

REGISTERED COMPANY NUMBER: 06588338 (England and Wales)
REGISTERED CHARITY NUMBER: 1162349

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2016
for
Stepping Stones (Luton)

Hicks and Company
Chartered Accountants
Vaughan Chambers, Vaughan Road
Harpenden, Hertfordshire AL5 4EE

Stepping Stones (Luton)

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for the Year Ended 31 March 2016

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Stepping Stones (Luton)

Report of the Trustees for the Year Ended 31 March 2016

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

OBJECTIVES AND ACTIVITIES

Objectives and aims

To empower every vulnerable woman that walks through our door with the opportunity and freedom to transform her life and the lives of her children and family.

Vision:

A society where the unique strengths of women are valued as being essential in helping to build healthier and stronger communities.

Mission:

Stepping Stones (Luton) is an innovative woman-centred service that is driven by passion enabling vulnerable women to transform their lives and reach their full potential. We empower and inspire women to make positive choices, creating a better future for themselves, their children, their families and the communities in which they live.

Guiding principles:

Important to Stepping Stones (Luton):

- 1) Gender: A service that acknowledges that gender makes a difference.
- 2) Environment: safety, respect and dignity.
- 3) Relationships: policies, practices, and programmes that are relational and promote healthy connections to children, family, significant others and the community.
- 4) Services: Addressing drugs, alcohol, domestic abuse, and antisocial behaviour sometimes demonstrated by the most vulnerable for example, homeless women, and mental health issues through comprehensive, integrated services.
- 5) Socioeconomic status: Providing women with opportunities to improve their socioeconomic conditions.
- 6) Community: To partner with other key lead services in providing support and services to address unmet need and overcome barriers.

Charitable Objects:

Stepping Stones (Luton) objects are for the public benefit and are restricted to the following: to relieve physical and mental sickness and financial hardship and to promote and preserve good health in particular through the provision of support services of any kind for women suffering from drug addiction and substance abuse and who may have offended or re-offended or be victims of domestic abuse, living in Luton or such other parts of Bedfordshire or the United Kingdom as the trustees from time to time may think fit.

Stepping Stones (Luton)

Report of the Trustees for the Year Ended 31 March 2016

OBJECTIVES AND ACTIVITIES

Principal areas of work

Since 2008 Stepping Stones (Luton) has been dedicated to helping women and their children reach their potential and create healthier, happier lives.

The charity works with vulnerable women and their children to transform the stumbling blocks of their lives in to Stepping Stones. The charity aims to:

- Improve the health and wellbeing of vulnerable women and their children
- Improve the life prospects of vulnerable women and their children
- Create stronger and more cohesive families

In 2015/16

We worked with 508 women and their children, with 275 new referrals received. We're seeing more and more women walk through our doors asking for support, with nearly 40% being self-referrals, an increase of 15% in the last two years.

Probation services were our largest referral agency in the year, with 24% of clients referred through this route. This is reflective of the contract that we hold with BeNCH to provide community integration and mentoring services for women serving community sentences or licences in Luton and the south area Central Bedfordshire.

Local Authority Children's Services was our second largest referral source (15%). A smaller group of referrals were received from wider agencies including Victim Support IDVAs (6%), Health Visitors (6%), Stronger Families (5%), schools (4%) and drug and alcohol providers (2%).

Nearly three quarters of the women we worked with were current or previous victims of domestic abuse. Of the women we work with, 34% are victims of both domestic abuse and misuse of drugs or alcohol. Around 20% of this group have mental health issues.

The majority of services users were mums - with only 9% having never had children. Around a third of this group had social care involvement at the point of initial referral.

We work one to one and with groups of clients to support women to understand abuse, deal with crisis situations and move on and recover from their trauma.

We recognise that although Women in Recovery Group Programme outcomes were excellent, not all of our clients who misuse substances are at the stage where they are actively looking to decrease/stop their use and make changes in the lives. In 2016/17 we will be exploring whether additional or alternative services may be included to support these women.

Our work with families and supporting mums to achieve goals for them and their children is a critical and core part of our work.

Public benefit

The Trustees are aware of the Charity Commission's guidance on public benefit including the guidance 'public benefit: running a charity'. As explained further in the Achievements and Performance section set out below the Company has addressed the activities undertaken in relation to its objects and their relationship to addressing the public benefit.

ACHIEVEMENTS AND PERFORMANCE

Achievements and Performance

2015/16 has seen an exciting year of change and development for us, focusing on building upon best practice, organisational development and structure as we seek to increase sustainability.

We recognise that in order to achieve the best outcomes for vulnerable women and their children, partnership working is critical. We continue to work closely with Local Authority Social Care teams on an operational basis and are in regular dialogue with both Stronger Families and Flying Start teams on a strategic level. Options to increase joint working and/or delivery in support of council objectives are being explored and we are hopeful that these will develop further in 2016/17.

As an organisation advocating for vulnerable women, we share some of the concerns flagged in the HMIC inspection of Bedfordshire Police regarding vulnerability, particularly around the availability of support for victims reporting domestic abuse crimes who are assessed as at low or medium risk of harm. Despite these concerns we work productively and have good relationships with Bedfordshire Police on an operational basis, particularly as part of the (MARAC) process. We are pleased to have developed further links with the Police in preparation for launch of the Women's Diversion Project in April 2016.

Within the year we worked with 101 women who had a recorded reduction in their domestic abuse risk and supported 121 women who went on to leave or start to leave abusive relationships.

Evaluation of our Beyond Trauma programmes showed a statistically significant improvement in emotional wellbeing of the women that attended. With few exceptions our clients reported feeling more optimistic about the future, that they are dealing with problems better and feeling more relaxed and confident. It's notable however, that post programme scores remained lower than the general population norm for women and that symptoms of post-traumatic stress disorder and self-esteem did not show a statistically significant change.

We recognise that for many women, attending the Beyond Trauma programme is the first step in recognising and understanding that what they have faced is traumatic and can be the beginning of a long path to recovery. As such, these results don't particularly surprise us and reflect an increasing self-awareness and ability to reflect on past experiences and the impact they have on current lives. All women attending our Trauma programme receive one to one support as standard and are offered counselling with us on site (or we will support them to access this through their GP).

We are proud to have developed positive strategic relationships with both Luton All Women's Centre and Women's Aid in Luton within the year.

Solomon Levy Solicitors has continued to provide a critical and very well received family law advice service to our clients throughout the year.

ACHIEVEMENTS AND PERFORMANCE

Highlights

We're proud of so much of what we have achieved and delivered last year.

Highlights include:

- a) Mellow Parenting Excellence award, in recognition of the positive feedback received from clients attending the programme.
- b) Launch of the new Anger, Trauma and Recovery group programmes, written and developed by Dr Stephanie Covington, Director of the Institute for Relational Development and the Center for Gender and Justice in California.
- c) Development and piloting of the PCC funded Choices programme helping women who have offended to think about what positive choices they want to make in the future and how to move towards them.
- d) Launch of our women's support volunteers in March 2016 following development of our volunteer training, development and support policies and procedures.
- e) Commencement of our first payment by results contract. Not without its challenges, but enabling us to continue to our work with women who have offended and acting as a catalyst for the development of our work in this area.
- f) Evaluations of our Beyond Anger programmes showed a trend towards improvement over time that was observed in emotional dysregulation, mental wellbeing, psychological distress, and PTSD symptoms.

Outcomes achieved

Outcomes achieved in the year by our clients include:

- 39 women started paid employment
- 2 women became self-employed
- 6 women started voluntary work or took part in work trials/placements
- 13 women started training courses including 3 basic numeracy and literacy courses
- 25 women were supported to claim the correct welfare benefits
- 17 women were supported to reduce levels of debt or improve their management of debt
- 59 women were supported to achieve accommodation goals - this includes preventing homelessness and/or securing new suitable accommodation

Nearly three quarters of the women we worked with were current or previous victims of domestic abuse.

Individual key work is an important part of this activity and we supported 302 clients on a one to one basis within the year. This work was critically supplemented by our wider services including:

- Onyx - Beyond Trauma programme: 43 women attending five 11-week programmes
- Beyond Anger programme: 21 women attending two 21-week programmes
- Freedom programme: 107 women attending a rolling 11-week programme throughout the year
- Counselling: 23 women accessed 156 sessions
- Multi-agency work including MARAC (Multi Agency Risk Assessment Coordination)
- Monthly drop ins from Solomon and Levy Solicitors
- Coffee, cake chat: Peer networking attended by 36 women

ACHIEVEMENTS AND PERFORMANCE

Childcare

Our childcare facility offered morning and afternoon sessions five days a week in 2015/16, with 128 mums and carers making use of the service within the year. As well as an important enabler for women wanting to attend our centre, our childcare facility provides structured opportunities for children to play, socialise with other children and enjoy healthy, nutritious snacks and meals.

Specific programmes offered for babies, children and young people included:

- i) Mellow parenting: 44 women and their children throughout the year (across Mellow Bumps, Babies and Toddlers programme)
- ii) Strengthening Families Strengthening Communities (SFSC) programme: 35 women attended 4 programmes
- iii) Strengthening Teenagers: 9 participants in one programme
- iv) One to one baby massage, baby yoga, stay and play and individual contact sessions
- v) Childcare sessional places

FINANCIAL REVIEW

Financial position

The Company moved from a deficit in 2015 to a good surplus in 2016 which was pleasing in the current funding climate for the sector. During the year the Company entered into a service agreement contract with BeNCH for a period of 3 years which will provide funding for ongoing work with women offenders. In addition, a donation was made by London Luton Airport Limited providing funding for a 2 year period through to 31 March 2017 in respect of our key work with vulnerable women in Luton.

Following the change in status from Community Interest Company to Charitable Company unrestricted reserves of £161,767 were brought forward at 1 April 2015. Total income for 2016 was £24,369 higher than 2015, which accompanied by a tight control on expenditure has resulted in a surplus of funds for 2016 of £36,602.

Reserves policy

The current reserves policy of the Company aims to keep between 20% and 25% of operating costs as reserves (excluding those relating to restricted income funds, endowment funds, tangible assets held for the Company's use and amounts designated for essential future spending) to ensure that the Company can continue to operate in the short term should it suffer an unexpected fall in incoming funds. At the balance sheet date the Company held £71,939 in reserves under the above definition.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Stepping Stones (Luton) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 8 June 2015. It is registered as a charity with the Charity Commission. The maximum contribution required by members of the company is an amount not exceeding £1 in the event of the company being wound up. The Company was originally incorporated on 8 May 2008 as a Community Interest Company and passed a special resolution on 8 June 2015 to convert to a Charitable Company.

Appointment of trustees

New Trustees are appointed by a majority ballot of the existing Trustees or by ordinary resolution of the members in general meeting. New Trustees appointed by the existing Trustees only hold office until the next AGM at which time they may seek re-appointment. One third of the Trustees retire from office by rotation at each AGM following the first AGM and may seek re-appointment.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational changes in 2015/16

When the company was formed in 2008 it was as a Community Interest Company, on advice that it was the most suitable model for the planned activity. However, over time it became apparent that there were more benefits to being a Charity and in June 2015 we gained approval to become a Charitable Company limited by guarantee under the Companies Act 2006. At the same time the Founder and Project Director Karen Godfrey resigned, after she had led the process of attracting a new and very able Chief Executive to take the company to the next stage.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06588338 (England and Wales)

Registered Charity number

1162349

Registered office

9a George Street West
Luton
Bedfordshire
LU1 2BW

Company Trustees and Directors

The directors of the charitable company are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Mrs Margaret Simons (Chairman)	
Mr Simon Murray (Treasurer)	- appointed 7.12.15
Mrs Shirley Connor	
Ms Valma James	- appointed 18.7.16
Mrs Cheryl Lucas	
Mrs Niki Toffis	
Mrs Karen Godfrey	- resigned 1.6.15
Mrs Jennifer Tap	- resigned 1.6.15
Mr Roy Turner	- resigned 28.7.15

Company Secretary

Mr Simon Murray

Independent examiner

Philip Dean, FCA Member of the
Institute of Chartered Accountants in England & Wales
Hicks and Company
Chartered Accountants
Vaughan Chambers, Vaughan Road
Harpenden, Hertfordshire AL5 4EE

Patron

Mr Gavin Shuker MP (Luton South)

Bankers

Barclays Bank Plc
28 George Street
Luton
Bedfordshire
LU1 2AE

MANAGEMENT TEAM

Ms Katie Morgan (Chief Executive Officer)
Ms Karrina Usher (Manager Women's Services)
Ms Linda Rogers (Manager Children's Services)

Stepping Stones (Luton)

Report of the Trustees
for the Year Ended 31 March 2016

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Stepping Stones (Luton) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 11 November 2016 and signed on its behalf by:

Mrs Margaret Simons (Chairman) - Trustee

Independent Examiner's Report to the Trustees of
Stepping Stones (Luton)

I report on the accounts for the year ended 31 March 2016 set out on pages nine to seventeen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England & Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Philip Dean, FCA Member of the
Institute of Chartered Accountants in England & Wales
Hicks and Company
Chartered Accountants
Vaughan Chambers, Vaughan Road
Harpenden, Hertfordshire AL5 4EE

14 November 2016

Stepping Stones (Luton)

Statement of Financial Activities
for the Year Ended 31 March 2016

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	4,283	210,000	214,283	8,843
Charitable activities	3				
Support services for vulnerable women		<u>63,366</u>	<u>211,250</u>	<u>274,616</u>	<u>455,687</u>
Total		67,649	421,250	488,899	464,530
EXPENDITURE ON					
Raising funds		-	13,489	13,489	-
Charitable activities					
Support services for vulnerable women		<u>87,899</u>	<u>350,909</u>	<u>438,808</u>	<u>476,681</u>
Total		87,899	364,398	452,297	476,681
NET INCOME/(EXPENDITURE)		(20,250)	56,852	36,602	(12,151)
Transfers between funds	12	<u>(63)</u>	<u>63</u>	<u>-</u>	<u>-</u>
Net movement in funds		(20,313)	56,915	36,602	(12,151)
RECONCILIATION OF FUNDS					
Total funds brought forward		161,767	-	161,767	173,918
TOTAL FUNDS CARRIED FORWARD		<u>141,454</u>	<u>56,915</u>	<u>198,369</u>	<u>161,767</u>

The notes form part of these financial statements

Stepping Stones (Luton)

Balance Sheet

At 31 March 2016

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
FIXED ASSETS					
Tangible assets	8	69,515	-	69,515	86,845
CURRENT ASSETS					
Debtors	9	42,182	-	42,182	24,298
Cash at bank and in hand		<u>54,885</u>	<u>82,067</u>	<u>136,952</u>	<u>54,280</u>
		97,067	82,067	179,134	78,578
CREDITORS					
Amounts falling due within one year	10	<u>(25,128)</u>	<u>(25,152)</u>	<u>(50,280)</u>	<u>(3,656)</u>
NET CURRENT ASSETS		<u>71,939</u>	<u>56,915</u>	<u>128,854</u>	<u>74,922</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>141,454</u>	<u>56,915</u>	<u>198,369</u>	161,767
NET ASSETS		<u>141,454</u>	<u>56,915</u>	<u>198,369</u>	<u>161,767</u>
FUNDS	12				
Unrestricted funds:					
General fund				141,454	161,767
Restricted funds:					
Support services for vulnerable women				<u>56,915</u>	-
TOTAL FUNDS				<u>198,369</u>	<u>161,767</u>

The notes form part of these financial statements

Stepping Stones (Luton)

Balance Sheet - continued
At 31 March 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 11 November 2016 and were signed on its behalf by:

Mrs Margaret Simons (Chairman)-Trustee

Mr Simon Murray (Treasurer)-Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015), the Charities Act 2011 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The company status changed from a community interest company to a charitable company on 8 June 2015.

Income

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to them.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Allocation and apportionment of costs

Costs have either been directly allocated or have been allocated on the basis of the proportion of income to which they relate. Where depreciation is properly chargeable to restricted fund activities, this has also been allocated on the basis of the proportion of income between restricted and unrestricted activities.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	- 10% on cost
Fixtures & equipment	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

1. ACCOUNTING POLICIES - continued

Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. DONATIONS AND LEGACIES

	31.3.16	31.3.15
	£	£
Donations	<u>214,283</u>	<u>8,843</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	31.3.16	31.3.15
	£	£
Service agreement	63,366	-
Grants	<u>211,250</u>	<u>455,687</u>
	<u>274,616</u>	<u>455,687</u>

Grants received, included in the above, are as follows:

	31.3.16	31.3.15
	£	£
LBC Public Health	93,300	280,000
BeNCH	65,294	130,588
Bedfordshire Pre-School Learning Alliance	33,641	33,137
Bedfordshire and Luton Community Foundation - London Luton		
Airport Ltd Fund	-	6,962
Luton Drug and Alcohol Partnership	-	5,000
Bedfordshire Police Crime Commissioner	15,065	-
Big Lottery	2,450	-
Central Bedfordshire Age Grant	<u>1,500</u>	<u>-</u>
	<u>211,250</u>	<u>455,687</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Depreciation - owned assets	17,696	18,702
Hire of plant and machinery	4,901	3,997
Independent Examiner's remuneration	<u>2,500</u>	<u>-</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

Expenses totalling £528 were paid for 4 Trustees in respect of training costs during the year ended 31 March 2016. No costs were paid during the year ended 31 March 2015.

6. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	319,666	316,186
Social security costs	<u>21,187</u>	<u>23,934</u>
	<u>340,853</u>	<u>340,120</u>

The average monthly number of employees during the year was as follows:

	31.3.16	31.3.15
	16	17
Support services for vulnerable women	<u>16</u>	<u>17</u>

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,843	-	8,843
Charitable activities			
Support services for vulnerable women	<u>455,687</u>	<u>-</u>	<u>455,687</u>
Total	464,530	-	464,530
EXPENDITURE ON			
Charitable activities			
Support services for vulnerable women	<u>476,681</u>	<u>-</u>	<u>476,681</u>
Total	476,681	-	476,681

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted fund £	Total funds £
NET INCOME/(EXPENDITURE)	(12,151)	-	(12,151)
RECONCILIATION OF FUNDS			
Total funds brought forward	173,918	-	173,918
TOTAL FUNDS CARRIED FORWARD	<u>161,767</u>	<u>-</u>	<u>161,767</u>

8. TANGIBLE FIXED ASSETS

	Short leasehold £	Fixtures & equipment £	Totals £
COST			
At 1 April 2015	124,248	28,303	152,551
Additions	-	366	366
At 31 March 2016	<u>124,248</u>	<u>28,669</u>	<u>152,917</u>
DEPRECIATION			
At 1 April 2015	46,594	19,112	65,706
Charge for year	12,424	5,272	17,696
At 31 March 2016	<u>59,018</u>	<u>24,384</u>	<u>83,402</u>
NET BOOK VALUE			
At 31 March 2016	<u>65,230</u>	<u>4,285</u>	<u>69,515</u>
At 31 March 2015	<u>77,654</u>	<u>9,191</u>	<u>86,845</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Trade debtors	25,346	16,423
Other debtors	-	7,475
Social security & other taxes	-	400
Prepayments	<u>16,836</u>	-
	<u>42,182</u>	<u>24,298</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Trade creditors	5,896	-
Social security and other taxes	20,541	-
Other creditors	20,752	2,336
Accruals and deferred income	3,091	1,320
	<u>50,280</u>	<u>3,656</u>

11. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	31.3.16	31.3.15
	£	£
Expiring:		
In more than five years	<u>17,854</u>	<u>16,828</u>

12. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	Transfers between funds £	At 31.3.16 £
Unrestricted funds				
General fund	161,767	(20,250)	(63)	141,454
Restricted funds				
Support services for vulnerable women	-	56,852	63	56,915
TOTAL FUNDS	<u>161,767</u>	<u>36,602</u>	<u>-</u>	<u>198,369</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	67,649	(87,899)	(20,250)
Restricted funds			
Support services for vulnerable women	421,250	(364,398)	56,852
TOTAL FUNDS	<u>488,899</u>	<u>(452,297)</u>	<u>36,602</u>

Purpose of restricted funds:

The restricted funds are held and applied for the overall objects of the company. Due to the complex needs of all service users, it is not possible to allocate income and costs to specific services provided by the company.

13. RELATED PARTY DISCLOSURES

No trustee or any other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year or the previous year save as a potential beneficiary of the charity in the normal course of its activities.

14. ULTIMATE CONTROLLING PARTY

In the opinion of the trustees, there was no controlling party during the year.

15. LIMITED BY GUARANTEE

The company is limited by guarantee and has no share capital. In the event of a winding up, every member has undertaken to contribute a sum not exceeding £1.

Stepping Stones (Luton)

Detailed Statement of Financial Activities
for the Year Ended 31 March 2016

	Unrestricted funds £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	4,283	210,000	214,283	8,843
Charitable activities				
Service agreement	63,366	-	63,366	-
Grants	-	211,250	211,250	455,687
	<u>63,366</u>	<u>211,250</u>	<u>274,616</u>	<u>455,687</u>
Total incoming resources	67,649	421,250	488,899	464,530
EXPENDITURE				
Raising donations and legacies				
Salaries	-	7,395	7,395	-
Social security	-	490	490	-
Consultancy fees	-	5,604	5,604	-
	-	<u>13,489</u>	<u>13,489</u>	-
Charitable activities				
Salaries	66,769	239,825	306,594	316,186
Social security	4,425	15,896	20,321	23,934
Agency costs	-	3,480	3,480	-
Staff training	-	1,750	1,750	-
Recruitment costs	-	617	617	-
DBS costs	106	615	721	-
Refreshments & canteen expenses	-	3,982	3,982	6,653
Consultancy fees	262	4,494	4,756	-
Travel expenses	264	1,537	1,801	4,033
Supervision costs	1,056	6,740	7,796	-
Materials	-	652	652	-
Service user support expenses	951	880	1,831	1,388
Parenting courses	-	-	-	4,491
Reference materials & training expenses	-	-	-	14,275
Educational toys & activities	-	-	-	4,195
Accountancy	2,654	-	2,654	1,333
Trustee expenses	528	-	528	-
	<u>77,015</u>	<u>280,468</u>	<u>357,483</u>	<u>376,488</u>
Support costs				
Other				
Administration salaries	754	4,923	5,677	-
Social security	50	326	376	-
Equipment leasing	651	4,250	4,901	3,997
Carried forward	1,455	9,499	10,954	3,997

This page does not form part of the statutory financial statements

