



Trustees' Annual Report for the period

Period start date		Period end date	
From	1st September 2019	To	31st August 2020

Section A Reference and administration details

Charity name St Albans and Harpenden Christian Education Project

Other names charity is known by Step

Registered charity number (if any) 1091290

Charity's principal address c/o Forest Town Church

The Venue

Lyon Way

St Albans

Postcode

AL4 0LB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Philip Nicholas Ioannou	Secretary		
2	Richard Clarke	Treasurer		
3	Will Treasure	Chair		
4	Graham Clarke			
5	Sarah Slater			
6				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Director: Mr Christopher Birch-Evans

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Selected and appointed by existing trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The induction of new trustees is arranged according to the familiarity they already have with Step and the role they are expected to play but to the extent that relevant ground had not already been covered in preliminary contacts it would include briefings by the Chair of Trustees and the Director.

Training is undertaken as necessary to maintain the up to date knowledge and skills needed for the effective management of the charity.

Step's basic organisational structure remains fit for purpose and was unchanged, with the trustees exercising strategic oversight and the Director, assisted by the Associate Director, responsible for managing the charity on a day to day basis.

Step's wider network in the community included active connections with 42 local churches, of which 23 provided at least one volunteer to help deliver services to the schools.

The major risks identified by the trustees fall into two main areas: finance and safeguarding. Financial risk is managed at a number of levels; there are clear processes for approval of individual items of expenditure according to the sum involved and, more strategically, the Treasurer circulates regular reports giving a graphical, month by month summary of income and expenditure and, in particular, cash in hand.

Step's safeguarding obligations are fulfilled by the practical application of a suite of relevant policies and procedures, in particular the Child Protection Policy. This is designed to ensure that all members of the Step team who have contact with young people are made clearly aware of their obligations and the appropriate responses in a range of contexts.

Summary of the objects of the charity set out in its governing document

Step aims to promote the Christian faith, teach Christian truth and uphold Christian standards in secondary schools in the district of St Albans and Harpenden.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In the course of the year Step continued to work in 15 of the 17 secondary schools in the district, contributing to their life through both formal education, typically teaching individual lessons and running half and whole-day retreats and interactive seminars, and also less formal, non-teaching activities, typically clubs, courses and mentoring. Sadly, the impact of the Coronavirus and National Lockdown meant that many schools limited guests' access and Step saw a significant drop in schools visits after March 2020.

Until March, teaching topics ranged from insights into Christian belief and practice to contemporary lifestyle issues and moral, cultural and social questions. Informal education and support included one-to-one mentoring, encouraging student-led Christian Unions, leading courses on leadership, loss, anxiety, Christianity and also running a wide range of other lunchtime activities. Once schools closed, Step improvised by recording lessons and activities to be shared in schools, many of them online. These complimented the launch of a new Step App. In addition, Step created online versions of its primary schools 'Step Up' Days, designed to help prepare their oldest class for transition into secondary education. Between September and March, Step had engaged in 1358 activities in schools and, though it is not possible to give a precise number, we believe that overall, some 10,000 young people benefited from the charity's activities. The national lockdown which started in April, prevented Step from delivering much of the other agreed work with schools.

The charity continued to take an active part in external initiatives where these complemented the work in schools, for example the "Feed" programme. This not only benefited those in particular areas of need in the wider community but also provided valuable learning experiences for the students, in particular opportunities to put into practice the Christian values of awareness and concern for others.

The Trustees confirm that in planning and implementing these activities they had due regard to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity did not make grants to any other organisations or individuals.

The Charity invests in equipment not only to run the operation as efficiently as possible but also to facilitate lesson delivery, for example use of hand-held devices and laptops, as needs arise and as funds allow.

A force of 40 volunteers played a critically important role in the delivery of the Charity's programme; without them Step's ability to maintain its offering to schools would be seriously curtailed.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Step's achievement during the year can be summed up as a seeing steady increase in the scope and number of activities run in local schools until March. As an indicator of the scale of Step's operation, the total number of activities originally booked with schools for 2019/20 exceeded 2,000 although Step was only able to deliver 1,358 of these activities before the schools were closed. The biggest single category was 903 lessons and workshops delivered alongside other activities as described in Section C above. Creative new resources continue to be developed, many of them focused on being delivered online, with the most significant of these being a 'Step App'. As seen by Step and the schools concerned, the programme has seen young lives changed for the better and their education enriched.

Section E

Financial review

Brief statement of the charity's policy on reserves

The key indicator used by the trustees to monitor the charity's financial health is the period of time over which essential expenditure could be maintained while drawing on the cash in hand – the "cash cover". The targeted status is cover of at least three months; if it is less than this the situation is progressively more closely monitored as cover drops. A search for cost savings and/or further sources of income is correspondingly ramped up.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal sources of funding were:

- pledged funding from local churches and individuals sympathetic to the Charity's principles and objectives;
- one-off gifts from the same sources, generally designated for specific purposes or to meet particular needs made known by the charity; and
- grants from charitable foundations.

In addition, some income was received from the Government's Coronavirus Job Retention Scheme due to staff being temporarily placed on furlough between April and August.

Regular income from individuals and churches held up well, but the Charity normally undertakes at least one major fundraising event a year however this did not prove possible due to Covid restrictions.

All expenditure was on the running costs of the Charity in pursuit of its objectives, with a majority on staff salaries.

Step does not make investments.

Section F**Other optional information**

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Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s):

Deanna

Full name(s):

Philip Nicholas Ioannou

Position:

Trustee

Date:

23 March 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

St Albans & Harpenden Christian Education Project

1091290

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2019	To	Period end date 31/08/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Bank Interest	8	-	-	8	5
Designated income	-	-	-	-	7,200
Gift Aid tax received	10,738	-	-	10,738	12,568
Undesignated gift income	172,497	-	-	172,497	154,397
Furlough Grant Received	14,558	-	-	14,558	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	197,801	-	-	197,801	174,170
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	197,801	-	-	197,801	174,170
A3 Payments					
Salaries & NI	155,718	-	-	155,718	153,907
Previous years liabilities paid	-	-	-	-	-
Rent	8,212	-	-	8,212	8,052
Insurance	857	-	-	857	829
Team Development and Training	604	-	-	604	1,870
Office Expenses	5,571	-	-	5,571	4,495
Work at Schools	5,214	50	-	5,264	8,197
Communication	1,506	-	-	1,506	4,452
	-	-	-	-	-
Sub total	177,682	50	-	177,732	181,802
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	177,682	50	-	177,732	181,802
Net of receipts/(payments)	20,119	- 50	-	20,069	- 7,632
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,444	79	-	34,523	42,155
Cash funds this year end	54,563	29	-	54,592	34,523

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Business Reserve	35,075	-	-
	Current Account	19,448	29	-
	Clearing Account	40	-	-
	Total cash funds	54,563	29	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>R Clarke</i>	RICHARD CLARKE	25/02/21

St Albans & Harpenden Christian Education Project

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

for Financial Year ending August 2020

Date of completion of Examination: **26th January 2021**

Date Charity Commission Independent Examiner's Report signed: **26th January 2021**

1. CHARITY COMMISSION REPORT ON THE ACCOUNTS

Following a close examination of the STEP Accounts I have been able to complete the Independent Examiner's Report for the Charity Commission with no highlighting of any Material Problems. I have returned a signed copy of form IER (Oct 2018), *Independent Examiner's Report on the Accounts*, to the STEP Office.

2. ACCOUNTS

All in order; no errors or queries have been raised.

3. RECORD KEEPING

I consider that credit is due to the Financial Administrator in keeping a busy accounting function under good control. No inaccuracies were discovered.

SIGNED



Ian M. LaRivière

141 Park Street Lane, Park Street, St Albans, Herts. AL2 2AX

Tel: 01727 872187 / 07940 831693

Email: ianandvi@uwclub.net

STEP ACCOUNTS EXAMINATION
FOR FINANIAL YEAR ENDING AUGUST 2020

QUERIES

All the accounts and balance sheets are in very good order with no queries.

But one suggestion is that perhaps in section B1 of the CC16a Receipts and Payments Account it would be clearer to state the Current Account balance as 19,448 (as per the bank sheets) and include the still-clearing £40 separately on the next line, as 'Clearing' (as pencilled on the returned form).

SIGNED

A handwritten signature in blue ink, appearing to read 'I. LaRivière', is written over a faint, circular official stamp.

Ian M. LaRivière

141 Park Street Lane, Park Street, St Albans, Herts. AL2 2AX

Tel: 01727 872187 / 07940 831693

Email: ianandvi@uwclub.net



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
The St Albans and Harpenden Christian Education Project

**On accounts for the year
ended**

31st August 2020

**Charity no
(if any)**

1091290

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

I. La Rivière

Date:

26/1/21

Name:

Ian Michael LaRivière

**Relevant professional
qualification(s) or body
(if any):**

Address: 141 Park Street Lane, Park Street, St Albans, Herts. AL2 2AX

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.