

FIRST STEP

Leicester, Leicestershire & Rutland

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Charitable Incorporated Organisation

Registered Number: 1165062

Trustees Report and Accounts for

the year ended 31st March 2019

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The trustees are pleased to present the annual report of First Step, Leicester, Leicestershire & Rutland CIO which was registered as charity number 1165062 on 6th January 2016. The registered office is at Alliance House, 6 Bishop Street, Leicester, LE1 6AF.

Full name: First Step Leicester, Leicestershire and Rutland

Registered charity number: 1165062

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Trustees' annual report for

the year ended 31 March 2019

Principal address:	Alliance House, 6 Bishop Street, Leicester, LE1 6AF
Trustees:	Mick Studley (Chair) Uliana Brilliantova (Treasurer) Alan Curtis (Vice-Chair) Andrea Cave Kim Dowell — resigned August 2018.
Staff:	Cas Beckett, Lynn Gratton
Bankers:	Lloyds Bank High Street Leicester (309497) Branch
Independent examiner:	Paula Wilson, MAAT 2 Hickman Road, Galley Common, Nuneaton, CV10 9NQ

Structure, governance and management

The charity is operated under the rules of its constitution adopted 6th January 2016.

Overall management of the charity is the responsibility of the trustees who are elected and coopted under the terms of the constitution. Day to day activity is managed and carried out by paid staff and/or volunteers.

The Trustees were responsible for the management of First Step during the period 1st April 2017 to 31st March 2019.

All methods of appointment of First Step Management Committee members are set out in the Constitution. In line with the Constitution our volunteers have a representative on the Committee to ensure that their views are fully taken into account when decisions are taken regarding First Step.

The Management Committee members are responsible for making decisions on all matters of general concern and importance to the charity including deciding on how the funds are spent. They are also responsible for all matters related to the employment of staff, ensuring their contracts, payroll and all regulations including PAYE and NI are adhered to.

First Step employs the services of Celerica Ltd to undertake the administration of payroll.

The Management Committee are responsible also for the line management of the paid staff. The Management Committee ensure that both public liability and employer's liability insurance are in place.

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the year ended 31 March 2019

Aims and objectives

1. The relief of the physical and mental sickness of young persons and adult males in need by reason of sexual abuse, in particular by the provision of counselling and support.
2. The relief of the physical and mental sickness of supporters of male survivors of sexual abuse resident in Leicester Leicestershire and Rutland by the provision of support, information and advice.
3. To advance the education of the public in the subject of all matters related to the sexual abuse of men.

Activities

Registered as a CIO on 6th January 2016 and in furtherance to the above objects but not further or otherwise, the organisation may:

- o Provide individual and group support services.
- o Disseminate information in all matters related to the above objects.
- o Write, publish and distribute material related to the above objects.
- o Raise funds from any person or organisation provided that the organisation shall undertake no permanent trading activities in raising funds for the object of the organisation.
- o Employ and pay any persons not being members of the Management Committee. ● Do all such other lawful things as shall further the above objects.

Administrative Information

First Step is located within the ground floor premises at Alliance House, 6 Bishop Street, Leicester, LE1 6AF. We have 5 counselling rooms and a reception area within this area. The property is leased.

As in previous years we have continued to provide outreach at John Storer House in Loughborough, Marlene Reid Centre in Coalville, The Lawns in Hinckley and the Civic Centre in Blaby. All this has been provided by qualified counsellors.

Volunteers

Our core work is counselling provided by a team of 32 volunteer counsellors (qualified or on placement in their last year of their Counselling Diploma). We offer a choice to clients of seeing a male or female counsellor. First Step and clients have also benefitted from the work provided by 3 volunteer support workers which allows us to meet a greater range of needs. All the team within the city centre office are supported by a member of staff at all times meaning no lone working, with a reception that provides a safe, welcoming environment.

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Trustees' annual report for

the year ended 31 March 2019

All volunteers are required to have an enhanced DBS clearance and volunteer counsellors adhere to BACP guidelines around clinical supervision. We have Service Level Agreements with 4 clinical supervisors and when applying for funding this is key in our applications. The team has grown to match the increase in referrals.

We provide training days for the counsellors which this year covered the following topics: Transactional Analysis, Self Harm and working with Self Harmers and Solution Focussed Therapy. These full training days allow the team to develop their knowledge and skills around the presenting issues of our clients. They all receive certificates of accreditation.

The Trustees would like to thank all the volunteers, without whom we could not provide this valuable service for the men of Leicester, Leicestershire and Rutland and their supporters.

Activities and achievements

This year the team has grown in order to meet demand for services which is part is due to increased media attention around the subject. For this period we received 121 referrals, 84 of which were self referrals with the remainder being from drug and alcohol services, GP's, Police and SARC (Sexual Assault Referral Centre). We also received referrals from other counselling providers who signposted to us for the specific support we provide. All referrals were offered an assessment within a week of contact and counselling/support was in place within 6 weeks of assessment.

In total 2498 sessions were delivered which is again higher than the previous year.

We are open on Mondays to Thursdays 9am — 8pm to ensure that we provide a service which can be accessed by all, those that have shift patterns, work commitments or may be reliant on a lift from their supporters.

Financial Review

Our three-year grant from the Big Lottery ended in March 2018 significantly reducing First Step's potential income for 2018/19. The strategy to address the potential funding gap included reducing costs, seeking additional grant funding and exploring the possibility of charging fees and/or seeking donations from service users.

The strategy has been successful with savings made from restructuring the provision of supervision to counsellors and reducing staff costs. Applications were made to several national trusts and a number of local trusts. The Henry Smith Charity granted E40W/year for 3 years towards existing work commencing June 2018 and a new application to the Big Lottery for E223k over five years, for an Advocacy Worker post and a Business Manager role, was awarded in January 2019. Additional funds have also been received from the Police and Crime Commissioner, the Star Trust, the Carlton Hayes Mental Health Charity and Leicester and Leicestershire Women in Philanthropy.

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Trustees' annual report for
the year ended 31 March 2019

Looking forward into 2019/20 a grant of E60k/annum, for 3 years, towards existing work and developing work with young people, was awarded in April 2019 from the Ministry of Justice Rape and Sexual Abuse Support Fund. We will also start to develop donated income from our networks during the year to improve our long-term financial sustainability.

First Step are extremely appreciative of the support received from our funders which has enabled us to continue helping men to move forward from the negative impact sexual abuse has had on their lives.

Main activities

When planning our services for the year, the Trustees have considered the Commission's guidance on public benefit.

The charity's policy on reserves

The Trustees believe the minimum level of reserves should be the equivalent of three months operating costs calculated and reviewed annually. At 31st March 2019, free reserves amounted to E37,253 (2018: E44,491) representing 4.2 (2018: 4.6) months of annual expenditure.

Signed on behalf of the charity's trustees:

Signed 

Date

20.11.19
M Studley, Chair

Independent examiner's report to the trustees of

FIRST STEP

Leicester, Leicestershire & Rutland

for the year ended 31 March 2019

I report on the accounts of First Step, Leicester, Leicestershire and Rutland for the year ended 31 March 2019, which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date: 20.11.19

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Paula Wilson, MAAT

Statement of Financial activities

For the year ended 31 March
2019

			2019	2018
		Unrestricted	Restricted	Total
	Note	Funds	Funds	Total
			Funds	Funds
Incoming resources				
Grants	2		102,082	102,082
Other Income		7,527		7,527
		<u>7,527</u>	<u>102,082</u>	<u>109,609</u>
Total incoming resources		<u>7,527</u>	<u>102,082</u>	<u>112,933</u>
Resources expended				
Salaries, NI	6	1,198	35,786	36,984
Sessional Workers		788	4,422	5,210
Recruitment		35	225	260
Room Hire		665	2,201	2,866
Training		1,285	4,751	6,037
Rent		3	13,000	13,003
Volunteer Expenses		329	8,081	8,410
Staff Expenses			747	1,050
Insurance		858	378	1,236
Promotion		2,746	122	2,868
Office Costs		3,388	4,901	8,289
Professional fees (clinical)		1,280	14,081	15,361
Premises %ntenance		279	907	1,186
Trustee Expenses	7		187	187

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Consultancy and Evaluation		350		350	11,151
Accounts & Independent Examination	8				350
Miscellaneous Expenses		1,255		1,255	
Professional fees		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total resources expended		14,763	89,788	104,551	113,879
Net incoming/(outgoing) resources		(7,236)	12,294	5,058	- 947
Transfers between funds		(2)	2		
Funds b/f	5	44,491	12,983	57,474	58,421
Total funds carried forward		<u>37,253</u>	<u>25,279</u>	<u>62,532</u>	<u>57,474</u>

Balance sheet

at 31 March 2019

		2019		2018
	Note			
Current assets				
Cash at bank and in hand		59,632		54,456
Debtors				
Prepayments	3	3,250		3,368
Total current assets		62,882		57,824
Liabilities				
Creditors:				
amounts falling due within one year	4	(350)		(350)
Net Current Assets				
Net Assets		<u>62,532</u>		<u>57,474</u>

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The funds of the charity

Unrestricted income funds	5	37,253	44,491
Restricted income funds	5	25,279	12,983
Total funds		<u>62,532</u>	<u>57,474</u>

These financial statements are accepted on behalf of the charity by:

Signed



M Studiey, Chair

Dated 20.11.17

Notes to the accounts for the year ended 31 March 2019

1 . Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005) and applicable accounting standards.

Incoming resources

All material incoming resources have been included on a receivable basis — i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

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2. Grants & donations

	2019	2018
Henry Smith	40,000	
PCC	19,556	
Big Lottery	23,971	87,437
Star Trust	10,000	
Carlton Hayes	5,000	
Women in Philanthropy	3,555	
Lloyds Enable		12,500
Alan Lane Foundation		6,000
FREEVA - unrestricted	1,125	3,650
	103,207	109,587
	103,207	109,587

3. Prepayments

	2019	2018
LCC Rent	3,250	3,250
Insurance		118
	3,250	3,368
	3,250	3,368

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Notes to the accounts (continued)
 for the year ended 31 March 2019

4. Creditors

	2019	2018
Accounts & IE	350	350
	350	350

5. Movements in funds

	Opening balance 01.0418	Incoming resources	(Resources expended)	Transfers between fund	Closing balance 31.03-19
Unrestricted funds	44,491	7,527	(14,763)	(2)	37,253
	44,491	7,527	(14,763)	(2)	37,253
Restricted funds					
Henry Smith		40,000	(40,000)		
PCC		19,556	(19,556)		
Big Lottery (new funding)		23,971	(624)		23,347
Star Trust		10,000	(10,000)		
Carlton Hayes		5,000	(5,000)		
Big Lottery	12,985		(12,985)		
Lloyds Enable	(2)			2	
Women in Philanthropy		3,555	(1,623)		1,932
	12,983	102,082	(89,788)	2	25,279

	<u>Leicester,</u>		<u>& Rutland</u>	
Total Funds				
57,474	109,609	(104,551)	-	62,532
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

6. Staff Costs and numbers

	2019	2018
Wages	36,984	41 ,463
	<u>36,984</u>	<u>41 ,463</u>

No employee received emoluments of more than E60,000.

The average weekly number of part time employees during the year was 1.

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Notes to the accounts (continued) for
the year ended 31 March 2019

7. Trustees' remuneration, benefits and expenses

One Trustee received E1 87.00 refund of expenses during the year.

8. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was E350.

9. Glossary of terms

Prepayments:

Creditors:

Restricted funds:

Debtors:

These are amounts owed by the charity, but not paid during the accounting period.

These are amounts owed to the charity, but not received in the accounting period.

These are services that the charity has paid for in advance, but not used during the accounting period.

These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.