

Charity Registration Number: 1054533
Company Registration Number: 3172572

The First Step Ltd
(Limited by Guarantee)

Trustees' Report and Financial Statements
for the year ended 31st March 2016

**The First Step Ltd
(Limited by Guarantee)**

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**The First Step Ltd
(Limited by Guarantee)**

Charlty Information

Charlty Name: The First Step Ltd
(Limited by Guarantee)

Charlty Registration Number: 1054533

Company Registration Number: 3172572

Registered Office: First Step Centre
Peatwood Avenue
Kirkby
L32 7PR

Princlpal Business Address: First Step Centre
Peatwood Avenue
Kirkby
L32 7PR

Telephone number: 0151-548-3333

Directors/Trustees:

Chair	Jeremy Fagan	
Vice Chair	Kelly Stokes	
Treasurer	Andrew Cripps	
	John Bell	(Resigned - 1/12/2015)
	Carole Waters	
	Lisa Pearson	(Appointed - 16/3/2016)

Company Secretary: Angela Cholet

Independent Examiner: Musker & Garrett Limited
Edward House
North Mersey Business Centre
Woodward Road
Knowsley Industrial Park
Liverpool
L33 7UY

Bankers: NatWest Bank plc
24 New Town Gardens
Kirkby
L32 8RU

Solicitors: Heaney Watson
44 Allerton Road
Liverpool
L18 1LN

**The First Step Ltd
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Trustees' Report for the year ended 31st March 2016

Introduction

The Trustees are pleased to present their annual report and accounts for the year ended 31st March 2016 under our new name of The First Step with the strapline: To Freedom from Domestic Abuse.

The Board of Trustees is satisfied with the performance of The First Step during the year and the position at 31st March 2016 and consider the agency is in a position to continue its activities during the coming year, and that The First Step assets are adequate to fulfil its obligations.

Objectives and Activities of The First Step

The First Step Vision: 'To convert Knowsley's domestic violence & abuse challenges into real solutions by creating new ways of working to stop domestic violence & abuse'

A summary of The First Step objects as set out in its governing document

The objects for which The First Step is established are set out in the Memorandum and Articles of Association as summarised below:

- To ensure comprehensive support and protection for people experiencing domestic violence
- Promote inter agency co-operation and training and awareness of others active in the field
- Improve and expand the support and protection services available to sufferers of domestic violence and where necessary promote the development of new services and facilities
- Encourage initiatives aimed at the prevention of domestic violence
- Provide information about current services available through publicity, leaflets, posters, cards and directories
- Monitor and evaluate the effectiveness of the service being provided in relation to the Equal Opportunities Policy

An explanation of The First Step strategies for achieving its stated objectives

To achieve its objectives a range of services is offered to any resident of the Metropolitan Borough of Knowsley (and surrounding areas for some services), who is or has been in an abusive relationship. In addition The First Step acts as a resource to other organisations, agencies etc whose clients have domestic abuse as a presenting or underlying issue.

The First Step provides direct service provision and interventions that break the cycle of domestic abuse to victim/survivors and perpetrators of domestic abuse. The direct services are varied and include one to one support, group programmes and refuge provision. In addition we raise awareness of domestic abuse and provide training to associate frontline workers.

The contribution of volunteers

Volunteers provide invaluable assistance to the work of the First Step, assisting in delivery of the different services we provide and in governance of the agency. The Trustees are aware of the important contribution made by volunteers and would like to record their gratitude for the commitment and hard work they give. This year volunteers contributed 200 hours of their time which equates to £1,440 using the National Living Wage hourly rate of £7.20.

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Trustees' Report for the year ended 31st March 2016 (continued)

How our activities deliver Public Benefit

We have referred to the Charity Commissions guidance on public benefit. Our main activities and services are described below including the number and range of people who have benefited from our work. All our charitable activities focus on the prevention, support and empowerment of any member of the public residing in the area in which we work who has been affected by domestic abuse. All work is undertaken to further our charitable purposes for the public benefit.

Service User Overview – Across the agency we worked with 1,056 people, of these 763 were direct referrals into our services and 293 were calls seeking information, advice and signposting.

The majority of referrals identified themselves as White British with 4.2% from 15 different ethnic backgrounds. 2.9% of referrals identified as having a disability. Highest number of referrals came from the age group 18 to 35 at 51.4%.

Our main areas of charitable work are enabling people to be safe and stay safe, to empower and to ensure awareness of the choices available to them. This is achieved from the work described below.

IDSVA – the IDSVA service (Independent Domestic & Sexual Violence Advocate) works with victim/survivors assessed as high risk and identified as most at risk from serious injury or murder. The role of the IDSVA service is to provide a pro-active and independent service at the point of crisis involving the professional provision of advice, information and support to victim/survivors of domestic abuse. The IDSVA service works within a multi agency setting towards clear and measurable outcomes, in terms of improved safety and a reduction in repeat offences. This helps to ensure that all agencies in individual cases fulfil their obligations. During 2015/16 the IDSVA service received 363 referrals.

Ross House – is a purpose built 36 bed refuge offering safe, supportive accommodation to women and their children escaping domestic abuse. Support services offered at the refuge include dedicated children's service including an Ofsted approved crèche. Support for the women is offered both on site and in partnership with other agencies. In 2015/16 we accommodated 39 women and 36 children. During the year staff held 375 one to one sessions with women and 134 with children, 78 group sessions were facilitated with women and 405 with children.

In 2014/15 we lost £70k of funding for our refuge service which meant we had to restructure the staff team. This restructure did enable us to maintain staffing 24/7, an aspect we feel very strongly about as it enables women and children to stay safe and be safe while residing in refuge. We also lost funding for our children's worker; however a successful funding bid to Children in Need enabled us to continue providing a specialist service to children and young people staying in refuge. Resettlement of women from refuge is now part of all refuge workers role and ensures women are supported with their identified housing needs from when they enter the refuge including help with Housing Benefit applications, support with registering and using the Property Pool Plus website which is for anyone looking for affordable housing to rent in the Merseyside area.

Women and children housed outside of the Knowsley area are referred, with their consent, to support agencies local to the area to which they are moving to.

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Trustees' Report for the year ended 31st March 2016 (continued)

InPACT/IPS – the Respect accredited InPACT service (Intervening in Partner Abuse Change for Tomorrow) is a minimum 26 week male perpetrator programme for males who express the desire to change their abusive and controlling behaviour. Prior to joining the programme males are assessed as to their suitability for group programme work. During this year 68 men attended for assessment with 33 men joining the InPACT group programme. An Integrated Partner's Support (IPS) service is offered to women whose current or ex male partner attends the InPACT programme. Unfortunately Public Health Knowsley ceased funding at 31st March 2016 therefore we undertook a managed close down of the services which finally closed on the 30th June 2016.

First Step Project – works directly with people who self-refer, the service offers a range of options to people including face to face support, telephone support, home visits and a variety of groups. The specialist domestic abuse worker is often the first point of contact when victim/survivors are seeking support. Funded by the Big Lottery Fund (BLF) the service identified there are many people affected by domestic abuse, are socially isolated, often not engaged with the local community and harder to reach. Beneficiaries of the agency were very involved in the development of this service, their input into what kept people engaged proved invaluable in informing the direction of the service. The service is person centred, non-judgemental and works at the pace of the person accessing the service. During 2015/16 213 victim/survivors self-referred into the service and 500 one to one sessions were held.

Evaluation of the 3 year BLF funding evidenced 500 victim/survivors self-referred into the service with 100% reporting they felt listened to and 100% were happy with the service they received. The service worked with low/medium risk self-referrals, during the 3 year period only 1% escalated to high risk – 99% did not escalate. We also distributed 8,834 pieces of information literature across the borough. The BLF funding for this service came to an end on 31st December 2015 however a successful funding application to the Henry Smith Charity has enabled us to continue delivering the service for a further 3 years.

First Step Centre – is our community based centre providing a safe space for victim/survivors to access services, participate in groups and attend events held. The MARAC is hosted here together with partner agencies providing outreach services including a weekly counselling service delivered by Merseyside Listening Ear. The range of groups and programmes facilitated by the First Step Project include the accredited Recovery Toolkit enabling women to gain OCN Level 1 award in Developing Personal Confidence and Self-Awareness, Freedom programme and a weekly computer group where participants can gain their ECDL. Additional groups including Community Cooks, DIY skills, Crafts, Arts and Stress management were also held. During 2015/16 there were 2,102 visitors to the centre. External agencies also provided 164 outreach sessions at the centre.

Multi Agency Training – with funding from the Merseyside Police & Crime Commissioner we delivered a programme of specialist domestic abuse training across Knowsley to frontline practitioners. During the 18 months of the training programme (Oct 2014 to March 2016) we delivered a variety of courses to 552 professionals including social workers, head teachers, teachers and learning mentors, health care practitioners, KMBC safer communities team, foster carers, family first, MARAC representatives etc. Training covered a variety of topics related to domestic abuse including basic awareness and risk, impact on pre-birth to 12 year olds, impact on 13 to 18 year olds, psychology of domestic abuse, compromised care, perpetrators and their methods, safety planning etc. Feedback evaluation of the training programme evidenced 90% of participants found the training excellent.

Trustees' Report for the year ended 31st March 2016 (continued)

Structure, Governance and Management

Governing Document

The First Step is a charitable company limited by guarantee, incorporated 14th March 1998 and registered as a charity 11th April 1998. The company was established under a Memorandum & Articles of Association which provide the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the charity. Under the requirements of the Memorandum and Articles of Association at each annual general meeting one third of trustees shall retire by rotation. The trustees to retire by rotation shall be those who have been longest serving in office since their last appointment or reappointment.

New trustees are recruited in accordance with the governing document and by the existing trustees. Trustees appointed during the year must present themselves for re-appointment at the next annual general meeting.

Trustee induction and training

Trustee recruitment has been reviewed; we now have an approved process for all new trustees. Trustees are made aware of training offered by various organisations based both locally and nationally. For example: Directory of Social Change (DSC), National Council for Voluntary Organisations (NCVO), Councils for Voluntary Service (CVS) and Civil Society.

Organisational structure of The First Step

The trustees hold bi-monthly meetings to deal with the routine business and governance of the agency, an annual financial meeting for budget setting and an annual general meeting. Day to day decisions are delegated to the chief executive officer. Strategic developments are put before trustees for discussion, amendment and approval. Draft policies/procedures are circulated to the senior management team and then to trustees for comment and approval. Trustees are involved in annual planning days, development and implementation of the agencies strategic and operational plans.

Related parties

In so far as it is complementary to the charity's objectives, the charity is guided by both local and national policy.

National: At a national level the Government via the Home Office produced its Strategic Vision in the document 'A Call to end Violence Against Women and Girls' (VAWG) launched on the 25th November 2010. A VAWG action plan is produced annually which reviews progress to date and lays out their actions for the coming period including the roll out of domestic violence protection orders and the domestic violence disclosure scheme (Clare's Law).

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Trustees' Report for the year ended 31st March 2016 (continued)

NICE (National Institute for Health and Care Excellence) produced public guidance in February 2014. The guidance titled; 'Domestic Violence and abuse: how health services, social care and the organisations they work with can respond effectively' has 17 wide ranging recommendations.

Local: Knowsley Metropolitan Borough Council has undertaken a Domestic Abuse Needs Assessment produced jointly by Public Health and Policy, Impact and Intelligence on behalf of the Knowsley Partnership. Published in November 2013 the report titled – 'Domestic Abuse in Knowsley A Health Needs Assessment' concluded with 6 recommendations and identified that – '*Domestic abuse remains a significant public health issue in the borough affecting a large number of residents. The consequences of domestic abuse are extensive, have long lasting effects and impact upon a wide range of services*'.

During 2015/16 KMBC established a Domestic Abuse Governance Group (DAGG) which developed and produced a Domestic Abuse Partnership Logic Model together with an Action Plan for 2016/17.

We are aware that KMBC has established a commissioning framework through which they tender for services. The First Step worked hard to ensure we are in a position to participate in the tendering process by successfully being accepted on to three frameworks relevant to the services we provide. We successfully tendered for the refuge service in 2014.

Risk management

The trustees confirm that the major risk to which the agency may be exposed is primarily a decrease in income including contracts, grants and/or donations. Systems have been established and are reviewed to mitigate these risks as far as is reasonably possible, this includes a Business Continuity Plan which identifies vulnerabilities and makes recommendations where appropriate to prevent extended disruption.

Internal control risks are minimised by ensuring the implementation of appropriate policies and procedures. We have appropriate procedures in place to ensure compliance with Health & Safety requirements which includes an annual review undertaken by an external third party professional.

Working in the field of domestic abuse can be demanding for staff therefore a 24/7 confidential Employee Assistance Programme has been commissioned from an external provider which staff can access at any time for both work related and personal concerns, this service includes up to six 1-1 counselling sessions. In addition we provide bi monthly on site face to face practice management from a qualified external provider.

Financial Review

Policies on reserves

The trustees have given appropriate consideration to The First Steps requirement for reserves having regard to the principle risks to which the charity is exposed. A policy has been agreed whereby general funds, not committed to or invested in tangible fixed assets held by the charity, should equate to between 3 and 6 months expenditure.

The reserves are needed to meet the working capital requirements and the trustees believe that at this level they would have sufficient resources to continue operating in the event of a significant loss of funding while seeking alternative sources.

Reserves of general and designated funds currently stand at £180,479. This sum is clearly less than desirable and sustained efforts are being made to remedy the position. The objective remains to re-establish reserves within the levels identified as being appropriate to our circumstances.

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Trustees' Report for the year ended 31st March 2016 (continued)

Principal funding sources

Principal funding sources are currently by way of contract and grant agreements with Knowsley Metropolitan Borough Council/Public Health and Cafcass (Children and Family Court Advisory Support Service). We are in receipt of grants from the Big Lottery Fund and Children in Need. Housing Benefit is claimed for women when they are resident within Ross House. As an agency we always seek to diversify our income streams, in these difficult fiscal times with constraints on public sector expenditure we continue to seek income from a variety of sources including Charitable Trusts.

Investment Policy

Other than the modest amount retained as reserves, almost all the charity's income is intended to be spent within months of receipt. In consequence, sourcing long term investment vehicles is not an issue for the Trustees. Funds surplus to immediate requirements are invested in deposit accounts. Current rates of return are highly unattractive but the security of the funds is the primary concern of the Trustees.

Availability and adequacy of each of the funds

The board of trustees is satisfied that The First Step assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Transactions and financial position

The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice (SORP) for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (revised June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). As stated in the introduction to this report, the trustees consider the financial performance by the charity during the year to have been satisfactory.

The Statement of Financial Activities show net outgoing for the year of a revenue nature of £192,353 (2015 - £41,168). However, the current year does include a one off impairment write off of fixed assets amounting to £209,582.

The total reserves for the year end of £186,676 (2015 - £379,029)

Free unrestricted liquid reserves amounted to £180,479 (2015 - £98,173)

Specific changes to fixed assets

Changes in fixed assets are shown in detail in the notes to the accounts. There have been no additions to fixed assets in the current or previous year.

Share capital

The First Step is a company limited by guarantee and therefore has no share capital

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Trustees' Report for the year ended 31st March 2016 (continued)

Plans for future periods

The First Step has 3 main objectives it will be working to achieve:

- Review and reduce our back of house costs.
- Develop and produce an agency strategy plan in conjunction with an update and refresh of our funding strategy (2015 to 2018).
- Ongoing funding whether from contracts, grants from big lottery and/or trusts and earned income opportunities remains a major focus of our work in the coming year.

Chief Executive Officer

Day to day management of The First Step is delegated by the trustees to Angela Cholet the Chief Executive Officer.

Board of Trustees to 31st March 2016

The names of the trustees who were members of the Board of Trustees during the year and at the date the report and accounts were approved are listed on page 2.

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Acts.

The directors/trustees are all members of The First Step Charity.

Method of preparation of accounts

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

This report was approved by the board of trustees on 28th September 2016 and signed on its behalf by:



**Jeremy Fagan
Chair**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE FIRST STEP LTD

I report on the accounts for the year ended 31 March 2016 set out on pages 11 to 19.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the

Having satisfied myself that the charity is not subject to audit under company law and is eligible for

- 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.

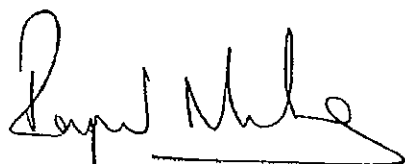
Basis of the Independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission.

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 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- 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.



R Musker FCA
ICAEW
Musker & Garrett Limited
Chartered Accountants
Edward House
North Mersey Business Centre
Knowsley Industrial Park
Liverpool
Merseyside
L33 7UY

28 September 2016

**The First Step Ltd
(Limited by Guarantee)**

**Statement of Financial Activities including Income and Expenditure Account
for the year ended 31st March 2016**

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2016 £	2015 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	2,157	0	2,157	11,367
Activities for generating funds	3	3,790	0	3,790	4,386
Investment income	4	35	0	35	54
Incoming resources from charitable activities	5	496,612	237,709	734,321	780,608
TOTAL INCOMING RESOURCES		<u>502,594</u>	<u>237,709</u>	<u>740,303</u>	<u>796,415</u>
RESOURCES EXPENDED					
Charitable activities	6	675,545	253,819	929,364	833,983
Governance costs	7	2,162	1,130	3,292	3,600
TOTAL RESOURCES EXPENDED		<u>677,707</u>	<u>254,949</u>	<u>932,656</u>	<u>837,583</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		-175,113	-17,240	-192,353	-41,168
: Net Income/(Expenditure) for the year					
GROSS TRANSFERS BETWEEN FUNDS		47,837	-47,837	0	0
NET MOVEMENT IN FUNDS		<u>-127,276</u>	<u>-65,077</u>	<u>-192,353</u>	<u>-41,168</u>
Total funds brought forward at 1st April 2015		<u>307,755</u>	<u>71,274</u>	<u>379,029</u>	<u>420,197</u>
Total funds carried forward at 31st March 2016		<u>180,479</u>	<u>6,197</u>	<u>186,676</u>	<u>379,029</u>

There are no recognised gains or losses other than the net movement in funds for the above two financial years.
The notes on pages 13 to 19 form part of these accounts.

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Balance Sheet at 31st March 2016

	Note	2016 £	2015 £
FIXED ASSETS			
Tangible fixed assets	11	0	209,582
CURRENT ASSETS			
Debtors	12	53,915	64,595
Cash at bank and in hand		169,274	157,285
		<u>223,189</u>	<u>221,880</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	13	36,513	52,433
NET CURRENT ASSETS		<u>186,676</u>	<u>169,447</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		186,676	379,029
CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR		0	0
NET ASSETS		<u>186,676</u>	<u>379,029</u>
FUNDS	14		
Unrestricted		180,479	307,755
Restricted		6,197	71,274
		<u>186,676</u>	<u>379,029</u>

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

Approved by the Board of Trustees on 27th July 2016 and signed on its behalf by:



 Jeremy Fagan



 Andrew Cripps

Company Registration Number: 3172572

The notes on pages 13 to 19 form part of these accounts.

**The First Step Ltd
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**Notes to the Financial Statements
for the year ended 31st March 2016**

1 Accounting policies

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) Issued in March 2005, applicable UK Accounting Standards, the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The company has taken advantage of the exemption in FRS1 from the requirements to prepare a cash flow statement on the grounds that it is a small company.

Charitable status and taxation

As a registered charity, the company benefits from rates' relief and is generally exempt from income tax and corporation tax. The charity is not registered for value added tax.

Funds

General funds represent the funds of the charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the charity. Funds designated for a particular purpose by the trustees are also unrestricted.

Restricted funds are funds subject to specific conditions imposed by the donors or through the terms of an appeal.

Transfers of funds are made to recognise the release of restricted funds or to meet expenditure not covered by restricted income.

The accounts include all transactions, assets and liabilities for which the charity is held responsible in law. They do not include the accounts of groups that owe their main affiliation to another body.

Turnover

Turnover comprises the amounts receivable in respect of grants, donations, subscriptions and the sale of goods to customers, net of Value Added Tax and trade discounts.

Incoming Resources

Donations, legacies and other voluntary income

Voluntary income received by way of grants, donations and gifts is included in the Statement of Financial Activities in the year in which it is receivable by or on behalf of the charity. 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.

The charity received substantial amounts of voluntary help from its supporters, but these services have not been included.

Grants receivable

Grants are credited to the Statement of Financial Activities in the year in which they are receivable.

Other income

Letting income from the use of the charity's premises is recognised when the income is receivable.

Income from investments

Dividends and interest are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting period.

Deferred income

In accordance with the conditions by donors, any grants which relate to later accounting periods or alternatively are subject to conditions which are still to be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown as creditors in the accounts.

**The First Step Ltd
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**Notes to the Financial Statements
for the year ended 31st March 2016 (continued)**

1 Accounting policies (cont.)

Resources Expended

Costs of generating voluntary income

All expenses relating to fundraising, publicity, public relations and investment management charges are charged to this heading.

Charitable activities

Charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These costs relate to the governance of the company itself, as opposed to the management of charitable activities or fundraising and publicity, and are primarily associated with constitutional, statutory and legal requirements.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets and 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:

Short leasehold land and buildings	-	Amortised over the period of the lease
Fixture, fittings and equipment	-	25% on cost

All equipment, fixtures and fittings with an original cost of less than £1,000 are written off in the year in which the expenditure was incurred on the basis that due to the nature of the charity's activities, there is no expectation that the cost of the assets will be recovered in the way of future revenues.

Current Assets

Amounts owing to the charity at 31st March 2016 in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit at the bank.

Operating Leases

Rentals payable in respect of operating leases where substantially all the benefits and risk of ownership remain with the lessor are charged to the Statement of Financial Activities when incurred over the term of the lease..

Pension costs

The charity operates defined contribution schemes for the benefit of its employees. Contributions payable are charged to the Statement of Financial Activities in the year in which they are payable.

Contingent Liabilities and Provisions

In accordance with the SORP, a contingent liability is disclosed for those grants, which do not represent liabilities, where the possible obligation, which arises from past events, will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control. Provisions are recognised for those grants where there is uncertainty as to the timing or amount, and any uncertainty regarding the amount is more than one of determining a basis for reasonable estimation of the liability arising from that constructive obligation.

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Notes to the Financial Statements
for the year ended 31st March 2016 (continued)

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2016 £	2015 £
2 Voluntary income				
Sundry donations	2,157	0	2,157	11,367
	<u>2,157</u>	<u>0</u>	<u>2,157</u>	<u>11,367</u>
3 Activities for generating funds				
Fundraising	3,790	0	3,790	4,386
	<u>3,790</u>	<u>0</u>	<u>3,790</u>	<u>4,386</u>
4 Investment income				
Dividends and interest (including any reclaimed - on cash deposits)	35	0	35	54
	<u>35</u>	<u>0</u>	<u>35</u>	<u>54</u>
5 Incoming resources from charitable activities				
Grants:				
BBC Children In Need	0	26,699	26,699	0
Big Lottery Fund Grant	0	75,342	75,342	98,977
Children & Family Court Advisory Support	22,862	3,000	25,862	31,356
Garfield Weston Foundation	0	0	0	10,000
Home Office	0	20,000	20,000	20,000
Sefton Community Safety Contract	0	0	0	27,800
Knowsley MBC	323,093	97,846	420,939	426,962
InPACT Programme Grant	0	15,000	15,000	5,000
Noel Buxton Trust	0	0	0	2,500
Rental Income	148,045	0	148,045	143,544
Other Income	2,612	-178	2,434	14,469
	<u>496,612</u>	<u>237,709</u>	<u>734,321</u>	<u>780,608</u>

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Notes to the Financial Statements
for the year ended 31st March 2016 (continued)

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2016 £	2015 £
6 Charitable activities				
Salaries and Other Staff Costs	351,279	160,366	511,645	575,242
Building Costs	65,184	14,709	79,893	83,768
Insurances	3,370	2,975	6,345	5,914
Office Costs	26,153	19,138	45,291	36,336
Repairs and Renewals	2,225	208	2,433	4,343
Cleaning (including materials)	2,956	7,096	10,052	7,731
Marketing and Promotional Materials	1	5,579	5,580	13,548
Service User Costs	2,928	30,827	33,755	50,606
Miscellaneous Expenses	1,753	1,437	3,190	3,159
Target Hardening	0	11,274	11,274	20,626
Furniture and White Goods	9,571	105	9,676	3,445
Bank Charges	543	105	648	681
Bad Debts	0	0	0	7,606
Depreciation on property improvements	0	0	0	20,978
Impairment of property improvements	209,582	0	209,582	0
Depreciation on furniture, fittings & equipment	0	0	0	0
	<u>675,545</u>	<u>253,819</u>	<u>929,364</u>	<u>833,983</u>
7 Governance costs				
Auditor's remuneration	<u>2,162</u>	<u>1,130</u>	<u>3,292</u>	<u>3,600</u>
	<u>2,162</u>	<u>1,130</u>	<u>3,292</u>	<u>3,600</u>
8 Net incoming resources			2016	2015
			£	£
Net incoming resources is stated after charging:				
Depreciation / impairment of tangible fixed assets			209,582	20,978
Staff costs (see note 9)			481,587	534,188
Auditor's / Independent Examiner's remuneration			3,292	3,600

The auditor's / Independent examiner's remuneration of £3292 (2015: £3600) relates solely to the audit.

The First Step Ltd
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Notes to the Financial Statements
for the year ended 31st March 2016 (continued)

9 Staff Costs	2016	2015
	£	£
Wages and Salaries	429,649	439,092
Social Security Costs	31,691	38,463
Pension Costs	20,247	23,661
	<u>481,587</u>	<u>501,216</u>

The average number of full-time equivalent employees (including casual and part-time staff) employed by the charity during the year was as follows:

	2016	2015
	£	£
Management and administration	5	5
Projects, activities and sessions	13	19
	<u>18</u>	<u>24</u>

During the year the charity employed members of staff as detailed above. None (2015: None) of whom earned more than £60,000 p.a. The trustees received £Nil remuneration (2015: £Nil) during the year. Trustees were reimbursed travelling and subsistence expenses of £47 (2015: £74) for the year.

10 Pensions

The company operates defined contribution schemes in respect of certain employees. The schemes and their assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £20247 (2015: £23661).

11 Tangible Fixed Assets

	Short leasehold property £	Fixtures, fittings & equipment £	Total £
COST OR VALUATION			
At 1st April 2015	423,479	149,406	572,885
Additions	0	0	0
Disposals	0	0	0
At 31st March 2016	<u>423,479</u>	<u>149,406</u>	<u>572,885</u>
DEPRECIATION			
At 1st April 2015	213,897	149,406	363,303
Impairments	209,582	0	209,582
Depreciation on disposals	0	0	0
At 31st March 2016	<u>423,479</u>	<u>149,406</u>	<u>572,885</u>
NET BOOK VALUE			
At 31st March 2016	<u>0</u>	<u>0</u>	<u>0</u>
At 31st March 2015	<u>209,582</u>	<u>0</u>	<u>209,582</u>

Impairments

Following the early termination of the short lease on the property the trustees undertook an impairment review in relation to the value of the fixed assets. The current value of these assets being nil.

The First Step Ltd
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Notes to the Financial Statements
for the year ended 31st March 2016 (continued)

12 Debtors	2016	2015
	£	£
Trade debtors	47,038	51,445
Prepayments	6,277	13,150
	<u>53,915</u>	<u>64,595</u>

13 Creditors: Amounts falling due within one year	2016	2015
	£	£
Trade creditors	5,254	5,714
Other creditors	2,607	1,924
Accruals	18,690	27,771
Deferred income	9,962	17,024
	<u>36,513</u>	<u>52,433</u>

14 Analysis of Net Assets by Fund

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed Assets	0	0	0
Current Assets	203,668	19,521	223,189
Current Liabilities	(23,189)	(13,324)	(36,513)
Fund Balance	<u>180,479</u>	<u>6,197</u>	<u>186,676</u>

15 Movement on funds

	At 1st April 2015 £	Incoming Resources (Inc. gains) £	Outgoing Resources £	Transfers £	At 31st March 2016 £
<u>Unrestricted funds</u>					
General fund	98,173	602,594	468,125	47,837	180,479
Capital asset fund	209,582	0	209,582	0	0
Total unrestricted funds	<u>307,755</u>	<u>602,594</u>	<u>677,707</u>	<u>47,837</u>	<u>180,479</u>
<u>Restricted funds</u>					
Big Lottery Fund	6,440	75,342	81,782	0	0
BBC Children in Need		26,699	26,603	0	96
Hidden Voices Fund	18,067	0	0	(18,067)	0
IDSVA Fund	4,444	78,640	83,084	0	0
InPACT & IPS Fund	0	52,206	52,206	0	0
LAC Fund	25,415	0	0	(25,415)	0
Supporting People Fund	4,355	0	0	(4,355)	0
Target Hardening Fund	12,553	4,822	11,274	0	6,101
Total restricted funds	<u>71,274</u>	<u>237,709</u>	<u>254,949</u>	<u>-47,837</u>	<u>6,197</u>
Total funds	<u>379,029</u>	<u>740,303</u>	<u>932,656</u>	<u>0</u>	<u>186,676</u>

Movements on funds

The Trustees reviewed the funds within the year and agreed that the financial restrictions in relation to the Hidden Voices fund and LAC fund had now expired following the closure of the relevant departments.

Therefore, it was agreed that these be written off to the general fund in the year.

Also, the terms in relation to the Supporting People Fund changed in the previous year and this therefore is no longer classed as a restricted fund. Again, this has been transferred to the general fund

**The First Step Ltd
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**Notes to the Financial Statements
for the year ended 31st March 2016 (continued)**

16 Fund Details

Details of the various funds held by the charity are as follows:

Name of fund	Description, nature and purposes of the fund
<u>Unrestricted funds</u>	
General fund	Any monies not included in any other fund.
Capital asset fund	This fund represents the property improvements to the First Step Centre.
<u>Restricted funds</u>	
Big Lottery Fund	This relates to monies provided by the Big Lottery Fund towards salaries and costs relating to specific domestic violence work.
BBC Children in Need	Grant from BBC Children in Need to provide a Children & Young People's service within the Refuge
Hidden Voices Fund	This fund provides funds for the group which gives a voice to children affected by domestic abuse.
IDSVA Fund	This fund supports the appointment of specialist Independent Domestic & Sexual Violence Advocates.
InPACT & IPS Fund	This fund supports the cost of the male perpetrator rehabilitation programme "InPACT" which is for men who express a desire to change their abusive behaviour and the IPS (Integrated Partner Service) for the current and ex-partners of men attending InPACT.
LAC Fund	This fund is to ensure service providers for "Looked After Children" who have suffered domestic abuse receive awareness-raising information, literature, training and support.
Supporting People Fund	This fund contributes to the staffing and running costs of the refuge facility.
Target Hardening Fund	This fund provides the resources for additional security measures to make the homes of victims/survivors safer.

The trustees are satisfied that the assets available in each fund are adequate to fulfil its obligations in respect of each fund.

17 Taxation

As a charity, The First Step Ltd is exempt from tax on income and gains to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

18 Contingent liabilities

The company had no contingent liabilities at 31st March 2016 (2015: None).

19 Related Parties

The charity occupies premises owned by a related charity "PCC Kirkby" (No:1130754) of which two trustees of The First Step are also trustees of that charity. During the year £9,725 (2015 - £9,725) was paid to that charity under an "arms length" leasing arrangement.

20 Capital commitments

The company had no capital commitments at 31st March 2016 (2015: None) either contracted for or authorised by the directors but not contracted for.

21 Members' liability

The company is limited by guarantee, and, in the event of the winding up of the company, the liability of each member (including those members who have served within the previous twelve months) is limited to a contribution of £1 towards the cost of dissolution and the liabilities incurred by the charity while the contributor was a member.

22 Controlling party

The charity is controlled by its board of trustees.