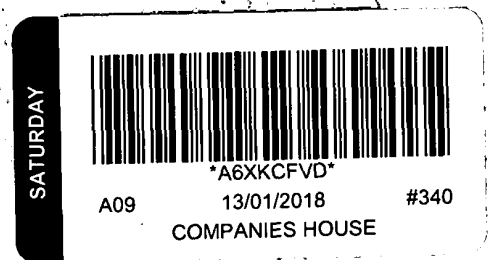


AMENDED

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

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017  
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 2017**

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	<b>Page</b>
Report of the Trustees	1 to 7
Report of the Independent Auditors	8 to 9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12 to 19

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**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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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 2017. 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 applicable in the UK and Republic of Ireland (FRS 102) (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 such as Fibular or Tibial Hemimelia, Proximal Femoral Focal Deficiency or Perthes.

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 2017**

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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.

**Digital Transformation**

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 2016 the charity launched its new website which aims to provide better support for families with downloadable parent's guides, fact sheets and videos. We are now present on 3 digital platforms; Facebook, Twitter and Instagram. In 2016 we have also opened a closed FB Group which allows parents to support each other via a social platform

**Our Information Services and Volunteer network**

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. All our publications are now digitally available and free to download.

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.

We have increased the number of volunteers and regional coordinators across the UK. We currently have 25 active volunteers, 4 of which are Regional Coordinators active in the following areas; Scotland, London and the home counties, North west and Northern Ireland.

**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

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 research projects, campaigns, conferences and publicity

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.

In 2016 and 2017, we have increased our involvement in research and are currently participating in the following projects:

- The British Orthopaedic Surgery Surveillance (BOSS) Study. Steps sit on the steering committee and advise on patient stakeholder communication and help with patient recruitment.
- ORCHiD StudSteps will be helping identify barriers to recruitment and publicizing the project.
- ESRC sey. minors/ Led by Cardiff University. Steps are one of the stakeholder advisors and have linked up the study with the BOSS team at Alder Hey
- Supporting evidence-informed practice and service delivery in the rehabilitation of children living with Limblessness. Steps offers advice on the lay summary and helping with recruitment if the project gains approval.
- Starworks 'Sandpit' funding event - Socket interfaces - Department of Health. The first of several events relating to children's prosthetics to collate research ideas in the field and apply for an initial £50k fund to develop ideas.

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

Collaboration with other charities and organisations

**Global Clubfoot Initiative - RUNFREE 2030**

In early 2017 Steps has joined the Global Clubfoot Initiative with the view of supporting the RUNFREE 2030 campaign; a vision of a world where every child born with clubfoot can walk and run free from disability. Run Free 2030 is a Global Strategy to End Clubfoot Disability sets out an ambition to ensure that by 2030 at least 70% of children born with clubfoot in lower and middle income countries can access treatment.

Currently, less than 15% of children in these countries access treatment that would prevent a lifetime of disability. Those children who do not access treatment face a lifetime severely affected by clubfoot, experiencing ongoing pain, limited mobility, and reduced opportunities in education, employment and relationships. The Global Clubfoot Strategy sets out a comprehensive approach, tackling the issue of clubfoot on a global scale through developing and supporting national clubfoot programs providing the highly effective Ponseti treatment.

Through this collaboration Steps aims to expand the support currently provided in the UK to those impacted with lower limb conditions to other countries.

**STEPS CHARITY WORLDWIDE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**FINANCIAL REVIEW**

**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.

**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 2017, unrestricted reserves amount to £60,000, which represents 6 months of operating expenditure.

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 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 £167,996 whilst expenditure was £221,723.

**Funds**

At the year end the charity had funds of £110,351. Of this £21,035 was restricted. The intention is to increase the level of unrestricted funds to be sufficient to meet the reserves policy of holding a nine months unrestricted expenditure.

**PLANS FOR THE FUTURE**

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.

As part of the plans to expand our work, the trustees have unanimously decided to include 'Trauma' as part of the conditions the charity supports. This is as a result of the need to assist children faced with an amputation or lower limb impairments due to an accident.

**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.

**Induction and Training of 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 2017**

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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:

R Bootland  
C Cutts  
D Matkin  
J Stansfield  
R Weatherley  
L Wyatt - resigned 05.07.2017  
C Wormald - resigned 04.07.2017  
T Theologis

**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.

Two subcommittees have been established to support the Board

- 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 2017**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Grant Making Policy**

The charity provides a bursary fund to provide equipment to benefit children with lower limb conditions. The equipment is used either to aid mobility and care or to enhance treatment in the home.

**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**

R Bootland  
D Matkin  
R Weatherley  
C Cutts

J Stansfield  
L Wyatt  
C R Wormald

T Theologis

Civil Servant

Teacher

Admin

Professor of

Professional

Development

CEO

Risk Consultant - resigned 5/7/17

Chartered - resigned 4/7/17

Accountant

Consultant

Orthopaedic

Surgeon

**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 2017**

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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 4<sup>th</sup> Dec 2017 and signed on its behalf by:

  
.....  
Trustee

JULIE STANSFIELD

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

---

We have audited the financial statements of Steps Charity Worldwide for the year ended 31 March 2017 on pages ten to nineteen. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **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.

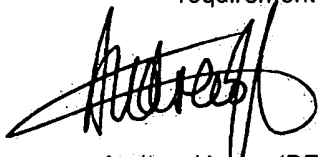
**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
STEPS CHARITY WORLDWIDE**

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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 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 (BEng 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: .....

4 December 2017

**STEPS CHARITY WORLDWIDE**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2017**

	Notes	Unrestricted funds £	Restricted funds £	31/3/17 Total funds £	31/3/16 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		52,470	7,000	59,470	71,046
<b>Charitable activities</b>					
Information service		10,500	-	10,500	-
Other trading activities	2	95,706	2,070	97,776	121,008
Investment income	3	250	-	250	541
<b>Total</b>		<u>158,926</u>	<u>9,070</u>	<u>167,996</u>	<u>192,595</u>
<b>EXPENDITURE ON</b>					
Raising funds	4	34,403	811	35,214	24,822
<b>Charitable activities</b>					
Information service		177,962	8,547	186,509	181,370
<b>Total</b>		<u>212,365</u>	<u>9,358</u>	<u>221,723</u>	<u>206,192</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(53,439)</u>	<u>(288)</u>	<u>(53,727)</u>	<u>(13,597)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		142,755	21,323	164,078	177,675
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>89,316</u>	<u>21,035</u>	<u>110,351</u>	<u>164,078</u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

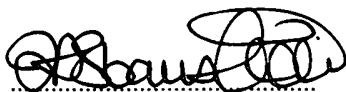
**STEPS CHARITY WORLDWIDE**

**BALANCE SHEET  
AT 31 MARCH 2017**

	Notes	Unrestricted funds £	Restricted funds £	31/3/17 Total funds £	31/3/16 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	1,417	-	1,417	2,855
<b>CURRENT ASSETS</b>					
Stocks	9	2,010	-	2,010	4,647
Debtors	10	15,991	-	15,991	20,270
Investments	11	46,873	-	46,873	114,896
Cash at bank and in hand		34,645	21,035	55,680	33,239
		<u>99,519</u>	<u>21,035</u>	<u>120,554</u>	<u>173,052</u>
<b>CREDITORS</b>					
Amounts falling due within one year	12	(11,620)	-	(11,620)	(11,829)
<b>NET CURRENT ASSETS</b>		<u>87,899</u>	<u>21,035</u>	<u>108,934</u>	<u>161,223</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>89,316</u>	<u>21,035</u>	<u>110,351</u>	<u>164,078</u>
<b>NET ASSETS</b>		<u><u>89,316</u></u>	<u><u>21,035</u></u>	<u><u>110,351</u></u>	<u><u>164,078</u></u>
<b>FUNDS</b>	14				
Unrestricted funds				89,316	142,755
Restricted funds				<u>21,035</u>	<u>21,323</u>
<b>TOTAL FUNDS</b>				<u><u>110,351</u></u>	<u><u>164,078</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.

The financial statements were approved by the Board of Trustees on 4th Dec 2017 and were signed on its behalf by:



Trustee

JULIE STANSFIELD

The notes form part of these financial statements

## STEPS CHARITY WORLDWIDE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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#### 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.

These financial statements are the first financial statements prepared in accordance with Financial Reporting Standard 102 and the Charities SORP (FRS 102). The date of transition is 1 April 2016.

In preparing the accounts, the Trustees have considered whether, in applying the accounting policies required by FRS 102 and the Charities SORP (FRS 102), the restatement of comparative items was required.

There are no changes in the prior period on transition to FRS 102 as the Trustees consider them to be immaterial to the financial statements.

##### **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.

## STEPS CHARITY WORLDWIDE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2017

#### 1. ACCOUNTING POLICIES - continued

##### **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

##### **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. OTHER TRADING ACTIVITIES

	31/3/17	31/3/16
	£	£
Fundraising activities	95,539	119,029
Merchandise sales	1,995	1,743
Sundry income	242	236
	<u>97,776</u>	<u>121,008</u>

**STEPS CHARITY WORLDWIDE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017**

**3. INVESTMENT INCOME**

	31/3/17	31/3/16
	£	£
Deposit account interest	250	541
	<u>250</u>	<u>541</u>

**4. RAISING FUNDS**

**Raising donations and legacies**

	31/3/17	31/3/16
	£	£
Staff costs	29,287	11,835
Fundraising events	4,365	8,277
Interest payable and similar charges	1,547	4,710
Support costs	15	-
	<u>35,214</u>	<u>24,822</u>

**5. NET INCOME/(EXPENDITURE)**

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

	31/3/17	31/3/16
	£	£
Auditors' remuneration	3,120	2,928
Depreciation - owned assets	1,438	3,109
	<u>4,558</u>	<u>6,037</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**7. STAFF COSTS**

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

	31/3/17	31/3/16
Charity and fundraising staff	5	2
Administration staff	1	1
	<u>6</u>	<u>3</u>

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



**STEPS CHARITY WORLDWIDE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017**

**8. TANGIBLE FIXED ASSETS**

	Fixtures, fittings & equipment £
<b>COST</b>	
At 1 April 2016 and 31 March 2017	<u>21,991</u>
<b>DEPRECIATION</b>	
At 1 April 2016	19,136
Charge for year	<u>1,438</u>
At 31 March 2017	<u>20,574</u>
<b>NET BOOK VALUE</b>	
At 31 March 2017	<u>1,417</u>
At 31 March 2016	<u>2,855</u>

**9. STOCKS**

	31/3/17 £	31/3/16 £
Finished goods	<u>2,010</u>	<u>4,647</u>

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

	31/3/17 £	31/3/16 £
Other debtors	10,857	18,500
Prepayments and accrued income	<u>5,134</u>	<u>1,770</u>
	<u>15,991</u>	<u>20,270</u>

**11. CURRENT ASSET INVESTMENTS**

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

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

	31/3/17 £	31/3/16 £
Social security and other taxes	3,960	2,413
Other creditors	3,809	5,594
Accrued expenses	<u>3,851</u>	<u>3,822</u>
	<u>11,620</u>	<u>11,829</u>

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017

13. LEASING AGREEMENTS

	31/03/2017	31/03/2016
	£	£
Within one year	4,112	2,921
Between one and five years	-	1,166
In more than five years	-	-
	<u>4,112</u>	<u>4,078</u>

14. MOVEMENT IN FUNDS

	At 1/4/16 £	Net movement in funds £	At 31/3/17 £
<b>Unrestricted funds</b>			
General fund	142,755	(53,439)	89,316
<b>Restricted funds</b>			
Claire Furnedge equipment fund	4,979	(4,190)	789
Lancaster fund	5,019	(1,059)	3,960
The Brian Kennedy Trust	500	-	500
Blatchford fund	3,598	-	3,598
Masonic fund	2,000	-	2,000
Suneva Thorpe fund	460	(39)	421
Zachery Sanderson Fund	4,513	-	4,513
Asda Green Token Fund	200	-	200
Lymm Round Table Fund	54	-	54
Bounty	-	5,000	5,000
	<u>21,323</u>	<u>(288)</u>	<u>21,035</u>
<b>TOTAL FUNDS</b>	<u>164,078</u>	<u>(53,727)</u>	<u>110,351</u>

**STEPS CHARITY WORLDWIDE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017**

**14. 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	158,926	(212,365)	(53,439)
<b>Restricted funds</b>			
Claire Furnedge equipment fund	3,070	(7,260)	(4,190)
Cassie Cava	1,000	(1,000)	-
Bounty	5,000	-	5,000
Lancaster fund	-	(1,059)	(1,059)
Suneva Thorpe fund	-	(39)	(39)
	<u>9,070</u>	<u>(9,358)</u>	<u>(288)</u>
<b>TOTAL FUNDS</b>	<u><u>167,996</u></u>	<u><u>(221,723)</u></u>	<u><u>(53,727)</u></u>

## STEPS CHARITY WORLDWIDE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2017

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#### 14. 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.

The Cassie Cava Fund was set up as a school donated money for Cassie to purchase a snowboard for her progress towards the Paralympics. Sep accepted the donation and paid for the snowboard which had the STEPS logo on.

the Bounty Fund was set up to provide training for healthcare workers which makes them aware of the conditions we support along with our services around those conditions.

**STEPS CHARITY WORLDWIDE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2017**

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**15. RELATED PARTY DISCLOSURES**

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

R Bootland  
D Matkin  
R Weatherley

**16. 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.