

4-17008

Charity Registration No. 1094343

Company Registration No. 04379997 (England and Wales)

STEPS CHARITY WORLDWIDE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020



STEPS CHARITY WORLDWIDE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms R Bootland	
	Miss J Stansfield (Chairman)	
	Mr H Bhundia (Treasurer)	
	Ms A Boyle	
	Mrs D C Earll	(Appointed 1 October 2019)
	Mr P Pounder	(Appointed 1 October 2019)
Secretary	Mrs L Wyatt	
Charity number	1094343	
Company number	04379997	
Principal address	c/o Mrs Loredana Guetg-Wyatt 28 Branksea Avenue Poole BH15 4DP	
Registered office	The White House Wilderspool Business Park Greenalls Avenue Warrington England WA4 6HL	
Independent examiner	Andrew Hague BEng BFP FCA	

STEPS CHARITY WORLDWIDE

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STEPS CHARITY WORLDWIDE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's articles of association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

Objectives and aims

Steps is the leading charity for lower limb conditions 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.

In 2020 we launched Steps in Scotland, as a formally registered charity. At the same time, we registered our interest to become a charity in Northern Ireland.

Our Vision

Our vision remains the same, but we are expanding the support we provide to our beneficiaries outside the United Kingdom. Through our collaboration with international charities and organisations, we are now reaching families across the world and our aim is to expand our reach by establishing Steps subsidiaries in many other countries.

We believe that all those affected by a childhood lower limb condition, being this congenital or acquired, 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 from birth to adulthood.

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.

STEPS CHARITY WORLDWIDE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

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.

Achievements and performance

We have worked extremely hard to be able to operate as a 'cloud' based charity. We are pleased with the results achieved and we can proudly say that even if we are no longer able to meet at a physical location, we meet regularly online. The transition to a cloud-based structure has enabled the Charity to reduce its cost significantly and redirect resources towards the Helpline and production of new online resources.

One of our core charitable activities remains our helpline and information service. During the year, we have invested a considerable amount of money towards new online resources. We have partnered with Tusko to create videos that can be viewed by thousands of families and individuals as and when needed. Our partnership will continue into 2021 as it is the charity's expectation to transition all resources online.

Grants

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 Furnedge 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 and in 2019 the Board decided to fund the purchase of the seat in full.

We are grateful to the family and friends of Claire for continuing to support the Fund and donating an extraordinary amount money every year.

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.

Steps are equally part of the Children's Prosthetic Advisory Group which works towards the provision of prosthetics for children. It is now possible for NHS Limb Fitting Centres to apply for funding for sports and activity prostheses through a special Children's Prosthetic Fund managed by the Department of Health.

Research remains a key part of our work. We are currently participating in the following projects:

The Starworks Project

STEPS CHARITY WORLDWIDE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

Patient Public Involvement with Great Ormond Street Hospital meeting for Risk factors for DDH in new-borns

This study aims to engage families and professionals with an interest in the diagnosis of DDH in a project to aid GPs' diagnosis of the condition during visits to the doctor's surgery. The study will use a 'toolkit', to be provided to doctors in GP surgeries and will comprise of a number of questions the doctor will ask of parents during a physical examination of their babies' hips. This will give GPs an idea of which babies are more at risk of having DDH.

The BOSS Study

The British Orthopaedic Surgery Surveillance (BOSS) Study is a nationwide reporting mechanism to determine the occurrence and outcomes in rare children's orthopaedic diseases, Slipped Capital Femoral Epiphysis (SCFE) and Perthes' Disease. The study aims to make reporting cases of rare orthopaedic diseases easier for busy consultants and provide accurate information about how many cases are happening across the UK and how treatment is working.

This will help researchers plan studies to improve the ways such conditions are treated and improve the prognosis for affected children. The initial phase of the project, involving recruiting hospitals to record cases of these hip diseases is complete and the next stage, to ask families to sign up for studies to help improve treatment has begun.

Financial review

The results of the charity are shown in the Statement of Financial Activities. Incoming resources for the year were £166,897 whilst expenditure was £174,992.

Funds

At the year end the charity had funds of £29,188. Of this £26,116 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.

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 2020, unrestricted reserves amount to £3,072. This is below the Trustees' targeted reserves level to cover 6 months of unrestricted expenditure. The Trustees are continually reviewing the financial forecasts with the aim of maintaining a robust financial plan which will allow the objects of the charity to be achieved while at the same time returning reserves to the desired level.

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.

STEPS CHARITY WORLDWIDE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

Lottery Funding

We are pleased that the National Lottery Community Fund continues to support our work around the UK and specifically with the recruitment of volunteers.

We were delighted to receive additional Lottery Funding to establish a network of volunteers in England and Scotland.

Our volunteers are a core element of our services; helping parents consider their options, listening, supporting and sharing their experiences. We are at a stage now where we need to strengthen and enhance this service so that it is accessible around England and Scotland in a structured and organised programme.

The Lottery Funding will enable Steps to

- Establish a network of 30-40 volunteers each linked to a coordinator in their region
- Recruit, train and support the volunteers
- Provide training in communication skills, helpline advisor skills, roles, safeguarding and H&S
- Build relationships between volunteers in their region and nationwide.
- It will build links with professionals treating the conditions and parents facing trauma and challenges.
- Train volunteers to support parents via phone, via email, parent forums and social media.

Thank you

We would like to end the Trustee's report thanking our staff, volunteers, donors, trustees and health professional we work with. We would not be able to continue with our work without their hard work and support.

A special thank you Loredana Guetg-Wyatt who stepped down as Trustees in order to support the charity as the new Chief Executive Officer, enabling the charity to continue with its vital role to supporting families and individuals with lower limb conditions. We appreciate the enormous amount of time she is dedicating to the charity and its beneficiaries at no cost to the charity as she has waived her salary. We would equally like to express our gratitude to Paul Pounder who has been working extremely hard to ensure that the charity could operate successfully as a cloud base organisation.

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.

Risk factors

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

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.

STEPS CHARITY WORLDWIDE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

Structure, governance and management

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.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms R Bootland

Professor C Cutts

(Resigned 16 December 2019)

Miss J Stansfield (Chairman)

Mr T Theologis

(Resigned 16 December 2019)

Mr H Bhundia (Treasurer)

Ms A Boyle

Mrs D C Earll

(Appointed 1 October 2019)

Mr P Pounder

(Appointed 1 October 2019)

Recruitment and appointment 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.

STEPS CHARITY WORLDWIDE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

Organisational structure

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 Managing Director, Loredana Guetg-Wyatt for the efficient and effective day-to-day operation of the charity. The Managing Director 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.

Induction and training 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

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

Collaboration with other charities and organisations

I CAN Campaign with LimbPower and Limbless Association

Three charities, the Limbless Association, LimbPower and Steps have come together to create a new campaign called I Can, You Can, We Can. This campaign focuses on what can be achieved by individuals alone, 'I Can', with the support from charities and organisations 'You Can' and with the support of healthcare professionals and the prosthetic industry, 'We Can'.

On Wednesday 29th November 2017, a team of amputees, charity staff and healthcare professionals climbed the iconic O2 to launch the campaign. The climb highlighted what can be achieved with the right attitude, support and equipment when we all work together.

The aim of the campaign was to raise sufficient funds for the 'I Can Youth Camps' which ran throughout 2018 and 2019, for children between the ages of 5-17 and for 18-24 year olds, to aid their physical, social and psychological rehabilitation. The camps were a tremendous success and provided Steps with the necessary knowledge to create additional camps for children with complex lower limb conditions such as PFFD, Fibular Hemimelia and Tibial Hemimelia where amputation is not necessarily the only option to treat the condition.

In 2020 Steps launched the 'Step in' Youth Camps. The purpose of the "Step-In" camps is to bring together children and their family affected by a lower limb condition to an environment that nurtures everyone to "Step-In" and get involved.

It is often the case that a child will not come across anyone else who has the same condition and restrictions as them. For parents or carers, the road to recovery can be long, laborious and often isolating and siblings can often feel left out. We want everyone to feel like they can "Step-In", despite their age, condition or restrictions. The camps are the perfect opportunity for families to meet others in a similar situation, share stories and experiences, and for everyone to take part in fun challenges. We are partnering with the Calvert Trust, a charitable organisation with over 35 years' experience in providing outdoor activity holidays for anyone with physical challenges or life-long disabilities. Their ethos is "...because it's what you can do that counts". They provide an excellent platform with their site for everyone to overcome their fears and feel part of it, have fun and make friends that may last a lifetime

Global Clubfoot Initiative - RUNFREE 2030

Steps continues to be part of 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 and abroad to those impacted with lower limb conditions to other countries. In 2019 Steps sponsored health professionals from Australia and Mongolia to be trained in the UK on the Ponseti Method. The aim is to provide the same level of training in Mongolia and enable local health professionals to treat clubfoot.

STEPS CHARITY WORLDWIDE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

Angus Lawson Funding for Planned amputation video

During 2019 and 2020 we continued to work on the planned amputation video supported by the Angus Lawson Trust.

Based on the feedback received by parents of amputee children as well as health professionals, we believe there is currently a lack of emotional and practical support for families that decide to have an elective amputation irrespective of whether this is caused by a congenital condition, trauma or illness. This is perceived to be the case particularly for families that come from a disadvantaged background or from ethnic minorities.

The video will help families through the difficult decision of opting for an amputation and provides practical solution to everyday challenges.

BSCOS Ultrasound Video

In 2019 we were able to commence filming of the new ultrasound video in collaboration with the British Society of Children Orthopaedic Surgery (BSCOS). The aim of the video is to provide patient information on diagnosis and treatment of DDH. The video will also be able to provide parents and carers with a clear understanding of the condition, treatment options and possible outcomes. The video will be based on evidence and consensus where available but also considering variation in practice by region and spectrum of the disease. The video should be easy to understand, in multi languages and easy to access and view. We are expecting the video to be distributed to all NHS hospitals towards the end of 2020.

STEPS CHARITY WORLDWIDE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

The trustees' report was approved by the Board of Trustees.



Miss J Stansfield (Chairman)

Trustee

Dated: 18 December 2020

STEPS CHARITY WORLDWIDE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF STEPS CHARITY WORLDWIDE

I report to the trustees on my examination of the financial statements of Steps Charity Worldwide (the charity) for the year ended 31 March 2020.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.


Andrew Hague BEng BFP FCA

WR Partners
Chartered Accountants
Drake House
Gadbrook Park
Northwich
CW9 7RA

Dated: 18 December 2020

STEPS CHARITY WORLDWIDE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

Current financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes						
Income from:							
Donations and legacies	3	41,886	19,520	61,406	58,966	25,406	84,372
Other trading activities	4	90,379	15,000	105,379	87,596	2,975	90,571
Investments	5	112	-	112	49	-	49
Total income		132,377	34,520	166,897	146,611	28,381	174,992
Expenditure on:							
Raising funds	6	4,280	600	4,880	5,841	-	5,841
Charitable activities	7	177,018	20,166	197,184	142,747	43,281	186,028
Total resources expended		181,298	20,766	202,064	148,588	43,281	191,869
Net (expenditure)/income for the year/							
Net movement in funds		(48,921)	13,754	(35,167)	(1,977)	(14,900)	(16,877)
Fund balances at 1 April 2019		51,993	12,362	64,355	53,969	27,262	81,231
Fund balances at 31 March 2020		3,072	26,116	29,188	51,992	12,362	64,354

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

STEPS CHARITY WORLDWIDE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

Prior financial year

		Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes			
<u>Income from:</u>				
Donations and legacies	3	58,966	25,406	84,372
Other trading activities	4	87,596	2,975	90,571
Investments	5	49	-	49
Total income		146,611	28,381	174,992
<u>Expenditure on:</u>				
Raising funds	6	5,841	-	5,841
Charitable activities	7	142,747	43,281	186,028
Total resources expended		148,588	43,281	191,869
Net (expenditure)/income for the year/ Net movement in funds		(1,977)	(14,900)	(16,877)
Fund balances at 1 April 2018		53,969	27,262	81,231
Fund balances at 31 March 2019		51,992	12,362	64,354

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

STEPS CHARITY WORLDWIDE

BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Current assets					
Stocks	12	5,032		3,081	
Debtors	13	6,897		8,084	
Cash at bank and in hand		36,474		74,348	
		<u>48,403</u>		<u>85,513</u>	
Creditors: amounts falling due within one year	14	<u>(19,215)</u>		<u>(21,159)</u>	
Net current assets			29,188		64,354
Income funds					
Restricted funds	15		26,116		12,362
Unrestricted funds			3,072		51,992
			<u>29,188</u>		<u>64,354</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 18 December 2020



Miss J Stansfield (Chairman)
Trustee

Company Registration No. 04379997

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

Steps Charity Worldwide is a private company limited by guarantee incorporated in England and Wales. The registered office is The White House, Wilderspool Business Park, Greenalls Avenue, Warrington, England, WA4 6HL.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.5 Resources expended

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.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	33% on cost
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2020 £	2020 £	2020 £	2019 £
Donations and gifts	41,886	2,120	44,006	84,372
Grants	-	17,400	17,400	-
	<u>41,886</u>	<u>19,520</u>	<u>61,406</u>	<u>84,372</u>
For the year ended 31 March 2019	<u>58,966</u>	<u>25,406</u>		<u>84,372</u>

4 Other trading activities

	Unrestricted funds	Restricted funds	Total	Total
	2020 £	2020 £	2020 £	2019 £
Fundraising events	87,240	15,000	102,240	90,259
Shop income	3,139	-	3,139	312
	<u>90,379</u>	<u>15,000</u>	<u>105,379</u>	<u>90,571</u>
For the year ended 31 March 2019	<u>87,596</u>	<u>2,975</u>		<u>90,571</u>

5 Investments

	Unrestricted funds	Total
	2020 £	2019 £
Interest receivable	<u>112</u>	<u>49</u>

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

6 Raising funds

	Unrestricted funds	Restricted funds	Total	Total
	2020 £	2020 £	2020 £	2019 £
<u>Fundraising and publicity</u>				
Other fundraising costs	4,280	600	4,880	5,841
	<u>4,280</u>	<u>600</u>	<u>4,880</u>	<u>5,841</u>
For the year ended 31 March 2019				
Fundraising and publicity	<u>5,841</u>	<u>-</u>		<u>5,841</u>

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

7 Charitable activities

	Charitable Expenditure 2020 £	Charitable Expenditure 2019 £
Staff costs	60,131	52,253
Depreciation and impairment	-	106
Rent and rates	905	1,318
Insurance	1,149	1,490
Telephone	1,492	1,231
Postage and stationery	847	1,419
Staff training	25	3,020
Repairs, renewals and equipment hire	-	3,214
Travel costs	12,881	13,367
Professional and consultancy fees	19,548	32,100
Advertising and website costs	8,017	10,096
General expenses and project costs	67,257	38,648
Equipment bursaries	10,270	10,116
	<u>182,522</u>	<u>168,378</u>
Share of support costs (see note 8)	13,662	16,650
Share of governance costs (see note 8)	1,000	1,000
	<u>197,184</u>	<u>186,028</u>
Analysis by fund		
Unrestricted funds	177,018	142,747
Restricted funds	20,166	43,281
	<u>197,184</u>	<u>186,028</u>
For the year ended 31 March 2019		
Unrestricted funds	142,747	
Restricted funds	43,281	
	<u>186,028</u>	

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

8 Support costs

	Support costs	Governance costs	2020	2019
	£	£	£	£
Bookkeeping	7,179	-	7,179	5,363
Accountancy fees	728	-	728	3,478
Bank charges	3,066	-	3,066	3,854
Entertaining	429	-	429	198
Legal and professional	1,199	-	1,199	1,213
ICT and office costs	1,061	-	1,061	2,544
Independent examination fee	-	1,000	1,000	1,000
	<u>13,662</u>	<u>1,000</u>	<u>14,662</u>	<u>17,650</u>
Analysed between				
Charitable activities	<u>13,662</u>	<u>1,000</u>	<u>14,662</u>	<u>17,650</u>

9 Net movement in funds

	2020	2019
	£	£
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	-	106
	<u>-</u>	<u>106</u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

11 Employees

Number of employees

The average monthly number of employees during the year was 2.5 (2019: 2).

	2020 Number	2019 Number
Charity and fundraising staff	2	2

Employment costs

	2020 £	2019 £
Wages and salaries	56,895	49,862
Social security costs	1,974	1,648
Other pension costs	1,262	743
	<u>60,131</u>	<u>52,253</u>

There were no employees whose annual remuneration was £60,000 or more.

12 Stocks

	2020 £	2019 £
Finished goods	5,032	3,081

13 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	-	1,651
Other debtors	3,045	3,017
Prepayments and accrued income	3,852	3,416
	<u>6,897</u>	<u>8,084</u>

14 Creditors: amounts falling due within one year

	2020 £	2019 £
Other taxation and social security	1,645	915
Trade creditors	5,767	12,918
Other creditors	5,261	1,169
Accruals and deferred income	6,542	6,157
	<u>19,215</u>	<u>21,159</u>

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 31 March 2020
	£	£	£	£
Zachery Sanderson fund	1,925	-	(1,925)	-
Claire Furnedge Equipment fund	-	2,120	(2,120)	-
English Loto fund	-	9,900	(4,950)	4,950
Laila's fund	-	15,000	(600)	14,400
RAF Fundraising	1,000	-	(500)	500
BCCOS Project	2,975	-	(1,800)	1,175
Scottish Lotto fund	-	7,500	(4,254)	3,246
The Angus Lawson Trust	6,462	-	(4,617)	1,845
	<u>12,362</u>	<u>34,520</u>	<u>(20,766)</u>	<u>26,116</u>

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

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

The Laila's Fund consists of monies donated by the family and friends of Laila to support children with lower limb conditions. Specifically to help children with costs related to the purchase of sport prothesis, attending the Step-in or iCan camps and provide awareness of support to families.

The RAF Fund represents donations received from the students and lectures of the Universities of Glasgow and Strathclyde Air Squadrons to be allocated to hip dysplasia new video resources.

The British Society of Children's Orthopaedic Surgery project (BSCOS project) consists of moneys donated by the member of the society to create a series of video on lower limb conditions.

The Angus Lawson Trust comprises monies received for the creation of a video on planned amputation aimed at supporting parents and children.

Big Lottery Funds as follows:-

Supporting communities in Scotland.
Volunteers stepping up in the community

The Big Lottery Funds consist of money received to embark on a programme in England and Scotland to raise awareness of Steps and create a network of regional volunteers who supports families with lower limb conditions.

STEPS CHARITY WORLDWIDE**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2020****16 Analysis of net assets between funds**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Fund balances at 31 March 2020 are represented by:				
Current assets/(liabilities)	3,072	26,116	29,188	64,354
	<u>3,072</u>	<u>26,116</u>	<u>29,188</u>	<u>64,354</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).