

Charity number: 1094343  
Company number: 04379997

**Steps Charity Worldwide**  
**(A company limited by guarantee)**  
**Trustees' report and financial statements**  
**for the year ended 31 March 2011**

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**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Contents**

	<b>Page</b>
Legal and administrative information	<b>1 - 2</b>
Trustees' report	<b>3 - 9</b>
Auditors' report to the trustees	<b>10 - 11</b>
Statement of financial activities	<b>12</b>
Balance sheet	<b>13</b>
Notes to the financial statements	<b>14 - 23</b>

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Legal and administrative information**

**Charity number** 1094343

**Company registration number** 04379997

**Business address** Warrington Lane  
 Lymm  
 Cheshire  
 WA13 0SA

**Registered office** Warrington Lane  
 Lymm  
 Cheshire  
 WA13 0SA

<b>Trustees</b>	C Murray	
	R Boyd	resigned 13 November 2010
	D Matkin	
	R Bootland	
	D Cottam	
	J Gibbon	
	P Morgan	
	O Keith	
	P Chapman	
	M Benson	appointed 11 August 2010
	S West	appointed 11 August 2010
	A Gay	appointed 11 August 2010
	E Perfect	appointed 11 August 2010
	S Carpenter	appointed 11 August 2010
R Weatherley	appointed 11 August 2010	

**Secretary** A Dorman

<b>Staff</b>	Sue Banton	Director (part time)
	Anna Dorman	Finance and office manager
	Helga Hinchcliffe	Administrative assistant (part time)
	Colette Hills	Helpline and information (part time)
	Julie Charlton	Marketing and community fundraiser (part time)
	Deborah Murray	Helpline and information (part time)

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Legal and administrative information**

**Auditors**

George Snape Chartered Accountants  
214 High Street  
Winsford  
Cheshire  
CW7 2AU

**Bankers**

Barclays Bank plc

National Westminster Bank plc

Close Brothers

Scottish Widows

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 March 2011**

The trustees present their report and the financial statements for the year ended 31 March 2011. The trustees, who are also directors of Steps Charity Worldwide for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

**Structure, governance and management**

*Status*

The company is a registered charity and is governed by memorandum and articles of association amended by special resolution on 15th March 2002. The charity is a company limited by guarantee and therefore has no share capital. The charity is also known as 'steps'.

*Organisational structure*

The trustees are responsible for plotting the strategic direction of the charity and overseeing all the areas of its operation. The day to day running of the charity is delegated to the paid manager and staff. Trustees can be elected by the existing trustees at meetings. At each Annual General Meeting one third of the trustees must retire, but being eligible can offer themselves for re-election. All members of the charity are entitled to vote. Trustees are offered suitable training when elected and are informed of their duties and responsibilities. They are also made aware of publications and advice available from the Charity Commission.

*Reserves policy*

The policy of the trustees is to hold sufficient unrestricted reserves to meet expenditure requirements for a period of at least six months.

*Investment policy*

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

*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. Monies are also provided for research and development projects and for education purposes. The maximum application for a grant is £500 and no more than two applications per applicant are allowed within a financial year. The trustees review the grant applications at meetings.

*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 the risks. The charity's system of internal controls are designed to provide reasonable but not absolute assurance against material misstatement or loss. The trustees are satisfied that the systems in place minimise their exposure to the major risks.

## **Steps Charity Worldwide**

### **(A company limited by guarantee)**

## **Report of the trustees (incorporating the directors' report)**

### **for the year ended 31 March 2011**

#### *Improving governance, monitoring, evaluations and the infrastructure*

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

We have a board of Trustees, the Trustees are also directors of the company. There are a minimum of 5 meetings a year of which 4 are face to face, the remainder using teleconferencing. The Director, and Company Secretary/Finance Officer attend all the meetings, other staff attend on request.

Policies and procedures are reviewed on a rolling basis.

## **Objectives and activities**

### *Our association*

Steps is a national charity that was founded by Sue Banton (Director) over 30 years ago in 1980. It was set up to provide support and information to families of children with lower limb conditions, like Developmental Dysplasia of the Hip (DDH), Congenital Talipes Equinovarus (clubfoot) or Lower Limb conditions (LLD). 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 musculoskeletal conditions of the lower limbs still affect adults and we found as our children grew up that there was a huge gap in knowledge and provision of care regarding young adults.

### *Aims and purposes*

Our mission - to drive forward the provision of quality support and information to empower everyone affected by lower limb conditions.

### *We don't take walking for granted!*

We are committed to furthering research, innovation, services and best practice through a partnership approach with other health organisations and professionals. Our key activities are:  
Providing information through publications, helpline and website,  
Support through our helpline, an Internet community and Contact Register,  
Education through training programmes and conferences,  
Research - supporting and commissioning,  
Working in partnership to influence change;  
Helping people to make an informed choice in healthcare.

### *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.

## **Achievements and performance**

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.

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 March 2011**

*Improving our information services*

Producing new quality up to date validated information continues to be a key activity. We have completed a new suite of leaflets for all our conditions, and have just reviewed, modified and reprinted the Baby Hip Health leaflet.

We are in contact with over 200 surgeons and other health professionals who specialise in children's orthopaedics. This has enabled us to build a database of surgeons' expertise and interests and we are constantly working on hospitals and their specialities, this is regularly updated.

*Developing support networks with families, individuals and young people*

One of our core services is the helpline and information service. Most enquiries are by email and online enquiries and telephone. The helpline and information staff offered support and information via nearly 2000 enquiries throughout the year, some 100 from health professionals. Many of the conditions are relatively rare and little national data is kept on them. The database is a unique resource with over 8500 individuals. The data is used anonymously for research or with permission is used to match family contacts.

Our website is one of our key charitable activities. Traffic to the website has increased substantially, as the more routine calls to the helpline fell, thus indicating that people found the website answered many of their questions. Rare and more complex enquiries to the helpline, however, increased, both by telephone and email, suggesting that awareness of the charity as a source of help had also risen as a result of the website. Our new website will be launched in the autumn of 2011.

Another valuable resource is the discussion forum on the website. During this period we increased our forum membership to nearly 3000 members. A staff member monitors the forum.

We also have our own Facebook page with over 3000 fans. Our supporters post photos and videos on our page and link to their own fundraising efforts through the JustGiving page. We have also used the page successfully to support our own events and campaigns.

We produce a biannual magazine, and newsletter which is distributed to around 2000 people and institutions, including hospitals and limb fitting centres. We are developing new ways of keeping in touch with our supporters by e-newsletters.

We have responded to the social needs of parents, children and young people by arranging a Christmas social, and we hope to hold another Ball next year.

Home equipment provision, especially for children in hip plasters, is difficult to obtain. Suitable equipment is essential for children's mobility and safety. The Claire Furmedge Equipment Fund has so far supported over 350 families with car seats or harnesses for safe transportation of their children whilst in hip spica plaster casts, or with special hip spica chairs.

We started a 'Boots & Bars Appeal' to recycle used Ponseti Treatment foot abduction braces to countries where aftercare bracing is not available. Recent distributions of the boots and bars went to Papua New Guinea.

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 March 2011**

*Increasing awareness through publicity and campaigns*

We held our Baby Hip Health awareness week again in March, and we continue to campaign heavily to improve the situation, so that the chances of a late diagnosis, and all that the subsequent impact on parents, children and paediatric services involves, are greatly reduced. We are determined to keep the pressure on the Department of Health so that this unsatisfactory state of affairs can be resolved and have formed close links with the Department of Health Newborn Infant Physical Examination programme (NIPE) to improve the situation. Sue Banton, Director, and Oonagh Keith, trustee, are members of the NIPE Implementation Steering Group. Our aim is for all Trusts to have formal policies in place, and to improve training, audit, information for parents and referral pathways for treatment and diagnosis.

We respond to government and NHS consultations as appropriate.

*Facilitating education and research*

The STEPS Jane Bettridge Research and Education Fund was established in 2002 in memory of STEPS Trustee Jane Bettridge. Jane's involvement with STEPS as a trustee was very important to her, all the more so because of being a parent of a child with clubfoot. The Fund supports research and education in orthopaedics and related disciplines and helps to fund STEPS involvement in research. We continue to support research and are involved with the 'Exploring the Causes of Clubfoot in Europe' study being undertaken by the University of Aberdeen.

We have carried out our own initial research on Ponseti treatment currently available in the UK, and hope to develop this further.

We have representation on the management/advisory committees of the following research projects:

"Improving the detection and management of term breech presentation and developmental dysplasia of the hip"

"Prospective cohort study to validate risk factors for developmental dysplasia of the hip"

We have helped in the recruitment of the following research projects:

"How do parents' perceive their child's lower limb(s) following successful treatment with the Ponseti treatment?"

"An on-line study looking at women's experiences of pre-natal testing during pregnancy"

The Director gives an annual lecture at the University of Salford Prosthetics and Orthotics Degree course.

The Director is also a member of INVOLVE, on the Executive Committee of the British Paediatric Surveillance Unit and we have representation in the Medicine for Children Research Network and the Manchester Children's Hospital Orthopaedic Discharge Planning Group.

*Working with other organisations*

We maintain strong links with other charities and organisations including Contact a Family, Action for Sick Children, Genetics Interest Group (GIG) and various limb loss groups. We are also in contact with similar organisations abroad including the Hip Dysplasia Institute in America and an affiliated group in South Africa.



**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 March 2011**

**Financial review**

*Improving funding*

Once again our supporters have provided almost all of our income. In spite of the recession, our fundraising activities remain very buoyant, although donations are understandably down. Numerous supporters walked, biked, ran marathons, drank coffee, raffled, raised money instead of sending Christmas cards, raised money through anniversaries, first birthdays, christenings, drank wine, sang, played music, played golf and partied to raise funds for us. Some managed to get their employers to support their fundraising - a very useful source of funding for us. As part of our Baby Hip Health Awareness week and campaign, we asked people to 'Put the Kettle On' for STEPS. The response was as fantastic as always. The Trustees would like to thank everyone who has supported STEPS this year, whether large or small amounts, we are very grateful for without this support we could not continue. The London Marathon for STEPS has been something that we have become more involved in, and we have added to this with the North and South runs, and the Manchester run, amongst others. We thank all our brilliant runners who managed to raise a magnificent amount of over £10k to help our funds. We are keen to get more runners supporting us in various marathons, and are also looking to other activities this year. Last year we also held our first Ball, which was very successful and raised some £11,500. We hope to hold another ball next year.

We are constantly seeking new funding opportunities. However, we rely heavily, as always, on our fantastic and loyal supporters.

*Results*

The results of the charity are shown in the Statement of Financial Activities. Incoming resources for the year rose by £35,528 to £213,106 due to an increase in voluntary income and fundraising. Expenditure rose by £21,507 to £203,855 and this resulted in net income for the year of £9,251.

*Funds*

At the year end the charity had funds of £151,597 of which £3,043 was restricted. The level of unrestricted funds are sufficient to meet the reserves policy of holding a minimum of six months unrestricted expenditure.

**Plans for future periods**

We are constantly developing and modifying our strategic plan and it is currently being reviewed for 2014. Our strategic plan included six strategic objectives: to improve our information services, to develop support networks with families, individuals and young people, to increase awareness through publicity and campaigns, to facilitate education & research, to improve governance, monitoring, evaluations and the infrastructure and to develop sustainable funding. Our plan has developed work strands under each of these objectives. Reports to the trustees are given on a quarterly basis.

**Statement as to disclosure of information to auditors**

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.

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 March 2011**

**Statement of trustees' responsibilities**

The trustees (who are also directors of Steps Charity Worldwide for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and 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 these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

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 which 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.

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 March 2011**

**Auditors**

George Snape Chartered Accountants are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

On behalf of the board



**P Morgan**  
**Director**

**Date:** 5/8/11

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Independent auditor's report to the trustees of Steps Charity Worldwide**

We have audited the financial statements of Steps Charity Worldwide for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of the trustees and auditors**

The trustees' (who are also directors for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006, and whether the information given in the Trustees' Annual Report is not consistent with the financial statements. We also report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Trustees' Annual Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

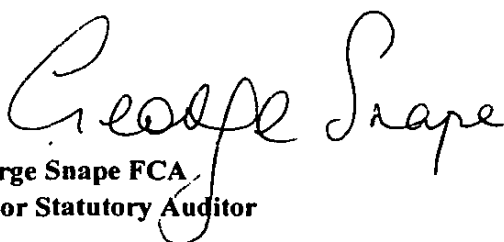
**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Independent auditor's report to the trustees of Steps Charity Worldwide**

**Opinion**

In our opinion.

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 2006; and
- the information given in the trustees' report is consistent with the financial statements



**George Snape FCA**  
**Senior Statutory Auditor**

**For and on behalf of George Snape Chartered Accountants**  
**and**  
**Statutory Auditors**

**214 High Street**  
**Winsford**  
**Cheshire**  
**CW7 2AU**

**Date:** 11<sup>th</sup> August 2011

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Statement of financial activities (incorporating the income and expenditure account)**

**For the year ended 31 March 2011**

	Notes	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
<b>Incoming resources</b>					
Incoming resources from generating funds					
Voluntary income	2	77,817	3,619	81,436	56,376
Activities for generating funds	3	125,648	-	125,648	91,379
Investment income	4	1,072	-	1,072	1,176
Incoming resources from charitable activities	5	-	-	-	23,350
Other incoming resources	6	4,950	-	4,950	5,297
<b>Total incoming resources</b>		<u>209,487</u>	<u>3,619</u>	<u>213,106</u>	<u>177,578</u>
<b>Resources expended</b>					
Costs of generating funds					
Fundraising trading					
cost of goods sold and other costs	7	23,866	-	23,866	13,597
Charitable activities	8	153,025	13,102	166,127	154,968
Governance costs	10	13,862	-	13,862	13,783
<b>Total resources expended</b>		<u>190,753</u>	<u>13,102</u>	<u>203,855</u>	<u>182,348</u>
<b>Net incoming/(outgoing) resources before transfers</b>		18,734	(9,483)	9,251	(4,770)
Transfers from unrestricted funds		-	2,008	2,008	(4,300)
Transfers to restricted funds		(2,008)	-	(2,008)	4,300
<b>Net incoming/(outgoing) resources for the year / Net income/(expenditure) for the year</b>		16,726	(7,475)	9,251	(4,770)
Total funds brought forward		<u>131,828</u>	<u>10,518</u>	<u>142,346</u>	<u>147,116</u>
<b>Total funds carried forward</b>		<u>148,554</u>	<u>3,043</u>	<u>151,597</u>	<u>142,346</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

The notes on pages 14 to 23 form an integral part of these financial statements.

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Balance sheet**  
**as at 31 March 2011**

	Notes	£	2011 £	£	2010 £
<b>Fixed assets</b>					
Tangible assets	16		5,721		569
<b>Current assets</b>					
Debtors	17	11,600		15,842	
Investments	18	120,548		125,123	
Cash at bank and in hand		35,666		14,915	
		<u>167,814</u>		<u>155,880</u>	
<b>Creditors: amounts falling due within one year</b>	19	<u>(21,938)</u>		<u>(14,103)</u>	
<b>Net current assets</b>			<u>145,876</u>		<u>141,777</u>
<b>Net assets</b>			<u>151,597</u>		<u>142,346</u>
<b>Funds</b>	20				
Restricted income funds			3,043		10,518
Unrestricted income funds			<u>148,554</u>		<u>131,828</u>
<b>Total funds</b>			<u>151,597</u>		<u>142,346</u>

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

The financial statements were approved by the board and signed on its behalf by

**D Cottam**  
**Director**



Date: 05 August 2011

Company registration number: 04379997

The notes on pages 14 to 23 form an integral part of these financial statements.

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

**1.1. Basis of accounting**

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

**1.2. Cashflow**

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

**1.3. Incoming resources**

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

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to 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**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**1.4. Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

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.

**1.5. Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 33 1/3% straight line

**1.6. Investments**

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

**1.7. Defined contribution pension schemes**

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

**2. Voluntary income**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Individual donations	41,973	3,619	45,592	36,772
Corporate donations	8,965	-	8,965	4,835
Donations from charitable organisations	8,614	-	8,614	3,750
Gift aid	18,265	-	18,265	11,019
	<u>77,817</u>	<u>3,619</u>	<u>81,436</u>	<u>56,376</u>

**Steps Charity Worldwide**  
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**Notes to financial statements**  
**for the year ended 31 March 2011**

**3. Activities for generating funds**

	<b>Unrestricted funds £</b>	<b>2011 Total £</b>	<b>2010 Total £</b>
Golden Bond marathon	18,280	18,280	13,967
Other fundraising events	104,728	104,728	74,127
Aconcagua income	-	-	428
Merchandise sales	133	133	14
Xmas cards	2,507	2,507	2,843
	<u>125,648</u>	<u>125,648</u>	<u>91,379</u>

**4. Investment income**

	<b>Unrestricted funds £</b>	<b>2011 Total £</b>	<b>2010 Total £</b>
Bank interest receivable	1,072	1,072	1,176
	<u>1,072</u>	<u>1,072</u>	<u>1,176</u>

**5. Incoming resources from charitable activities**

	<b>2011 Total £</b>	<b>2010 Total £</b>
Department of Health grants	-	23,350
	<u>-</u>	<u>23,350</u>

**6. Other incoming resources**

	<b>Unrestricted funds £</b>	<b>2011 Total £</b>	<b>2010 Total £</b>
Sundry income	3,750	3,750	4,097
Rent received	1,200	1,200	1,200
	<u>4,950</u>	<u>4,950</u>	<u>5,297</u>

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**7. Fundraising trading**

	<b>Unrestricted funds £</b>	<b>2011 Total £</b>	<b>2010 Total £</b>
Fundraising events	23,866	23,866	13,597
	<u>23,866</u>	<u>23,866</u>	<u>13,597</u>

**8. Costs of charitable activities - by fund type**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2011 Total £</b>	<b>2010 Total £</b>
Information service	153,025	13,102	166,127	154,968
	<u>153,025</u>	<u>13,102</u>	<u>166,127</u>	<u>154,968</u>

**9. Costs of charitable activities - by activity**

	<b>Activities undertaken directly £</b>	<b>Grant funding activities £</b>	<b>2011 Total £</b>	<b>2010 Total £</b>
Information service	162,522	3,605	166,127	154,968
	<u>162,522</u>	<u>3,605</u>	<u>166,127</u>	<u>154,968</u>

**10. Governance costs**

	<b>Unrestricted funds £</b>	<b>2011 Total £</b>	<b>2010 Total £</b>
Wages and salaries	9,003	9,003	8,892
Employer's NI	897	897	883
Auditor's remuneration	2,400	2,400	2,291
Bank charges	1,511	1,511	1,609
General expenses	51	51	108
	<u>13,862</u>	<u>13,862</u>	<u>13,783</u>

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**11. Net incoming/(outgoing) resources for the year**

	2011	2010
	£	£
Net incoming/(outgoing) resources is stated after charging		
Depreciation and other amounts written off tangible fixed assets	3,211	755
Auditors' remuneration	2,400	2,291
	<u>          </u>	<u>          </u>

**12. Employees**

<b>Employment costs</b>	<b>2011</b>	<b>2010</b>
	£	£
Wages and salaries	102,607	99,981
Social security costs	8,716	8,415
Pension costs	4,014	3,905
Training costs	281	939
	<u>115,618</u>	<u>113,240</u>

No employee received emoluments of more than £60,000 (2010 None)

**Number of employees**

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows

	2011	2010
	Number	Number
Trustees	12	10
Charity and fundraising staff	5	5
Administration staff	1	1
	<u>18</u>	<u>16</u>

**13. Trustees' emoluments**

The trustees neither received nor waived any emoluments during the year (2010 - £Nil) Trustees were reimbursed travel expenses incurred of £241 (2010 - £784)

**14. Pension costs**

The company operates a defined contribution pension scheme in respect of the staff The scheme and its assets are held by independent managers The pension charge represents contributions due from the company

	2011	2010
	£	£
Pension charge	4,014	3,905
	<u>          </u>	<u>          </u>

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**15. Taxation**

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

**16. Tangible fixed assets**

	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 April 2010	12,761	12,761
Additions	8,363	8,363
At 31 March 2011	<u>21,124</u>	<u>21,124</u>
<b>Depreciation</b>		
At 1 April 2010	12,192	12,192
Charge for the year	3,211	3,211
At 31 March 2011	<u>15,403</u>	<u>15,403</u>
<b>Net book values</b>		
At 31 March 2011	<u>5,721</u>	<u>5,721</u>
At 31 March 2010	<u>569</u>	<u>569</u>

**17. Debtors**

	<b>2011 £</b>	<b>2010 £</b>
Other debtors	7,000	8,000
Prepayments and accrued income	4,600	7,842
	<u>11,600</u>	<u>15,842</u>

**18. Current asset investments**

	<b>2011 £</b>	<b>2010 £</b>
Cash deposits	<u>120,548</u>	<u>125,123</u>

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**19. Creditors: amounts falling due within one year**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Other taxes and social security	2,372	2,198
Other creditors	16,954	9,081
Accruals and deferred income	2,612	2,824
	<u>21,938</u>	<u>14,103</u>

**20. Analysis of net assets between funds**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances at 31 March 2011 as represented by			
Tangible fixed assets	5,721	-	5,721
Current assets	164,171	3,643	167,814
Current liabilities	(21,338)	(600)	(21,938)
	<u>148,554</u>	<u>3,043</u>	<u>151,597</u>

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

<b>21. Unrestricted funds</b>	<b>At 1 April 2010 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Transfers £</b>	<b>At 31 March 2011 £</b>
General reserve	43,224	209,487	(189,480)	(34,008)	29,223
Jane Bettridge research and education	28,604	-	(1,273)	(16,000)	11,331
Contingency	60,000	-	-	-	60,000
Ponseti research	-	-	-	20,000	20,000
Family contacts and research	-	-	-	8,000	8,000
Hip dysplasia	-	-	-	10,000	10,000
Information and support	-	-	-	10,000	10,000
	<u>131,828</u>	<u>209,487</u>	<u>(190,753)</u>	<u>(2,008)</u>	<u>148,554</u>

**Purposes of unrestricted funds**

The general reserve 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. The balance on the fund represents monies held for future expenditure.

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 Ponseti research fund consists of monies designated by the trustees towards research into Ponseti treatment.

The Family contacts and research fund consists of monies designated by the trustees towards the future costs of compiling and maintaining an extensive database.

The Hip dysplasia fund consists of monies designated by the trustees towards improving the detection of hip dysplasia.

The Information and support fund consists of monies designated by the trustees to improve the provision of information materials to the public, including the charity's website.

**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**22. Restricted funds**

	At 1 April 2010 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2011 £
Translation fund	464	-	-	-	464
Claire Furmedge Equipment fund	705	3,016	(3,604)	2,000	2,117
Work in Africa fund	527	603	(668)	-	462
DVD fund	8,822	-	(8,830)	8	-
	<u>10,518</u>	<u>3,619</u>	<u>(13,102)</u>	<u>2,008</u>	<u>3,043</u>

**Purposes of restricted funds**

The translation fund represents monies donated to the charity towards translating a Ponseti educational video. No monies had been spent at the year end.

The Claire Furmedge Equipment fund consists of monies donated to the charity to enable the provision of an information service and equipment bursaries. The balance on the fund represents monies held for future expenditure.

The Work in Africa fund consists of donations towards the provision of the charity's service in Africa. The balance on the fund represents monies held for future expenditure.

The DVD fund comprises Department of Health grant funding to produce a series of video clips about caring for babies, toddlers and older children in hip spica plaster casts. All monies had been spent by the year end.

**23. Financial commitments**

At 31 March 2011 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2011 £	2010 £	2011 £	2010 £
<b>Expiry date:</b>				
Within one year	2,154	12,925	3,260	3,209
Between one and five years	-	2,154	9,236	12,496
	<u>2,154</u>	<u>15,079</u>	<u>12,496</u>	<u>15,705</u>

**24. Transactions with trustees**

Trustees were reimbursed travel expenses incurred during the year of £241 (2010 - £784). The trustees donated £241 to the charity during the year.



**Steps Charity Worldwide**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**25. Related party transactions**

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

**26. Company limited by guarantee**

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