

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 2018
for
Stepping Stones (Luton)

WEDNESDAY



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25/07/2018
COMPANIES HOUSE

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 2018

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Stepping Stones (Luton)

Report of the Trustees for the Year Ended 31 March 2018

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 2018.

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 applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015).

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 and their children and families 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 2018

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 into 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

2017/18 Summary

This year we worked with 486 vulnerable women, while this is a reduction from the previous year it is due to the fact we ended our resettlement service in HMP Peterborough which had accounted for nearly a third of the Stepping Stones' caseload over the previous year.

Our core work with women dealing with abuse, trauma, mental health and issues involving social care was funded by London Luton Airport (LLAL) but this was reduced by 12% for 2017/18. As a consequence, we again minimised service reductions but incurred increased caseloads and pressure on the team. To improve our effectiveness and ability to capture and report service outcomes, we introduced a new case management system in the second half of the year. This enables our key workers to capture client information in real time and in the longer term, will reduce the amount of time spent undertaking follow up administrative tasks. In the short term, we are providing on-going training and support to the team to ensure the system is used to its full potential and all the necessary data are being captured. The full benefits of this new system will be felt in 2018/19 when we will be able to use a full set of data to report back to funders about our outcomes and achievements. We will also be better able to interrogate the data to fully understand the demand for our services, referral sources and our links with other partners.

Domestic abuse continues to be a major cause of women seeking help affecting 70% of clients in 2017/18. Demand for help with substance misuse reduced, but support relating to mental health need, finance and debt increased. We continued to support women whose children were on child protection or child in need plans.

For many women, childcare services were critical to enable them to attend appointments with us or with other professionals in the year. During the year 123 children used the childcare facilities, and 1,355 individual childcare morning or afternoon sessions were provided. This represents an increase on 2016/17 from 1,043 sessions (29.9%).

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.

Stepping Stones (Luton)

Report of the Trustees for the Year Ended 31 March 2018

ACHIEVEMENT AND PERFORMANCE

Achievements and Performance

2017/18 was a year of high levels of service delivery spread across a number of different contracts and grants. Our bids have again been well targeted and enabled us to develop our service offer, particularly in relation to the criminal justice sector. We introduced a new web-based case management system, On Track, designed and developed by Women's Aid, ultimately to improve our service outcome reporting in order to better demonstrate our impact.

During 2017/18 the following services were provided:

<u>Programme</u>	<u>Women participating</u>
One to one support	486
Bench	90
WDS/Amber	77
Change Plus	49
Stepping Out	67
The Freedom programme	80
Beyond Anger group programme	5
Beyond Trauma group programme	16
Counselling	19
Mellow/Nurture parenting programmes	25

During 2017/18 we developed:

Stepping Out: this was originally a pilot project funded by Bedfordshire Police & Crime Commissioner (PCC) that informed a successful bid to the Tampon Tax, funding one to one key work support to vulnerable women across Central Bedfordshire for three years. From September 2017-March 2018 we supported 67 women, establishing bases within existing statutory delivery hubs in Central Bedfordshire Council area including Watling House and Central Bedfordshire College (both in Dunstable) and Ivel Medical Centre (Biggleswade). The project works closely with the Multi-Agency Safeguarding Hub (MASH) and locality teams across the region and has been well received. The PCC has agreed to fund a further post in 2018/19.

Project Amber: this project was set up to provide an end to end approach to supporting women offenders or those at risk of offending, at the earliest stage of their involvement in the criminal justice system. Providing one to one key work, the project aimed to address factors which reduce women's risk of offending and support women through the difficulties brought about by also being a victim of crime. The project took a long time to establish with key partners, in particular custody officers, and we found that many of the women the project targeted were not ready for our support. With lower than forecast referrals and take up, it was decided not to continue this project in 2018/19.

Ongoing Services:

Luton Projects (funded by LLAL): Services for women who are victims of abuse, substance misusers, at risk of offending, have mental health challenges and/or are involved in childrens social care. LLAL enables us to deliver a range of what we regard as our 'core' services, including:

- Childcare (crisis & booked appointments, stay and play, supervised contact)
- One to one key work
- Counselling
- Anger, Freedom and Trauma group programmes

BeNCH Womankind: Provision for women on orders and licences in Luton and the South area of Central Bedfordshire (The Bedfordshire, Northamptonshire, Cambridgeshire and Hertfordshire Community Rehabilitation Company BeNCH CRC Probation). This provision encompasses:

- o Dedicated one to one support
- o Choices group programme - this was refreshed within the year by the team, with real improvements in attendance and reduced attrition rates.
- o Access to other Luton based services.

Stepping Stones (Luton)

Report of the Trustees for the Year Ended 31 March 2018

Flying Start: Building on our experience of supporting mums to build parenting skills and confidence, we have continued to be funded by the Pre-School Learning Alliance to deliver a range of Flying Start parenting programmes, which we match fund through our LLAL funding. Over 2017-18, this included both Nurture and Mellow programmes and access to additional training including Five to Thrive.

Women's Diversion Scheme: Funded by YouTurn Futures, originally from the Bedfordshire PCC with the aim of diverting low level offenders to Stepping Stones for three mandatory sessions and follow up support. 93% of women diverted completed and did not receive a criminal conviction. This project will not be funded in 2018/19 as YouTurn Futures are unable to fund beyond 2 years.

The Freedom Programme has continued to run on an open/rolling basis throughout the year in 2017/18 with high demand for places reaching capacity. It often acts as a 'gateway' service for new clients as they begin to understand and reflect about their situation and get to know us as an organisation.

The majority of women who spoke to us told us they are now better able to identify positive choices. We were also pleased to see the majority of women reporting feeling more confident, understanding local services and particularly being better able to protect themselves and their children.

Freedom Follow up Outcomes

	<u>% better</u>	<u>% much better</u>
My self-confidence and sense of feeling better about myself is...	63	13
My ability to understand my feelings and emotions is...	44	13
My ability to identify positive choices in my life is...	69	19
My confidence that I now can protect myself and my children better is...	88	44
My feelings that I am supported are...	81	38
My knowledge of local services and how they can support me....	81	13
My understanding of what has happened to me in the last couple of years is...	50	19
My understanding of how my children are affected by what has happened to me in the last couple of years is....	75	38

One to one support. While we introduced the new case management system in 2017/18, this area of work is still currently the hardest service element for us to report on. The new system has only been operational for 6 months and it is recognized that further training is needed for the team to ensure it is used to its full potential.

Broad outcomes for women support in the community include:

- 99 women in the community supported to ensure they have a strategy to reduce their risk regarding domestic abuse in place
- 39 women were supported to achieve positive health outcomes (including reducing the symptoms of anxiety and trauma and accessing mental health support)
- 13 obtained paid employment or accessed education or training
- 96 had better emotional wellbeing, felt more confident, less stressed and were hopeful for the future
- 24 were supported to meet accommodation goals (including support to remove the perpetrator from their accommodation)
- 17 felt they were better able to manage their finances
- 32 had positive outcomes regarding their parenting and 27 highlighted improved relationships with family and friends

Further, of the women exiting the service over the course of the year:

- 63% felt more confident
- 54% felt safer
- 60% felt more optimistic about the future

Stepping Stones (Luton)

Report of the Trustees for the Year Ended 31 March 2018

Operational challenges during the year 2017/18

- **High staff turnover** including the departure of our Chief Executive. However, the team has continued to deliver a high standard of service to our clients and meet our contractual requirements. It is recognized that this has placed considerable pressure on the team and steps have been taken to remedy the situation.
- **Introduction of a new case management system.** The system was introduced half way through the financial year, and while well planned, it has taken the team some time to build their confidence both in their use of it and understanding its applicability to the service. We are addressing these issues directly with training and one to one support so that we have a full set of reporting data for 2018/19.
- As in last year, there remains considerable uncertainty and increased administrative workload to prepare for changes to our **BeNCH contract** as part of wider Sodexo/BeNCH supply chain reviews. Whilst we welcome changes to the Sodexo **Indirect Spend Project Accounting (ISPA)** and discussions to remodel our individual contract to bring it in line with demand, the delays and uncertainty have again been distracting.
- **Childcare staffing model.** Low levels of staffing in childcare have resulted in an over reliance (and therefore pressure) on the childcare manager to deliver the service. With the help of Families First Bedfordshire, we are soon to undertake a business review of the service to enable us to develop this provision in a way that meets the needs of Stepping Stones and our clients while being financially sustainable.
- **Ongoing pressure of one-year funding**, particularly from the PCC and uncertainty future Bench and LLAL funding regimes,

Business Development and Fundraising

In 2017/18 we were successful in obtaining funding to deliver parenting and criminal justice focused projects, which build on our specialisms. In addition we made successful applications for funding, from which we will see the impact from 2018/19 onwards. These included:

- Bedfordshire PCC funding to increase our capacity to provide support to victims of Domestic Abuse. This includes match funding of our current LLAL funded core services as well as a further expansion to our Stepping Out provision across Central Bedfordshire.
- LLAL funding remains critical to us to fund our core one to one, group work and childcare and also match fund to ensure the effective delivery of Pre-School Learning Alliance (PSLA) Flying Start.
- We also received grant support from both the Tudor Trust and Comic Relief and this has funded the purchase and implementation of a new on line case management system, On Track as well as training/coaching support across the team.
- Towards the end of the financial year we received fundraising contributions from both Luton Police and Challney High School.

Other achievements in the year

We were successful in maintaining our Ofsted Good rating for our childcare provision; and we plan to develop this service through the 2018/19 financial year

The Trustees were proud to stage another Gala dinner which attracted 150 guests with the objective both of fundraising and widening the reach of the organisation within the local community. Top class entertainment was provided by one of the trustees, a professional singer, who led the evening with her own jazz band, and the night was completed with dancing.

We were also recognized with a community award by the High Sheriff of Bedfordshire for providing valuable services to the community.

Partnership working

Working in partnership with complementary organisations both within Luton and across Central Bedfordshire remains critical to ensure effective service delivery (linking to housing, drug and alcohol and other complementary services) and to maximize resources. We are developing strong working relationships with Women's Aid Luton, Luton All Women Centre and Families First Bedfordshire to name but a few within the voluntary sector. We also work very closely with both Luton Council and Central Bedfordshire Council, as well as the police and probation services, all of which form a significant proportion of our referrals.

Stepping Stones (Luton)

Report of the Trustees for the Year Ended 31 March 2018

Volunteering

The trustees wish to record thanks to the many volunteers without whom the charity would be unable to maintain the quality of service at the level of funds that is currently received.

In 2017/18 the charity has benefited from the unpaid work of 9 volunteers, who supported paid staff in various ways including administrative support functions and counselling/art therapy services.

Over 2018/19 we will look to boost our volunteer numbers, particularly around administration and marketing, legal provision and to support the delivery of a range of drop in sessions.

Organisation Structure

In 2017/18, the trustees delegated day-to-day management responsibility to the former Chief Executive. With her departure from the organisation, this responsibility was then delegated to a new Interim Head of Service. The Interim Head of Service in turn then delegates some management functions to the Women's Support Manager to oversee the Women's Services section; and the Children's Manager who oversees the daily management and delivery of our childcare provision. The senior managers meet fortnightly to discuss internal business/delivery matters.

The trustees wish to record their thanks to all the staff of the charity who are essential to the provision of high quality support for clients. By the end of the year, the charity employed 15 members of staff (66% work part time). The work the charity provides is hugely demanding on staff. To ensure they are well supported and their well-being protected, we provide confidential clinical supervision and we have a contract with Luton Borough Council to access their Human Resources and Occupational Health services.

We have implemented the Government's initiative of auto-enrolment and promoted this to our staff. 100% of eligible staff are now in a pension scheme.

Pay Policy Senior Staff

Remuneration of staff is set with regards to market rates and will be reviewed in 2018/19 to ensure that the pay levels are fair.

Principal risks and uncertainties

The main areas of risk for the charity are:

- Funding risk - due to inadequate income from a fall in income generation performance within fundraising/ business development, withdrawal/further reduction of LLAL funding (impacting in particular on our ability to deliver childcare services), inability to adequately report on our service outcomes (increasingly requested by our funders).
- Information technology risk - due to the system not being fit for purpose (to cope with the increased reliance on internet based programmes) and outdated, and a failure of back-up systems.
- GDPR and data protection risk - due to a breach of data protection law and failure to implement the new GDPR regulations.
- Service delivery risk - due to losing staff members temporarily or permanently resulting in an inability to meet contractual targets.

Plans for future periods

For the 2018/19 period we will be focusing on:

- Consolidation and strengthening of core service delivery;
- Reviewing and creating new staff training and development plans, together with all staff salary review;
- Development of Service Quality standards;
- Strengthening our partnership working and promoting our service across both statutory and other voluntary sector organisations;
- Building our volunteer network;
- Implementation of new GDPR regulations
- Building capacity in numbers, knowledge and skills in the Board of Trustees.

Stepping Stones (Luton)

Report of the Trustees for the Year Ended 31 March 2018

FINANCIAL REVIEW

Financial position

The detailed figures for the year ended 31 March 2018 are set out in the financial statements that follow this Trustees' Report.

The Company has again achieved a significant surplus of income over expenditure which is pleasing in the current funding climate for the sector.

Income for the year increased by £146,629, the primary sources of income being from a service agreement contract with BeNCH, a donation from London Luton Airport Limited and grants from The Pre-School Learning Alliance, Comic Relief, the Tudor Trust, the Department for Digital, Culture, Media and Sports, YouTurn Futures and the Bedfordshire Police and Crime Commissioner. Income for the year was in line with budget.

Expenditure for the year also increased, by £112,793, which was significantly within budget due to cost savings during the year made whilst still maintaining service provision.

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 £115,240 (2017 £112,160) in reserves under the above definition, which represents 22.8% (2017 28.9%) of operating costs for the year.

Investment policy

The trustees have decided to maintain a low risk investment strategy. The main purpose of the Company is to provide support services to vulnerable women and their children and families and because of the uncertainty of income streams, it is necessary to ensure that funds are readily available to ensure that services are not adversely affected by short term income falls. As such the trustees choose not to risk funds in potentially higher return investments.

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.

Following resignations of Trustees from the Board for a variety of personal reasons, we have sought new Trustees and have been fortunate to identify a number of well qualified and interested people who are at various stages of applying to join the Board. It is expected that at least three new Trustees will join the Board at the forthcoming Annual General Meeting.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06588338 (England and Wales)

Registered Charity number

1162349

Stepping Stones (Luton)

Report of the Trustees for the Year Ended 31 March 2018

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)	- resigned 23.11.17
Mrs Shirley Connor	- resigned 19.06.18
Ms Valma James	- resigned 18.9.17
Mrs Cheryl Beckles	
Mrs Niki Toffis	
Mrs Cheryl Alleyne	- appointed 8.5.17
	- resigned 16.1.18
Mrs Karen Godfrey	- appointed 15.1.18

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

Mrs Jo Francis (Interim Head of Service)
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 2018

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 20 July 2018 and signed on its behalf by:



Mrs Margaret Simons (Chairman) - Trustee

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

Independent examiner's report to the trustees of Stepping Stones (Luton) ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England & Wales which is one of the listed bodies

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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 (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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

23 July 2018

Stepping Stones (Luton)

Statement of Financial Activities
for the Year Ended 31 March 2018

		Unrestricted fund £	Restricted funds £	31.3.18 Total funds £	31.3.17 Total funds £
	Note				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	16,889	190,000	206,889	224,077
Charitable activities	4				
Support services for vulnerable women		104,339	272,664	377,003	213,253
Investment income	3	67	-	67	-
Total		121,295	462,664	583,959	437,330
 EXPENDITURE ON					
Raising funds		6,112	7,681	13,793	11,715
Charitable activities	5				
Support services for vulnerable women		118,570	373,115	491,685	380,970
Total		124,682	380,796	505,478	392,685
 NET INCOME/(EXPENDITURE)		(3,387)	81,868	78,481	44,645
 RECONCILIATION OF FUNDS					
Total funds brought forward		165,149	77,865	243,014	198,369
 TOTAL FUNDS CARRIED FORWARD		161,762	159,733	321,495	243,014

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Stepping Stones (Luton)

Statement of Financial Position
At 31 March 2018

	Note	Unrestricted fund £	Restricted funds £	31.3.18 Total funds £	31.3.17 Total funds £
FIXED ASSETS					
Tangible assets	11	<u>46,522</u>	=	<u>46,522</u>	<u>52,989</u>
CURRENT ASSETS					
Debtors	12	25,766	81,815	107,581	54,058
Cash at bank and in hand		<u>103,659</u>	<u>130,414</u>	<u>234,073</u>	<u>246,060</u>
		129,425	212,229	341,654	300,118
CREDITORS					
Amounts falling due within one year	13	<u>(14,185)</u>	<u>(52,496)</u>	<u>(66,681)</u>	<u>(110,093)</u>
NET CURRENT ASSETS		<u>115,240</u>	<u>159,733</u>	<u>274,973</u>	<u>190,025</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>161,762</u>	<u>159,733</u>	<u>321,495</u>	<u>243,014</u>
NET ASSETS		<u>161,762</u>	<u>159,733</u>	<u>321,495</u>	<u>243,014</u>
FUNDS	15				
Unrestricted funds:					
General fund				161,762	165,149
Restricted funds:					
Support services for vulnerable women				<u>159,733</u>	<u>77,865</u>
TOTAL FUNDS				<u>321,495</u>	<u>243,014</u>

The notes form part of these financial statements

Stepping Stones (Luton)

Statement of Financial Position - continued
At 31 March 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 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 charitable small companies.

The financial statements were approved by the Board of Trustees on 20 July 2018 and were signed on its behalf by:



Mrs Margaret Simons (Chairman)-Trustee



Mrs Karen Godfrey -Trustee

Stepping Stones (Luton)

Statement of Cash Flows
for the Year Ended 31 March 2018

	Notes	31.3.18 £	31.3.17 £
Cash flows from operating activities:			
Cash generated from operations	1	(3,808)	109,111
Interest paid		<u>(115)</u>	<u>(3)</u>
Net cash provided by (used in) operating activities		<u>(3,923)</u>	<u>109,108</u>
 Cash flows from investing activities:			
Purchase of tangible fixed assets		<u>(8,064)</u>	<u>-</u>
Net cash provided by (used in) investing activities		<u>(8,064)</u>	<u>-</u>
		<u> </u>	<u> </u>
Change in cash and cash equivalents in the reporting period		(11,987)	109,108
Cash and cash equivalents at the beginning of the reporting period		<u>246,060</u>	<u>136,952</u>
Cash and cash equivalents at the end of the reporting period		<u><u>234,073</u></u>	<u><u>246,060</u></u>

The notes form part of these financial statements

Stepping Stones (Luton)

Notes to the Statement of Cash Flows
for the Year Ended 31 March 2018

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.18	31.3.17
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	78,481	44,645
Adjustments for:		
Depreciation charges	14,531	16,526
Interest paid	115	3
Increase in debtors	(53,523)	(11,876)
(Decrease)/increase in creditors	(43,412)	59,813
Net cash provided by (used in) operating activities	<u>(3,808)</u>	<u>109,111</u>

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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.

The charity has one main activity being the provision of support services for vulnerable women.

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.

Stepping Stones (Luton)

Notes to the Financial Statements - continued for the Year Ended 31 March 2018

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	31.3.18	31.3.17
	£	£
Donations	193,820	212,686
Income from annual dinner	11,215	9,257
Donated services	1,854	2,134
	<u>206,889</u>	<u>224,077</u>

3. INVESTMENT INCOME

	31.3.18	31.3.17
	£	£
Interest received	<u>67</u>	<u>-</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	31.3.18	31.3.17
	£	£
Service agreement	84,339	103,974
Grants	<u>292,664</u>	<u>109,279</u>
	<u>377,003</u>	<u>213,253</u>

Stepping Stones (Luton)

Notes to the Financial Statements - continued for the Year Ended 31 March 2018

4. INCOME FROM CHARITABLE ACTIVITIES - continued

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

	31.3.18	31.3.17
	£	£
Bedfordshire Pre-School Learning Alliance	44,141	14,107
Bedfordshire Police Crime Commissioner	104,000	70,690
HMP Peterborough	-	2,684
SOC Pathways Grant	-	21,798
Department for Digital, Culture, Media & Sport	37,122	-
Comic Relief	24,949	-
Tudor Trust	32,452	-
You Turn Futures	30,000	-
Resolutions Partnership	20,000	-
	<u>292,664</u>	<u>109,279</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs	Totals
	£	(See note 6) £	£
Support services for vulnerable women	<u>364,056</u>	<u>127,629</u>	<u>491,685</u>

6. SUPPORT COSTS

	Other
	£
Support services for vulnerable women	<u>127,629</u>

7. NET INCOME/(EXPENDITURE)

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

	31.3.18	31.3.17
	£	£
Depreciation - owned assets	14,531	16,526
Hire of plant and machinery	8,469	5,664
Independent Examiner's remuneration	<u>2,500</u>	<u>2,500</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Trustees' expenses

Expenses totalling £1,033 (2017: £322) were paid for 2 (2017: 6) Trustees in respect of training costs during the year ended 31 March 2018.

Stepping Stones (Luton)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

9. STAFF COSTS

	31.3.18	31.3.17
	£	£
Wages and salaries	304,397	256,241
Social security costs	21,295	17,918
Other pension costs	2,190	593
	<u>327,882</u>	<u>274,752</u>

Pension costs are allocated to activities in proportion to the related staffing costs incurred.

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

	31.3.18	31.3.17
Support services for vulnerable women	<u>18</u>	<u>14</u>

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

The employee benefits of key management personnel for the company were £89,627 (2017: £86,999).

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	14,077	210,000	224,077
Charitable activities			
Support services for vulnerable women	<u>103,974</u>	<u>109,279</u>	<u>213,253</u>
Total	<u>118,051</u>	<u>319,279</u>	<u>437,330</u>
EXPENDITURE ON			
Raising funds	4,780	6,935	11,715
Charitable activities			
Support services for vulnerable women	<u>89,576</u>	<u>291,394</u>	<u>380,970</u>
Total	<u>94,356</u>	<u>298,329</u>	<u>392,685</u>
NET INCOME/(EXPENDITURE)	<u>23,695</u>	<u>20,950</u>	<u>44,645</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>141,454</u>	<u>56,915</u>	<u>198,369</u>
TOTAL FUNDS CARRIED FORWARD	<u>165,149</u>	<u>77,865</u>	<u>243,014</u>

Stepping Stones (Luton)

Notes to the Financial Statements - continued for the Year Ended 31 March 2018

11. TANGIBLE FIXED ASSETS

	Short leasehold £	Fixtures & equipment £	Totals £
COST			
At 1 April 2017	124,248	28,669	152,917
Additions	-	8,064	8,064
At 31 March 2018	<u>124,248</u>	<u>36,733</u>	<u>160,981</u>
DEPRECIATION			
At 1 April 2017	71,442	28,486	99,928
Charge for year	<u>12,424</u>	<u>2,107</u>	<u>14,531</u>
At 31 March 2018	<u>83,866</u>	<u>30,593</u>	<u>114,459</u>
NET BOOK VALUE			
At 31 March 2018	<u>40,382</u>	<u>6,140</u>	<u>46,522</u>
At 31 March 2017	<u>52,806</u>	<u>183</u>	<u>52,989</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.18 £	31.3.17 £
Trade debtors	94,421	40,960
Other debtors	800	2,300
Prepayments	<u>12,360</u>	<u>10,798</u>
	<u>107,581</u>	<u>54,058</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.18 £	31.3.17 £
Trade creditors	11,927	6,610
Social security and other taxes	16,378	17,480
Other creditors	26,913	20,934
Accruals and deferred income	<u>11,463</u>	<u>65,069</u>
	<u>66,681</u>	<u>110,093</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.18 £	31.3.17 £
Within one year	18,000	20,659
Between one and five years	<u>38,663</u>	<u>60,234</u>
	<u>56,663</u>	<u>80,893</u>

Stepping Stones (Luton)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

15. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted funds			
General fund	165,149	(3,387)	161,762
Restricted funds			
Support services for vulnerable women	77,865	81,868	159,733
TOTAL FUNDS	<u>243,014</u>	<u>78,481</u>	<u>321,495</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	121,295	(124,682)	(3,387)
Restricted funds			
Support services for vulnerable women	462,664	(380,796)	81,868
TOTAL FUNDS	<u>583,959</u>	<u>(505,478)</u>	<u>78,481</u>

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted Funds			
General fund	141,454	23,695	165,149
Restricted Funds			
Support services for vulnerable women	56,915	20,950	77,865
TOTAL FUNDS	<u>198,369</u>	<u>44,645</u>	<u>243,014</u>

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	118,051	(94,356)	23,695
Restricted funds			
Support services for vulnerable women	319,279	(298,329)	20,950
TOTAL FUNDS	<u>437,330</u>	<u>(392,685)</u>	<u>44,645</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.

16. 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.

17. ULTIMATE CONTROLLING PARTY

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

18. GENERAL INFORMATION

The company is a private company registered in England and Wales. It 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. The company's registered number and registered office address can be found in the Report of the Trustees.

Stepping Stones (Luton)Detailed Statement of Financial Activities
for the Year Ended 31 March 2018

	Unrestricted funds £	Restricted funds £	31.3.18 Total funds £	31.3.17 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	3,820	190,000	193,820	212,686
Income from annual dinner	11,215	-	11,215	9,257
Donated services	<u>1,854</u>	<u>-</u>	<u>1,854</u>	<u>2,134</u>
	<u>16,889</u>	<u>190,000</u>	<u>206,889</u>	<u>224,077</u>
Investment income				
Interest received	<u>67</u>	<u>-</u>	<u>67</u>	<u>-</u>
Charitable activities				
Service agreement	84,339	-	84,339	103,974
Grants	<u>20,000</u>	<u>272,664</u>	<u>292,664</u>	<u>109,279</u>
	<u>104,339</u>	<u>272,664</u>	<u>377,003</u>	<u>213,253</u>
Total incoming resources	<u>121,295</u>	<u>462,664</u>	<u>583,959</u>	<u>437,330</u>
EXPENDITURE				
Raising donations and legacies				
Consultancy fees	-	7,681	7,681	6,935
Annual dinner expenses	<u>6,112</u>	<u>-</u>	<u>6,112</u>	<u>4,780</u>
	<u>6,112</u>	<u>7,681</u>	<u>13,793</u>	<u>11,715</u>
Charitable activities				
Salaries	60,834	243,563	304,397	256,241
Social security	4,116	17,179	21,295	17,918
Pensions	423	1,767	2,190	593
Agency costs	262	1,441	1,703	1,667
Staff training	923	5,069	5,992	4,176
Recruitment costs	286	1,572	1,858	965
DBS costs	112	616	728	539
Refreshments & canteen expenses	705	3,875	4,580	2,534
Travel expenses	735	4,039	4,774	5,013
Supervision costs	1,385	7,607	8,992	4,020
Materials	422	2,320	2,742	1,387
Service user support expenses	207	1,136	1,343	1,066
Venue hire	-	962	962	130
Accountancy	2,500	-	2,500	4,884
Trustee expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>322</u>
	<u>72,910</u>	<u>291,146</u>	<u>364,056</u>	<u>301,455</u>

This page does not form part of the statutory financial statements

Stepping Stones (Luton)

Detailed Statement of Financial Activities
for the Year Ended 31 March 2018

	Unrestricted funds £	Restricted funds £	31.3.18 Total funds £	31.3.17 Total funds £
Support costs				
Other				
Equipment leasing	1,304	7,165	8,469	5,664
Advertising	130	716	846	240
Rent & parking payable	19,071	-	19,071	18,797
Rates & water rates	1,060	717	1,777	1,341
Insurance	773	4,249	5,022	4,791
Telephone	1,340	7,363	8,703	4,464
Printing, postage & stationery	369	2,029	2,398	2,289
Repairs, renewals & alterations	495	2,717	3,212	6,994
Light & heat	618	3,396	4,014	3,628
Computer & software expenses	1,332	7,319	8,651	3,083
Professional fees	11,239	2,749	13,988	1,842
Consultancy fees	3,137	17,233	20,370	599
Refuse collection & cleaning	416	2,287	2,703	2,165
Sundry project costs	44	243	287	204
Sundry expenses	397	2,171	2,568	932
Irrecoverable VAT	1,679	9,225	10,904	5,953
Depreciation of short leasehold	1,913	10,511	12,424	12,424
Depreciation of fixtures & equipment	325	1,782	2,107	4,102
Bank interest	18	97	115	3
	<u>45,660</u>	<u>81,969</u>	<u>127,629</u>	<u>79,515</u>
Total resources expended	124,682	380,796	505,478	392,685
Net income	<u>(3,387)</u>	<u>81,868</u>	<u>78,481</u>	<u>44,645</u>