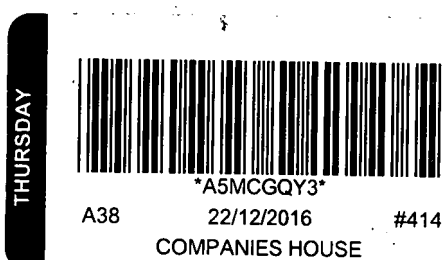


**REGISTERED COMPANY NUMBER: 04379997 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1094343**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016  
FOR  
STEPS CHARITY WORLDWIDE**

Howard Worth  
Chartered Accountants and  
Statutory Auditors  
Drake House  
Gadbrook Park  
Northwich  
Cheshire  
CW9 7RA



**STEPS CHARITY WORLDWIDE**  
**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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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 trustees have adopted the provisions of 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).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

Steps is a national charity founded by Sue Banton in 1980. It was set up to provide support and information to families of children with lower limb conditions, like Development Dysplasia of the Hip (DDH), Congenital Talipes Equinovarus (clubfoot) or other lower limb conditions. In 2002, we formed a charitable registered company and in 2003 the assets of the original charity were transferred to the new charitable company. The aims were the same except that, whilst the original charity was a children's charity, the new charity can also support adults. This is because many childhood musculoskeletal conditions of the lower limbs continue to affect adults and, as children grow up, there is often a gap in knowledge and care provision.

**Our Vision**

Our Vision is that:

All those with a childhood lower limb condition should have the very best chance to achieve their maximum potential

Our mission is to ensure:

- that those affected by childhood lower limb conditions are fully informed and supported, from diagnosis to treatment;
- that there is widespread understanding of childhood lower limb conditions and of the challenges facing those affected by them
- that every effort is made to improve treatment and support for childhood lower limb conditions.

We do this:

- by providing practical and emotional support through our Steps Helpline and digital presence;
- by ensuring that families are as fully informed as possible about the realities, challenges and options that lie ahead, with a range of award-winning booklets, films and online resources;
- by offering a safe place to share concerns and to benefit from the experience of others, through our Family Contact Service and online community;
- by giving financial support to purchase specialist car seats for children;
- by increasing public awareness of childhood lower limb conditions, through our communication activities;
- by working with the NHS, to encourage best practice and to raise awareness of the issues concerning patients and their families;
- by striving for a better future, through our work with research projects to increase understanding of, and improve treatment for, all aspects of childhood lower limb conditions.

**Public benefit**

The charity's trustees have complied with the duty in section 4 of the 2006 Act to have due regard to public benefit guidance published by the Charity Commission and are satisfied that Steps provides a significant and lasting public benefit.

**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

A review of significant activities undertaken by the charity during the year to further its charitable purposes for the public benefit or to generate resources to be used to further its purposes are shown below.

**New address, new structure**

In August 2015, the lease on our previous premises expired, prompting the Trustees to assess and develop plans for the next few years. This resulted in a restructuring and refocussing of resources being carried out: this was undertaken with a view to both increasing efficiency and to equipping the charity to meet the challenges ahead. In addition, an in depth review of the charity's information technology requirements was performed, as these affected the space requirements. Whilst the review was done with an eye to the future, the trustees were also mindful of staying true to the philosophy and purpose of Steps brought by its initial founder, Sue Banton.

The internet and social media have changed the way that many families connect with Steps. The number of families with two working parents has significantly increased in recent years. The NHS and the way that NHS Trusts operate is also evolving. New technology solutions offer a wealth of opportunities to change the way the charity works that could not have been envisaged a few years ago. The Board of Trustees has considered these and other issues in formulating plans for the next few years, these include:

- Increasing the level of support, we are able to provide to families outside standard working hours;
- Enhancing our ability to provide support for families with less common lower limb conditions;
- Improving connectivity with healthcare providers and NHS trusts across the country;
- Extending our direct access to local communities across the UK, to improve links between families and also to provide new opportunities for fundraising;
- Building our capacity to campaign for change with Government and/or the NHS, where we believe this is needed;
- Updating our website and supporting infrastructure to make it easier for families to get access to the information that they require in the way that they want;
- Collaborating with other charities to avoid unnecessary duplication of effort and to ensure families in the UK have access to the best information available, whether this is developed by Steps or by any party.

To fulfil the new plans, the Charity has relocated its premises to Warrington, where a smaller office has been rented. A new IT and phone system has been implemented, enabling employees and volunteers to work remotely.

In January 2016 the Board appointed a new Chief Executive. In the same month, the Trustees appointed a National Helpline coordinator, who will be looking to increase the number of Family and Peer Contacts and establish local networks supported by a Regional Coordinator. The Regional Coordinators would have responsibility for establishing relationships with NHS Trusts, GPs and other support services (such as Prosthetics centres) within the regions for which they are responsible.

**Our Information Services**

The Steps Helpline and our information services remain some of our main core charitable activities. We continue to see high level of enquiries to our call centre although there is an increased demand for support via email or through social media.

The website, forum and our public and private Facebook pages remain valuable sources of information for parents, individuals and health professionals. A new website is currently under development, to ensure easier and quicker access to our key information resources.

Our publications are updated on a regular basis, with the majority available in digital format. We are aiming to have all publications digitally available by the end of 2016, to ensure that all resources are accessible online as well as in print.

**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

We continue to work with health professionals and NHS Trusts and continue to distribute to our parent support leaflets into hospitals, to raise awareness and provide support to those in need.

We have maintained our Christmas parties throughout the country. These give an opportunity for families to meet and discuss concerns, share their experiences and ask questions.

Home equipment provision, especially for children in hip plasters, is difficult to obtain. Suitable equipment is essential for children's mobility and safety. Through the Claire Furmedge Equipment fund, we supported an increased number of families with a grant towards the purchase of seats or harnesses for safe transportation of their children whilst in hip spica plaster casts. In 2015 the Board of Trustees increased the individual grant from £75 to £110.

**Increasing awareness through publicity, campaigns and conferences**

We continue to be the principle parent's organisation on the advisory group of Public Health England's Newborn Infant Physical Examination programme (NIPE). Public Health England supports the UK National Screening Committee and is responsible for the NHS Screening Programmes. We have played an active role in the roll out of the NIPE programme across the UK and presented the work of STEPS at several regional workshops. This has increased awareness of the support services the charity offers to health professionals on the frontline of identifying hip dysplasia.

The STEPS team has attended several conferences with health professionals and built links and relationships with a number of commercial companies.

**Plans for Future Periods**

The Trustees are committed to developing and extending the work of the charity, to realise our vision that all those with a childhood lower limb condition should have the very best chance to achieve their maximum potential. We recognise the need to keep our long term strategy under review.

**FINANCIAL REVIEW**

**Reserves policy**

The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding or uninsured losses. It may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure.

The target minimum Operating Reserve Fund is equal to 9 months of average operating costs and it is funded with surplus unrestricted operating funds.

**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**FINANCIAL REVIEW**

We are so grateful for our many supporters, old and new as they have provided almost all of our income. We are very grateful to the commitment and tenacity of individuals in running marathons (including the London Marathon); holding coffee mornings and other community events and completing challenge events including sky dives, Tough Mudder, swims, cycles, walks and hiking mountains. We are also very grateful to companies, schools and nurseries who have selected STEPS as their chosen charity.

**Results**

The results of the charity are shown in the Statement of Financial Activities. Incoming resources for the year were £192,596 whilst expenditure was £206,193.

**Funds**

At the year end the charity had funds of £164,078. Of this £21,324 was restricted. The intention is to maintain the level of unrestricted funds to be sufficient to meet the reserves policy of holding nine months unrestricted expenditure.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

New Trustees are typically recruited from amongst the beneficiaries of the charity health professionals or individuals with specific technical skills (IT, law, marketing, etc). The Board also reviews the skills of Trustees and will consider advertising for new Trustees to meet identified strategic needs. All new Trustees are offered a personalised induction to enable them to be fully conversant with the organisation, obligations under charity and company law, the memorandum and articles, the charity's operations, the staff structure and responsibilities, financial monitoring and the strategic plan. Trustees are made aware of and encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

**Appointment and election of trustees**

Trustees can be elected by the existing Trustees at meetings. At each Annual General Meeting one third of Trustees must retire, but being eligible can offer themselves for re-election. All members of the charity are entitled to vote.

The Trustees who are also directors for the purpose of company law, and who served during the year were:

M Benson - resigned 19.01.2016  
R Bootland  
C Cutts  
N Haigh - resigned 20.10.2015  
D Matkin  
J Stansfield  
R Weatherley  
L Wyatt  
C Wormald - appointed 01.05.2015  
T Theologis - appointed 29.01.2016

**Management of the Charity**

The Board of Trustees is responsible for the governance and overall management of the Charity. The Board meets periodically as needed and aims to meet quarterly each year. The Trustees are responsible for the strategic direction of the charity and overseeing all the areas of its operation. The Board of Trustees delegates authority to the Chief Executive, Neil Jones, for the efficient and effective day-to-day operation of the charity. The Chief Executive is empowered to make decisions and delegate authority for operations and is required to escalate high risk and /or high impact issues for the timely attention and consideration of the Board.

In 2015 the Board has established two sub-committees:

- A Finance Committee, chaired by the Treasurer, which establishes budgets and business plans, authorises expenditure and oversees insurance arrangements on behalf of the Board.

- With the increased number of calls requesting differing condition specific support, in 2015 the Board agreed to form a Medical Committee, chaired by Tim Theologis, enabling the Charity to provide accurate and up to date information to families and individuals. The Medical Committee plays an active role in research as well as supporting the Helpline team.

**Governance and internal control**

The Trustees continue to consider and identify the major risks to which the charity is exposed. This involves identifying the types of risks the charity faces, prioritising them in terms of potential impact and likelihood of occurrence and identifying means of reducing risks. The charity's system of internal controls are designed to provide reasonable but not absolute assurance against material misstatement or loss: this includes reviewing the Risk Register and mitigating strategies - the Trustees are satisfied that the systems in place minimise their exposure to the major risks.

In order to continue to provide quality information, we keep our IT systems, database and website under review. Our database is an extremely valuable resource. We have an ongoing IT maintenance contract to ensure reliability and security which, together with our website are considered to be key to the ongoing activities of STEPS and are vital to our charitable activities.

Policies and procedures are reviewed on a rolling basis.

**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Reserves policy**

The Trustees' reserves policy is to maintain a level of unrestricted funds that will enable the charity to ensure a continuity of activity, make certain that all existing commitments are fulfilled and protect against unforeseen changes in circumstances. Reflecting this, the current policy is to aspire to holding the equivalent of 6-9 months of core operational expenditure in reserve and that this figure, except in extreme circumstances, should not fall below 3 months. This reserves policy is reviewed annually.

At 31 March 2016, unrestricted reserves amount to £90,000, which represents 9 months of operating expenditure.

**Investment policy**

Steps can make investments that are within the guidelines and regulations issued from time to time by the Charity Commission. The charity holds funds in interest bearing bank accounts.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

04379997 (England and Wales)

**Registered Charity number**

1094343

**Registered office**

The White House  
Wilderspool Business Park  
Greenalls Avenue  
Warrington  
Cheshire  
WA4 6HL

**Trustees**

M Benson		- resigned 19/1/16
R Bootland	Civil Servant	
D Matkin	Teacher	
R Weatherley	Admin	
C Cutts	Professor of Professional Development	

N Haigh		- resigned 20/10/15
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J Stansfield	CEO	
L Wyatt	Risk Consultant	
C R Wormald	Chartered Accountant	- appointed 1/5/15

T Theologis	Consultant Orthopaedic Surgeon	- appointed 29/1/16
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**Auditors**

Howard Worth  
Chartered Accountants and  
Statutory Auditors  
Drake House  
Gadbrook Park  
Northwich  
Cheshire  
CW9 7RA



**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Steps Charity Worldwide 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.

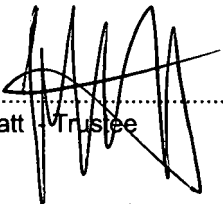
In so far as the trustees are aware:

- 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.

**AUDITORS**

The auditors, Howard Worth, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 20 December 2016 and signed on its behalf by:

  
.....  
L Wyatt, Trustee

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF STEPS CHARITY WORLDWIDE**

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We have audited the financial statements of Steps Charity Worldwide for the year ended 31 March 2016 on pages ten to nineteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company'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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

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

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

### **Scope of the audit of the financial statements**

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

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 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 applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

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

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

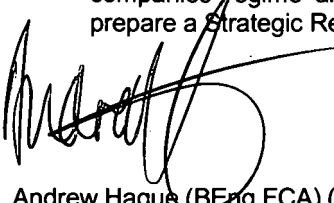
**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
STEPS CHARITY WORLDWIDE**

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

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.



Andrew Hague (BEing FCA) (Senior Statutory Auditor)  
for and on behalf of Howard Worth  
Chartered Accountants and  
Statutory Auditors  
Drake House  
Gadbrook Park  
Northwich  
Cheshire  
CW9 7RA

Date: 21..... December 2016

**STEPS CHARITY WORLDWIDE**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted funds £	Restricted funds £	31/3/16 Total funds £	31/3/15 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	70,117	930	71,047	89,597
Other trading activities	3	107,995	13,013	121,008	106,219
Investment income	4	541	-	541	764
<b>Total</b>		<u>178,653</u>	<u>13,943</u>	<u>192,596</u>	<u>196,580</u>
<b>EXPENDITURE ON</b>					
Raising funds	5	23,743	1,080	24,823	17,130
Charitable activities	6	169,077	12,293	181,370	179,926
Information service					
<b>Total</b>		<u>192,820</u>	<u>13,373</u>	<u>206,193</u>	<u>197,056</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(14,167)</u>	<u>570</u>	<u>(13,597)</u>	<u>(476)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>156,921</u>	<u>20,754</u>	<u>177,675</u>	<u>178,151</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>142,754</u></u>	<u><u>21,324</u></u>	<u><u>164,078</u></u>	<u><u>177,675</u></u>

The notes form part of these financial statements

# STEPS CHARITY WORLDWIDE

## BALANCE SHEET AT 31 MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	31/3/16 Total funds £	31/3/15 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	2,855	-	2,855	1,714
<b>CURRENT ASSETS</b>					
Stocks		4,647	-	4,647	4,430
Debtors	12	20,270	-	20,270	31,901
Investments	13	114,396	500	114,896	114,382
Cash at bank and in hand		12,416	20,823	33,239	37,081
		<u>151,729</u>	<u>21,323</u>	<u>173,052</u>	<u>187,794</u>
<b>CREDITORS</b>					
Amounts falling due within one year	14	(11,829)	-	(11,829)	(11,833)
<b>NET CURRENT ASSETS</b>		<u>139,900</u>	<u>21,323</u>	<u>161,223</u>	<u>175,961</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>142,755</u>	<u>21,323</u>	<u>164,078</u>	<u>177,675</u>
<b>NET ASSETS</b>		<u><u>142,755</u></u>	<u><u>21,323</u></u>	<u><u>164,078</u></u>	<u><u>177,675</u></u>
<b>FUNDS</b>	16				
Unrestricted funds				142,755	156,921
Restricted funds				<u>21,323</u>	<u>20,754</u>
<b>TOTAL FUNDS</b>				<u><u>164,078</u></u>	<u><u>177,675</u></u>

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 <sup>20</sup> December 2016 and were signed on its behalf by:

  
C R Wormald -Trustee

The notes form part of these financial statements

## STEPS CHARITY WORLDWIDE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

---

#### 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) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. 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 the grant.

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.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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 and the costs of trading for fundraising purposes.

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.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

##### **Tangible fixed assets**

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

Fixtures, fittings & equipment	- 33% on cost
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## STEPS CHARITY WORLDWIDE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

#### 1. ACCOUNTING POLICIES - continued

##### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### Taxation

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

##### 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.

#### 2. DONATIONS AND LEGACIES

	31/3/16	31/3/15
	£	£
Donations	49,696	64,905
Gift aid	21,351	14,692
Legacies	-	10,000
	<u>71,047</u>	<u>89,597</u>

#### 3. OTHER TRADING ACTIVITIES

	31/3/16	31/3/15
	£	£
Fundraising activities	119,029	100,148
Merchandise sales	1,743	5,978
Sundry income	236	93
	<u>121,008</u>	<u>106,219</u>

#### 4. INVESTMENT INCOME

	31/3/16	31/3/15
	£	£
Deposit account interest	<u>541</u>	<u>764</u>

# STEPS CHARITY WORLDWIDE

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

### 5. RAISING FUNDS

#### Raising donations and legacies

	31/3/16	31/3/15
	£	£
Staff costs	11,835	4,165
Fundraising events	8,278	8,679
Interest payable and similar charges	4,710	4,286
	<u>24,823</u>	<u>17,130</u>

### 6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Information service	<u>142,573</u>	<u>38,797</u>	<u>181,370</u>

### 7. SUPPORT COSTS

	Governance costs
	£
Information service	<u>38,797</u>

### 8. NET INCOME/(EXPENDITURE)

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

	31/3/16	31/3/15
	£	£
Auditors' remuneration	2,928	2,749
Depreciation - owned assets	<u>3,109</u>	<u>1,731</u>

### 9. 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

During the period ended 31st August 2016, travel expenses totalling £460 were reimbursed to one trustee (2015 - £3,928 to 3 trustees).



**STEPS CHARITY WORLDWIDE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**10. STAFF COSTS**

	31/3/16	31/3/15
	£	£
Wages and salaries	78,555	89,728
Social security costs	3,508	5,738
	<u>82,063</u>	<u>95,466</u>

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

	31/3/16	31/3/15
Charity and fundraising staff	2	3
Administration staff	1	1
	<u>3</u>	<u>4</u>

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

**11. TANGIBLE FIXED ASSETS**

	Fixtures, fittings & equipment £
<b>COST</b>	
At 1 April 2015	24,602
Additions	4,250
Disposals	(6,861)
At 31 March 2016	<u>21,991</u>
<b>DEPRECIATION</b>	
At 1 April 2015	22,888
Charge for year	3,109
Eliminated on disposal	(6,861)
At 31 March 2016	<u>19,136</u>
<b>NET BOOK VALUE</b>	
At 31 March 2016	<u>2,855</u>
At 31 March 2015	<u>1,714</u>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/3/16	31/3/15
	£	£
Other debtors	18,500	28,500
Prepayments and accrued income	1,770	3,401
	<u>20,270</u>	<u>31,901</u>

**STEPS CHARITY WORLDWIDE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**13. CURRENT ASSET INVESTMENTS**

Current asset investments consists of monies held on short term deposits at UK banks.

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/3/16	31/3/15
	£	£
Social security and other taxes	2,413	1,221
Other creditors	5,594	7,479
Accrued expenses	3,822	3,133
	<u>11,829</u>	<u>11,833</u>

**15. OPERATING LEASE COMMITMENTS**

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

	31/3/16	31/3/15
	£	£
Expiring:		
Within one year	2,931	4,654
Between one and five years	1,166	812
	<u>4,097</u>	<u>5,466</u>

**16. MOVEMENT IN FUNDS**

	At 1/4/15	Net movement in funds	Transfers between funds	At 31/3/16
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	57,334	(14,166)	9,587	52,755
Jane Bettridge research and education	9,587	-	(9,587)	-
Contingency	90,000	-	-	90,000
	<u>156,921</u>	<u>(14,166)</u>	<u>-</u>	<u>142,755</u>
<b>Restricted funds</b>				
Claire Furnedge equipment fund	899	4,080	-	4,979
Lancaster fund	6,341	(1,322)	-	5,019
The Brian Kennedy Trust	500	-	-	500
Blatchford fund	10,080	(6,482)	-	3,598
Masonic fund	2,000	-	-	2,000
Rose Owen fund	300	(300)	-	-
Suneva Thorpe fund	634	(174)	-	460
Zachery Sanderson Fund	-	4,513	-	4,513
Asda Green Token Fund	-	200	-	200
Lymm Round Table Fund	-	54	-	54
	<u>20,754</u>	<u>569</u>	<u>-</u>	<u>21,323</u>
<b>TOTAL FUNDS</b>	<u>177,675</u>	<u>(13,597)</u>	<u>-</u>	<u>164,078</u>

**STEPS CHARITY WORLDWIDE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**16. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	178,653	(192,819)	(14,166)
<b>Restricted funds</b>			
Claire Furnedge equipment fund	8,230	(4,150)	4,080
Blatchford fund	-	(6,482)	(6,482)
Rose Owen fund	-	(300)	(300)
Suneva Thorpe fund	-	(174)	(174)
Zachery Sanderson Fund	4,513	-	4,513
Asda Green Token Fund	200	-	200
Lymm Round Table Fund	1,000	(946)	54
Lancaster fund	-	(1,322)	(1,322)
	<u>13,943</u>	<u>(13,374)</u>	<u>569</u>
<b>TOTAL FUNDS</b>	<u><u>192,596</u></u>	<u><u>(206,193)</u></u>	<u><u>(13,597)</u></u>

## STEPS CHARITY WORLDWIDE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

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#### 16. MOVEMENT IN FUNDS - continued

The General fund represents the free funds of the charity which are not designated for particular purposes.

The Jane Bettridge research and education designated fund represents funds allocated to finance research and education projects. These funds have been transferred to the General fund in the year.

The Contingency fund represents monies designated by the trustees to cover unexpected expenditure and the need to establish any new projects at short notice, future possible redundancy costs and to mitigate any potential risks to the charity.

The Claire Furmedge Equipment fund consists of monies donated to the charity to enable the provision of an information service and equipment bursaries.

The Lancaster fund comprise a donation which will enable Steps to continue its vital work helping families and in particular, to develop a website more accessible from mobile devices, more online communication and information and to print updated copies of our booklets and to have these accessible online.

The Brian Kennedy Trust fund includes a donation to enable information postcards to be printed and distributed throughout hospitals and clinics. The balance on the fund represents monies held for future expenditure.

The Blatchford Fund consists of a donation to the charity. The funds can only be used to raise awareness of Hip Dysplasia and support families of children diagnosed with Hip Dysplasia and placed in a pavlik harness.

The Rose Owen Fund represents monies donated by a private individual to support families financially with their travel expense while attending clubfoot clinics.

The Suneva Fund comprises monies for the provision of presents to children at STEPS Christmas parties.

The Masonic Fund consists of monies donated by the Sartoris Masonic Lodge to raise awareness of lower limb conditions within the Northamptonshire and Huntingdon area.

The Asda Green Token Fund is monies received to embark on a programme in local schools to raise awareness and understanding of lower limb conditions.

The Zachary Sanderson Fund represents donations received in memory of Zachary to be allocated to clubfoot activities.

The Lymm Round Table Fund consists of monies donated to create an infocard promoting Steps' services.

#### 17. RELATED PARTY DISCLOSURES

The following trustees are also trustees of 'Steps', a dormant charity:

R Bootland  
D Matkin  
R Weatherley

**STEPS CHARITY WORLDWIDE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

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**18. COMPANY LIMITED BY GUARANTEE**

Steps Charity Worldwide is a company limited by guarantee and accordingly does not have share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.