

Company no. 02932195
Charity no. 1038253 (England & Wales)
Charity no. SCO40616 (Scotland)

Step Together Volunteering Ltd.
Report and Audited Financial Statements
31 May 2017

Step Together Volunteering Ltd.

Reference and administrative details

For the year ended 31 May 2017

Company number	02932195
Charity number	1038253 (England & Wales) SCO40616 (Scotland)
Registered office and operational address	5 Russell Town Avenue Bristol BS5 9LT
President	Sir David Manning GCMG, KCVO
Patrons	Colonel John Blashford-Snell OBE Damon de Laszlo DL Captain Michael Fulford-Dobson CVO, KStJ, JP, RN Sir Martyn Lewis CBE Lord Puttnam of Queensgate CBE Professor Sir Kenneth Stuart Dame Julia Cleverdon DCVO, CBE
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: John Brown Dr Roger Donbavand (Chairman appointed 17 January 2017) Sir John Dunford OBE (Chairman until 17 January 2017) Dr Robin Garnett OBE (appointed 25 April 2017) Kate Griffin (resigned 17 January 2017) Julia Killick CBE (appointed 17 January 2017) Deborah Poole David Potter Roger Potter MBE (Founder) Hayley Rees M. A. (Biddy) Ridley Matthew Toombes
Chief executive officer	Mike Silvey
Company secretary	Robin Wright (resigned 1 November 2016)
Bankers	CAF Bank Ltd Kings Hill West Malling ME19 4TA
Auditors	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

Step Together Volunteering Ltd.

Chairman's report

For the year ended 31 May 2017

I became Chair of the Board of Step Together Volunteering just over 6 months ago. I took on the role already convinced about the value of volunteering having experienced this first-hand.

What I have discovered since, is the true extent to which the act of volunteering can transform the lives of those who volunteer, when it is done by those who would not otherwise have considered it as something they could or would want to do, and when it is combined with support of a dedicated and committed support worker who invests time in understanding their unique set of challenges. The shift in self perception that happens is far more powerful than one might imagine – and it is a privilege to observe.

It is clear to me that Step Together is a truly unique organisation. The creativity and ingenuity that is demonstrated by our team in finding volunteering placements that are as unique as our clients is just one feature that sets Step Together Volunteering apart from other agencies.

Unlike many other voluntary sector organisations working in this particularly challenging funding environment, I am incredibly proud to say that Step Together continues to target those most in need of help rather than those that are easiest to work with and achieve results with. And I have been unequivocally impressed by the patience and resilience demonstrated by our outreach team in helping their clients to move forwards – sometimes against the odds – and seeing the progress they make as a result.

2016-17 has been a very rewarding year and my thanks go to a fantastic team led by Director, Mike Silvey. That said, we want to do more and achieve more, and I hope together we can make this happen. I would like to thank Sir John Dunford for his great leadership as Chair over the past six years, and to the board of trustees and our President, Sir David Manning, for their welcome to me as new Chair, and their guidance during the year. I hope I can continue their good work in steering this great charity towards even greater successes over the next few years.



Dr Roger Donbavand
Chair of Trustees

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2017

The trustees present their report and the audited financial statements for the year ended 31 May 2017.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2015).

About Step Together Volunteering

Our vision

Everyone, regardless of their history or circumstances, has the opportunity to build a positive and productive future for themselves and to be included as an active and contributing member of the community.

Our mission

Our mission is to enable people with complex needs, to take positive action to change their lives through active involvement in the community.

Step Together works to inspire, motivate and enable people on the margins of society to get involved in their communities and to participate in volunteering, social action and community engagement opportunities which address their specific needs, interests and aspirations, and which help them to move forwards with their lives.

During the 16-17 financial year, the charity ran three main programmes, working with ex-offenders, disadvantaged young people, and wounded, injured and sick ex-service personnel.

The charity's Objects, set back in 1994, state that the charity exists 'to promote, for the public benefit, volunteering and community involvement by people of all ages and backgrounds'. All of our current programmes aim to support people who have complex needs and are excluded from society in some way, to engage in community volunteering.

The charity's programmes are delivered by a team of outreach workers providing 1-1 support to clients, currently based in Manchester, Bristol and Dumfries & Galloway (disadvantaged young people programme); London, Manchester and Dorset (ex-offender programme); and North Yorkshire, Wiltshire and Edinburgh (wounded, injured and sick service personnel programme).

Achievements and performance

Key objectives for 16-17 were:

1. *Continue to deliver strong programmes in support of disadvantaged clients; learning and reflecting on our practice*

Over the past year, Step Together's outreach team have provided intensive 1:1 support to almost 700 people on the margins of society to engage in community volunteering. Through our programmes we seek to enable our clients to integrate into their local communities, improve mental and physical well-being, develop positive social networks, and increase transition to education and sustainable employment.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2017

This year was the first full year using our new outcome monitoring system, and we are starting to get good outcome information which hugely strengthens our evidence base on the impact of volunteering on disadvantaged individuals. A recent analysis of outcome questionnaires completed by a sample of 196 clients shows the following results:

- 96% of clients report that they feel more confident following the support they have received from the Step Together outreach team;
- 94% feel more motivated to change their life;
- 86% feel more connected to and part of their community;
- 95% feel more positive about the future;
- 92% feel more able to cope effectively with life's ups and downs (resilience);
- 94% report improvements in self esteem; and
- 87% believe that they have gained skills that could help them to get a job they really want.

However, focusing on the numerical outcomes somewhat simplifies what we are achieving through our work. It is through examining where our clients' journeys start and finish that the true impact and uniqueness of our programme model can be seen, and we will be doing more work on our monitoring systems in the coming year to help us to collect and analyse this information more systematically.

2. *Launch a new programme supporting disadvantaged young people in Bristol*

The Bristol programme was launched in March 2017, after six months of discussions with young people's organisations in the city to establish referral routes, and a significant fundraising effort to secure funds to start-up the project. For the first time, we engaged a panel of disadvantaged young people as part of the recruitment process for the Volunteering Project Manager, which was hugely successful. The project has been well received in the sector, already working with over 30 organisations across the city, and receiving a regular stream of client referrals.

3. *Review our programme model and identify new programme opportunities*

In June we began work on an exciting new pilot project that will be led by volunteers, supporting veterans who are suffering from critical injury and trauma and who are geographically remote from our current project team. We hope that over the next two years this volunteer-led project will continue to demonstrate the value of volunteering for those who are really at the margins of society and who face significant challenges to building a positive future.

4. *Conduct an external evaluation of our work with wounded and injured ex-service personnel*

An external consultant was commissioned in August 2016 to conduct an evaluation of the programme, which provides support to over 300 wounded, injured and sick (WIS) ex-service personnel each year. As part of this, the evaluation team contacted every single WIS client across Scotland, England and Wales who had been referred to Step Together over the past 6 years. The survey was complemented by in-depth interviews with a sample of clients.

The evaluation concluded that, as well as achieving its outcomes, the programme is strongly client-focused, efficient, and "a model for other services". 90% of survey respondents said that the concept behind Step Together, that volunteering helps WIS service personnel and veterans to transition into society, is valid.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2017

Of the clients who undertook volunteer placements, 100% reported that they had gained positive outcomes from their volunteering experience(s) related to their well-being. The most common outcomes highlighted by the survey, which applied to over two-thirds of respondents, were reduced isolation, increase in confidence, enjoyment, feeling of value, and greater feeling of being part of the community. Other significant outcomes, for around half of respondents, were developing new friendships, reduced anxiety, and developing structure and routine.

5. Develop a new five-year funding strategy

Although an organisational funding strategy was not produced this year, individual fundraising strategies were produced for all income streams, enabling us to build up a picture of potential growth and diversification of funding over the next 5 years, which helps to inform focus and resource allocation across the team.

Fundraising as a whole over the year was very successful, with funds raised exceeding annual targets slightly, and also significant grants being secured from new sources for 2017/18 and beyond.

6. Increase our profile through increased use of social media and showcasing of successes

Our profile has increased significantly over the past year, following the launch of our new website in April 2016, and a revamp of our social media sites and activity. The sites are regularly showcasing the success stories of our clients, and highlighting the real impact that community engagement and volunteering can have on disadvantaged individuals.

The increase in engagement and activity has resulted in a huge leap in exposure – for example, our organic Facebook reach is now on average 5 times higher than a year ago, our Twitter profile receives about 800 more profile visits per month, and our tweets are seen by 11,000 more people a month, compared to this time last year.

New videos highlighting client journeys and change will be produced later in 2017, to be used on the website and on social media.

Plans for the future

Looking ahead, in 2017-18, our priorities are to:

- Continue to deliver strong programmes in support of disadvantaged clients; learning and reflecting on our practice and feeding in to programme and project design and implementation;
- Pilot the new veteran volunteering programme to support our work with wounded, injured and sick ex-service personnel, seeking to increase our use of volunteers to support our programmes, and increase our scope and scale to provide more benefit to more clients across the programme;
- Expand our work with disadvantaged young people in Manchester, with a particular focus on disadvantaged girls;
- Review the extent to which our clients' voices and views influence our practice and the organisation as a whole and identify ways to increase client inclusion and influence across the organisation;
- Increase our evidence base of client impact and destinations, including review of our Pathway Assessment outcomes, and development of an annual destination survey which will provide more information about, and measurement of, clients' long-term progress;
- Secure replacement funding for ex-offender programme, and continue to make progress on other funding streams, including development of our individual giving and major donor strategies;

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2017

In addition, following a consultation process with staff, beneficiaries and external partners, a new organisational strategy will be produced this year to replace the strategy adopted in 2014. The Board does not expect this to be a 'strategy for change', but one which will seek to clarify our theory of change and consolidate our position as the leading organisation in the UK using volunteering by excluded and marginalised individuals to improve lives, building on the vast amount of expertise and learning we have built up in this area over the life of the last two strategies.

Financial review

Income and expenditure for the year were in line with budget, and the charity finished the year with a modest surplus of around £30,000. Restricted funds being carried forward to 17-18 amounted to £74,787, and the unrestricted reserves at the end of the financial year stood at £149,522.

Several new contracts from 17-18 onwards were secured towards the end of the financial year, which means we are starting the new year in good health, with approximately 65% of required income secured before the start of the year. However, our Big Lottery funding for our ex-offender programme will come to an end in early 2018, and replacement of this grant will be our key funding challenge over the next 12 months if we are to keep the programme operating at its current level.

Charitable funders and supporters

Step Together wishes to thank all its charitable funders and supporters, listed below for the year June 2016 – May 2017. Without the support of our funders, we would not be able to deliver any of our valuable work, transforming lives of marginalised individuals through volunteering and community engagement:

A E Cooper-Dean Charitable Foundation	Nisbet Charitable Trust
ABF The Soldiers' Charity	Quartet Community foundation
Albert Hunt Charitable Trust	Queen Mary's Roehampton Trust
The Bartlett Foundation	Pat Newman Charitable Trust
BBC Children in Need Appeal	Poppy Scotland
Big Lottery Fund	RAF Benevolent Fund
The Bernays Charitable Trust,	Robertson Trust
Broughton Charitable Trust	Ross Warburton Charitable Trust
City Bridge Trust	Royal British Legion
The David & Ruth Lewis Family Charitable Trust	Sir Ernest Cassel Educational Trust
Evan Cornish Foundation	Sir Jules Thorn Charitable Trust
Gannochy Trust	Souter Charitable Trust
Help for Heroes	St James's Place Foundation
Henry Smith Charity	Stagecoach Group
Hollywood Trust	Swire Charitable Trust
John Ellerman Trust	The Warburton's Community Foundation
Marsh Christian Charitable Trust	

Reserves policy

Total funds held at 31 May 2017 were £224k, of which £74k were restricted. The board of trustees has agreed that the minimum level for free reserves should be the equivalent of three months operating cost, currently estimated to be £156k. The current level of reserves is slightly lower than this amount, but we expect to reach the target amount by the end of the current year, 2017-18. Our current level of free reserves, defined as unrestricted net current assets is £149,522.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2017

The financial reserves will enable the charity to meet future commitments and unforeseen expenses without a negative impact on their ability to deliver core services or develop the business in the manner planned. The trustees have agreed that any reserves accrued above the target amount will be used for the following purposes:

- to fund working capital;
- to fund unexpected but necessary expenditure;
- to fund shortfalls in income, when income does not reach expected levels.

Structure, governance and management

The association was registered under the Companies Act 1985 on the 24 May 1994 as a company limited by guarantee and not having a share capital. The association is registered with the Charities Commission in England & Wales, and from 26 June 2009 it has also registered with the Office of the Scottish Charity Regulator. The charity is governed by the Memorandum and Articles of Association.

In 2010 WWV Enterprises Ltd was formed as a wholly owned subsidiary company; the purpose of this is to allow the company to provide its services for profit with the resultant surplus being gift aided to the charity.

The charitable company passed a special resolution on 19th April 2016 changing its name to Step Together Volunteering Ltd.

Step Together's Board of Trustees is currently made up of 12 people, with a range of backgrounds, skills and professions, including legal, finance and fundraising. This year we appointed a new Chair of the Board, Dr Roger Donbavand, and strengthened the Board further with the addition of Julia Killick CBE, ex-Governor of HMP Holloway and HMP Guys Marsh, and Dr Robin Garnett OBE, ex-Director of Defence Rehabilitation at Headley Court. With life-long experience in the criminal justice sector and the military recovery capability sector respectively, Julia and Robin bring significant sector expertise to the Board.

The staff team are managed by a small management team consisting of the Head of Programmes, the Business Development Manager and the Trusts & Foundations Fundraiser, and headed up by the Chief Executive, Mike Silvey. With the exception of the central team in Bristol, all staff are remote workers, usually based within other organisations across the country, or home working. Staff pay and benefits are reviewed annually by the Trustees at their April meeting.

Step Together Volunteering is registered with the Fundraising Regulator and adheres to the regulator's Code of Fundraising Practice.

Risk management and delegation

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate systems and controls are in place in order to mitigate those risks and to provide reasonable assurance against fraud and error. During the year the trustees have considered the major risks and systems have been put in place to mitigate their impact.

The charity has a Schedule of Delegation in place which defines which decisions are taken by the Board of Trustees and which are delegated to staff. The Schedule looks specifically at areas of strategy, risk management, legal obligations, organisational policies and procedures, variations to agreed budget and strategic use of reserves.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2017

Public benefit

The board of trustees have given due consideration to Charity Commission published guidance on the operation of the public benefit requirement and confirm that these requirements are met by the charity.

Statement of responsibilities of the trustees

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those financial statements the trustees are required to:

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

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

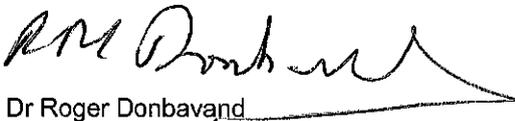
The trustees confirm that to the best of their knowledge there is no information relevant to the audit of which the auditors are unaware. The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant audit and that this information has been communicated to the auditors.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

Godfrey Wilson Limited were appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 10 October 2017 and signed on their behalf by



Dr Roger Donbavand
Chair

Independent auditors' report

To the members of

Step Together Volunteering Ltd.

We have audited the financial statements of Step Together Volunteering Ltd. for the year ended 31 May 2017 which comprise the statement of financial activities, balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with section 44(i)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's members 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances, and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 May 2017 and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006, The Charities and Trustees Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Independent auditors' report

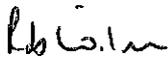
To the members of

Step Together Volunteering Ltd.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Date: 18 October 2017

Rob Wilson FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Step Together Volunteering Ltd.

Statement of financial activities *(incorporating an income and expenditure account)*

For the year ended 31 May 2017

	Note	Restricted £	Unrestricted £	2017 Total £	2016 Total £
Income (and endowments) from:					
Donations and legacies	3	-	107,418	107,418	83,934
Charitable activities	4	464,122	-	464,122	484,088
Other trading activities	5	-	3,570	3,570	365
Investments		-	241	241	354
Total income (and endowments)		<u>464,122</u>	<u>111,229</u>	<u>575,351</u>	<u>568,741</u>
Expenditure on:					
Raising funds		-	39,112	39,112	33,727
Charitable activities		<u>474,506</u>	<u>36,377</u>	<u>510,883</u>	<u>516,340</u>
Total expenditure	7	<u>474,506</u>	<u>75,489</u>	<u>549,995</u>	<u>550,067</u>
Net gains / (losses) on investments		-	-	-	-
Net income / (expenditure)		(10,384)	35,740	25,356	18,674
Transfers between funds		-	-	-	-
Net movement in funds	8	(10,384)	35,740	25,356	18,674
Reconciliation of funds:					
Total funds brought forward		<u>85,171</u>	<u>113,782</u>	<u>198,953</u>	<u>180,279</u>
Total funds carried forward		<u><u>74,787</u></u>	<u><u>149,522</u></u>	<u><u>224,309</u></u>	<u><u>198,953</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 18 to the accounts.

Step Together Volunteering Ltd.

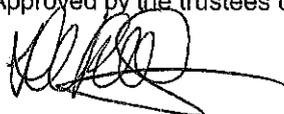
Balance sheet

As at 31 May 2017

	Note	£	2017 £	2016 £
Fixed assets				
Intangible assets	11		-	1
Tangible assets	12		587	5,215
Investments	13, 14		<u>1</u>	<u>1</u>
			588	5,217
Current assets				
Debtors	15	1,901		3,262
Cash at bank and in hand		<u>246,986</u>		<u>192,474</u>
		248,887		195,736
Liabilities				
Creditors: amounts falling due within 1 year	16	<u>(25,166)</u>		<u>(2,000)</u>
Net current assets / (liabilities)			<u>223,721</u>	<u>193,736</u>
Net assets / (liabilities)	17		<u>224,309</u>	<u>198,953</u>
Funds				
Restricted funds	18		74,787	85,171
Unrestricted funds				
General funds			<u>149,522</u>	<u>113,782</u>
Total charity funds			<u>224,309</u>	<u>198,953</u>

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 10 October 2017 and signed on their behalf by



Hayley Rees
Treasurer

Step Together Volunteering Ltd.

Statement of cash flows

For the year ended 31 May 2017

	2017	2016
	£	£
Net movement in funds	25,356	18,674
Adjustments for:		
Depreciation charges	4,628	921
Dividends, interest and rents from investments	(241)	(354)
Loss / (profit) on the sale of fixed assets	1	-
Decrease / (increase) in debtors	1,361	19,950
Increase / (decrease) in creditors	23,166	200
Net cash provided by / (used in) operating activities	54,271	39,391
Cash flows from investing activities:		
Dividends, interest and rents from investments	241	354
Proceeds from investments	-	5,221
Purchase of tangible fixed assets	-	(1,014)
Net cash provided by / (used in) investing activities	241	4,561
Increase / (decrease) in cash and cash equivalents in the year	54,512	43,952
Cash and cash equivalents at the beginning of the year	192,474	148,522
Cash and cash equivalents at the end of the year	246,986	192,474

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Step Together Volunteering Ltd. 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 notes.

The charity has chosen not to prepare consolidated accounts on grounds of materiality. The wholly owned subsidiary of the charity was dormant throughout the current and prior periods, its assets and liabilities are disclosed in note 14.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

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

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probably when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of provision of service is deferred until criteria for income recognition are met.

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) 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.

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

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the following basis:

Raising funds	8.0%
Charitable activities	92.0%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Office equipment	4 years straight line
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Items of equipment are capitalised where the purchase price exceeds £1,000.

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Cash at bank and in hand

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.

l) Creditors

Creditors and provisions 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.

m) Financial instruments

The trust 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 recognised at amortised cost using the effective interest method.

n) Pension costs

The employees of the charity are entitled to join a defined contribution pension scheme operated by Scottish Widows, unless they have exercised their right to opt out of scheme membership.

2. Prior period comparatives

	Restricted	Unrestricted	2016 Total
	£	£	£
Income from:			
Donations and legacies	-	83,934	83,934
Charitable activities	484,088	-	484,088
Other trading activities	-	365	365
Investments	-	354	354
	<hr/>	<hr/>	<hr/>
Total income	484,088	84,653	568,741
Expenditure on:			
Raising funds	-	33,727	33,727
Charitable activities	477,993	38,347	516,340
	<hr/>	<hr/>	<hr/>
Total expenditure	477,993	72,074	550,067
Net income / (expenditure)	6,095	12,579	18,674
Transfers between funds	-	-	-
	<hr/>	<hr/>	<hr/>
Net movement in funds	6,095	12,579	18,674

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

3. Income from donations and legacies

	Restricted	Unrestricted	2017	2016
	£	£	Total	Total
			£	£
Albert Hunt Trust	-	3,000	3,000	-
Anonymous	-	4,000	4,000	3,000
Cadogan Charity	-	-	-	5,000
David & Ruth Lewis Family Trust	-	2,500	2,500	-
Esmee Fairbairn Foundation	-	-	-	30,000
First Corporate Consultants	-	-	-	5,000
Garfield Weston Foundation	-	50,000	50,000	-
John Ellerman Foundation	-	33,300	33,300	33,000
Pat Newman Memorial Trust	-	2,500	2,500	-
Small donations < £1,000	-	12,118	12,118	7,934
Total income from donations and legacies	-	107,418	107,418	83,934

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

4. Income from charitable activities

	Restricted £	Unrestricted £	2017 Total £	2016 Total £
ABF The Soldiers Charity	18,000	-	18,000	18,000
Alice Ellen Cooper-Dean Charitable Foundation	5,000	-	5,000	5,000
Austin and Hope Pilkington Trust	-	-	-	1,000
BBC Children in Need	3,000	-	3,000	1,415
Big Lottery Fund	121,262	-	121,262	139,725
Charles Haywood Foundation	-	-	-	10,000
Childwick Trust	-	-	-	12,000
City Bridge Trust	37,300	-	37,300	23,550
Drapers Charitable Trust	-	-	-	15,000
Earl Haigh Fund (Poppyscotland)	3,000	-	3,000	3,000
Evan Cornish Foundation	10,000	-	10,000	-
Gannochy Trust	8,000	-	8,000	10,000
Help for Heroes	100,000	-	100,000	100,000
Henry Smith Charity	25,000	-	25,000	25,000
Hollywood Trust	15,000	-	15,000	15,128
Hugh Fraser Foundation	-	-	-	4,000
John Coates Charitable Trust	-	-	-	5,000
Margaret Murdoch Charitable Trust	-	-	-	2,500
Merchants House of Glasgow	-	-	-	2,000
Nisbet Trust	10,000	-	10,000	-
Quartet Community Foundation	5,000	-	5,000	-
Queen Mary's Roehampton Trust	12,000	-	12,000	10,000
Robertson Trust	12,500	-	12,500	-
Royal Air Force Benevolent Fund	7,000	-	7,000	7,500
Royal British Legion	29,060	-	29,060	34,970
Sir Ernest Cassel Educational Trust	1,000	-	1,000	1,000
Souter Charitable Trust	2,000	-	2,000	-
Stafford Trust	-	-	-	8,000
St James's Place Foundation	30,000	-	30,000	30,000
Warburtons	10,000	-	10,000	-
Total income from charitable activities	464,122	-	464,122	483,788

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

5. Income from other trading activities

	Restricted £	Unrestricted £	2017 Total £	2016 Total £
Fundraising events	-	3,477	3,477	365
Other	-	93	93	-
Total income from other trading activities	-	3,570	3,570	365

6. Government grants

The charitable company received no government grants in the current or prior reporting period.

Step Together Volunteering Ltd.

**Notes to the financial statements
For the year ended 31 May 2017**

7. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2017 Total £	2016 Total £
Staff costs (note 9)	33,004	395,447	15,787	444,238	444,440
Travel and subsistence	1,425	37,570	1,490	40,485	37,791
Communication and IT	-	2,126	5,541	7,667	8,360
Printing, postage and stationery	-	213	448	661	644
Recruitment	-	790	329	1,119	927
Staff training	-	2,212	-	2,212	-
Monitoring and evaluation	-	4,945	-	4,945	6,175
Volunteering database	-	3,050	-	3,050	14,376
Rent and rates	-	-	9,442	9,442	8,806
Insurance	-	-	1,452	1,452	1,331
Audit and accountancy	-	-	5,215	5,215	2,180
Professional fees	-	-	2,880	2,880	2,376
Subscriptions	-	-	1,396	1,396	1,748
PR and marketing	-	-	8,011	8,011	7,596
Bank charges	-	-	30	30	-
Depreciation	-	-	4,628	4,628	921
Profit on disposal of fixed assets	-	-	1	1	-
Miscellaneous costs	-	10,678	1,885	12,563	12,396
Sub-total	34,429	457,031	58,535	549,995	550,067
Allocation of support costs	4,683	53,852	(58,535)	-	-
Total expenditure	39,112	510,883	-	549,995	550,067

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

8. Net movement in funds

This is stated after charging:

	2017 £	2016 £
Depreciation	4,628	921
Loss on disposal of intangible fixed assets	1	-
Operating lease payments	9,480	9,480
Trustees' remuneration	-	-
Trustees' reimbursed expenses	197	-
Auditors' remuneration:		
▪ Statutory audit (including VAT)	2,340	2,180
▪ Other services	1,369	-
	<u>1,369</u>	<u>-</u>

9. Staff costs and numbers

Staff costs were as follows:

	2017 £	2016 £
Salaries and wages	401,306	404,956
Social security costs	33,200	32,930
Pension costs	9,732	6,554
	<u>444,238</u>	<u>444,440</u>

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Trustees and Chief Executive Officer. The total employee benefits of the key management personnel were £53,040 (2016: £54,275).

	2017 No.	2016 No.
Average head count	<u>16.00</u>	<u>16.00</u>

10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

11. Intangible fixed assets

	Database £
Cost	
At 1 June 2016	22,513
Additions in year	-
Disposals	<u>(22,513)</u>
At 31 May 2017	<u>-</u>
Depreciation	
At 1 June 2016	22,512
Charge for the year	-
On disposals	<u>(22,512)</u>
At 31 May 2017	<u>-</u>
Net book value At 31 May 2017	<u><u>-</u></u>
At 31 May 2016	<u><u>1</u></u>

12. Tangible fixed assets

	Office equipment £
Cost	
At 1 June 2016	8,103
Additions in year	-
Disposals	<u>-</u>
At 31 May 2017	<u>8,103</u>
Depreciation	
At 1 June 2016	2,888
Charge for the year	4,628
On disposals	<u>-</u>
At 31 May 2017	<u>7,516</u>
Net book value At 31 May 2017	<u><u>587</u></u>
At 31 May 2016	<u><u>5,215</u></u>

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

13. Investments

	2017 £	2016 £
Market value at 1 June 2016	1	1
Additions	-	-
Disposals proceeds	-	-
Realised gains / (losses)	-	-
Unrealised gains / (losses)	-	-
	<u>1</u>	<u>1</u>
Market value at 31 May 2017	<u>1</u>	<u>1</u>
Historical cost:		
At 31 May 2017	<u>1</u>	<u>1</u>
At 31 May 2016	<u>1</u>	<u>1</u>

14. Subsidiary undertakings

WWV Enterprises Limited

The charitable company owns the whole of the issued share capital (1 ordinary £1 share) of WWV Enterprises Limited, a company registered in England and Wales (company no. 07010507). The subsidiary was used for the non-primary purpose trading activities which included the licencing of a volunteering database to corporate partners. The subsidiary has been dormant since the year ended 31 May 2015 and throughout the period.

The aggregate of the assets, liabilities and funds was:

	2017 £	2016 £
Assets	-	-
Liabilities	<u>(629)</u>	<u>(629)</u>
Funds	<u>(629)</u>	<u>(629)</u>

15. Debtors

	2017 £	2016 £
Trade debtors	649	-
Prepayments	500	2,510
Other debtors	<u>752</u>	<u>752</u>
	<u>1,901</u>	<u>3,262</u>

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

16. Creditors : amounts due within 1 year

	2017	2016
	£	£
Trade creditors	5,483	-
Accruals	8,583	2,000
PAYE and national insurance	10,884	-
Childcare vouchers	216	-
	<u>25,166</u>	<u>2,000</u>

17. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Tangible fixed assets	-	587	587
Investments	-	1	1
Current assets	74,787	174,100	248,887
Current liabilities	-	(25,166)	(25,166)
Net assets at 31 May 2017	<u>74,787</u>	<u>149,522</u>	<u>224,309</u>

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

18. Movements in funds

	At 1 June 2016 £	Income £	Expenditure £	Transfers between funds £	At 31 May 2017 £
Restricted funds					
Disadvantaged young people programme	1,218	81,500	(67,221)	-	15,497
Ex-offender programme	77,163	199,062	(229,142)	-	47,083
Wounded injured sick programme	6,790	183,560	(178,143)	-	12,207
Total restricted funds	85,171	464,122	(474,506)	-	74,787
Unrestricted funds					
General funds	113,782	111,229	(75,489)	-	149,522
Total unrestricted funds	113,782	111,229	(75,489)	-	149,522
Total funds	198,953	575,351	(549,995)	-	224,309

Purposes of restricted funds

Disadvantaged young people

To provide support to disadvantaged young people in Bristol, Greater Manchester and Dumfries & Galloway, to move their lives forward through engagement in community volunteering placements which meet their personal needs and challenges. This programme is 88% grant-funded. Donors in 2016-17 included the St. James' Place Foundation, the Holywood Trust, Quartet Community Foundation, the Gannochy Trust, the Nisbet Trust, BBC Children in Need, and Warburtons.

Ex-offender programme

To provide support to ex-offenders across England and Scotland to move their lives forward through engagement in community volunteering placements which meet their personal needs and challenges. This programme is 95% grant-funded. Donors in 2016-17 included the City Bridge Trust, the Robertson Trust, Evan Cornish Foundation, the Alice Ellen Cooper Dean Charitable Foundation, the Henry Smith Charity and the Big Lottery Fund.

Wounded injured sick programme

To provide support to wounded, injured & sick ex-service personnel across England and Scotland to engage in community volunteering placements which will support their recovery process and transition to civilian life. This programme is 92% grant-funded. Donors in 2016-17 included Help for Heroes, The Royal British Legion, ABF-The Soldiers' Charity, Poppy Scotland, the RAF Benevolent Fund, and the Queen Mary's Roehampton Trust.

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2017

19. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2017	2016
	£	£
Amount falling due:		
Within 1 year	9,480	9,480
Within 1 - 5 years	<u>-</u>	<u>-</u>
	<u>9,480</u>	<u>9,480</u>

20. Related party transactions

There were no related party transactions in the current or prior reporting period.