the prior year were unrestricted.

4 Income from charitable activities

	Unrestricted funds £	Restricted £	Total 2024 £	Total 2023 £
LGBTQ Support	-	25,000	25,000	25,000
NHS Tower Hamlet CCG	750	-	750	286,707
HEE	-	52,327	52,327	12,784
ELFT- Mental Health	208,592	-	208,592	279,844
Schools	77,356	-	77,356	66,555
Reach Me Project	-	11,666	11,666	23,333
Home Town Grant (Vanguard)	-	-	-	40,000
Compass Wellbeing	-	-	-	50,000
Being heard project	-	16,667	16,667	-
	<u>286,698</u>	<u>105,660</u>	<u>392,358</u>	<u>784,223</u>

Income from charitable activities in 2023 was made up of £723,106 in unrestricted funds and £61,117 in restricted funds.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

5 Expenditure on raising funds

	Unrestricted Funds £	Restricted £	Total 2024 £	Total 2023 £
Fundraising costs	775	-	775	772

Fund raising costs in the prior year were from unrestricted funds.

6 Expenditure on charitable activities

	Unrestricted General £	Restricted £	Total 2024 £	Total 2023 £	
Staff costs	302,809	129,775	432,584	439,327	
Sub-contractor costs	-	-	-	84,375	
Premises costs	14,643	-	14,643	24,556	
Client services	10,717	-	10,717	8,148	
Volunteers	423	-	423	727	
Training and recruitment	153	-	153	4,095	
General office	35,601	15,259	50,860	40,833	
Professional fees	7,435	-	7,435	5,056	
Depreciation	8,436	-	8,436	7,994	
	<u>380,217</u>	<u>145,034</u>	<u>525,251</u>	<u>615,111</u>	
	Activity undertaken directly £	Grant funding of activity £	Activity support costs £	Total 2024 £	Total 2023 £
Staff cost	302,809	129,775	-	432,584	439,327
Sub-contractor costs	-	-	-	-	84,375
Premises costs	14,643	-	-	14,643	24,556
Client services	10,717	-	-	10,717	8,148
Volunteers	423	-	-	423	727
Training and recruitment	153	-	-	153	4,095
General office	-	15,259	35,601	50,860	40,833
Professional fees	-	-	7,435	7,435	5,056
Depreciation	-	-	8,436	8,436	7,994
	<u>328,745</u>	<u>145,034</u>	<u>51,472</u>	<u>525,251</u>	<u>615,111</u>

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

Expenditure on charitable activities in 2023 was made up of £472,598 of unrestricted funds and £142,513 from restricted funds.

7 Other expenditure

	Unrestricted funds £	Restricted £	Total 2024 £	Total 2023 £
Bank charges	673	-	673	606
Audit and accountancy	6,900	-	6,900	7,462
	<u>7,573</u>	<u>-</u>	<u>7,573</u>	<u>8,068</u>

Other expenditure in the prior year was from unrestricted funds

8 Government grants

Income from government grants comprises performance related grants made by local authorities and the NHS Trusts to fund the charity's programme. See Note 4 for more information.

9 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries and social security	413,856	419,045
Pension costs	18,728	20,282
	<u>432,584</u>	<u>439,327</u>

The average monthly head count was 15 staff (2023: 16 staff) and the average monthly number of fulltime equivalent employees (including casual and part-time staff) during the year were as follows:

	2024 No	2023 No
Client services	<u>15</u>	<u>16</u>

No employee received emoluments of more than £60,000 (2023:nil).

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

10 Auditors' remuneration

	2024 £	2023 £
Audit of the financial statements	<u>6,900</u>	<u>7,462</u>

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 April 2023	<u>412,527</u>	<u>72,656</u>	<u>485,183</u>
At 31 March 2024	<u>412,527</u>	<u>72,656</u>	<u>485,183</u>
Depreciation			
At 1 April 2023	93,731	55,748	149,479
Charge for the year	<u>4,209</u>	<u>4,227</u>	<u>8,436</u>
At 31 March 2024	<u>97,940</u>	<u>59,975</u>	<u>157,915</u>
Net book value			
At 31 March 2024	<u>314,587</u>	<u>12,681</u>	<u>327,268</u>
At 31 March 2023	<u>318,796</u>	<u>16,908</u>	<u>335,704</u>

Included within the net book value of land and buildings above is £314,587 (2023 - £318,796) in respect of leasehold property.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

13 Debtors

	2024 £	2023 £
Other receivables	8,385	-
Prepayments	9,118	-
Accrued income	<u>284,640</u>	<u>559,322</u>
	<u>302,143</u>	<u>559,322</u>

14 Creditors

	2024 £	2023 £
Other taxation and social security	11,231	12,019
Other creditors	6,601	93,189
Accrued expenses	<u>6,900</u>	<u>6,600</u>
	<u>24,732</u>	<u>111,808</u>

15 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £18,728 (2023 - £20,282).

Contributions totalling £Nil (2023 - £2,484) were payable to the scheme at the end of the year and are included in creditors.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

16 Funds

	Balance at 1 Apr 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Mar 2024 £
Unrestricted					
<i>General</i>					
General funds	666,976	322,416	(383,912)	-	605,480
<i>Designated</i>					
Property	320,571	-	(4,653)	-	315,918
Redecoration	15,000	-	-	-	15,000
Building upgrade	200,000	-	-	-	200,000
Furniture & Equipment	31,000	-	-	-	31,000
HR Contingency	75,000	-	-	-	75,000
Other Contingency	51,500	-	-	-	51,500
	<u>693,071</u>	<u>-</u>	<u>(4,653)</u>	<u>-</u>	<u>688,418</u>
Total Unrestricted	<u>1,360,047</u>	<u>322,416</u>	<u>(388,565)</u>	<u>-</u>	<u>1,293,898</u>
Restricted					
HEE	20,480	52,327	(48,947)	-	23,860
LBTH: Reach Me	43,333	11,666	(54,999)	-	-
LBTH: LGBTQ Support	24,505	25,000	(25,955)	-	23,550
Department of Health	15,133	-	(15,133)	-	-
Young people counselling	25,000	-	-	-	25,000
LBTH: Being heard	-	16,667	-	-	16,667
	<u>128,451</u>	<u>105,660</u>	<u>(145,034)</u>	<u>-</u>	<u>89,077</u>
Total restricted	<u>128,451</u>	<u>105,660</u>	<u>(145,034)</u>	<u>-</u>	<u>89,077</u>
Total funds	<u>1,488,498</u>	<u>428,076</u>	<u>(533,599)</u>	<u>-</u>	<u>1,382,975</u>

The Department of Health balance at 31 March 2024 solely comprises the net book value of capital assets at that date. This balance will reduce yearly as the assets depreciate in value.

STEP FORWARD (TOWER HAMLETS)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

	Balance at 1 Apr 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Mar 2023 £
Unrestricted					
<i>General</i>					
General funds	394,702	748,911	(476,637)	-	666,976
<i>Designated</i>					
Property	325,372	-	(4,801)	-	320,571
Redecoration	4,500	-	-	10,500	15,000
Building upgrade	150,000	-	-	50,000	200,000
Furniture & Equipment	6,000	-	-	25,000	31,000
Major repairs	12,000	-	-	(12,000)	-
HR Contingency	75,000	-	-	-	75,000
Other Contingency	125,000	-	-	(73,500)	51,500
	<u>697,872</u>	<u>-</u>	<u>(4,801)</u>	<u>-</u>	<u>693,071</u>
Total Unrestricted funds	<u>1,092,574</u>	<u>748,911</u>	<u>(481,438)</u>	<u>-</u>	<u>1,360,047</u>
Restricted					
HEE	73,595	12,784	(65,899)	-	20,480
LBTH: Reach Me	20,000	23,333	-	-	43,333
LBTH: LGBTQ Support	68,438	-	(43,933)	-	24,505
Department of Health	47,814	-	(32,681)	-	15,133
Young people counselling	-	25,000	-	-	25,000
	<u>209,847</u>	<u>61,117</u>	<u>(142,513)</u>	<u>-</u>	<u>128,451</u>
Total restricted	<u>209,847</u>	<u>61,117</u>	<u>(142,513)</u>	<u>-</u>	<u>128,451</u>
Total funds	<u>1,302,421</u>	<u>810,028</u>	<u>(623,951)</u>	<u>-</u>	<u>1,488,498</u>

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

The specific purposes for which the funds are to be applied are as follows:

Name of unrestricted funds	Description, nature and purpose of the fund
General funds	The 'free reserves' after allowing for designated funds
Designated funds:	
Property	The designated property fund represents the net book value of tangible fixed assets as these funds are tied up and are unavailable for general use by the charity.
Redecoration	Funds for the cost of redecorating leasehold property
Building upgrade	Funds for IT upgrades and for construction work to reconfigure our ground floor
Furniture & Equipment	Funds for the cost of repair and replacement of these items
Major repairs	Funds set aside in case of major repairs
HR Contingency	Contingency for unexpected HR costs
Other Contingency	Funds sufficient to cover 3 months expenditure
Name of restricted funds	Description, nature and purpose of the fund
LBTH:	
Reach Me	Grant to cover expenditure on counselling
LGBTQ support	Grant to cover expenditure for support services for LGBTQ young people.
Young Peoples Counselling	Grant to cover expenditure on youth counselling
Department of Health and Social Care HEE	Grant to cover expenditure on the increased access to emotional places of safety for young people.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

Transfers between funds

Designated funds show the current use or expected future use of unrestricted funds in the financial statements as decided by the trustees. Transfers are made between unrestricted general funds and designated funds to reflect changes in these funds.

Transfer of funds from unrestricted funds to restricted funds reflects own and external funding contributions required to meet specific project funding requirements

17 Analysis of net assets between funds

	General funds	Designated funds	Restricted	Total funds
	£	£	£	£
Year ended 31 March 2024				
Tangible fixed assets	11,350	315,918	-	327,268
Current assets	618,862	372,500	89,077	1,080,439
Current liabilities	<u>(24,732)</u>	<u>-</u>	<u>-</u>	<u>(24,732)</u>
Total net assets	<u>605,480</u>	<u>688,418</u>	<u>89,077</u>	<u>1,382,975</u>
	General funds	Designated funds	Restricted	Total funds
	£	£	£	£
Year ended 31 March 2023				
Tangible fixed assets	15,133	320,571	-	335,704
Current assets	763,651	372,500	128,451	1,264,602
Current liabilities	<u>(111,808)</u>	<u>-</u>	<u>-</u>	<u>(111,808)</u>
Total net assets	<u>666,976</u>	<u>693,071</u>	<u>128,451</u>	<u>1,488,498</u>

18 Related party transactions

No trustees received remuneration or were reimbursed for expenses during the year (2023: nil).

No trustee or other person related to the charity had any personal interest in any contract or transactions entered into by the charity during the year (2023: nil).

19 Non-adjusting events after the financial period

There has been no significant events between the year end and the date of approval of these financial statements entered into by the charity during the year (2023: nil)

STEP FORWARD (TOWER HAMLETS)

England & Wales - Charity number 802597

Accounts

Company registration number: 2441231

Charity registration number: 802597

STEP FORWARD (TOWER HAMLETS)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

STEP FORWARD (TOWER HAMLETS)

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STEP FORWARD (TOWER HAMLETS)

LEGAL AND ADMINISTRATIVE INFORMATION

Status

Step Forward (Tower Hamlets) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Patron Sir Ian Mckellen

Trustees Naomi Gaffney
Dennis Twomey
Hussein Ali
Bolade Kerr

Chief Executive Officer Jennifer Fear

Secretary Dennis Twomey

Registered Office 234 Bethnal Green Road
London
E2 0AA

Company Registration Number 2441231

Charity Registration Number 802597

Independent Auditor Shaw Gibbs (Audit) Limited
Salatin House
19 Cedar Road
Sutton
Surrey
SM2 5DA

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

The trustees are pleased to present their report together with the audited financial statements of the Charity for the year ended 31 March 2023.

Governing document

The organisation is a charitable company limited by guarantee; incorporated on November 8th, 1989. The Company was established under a Memorandum of Association which outlines the objects and powers of the charitable company. The charity is also a Limited Company by Guarantee. It is governed by its Articles of Association which detail the aims and objectives of the organisation as well as the mechanisms through which its Board of Trustees is elected. In the event of the company going into liquidation, members of the organisation are required to contribute an amount not exceeding £1.

Why there is a need for Step forward

At Step Forward we believe that all children and young people have the right to feel safe. To grow up free from abuse, neglect, discrimination and the negative effects of poverty and disadvantage. That all young people should have the support, encouragement, and opportunities they need to thrive. Unfortunately for many people this is not always the case. Step Forward was founded in 1988 to address the unmet needs of local young people aged 11-25 and influence positive social change.

Step Forward is focussed on responding to the evolving and emerging needs of young people aged 11-25 affected by poverty and disadvantage. The people we work with are mostly born into disadvantage. Good Health life expectancy for men is 62.6 years and for women is 59.4 years, whereas 15 miles away in Richmond it is 71.4 and 68.1 respectively (Trust for London- Life expectancy by borough 2017-19)

Young people in Tower Hamlets face the same challenges that all young people face today, exacerbated by local issues. Geographically the smallest borough in London, ours is the 2nd most densely populated and has some of the worst housing in the country. Tower Hamlets is one of the fastest growing populations with a higher than average number of young people. We have one of the highest levels of child poverty in England where over half of all our children and young people are classified as living in poverty, the 3rd highest incidence of childhood obesity, the 6th highest incidence of Sexually Transmitted Infections, the 2nd highest rate of injuries (deliberate and unintentional) to young people in the country.

Tower Hamlets has a vibrant multi-cultural and demographically diverse community. Over 68% of residents are from Black and Minority Ethnic (BAME) communities and have one of the highest Muslim populations of any boroughs. Unfortunately, Tower Hamlets also has one of the highest levels of drug use and of LGBTQ, religious and racist hate related incidents in London.

The 2010 Marmot Review of health inequalities highlighted that mental health is a key influence on the health of the nation and is closely linked with inequalities in society. Mental and emotional health problems increase markedly as layers of disadvantage and discrimination, which are both common to our clients, are factored in. We have witnessed both a growth in demand for support for young people's emotional and mental health but also a rise in referrals from young people with more complex mental health issues.

Mental Health of Children and Young People in England 2022 - wave 3 follow up to the 2017 survey identified that one in four 17- to 19-year-olds in England had a probable mental disorder in 2022 - up from one in six in 2021, according to an NHS Digital report. Rates among teenage boys and girls were similar - but twice as high in 17- to 24-year-old women compared with men. Children affected by mental ill health were more likely to live in a household with money issues or using a food bank.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Our clients are young people from diverse communities where 80% are from low income families, living in overcrowded homes in 'ghettoised' neighbourhoods and suffer from the effects of poverty. They often have fractured families; poor adult relationships; lack a stable home life and many experience discrimination, abuse, violence or neglect. Many will have been bullied; have a negative self-image and poor mental, emotional and physical health. They are likely to have lower motivation to achieve, behaviour problems and difficulties communicating with others and can lead to a higher risk of things such as: involvement in crime, drugs and alcohol misuse, homelessness, teenage pregnancy and involvement in anti-social behaviour. These factors mean that they have low aspirations are less likely to thrive and reach their full potential in life.

Our mission and values

Step Forward is committed to improving the health, well-being and life chances of local young people affected by poverty and disadvantage. Through providing a holistic range of free, confidential, high quality therapeutic and psychosocial support services we help young people deal with any difficulties or past trauma or abuse. We offer a place of sanctuary which inspires and encourages them to realise their self-worth, raise their aspirations and reach their full potential in life.

Our values reflect our organisational ethos and illustrate:

1. Why we are here.
2. How we work.
3. What we believe in.

Inclusive

1. To ensure accessible, flexible support services to young people.
2. Providing an open door for all young people, never knowingly turning people away who need our services.
3. All young people deserve non-judgemental support services; they should be able to understand their own rights and responsibilities.

Warm

1. To ensure that all young people have a warm and welcoming environment.
2. Providing confidential support services from entrusted professionals.
3. All people deserve to experience warmth, hope, acceptance and love in their lives.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Empowering

1. To ensure that all young people are heard and able to make informed choices in their lives.
2. Providing opportunities for young people to get the support and encouragement they need to develop and grow.
3. All young people are important and deserve to realise their full potential in life.

Inspirational

1. To ensure young people are inspired to make positive change.
2. Providing an engaging personalised package of support to young people.
3. All young people are exceptional and deserve support from our passionate and committed team.

Innovative

1. To ensure provision of support services that are not available elsewhere.
2. Providing an effective, dynamic and unique blend of approaches and interventions for young people aged between 11-25 years.
3. All young people are different and deserve to have evolving services reflective of their needs.

Our services

Step Forward offers a unique blend of free, confidential, high quality support services including counselling, personal development and sexual health services for young people aged 11-25. We have been working in partnership with a number of local schools and other statutory and voluntary sector providers in order to provide specialist support to young people who may not otherwise access our services. For over 20 years we have had a partnership with Barts Health NHS Trust to provide Integrated Sexual Health Services for Young People in Tower Hamlets.

In October 2016 we were awarded a 3+2 year Clinical Commissioning Group (CCG) Contract to provide an integrated range of mental health and wellbeing services focussing on those young people aged 14-21.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

As part of this programme we work in partnership with Docklands Outreach to ensure we can offer a wider range of services available across venues in Tower Hamlets. Due to the success of this programme we have had confirmation that the contract will be extended for the full five years with an additional extension due to Covid until June 2022. This was further extended to December 2022 due to a delay in the commissioning process, unfortunately we were outbid in re-commissioning process and the contract was awarded to a larger national charity. The strategy of larger national charities bidding for local contracts is something that is negatively impacting on smaller charities across the UK

In addition to our Core CCG contract we were commissioned in January 2021 to provide targeted counselling services to support the mental and emotional health of young people involved in the Youth Justice Service in Tower Hamlets we continued this work until December 2022.

In late 2018 we started working in partnership with East London Foundation Trust (ELFT) NHS Tower Hamlets' Children and Young Peoples Mental Health Service (CAMHS), The CCG and educational partners to apply to become part of the Governments Mental Health Support Teams in Schools Trailblazer programme. We were successful in our application and have strengthened our partnership with ELFT CAMHS to offer a whole school approach to mental health. Part of our role is to provide counselling support to young people from local secondary schools who may not reach the threshold for specialist CAMHS. We are also offering some mental health and wellbeing support to teachers and school staff including help to access any outside support they may need. The Trailblazer was initially for two years but as successful we now have funding agreed until December 2024 to keep developing and delivering this essential resource to schools. Starting in May 2023 we will be changing the way we work with ELFT and will be directly managing and delivering the service in 6 schools and colleges across LBTH

In late 2020 we applied to London Borough of Tower Hamlets for continuation funding to support our work with young Lesbian, Gay, Bisexual and Trans young people or thought who are questioning their assigned sexuality and gender identity. We were successful in our application and from September 2021 started a new 3+2 year contract with Tower Hamlets to continue to develop and offer support services to young LGBTQ people in Tower Hamlets. This project is progressing very well and our services have been in high demand from local young people and we continually exceed all targets for our work.

Step Forward is an inclusive organisation and operate an open-door policy welcoming all young people, never knowingly turning people away who need our support. Our person-centred approach enables us to build a trusting, non-judgmental and empathic relationship with our clients. This is coupled with more practical support, education and guidance including informing young people about their rights and responsibilities and ways to keep safe and healthy. We support clients through any past trauma, neglect or abuse to enable them to avoid developing patterns of anti-social, self-harming, or mental or emotional ill-health.

We have our own purpose-built high-street centre in Bethnal Green which is the heart of the community and ensures we are accessible to young people. We have two entrances into our centre and offer confidential and welcoming environment for our clients. We have 5 confidential 1-2-1 rooms, a group room and 3 clinical rooms in our basement.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

During the Covid lockdowns we developed policies and structures to offer Therapeutic and Wellbeing services to young people via telephone and video sessions. We are pleased to have been able to adjust our Dept of Health and Social Care Grant to support our aim to provide safe and accessible space for young people who want support with their emotional and mental health both face to face and remotely using our new IT infrastructure for video and telephone support. Although some young people still prefer remote sessions there is a growing demand for face to face sessions.

Young people can see us on a one-off or short-term basis or can continue using our services for as long as they need support, perhaps returning if they need additional help later in life. We attract young men and young women from a range of communities reflected locally. The majority of young people self-refer or hear about our service via health and education services.

All of our services are available daytimes and evenings via drop-in or appointment. We offer satellite counselling and psychosocial 1-2-1 and group support sessions in schools and youth centres.

At Step Forward we engage with individuals to provide a personalised package of therapeutic and psychosocial support suitable to their unique needs. This enables them to make informed decisions about their lives and their future.

Young people have often borne the brunt of both the socio-economic and mental health impacts of the Covid-19 pandemic and the levels of destitution are predicted to rise. We have already seen a rise in both numbers of referrals as well as increased complexity of young people seeking support. To respond to demand we've developed a model of 1-4 sessions to support Young People with immediate issues and to help prevent their experience of Mental Health escalating further.

We recruited new team members and honorary counsellors to join our growing skilled and experienced multi-disciplinary team of paid staff and volunteers and are able to offer a wide range of free and confidential support services under one roof. Many of these services we offer are not available elsewhere locally. These include;

- Counselling and psychotherapy - to reduce the emotional and psychological distress of young people, developing their emotional literacy and promoting mental wellbeing.
- Personal Development - to tackle personal and social issues and raise aspirations and self-esteem through 1-2-1 and group coaching, mentoring, activities and interventions including accredited learning opportunities.
- Step Out - providing individual support and group activities for young Lesbian, Gay, Bisexual or Trans or gender variant people.
- Forward Thinking - providing education, information and support to young people across Tower Hamlets. Hosting and providing access to clinical services for STI's screening, treatments and contraception services to help lower infection and unwanted pregnancy rates.

During the pandemic we felt we wanted to reassure everyone that we were still there for them and offer some surety in an unsure world. The impact of the pandemic and the Governments response to reduce infections rates has meant that we have had to change the way we operate. Moving to working remotely meant that we have had to change the way we operate and rapidly develop new ways of working along with the policies, procedures to support us and those we work with. This has opened up many opportunities for supporting the young people and communities we serve as we continue to reflect on and evolve our services and approach to meet the needs of our local young people.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Moving to working remotely has meant that we have had to change the way we operate and rapidly develop new ways of working along with the policies, procedures to support us and those we work with. This has opened up many opportunities for supporting the young people and communities we serve.

We now recognise that offering telephone and/or video support as well as face to face where appropriate has given your people more choice in the how they get the support they want. We now know that given the choice these options are going to continually be the best options for some young people seeking support so will become part of our offer post Covid. It will also allow us to offer more appointments at times that young people want as we are not confined by room availability. Young people have the more choice in when and how they receive support will also help to begin to rebalance the inherent power dynamic always present within therapist and client relationship with a choice of telephone or video support.

The feedback from young people feel has been really positive so far. Our own evaluation forms indicate that 98% rated us 4-5 on satisfaction. 97% are likely to recommend us to friends and family; 97% told us they felt safe and experienced compassion from our team; 89% had increased awareness; 80% expressed they had a more positive outlook for their future.

Young people and their families have appreciated that their support has been able to continue throughout the lockdowns. We feel that will ensure we continue to have blended offer of face-to-face telephone and video interventions going forwards.

The pandemic is having a huge impact on people's lives and we feel that the need for mental health and support services is going to increase rapidly. Our aim is to have the resources and services in place to continue to provide free and accessible services for those that need it, when they need it.

Public benefit

Our Board of Trustees and management team ensures that all of Step Forward's charitable activities are for public benefit and directly relate to the charity's purpose and aims. Step Forward attracts, welcomes and serves a diverse population of young people.

We reach young people through activities at our own centres, through our regular satellite sessions in local schools and through outreach, education, training and events across the borough. Our monitoring and statistics show that our service benefits members of the public including both young men and young women from a range of communities reflected locally. We provide all our services free of charge and reached approx. 2,000 young people in the last year

Our primary purpose is to improve the health, wellbeing and life chances of the most vulnerable young people in our society offering by free, flexible, accessible and professional services therefore challenging inequalities and promoting diversity is fundamental.

Our statistics and feedback demonstrate that we consistently serve and meet the needs of our diverse community. With all interactions we successfully balance the need to provide culturally and socially sensitive approaches with the need to challenge assumptions and prejudices. Our group programmes are designed to bring together young people from different ethnic, social and religious groups to learn and socialise together while actively promoting tolerance and acceptance.

Over 50% of all young people self-refer after hearing about our services from others or through searching for us on line.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

All services are available on the ground floor, which is accessible for people with mobility issues, and in Bengali and English. Our specialist LGBT services were developed in direct response to the unmet needs of our clients as there were no existing services locally.

We believe that the diverse range of support services available and the accessibility of our services clearly demonstrate the public benefit our work brings to our local community.

Our primary purpose is to improve the health, wellbeing and life chances of the most vulnerable young people in our society offering by free, flexible, accessible and professional services therefore challenging inequalities and promoting diversity is fundamental.

Our statistics and feedback demonstrates that we consistently serve and meet the needs of our diverse community. With all interactions we successfully balance the need to provide culturally and socially sensitive approaches with the need to challenge assumptions and prejudices. Our group programmes are designed to bring together young people from different ethnic, social and religious groups to learn and socialise together while actively promoting tolerance and acceptance.

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Our statistics and feedback demonstrate that we consistently serve and meet the needs of our diverse community. With all interactions we successfully balance the need to provide culturally and socially sensitive approaches with the need to challenge assumptions and prejudices. Our group programmes are designed to bring together young people from different ethnic, social and religious groups to learn and socialise together while actively promoting community cohesion and acceptance.

Management structure

Step Forward is governed by a voluntary and selected Board of Trustees who give their time freely. We have a committed and diverse Board, many of whom have supported the organisation over many years. The Trustees bring with them a wealth of personal and professional experience and knowledge from the public, private and voluntary sector.

The majority of the Board have a local connection and many have experience of working directly with young people and/or live in the borough. The Treasurer is also the Company Secretary for the Charity.

The Board of Trustees oversees the strategic direction and policies of the charity. They are also responsible for guiding the organisation's staffing team on matters of service delivery and human resources. We have quarterly full Board meetings where all members are expected to attend and focussed action group sessions to look at our strategy and purpose. The actions-groups report to the Trustees' meetings, where any suggestions can be discussed and decisions can be ratified.

Our Chief Executive Officer reports to the Board and attends Board meetings and Action Groups. The CEO has delegated overall management responsibility for the day to day decision making.

This ensures the smooth running on the organisation and that the strategic and operational objectives are being met. Our Operations Manager line manages the majority of team and Senior Counsellor co-ordinates the Honorary Counsellors.

The Directors of the company are also Trustees of the Charity. None of the Trustees received remuneration or expenses in the last year. The names of the Directors who served during the year and up to the date of approval of these financial statements are:

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Dennis Twomey

Tim Crocker-Buque (resigned 23 March 2023)

Naomi Gaffney

Bolade Alake

Hussein Ali

Induction of new trustees

Many of our Trustees are familiar with the day-to-day work of the charity when they apply to join our Board. Some Trustees have also been involved with the work of the charity prior to joining the Board.

All potential trustees are invited to complete an application which highlights their experience and areas of interest. If shortlisted they are invited to attend meetings with senior staff and Trustees to familiarise themselves with the charity and the context in which it operates. If applicants wish to pursue the option of becoming a full Board member further and we agree that they have the relevant skills, experience and attributes then they are also given the opportunity to observe a full meeting of the Board of Trustees.

Upon their appointment, new trustees are issued with a Welcome Pack for New Trustees and have the opportunity to ask further questions and meet staff members.

The Welcome Pack for New Trustees which is designed to support them in their induction to their new role as Trustees with us. It details the charity's constitution, financial and operational framework and Board of Trustees roles and responsibilities within the organisation.

Step Forward also holds regular Board of Trustees planning days which offer incoming and existing Trustees an opportunity to learn about and discuss the charity's priorities for the forthcoming financial year.

Risks management

The Board of Trustees has conducted a review of major risks to which the charity is exposed and has established a Risk Register. The Board of Trustees maintains the Risk Register which is reviewed at least annually and updated as necessary.

Systems and procedures have been established to mitigate the risks that the charity systematically faces as an organisation. These procedures are periodically reviewed by the Board of Trustees to ensure that they continue to meet the needs of charity.

Procedures are in place to ensure the charity's compliance with health and safety requirements for staff, volunteers, clients and visitors to the centre. We regularly review our operational policies and procedures to ensure they remain up to date and fit for purpose. These include our GDPR and Data Protection, Safeguarding Children and Young People Policy and our Safeguarding Adults at Risk Policy which have been reviewed to ensure compliance with both national and local policy and guidelines. All members of staff attend safeguarding training through LBTH and at least 3 members of staff attend Advanced Safeguarding Children Training to ensure that clients as well as staff are supported to remain safe.

To ensure a consistent quality of delivery for all operational aspects of the charity we are organisational members of BACP (British Association of Counselling and Psychotherapy) and Youth Access. We have been awarded the Department of Health 'You're Welcome' quality mark since 2009 and the Investors. In Volunteers Quality Standards in October 2007.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Internal financial control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. All transactions over £2,000 require the authorisation of a Trustee and the CEO.

The Trustees are aware of the volatile nature of funding. The Charity is not solely dependent on any particular income source. We are aware that a loss of a major funding source could have a negative impact. The steps taken to militate against this were demonstrated by securing contingency reserves which meant previously that there was not a major disruption of services when our CCG NHS came to an end in December 2012. We are continuing our contract with ELFT and NHS England to continue to evolve and deliver our mental health work in schools in partnership with CAMHS.

To help manage financial risk Step Forward continues to maintain good links and working partnerships with the CCG, our local NHS partners and the local authority which helps ensure that we are aware of any potential policy change and potential sources of funding. The Board receive regular Operational Reports which highlight our performance in relation to outputs and outcomes to ensure that they have an overview of our impact and the ability to recognise any difficulties and implement any changes needed.

External risks to funding have led us to develop of a strategic plan which will allow for the diversification of the charity's funding and activities. This has resulted in us generating a higher percentage of our revenue through contracts, corporate support, fundraising and donations and therefore less reliant on local authority grants.

The Trustees have regular financial and operational reports which detail activities against expenditure and any funding and reporting timelines relating to grants and contracts. The Trustees review upcoming financial opportunities and support the developments of applications and tenders.

Key activities and achievements

Step Forward continues to provide an innovative range of educational, therapeutic and psychosexual support services to young people. We reached more young people in the last year than expected during the pandemic by offering and by extending services to offer telephone and video 1-2-1 and then group activities during our opening hours including Saturdays.

We continually review and develop our services to ensure we can respond to emerging needs of our client group. This considers feedback from existing users and trends in local demographic indicators and national trends. We believe that the impact of the pandemic on young peoples mental health is only just beginning to be demonstrated and will have greater effect on their well being and life chances for years to come.

Although Step Forward has been directly affected in the past by the changes and economic insecurity we remain positive about our future security. Our CEO and Board closely monitor the changes and developments relating to the financial situation that is impacting the voluntary and public sector nationally. We understand that changes to public spending will affect all charities in England and may mean there are less traditional funding streams and will make those opportunities more competitive. However, given the focus on making health and social services more accessible have offered us more opportunities in recent years and looks to continue going forwards.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Our Board and management team has taken steps in response to the external financial climate by strengthening our organisation to ensure that we are in a good position to diversify our funding sources and attract new funding sources. Over the last few years we have made changes to our expenditure and have increased our fundraising and promotional activities to attract new supporters in order to gain further and future funding. Thanks to the forethought of our Trustees in securing our own centre almost 20 years ago we have relatively few overheads and operating from our own premises ensures that we can continue to deliver services for many years to come which good value for money.

We have an excellent reputation locally for being a charity that has a robust organisational structure and who offer a cost effective professional service to potential and existing funders.

This is reflected in the continued confidence of funders to continue to support us and new funding streams developed in the last year. We also attracted one-off donations and grants from larger International Companies, who have a London base, this year to help us to provide mental and emotional support services to young people. We are currently the second largest provider of young people's mental health services locally with only CAMHS, which is a statutory service, supporting more young people.

Throughout our years of experience in offering services which support young people mental and emotional health we have also been able to support many Trainee Counsellors to gain experience by offering placements with us as Honorary Counsellors. Past or present volunteers who have qualified and gained enough experience are encouraged to apply for paid roles where appropriate. At present we have 4 ex-volunteers within our staff team including our CEO. Towards the end of 2022 we are in the process of recruiting for new Honorary Counsellors to begin working with us in the Spring 2023. Not only will this help ensure new therapists have experience of working within the charity sector where we can support and nurture their professional growth it will also allow us to reach more young people who need support.

Our ability to remain stable while continuing to evolve means we're able to adapt to change and demonstrate both the needs for our services and the impact we have on young people's lives. Young people self-referring continue to be the primary way local young people access services. Evaluations completed by young people demonstrate that the vast majority of clients believe that their mental health and wellbeing has improved or vastly improved since accessing support at Step Forward.

Over the last year we have continued to strengthen our relationships locally by having a presence on Health and Wellbeing Forums and action groups, Suicide Prevention Strategy Group, and Emotional Health and Wellbeing Strategy Group.

Through our in-house, remote and satellite services as well as outreach sessions we have continued to reach some of the most vulnerable local people in Tower Hamlets. Over the last year we have provided free and confidential services to approx 1,750 young people from East London. Through our assessments with young people we have recognised that greater number of young people seeking our support have complex issues then before the pandemic.

This has led us to concentrate more resources into our specialise services of counselling, personal development, LGBTQ support and sexual health. Step Forward is the only place locally where young people can access the majority of these services.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

We pride ourselves on providing a safe and welcoming environment which ensures that our services and our building are accessible to young people from all sections of the community. Our personal development service, including our LGBTQ+ groups supports client's emotional wellbeing and builds confidence and self-esteem. Our SRE and PHSE work supports clients to understand risk, consent, and their responsibility to protect themselves and others physically and emotionally. Our interactions successfully balance providing culturally/socially sensitive approaches with the need to challenge assumptions and prejudices.

Our counselling service has seen an increase in referrals and those young people accessing services often need longer term support. Our Counselling service has seen a large increase from other health services and we believe fill many of the gaps in statutory provision and meets the needs for clients in emotional and psychological distress, who are experiencing mental health difficulties. We recognition of the unmet need we were have been actively trying to source additional resources and were granted a Winters . We are now able to offer a greater range of interventions to support young people's mental and emotional health. Alongside 1-2-1 support we have been piloting Mindfulness programmes, Group Therapy, CBT and a rolling programme of workshops designed to help manage stress and anxiety.

Through working in partnership with East London Foundation Trust we have secured funding through Health Education England to provide wrap around mental health support services in schools since March 2019 and this service is likely to continue until at least 2023.

We have increased our counselling and support satellite support services in schools have piloted Mental Health Peer Mentors programmes in two local school which we are in the process of evaluating.

In partnership with Docklands Outreach we have increased our additional support sessions in youth of community settings across Tower Hamlets and we expect these to develop further over the coming years. This will help us to reach more young people who may not come to our centre as well as strengthen our partnerships and referral routes locally.

Through proven professional approaches and innovative techniques we enable clients to build self-esteem and develop transferable life-skills. We are able to offer a wider range of accredited learning opportunities by becoming an accreditation centre for AQA.

Step Forward is playing a greater role in supporting the health needs of local young people through our involvement in the Health & Wellbeing Forum, which our CEO currently Chairs, and forums and steering groups in Tower Hamlets. We also continue to have strong links with The Kings Fund since we were named the overall winner of the GSK IMPACT Award in 2011. Being part of the GSK IMPACT Leadership Network, facilitated through The Kings Fund, offers us the opportunity to gain high quality leadership training and development as well as enables us to positively influence national policy and thinking.

We believe that the coming year will bring greater opportunities for Step Forward to positively influence the mental health system locally by working with colleagues across sectors and directorates.

We will continue to keep the needs and wishes at young people at the heart of our decision making and ensure services are flexible and including for our local young people.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Principal funding sources

Our biggest funder this year is Tower Hamlets Clinical Commissioning Group who we were successful in gaining 3+2 years funding from October 2017 as part of this contract we work in partnership with Docklands Outreach to ensure we reach young people from across Tower Hamlets. The success of this work directly led us to be commissioned to deliver counselling and support to young people involved in the Youth Justice Service in Tower Hamlets in January 2021. This contract was further extended to include additional funding in 2021-22 to allow Step Forward and Docklands Outreach to increase their staff team.

The second biggest funding source is via East London Foundation Trust for our provide emotional and mental health in Schools as part of the new Trailblazers Mental Health Support teams in Schools. This was initially for two years with an option to extend up to another 3 years.

Much of the rest of our income is raised by way of grants, contracts and Service Level Agreements, with London Borough of Tower Hamlets and through Trusts and Grant making Charities.

We have seen an increase in funding through offering services in schools and via fundraising events and donations. We expect that in the coming years we will continue to be able to diversity our funding sources and aim to further increase our work around mental and emotional health by securing substantial longer-term funding.

Reserve policy

It is the policy of the Board of Trustees to maintain a minimum surplus of unrestricted funds sufficient to meet three months' expenditure. In practice, a reserve sufficient to meet approximately six months' expenditure is held. In addition to the amounts we hold on reserve of up to 6 months expenditure, we have been building up our reserves to support critical elements of our current expansion which will continue over the next 2 years. We expect to need more reserves to support our cash flow.

We will also use our accumulated reserves to pay for necessary associated IT upgrades and for construction work in to reconfigure our ground floor to allow more space for service delivery. The Board have allocated up to £200,000 for this purpose.

We expect to end 2023/24 with lower reserves and with reserve levels that are in line with our reserves policy and aligned with our increased spending profile. Our policy is reviewed at least annually.

Planning for the future

The Charity plans to continue the activities outlined above over the forthcoming year, subject to satisfactory funding arrangements. We understand that the current global economic climate could continue to adversely affect the sources of funding available to the Third Sector.

While we recognise that this could mean us diverting more resources into fundraising that this could also mean that our services will be needed by a greater number of young people than ever before.

It is our intention that we must both ensure the stability of the organisation and continue to plan for potential growth.

The charity's development aims identified include:

- To maintain a community resource which is safe, accessible and available for local young people;
- To complete an IT systems upgrade and plan an office refit in order to respond to service demand and development;

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

- To respond to the demand for mental and emotional health services by increase services and improving care pathways;
- To support the development of children and young people centred emotional and mental health services locally;
- To work alongside local partners to support young people's emotional and mental health in schools;
- To further develop the range of services available to local young people under one roof;
- To support the professional development of staff and volunteers, including recruit to train CBT IAPT Trainees;
- To maintain and recruit more volunteers to help with both office support and direct service provision.
- To utilise the broad range of skills and experiences of Trustees through the Board meetings and recruit new members;
- To diversify funding sources and attract a wider supporter base;
- To raise the profile of Step Forward in the sector and to further publicise and promote Step Forward including using social media.

Auditors

Following a merger of Harmer Slater Limited with Shaw Gibbs (Audit) Limited in November 2023, Harmer Slater Limited resigned as the charity's auditors and Shaw Gibbs (Audit) Limited were appointed to act as the charity's auditors. Shaw Gibbs (Audit) Limited are deemed to be reappointed under section 487(2) of the Companies Act 2006.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Step Forward (Tower Hamlets) for the purposes of company law) are responsible for preparing trustees' report and a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Statement of Trustees ' Responsibilities

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of information to auditor

In so far as the trustees are aware at the time of approving the report of the report of the trustees:

- there is no relevant audit information (as defined by section 418 of the Companies Act 2006) of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Small companies provision statement

The trustees have taken advantage of the small companies' exemptions provided by sections 414B and 415A of the Companies Act 2006 from the requirement to prepare a strategic report and in preparing the trustees' report on the grounds that the charitable company is entitled to prepare its accounts for the year in accordance with the small companies' regime.

Approved by the trustees on 22 March 2024 and signed on its behalf by:



.....
Dennis Twomey
Treasurer

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF STEP FORWARD (TOWER HAMLETS)

Opinion

We have audited the financial statements of Step Forward (Tower Hamlets) (the 'charity') for the year ended 31 March 2023, which comprise the Statement of financial activities, Balance sheet, Statement of cash flows, and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF STEP FORWARD (TOWER HAMLETS)

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the trustees .

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 14), the trustees (who are also the directors of the charity for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF STEP FORWARD (TOWER HAMLETS)

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations. We discussed among the audit engagement team regarding the opportunities and incentives that may exist within the organisation for fraud and how and when fraud might occur in the financial statements;
- we obtained an understanding of the legal and regulatory frameworks that the charity operates in, and identified the laws and regulations applicable to the charity through discussions with trustees and other management, and from our cumulative audit and knowledge and experience of the charity. We focused on specific laws and regulations both direct and indirect which we considered may have a direct material effect on the determination of material amounts and disclosures in the financial statements or the operations of the charity, including the Companies Act 2006, Employment Rights Act 1998, The Equality Act 2010, General Data Protection Rules (GDPR), Safeguarding legislation and health and safety legislation.
- we evaluated the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosure made by the Trustees. We also assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.
- We concluded on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- we evaluated the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We are also required to perform specific procedures to respond to the risk of management bias and override of controls. To address this, we performed analytical procedures to identify any unusual or unexpected relationships; tested journal entries to identify unusual transactions.

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF STEP FORWARD (TOWER HAMLETS)

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

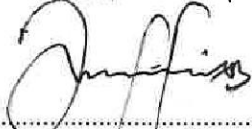
- agreeing financial statements to disclosures underlying supporting documentation;
- enquiring of trustees as to actual and potential litigation and claims; and
- Analysing legal costs to ascertain if there have been instances of non-compliance with laws and regulations.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of this report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



.....
Shaw Gibbs (Audit) Limited, Statutory Auditor
Salatin House
19 Cedar Road
Sutton
Surrey
SM2 5DA

22 March 2024

Shaw Gibbs (Audit) Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

STEP FORWARD (TOWER HAMLETS)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted £	Restricted £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	25,805	-	25,805
Charitable activities	4	723,106	61,117	784,223
Total income		<u>748,911</u>	<u>61,117</u>	<u>810,028</u>
Expenditure on:				
Raising funds	5	(772)	-	(772)
Charitable activities	6	(472,598)	(142,513)	(615,111)
Other expenditure	7	(8,068)	-	(8,068)
Total expenditure		<u>(481,438)</u>	<u>(142,513)</u>	<u>(623,951)</u>
Net movement in funds		267,473	(81,396)	186,077
Reconciliation of funds				
Total funds brought forward	16	<u>1,092,574</u>	<u>209,847</u>	<u>1,302,421</u>
Total funds carried forward	16	<u>1,360,047</u>	<u>128,451</u>	<u>1,488,498</u>
	Note	Unrestricted £	Restricted £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	25,819	-	25,819
Charitable activities	4	586,373	131,241	717,614
Total income		<u>612,192</u>	<u>131,241</u>	<u>743,433</u>
Expenditure on:				
Raising funds	5	(198)	-	(198)
Charitable activities	6	(535,488)	(54,346)	(589,834)
Other expenditure	7	(9,394)	-	(9,394)
Total expenditure		<u>(545,080)</u>	<u>(54,346)</u>	<u>(599,426)</u>
Net income		<u>67,112</u>	<u>76,895</u>	<u>144,007</u>
Net movement in funds		67,112	76,895	144,007
Reconciliation of funds				
Total funds brought forward		<u>1,025,462</u>	<u>132,952</u>	<u>1,158,414</u>
Total funds carried forward	16	<u>1,092,574</u>	<u>209,847</u>	<u>1,302,421</u>

All of the charity's activities derive from continuing operations during the above two periods.

STEP FORWARD (TOWER HAMLETS)

(REGISTRATION NUMBER: 2441231) BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	12	335,704	343,699
Current assets			
Debtors	13	559,322	417,629
Cash at bank and in hand		<u>705,280</u>	<u>565,481</u>
		1,264,602	983,110
Creditors	14	<u>(111,808)</u>	<u>(24,388)</u>
Net current assets		<u>1,152,794</u>	<u>958,722</u>
Net assets		<u>1,488,498</u>	<u>1,302,421</u>
Funds of the charity:			
Restricted	16	128,451	209,847
Unrestricted income funds			
Unrestricted	16	<u>1,360,047</u>	<u>1,092,574</u>
Total funds		<u>1,488,498</u>	<u>1,302,421</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The trustees are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the same act. However, an audit is required in accordance with section 144 of the Charities Act 2011.

These financial statements were approved by the trustees and authorised for issue on 22 March 2024 and signed on their behalf by:



.....
Dennis Twomey
Treasurer

STEP FORWARD (TOWER HAMLETS)

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023**

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash income		186,077	144,007
Adjustments to cash flows from non-cash items			
Depreciation	12	<u>7,994</u>	<u>8,907</u>
		194,071	152,914
Working capital adjustments			
(Increase)/decrease in debtors	13	(141,693)	13,879
Increase/(decrease) in creditors	14	<u>87,421</u>	<u>(78,862)</u>
Net cash flows from operating activities		139,799	87,931
Cash flows from investing activities			
Purchase of tangible fixed assets	12	<u>-</u>	<u>(22,235)</u>
Net increase in cash and cash equivalents		139,799	65,696
Cash and cash equivalents at 1 April		<u>565,481</u>	<u>499,785</u>
Cash and cash equivalents at 31 March		<u><u>705,280</u></u>	<u><u>565,481</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1 Charity status

Step Forward (Tower Hamlets) (the 'charity') is limited by guarantee, incorporated in Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Report of the trustees on page 2.

2 Accounting policies

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Going concern

The charity's ability to continue as a going concern is dependent on its success in raising funds from government, other public authorities and donations, none of which can be guaranteed. The volume of services that can be provided is directly dependent on funding levels. The trustees remain in regular contact with sponsoring local authorities to secure their ongoing financial support.

In the current economic environment funding is under pressure and will continue to be under pressure for the foreseeable future. However, the trustees feel that adequate funding is in place for at least the next 12 months and in consequence have prepared the charity's financial statements on a going concern basis.

Statement of compliance

The financial statements have been prepared 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 - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Step Forward (Tower Hamlets) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The functional currency of the charity is considered to be pounds sterling (£) because that is the currency of the primary economic environment in which it operates. The financial statements are presented in pound sterling (£).

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Incoming resources from donations and legacies are recognised when there is evidence of entitlement, receipt is probable and the amount can be reliably measured.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions, such as service agreements, attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the publicity and other fund raising costs incurred by the charity.
- Expenditure on charitable activities includes salaries and other resources applied by the charity to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading. These are the costs of arrangements which relate to the general running of the charity, as opposed to the direct management functions inherent in service delivery and project work, and include such items as external audit, the cost of trustee meetings and other costs associated with constitutional and statutory requirements.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and governance costs which support the charity's programmes and activities. These costs have been allocated to expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.

Defined contribution pension obligation

The charity operates a defined contribution pension scheme for its employees. Contributions to defined contribution scheme are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Lease

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to the statement of financial activities on a straight-line basis over the period of the lease.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Tangible fixed assets and depreciation

Tangible fixed assets is stated in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses. The cost of tangible fixed assets includes directly attributable incremental costs incurred in their acquisition and installation.

Depreciation has been charged, so as to write off each asset's cost, less any residual value over its anticipated useful economic life. The following rates of depreciation have been used:

Asset class	Depreciation method and rate
Equipment, fixtures and fittings	25% reducing balance
Land and buildings	over the lease term of 99 years

Debtors

Debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the debt.

Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund structure

The funds held by the charity fall into the following categories:-

General unrestricted funds

Which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated unrestricted funds

Funds earmarked by the trustees out of the restricted general funds for specific future purposes or projects.

Restricted Funds

Funds that 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.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

3 Income from donations and legacies

	Unrestricted General £	Restricted £	Total 2023 £	Total 2022 £
Eleanor Hamilton Educational Trust	7,000	-	7,000	7,000
Other donations/ gifts	14,605	-	14,605	18,819
Frank Haines Memorial Trust	4,200	-	4,200	-
	<u>25,805</u>	<u>-</u>	<u>25,805</u>	<u>25,819</u>

Income from donations and legacies in the prior year were unrestricted.

4 Income from charitable activities

	Unrestricted funds £	Restricted £	Total 2023 £	Total 2022 £
Department of health and social care	-	-	-	29,735
LGBTQ Support	-	25,000	25,000	45,521
NHS Tower Hamlet CCG	286,707	-	286,707	431,000
HEE	-	12,784	12,784	55,985
ELFT- Mental Health	279,844	-	279,844	136,989
Schools	66,555	-	66,555	18,384
Reach Me Project	-	23,333	23,333	-
Home Town Grant (Vanguard)	40,000	-	40,000	-
Compass Wellbeing	50,000	-	50,000	-
	<u>723,106</u>	<u>61,117</u>	<u>784,223</u>	<u>717,614</u>

Income from charitable activities in 2022 was made up of £586,373 in unrestricted funds and £131,241 in restricted funds.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

5 Expenditure on raising funds

	Unrestricted Funds £	Restricted £	Total 2023 £	Total 2022 £
Fundraising costs	772	-	772	198

Fund raising costs in the prior year were from unrestricted funds.

6 Expenditure on charitable activities

	Unrestricted General £	Restricted £	Total 2023 £	Total 2022 £	
Staff costs	329,495	109,832	439,327	418,558	
Sub-contractor costs	84,375	-	84,375	112,500	
Premises costs	24,556	-	24,556	13,215	
Client services	8,148	-	8,148	7,850	
Volunteers	727	-	727	-	
Training and recruitment	4,095	-	4,095	3,103	
General office	11,345	29,488	40,833	23,218	
Professional fees	5,056	-	5,056	2,483	
Depreciation	4,801	3,193	7,994	8,907	
	472,598	142,513	615,111	589,834	
	Activity undertaken directly £	Grant funding of activity £	Activity support costs £	Total 2023 £	Total 2022 £
Staff cost	329,495	109,832	-	439,327	418,558
Sub-contractor costs	84,375	-	-	84,375	112,500
Premises costs	24,556	-	-	24,556	13,215
Client services	8,148	-	-	8,148	7,850
Volunteers	727	-	-	727	-
Training and recruitment	4,095	-	-	4,095	3,103
General office	-	29,488	11,345	40,833	23,218
Professional fees	-	-	5,056	5,056	2,483
Depreciation	-	3,193	4,801	7,994	8,907
	451,396	142,513	21,202	615,111	589,834

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Expenditure on charitable activities in 2022 was made up of £535,488 of unrestricted funds and £54,346 from restricted funds.

7 Other expenditure

	Unrestricted funds £	Restricted £	Total 2023 £	Total 2022 £
Bank charges	606	-	606	3,022
Audit and accountancy	7,462	-	7,462	6,372
	<u>8,068</u>	<u>-</u>	<u>8,068</u>	<u>9,394</u>

Other expenditure in the prior year was from unrestricted funds

8 Government grants

Income from government grants comprises performance related grants made by local authorities and the NHS Trusts to fund the charity's programme. See Note 4 for more information.

9 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries and social security	419,045	399,123
Pension costs	20,282	19,435
	<u>439,327</u>	<u>418,558</u>

The average monthly head count was 16 staff (2022: 15 staff) and the average monthly number of fulltime equivalent employees (including casual and part-time staff) during the year were as follows:

	2023 No	2022 No
Client services	<u>16</u>	<u>15</u>

No employee received emoluments of more than £60,000 (2022:nil).

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

10 Auditors' remuneration

	2023 £	2022 £
Audit of the financial statements	<u>7,462</u>	<u>6,372</u>

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 April 2022	<u>412,527</u>	<u>72,656</u>	<u>485,183</u>
At 31 March 2023	<u>412,527</u>	<u>72,656</u>	<u>485,183</u>
Depreciation			
At 1 April 2022	89,522	51,963	141,485
Charge for the year	<u>4,209</u>	<u>3,785</u>	<u>7,994</u>
At 31 March 2023	<u>93,731</u>	<u>55,748</u>	<u>149,479</u>
Net book value			
At 31 March 2023	<u>318,796</u>	<u>16,908</u>	<u>335,704</u>
At 31 March 2022	<u>323,005</u>	<u>20,693</u>	<u>343,698</u>

Included within the net book value of land and buildings above is £318,796 (2022 - £323,005) in respect of leasehold property.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

13 Debtors

	2023	2022
	£	£
Accrued income	<u>559,322</u>	<u>417,629</u>

14 Creditors

	2023	2022
	£	£
Other taxation and social security	12,019	13,264
Other creditors	93,189	5,424
Accrued expenses	<u>6,600</u>	<u>5,700</u>
	<u>111,808</u>	<u>24,388</u>

15 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £19,435 (2022 - £20,220).

Contributions totalling £2,484 (2022 - £4,840) were payable to the scheme at the end of the year and are included in payables.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

16 Funds

	Balance at 1 Apr 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Mar 2023 £
Unrestricted					
<i>General</i>					
General funds	394,702	748,911	(476,637)	-	666,976
<i>Designated</i>					
Property	325,372	-	(4,801)	-	320,571
Redecoration	4,500	-	-	10,500	15,000
Building upgrade	150,000	-	-	50,000	200,000
Furniture & Equipment	6,000	-	-	25,000	31,000
Major repairs	12,000	-	-	(12,000)	-
HR Contingency	75,000	-	-	-	75,000
Other Contingency	125,000	-	-	(73,500)	51,500
	<u>697,872</u>	<u>-</u>	<u>(4,801)</u>	<u>-</u>	<u>693,071</u>
Total Unrestricted	<u>1,092,574</u>	<u>748,911</u>	<u>(481,438)</u>	<u>-</u>	<u>1,360,047</u>
Restricted					
HEE	73,595	12,784	(65,899)	-	20,480
LBTH: Reach Me	20,000	23,333	-	-	43,333
LBTH: LGBTQ Support	68,438	-	(43,933)	-	24,505
Department of Health	47,814	-	(32,681)	-	15,133
Young people counselling	-	25,000	-	-	25,000
Total restricted	<u>209,847</u>	<u>61,117</u>	<u>(142,513)</u>	<u>-</u>	<u>128,451</u>
Total funds	<u>1,302,421</u>	<u>810,028</u>	<u>(623,951)</u>	<u>-</u>	<u>1,488,498</u>

The Department of Health balance at 31 March 2023 solely comprises the net book value of capital assets at that date. This balance will reduce yearly as the assets depreciate in value.

STEP FORWARD (TOWER HAMLETS)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

	Balance at 1 Apr 2021 £	Incoming resources £	Resources expended £	Balance at 31 Mar 2022 £
Unrestricted				
General				
General funds	322,592	612,192	(540,082)	394,702
Designated				
Property	330,370	-	(4,998)	325,372
Redecoration	4,500	-	-	4,500
Building upgrade	150,000	-	-	150,000
Furniture & Equipment	6,000	-	-	6,000
Major repairs	12,000	-	-	12,000
HR Contingency	75,000	-	-	75,000
Other Contingency	125,000	-	-	125,000
	<u>702,870</u>	<u>-</u>	<u>(4,998)</u>	<u>697,872</u>
Total Unrestricted funds	<u>1,025,462</u>	<u>612,192</u>	<u>(545,080)</u>	<u>1,092,574</u>
Restricted				
HEE	68,048	55,984	(50,437)	73,595
LBTH: Reach Me	-	20,000	-	20,000
LBTH: LGBTQ Support	42,917	25,521	-	68,438
Department of Health	21,987	29,736	(3,909)	47,814
Total restricted	<u>132,952</u>	<u>131,241</u>	<u>(54,346)</u>	<u>209,847</u>
Total funds	<u>1,158,414</u>	<u>743,433</u>	<u>(599,426)</u>	<u>1,302,421</u>

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

The specific purposes for which the funds are to be applied are as follows:

Name of unrestricted funds	Description, nature and purpose of the fund
General funds	The 'free reserves' after allowing for designated funds
Designated funds:	
Property	The designated property fund represents the net book value of tangible fixed assets as these funds are tied up and are unavailable for general use by the charity.
Redecoration	Funds for the cost of redecorating leasehold property
Building upgrade	Funds for IT upgrades and for construction work to reconfigure our ground floor
Furniture & Equipment	Funds for the cost of repair and replacement of these items
Major repairs	Funds set aside in case of major repairs
HR Contingency	Contingency for unexpected HR costs
Other Contingency	Funds sufficient to cover 3 months expenditure
Name of restricted funds	Description, nature and purpose of the fund
LBTH:	
Reach Me	Grant to cover expenditure on counselling
LGBTQ support	Grant to cover expenditure for support services for LGBTQ young people.
Young Peoples Counselling	Grant to cover expenditure on youth counselling
Department of Health and Social Care	Grant to cover expenditure on the increased access to emotional places of safety for young people.
HEE	

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Transfers between funds

Designated funds show the current use or expected future use of unrestricted funds in the financial statements as decided by the trustees. Transfers are made between unrestricted general funds and designated funds to reflect changes in these funds.

Transfer of funds from unrestricted funds to restricted funds reflects own and external funding contributions required to meet specific project funding requirements.

17 Analysis of net assets between funds

	General funds	Designated funds	Restricted	Total funds
	£	£	£	£
Year ended 31 March 2023				
Tangible fixed assets	-	320,571	15,133	335,704
Current assets	763,650	372,500	128,452	1,264,602
Current liabilities	(111,808)	-	-	(111,808)
Total net assets	<u>651,842</u>	<u>693,071</u>	<u>143,585</u>	<u>1,488,498</u>
	General funds	Designated funds	Restricted	Total funds
	£	£	£	£
Year ended 31 March 2022				
Tangible fixed assets	-	325,373	18,326	343,699
Current assets	419,090	372,499	191,521	983,110
Current liabilities	(24,388)	-	-	(24,388)
Total net assets	<u>394,702</u>	<u>697,872</u>	<u>209,847</u>	<u>1,302,421</u>

18 Related party transactions

No trustees received remuneration or were reimbursed for expenses during the year (2022: nil).

No trustee or other person related to the charity had any personal interest in any contract or transactions entered into by the charity during the year (2022:nil).

19 Non-adjusting events after the financial period

There has been no significant events between the year end and the date of approval of these financial statements entered into by the charity during the year (2022: nil)

STEP FORWARD (TOWER HAMLETS)

England & Wales - Charity number 802597

Accounts

Company registration number: 2441231

Charity registration number: 802597

STEP FORWARD (TOWER HAMLETS)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

STEP FORWARD (TOWER HAMLETS)

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STEP FORWARD (TOWER HAMLETS)

LEGAL AND ADMINISTRATIVE INFORMATION

Status

Step Forward (Tower Hamlets) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Patron Sir Ian Mckellen

Trustees Naomi Gaffney
Dennis Twomey
Hussein Ali
Bolade Kerr
Tim Crocker-Buque

Chief Executive Officer Jennifer Fear

Secretary Dennis Twomey

Registered Office 234 Bethnal Green Road
London
E2 0AA

Company Registration Number 2441231

Charity Registration Number 802597

Independent Auditor Harmer Slater Limited
Salatin House
19 Cedar Road
Sutton
Surrey
SM2 5DA

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The trustees are pleased to present their report together with the audited financial statements of the Charity for the year ended 31 March 2022.

Governing document

The organisation is a charitable company limited by guarantee; incorporated on November 8th, 1989. The Company was established under a Memorandum of Association which outlines the objects and powers of the charitable company. The charity is also a Limited Company by Guarantee. It is governed by its Articles of Association which detail the aims and objectives of the organisation as well as the mechanisms through which its Board of Trustees is elected. In the event of the company going into liquidation, members of the organisation are required to contribute an amount not exceeding £1.

Why there is a need for Step forward

At Step Forward we believe that all children and young people have the right to feel safe. To grow up free from abuse, neglect, discrimination and the negative effects of poverty and disadvantage. That all young people should have the support, encouragement, and opportunities they need to thrive. Unfortunately for many people this is not always the case. Step Forward was founded in 1988 to address the unmet needs of local young people aged 11-25 and influence positive social change.

Step Forward is focussed on responding to the evolving and emerging needs of young people aged 11-25 affected by poverty and disadvantage. The people we work with are mostly born into disadvantage. Good Health life expectancy for men is 62.6 years and for women is 59.4 years, whereas 15 miles away in Richmond it is 71.4 and 68.1 respectively (Trust for London- Life expectancy by borough 2017-19)

Young people in Tower Hamlets face the same challenges that all young people face today, exacerbated by local issues. Geographically the smallest borough in London, ours is the 2nd most densely populated and has some of the worst housing in the country. Tower Hamlets is one of the fastest growing populations with a higher than average number of young people. We have one of the highest levels of child poverty in England where over half of all our children and young people are classified as living in poverty, the 3rd highest incidence of childhood obesity, the 6th highest incidence of Sexually Transmitted Infections, the 2nd highest rate of injuries (deliberate and unintentional) to young people in the country.

Tower Hamlets has a vibrant multi-cultural and demographically diverse community. Over 68% of residents are from Black and Minority Ethnic (BAME) communities and have one of the highest Muslim populations of any boroughs. Unfortunately, Tower Hamlets also has one of the highest levels of drug use and of LGBTQ, religious and racist hate related incidents in London.

The 2010 Marmot Review of health inequalities highlighted that mental health is a key influence on the health of the nation and is closely linked with inequalities in society. Mental and emotional health problems increase markedly as layers of disadvantage and discrimination, which are both common to our clients, are factored in. We have witnessed both a growth in demand for support for young people's emotional and mental health but also a rise in referrals from young people with more complex mental health issues.

Mental Health of Children and Young People in England 2022 - wave 3 follow up to the 2017 survey identified that one in four 17- to 19-year-olds in England had a probable mental disorder in 2022 - up from one in six in 2021, according to an NHS Digital report. Rates among teenage boys and girls were similar - but twice as high in 17- to 24-year-old women compared with men. Children affected by mental ill health were more likely to live in a household with money issues or using a food bank.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

Our clients are young people from diverse communities where 80% are from low income families, living in overcrowded homes in 'ghettoised' neighbourhoods and suffer from the effects of poverty. They often have fractured families; poor adult relationships; lack a stable home life and many experience discrimination, abuse, violence or neglect. Many will have been bullied; have a negative self-image and poor mental, emotional and physical health. They are likely to have lower motivation to achieve, behaviour problems and difficulties communicating with others and can lead to a higher risk of things such as: involvement in crime, drugs and alcohol misuse, homelessness, teenage pregnancy and involvement in anti-social behaviour. These factors mean that they have low aspirations are less likely to thrive and reach their full potential in life.

Our mission and values

Step Forward is committed to improving the health, well-being and life chances of local young people affected by poverty and disadvantage. Through providing a holistic range of free, confidential, high quality therapeutic and psychosocial support services we help young people deal with any difficulties or past trauma or abuse. We offer a place of sanctuary which inspires and encourages them to realise their self-worth, raise their aspirations and reach their full potential in life.

Our values reflect our organisational ethos and illustrate:

1. Why we are here.
2. How we work.
3. What we believe in.

Inclusive

1. To ensure accessible, flexible support services to young people.
2. Providing an open door for all young people, never knowingly turning people away who need our services.
3. All young people deserve non-judgemental support services; they should be able to understand their own rights and responsibilities.

Warm

1. To ensure that all young people have a warm and welcoming environment.
2. Providing confidential support services from entrusted professionals.
3. All people deserve to experience warmth, hope, acceptance and love in their lives.

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

Empowering

1. To ensure that all young people are heard and able to make informed choices in their lives.
2. Providing opportunities for young people to get the support and encouragement they need to develop and grow.
3. All young people are important and deserve to realise their full potential in life.

Inspirational

1. To ensure young people are inspired to make positive change.
2. Providing an engaging personalised package of support to young people.
3. All young people are exceptional and deserve support from our passionate and committed team.

Innovative

1. To ensure provision of support services that are not available elsewhere.
2. Providing an effective, dynamic and unique blend of approaches and interventions for young people aged between 11-25 years.
3. All young people are different and deserve to have evolving services reflective of their needs.

Our services

Step Forward offers a unique blend of free, confidential, high quality support services including counselling, personal development and sexual health services for young people aged 11-25. We have been working in partnership with a number of local schools and other statutory and voluntary sector providers in order to provide specialist support to young people who may not otherwise access our services. For over 20 years we have had a partnership with Barts Health NHS Trust to provide Integrated Sexual Health Services for Young People in Tower Hamlets.

In October 2016 we were awarded a 3+2 year Clinical Commission Group (CCG) Contract to provide an integrated range of mental health and wellbeing services focussing on those young people aged 14-21.

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As part of this programme we work in partnership with Docklands Outreach to ensure we can offer a wider range of services available across venues in Tower Hamlets. Due to the success of this programme we have had confirmation that the contract will be extended for the full five years with an additional extension due to Covid until June 2022.

In addition to our Core CCG contract we were commissioned in January 2021 to provide targeted counselling services to support the mental and emotional health of young people involved in the Youth Justice Service in Tower Hamlets.

In late 2018 we had worked in partnership with NHS Tower Hamlets' Children and Young Peoples Mental Health Service (CAMHS), The CCG and educational partners to apply to become part of the Governments Mental Health Support Teams in Schools Trailblazer programme. We were successful in our application and have strengthened our partnership with CAMHS to offer a whole school approach to mental health. Part of our role is to provide counselling support to young people from local secondary schools who may not reach the threshold for specialist CAMHS. We are also offering some mental health and wellbeing support to teachers including help to access any outside support they may need. The Trailblazer was initially for two years but as successful we now have funding agreed until March 2023 to keep developing and delivering this essential resource to schools.

In late 2020 we applied to London Borough of Tower Hamlets for continuation funding to support our work with young Lesbian, Gay, Bisexual and Trans young people or thought who are questioning their assigned sexuality and gender identity. We were successful in our application and from September 2021 started a new 3+2 year contract with Tower Hamlets to continue to develop and offer support services to young LGBTQ people in Tower Hamlets.

Step Forward is an inclusive organisation and operate an open-door policy welcoming all young people, never knowingly turning people away who need our support. Our person-centred approach enables us to build a trusting, non-judgmental and empathic relationship with our clients. This is coupled with more practical support, education and guidance including informing young people about their rights and responsibilities and ways to keep safe and healthy. We support clients through any past trauma, neglect or abuse to enable them to avoid developing patterns of anti-social, self-harming, or mental or emotional ill-health.

We have our own purpose-built high-street centre in Bethnal Green which is the heart of the community and ensures we are accessible to young people. We have two entrances into our centre and offer confidential and welcoming environment for our clients. We have 5 confidential 1-2-1 rooms, a group room and 3 clinical rooms in our basement.

During the Covid lockdowns we developed policies and structures to offer Therapeutic and Wellbeing services to young people via telephone and video sessions. We are pleased to have been able to adjust our Dept of Health and Social Care Grant to support our aim to provide safe and accessible space for young people who want support with their emotional and mental health both face to face and remotely using our new IT infrastructure for video and telephone support.

Young people can see us on a one-off or short-term basis or can continue using our services for as long as they need support, perhaps returning if they need additional help later in life. We attract young men and young women from a range of communities reflected locally. The majority of young people self-refer or hear about our service via health and educations services

All of our services are available daytimes and evenings via drop-in or appointment. We offer satellite counselling and psychosocial support sessions in schools and youth centres.

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At Step Forward we engage with individuals to provide a personalised package of therapeutic and psychosocial support suitable to their unique needs. This enables them to make informed decisions about their lives and their future.

Young people have often borne the brunt of both the socio-economic and mental health impacts of the Covid-19 pandemic and the levels of destitution are predicted to rise. We have already seen a rise in both numbers of referrals as well as increased complexity of young people seeking support. To respond to demand we've developed a model of 1-3 sessions to support Young People with immediate issues and to help prevent their experience of Mental Health escalating further.

We are in the process of recruiting new team members to join our growing skilled and experienced multi-disciplinary team of paid staff and volunteers and are able to offer a wide range of free and confidential support services under one roof. Many of these services we offer are not available elsewhere locally. These include:

- Counselling and psychotherapy - to reduce the emotional and psychological distress of young people, developing their emotional literacy and promoting mental wellbeing.
- Personal Development - to tackle personal and social issues and raise aspirations and self-esteem through 1-2-1 and group coaching, mentoring, activities and interventions including accredited learning opportunities.
- Step Out - providing individual support and group activities for young Lesbian, Gay, Bisexual or Trans or gender variant people.
- Forward Thinking - providing education, information and support to young people across Tower Hamlets. Hosting and providing access to clinical services for STI's screening, treatments and contraception services to help lower infection and unwanted pregnancy rates.

At Step Forward we had recognised that a national lockdown was imminent and we therefore contacted all the young people we were in touch with to advise them that we would still be supporting them but that we would not be offering face to face sessions. We felt we wanted to reassure everyone that we were still there for them and offer some surety in an unsure world. The impact of the pandemic and the Governments response to reduce infections rates has mean that we have had to change the way we operate.

Moving to working remotely has meant that we have had to change the way we operate and rapidly develop new ways of working along with the policies, procedures to support us and those we work with. This has opened up many opportunities for supporting the young people and communities we serve.

We now recognise that offering telephone and/or video support as well as face to face where appropriate has given your people more choice in the how they get the support they want. We now know that given the choice these options are going to continually be the best options for some young people seeking support so will become part of our offer post Covid. It will also allow us to offer more appointments at times that young people want as we are not confined by room availability. Young people have the more choice in when and how they receive support will also help to begin to rebalance the inherent power dynamic always present within therapist and client relationship with a choice of telephone or video support.

The feedback from young people feel has been really positive so far. Our own evaluation forms indicate that 98% rated us 4-5 on satisfaction. 97% are likely to recommend us to friends and family; 97% told us they felt safe and experienced compassion from our team; 89% had increased awareness; 80% expressed they had a more positive outlook for their future.

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Young people and their families have appreciated that their support has been able to continue throughout the lockdowns. We feel that will ensure we continue to have blended offer of face-to-face telephone and video interventions going forwards.

The pandemic is having a huge impact on people's lives and we feel that the need for mental health and support services is going to increase rapidly. Our aim is to have the resources and services in place to continue to provide free and accessible services for those that need it, when they need it.

Public benefit

Our Board of Trustees and management team ensures that all of Step Forward's charitable activities are for public benefit and directly relate to the charity's purpose and aims. Step Forward attracts, welcomes and serves a diverse population of young people.

We reach young people through activities at our own centres, through our regular satellite sessions in local schools and through outreach, education, training and events across the borough. Our monitoring and statistics show that our service benefits members of the public including both young men and young women from a range of communities reflected locally. We provide all our services free of charge and reached approx. 3,000 young people in the last year.

Our primary purpose is to improve the health, wellbeing and life chances of the most vulnerable young people in our society offering by free, flexible, accessible and professional services therefore challenging inequalities and promoting diversity is fundamental.

Our statistics and feedback demonstrate that we consistently serve and meet the needs of our diverse community. With all interactions we successfully balance the need to provide culturally and socially sensitive approaches with the need to challenge assumptions and prejudices. Our group programmes are designed to bring together young people from different ethnic, social and religious groups to learn and socialise together while actively promoting tolerance and acceptance.

Over 65% of all young people self-refer after hearing about our services from others or through searching for us on line.

All services are available on the ground floor, which is accessible for people with mobility issues, and in Bengali and English. Our specialist LGBT services were developed in direct response to the unmet needs of our clients as there were no existing services locally.

We believe that the diverse range of support services available and the accessibility of our services clearly demonstrate the public benefit our work brings to our local community.

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We believe that the diverse range of support services available and the accessibility of our services clearly demonstrate the public benefit our work brings to our local community.

Management structure

Step Forward is governed by a voluntary and selected Board of Trustees who give their time freely. We have a committed and diverse Board, many of whom have supported the organisation over many years. The Trustees bring with them a wealth of personal and professional experience and knowledge from the public, private and voluntary sector.

The majority of the Board have a local connection and many have experience of working directly with young people and/or live in the borough. The Treasurer is also the Company Secretary for the Charity.

The Board of Trustees oversees the strategic direction and policies of the charity. They are also responsible for guiding the organisation's staffing team on matters of service delivery and human resources. We have quarterly full Board meetings where all members are expected to attend and focussed action group sessions to look at our strategy and purpose. The actions-groups report to the Trustees' meetings, where any suggestions can be discussed and decisions can be ratified.

Our Chief Executive Officer reports to the Board and attends Board meetings and Action Groups. The CEO has delegated overall management responsibility for the day to day decision making.

This ensures the smooth running on the organisation and that the strategic and operational objectives are being met. Our Operations Manager line manages the team and co-ordinates the Volunteers.

The Directors of the company are also Trustees of the Charity. None of the Trustees received remuneration or expenses in the last year. The names of the Directors who served during the year and up to the date of approval of these financial statements are:

Dennis Twomey	Tim Crocker-Buque
Naomi Gaffney	Hussein Ali
Bolade Alake	

Induction of new trustees

Many of our Trustees are familiar with the day-to-day work of the charity when they apply to join our Board. Some Trustees have also been involved with the work of the charity prior to joining the Board.

All potential trustees are invited to complete an application which highlights their experience and areas of interest. If shortlisted they are invited to attend meetings with senior staff and Trustees to familiarise themselves with the charity and the context in which it operates. If applicants wish to pursue the option of becoming a full Board member further and we agree that they have the relevant skills, experience and attributes then they are also given the opportunity to observe a full meeting of the Board of Trustees.

Upon their appointment, new trustees are issued with a Welcome Pack for New Trustees and have the opportunity to ask further questions and meet staff members.

The Welcome Pack for New Trustees which is designed to support them in their induction to their new role as Trustees with us. It details the charity's constitution, financial and operational framework and Board of Trustees roles and responsibilities within the organisation.

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Step Forward also holds regular Board of Trustees planning days which offer incoming and existing Trustees an opportunity to learn about and discuss the charity's priorities for the forthcoming financial year.

Risks management

The Board of Trustees has conducted a review of major risks to which the charity is exposed and has established a Risk Register. The Board of Trustees maintains the Risk Register which is reviewed at least annually and updated as necessary.

Systems and procedures have been established to mitigate the risks that the charity systematically faces as an organisation. These procedures are periodically reviewed by the Board of Trustees to ensure that they continue to meet the needs of charity.

Procedures are in place to ensure the charity's compliance with health and safety requirements for staff, volunteers, clients and visitors to the centre. We regularly review our operational policies and procedures to ensure they remain up to date and fit for purpose. These include our GDPR and Data Protection, Safeguarding Children and Young People Policy and our Safeguarding Adults at Risk Policy which have been reviewed to ensure compliance with both national and local policy and guidelines. All members of staff attend safeguarding training through LBTH and at least 3 members of staff attend Advanced Safeguarding Children Training to ensure that clients as well as staff are supported to remain safe.

To ensure a consistent quality of delivery for all operational aspects of the charity we are organisational members of BACP (British Association of Counselling and Psychotherapy) and Youth Access. We have been awarded the Department of Health 'You're Welcome' quality mark since 2009 and the Investors. In Volunteers Quality Standards in October 2007.

Internal financial control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. All transactions over £2,000 require the authorisation of a Trustee and the CEO.

The Trustees are aware of the volatile nature of funding. The Charity is not solely dependent on any particular income source. We are aware that a loss of a major funding source could have a negative impact. The steps taken to mitigate against this were demonstrated by securing contingency reserves which meant previously that there was not a major disruption of services when our Public Health Contract with Barts Health came to an end in December 2018. Over the last 2 years we have secured funding from the Health Education England to develop our mental health work in schools in partnership with CAMHS and this work if successful is likely to continue for 2-5 years.

To help manage financial risk Step Forward continues to maintain good links and working partnerships with the CCG, our local NHS partners and the local authority which helps ensure that we are aware of any potential policy change and potential sources of funding. The Board receive regular Operational Reports which highlight our performance in relation to outputs and outcomes to ensure that they have an overview of our impact and the ability to recognise any difficulties and implement any changes needed.

External risks to funding have led us to develop of a strategic plan which will allow for the diversification of the charity's funding and activities. This has resulted in us generating a higher percentage of our revenue through contracts, corporate support, fundraising and donations and therefore less reliant on local authority grants.

The Trustees have regular financial and operational reports which detail activities against expenditure and any funding and reporting timelines relating to grants and contracts. The Trustees review upcoming financial opportunities and support the developments of applications and tenders.

STEP FORWARD (TOWER HAMLETS)

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Key activities and achievements

Step Forward continues to provide an innovative range of educational, therapeutic and psychosexual support services to young people. We reached more young people in the last year than expected during the pandemic by offering and by extending services to offer telephone and video 1-2-1 and then group activities during our opening hours including Saturdays.

We continually review and develop our services to ensure we can respond to emerging needs of our client group. This considers feedback from existing users and trends in local demographic indicators and national trends. We believe that the impact of the pandemic on young peoples mental health is only just beginning to be demonstrated and will have greater effect on their well being and life chances for years to come.

Although Step Forward has been directly affected in the past by the changes and economic insecurity we remain positive about our future security. Our CEO and Board closely monitor the changes and developments relating to the financial situation that is impacting the voluntary and public sector nationally. We understand that changes to public spending will affect all charities in England and may mean there are less traditional funding streams and will make those opportunities more competitive. However, given the focus on making health and social services more accessible have offered us more opportunities in recent years and looks to continue into 2022-23.

Our Board and management team has taken steps in response to the external financial climate by strengthening our organisation to ensure that we are in a good position to diversify our funding sources and attract new funding sources. Over the last few years we have made changes to our expenditure and have increased our fundraising and promotional activities to attract new supporters in order to gain further and future funding. Thanks to the forethought of our Trustees in securing our own centre almost 20 years ago we have relatively few overheads and operating from our own premises ensures that we can continue to deliver services for many years to come which good value for money.

We have an excellent reputation locally for being a charity that has a robust organisational structure and who offer a cost effective professional service to potential and existing funders.

This is reflected in the continued confidence of funders to continue to support us and new funding streams developed in the last year. We are now the second largest provider of young people's mental health services locally with only CAMHS, which is a statutory service, supporting more young people.

Throughout our years of experience in offering services which support young people mental and emotional health we have also been able to support many Trainee Counsellors to gain experience by offering placements with us as Honorary Counsellors. Past or present volunteers who have qualified and gained enough experience are encouraged to apply for paid roles where appropriate. At present we have 4 ex-volunteers within our staff team including our CEO. Towards the end of 2022 we are in the process of recruiting for new Honorary Counsellors to begin working with us in the Spring 2023. Not only will this help ensure new therapists have experience of working within the charity sector where we can support and nurture their professional growth it will also allow us to reach more young people who need support.

Our ability to remain stable while continuing to evolve means we're able to adapt to change and demonstrate both the needs for our services and the impact we have on young people's lives. Young people self-referring continue to be the primary way local young people access services. Evaluations completed by young people demonstrate that the vast majority of clients believe that their mental health and wellbeing has improved or vastly improved since accessing support at Step Forward.

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Over the last year we have continued to strengthen our relationships locally by having a presence on Health and Wellbeing Forums and action groups, Suicide Prevention Strategy Group, and Emotional Health and Wellbeing Strategy Group.

Through our in-house, remote and satellite services as well as outreach sessions we have continued to reach some of the most vulnerable local people in Tower Hamlets. Over the last year we have provided free and confidential services to approx 1,500 young people from East London. Through our assessments with young people we have recognised that greater number of young people seeking our support have complex issues.

This has led us to concentrate more resources into our specialise services of counselling, personal development, LGBTQ support and sexual health. Step Forward is the only place locally where young people can access the majority of these services.

We pride ourselves on providing a safe and welcoming environment which ensures that our services and our building are accessible to young people from all sections of the community. Our personal development service, including our LGBTQ+ groups supports client's emotional wellbeing and builds confidence and self-esteem. In 2021 we have secured an additional 3-5 years funding from Tower Hamlets Council to help support this work. Our Sex and Relationships Education supports clients to understand risk, consent, and their responsibility to protect themselves and others physically and emotionally. Our interactions successfully balance providing culturally/socially sensitive approaches with the need to challenge assumptions and prejudices.

Our counselling service has seen an increase in referrals and those young people accessing services often need longer term support. Our Counselling service has seen a large increase from other health services and we believe fill many of the gaps in statutory provision and meets the needs for clients in emotional and psychological distress, who are experiencing mental health difficulties. In recognition of the unmet need we have been actively trying to source additional resources and have been success in triggering the additional 2 years from our local Clinical Commissioning Group (CCG) contract. We are now able to offer a greater range of interventions to support young people's mental and emotional health. Alongside 1-2-1 support we have been piloting Mindfulness programmes, Group Therapy, CBT and a rolling programme of workshops designed to help manage stress and anxiety.

Through working in partnership with East London Foundation Trust we have secured funding through Health Education England to provide wrap around mental health support services in schools since March 2019 and this service is likely to continue until at least 2023.

We have increased our counselling and support satellite support services in schools have piloted a Mental Health Peer Mentors programme in a local school which we are in the process of evaluating.

In partnership with Docklands Outreach we have increased our additional support sessions in youth of community settings across Tower Hamlets and we expect these to develop further over the coming years. This will help us to reach more young people who may not come to our centre as well as strengthen our partnerships and referral routes locally.

Through proven professional approaches and innovative techniques we enable clients to build self-esteem and develop transferable life-skills. We are able to offer a wider range of accredited learning opportunities by becoming an accreditation centre for AQA.

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Step Forward is playing a greater role in supporting the health needs of local young people through our involvement in the Health & Wellbeing Forum, which our CEO currently Chairs, and forums and steering groups in Tower Hamlets. We also continue to have strong links with The Kings Fund since we were named the overall winner of the GSK IMPACT Award in 2011. Being part of the GSK IMPACT Leadership Network, facilitated through The Kings Fund, offers us the opportunity to gain high quality leadership training and development as well as enables us to positively influence national policy and thinking.

We believe that the coming year will bring greater opportunities for Step Forward to positively influence the mental health system locally by working with colleagues across sectors and directorates.

We will continue to keep the needs and wishes at young people at the heart of our decision making and ensure services are flexible and including for our local young people.

Principal funding sources

Our biggest funder this year is Tower Hamlets Clinical Commissioning Group who we were successful in gaining 3+2 years funding from October 2017 as part of this contract we work in partnership with Docklands Outreach to ensure we reach young people from across Tower Hamlets. The success of this work directly led us to be commissioned to deliver counselling and support to young people involved in the Youth Justice Service in Tower Hamlets in January 2021. This contract was further extended to include additional funding in 2021-22 to allow Step Forward and Docklands Outreach to increase their staff team.

The second biggest funding source is via East London Foundation Trust for our provide emotional and mental health in Schools as part of the new Trailblazers Mental Health Support teams in Schools. This was initially for two years with an option to extend up to another 3 years.

Much of the rest of our income is raised by way of grants, contracts and Service Level Agreements, with London Borough of Tower Hamlets and through Trusts and Grant making Charities.

We have seen an increase in funding through offering services in schools and via fundraising events and donations. We expect that in the coming years we will continue to be able to diversity our funding sources and aim to further increase our work around mental and emotional health by securing substantial longer-term funding.

Reserve policy

It is the policy of the Board of Trustees to maintain a minimum surplus of unrestricted funds sufficient to meet three months' expenditure. In practice, a reserve sufficient to meet approximately six months' expenditure is held. In addition to the amounts we hold on reserve of up to 6 months expenditure, we have been building up our reserves to support critical elements of our current expansion which will continue over the next 2 years. We expect to need more reserves to support our cash flow.

We will also use our accumulated reserves to pay for necessary associated IT upgrades and for construction work in to reconfigure our ground floor to allow more space for service delivery. The Board have allocated up to £150,000 for this purpose.

We expect to end 2021/22 with lower reserves and with reserve levels that are in line with our reserves policy and aligned with our increased spending profile. Our policy is reviewed at least annually.

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Planning for the future

The Charity plans to continue the activities outlined above over the forthcoming year, subject to satisfactory funding arrangements. We understand that the current global economic climate could continue to adversely affect the sources of funding available to the Third Sector.

While we recognise that this could mean us diverting more resources into fundraising that this could also mean that our services will be needed by a greater number of young people than ever before.

It is our intention that we must both ensure the stability of the organisation and continue to plan for potential growth.

The charity's development aims identified include:

- To maintain a community resource which is safe, accessible and available for local young people;
- To complete an IT systems upgrade and plan an office refit in order to respond to service demand and development;
- To respond to the demand for mental and emotional health services by increase services and improving care pathways;
- To support the development of children and young people centred emotional and mental health services locally;
- To work alongside local partners to support young people's emotional and mental health in schools;
- To further develop the range of services available to local young people under one roof;
- To support the professional development of staff and volunteers, including recruit to train CBT IAPT Trainees;
- To maintain and recruit more volunteers to help with both office support and direct service provision.
- To utilise the broad range of skills and experiences of Trustees through the Board meetings and recruit new members;
- To diversify funding sources and attract a wider supporter base;
- To raise the profile of Step Forward in the sector and to further publicise and promote Step Forward including using social media.

Auditors

A resolution was proposed at the Annual General Meeting that Harmer Slater Limited were re-appointed auditors to the Charity.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Step Forward (Tower Hamlets) for the purposes of company law) are responsible for preparing trustees' report and a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

STEP FORWARD (TOWER HAMLETS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

Statement of Trustees ' Responsibilities

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of information to auditor

In so far as the trustees are aware at the time of approving the report of the report of the trustees:

- there is no relevant audit information (as defined by section 418 of the Companies Act 2006) of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

Small companies provision statement

The trustees have taken advantage of the small companies' exemptions provided by sections 414B and 415A of the Companies Act 2006 from the requirement to prepare a strategic report and in preparing the trustees' report on the grounds that the charitable company is entitled to prepare its accounts for the year in accordance with the small companies' regime.

Approved by the trustees on 31 March 2023 and signed on its behalf by:



Dennis Twomey
Treasurer

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF STEP FORWARD (TOWER HAMLETS)

Opinion

We have audited the financial statements of Step Forward (Tower Hamlets) (the 'charity') for the year ended 31 March 2022, which comprise the Statement of financial activities, Balance sheet, Statement of cash flows, and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF STEP FORWARD (TOWER HAMLETS)

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the trustees .

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees ' Responsibilities (set out on page 14), the trustees (who are also the directors of the charity for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF STEP FORWARD (TOWER HAMLETS)

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations. We discussed among the audit engagement team regarding the opportunities and incentives that may exist within the organisation for fraud and how and when fraud might occur in the financial statements;
- we obtained an understanding of the legal and regulatory frameworks that the charity operates in, and identified the laws and regulations applicable to the charity through discussions with trustees and other management, and from our cumulative audit and knowledge and experience of the charity. We focused on specific laws and regulations both direct and indirect which we considered may have a direct material effect on the determination of material amounts and disclosures in the financial statements or the operations of the charity, including the Companies Act 2006, Employment Rights Act 1998, The Equality Act 2010, General Data Protection Rules (GDPR), Safeguarding legislation and health and safety legislation.
- we evaluated the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosure made by the Trustees. We also assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.
- We concluded on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- we evaluated the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We are also required to perform specific procedures to respond to the risk of management bias and override of controls. To address this, we performed analytical procedures to identify any unusual or unexpected relationships; tested journal entries to identify unusual transactions.

STEP FORWARD (TOWER HAMLETS)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF STEP FORWARD (TOWER HAMLETS)

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

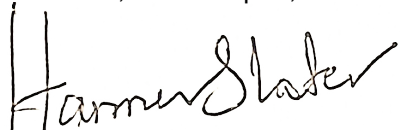
- agreeing financial statements to disclosures underlying supporting documentation;
- enquiring of trustees as to actual and potential litigation and claims; and
- Analysing legal costs to ascertain if there have been instances of non-compliance with laws and regulations.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of this report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



.....
Harmer Slater Limited, Statutory Auditor
Salatin House
19 Cedar Road
Sutton
Surrey
SM2 5DA

31 March 2023

Harmer Slater Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

STEP FORWARD (TOWER HAMLETS)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted £	Restricted £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	25,819	-	25,819
Charitable activities	4	586,373	131,241	717,614
Total income		<u>612,192</u>	<u>131,241</u>	<u>743,433</u>
Expenditure on:				
Raising funds	5	(198)	-	(198)
Charitable activities	6	(535,488)	(54,346)	(589,834)
Other expenditure	7	(9,394)	-	(9,394)
Total expenditure		<u>(545,080)</u>	<u>(54,346)</u>	<u>(599,426)</u>
Net movement in funds		67,112	76,895	144,007
Reconciliation of funds				
Total funds brought forward	17	<u>1,025,462</u>	<u>132,952</u>	<u>1,158,414</u>
Total funds carried forward	17	<u><u>1,092,574</u></u>	<u><u>209,847</u></u>	<u><u>1,302,421</u></u>
				Total 2021 £
	Note	Unrestricted £	Restricted £	
Income and Endowments from:				
Donations and legacies	3	11,852	-	11,852
Charitable activities	4	594,929	98,901	693,830
Total income		<u>606,781</u>	<u>98,901</u>	<u>705,682</u>
Expenditure on:				
Raising funds	5	(198)	-	(198)
Charitable activities	6	(547,385)	-	(547,385)
Other expenditure	7	(7,518)	-	(7,518)
Total expenditure		<u>(555,101)</u>	<u>-</u>	<u>(555,101)</u>
Net income		<u>51,680</u>	<u>98,901</u>	<u>150,581</u>
Net movement in funds		51,680	98,901	150,581
Reconciliation of funds				
Total funds brought forward		<u>973,782</u>	<u>34,051</u>	<u>1,007,833</u>
Total funds carried forward	17	<u><u>1,025,462</u></u>	<u><u>132,952</u></u>	<u><u>1,158,414</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

STEP FORWARD (TOWER HAMLETS)

(REGISTRATION NUMBER: 2441231) BALANCE SHEET AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	12	343,699	330,371
Current assets			
Debtors	13	417,629	431,508
Cash at bank and in hand		<u>565,481</u>	<u>499,785</u>
		983,110	931,293
Creditors	14	<u>(24,388)</u>	<u>(103,250)</u>
Net current assets		<u>958,722</u>	<u>828,043</u>
Net assets		<u>1,302,421</u>	<u>1,158,414</u>
Funds of the charity:			
Restricted	17	209,847	132,952
Unrestricted income funds			
Unrestricted	17	<u>1,092,574</u>	<u>1,025,462</u>
Total funds		<u>1,302,421</u>	<u>1,158,414</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The trustees are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the same act. However, an audit is required in accordance with section 144 of the Charities Act 2011.

These financial statements were approved by the trustees and authorised for issue on 31 March 2023 and signed on their behalf by:



.....
Dennis Twomey
Treasurer

STEP FORWARD (TOWER HAMLETS)

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash income		144,007	150,581
Adjustments to cash flows from non-cash items			
Depreciation	12	<u>8,907</u>	<u>5,261</u>
		152,914	155,842
Working capital adjustments			
Decrease/(increase) in debtors	13	13,879	(209,960)
(Decrease)/increase in creditors	14	<u>(78,862)</u>	<u>17,142</u>
Net cash flows from operating activities		87,931	(36,976)
Cash flows from investing activities			
Purchase of tangible fixed assets	12	<u>(22,235)</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents		65,696	(36,976)
Cash and cash equivalents at 1 April		<u>499,785</u>	<u>536,761</u>
Cash and cash equivalents at 31 March		<u><u>565,481</u></u>	<u><u>499,785</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1 Charity status

Step Forward (Tower Hamlets) (the 'charity') is limited by guarantee, incorporated in Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Report of the trustees on page 2.

2 Accounting policies

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Going concern

The charity's ability to continue as a going concern is dependent on its success in raising funds from government, other public authorities and donations, none of which can be guaranteed. The volume of services that can be provided is directly dependent on funding levels. The trustees remain in regular contact with sponsoring local authorities to secure their ongoing financial support.

In the current economic environment funding is under pressure and will continue to be under pressure for the foreseeable future. However, the trustees feel that adequate funding is in place for at least the next 12 months and in consequence have prepared the charity's financial statements on a going concern basis.

Statement of compliance

The financial statements have been prepared 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 - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Step Forward (Tower Hamlets) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The functional currency of the charity is considered to be pounds sterling (£) because that is the currency of the primary economic environment in which it operates. The financial statements are presented in pound sterling (£).

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Incoming resources from donations and legacies are recognised when there is evidence of entitlement, receipt is probable and the amount can be reliably measured.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions, such as service agreements, attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the publicity and other fund raising costs incurred by the charity.
- Expenditure on charitable activities includes salaries and other resources applied by the charity to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading. These are the costs of arrangements which relate to the general running of the charity, as opposed to the direct management functions inherent in service delivery and project work, and include such items as external audit, the cost of trustee meetings and other costs associated with constitutional and statutory requirements.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and governance costs which support the charity's programmes and activities. These costs have been allocated to expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.

Defined contribution pension obligation

The charity operates a defined contribution pension scheme for its employees. Contributions to defined contribution scheme are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Lease

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to the statement of financial activities on a straight-line basis over the period of the lease.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Tangible fixed assets and depreciation

Tangible fixed assets is stated in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses. The cost of tangible fixed assets includes directly attributable incremental costs incurred in their acquisition and installation.

Depreciation has been charged, so as to write off each asset's cost, less any residual value over its anticipated useful economic life. The following rates of depreciation have been used:

Asset class	Depreciation method and rate
Equipment, fixtures and fittings	25% reducing balance
Land and buildings	over the lease term of 99 years

Debtors

Debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the debt.

Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund structure

The funds held by the charity fall into the following categories:-

General unrestricted funds

Which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated unrestricted funds

Funds earmarked by the trustees out of the restricted general funds for specific future purposes or projects.

Restricted Funds

Funds that 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.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

3 Income from donations and legacies

	Unrestricted	Total	Total
	General	2022	2021
	£	£	£
Eleanor Hamilton Educational Trust	7,000	7,000	7,000
Other donations/ gifts	18,819	18,819	4,852
	<u>25,819</u>	<u>25,819</u>	<u>11,852</u>

4 Income from charitable activities

	Unrestricted	Restricted	Total	Total
	funds	£	2022	2021
	£	£	£	£
Department of health and social care	-	29,735	29,735	-
LGBTQ Support	-	45,521	45,521	42,916
NHS Tower Hamlet CCG	431,000	-	431,000	430,756
HEE	-	55,985	55,985	55,985
ELFT- Mental Health	136,989	-	136,989	136,989
Schools	18,384	-	18,384	27,184
	<u>586,373</u>	<u>131,241</u>	<u>717,614</u>	<u>693,830</u>

Income from charitable activities in 2021 was made up of £594,929 in unrestricted funds and £98,901 in restricted funds.

5 Expenditure on raising funds

	Unrestricted	Restricted	Total	Total
Note	Funds	£	2022	2021
	£	£	£	£
Fundraising costs	<u>198</u>	<u>-</u>	<u>198</u>	<u>198</u>

Fund raising costs in the prior year was from unrestricted funds.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

6 Expenditure on charitable activities

	Unrestricted		Total 2022 £	Total 2021 £
	General £	Restricted £		
Staff costs	368,121	50,437	418,558	383,846
Sub-contractor costs	112,500	-	112,500	71,146
Premises costs	13,215	-	13,215	19,824
Client services	7,850	-	7,850	6,168
Volunteers	-	-	-	30
Travel	-	-	-	350
Training and recruitment	3,103	-	3,103	3,260
General office	23,218	-	23,218	28,334
Professional fees	2,483	-	2,483	29,166
Depreciation	4,998	3,909	8,907	5,261
	535,488	54,346	589,834	547,385
	Activity undertaken directly £	Activity support costs £	Total 2022 £	Total 2021 £
Staff cost	418,558	-	418,558	383,846
Sub-contractor costs	112,500	-	112,500	71,146
Premises costs	13,215	-	13,215	19,824
Client services	7,850	-	7,850	6,168
Volunteers	-	-	-	30
Travel	-	-	-	350
Training and recruitment	3,103	-	3,103	3,260
General office	-	23,218	23,218	28,334
Professional fees	-	2,483	2,483	29,166
Depreciation	-	8,907	8,907	5,261
	555,226	34,608	589,834	547,385

Support costs have been split using the following estimated percentages:

Unrestricted funds - 100%

Restricted funds - 0%.

Expenditure on charitable activities in 2021 was made up of £557,722 of unrestricted funds (2021 - £547,85) and £50,437 (2021 - £nil) from restricted funds.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

7 Other expenditure

Note	Unrestricted funds £	Restricted £	Total 2022 £	Total 2021 £
Bank charges	3,022	-	3,022	1,398
Audit and accountancy	6,372	-	6,372	6,120
	<u>9,394</u>	<u>-</u>	<u>9,394</u>	<u>7,518</u>

Other expenditure in the prior year was from unrestricted funds

8 Government grants

Income from government grants comprises performance related grants made by local authorities and the NHS Trusts to fund the charity's programme. See Note 4 for more information.

9 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries and social security	399,123	346,919
Childcare vouchers	-	1,102
Pension costs	19,435	35,825
	<u>418,558</u>	<u>383,846</u>

The average monthly head count was 12 staff (2019: 12 staff) and the average monthly number of fulltime equivalent employees (including casual and part-time staff) during the year were as follows:

	2022 No	2021 No
Client services	<u>15</u>	<u>13</u>

No employee received emoluments of more than £60,000 (2020:nil).

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

10 Auditors' remuneration

	2022 £	2021 £
Audit of the financial statements	<u>6,372</u>	<u>6,120</u>

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 April 2021	412,527	50,421	462,948
Additions	<u>-</u>	<u>22,235</u>	<u>22,235</u>
At 31 March 2022	<u>412,527</u>	<u>72,656</u>	<u>485,183</u>
Depreciation			
At 1 April 2021	85,313	47,264	132,577
Charge for the year	<u>4,209</u>	<u>4,698</u>	<u>8,907</u>
At 31 March 2022	<u>89,522</u>	<u>51,962</u>	<u>141,484</u>
Net book value			
At 31 March 2022	<u>323,005</u>	<u>20,694</u>	<u>343,699</u>
At 31 March 2021	<u>327,214</u>	<u>3,157</u>	<u>330,371</u>

Included within the net book value of land and buildings above is £Nil (2021 - £Nil) in respect of freehold land and buildings and £323,005 (2021 - £327,214) in respect of leaseholds.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

13 Debtors

	2022 £	2021 £
Grants and contracts receivable	-	18,662
Other receivables	-	35,076
Accrued income	417,629	377,770
	<u>417,629</u>	<u>431,508</u>

14 Creditors

	2022 £	2021 £
Trade creditors	-	5,400
Other taxation and social security	13,264	-
Other payables	5,424	22,450
Accrued expenses	5,700	75,400
	<u>24,388</u>	<u>103,250</u>

15 Lease commitments

The charity's total of future minimum lease payments under non-cancellable operating leases of equipment at 31 March 2022 is as follows:

	2022 £	2021 £
Within one year	<u>-</u>	<u>1,852</u>

The amount of non-cancellable operating lease payments recognised as an expense during the year was £1,852 (2021 - £1,852).

16 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £19,435 (2021 - £20,220).

Contributions totalling £4,840 (2021 - £9,231) were payable to the scheme at the end of the year and are included in payables.

STEP FORWARD (TOWER HAMLETS)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

17 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted				
<i>General</i>				
General funds	322,592	612,192	(540,082)	394,702
<i>Designated</i>				
Property	330,370	-	(4,998)	325,372
Redecoration	4,500	-	-	4,500
Building upgrade	150,000	-	-	150,000
Furniture & Equipment	6,000	-	-	6,000
Major repairs	12,000	-	-	12,000
HR Contingency	75,000	-	-	75,000
Other Contingency	125,000	-	-	125,000
	<u>702,870</u>	<u>-</u>	<u>(4,998)</u>	<u>697,872</u>
Total Unrestricted	<u>1,025,462</u>	<u>612,192</u>	<u>(545,080)</u>	<u>1,092,574</u>
Restricted				
HEE	68,048	55,984	(50,437)	73,595
LBTH: Reach Me	-	20,000	-	20,000
LBTH: LGBTQ Support	42,917	25,521	-	68,438
Department of Health	21,987	29,736	(3,909)	47,814
	<u>132,952</u>	<u>131,241</u>	<u>(54,346)</u>	<u>209,847</u>
Total restricted	<u>132,952</u>	<u>131,241</u>	<u>(54,346)</u>	<u>209,847</u>
Total funds	<u>1,158,414</u>	<u>743,433</u>	<u>(599,426)</u>	<u>1,302,421</u>

STEP FORWARD (TOWER HAMLETS)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted				
<i>General</i>				
General funds	265,651	606,781	(549,840)	322,592
<i>Designated</i>				
Property	335,631	-	(5,261)	330,370
Redecoration	4,500	-	-	4,500
Building upgrade	150,000	-	-	150,000
Furniture & Equipment	6,000	-	-	6,000
Major repairs	12,000	-	-	12,000
HR Contingency	75,000	-	-	75,000
Other Contingency	125,000	-	-	125,000
	<u>708,131</u>	<u>-</u>	<u>(5,261)</u>	<u>702,870</u>
Total Unrestricted funds	<u>973,782</u>	<u>606,781</u>	<u>(555,101)</u>	<u>1,025,462</u>
Restricted				
HEE	12,064	55,984	-	68,048
LBTH: LGBTQ Support	-	42,917	-	42,917
Department of Health	21,987	-	-	21,987
	<u>34,051</u>	<u>98,901</u>	<u>-</u>	<u>132,952</u>
Total restricted	<u>34,051</u>	<u>98,901</u>	<u>-</u>	<u>132,952</u>
Total funds	<u>1,007,833</u>	<u>705,682</u>	<u>(555,101)</u>	<u>1,158,414</u>

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

The specific purposes for which the funds are to be applied are as follows:

Name of unrestricted funds	Description, nature and purpose of the fund
General funds	The 'free reserves' after allowing for designated funds
Designated funds:	
Property	The designated property fund represents the net book value of tangible fixed assets as these funds are tied up and are unavailable for general use by the charity.
Redecoration	Funds for the cost of redecorating leasehold property
Building upgrade	Funds for IT upgrades and for construction work to reconfigure our ground floor
Furniture & Equipment	Funds for the cost of repair and replacement of these items
Major repairs	Funds set aside in case of major repairs
HR Contingency	Contingency for unexpected HR costs
Other Contingency	Funds sufficient to cover 3 months expenditure
Name of restricted funds	Description, nature and purpose of the fund
LBTH:	
Reach Me	Grant to cover expenditure on counselling
LGBTQ support	Grant to cover expenditure for support services for LGBTQ young people.
Young Peoples Counselling	Grant to cover expenditure on youth counselling
Department of Health and Social Care	Grant to cover expenditure on the increased access to emotional places of safety for young people.

STEP FORWARD (TOWER HAMLETS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Transfers between funds

Designated funds show the current use or expected future use of unrestricted funds in the financial statements as decided by the trustees. Transfers are made between unrestricted general funds and designated funds to reflect changes in these funds.

Transfer of funds from unrestricted funds to restricted funds reflects own and external funding contributions required to meet specific project funding requirements.

18 Analysis of net assets between funds

	General funds	Designated funds	Restricted	Total funds
	£	£	£	£
Year ended 31 March 2022				
Tangible fixed assets	-	325,373	18,326	343,699
Current assets	419,090	372,499	191,521	983,110
Current liabilities	<u>(24,388)</u>	<u>-</u>	<u>-</u>	<u>(24,388)</u>
Total net assets	<u>394,702</u>	<u>697,872</u>	<u>209,847</u>	<u>1,302,421</u>
	General funds	Designated funds	Restricted	Total funds
	£	£	£	£
Year ended 31 March 2021				
Tangible fixed assets	-	330,371	-	330,371
Current assets	425,841	372,500	132,952	931,293
Current liabilities	<u>(103,250)</u>	<u>-</u>	<u>-</u>	<u>(103,250)</u>
Total net assets	<u>322,591</u>	<u>702,871</u>	<u>132,952</u>	<u>1,158,414</u>

19 Related party transactions

No trustees received remuneration or were reimbursed for expenses during the year (2021: nil).

No trustee or other person related to the charity had any personal interest in any contract or transactions entered into by the charity during the year (2021:nil).

20 Non-adjusting events after the financial period

There has been no significant events between the year end and the date of approval of these financial statements entered into by the charity during the year (2021: nil)