

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

Step Together Volunteering Ltd.
Report and Audited Financial Statements
31 May 2020

Step Together Volunteering Ltd.

Reference and administrative details

For the year ended 31 May 2020

Company number	02932195
Charity number	1038253 (England & Wales) SC040616 (Scotland)
Registered office	5th Floor Mariner House 62 Prince Street Bristol BS1 4QD
President	Sir David Manning GCMG, KCVO
Patrons	Dame Julia Cleverdon DCVO, CBE Damon de Laszlo DL Captain Michael Fulford-Dobson CVO, KStJ, JP, RN
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: Maurice Clarke appointed 20 July 2020 Dr Roger Donbavand Chairman Liza Durkin Dr Robin Garnett OBE Julia Killick CBE Caroline Marsh Deborah Poole Roger Potter MBE Founder Hayley Rees
Chief executive officer	Anna-Clare Temple
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.

Report of the trustees

For the year ended 31 May 2020

The trustees present their report and the audited financial statements for the year ended 31 May 2020.

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

We're a charity that helps the most vulnerable people – people who can't find help elsewhere. We don't give up on our clients. We support them until they have the self-confidence and skills they need to look forward to a better, brighter future. And for many, that starts with volunteering.

Our mission

PROGRESSION IS OUR MISSION.

TOGETHERNESS IS OUR ETHOS.

EMPOWERMENT THROUGH VOLUNTEERING IS OUR GOAL.

Step Together Volunteering (STV) works to inspire, motivate and enable people who are most excluded from society to participate in 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 2019-2020 financial year, the charity ran three main programmes working with: ex offenders, young people with multiple and complex needs, and wounded, injured and sick (WIS) service personnel & 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, Cumbria, Leicestershire, Wiltshire and Bristol.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2020

Achievements and performance

The key objectives for 2019 - 2020 were:

- 1. To review and improve our fundraising strategy so that we are better able to achieve longer-term stability and sustainability:* At the start of the financial year the charity re-structured its fundraising resources to reduce its costs and make the most of the skills held within the central team. Greater focus was placed on applying for larger sums of funding for each program to reduce the number of applications being made and the number of funders contributing to each programme. This has reduced the number of reports required, allowing us to provide greater stewardship to funders. The Charity continued to be successful in securing funding from a broad range of supporters, including securing unrestricted funding to improve stability and sustainability.
- 2. 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:* During the year the Charity secured funding from The Evan Cornish Foundation to develop a pilot program for ex-offenders centred around an 8 week structured course which could be completed whilst clients were in custody preparing for release. Consultation was undertaken with 15 clients in custody at HMP Forest Bank, and a course was subsequently designed in accordance with their feedback. Unfortunately plans to run the course in custody were hindered firstly by changes to the way HMP Forest Bank accommodated those in custody and secondly by the Coronavirus pandemic. However the course has been run with ex-offenders in the community and is proving to be a real success. The charity also received funding from Waburtons under their Families Matter stream to develop a Peer Mentoring pilot project for young people in Bristol. Consultation was undertaken with potential Peer Mentors to inform our approach, but again progress was impeded by the pandemic.

The learning from both of these pilots has enabled us to ensure we are developing services in line with clients' needs and we have secured further funding to continue to develop both of these projects during the 2020-21 financial year.

Our program supporting WIS service personnel and veterans has continued to increase its focus on clients who are veterans rather than those who are still serving (in line with our funding agreement with Help for Heroes). We have learned that those clients who are still serving often have more support available to them, and more options at their disposal than veteran clients, especially those veterans who left the armed forces more than 2 years ago. These clients are often more isolated, are harder to reach and have fewer places to turn to for support. Our WIS/Veteran project workers all have lived experience of having served in the armed forces and having transitioned to civilian life, and they use their own experience to support veterans to overcome the challenges they face.

- 3. To improve our use of our case management system so that we develop a body of evidence to back up our case for support:* we continued to work closely with our case management provider to ensure our case management system supports and facilitates our work. Significant changes were made to reduce the administrative burden on front line staff, but concerns have persisted. The charity is continuing to liaise with our provider, whilst also looking at potential alternative case management solutions.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2020

- To introduce more effective ways to measure and articulate the impact of our support:* evidencing the impact of our work is vital to reporting back to funders, successfully securing ongoing funding and to use internally to check we are achieving our aims. Over the past few years, we have learned that the intensive pre-volunteering mentoring support our Volunteer Project Managers provide to our clients has as much of an impact as the experience of volunteering, yet we have never captured the impact of this work. Therefore at the end of 2019 we introduced the Warwick-Edinburgh Mental Wellbeing Scale as a measurement tool to demonstrate the progress made by clients over the whole period of time that they are supported by us.

At the end of March 2020, our project supporting young women and girls in Manchester, funded by the Tampon Tax Fund through DCMS, came to an end. As part of our three year funding agreement, we undertook an external evaluation of the project. The report, carried out by an independent consultant found that, out of 96 clients supported, 90% undertook a volunteering placement. 100% of clients who completed an outcomes assessment reported feeling more confident, more motivated, had more self-esteem and were more positive about the future. 89% felt more resilient as a result of our support and 94% had gained skills that would help them get a job they wanted.

- 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:* as mentioned above, during the year the charity secured funding from Warburtons to develop a Peer Mentoring pilot for young people in Bristol. In addition to this funding, the charity also secured funding from The Pilgrim Trust to develop a peer mentoring pilot for female ex-offenders over 2 years. Women with a criminal conviction have specific needs and often lack positive role models of other women with criminal convictions who have turned their lives around. Work on this pilot is now underway.
- To invest in the development of our staff through improved knowledge sharing and training:* during the year concerted efforts were made to bring staff together more regularly. Despite having staff based throughout England and Scotland, the charity made good use of video conferencing facilities to ensure staff could come together to share knowledge, problem solve, and receive regular updates and training. Additionally in November 2019, a 2 day all staff training session on Mental Health First Aid was held in Manchester. This provided an excellent opportunity to ensure staff are skilled in being able to support our clients, the vast majority of whom suffer with mental health problems, including understanding when clients need to be referred to specialist mental health support.
- To diversify our income streams so that we are not so reliant on funds from grant-making organisations:* During the year the Charity successfully secured funding from a wide range of funders. Most of our funding still comes from grant-making organisations, but during the year the Charity began work to participate in the Dynamic Framework for Probation Services as commissioned by HMPPS. We continue to look for opportunities to secure funding from local authorities, government departments and CCGs. However the fundraising landscape has been significantly affected by the Coronavirus Covid-19 pandemic and the priority will be to secure ongoing funding for our existing services wherever possible.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2020

8. *To put plans in place for the charity to work towards compliance with the Charity Code of Governance:* the Charity has begun to look at whether any changes need to be made to its Memorandum and Articles of Association. Due to the pandemic this work was interrupted and will be continued as soon as practically possible.

Coronavirus Covid-19 Pandemic

During the Charity's financial year, the Coronavirus Covid-19 pandemic hit the UK. The subsequent lockdown and ongoing restrictions on movements and interaction had a significant impact on our ability to carry out our work. Face to face meetings with clients were not possible (except in a very small number of circumstances) and opportunities for our clients to undertake volunteering placements in person were also unable to go ahead (again, except in a very few circumstances).

Faced with such a major interruption to our service delivery, the charity took the following actions:

- A Covid-19 committee was formed, comprising the Chair of Trustees, Deputy Chair, Treasurer, a further Trustee with experience as a qualified solicitor and the Chief Executive. This committee met via video conference at least every 2 weeks during the height of the pandemic to monitor the situation in relation to staffing, finance and risks;
- Around half of the Charity's staff team were placed on furlough leave. The Charity took advantage of the government's Job Retention Scheme at the start of April when lockdown restrictions were strictest. Most of the Charity's front line staff and one member of the central team were placed on furlough leave. This was a difficult decision, but the Covid-19 committee felt this was the most appropriate action to take to preserve the Charity's funding and support the organisation's stability;
- Two full-time members of front line staff were retained in order to continue to provide remote support to those clients who were deemed most at risk of exclusion as a result of the pandemic, or had requested support. Our service pivoted to focus on helping clients to maintain their wellbeing and to continue to make progress towards their goals in a safe way. We made full use of video conferencing technology, as well as keeping in touch with clients via telephone, email and text, according to each client's preference; and
- The Charity's fundraising focus also pivoted to see if the Charity could access any of the specific Covid-19 funding that was becoming available. Fortunately, the charity had already secured most of its funding required for the 2020-21 financial year, with only a small gap of around 20% to secure.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2020

Financial review

Income for the year was £510k, which was higher than the projected income of £462k. Expenditure for the year was lower than the £462k projected at £425k. This is down to careful controlling of costs, and the charity's outgoings being significantly lower in the final two months of the financial year due to the pandemic.

Funds carried forward to the 2020-21 financial year amounted to £283k, of which £182k were restricted. The unrestricted reserves at the end of the financial year stood at £101k.

We have secured a number of grants into the 2020-21 financial year and 80% of budgeted expenditure is already secured. With the uncertainty of the impact on fundraising of the Coronavirus Covid-19 pandemic, having this funding already secured greatly helps the Charity's financial sustainability and offers stability and confidence to our staff, clients and partners.

The Charity has ended its financial year in a strong position, particularly bearing in mind the fundraising climate we are moving forward into.

Reserves policy

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. Following considerable efforts to secure unrestricted funding to support the charity's sustainability and careful controlling of costs, the charity has increased its unrestricted reserves over the year to £101k.

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 2020

Charitable funders and supporters

STV wishes to recognise and thank all of its funders and supporters, listed below for the year June 2019 to May 2020. 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:

Burges Salmon	Leigh Trust
BBC Children in Need	Noel Buxton Trust
DCMS Tampon Tax Fund	Van Neste Foundation
LIBOR Fund	Dulverton Trust
Bolton CVS	Veterans Foundation
29 th May Charitable Trust	Basil Brown Charitable Trust
Dame Violet Wills Trust	Help for Heroes
Warburtons	ABF Soldiers' Charity
Society of Merchant Venturers	We Love MCR Fund
Henry Smith Charitable Trust	Quartet Community Foundation
Goldcrest Charitable Trust	Armed Forces Covenant Fund Trust
Anton Jergens Charitable Trust	Mageni Trust
De Brye Charitable Trust	Stella Symonds Charitable Trust
Hollywood Trust	Freddie Smith Trust
Pat Newman Memorial Trust	Herbert & Stefanie Straus Trust
St James's Place Foundation	Swire Charitable Trust

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

Structure, governance and management

The association was registered under the Companies Act 1985 on 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 been registered with the Office of the Scottish charity Regulator. The charity is governed by the Memorandum and Articles of Association.

The charitable company passed a special resolution on 19 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. Work is planned for the coming financial year to achieve further compliance with the principles of the Code.

STV's Board of Trustees is currently comprised of 9 people, with a broad range of skills and professions, including legal, finance, fundraising, marketing, civil service and voluntary sectors.

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.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2020

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 Scheme 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.

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.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2020

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.

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 4 February 2021 and signed on their behalf by

Rm Donbavand

Dr Roger Donbavand
Chair

Independent auditors' report

To the members of

Step Together Volunteering Ltd.

Opinion

We have audited the financial statements of Step Together Volunteering Ltd. (the 'charity') for the year ended 31 May 2020 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 2020 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.

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.

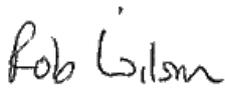
Our responsibilities for the audit of the financial statements

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. 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: 4 February 2021

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 2020**

	Note	Restricted £	Unrestricted £	2020 Total £	2019 Total £
Income (and endowments) from:					
Donations and legacies	3	15,583	39,346	54,929	69,894
Charitable activities	4	455,319	-	455,319	402,091
Investments		-	246	246	239
		<u>470,902</u>	<u>39,592</u>	<u>510,494</u>	<u>472,224</u>
Total income (and endowments)					
Expenditure on:					
Raising funds		35,216	13,192	48,408	30,647
Charitable activities		375,587	862	376,449	496,904
		<u>410,803</u>	<u>14,054</u>	<u>424,857</u>	<u>527,551</u>
Total expenditure	6				
Net gains / (losses) on investments		-	-	-	-
		<u>60,099</u>	<u>25,538</u>	<u>85,637</u>	<u>(55,327)</u>
Net income / (expenditure)					
Transfers between funds		-	-	-	-
		<u>60,099</u>	<u>25,538</u>	<u>85,637</u>	<u>(55,327)</u>
Net movement in funds	7				
Reconciliation of funds:					
Total funds brought forward		122,247	75,232	197,479	252,806
		<u>182,346</u>	<u>100,770</u>	<u>283,116</u>	<u>197,479</u>
Total funds carried forward					

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 14 to the accounts.

Step Together Volunteering Ltd.

Balance sheet

As at 31 May 2020

	Note	£	2020 £	2019 £
Fixed assets				
Tangible assets	10		-	-
Current assets				
Debtors	11	46,211		56,854
Cash at bank and in hand		<u>250,120</u>		<u>153,158</u>
		296,331		210,012
Liabilities				
Creditors: amounts falling due within 1 year	12	<u>(13,215)</u>		<u>(12,533)</u>
Net current assets / (liabilities)			<u>283,116</u>	<u>197,479</u>
Net assets / (liabilities)	13		<u><u>283,116</u></u>	<u><u>197,479</u></u>
Funds	14			
Restricted funds			182,346	122,247
Unrestricted funds				
General funds			<u>100,770</u>	<u>75,232</u>
Total charity funds			<u><u>283,116</u></u>	<u><u>197,479</u></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 4 February 2021 and signed on their behalf by

Hayley Rees

Hayley Rees
Treasurer

Step Together Volunteering Ltd.

Statement of cash flows

For the year ended 31 May 2020

	2020	2019
	£	£
Net movement in funds	85,637	(55,327)
Adjustments for:		
Depreciation charges	-	253
Dividends, interest and rents from investments	(246)	(239)
Loss / (profit) on the sale of fixed assets	-	-
Decrease / (increase) in debtors	10,643	15
Increase / (decrease) in creditors	682	(7,457)
Net cash provided by / (used in) operating activities	96,716	(62,755)
Cash flows from investing activities:		
Dividends, interest and rents from investments	246	239
Proceeds from investments	-	-
Purchase of tangible fixed assets	-	-
Net cash provided by / (used in) investing activities	246	239
Increase / (decrease) in cash and cash equivalents in the year	96,962	(62,516)
Cash and cash equivalents at the beginning of the year	153,158	215,674
Cash and cash equivalents at the end of the year	250,120	153,158

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2020

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.

The COVID-19 pandemic is likely to have a profound impact on the global economy, and may in turn affect the charity. The trustees have considered the impact of this issue on the charity's current and future financial position. The charity holds unrestricted, general reserves of £100,770 and a cash balance of £250,0120. The trustees consider that the charity has sufficient unrestricted reserves and cash flow to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved. For this reason, the accounts have been prepared on the going concern basis.

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.

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2020

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

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:

	2020	2019
Raising funds	11.4%	7.3%
Charitable activities	88.6%	92.7%

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2020

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.

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.

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2020

3. Income from donations and legacies

	Restricted	Unrestricted	2020 Total	2019 Total
	£	£	£	£
Anonymous	-	700	700	3,005
Freddie Smith Trust	-	500	500	-
Garfield Weston Foundation	-	-	-	50,000
Herbert & Stefanie Straus Memorial Trust	-	5,000	5,000	-
Job Retention Scheme	15,583	2,245	17,828	-
Marsh Christian Trust	-	-	-	500
Mageni Trust	-	750	750	-
Small donations < £1,000	-	4,901	4,901	6,889
Stella Symonds Charitable Trust	-	250	250	-
Swire Charitable Trust	-	25,000	25,000	5,000
The City of London Solicitors' Charitable Trust	-	-	-	1,000
The Donald Forester Trust	-	-	-	3,000
Worshipful Company of Builders Merchants	-	-	-	500
	<u>15,583</u>	<u>39,346</u>	<u>54,929</u>	<u>69,894</u>

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 2020

4. Income from charitable activities

	Restricted £	Unrestricted £	2020 Total £	2019 Total £
29th May 1961 Charitable Trust	8,000	-	8,000	-
ABF Soldiers' Charity	20,000	-	20,000	-
Anton Jergens Charitable Trust	5,010	-	5,010	-
Armed Forces Covenant Fund Trust	33,250	-	33,250	-
Basil Brown Charitable Trust	500	-	500	250
BBC Children in Need	7,500	-	7,500	10,000
Bolton Community and Voluntary Services	9,568	-	9,568	-
Bristol City Council	-	-	-	10,000
Burges Salmon	150	-	150	150
Camelia Trust	-	-	-	1,000
Dame Violet Wills Trust	1,000	-	1,000	-
De Brye Charitable Trust	1,000	-	1,000	-
Department for Digital, Culture Media & Sport	48,419	-	48,419	51,766
Dulverton Trust	15,000	-	15,000	15,000
Evan Cornish Foundation	-	-	-	15,000
Gannochy Trust	-	-	-	8,000
Goldcrest Charitable Trust	5,000	-	5,000	-
Help for Heroes	80,000	-	80,000	100,000
Henry Smith Charity	30,000	-	30,000	30,000
Hollywood Trust	16,412	-	16,412	11,925
HM Treasury Libor Funding	100,000	-	100,000	100,000
John Coates Trust	-	-	-	5,000
Leigh Trust	2,000	-	2,000	-
Nisbet Trust	-	-	-	10,000
Noel Buxton Trust	2,000	-	2,000	-
Pat Newman Memorial Trust	1,000	-	1,000	-
Quartet Community Fund	4,790	-	4,790	5,000
Queen Mary's Roehampton Trust	-	-	-	12,000
Royal Air Force Benevolent Fund	-	-	-	10,000
Society of Merchant Venturers	2,500	-	2,500	-
St James's Place Foundation	15,000	-	15,000	-
Turcan Connell	-	-	-	2,000
Van Neste Foundation	10,000	-	10,000	5,000
Veterans Foundation	25,000	-	25,000	-
Warbutons	10,000	-	10,000	-
We Love MCR Fund	2,220	-	2,220	-
	<u>455,319</u>	<u>-</u>	<u>455,319</u>	<u>402,091</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 2020

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 2020 was £148,419 (2020: £161,766). 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 2020

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2020 Total £
Staff costs (note 8)	34,029	235,728	83,441	353,198
Travel and subsistence	375	21,291	1,591	23,257
Communication and IT	63	6,898	8,231	15,192
Printing, postage and stationery	42	306	294	642
Recruitment	420	500	75	995
Staff training	152	1,219	115	1,486
Monitoring and evaluation	-	4,750	-	4,750
Rent and rates	-	-	10,296	10,296
Insurance	-	2,513	2,079	4,592
Audit and accountancy	-	-	5,164	5,164
Professional fees	134	-	3,323	3,457
Subscriptions	-	244	980	1,224
Bank charges	-	-	66	66
Miscellaneous costs	-	401	137	538
Sub-total	35,215	273,850	115,792	424,857
Allocation of support and governance costs	13,193	102,599	(115,792)	-
Total expenditure	48,408	376,449	-	424,857

Total governance costs were £5,164 (2019: £5,799).

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2020

6. Total expenditure

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

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2020

7. Net movement in funds

This is stated after charging:

	2020	2019
	£	£
Depreciation	-	253
Loss on disposal of intangible fixed assets	-	-
Operating lease payments	9,480	9,480
Trustees' remuneration	-	-
Trustees' reimbursed expenses	44	845
Auditors' remuneration:		
▪ Statutory audit (including VAT)	2,460	2,400
▪ Other services	2,704	3,399
	<u>2,704</u>	<u>3,399</u>

8. Staff costs and numbers

Staff costs were as follows:

	2020	2019
	£	£
Salaries and wages	311,866	397,572
Social security costs	27,056	31,489
Pension costs	14,276	17,703
	<u>353,198</u>	<u>446,764</u>

No employee earned more than £60,000 during the year (2019: 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 £57,819 (2019: £51,263).

	2020	2019
	No.	No.
Average head count	<u>14</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 2020

10. Tangible fixed assets

	Office £
Cost	
At 1 June 2019	8,103
Additions in year	-
Disposals	-
	<hr/>
At 31 May 2020	8,103
Depreciation	
At 1 June 2019	8,103
Charge for the year	-
On disposals	-
	<hr/>
At 31 May 2020	8,103
Net book value	
At 31 May 2020	<hr/> <hr/> -
At 31 May 2019	<hr/> <hr/> -

11. Debtors

	2020 £	2019 £
Trade debtors	30,000	50,000
Prepayments	3,760	4,091
Accrued income	9,608	
Other debtors	2,843	2,763
	<hr/>	<hr/>
	46,211	56,854
	<hr/> <hr/>	<hr/> <hr/>

12. Creditors : amounts due within 1 year

	2020 £	2019 £
Trade creditors	309	2,754
Accruals	2,460	3,122
PAYE and national insurance	6,431	6,657
Pension liability	4,015	-
	<hr/>	<hr/>
	13,215	12,533
	<hr/> <hr/>	<hr/> <hr/>

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2020

13. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Current assets	192,792	103,539	296,331
Current liabilities	<u>(10,446)</u>	<u>(2,769)</u>	<u>(13,215)</u>
Net assets at 31 May 2020	<u>182,346</u>	<u>100,770</u>	<u>283,116</u>

Prior period comparatives

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

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2020

14. Movements in funds

	At 1 June 2019 £	Income £	Expenditure £	Transfers between £	At 31 May 2020 £
Restricted funds					
Supporting young people	21,818	143,465	(140,994)	-	24,289
Rehabilitation of ex offenders	11,641	61,015	(57,435)	-	15,221
Wounded, injured and sick service personnel	<u>88,788</u>	<u>266,422</u>	<u>(212,374)</u>	-	<u>142,836</u>
Total restricted funds	<u>122,247</u>	<u>470,902</u>	<u>(410,803)</u>	-	<u>182,346</u>
Unrestricted funds					
General funds	<u>75,232</u>	<u>39,592</u>	<u>(14,054)</u>	-	<u>100,770</u>
Total unrestricted funds	<u>75,232</u>	<u>39,592</u>	<u>(14,054)</u>	-	<u>100,770</u>
Total funds	<u><u>197,479</u></u>	<u><u>510,494</u></u>	<u><u>(424,857)</u></u>	-	<u><u>283,116</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 supported to wounded, injured and sick service personnel and veterans across England and Scotland to engage in community volunteering placements which will support their recovery process and transition to civilian life. In 2019-20 this programme was supported by Help for Heroes, LIBOR funds granted by the Chancellor, the Veterans Foundation, ABF The Soldiers Charity and The Armed Forces Covenant Fund.

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2020

14. Movements in funds (continued)

Prior period comparatives

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

15. Operating lease commitments

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

	2020 £	2019 £
Amount falling due:		
Within 1 year	790	9,480
Within 1 - 5 years	<u>-</u>	<u>-</u>
	<u>790</u>	<u>9,480</u>

16. Related party transactions

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