

Company no. 02932195  
Charity no. 1038253 (England & Wales)  
Charity no. SC040616 (Scotland)

**Step Together Volunteering Ltd.**  
**Report and Audited Financial Statements**  
**31 May 2019**

## Step Together Volunteering Ltd.

### Reference and administrative details

For the year ended 31 May 2019

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<b>Company number</b>	02932195
<b>Charity number</b>	1038253 (England & Wales) SC040616 (Scotland)
<b>Registered office and operational address</b>	5 Russell Town Avenue Bristol BS5 9LT
<b>President</b>	Sir David Manning GCMG, KCVO
<b>Patrons</b>	Dame Julia Cleverdon DCVO, CBE Damon de Laszlo DL Captain Michael Fulford-Dobson CVO, KStJ, JP, RN
<b>Trustees</b>	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Dr Roger Donbavand (Chairman) Sir John Dunford OBE (resigned 9 October 2018) Liza Durkin (appointed 31 July 2018) Dr Robin Garnett OBE Julia Killick CBE Caroline Marsh (appointed 8 June 2018) Deborah Poole Roger Potter MBE (Founder) Hayley Rees
<b>Chief executive officer</b>	Mike Silvey (resigned August 2018) Anna-Clare (appointed September 2018)
<b>Bankers</b>	CAF Bank Ltd Kings Hill West Malling ME19 4TA
<b>Auditors</b>	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2019**

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The trustees present their report and the audited financial statements for the year ended 31 May 2019.

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, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

#### **About Step Together Volunteering**

##### **Our vision**

A society where everyone is empowered to volunteer and make a positive and sustainable change in their lives, and those of others.

##### **Our mission**

Providing support to those that need it to make positive and sustainable change in their lives, and those of others, through volunteering.

Step Together Volunteering (STV) works to inspire, motivate and enable people who are most excluded from society to participate on community volunteering as a way of helping them develop the skills, confidence and motivation to turn their lives around. We team this with intensive 1 to 1 mentoring support, taking an asset based approach, to support individuals to understand their strengths, identify their goals, overcome any obstacles and achieve their potential. We do not place a time limit on our support, as we understand that working with clients who have such complex needs demands patience and time. Most of our clients are supported for between 6 and 12 months.

Over the 2018 - 2019 financial year, the charity ran three main programmes working with ex offenders, young people with multiple and complex needs, and wounded, injured and sick service personnel and veterans.

The charity's objectives, established 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. We work at the most disadvantaged margins of society, supporting people with complex and often chaotic lives. For many, we are a last resort; the complexity of their circumstances meaning that most time-limited and prescriptive services do not meet their needs. We take them on a journey to rebuild their lives with volunteering as a goal.

At STV we believe that everyone has the potential and the right to effect positive change for themselves and for their communities, regardless of their background or history; and that communities are stronger and more resilient when they are inclusive.

The charity's programmes are delivered by a team of outreach workers, our Volunteering Project Managers, providing 1 to 1 support to clients currently based in Scotland, Manchester, North Yorkshire, Wiltshire and Bristol. (During the year the difficult decision was taken to close our programmes supporting ex offenders in London and Dorset due to lack of funding.)

## Step Together Volunteering Ltd.

### Report of the trustees

#### For the year ended 31 May 2019

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#### Achievements and performance

The key objectives for 2018 - 2019 were:

**1. *Continue to provide, and improve, high quality services to help clients participate positively in their communities;***

STV's dedicated outreach team of Volunteering Project Managers (VPMs) has continued to engage with our target client groups, and has provided intensive 1 to 1 support to 599 clients during the year. We continue to target the most socially excluded and vulnerable people in society, filling gaps in existing provision and providing support that isn't available from other agencies.

Over the course of the past few years, we have become more aware of the importance of the pre-volunteering support we provide. For many of our clients, undertaking a volunteering placement would not be possible without the responsive, flexible support provided by our team to guide them through a process of identifying and recognising their strengths, setting goals, finding ways to overcome challenges and moving forward with their lives.

Given the importance of this work, it is becoming clear that we need to improve our assessment process so that we are better able to capture the impact of this work and demonstrate this to funders.

**2. *Explore opportunities for programme growth with existing or new client groups through partnership development;***

The charity has experienced a challenging year from a fundraising perspective, especially in respect of the ex offender programme. The trustees took the decision that the focus should be on ensuring we could continue to provide support to our clients in existing programmes, rather than looking to grow into new areas or new client groups.

The charity has still been open to opportunities to increase our presence in existing locations, primarily Manchester and Bristol, however the ability to grow has been dependent on funding.

During the year a partnership was formed with Riverside Housing and Support in Bristol, and together we are working to secure funding for a joint project to help improve outcomes for clients referred to Riverside's Jamaica Street facility through our mentoring and supported community volunteering service.

**3. *Increase the use of volunteers in the delivery of our programmes, including increased use of ex-clients to provide peer-to-peer support;***

The outreach team has worked hard towards challenging targets this year. With fundraising being the main concern of the organisation, the decision was taken to task VPMs with focusing on their current client groups in order to deliver our programmes in line with funders' requirements, and to improve the collection of pathway assessment data and outcomes information to support our fundraising activity.

We have had some strong examples of using volunteers, notably with our ex offender programme in Manchester, and we hope to build on these successes as we go forward.

## Step Together Volunteering Ltd.

### Report of the trustees

#### For the year ended 31 May 2019

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STV values people's lived experience highly, and during the year we were successful in securing funding to establish a peer support project for young people in Bristol and this is in the process of being set up.

With our WIS programme, we continue to recruit VPMs who have themselves experienced military service, and one of the VPMs is an ex client themselves. This allows us to bring lived experience to the delivery of the programme and enables rapport to be established quickly with WIS clients.

We continue to pursue funding opportunities that would allow us to increase the use of volunteers in the delivery of our programmes, as well as the ability to establish peer support programmes for those client groups that could benefit from it.

#### **4. Review the extent to which our clients' voices and views shape our programmes and identify ways to further increase client inclusion and influence across the organisation;**

STV understands the importance of client feedback, and each and every client is invited to provide feedback to us on the support they receive from us. Our services are delivered in a highly personalised way, with the client able to dictate how our support is delivered. Feedback is used to inform service design and delivery, and one characteristic of our service which we know is vital to our clients is our ability to respond sensitively to changes in their circumstances, we "step together" with them throughout their journey to a more positive future and support them through the downs as well as ups.

Our peer support project in Bristol is being developed in an entirely user-led way, with full consultation with young people taking place to ensure that we establish a service that meets the specific needs of young people with multiple and complex needs.

We are keen to amplify the service user voice at all levels of the organisation, and are considering a number of different options to ensure that our clients' views are adequately represented at management and board level.

#### **5. Further increase our evidence base of client impact and destinations, including publication of our first impact report and completion of client destination survey;**

The first client destination survey was completed at the end of 2018. This showed that, whilst it can at times be challenging to make contact with former clients, those that we were able to contact 90% reported that our support had made a difference to them. 75% were in employment, 67% felt our support had helped them to integrate with their community, and 83% reported that our support had help them build or improve the social and support networks and strengthen personal relationships. 100% of clients surveyed felt our support had helped them improve their wellbeing.

We continue to improve our understanding of our impact, and our use of the data we collect. STV uses a pathway and outcomes assessment process that has been developed over a number of years. In order to support our fundraising activity and to be able to articulate to funders and supporters the impact of our pre-volunteering mentoring support, we have decided to improve our monitoring and evaluation processes to move to an industry-recognised evaluation system. This will enable us to better show the "distance travelled" by our clients during the time we support them, and quantify this using a recognised standard.

## Step Together Volunteering Ltd.

### Report of the trustees

#### For the year ended 31 May 2019

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**6. *Seek and pursue opportunities within the sector to raise awareness of the impact of our model;***

Over the year, STV made use of its networks within the sector to raise awareness of how we work with our clients and the impact of our model.

In October 2018, STV and the way we work was featured in a report “Age friendly and inclusive volunteering” compiled by the Centre for Ageing Better, in partnership with the Office for Civil Society. The report highlighted the benefits of volunteering and the value of STV’s model in facilitating access to volunteering for people who may feel excluded or find it harder to access volunteering opportunities.

In January 2019, Anna-Clare Temple, Chief Executive, was invited to present at a Ministry of Justice & Criminal Justice Alliance event, held at the MoJ, on the suitability of STV’s model for older ex offenders. This allowed us to highlight the needs that older ex offenders, who may not find work programmes suitable, have when attempting to reintegrate into society and the role that supported volunteering can play to help overcome challenges and stigma. The event was attended by civil servants and other voluntary sector organisations.

**7. *Continue to diversify our funding streams and find replacement funding for grants coming to an end.***

As has been previously mentioned, the charity has faced a challenging year in respect of fundraising. Like many other small charities, we have seen firsthand the impact of years of austerity: on our clients, on the support services they rely on, and on funding.

Despite this, the charity did secure funds from a wide range of sources, though we are still primarily funded by grants from trusts and other grant-making organisations. A partnership with Busy Bees Training Ltd was established and the organisation’s employees were encouraged to raise funds for the charity through a variety of activities.

Due to the funding situation, the difficult decision was taken to close our London and Dorset programmes working with ex offenders.

We are mindful that funding for our WIS programme, currently supported by Help for Heroes and LIBOR funding from the government, will come to an end in October 2020 and we are already putting plans in place to secure the necessary funding to continue to work with WIS clients.

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2019**

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##### **Plans for the future**

Looking ahead, in 2019 - 2020, our priorities are:

- To review our fundraising strategy so that we are better able to achieve longer-term stability and sustainability;
- To continue to develop our services, in line with clients' needs, in order to deliver quality provision to some of the most excluded and marginalised people in our society;
- To improve our use of our case management system so that we develop a body of evidence to back up our case for support;
- To introduce more effective ways to measure and articulate the impact of our support;
- To secure funding to offer peer to peer support opportunities to more clients across the country, and to amplify our clients' voices and views at management and strategic levels within the organisation;
- To invest in the development of our staff through improved knowledge sharing and training;
- To diversify our income streams so that we are not so reliant on funds from grant-making organisations; and
- To put plans in place for the charity to work towards compliance with the Charity Code of Governance.

##### **Financial review**

Income for the year was lower than anticipated at £472k against projected income of £594k. Expenditure for the year was also lower than budgeted at £528k against budgeted expenditure of £594k. Restricted funds carried forward to the 2019 - 2020 financial year amounted to £122k and the unrestricted reserves at the end of the financial year stood at approximately £75k. During the year the Trustees did commit some reserves to supporting our work with ex offenders in Manchester, London and Dorset. However, as no further funds were secured for our work with ex offenders in London and Dorset, the decision was made to close these programmes to reduce the impact on the charity's reserves.

We have a number of grant agreements running until 2020, and as a result we are starting the new financial year with over 80% of budgeted expenditure already secured. This is a much stronger position than the charity has been in for some time, and we will look to strengthen this position in the coming years.

## Step Together Volunteering Ltd.

### Report of the trustees

#### For the year ended 31 May 2019

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#### Charitable funders and supporters

STV wishes to recognise and thank all of its funders and supporters, listed below for the year June 2018 to May 2019. 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:

BBC Children in Need	LIBOR
Bristol City Council	Marsh Christian Trust
Burges Salmon Charitable Trust	Nisbet Trust
Camelia Trst	Quartet Community Foundation
City of London Solicitors Charitable Trust	Queen Mary's Roehampton Trust
Donald Forrester Trust	RAF Benevolent Fund
Dulverton Trust	Swire Charitable Trust
Evan Cornish Foundation	Tampon Tax Fund
Gannochy Trust	The Basil Brown Charitable Trust
Garfield Weston	The Holywood Trust
Help for Heroes	The Van Neste Foundation
Henry Smith Charitable Trust	Turcan Connell
John Coates Trust	Worshipful Company of Builders Merchants

The charity also wishes to acknowledge and thank the individual donors who supported the charity during the financial year.

#### Reserves policy

Total funds held at 31 May 2019 were £197k, of which £75k were unrestricted. The Board of Trustees has agreed that the minimum level of free reserves that the charity should keep will be equivalent to three months' operating costs, currently estimated at £115k. Due to a decision in 2018 - 2019 to invest some reserves in the charity's work with ex offenders, the current level of reserves held by the charity is currently below this level, and we will be looking to build up the level of free reserves in order to meet our policy.

The financial reserves will enable the charity to meet future commitments and unforeseen expenses without a negative impact on its 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; and
- To fund shortfalls in income, when income does not reach expected levels.

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2019**

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##### **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.

During the year, the decision was made to dissolve the charity's wholly owned subsidiary company WWV Enterprises, which was established in 2010. Confirmation from Companies House of the dissolution of WWV Enterprises was received on 17 July 2018.

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

The Board of Trustees is committed to meeting the new Charity Code of Governance as this will strengthen the management of STV. During the year, planned work to introduce new Trustees with a broader range of skill sets was undertaken and two new trustees joined the Board, bringing direct experience of at least two of the main sectors the charity works in. Work is planned for the coming financial year to work on plans to achieve further compliance with the principles of the Code.

STV's Board of Trustees is currently comprised of 8 people, with a broad range of skills and professions, including legal, finance, fundraising, marketing, civil service and voluntary sectors. The two Trustees who joined the Board during the financial year are based in Manchester and Liverpool respectively, providing valuable insight to the stakeholder infrastructure in these areas.

The staff team is managed by a small management team from the charity's central office in Bristol comprising the Chief Executive and the Head of Programmes. The team in the central office also includes an Administration and Communications Office, and a Fundraising Officer. With the exception of the central team in Bristol, all staff are home-based and work on an outreach basis, enabling the charity to keep office costs to a minimum. Staff pay and benefits are reviewed annually by the Trustees.

STV is registered with the Fundraising Regulator and supports and adheres to the regulator's Code of Practice. The charity is also registered with the Information Commissioner's Office and complies with all Data Protection legislation.

##### **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 2019**

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#### **Public benefit**

The Board of Trustees has 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 (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. 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 accounting estimates that are reasonable and prudent;
- state whether applicable UK 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company'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.

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.

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.

**Step Together Volunteering Ltd.**

**Report of the trustees**

**For the year ended 31 May 2019**

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**Auditors**

Godfrey Wilson Limited were re-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 15 October 2019 and signed on their behalf by



Dr Roger Dombavand  
Chair

## **Independent auditors' report**

**To the members of**

**Step Together Volunteering Ltd.**

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### **Opinion**

We have audited the financial statements of Step Together Volunteering Ltd. (the 'charity') for the year ended 31 May 2019 which comprise the statement of financial activities, balance sheet and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (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 May 2019 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.

### **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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

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

## **Independent auditors' report**

**To the members of**

### **Step Together Volunteering Ltd.**

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In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which 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 obtained all the information and explanations necessary for the purposes of our audit.

#### **Responsibilities of the trustees**

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees 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 they 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.

## Independent auditors' report

To the members of

### **Step Together Volunteering Ltd.**

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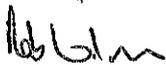
#### **Our responsibilities for the audit of the financial statements**

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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### **Use of our report**

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. 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's members as a body, for our audit work, for this report, or for the opinions we have formed.



Date: 15 October 2019

**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 2019**

	Note	Restricted £	Unrestricted £	2019 Total £	2018 Total £
<b>Income (and endowments) from:</b>					
Donations and legacies	3	-	69,894	<b>69,894</b>	36,284
Charitable activities	4	402,091	-	<b>402,091</b>	573,192
Investments		-	239	<b>239</b>	149
		<u>402,091</u>	<u>70,133</u>	<u><b>472,224</b></u>	<u>609,625</u>
<b>Total income (and endowments)</b>					
<b>Expenditure on:</b>					
Raising funds		-	30,647	<b>30,647</b>	35,100
Charitable activities		<u>457,436</u>	<u>39,468</u>	<u><b>496,904</b></u>	<u>546,028</u>
<b>Total expenditure</b>	6	<u>457,436</u>	<u>70,115</u>	<u><b>527,551</b></u>	<u>581,128</u>
Net gains / (losses) on investments		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net income / (expenditure)</b>		(55,345)	18	<b>(55,327)</b>	28,497
Transfers between funds		<u>64,681</u>	<u>(64,681)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>	7	9,336	(64,663)	<b>(55,327)</b>	28,497
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>112,911</u>	<u>139,895</u>	<u><b>252,806</b></u>	<u>224,309</u>
<b>Total funds carried forward</b>		<u><u>122,247</u></u>	<u><u>75,232</u></u>	<u><u><b>197,479</b></u></u>	<u><u>252,806</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 16 to the accounts.

**Step Together Volunteering Ltd.**

**Balance sheet**

**As at 31 May 2019**

	Note	£	2019 £	2018 £
<b>Fixed assets</b>				
Tangible assets	10		-	253
Investments	11		-	-
			<u>-</u>	<u>253</u>
<b>Current assets</b>				
Debtors	13	56,854		56,869
Cash at bank and in hand		<u>153,158</u>		<u>215,674</u>
		210,012		272,543
<b>Liabilities</b>				
Creditors: amounts falling due within 1 year	14	<u>(12,533)</u>		<u>(19,990)</u>
<b>Net current assets / (liabilities)</b>			<u>197,479</u>	<u>252,553</u>
<b>Net assets / (liabilities)</b>	15		<u>197,479</u>	<u>252,806</u>
<b>Funds</b>	16			
Restricted funds			122,247	112,911
Unrestricted funds				
General funds			<u>75,232</u>	<u>139,895</u>
<b>Total charity funds</b>			<u>197,479</u>	<u>252,806</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 15 October 2019 and signed on their behalf by

  
Hayley Rees  
Treasurer

**Step Together Volunteering Ltd.**

**Statement of cash flows**

**For the year ended 31 May 2019**

	<b>2019</b>	2018
	<b>£</b>	£
<b>Net movement in funds</b>	<b>(55,327)</b>	28,497
Adjustments for:		
Depreciation charges	<b>253</b>	334
Dividends, interest and rents from investments	<b>(239)</b>	(149)
Loss / (profit) on the sale of fixed assets	-	-
Decrease / (increase) in debtors	<b>15</b>	(54,968)
Increase / (decrease) in creditors	<b>(7,457)</b>	(5,176)
<b>Net cash provided by / (used in) operating activities</b>	<b><u>(62,755)</u></b>	<u>(31,462)</u>
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	<b>239</b>	149
Proceeds from investments	-	1
Purchase of tangible fixed assets	-	-
<b>Net cash provided by / (used in) investing activities</b>	<b><u>239</u></b>	<u>150</u>
<b>Increase / (decrease) in cash and cash equivalents in the year</b>	<b>(62,516)</b>	(31,312)
Cash and cash equivalents at the beginning of the year	<b><u>215,674</u></b>	<u>246,986</u>
<b>Cash and cash equivalents at the end of the year</b>	<b><u><u>153,158</u></u></b>	<u><u>215,674</u></u>

## Step Together Volunteering Ltd.

### Notes to the financial statements

For the year ended 31 May 2019

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#### 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 prior period and was dissolved via a voluntary strike-off during the period. Further details of the assets and liabilities of the subsidiary are disclosed in note 12.

##### 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 2019

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#### 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 and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the following basis:

	<b>2019</b>	2018
Raising funds	<b>7.3%</b>	7.3%
Charitable activities	<b>92.7%</b>	92.7%

#### 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 2019

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**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.

**o) Accounting estimates and key judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

**Depreciation**

As described in note 1(i) to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. Depreciation rates in operation during the current and prior period were as follows:

Office equipment

4 years straight line

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2019**

**2. Prior period comparatives**

	Restricted £	Unrestricted £	2018 Total £
<b>Income from:</b>			
Donations and legacies	-	36,284	<b>36,284</b>
Charitable activities	573,192	-	<b>573,192</b>
Investments	-	149	<b>149</b>
<b>Total income</b>	<b>573,192</b>	<b>36,433</b>	<b>609,625</b>
<b>Expenditure on:</b>			
Raising funds	-	35,100	<b>35,100</b>
Charitable activities	546,028	-	<b>546,028</b>
<b>Total expenditure</b>	<b>546,028</b>	<b>35,100</b>	<b>581,128</b>
<b>Net income / (expenditure)</b>	<b>27,164</b>	<b>1,333</b>	<b>28,497</b>
Transfers between funds	10,960	(10,960)	-
<b>Net movement in funds</b>	<b>38,124</b>	<b>(9,627)</b>	<b>28,497</b>

**3. Income from donations and legacies**

	Restricted £	Unrestricted £	2019 Total £	2018 Total £
1772 Charity Debtors Relief Fund	-	-	-	2,000
Anonymous	-	3,005	<b>3,005</b>	5,000
Garfield Weston Foundation	-	50,000	<b>50,000</b>	-
Hugh Fraser Foundation	-	-	-	2,000
Marsh Christian Trust	-	500	<b>500</b>	-
Mr & Mrs R J Boyd	-	-	-	2,000
RG Hills Charitable Trust	-	-	-	1,500
Souter Charitable Trust	-	-	-	5,000
Small donations < £1,000	-	6,889	<b>6,889</b>	16,284
Swire Charitable Trust	-	5,000	<b>5,000</b>	-
The City of London Solicitors' Charitable Trust	-	1,000	<b>1,000</b>	-
The Donald Forester Trust	-	3,000	<b>3,000</b>	-
Worshipful Company of Builders Merchants	-	500	<b>500</b>	-
W O Street Charitable Foundation	-	-	-	2,500
	-	69,894	<b>69,894</b>	36,284

All income from donations and legacies in the prior period was unrestricted.

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2019**

**4. Income from charitable activities**

	Restricted £	Unrestricted £	2019 Total £	2018 Total £
29th May 1961 Charitable Trust	-	-	-	4,000
Alice Ellen Cooper-Dean Charitable	-	-	-	5,000
Basil Brown Charitable Trust	250	-	250	-
BBC Children in Need	10,000	-	10,000	9,500
Big Lottery Fund	-	-	-	142,744
Bristol City Council	10,000	-	10,000	10,000
Burges Salmon	150	-	150	-
Camellia Trust	1,000	-	1,000	-
Department for Digital, Culture Media & Sport	51,766	-	51,766	33,209
Dulverton Trust	15,000	-	15,000	15,000
Dumfries and Galloway Council	-	-	-	4,284
Earl Haigh Fund (Poppyscotland)	-	-	-	3,000
Evan Cornish Foundation	15,000	-	15,000	10,000
Gannochy Trust	8,000	-	8,000	8,000
Greater Manchester Combined Authority	-	-	-	10,192
Help for Heroes	100,000	-	100,000	130,000
Henry Smith Charity	30,000	-	30,000	-
Hollywood Trust	11,925	-	11,925	11,250
HM Treasury Libor Funding	100,000	-	100,000	100,000
John Coates Trust	5,000	-	5,000	-
Nisbet Trust	10,000	-	10,000	10,000
Prince of Wales's Charitable Trust	-	-	-	5,000
Quartet Community Fund	5,000	-	5,000	-
Queen Mary's Roehampton Trust	12,000	-	12,000	10,000
Royal Air Force Benevolent Fund	10,000	-	10,000	10,000
Royal British Legion	-	-	-	30,997
SSE	-	-	-	11,016
Turcan Connell	2,000	-	2,000	-
Van Neste Foundation	5,000	-	5,000	-
	<u>402,091</u>	<u>-</u>	<u>402,091</u>	<u>573,192</u>

All income from charitable activities in the prior period was restricted.

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2019**

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**5. Government grants**

The charitable company receives government grants defined as funding from local authorities and government departments to fund charitable activities. The total value of such grants in the year ending 31 May 2019 was £161,766 (2018: £153,401). There are no unfulfilled conditions or contingencies attaching to these grants.

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2019**

**6. Total expenditure**

	Raising funds £	Charitable activities £	Support and governance costs £	2019 Total £	2018 Total £
Staff costs (note 8)	25,784	399,360	21,620	<b>446,764</b>	484,796
Travel and subsistence	820	29,031	3,950	<b>33,801</b>	43,784
Communication and IT	-	2,931	7,980	<b>10,911</b>	12,701
Printing, postage and stationery	36	449	657	<b>1,142</b>	1,592
Recruitment	350	551	386	<b>1,287</b>	3,466
Staff training	305	4,382	486	<b>5,173</b>	1,859
Monitoring and evaluation	-	4,731	-	<b>4,731</b>	6,365
Rent and rates	-	-	10,148	<b>10,148</b>	9,480
Insurance	-	1,007	2,019	<b>3,026</b>	1,407
Audit and accountancy	-	-	5,799	<b>5,799</b>	6,107
Professional fees	-	-	2,880	<b>2,880</b>	4,656
Subscriptions	-	89	1,252	<b>1,341</b>	3,287
PR and marketing	-	-	-	-	370
Bank charges	-	-	60	<b>60</b>	66
Depreciation	-	-	253	<b>253</b>	334
Miscellaneous costs	12	194	29	<b>235</b>	858
<b>Sub-total</b>	<b>27,307</b>	<b>442,725</b>	<b>57,519</b>	<b>527,551</b>	<b>581,128</b>
Allocation of support and governance costs	<b>3,340</b>	<b>54,179</b>	<b>(57,519)</b>	<b>-</b>	<b>-</b>
<b>Total expenditure</b>	<b>30,647</b>	<b>496,904</b>	<b>-</b>	<b>527,551</b>	<b>581,128</b>

Total governance costs were £5,799 (2018: £6,107).

## Step Together Volunteering Ltd.

### Notes to the financial statements

#### For the year ended 31 May 2019

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#### 7. Net movement in funds

This is stated after charging:

	2019 £	2018 £
Depreciation	253	334
Loss on disposal of intangible fixed assets	-	-
Operating lease payments	9,480	9,480
Trustees' remuneration	-	-
Trustees' reimbursed expenses	845	405
Auditors' remuneration:		
▪ Statutory audit (including VAT)	2,400	2,370
▪ Other services	3,399	3,737
	<u>3,399</u>	<u>3,737</u>

#### 8. Staff costs and numbers

Staff costs were as follows:

	2019 £	2018 £
Salaries and wages	397,572	430,090
Social security costs	31,489	36,337
Pension costs	17,703	18,369
	<u>446,764</u>	<u>484,796</u>

No employee earned more than £60,000 during the year (2018: nil).

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 £51,263 (2018: £60,766).

	2019 No.	2018 No.
Average head count	<u>18</u>	<u>18</u>

#### 9. 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 2019**

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**10. Tangible fixed assets**

	<b>Office £</b>
<b>Cost</b>	
At 1 June 2018	<b>8,103</b>
Additions in year	-
Disposals	-
	<hr/>
At 31 May 2019	<b>8,103</b>
	<hr/>
<b>Depreciation</b>	
At 1 June 2018	<b>7,850</b>
Charge for the year	<b>253</b>
On disposals	-
	<hr/>
At 31 May 2019	<b>8,103</b>
	<hr/>
<b>Net book value</b>	
<b>At 31 May 2019</b>	<b>-</b>
	<hr/> <hr/>
At 31 May 2018	<b>253</b>
	<hr/> <hr/>

**11. Investments**

	<b>2019 £</b>	2018 £
Market value at 1 June 2018	-	1
Additions	-	-
Disposals proceeds	-	(1)
Realised gains / (losses)	-	-
Unrealised gains / (losses)	-	-
	<hr/>	<hr/>
<b>Market value at 31 May 2019</b>	<b>-</b>	<b>-</b>
	<hr/> <hr/>	<hr/> <hr/>
Historical cost:		
<b>At 31 May 2019</b>	<b>-</b>	<b>-</b>
	<hr/> <hr/>	<hr/> <hr/>
At 31 May 2018	<b>-</b>	<b>1</b>
	<hr/> <hr/>	<hr/> <hr/>

## Step Together Volunteering Ltd.

### Notes to the financial statements

#### For the year ended 31 May 2019

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#### 12. 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 directors submitted an application on 24 April 2018 to strike the company off the register. The company was dissolved via voluntary strike-off on 17 July 2018.

The aggregate of the assets, liabilities and funds was:

	2019 £	2018 £
Assets	-	-
Liabilities	-	(629)
Funds	-	(629)

#### 13. Debtors

	2019 £	2018 £
Trade debtors	50,000	50,000
Prepayments	4,091	5,115
Other debtors	2,763	1,754
	<u>56,854</u>	<u>56,869</u>

#### 14. Creditors : amounts due within 1 year

	2019 £	2018 £
Trade creditors	2,754	6,477
Accruals	3,122	3,250
PAYE and national insurance	6,657	10,002
Student loan deductions	-	123
Pension liability	-	138
Childcare vouchers	-	-
	<u>12,533</u>	<u>19,990</u>

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2019

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15. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Current assets	122,247	87,765	210,012
Current liabilities	-	(12,533)	(12,533)
<b>Net assets at 31 May 2019</b>	<b><u>122,247</u></b>	<b><u>75,232</u></b>	<b><u>197,479</u></b>

Prior period comparatives

	Restricted funds £	Unrestricted funds £	Total funds £
Tangible fixed assets	-	253	253
Current assets	112,911	159,632	272,543
Current liabilities	-	(19,990)	(19,990)
<b>Net assets at 31 May 2018</b>	<b><u>112,911</u></b>	<b><u>139,895</u></b>	<b><u>252,806</u></b>

## Step Together Volunteering Ltd.

### Notes to the financial statements

For the year ended 31 May 2019

#### 16. Movements in funds

	At 1 June 2018 £	Income £	Expenditure £	Transfers between £	At 31 May 2019 £
<b>Restricted funds</b>					
Supporting young people	15,820	130,091	(124,093)	-	<b>21,818</b>
Rehabilitation of ex offenders	9,313	50,000	(110,718)	63,046	<b>11,641</b>
Wounded, injured and sick service personnel	<u>87,778</u>	<u>222,000</u>	<u>(222,625)</u>	<u>1,635</u>	<u><b>88,788</b></u>
<b>Total restricted funds</b>	<u>112,911</u>	<u>402,091</u>	<u>(457,436)</u>	<u>64,681</u>	<u><b>122,247</b></u>
<b>Unrestricted funds</b>					
General funds	<u>139,895</u>	<u>70,133</u>	<u>(70,115)</u>	<u>(64,681)</u>	<u><b>75,232</b></u>
<b>Total unrestricted funds</b>	<u>139,895</u>	<u>70,133</u>	<u>(70,115)</u>	<u>(64,681)</u>	<u><b>75,232</b></u>
<b>Total funds</b>	<u><u>252,806</u></u>	<u><u>472,224</u></u>	<u><u>(527,551)</u></u>	<u><u>-</u></u>	<u><u><b>197,479</b></u></u>

#### Purposes of restricted funds

##### Supporting young people

To provide support to young people with complex needs 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.

##### Rehabilitation of ex offenders

The programme supported ex offenders in Dorset, London and the Northwest in the financial year. During the year the decision was made to close the programmes in Dorset and London due to funding. We continue to support ex offenders in the Northwest.

##### Wounded, injured and sick service personnel

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. In 2018/19 this programme was funded by Help for Heroes, The Royal British Legion, LIBOR funds granted by the Chancellor, ABF-The Soldiers' Charity, Poppyscotland, 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 2019**

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**16. Movements in funds (continued)**

**Prior period comparatives**

	At 1 June 2017 £	Income £	Expenditure £	Transfers between £	At 31 May 2018 £
<b>Restricted funds</b>					
Supporting young people	15,497	122,451	(133,088)	10,960	<b>15,820</b>
Rehabilitation of ex-offenders	47,083	166,744	(204,514)	-	<b>9,313</b>
Wounded, injured and sick service personnel	<u>12,207</u>	<u>283,997</u>	<u>(208,426)</u>	<u>-</u>	<u><b>87,778</b></u>
<b>Total restricted funds</b>	<u>74,787</u>	<u>573,192</u>	<u>(546,028)</u>	<u>10,960</u>	<u><b>112,911</b></u>
<b>Unrestricted funds</b>					
General funds	<u>149,522</u>	<u>36,433</u>	<u>(35,100)</u>	<u>(10,960)</u>	<u><b>139,895</b></u>
<b>Total unrestricted funds</b>	<u>149,522</u>	<u>36,433</u>	<u>(35,100)</u>	<u>(10,960)</u>	<u><b>139,895</b></u>
<b>Total funds</b>	<u><u>224,309</u></u>	<u><u>609,625</u></u>	<u><u>(581,128)</u></u>	<u><u>-</u></u>	<u><u><b>252,806</b></u></u>

**18. Operating lease commitments**

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

	2019 £	2018 £
Amount falling due:		
Within 1 year	<b>9,480</b>	9,480
Within 1 - 5 years	<u>-</u>	<u>-</u>
	<u><b>9,480</b></u>	<u>9,480</u>

**19. Related party transactions**

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