

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

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013
FOR**

STEPS CHARITY WORLDWIDE



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 2013

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 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04379997 (England and Wales)

Registered Charity number
1094343

Registered office

Wright House
Crouchley Lane
Lymm
Cheshire
WA13 0AS

Trustees

M Benson	
R Bootland	
S Carpenter	- resigned 6 10 12
P Chapman	- resigned 23 6 12
D Cottam	- resigned 21 9 13
A Gay	- resigned 6 10 12
J Gibbon	- resigned 13 7 13
D Matkin	
P Morgan	- resigned 13 7 13
E Parfekt	- resigned 23 2 13
R Weatherley	
S West	
M Oddy	- appointed 20 4 13
C Cutts	- appointed 20 4 13
N Haigh	- appointed 20 4 13
J Stansfield	- appointed 13 7 13
L Wyatt	- appointed 13 7 13
S Wignall	- appointed 13 7 13

Auditors

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

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.

STEPS CHARITY WORLDWIDE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT

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. 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 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 updated 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 2013

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 the directors for the purpose of company law, and who served during the year were

M Benson	
R Bootland	
S Carpenter	- resigned 6 10 12
P Chapman	- resigned 23 6 12
D Cottam	
A Gay	- resigned 6 10 12
J Gibbon	
D Matkin	
P Morgan	
E Perfect	- resigned 23 2 13
R Weatherley	
S West	

The Trustees, who are also the directors for the purpose of company law, and who were appointed or removed after the year ended 31 March 2013 were

D Cottam	- resigned 21 9 13
J Gibbon	- resigned 13 7 13
P Morgan	- resigned 13 7 13
S West	
M Oddy	- appointed 20 4 13
C Cutts	- appointed 20 4 13
N Haigh	- appointed 20 4 13
J Stansfield	- appointed 13 7 13
L Wyatt	- appointed 13 7 13
S Wignall	- appointed 13 7 13

Management of the Charity

The Board of Trustees is the body responsible for the management of the Charity. The Board meets periodically as needed and aims to meet quarterly each year. The trustees are responsible for plotting the strategic direction of the charity and overseeing all the areas of its operation. The responsibility for the day to day activities of the charity is delegated to the paid manager and staff. All major decisions regarding the Charity are approved by the Charity's Board of Trustees.

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 interest bearing bank accounts.

STEPS CHARITY WORLDWIDE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of trustees

Once appointed, Trustees are briefed on their legal obligations under charity and company law and made aware of publications and advice available from the Charity Commission. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

OBJECTIVES AND ACTIVITIES

Our association

STEPS is a national charity that was 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 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 childhood musculoskeletal conditions of the lower limbs continue to affect adults as children grow up; there is often a gap in knowledge and care provision.

Aims and purposes

Our VISION is to ensure that anyone affected by clubfoot, hip dysplasia or any other lower limb condition receives the best standard of information and support possible.

Our MISSION - we aim to support anyone affected by clubfoot, hip dysplasia and any other lower limb condition - we bring people together, provide dedicated information and campaign for change.

Our STRATEGY is to develop STEPS as a family support group in partnership with beneficiaries, health professionals and other organisations. We will raise our profile nationally and internationally as the representative body for people with hip, leg and foot conditions and as the provider of high quality information.

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, a helpline and website,

Support through our helpline, an internet community and Contact Register,

Education through training programmes and conferences,

Research - support 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.

STEPS CHARITY WORLDWIDE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2013

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 is shown below

Improving our information services

Our website is one of our key charitable activities. Since the launch of our new website in 2011, traffic to the website has increased substantially with nearly 82,000 unique visitors, showing an increase of 30,000 visitors this period last year.

Another valuable resource is the discussion forum on the website. While anyone can browse the topics, if a supporter would like to post a comment he/she needs to be an existing member or create a new account which is FREE to register. During this period we increased our forum membership to over 5000 members - an increase of 1000 from last year. In addition, we now try to contact any new members to welcome them to STEPS and offer additional help and support.

Producing quality up to date validated information continues to be a key activity. We have reviewed, modified and reprinted our Parents' Guide to Lower Limb Conditions, Older Child DVD and Parents' Guide to Clubfoot/Talipes. In addition, we are working towards updating our Pavlik Harness booklet.

Developing support networks with families, individuals and young people

One of our core services is the helpline and information service. The helpline and information team received over 3000 new enquiries from families, carers and health professionals requiring support and information about lower limb conditions. The more routine calls to the helpline have fallen, thus indicating that people found the website answered many of their questions but rare and more complex enquiries to the helpline increased, both by telephone and email.

We have continued steadily to increase our health professional database which now includes 583 consultants and other health professionals such as midwives, physiotherapists etc who specialise in children's orthopaedics. We have increased distribution of several of our parent support leaflets into hospitals to raise awareness and provide support to those in need.

We have actively been cleansing our valuable database system to improve how we store and collect information from our supporters and contacts. The data is used anonymously for research or with permission is used to match family contacts.

We have added a further 1200 "likes" to our STEPS Facebook page and now have over 4900 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 are delighted to report that, within six months of setting up, our STEPS Twitter account has nearly 1,000 followers which is growing daily.

We have responded to the social needs of parents, children and young people by arranging a Christmas social, and we held a very successful Olympic Themed Charity Ball in May 2012. The event was sponsored which enabled us to raise £11,500 profit which was used to help families in need.

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 helped 450 families with a much needed grant towards the purchase of seats or harnesses for safe transportation of their children whilst in hip spica plaster casts.

STEPS CHARITY WORLDWIDE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2013

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Increasing awareness through publicity, campaigns and conferences

We held our annual Baby Hip Health awareness week again in March 2013, to improve detection and raise awareness about correct positioning of babies to ensure healthy hip development. We had lots of fantastic publicity and distributed over 2000 Baby Hip Health Leaflets and awareness posters. We continue to have close links with the Department of Health Newborn Infant Physical Examination programme (NIPE) to improve the situation. Sue Banton, Director, has been an active member of the NIPE Implementation Steering Group.

The Director has given numerous talks to health professionals on the parental experience of having a child diagnosed with developmental Dysplasia of the hip and the Newborn Infant Physical examination screening programme. The Director is also on the Executive Committee of the British Paediatric Surveillance Unit and the Governing Board of The Life Study (a new birth cohort study) and we have representation in the Medicine for Children Research Network.

Ponseti Awareness

We are very grateful to everyone who supported our STEPS Ponseti Awareness Week 2012 13th -20th October 2012 and helped make the week a success by fundraising or distributing leaflets and raising awareness that Clubfoot still exists.

Our helpline team attended the 5th Manchester International Club Foot Conference, 22/23rd October, hosted by The Royal Manchester Children's Hospital and The Ponseti User's Group. Over 100 health professionals, specialising in clubfoot, attended the 2 day conference and workshops. It was a fantastic opportunity for our helpline team to personally meet many consultants and physiotherapists and distribute our information leaflets. In addition, Deborah Murray, STEPS Helpline Support Officer, gave a short presentation to explain the role of STEPS and the value of the support we offer to parents.

On 9th & 10th November, STEPS attended and gave a presentation on the 'Parents experience of Clubfoot across the UK' at the APCP conference (The Association of Paediatric Chartered Physiotherapists) in London which was attended by 400 delegates. This was another great opportunity for STEPS to raise awareness of the importance of providing support to parents when their child is diagnosed with clubfoot.

Both conferences, gave STEPS the platform not only to highlight the support we offer to parents with children affected by clubfoot but also hip dysplasia and other rarer lower limb conditions. However, we continue to raise awareness of clubfoot and the Ponseti Method to parents and health professionals all year round.

Working with other organisations

We maintain strong links with other charities and organisations including Contact a Family, Action for Sick Children, Well Child, Genetics Interest Group (GIG) and are members of the Associated Parliamentary Limb Loss Group. We are also in contact with similar overseas organisations including the International Hip Dysplasia Institute in America, The Ponseti International Association in Iowa and an affiliated group in South Africa.

STEPS CHARITY WORLDWIDE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2013

FINANCIAL REVIEW

Once again our supporters have provided almost all of our income. In spite of the recession, our fundraising activities remain buoyant, although donations are down due to a decrease in the number of direct debits and company contributions. Many of the events were tried and tested (coffee mornings, cake sales, discos, etc) and proved very successful - although we did have some more unusual events such as the Dursley Dozen Challenge which involved a 12 mile multi terrain run. 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 and we raised over £12,000. Our Ponseti Awareness Week with the 'Silly Sock Day' and other fundraising activities was also a brilliant success and raised £5000. 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 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 to £202,196 whilst expenditure reduced to £175,210. This resulted in net incoming resources for the year of £26,986.

Funds

At the year end the charity had funds of £176,083, none of which 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

After 33 years, Sue Banton MBE, founder and Director of STEPS, retired at the end of March 2013. Sue retires with the heartfelt thanks of the Trustees, Staff and all the families and individuals who have benefited from her dedication and commitment to the charity.

From 1st October 2013, STEPS Worldwide was very pleased to welcome Tim McLachlan as its new Chief Executive. Prior to joining STEPS, Tim was the Director of 21st Century Legacy, the Educational Legacy inspired by the London 2012 Olympic Games. Tim led the development and national roll-out of the inspirational cross-curricular 'Be the Best you can Be!' Programme to over 124,000 young people in Primary and Secondary Schools across the UK.

With Tim's appointment, the Board of STEPS is reviewing its strategy to achieve its vision of ensuring that anyone affected by clubfoot, hip dysplasia and any other lower limb condition receives the best standard of treatment, information and support that they need.

STEPS CHARITY WORLDWIDE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2013

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

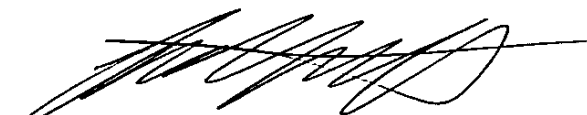
In so far as the trustees are aware

- 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

ON BEHALF OF THE BOARD



L Wyatt - Trustee

15 November 2013

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 2013 on pages eleven to nineteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, 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. 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 2013 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**

Matters on which we are required to report by exception

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

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

M Snape

M J Snape (FCCA, FMAAT) (Senior Statutory Auditor)
for and on behalf of Howard Worth
Chartered Accountants and
Statutory Auditors
Drake House
Gadbrook Park
Northwich
Cheshire
CW9 7RA

Date *10 December 2013*

STEPS CHARITY WORLDWIDE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2013**

		Unrestricted funds £	Restricted funds £	31/3/13 Total funds £	31/3/12 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	52,147	-	52,147	71,950
Activities for generating funds	3	148,286	689	148,975	110,730
Investment income	4	<u>1,074</u>	<u>-</u>	<u>1,074</u>	<u>1,496</u>
Total incoming resources		201,507	689	202,196	184,176
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	5	27,132	-	27,132	14,179
Charitable activities					
Information service	6	128,362	3,075	131,437	158,188
Governance costs	7	<u>16,641</u>	<u>-</u>	<u>16,641</u>	<u>14,309</u>
Total resources expended		172,135	3,075	175,210	186,676
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		29,372	(2,386)	26,986	(2,500)
Gross transfers between funds	16	<u>(2,386)</u>	<u>2,386</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		26,986	-	26,986	(2,500)
RECONCILIATION OF FUNDS					
Total funds brought forward		149,097	-	149,097	151,597
TOTAL FUNDS CARRIED FORWARD		<u>176,083</u>	<u>-</u>	<u>176,083</u>	<u>149,097</u>

The notes form part of these financial statements

STEPS CHARITY WORLDWIDE

BALANCE SHEET AT 31 MARCH 2013

		Unrestricted funds £	Restricted funds £	31/3/13 Total funds £	31/3/12 Total funds £
	Notes				
FIXED ASSETS					
Tangible assets	11	2,626	-	2,626	7,884
CURRENT ASSETS					
Debtors	12	15,078	-	15,078	14,291
Investments	13	122,993	-	122,993	121,729
Cash at bank and in hand		<u>41,589</u>	-	<u>41,589</u>	<u>20,170</u>
		179,660	-	179,660	156,190
CREDITORS					
Amounts falling due within one year	14	(6,203)	-	(6,203)	(14,977)
NET CURRENT ASSETS		<u>173,457</u>	-	<u>173,457</u>	<u>141,213</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>176,083</u>	-	<u>176,083</u>	<u>149,097</u>
NET ASSETS		<u>176,083</u>	-	<u>176,083</u>	<u>149,097</u>
FUNDS	16				
Unrestricted funds				176,083	149,097
Restricted funds				-	-
TOTAL FUNDS				<u>176,083</u>	<u>149,097</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 15 November 2013 and were signed on its behalf by



D Matkin -Trustee

The notes form part of these financial statements

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally 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

Resources expended

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. 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

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 and equipment - 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities

STEPS CHARITY WORLDWIDE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2013**

1. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity
Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

Pension costs and other post-retirement benefits

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

2 VOLUNTARY INCOME

	31/3/13	31/3/12
	£	£
Donations	36,713	47,843
Gift aid	14,397	15,107
Legacies	<u>1,037</u>	<u>9,000</u>
	<u>52,147</u>	<u>71,950</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31/3/13	31/3/12
	£	£
Other fundraising activities	117,892	100,176
Golden bond marathon	8,561	6,847
Merchandise sales	417	68
Christmas cards	2,262	2,481
Sundry income	1,363	1,158
Charity ball	<u>18,480</u>	<u>-</u>
	<u>148,975</u>	<u>110,730</u>

4. INVESTMENT INCOME

	31/3/13	31/3/12
	£	£
Rents received	-	300
Deposit account interest	<u>1,074</u>	<u>1,196</u>
	<u>1,074</u>	<u>1,496</u>

STEPS CHARITY WORLDWIDE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2013**

5. COSTS OF GENERATING VOLUNTARY INCOME

	31/3/13	31/3/12
	£	£
Staff costs	9,098	8,586
Fundraising events	<u>18,034</u>	<u>5,593</u>
	<u>27,132</u>	<u>14,179</u>

6 CHARITABLE ACTIVITIES COSTS

	Direct costs	Totals
	£	£
Information service	<u>131,437</u>	<u>131,437</u>

7 GOVERNANCE COSTS

	31/3/13	31/3/12
	£	£
Staff costs	12,517	10,124
Bookkeeping	348	-
Auditors' remuneration	2,880	3,090
Bank charges	896	998
General expenses	<u>-</u>	<u>97</u>
	<u>16,641</u>	<u>14,309</u>

8 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	31/3/13	31/3/12
	£	£
Auditors' remuneration	2,880	3,090
Depreciation - owned assets	<u>5,366</u>	<u>5,475</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012

Trustees' expenses

Trustees were reimbursed travel expenses incurred during the year of £426 (2012 - £294)

STEPS CHARITY WORLDWIDE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2013**

10. STAFF COSTS

	31/3/13	31/3/12
	£	£
Wages and salaries	96,850	105,434
Social security costs	7,282	8,703
Other pension costs	<u>2,413</u>	<u>4,152</u>
	<u>106,545</u>	<u>118,289</u>

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

	31/3/13	31/3/12
Trustees	10	14
Charity and fundraising staff	4	5
Administration staff	<u>1</u>	<u>1</u>
	<u>15</u>	<u>20</u>

No employees received emoluments in excess of £60,000

No employee received emoluments of more than £60,000 during the years ended 31st March 2013 and 31st March 2012

11. TANGIBLE FIXED ASSETS

	Fixtures, fittings and equipment
	£
COST	
At 1 April 2012	22,511
Additions	<u>108</u>
At 31 March 2013	<u>22,619</u>
DEPRECIATION	
At 1 April 2012	14,627
Charge for year	<u>5,366</u>
At 31 March 2013	<u>19,993</u>
NET BOOK VALUE	
At 31 March 2013	<u>2,626</u>
At 31 March 2012	<u>7,884</u>

STEPS CHARITY WORLDWIDE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2013**

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/13	31/3/12
	£	£
Other debtors	10,000	1,276
Prepayments and accrued income	<u>5,078</u>	<u>13,015</u>
	<u>15,078</u>	<u>14,291</u>

13. CURRENT ASSET INVESTMENTS

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

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/13	31/3/12
	£	£
Social security and other taxes	1,982	2,331
Other creditors	546	1,017
Deferred income	-	7,984
Accrued expenses	<u>3,675</u>	<u>3,645</u>
	<u>6,203</u>	<u>14,977</u>

15. OPERATING LEASE COMMITMENTS

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

	31/3/13	31/3/12
	£	£
Expiring		
Between one and five years	<u>11,463</u>	<u>10,498</u>

16. MOVEMENT IN FUNDS

	At 1/4/12	Net movement in funds	Transfers between funds	At 31/3/13
	£	£	£	£
Unrestricted funds				
General fund	48,678	30,204	(2,386)	76,496
Jane Bettridge research and education	10,419	(832)	-	9,587
Contingency	60,000	-	-	60,000
Ponseti research	20,000	-	-	20,000
Hip dysplasia	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>10,000</u>
	149,097	29,372	(2,386)	176,083
Restricted funds				
Claire Furmedge equipment fund	-	(2,386)	2,386	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>149,097</u>	<u>26,986</u>	<u>-</u>	<u>176,083</u>

STEPS CHARITY WORLDWIDE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	201,507	(171,303)	30,204
Jane Bettridge research and education	-	(832)	(832)
	201,507	(172,135)	29,372
Restricted funds			
Claire Furmedge equipment fund	689	(3,075)	(2,386)
TOTAL FUNDS	<u>202,196</u>	<u>(175,210)</u>	<u>26,986</u>

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

The Claire Furmedge Equipment fund consists of monies donated to the charity to enable the provision of an information service and equipment bursaries. All monies had been spent by the year end

17. RELATED PARTY DISCLOSURES

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

M Benson
R Bootland
J Gibbon
D Cottam
D Matkin
P Morgan
E Parfect
R Weatherley
S West

STEPS CHARITY WORLDWIDE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2013

18. COMPANY LIMITED BY GUARANTEE

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

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