

Registered number: 07577216  
Charity number: 1143305

**STEP SHORT FOLKESTONE  
LIMITED**  
(A company limited by guarantee)  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 MARCH 2015**

**MAGEE GAMMON**  
Chartered Accountants  
Henwood House  
Henwood  
Ashford  
Kent  
TN24 8DH

SATURDAY



A21 \*A4LLEH89\* #472  
05/12/2015  
COMPANIES HOUSE

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**CONTENTS**

	Page
<b>Reference and administrative details of the charity, its trustees and advisers</b>	1
<b>Trustees' report</b>	2 - 6
<b>Independent examiner's report</b>	7 - 8
<b>Statement of financial activities</b>	9
<b>Balance sheet</b>	10
<b>Notes to the financial statements</b>	11 - 19

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES  
AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2015**

**Trustees and Directors**

Mrs A Berry  
Mr P Emden  
Mr M George  
Mr G Jordan  
Mr E Rooney  
Mr G Tolson  
Mr D Collins

**Company registered number**

07577216

**Charity registered number**

1143305

**Registered office**

Henwood House  
Henwood  
Ashford  
Kent  
TN248DH

**Principal operating office**

Flat 14  
St. Andrews  
The Durlocks  
Folkestone  
Kent  
CT19 6AW

**Accountants**

Magee Gammon  
Chartered Accountants  
Henwood House  
Henwood  
Ashford  
Kent  
TN24 8DH

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2015**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Step Short Folkestone Limited (the charity) for the ended 31 March 2015. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

**Structure, governance and management**

**a. Constitution**

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 24 March 2011. The articles were adopted on 6 May 2011 and the articles were amended by special resolution on 8 August 2011.

The charity is constituted under a Memorandum of Association dated 24 March 2011 and is a registered charity number 1143305. The charity operates under the name Step Short.

The principal object of the charity in the year under review was that of assisting with the provision and maintenance of a memorial in Folkestone as well as educating the public of the role that Folkestone played during the First World War.

**b. Method of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

At each Annual General Meeting, one third or the number nearest to one third of the directors should retire from office in rotation.

**c. Policies adopted for the induction and training of Trustees**

New Trustees appointed to the charity are trained by the existing Trustees. This includes not only outlining the objectives of the charity but also the culture of the charity and the means to achieve it's objectives.

**d. Organisational structure and decision making**

The decision making is made by the board of trustees with sub committees being formed where necessary.

**e. Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**Objectives and Activities**

**a. Policies and objectives**

The principal activity of the company in the year under review was that of assisting with the provision and maintenance of a memorial in Folkestone as well as educating the public of the role that Folkestone played during the First World War.

**b. Activities for achieving objectives**

The board of trustees reflects a broad skill mix to assist with the running of the charity. Aside from income received from memberships and events, the principal sources of funding are from grants and so the trustees are actively appealing for funds to achieve the objectives of the charity.

**c. Volunteers**

The charity is grateful for the unstinting efforts of its volunteers who are involved in service provision, charity shops and fundraising.

**Achievements and performance**

**a. Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**b. Review of activities**

Following 4 years of planning, fund raising and extremely hard work by the trustees, the centenary of the First World War was upon us.

The Step Short Arch, which was designed by Philip Gearing, started to be manufactured by specialists M. Tec and Lend Lease who had agreed to donate their time and effort were already well under way as a project management team.

Step Short were to construct the only new major structure to commemorate the First World War in the entire country.

Like most large projects, especially new builds, funding such a project was not going to be easy but much thanks must be given to the following major supporters including Shepway District Council, Kent County Council, The Roger De Haan Charitable Trust, Folkestone Town Council, Community Covenant, Eurotunnel, Sainsbury's, Barclays, Saga plus many others who will appear on our website.

Lend Lease Construction approached Step Short in 2013 and following several meetings agreed to donate their time and staff to project manage the construction of the Step Short Arch which took over a year from start to finish.

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

The importance of the Step Short Arch was clear from an early stage when our Chairman, Vice Chairman and Financial Director were invited to 10 Downing Street to discuss the importance of our project. Andrew Murrison who took the lead on the First World War with regards to events had put our event forward as what could be considered as a national event with a member of the Royal Family to attend the opening on 4th August 2014.

Consequently we were honoured with the presence of H.R.H Prince Harry who unveiled a plaque and officially opened the Step Short Arch as well as taking the salute of an 800 person march past.

Although seating was restricted we were delighted to invite 300 school children to the event so that they may remember such a memorable day for many years to come.

During the past year the trustees had organised many events with the kind assistance of volunteers. These events included the World War Peace Show, Armed Forces day, Public Research days, school visits to the Step Short Centre, World War 1 tours of Folkestone and the Step Short Arch which is held each year to commemorate the outbreak of World War 1 on the 4th August. A bugler also plays the last post each Sunday at 7:00pm under the Step Short Arch from April until November.

T.W Sweetheart who was created to educate younger children was a great success especially at the Sainsbury's week, school events and the War and Peace Show.

To sum up, Step Short have had a most successful year thanks to the trustees and volunteers who have all donated many thousands of hours work and will continue to do so in the coming years.

**Financial review**

**a. Principal risks and uncertainties**

The charity relies upon the voluntary work provided by the trustees and their abilities to raise funds and agree grants with donors. A principal risk facing the charity would be to lose the trustees and not be able to replace them with suitable people.

Funds were required for not only the building of the Arch but also the future maintenance. As the building of the Arch was completed on 4th August 2014, the charity's focus is now on the maintenance from herewith and so will need to be able to meet these costs.

**b. Reserves policy**

The unrestricted funds are required for working capital requirements for the construction of the Arch and the provision of further educational facilities in line with the objectives of the charity. Restricted funds are used according to the agreements in place with donors and therefore can only be used for specific costs.

**c. Principal funding**

During the course of the Arch project, the charity has received grants from local authorities to fund the construction of the Arch. During the year the charity also received loans from local authorities to help with working capital. These loans have now been fully repaid.

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**Plans for the future**

**a. Future developments**

Step Short remain financially sound with no outstanding debts and are busy planning several projects to be completed by November 2018.

The Tapestry project will very much involve local schools in the subject matter and design ideas. The Tapestry will tell the story of Folkestone during World War 1.

We are also looking at several options of a statue to be placed under the Step Short Arch in 2018 which will mark the end of the war.

Finally talks have taken place to install a replica of the Mole Cafe which was set up and run by two sisters to give a cup of tea and a piece of cake to the service men and women who were embarking and disembarking from Folkestone Harbour.

42,000 of these men and women signed 8 visitor books which have been transcribed, digitalised and are available on the Step Short website.

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**Trustees' responsibilities statement**

The Trustees (who are also directors of Step Short Folkestone Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

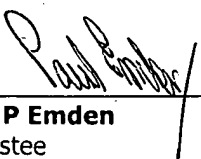
Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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 preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 13 November 2015 and signed on their behalf by:

  
\_\_\_\_\_  
**Mr P Emden**  
Trustee



**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**Independent examiner's report to the Trustees of Step Short Folkestone Limited**

I report on the financial statements of the company for the year ended 31 March 2015 which are set out on pages 9 to 19.

This report is made solely to the company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

**Respective responsibilities of Trustees and examiner**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

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

**Basis of independent examiner's report**

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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**INDEPENDENT EXAMINER'S REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**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 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 24 November 2015

Roland Parry ACA

**Magee Gammon**

Chartered Accountants

Henwood House  
Henwood  
Ashford  
Kent  
TN24 8DH

**STEP SHORT FOLKESTONE LIMITED**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(incorporating income and expenditure account)  
**FOR THE YEAR ENDED 31 MARCH 2015**

	Note	Unrestricted funds 2015	Restricted funds 2015	Total funds 2015	Total funds 2014
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income	2	95,093	-	95,093	170,186
Activities for generating funds	3	9,703	-	9,703	7,732
Incoming resources from charitable activities	4	13,600	235,789	249,389	43,211
Other incoming resources	5	63	-	63	-
<b>TOTAL INCOMING RESOURCES</b>		<u>118,459</u>	<u>235,789</u>	<u>354,248</u>	<u>221,129</u>
<b>LESS:</b>					
Costs of generating voluntary income	6	202	2,240	2,442	-
		<u>202</u>	<u>2,240</u>	<u>2,442</u>	<u>-</u>
<b>NET INCOMING RESOURCES AVAILABLE FOR CHARITABLE APPLICATION</b>		<u>118,257</u>	<u>233,549</u>	<u>351,806</u>	<u>221,129</u>
<b>OTHER RESOURCES EXPENDED</b>					
Charitable activities		36,350	30,866	67,216	18,893
Governance costs	8	2,856	-	2,856	2,686
<b>TOTAL CHARITABLE EXPENDITURE</b>		<u>39,206</u>	<u>30,866</u>	<u>70,072</u>	<u>21,579</u>
<b>TOTAL RESOURCES EXPENDED</b>	11	<u>39,408</u>	<u>33,106</u>	<u>72,514</u>	<u>21,579</u>
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>		79,051	202,683	281,734	199,550
Transfers between Funds	17	230,416	(230,416)	-	-
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<u>309,467</u>	<u>(27,733)</u>	<u>281,734</u>	<u>199,550</u>
Total funds at 1 April 2014		<u>219,663</u>	<u>36,967</u>	<u>256,630</u>	<u>57,080</u>
<b>TOTAL FUNDS AT 31 MARCH 2015</b>		<u>£ 529,130</u>	<u>£ 9,234</u>	<u>£ 538,364</u>	<u>£ 256,630</u>

The notes on pages 11 to 19 form part of these financial statements.

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07577216**

**BALANCE SHEET**  
**AS AT 31 MARCH 2015**


	Note	2015	2014
<b>FIXED ASSETS</b>			
Tangible assets	14	527,591	147,525
<b>CURRENT ASSETS</b>			
Stocks		750	641
Debtors	15	96,786	100,000
Cash at bank		2,936	231,920
		100,472	332,561
<b>CREDITORS:</b> amounts falling due within one year	16	(89,699)	(223,456)
<b>NET CURRENT ASSETS</b>		10,773	109,105
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		£ 538,364	£ 256,630
<b>CHARITY FUNDS</b>			
Restricted funds	17	9,234	36,967
Unrestricted funds	17	529,130	219,663
<b>TOTAL FUNDS</b>		£ 538,364	£ 256,630

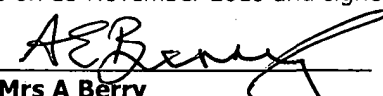
The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2015 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 13 November 2015 and signed on their behalf, by:

  
 \_\_\_\_\_  
**Mr P Emden**

  
 \_\_\_\_\_  
**Mrs A Berry**

The notes on pages 11 to 19 form part of these financial statements.

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

**1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**1. Accounting policies (continued)**

**1.5 Resources expended**

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

**1.6 Tangible fixed assets and depreciation**

All assets costing more than £250 are capitalised.

Tangible fixed assets are stated at cost less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant and machinery	-	20% straight line basis
Office equipment	-	20% reducing balance basis
Website	-	25% straight line basis
The Arch	-	4% straight line basis

**1.7 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

**2. Voluntary income**

	<b>Unrestricted funds 2015</b>	<b>Restricted funds 2015</b>	<b>Total funds 2015</b>	<b>Total funds 2014</b>
Donations	£ 95,093	£ -	£ 95,093	£ 170,186

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**3. Fundraising income**

	Unrestricted funds 2015	Restricted funds 2015	Total funds 2015	Total funds 2014
Merchandise sales	1,951	-	1,951	2,556
Events	4,212	-	4,212	942
Membership	3,540	-	3,540	4,234
	<u>£ 9,703</u>	<u>£ -</u>	<u>£ 9,703</u>	<u>£ 7,732</u>

**4. Incoming resources from charitable activities**

	Unrestricted funds 2015	Restricted funds 2015	Total funds 2015	Total funds 2014
Grants and funding	£ 13,600	£ 235,789	£ 249,389	£ 43,211
	<u>£ 13,600</u>	<u>£ 235,789</u>	<u>£ 249,389</u>	<u>£ 43,211</u>

**5. Other incoming resources**

	Unrestricted funds 2015	Restricted funds 2015	Total funds 2015	Total funds 2014
Sale of scrap metal	£ 63	£ -	£ 63	£ -
	<u>£ 63</u>	<u>£ -</u>	<u>£ 63</u>	<u>£ -</u>

**6. Costs of generating voluntary income**

	Unrestricted funds 2015	Restricted funds 2015	Total funds 2015	Total funds 2014
Merchandise	£ 202	£ 2,240	£ 2,442	£ -
	<u>£ 202</u>	<u>£ 2,240</u>	<u>£ 2,442</u>	<u>£ -</u>

**STEP SHORT FOLKESTONE LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**7. Expenditure by charitable activity**

**Summary by fund type**

	Unrestricted funds 2015	Restricted funds 2015	Total funds 2015	Total funds 2014
Assistance with provision and maintenance of a memorial in Folkestone	-	4,265	4,265	247
Promotion of charity and educational activities	34,944	25,593	60,537	12,853
Grants paid	-	-	-	5,000
Trading activities	1,406	1,008	2,414	793
	<u>£ 36,350</u>	<u>£ 30,866</u>	<u>£ 67,216</u>	<u>£ 18,893</u>

**Summary by expenditure type**

	Depreciation 2015	Other costs 2015	Total 2015	Total 2014
Assistance with provision and maintenance of a memorial in Folkestone	-	4,265	4,265	247
Promotion of charity and educational activities	12,172	48,365	60,537	12,853
Grants paid	-	-	-	5,000
Trading activities	-	2,414	2,414	793
	<u>£ 12,172</u>	<u>£ 55,044</u>	<u>£ 67,216</u>	<u>£ 18,893</u>

**8. Governance costs**

	Unrestricted funds 2015	Restricted funds 2015	Total funds 2015	Total funds 2014
Independent examination and accountancy costs	£ 2,856	£ -	£ 2,856	£ 2,686
	<u>£ 2,856</u>	<u>£ -</u>	<u>£ 2,856</u>	<u>£ 2,686</u>

**9. Direct costs**

	Trading activities	Total 2015	Total 2014
Merchandise purchased	£ 2,414	£ 2,414	£ 793
	<u>£ 2,414</u>	<u>£ 2,414</u>	<u>£ 793</u>



**STEP SHORT FOLKESTONE LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**10. Support costs**

	Provision and maintenance of the Arch	Promotion of charity and educational activity	Total 2015	Total 2014
Advertising and promotion	-	29,640	29,640	6,606
Property costs	-	14,055	14,055	2,916
Administration costs	4,265	4,296	8,561	2,582
Bank charges	-	374	374	291
Depreciation of tangible fixed assets	-	12,172	12,172	705
	<u>£ 4,265</u>	<u>£ 60,537</u>	<u>£ 64,802</u>	<u>£ 13,100</u>

**11. Analysis of resources expended by expenditure type**

	Depreciation 2015	Other costs 2015	Total 2015	Total 2014
Costs of generating voluntary income	-	2,442	2,442	-
<b>Costs of generating funds</b>	<u>-</u>	<u>2,442</u>	<u>2,442</u>	<u>-</u>
Assistance with provision and maintenance of a memorial in Folkestone	-	4,265	4,265	247
Promotion of charity and educational activities	12,172	48,365	60,537	12,853
Grants paid	-	-	-	5,000
Merchandise purchased	-	2,414	2,414	793
<b>Charitable activities</b>	<u>12,172</u>	<u>55,044</u>	<u>67,216</u>	<u>18,893</u>
<b>Governance</b>	<u>-</u>	<u>2,856</u>	<u>2,856</u>	<u>2,686</u>
	<u>£ 12,172</u>	<u>£ 60,342</u>	<u>£ 72,514</u>	<u>£ 21,579</u>

**STEP SHORT FOLKESTONE LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**12. Analysis of resources expended by activities**

	Sale of merchandise 2015	Support costs 2015	Total 2015	Total 2014
Assistance with provision and maintenance of a memorial in Folkestone	-	4,265	4,265	247
Promotion of charity and educational activities	-	60,537	60,537	12,853
Grants paid	-	-	-	5,000
Merchandise purchased	2,414	-	2,414	793
<b>Total</b>	<b>£ 2,414</b>	<b>£ 64,802</b>	<b>£ 67,216</b>	<b>£ 18,893</b>

**13. Net incoming resources**

This is stated after charging:

	2015	2014
Depreciation of tangible fixed assets: - owned by the charity	12,172	705

During the year, no Trustees received any remuneration (2014 - £NIL).

During the year, no Trustees received any benefits in kind (2014 - £NIL).

3 Trustees received reimbursement of expenses for travel costs amounting to £2,503 in the current year, (2014 - 2 Trustees - £587).

**14. Tangible fixed assets**

	Plant and machinery	Office equipment	Website Costs	The Arch	Total
<b>Cost</b>					
At 1 April 2014	-	550	7,416	140,422	148,388
Additions	6,180	-	6,090	379,968	392,238
At 31 March 2015	6,180	550	13,506	520,390	540,626
<b>Depreciation</b>					
At 1 April 2014	-	236	627	-	863
Charge for the year	567	62	3,103	8,440	12,172
At 31 March 2015	567	298	3,730	8,440	13,035
<b>Net book value</b>					
At 31 March 2015	£ 5,613	£ 252	£ 9,776	£ 511,950	£ 527,591
At 31 March 2014	£ -	£ 314	£ 6,789	£ 140,422	£ 147,525

**STEP SHORT FOLKESTONE LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015**

**15. Debtors**

	<b>2015</b>	<b>2014</b>
Other debtors	96,786	-
Grants Receivable	-	100,000
	£ 96,786	£ 100,000
	£ 96,786	£ 100,000

**16. Creditors:  
Amounts falling due within one year**

	<b>2015</b>	<b>2014</b>
Other loans	87,499	14,467
Accruals and deferred income	2,200	208,989
	£ 89,699	£ 223,456
	£ 89,699	£ 223,456

**17. Statement of funds**

	<b>Brought Forward</b>	<b>Incoming resources</b>	<b>Resources Expended</b>	<b>Transfers in/out</b>	<b>Carried Forward</b>
<b>Unrestricted funds</b>					
General Funds	219,663	118,459	(39,408)	230,416	529,130
	219,663	118,459	(39,408)	230,416	529,130
<b>Restricted funds</b>					
Shop centre refurbishment	5,900	1,000	(3,598)	(2,200)	1,102
Education	30,000	-	(9,640)	(20,360)	-
Website development	1,067	6,789	-	(7,856)	-
Music Competition	-	1,000	(1,000)	-	-
Tourist Boards	-	12,000	(12,000)	-	-
Candle parade	-	7,000	(3,868)	-	3,132
Brochures	-	3,000	(3,000)	-	-
Arch Project	-	200,000	-	(200,000)	-
Statue Fund	-	5,000	-	-	5,000
	36,967	235,789	(33,106)	(230,416)	9,234
Total of funds	£ 256,630	£ 354,248	£ (72,514)	£ -	£ 538,364

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**Shop Centre Refurbishment**

The Shop Centre Refurbishment fund represents grants received from Kent County Council and from Mrs A Berry for the refurbishment of the Step Short centre.

**Education**

The Education fund represents a grant received from Roger De Haan Charitable Trust for carrying out the educational activities of the charity. Of the funds brought forward of £30,000, £9,640 was expended on costs in the year with £10,070 being spent on capital items. Having consulted with the donor it was agreed that the remaining balance of the grant could be used as general funds.

**Website Development**

The Website Development fund represents a grant received from Heritage LF for the website of the charity and also the creation of a children's character to promote the charity. The funds were fully expended in the year

**Music Competition**

The Music Competition fund represents a restricted fund received from Mrs A Berry to be used as prize money for the Military Music competition. The funds were fully expended in the year.

**Tourist Boards**

The Tourist Board fund represents a Community Covenant grant received from Shepway District Council for the funding of Trail Boards, which also included the Community Covenant logo. The funds were fully expended in the year.

**Candle Parade**

The Candle Parade fund represents a Community Covenant grant received from Shepway District Council for the funding the candle parade / procession. The charity received £9,500 from Shepway District Council but returned £2,500 of unused funds in the year.

**Brochures**

The Brochures fund represents a Community Covenant grant received from Shepway District Council for the funding of Step Short Commemorative brochures. The charity received £3,300 from Shepway District Council but returned £300 of unused funds in the year.

**Arch Project**

The Arch Project fund represents a grant received from Shepway District Council for the funding of the building of the Step Short Arch. The funds were fully expended in the year and as the requirements of the grant have been met these have been transferred to general funds

**STEP SHORT FOLKESTONE LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**Statue Fund**

The Statue fund represents a donation received from Fircones Trust for the funding of a statue. The fund remains unused and is to be utilised in the next year.

**Summary of funds**

	<b>Brought Forward</b>	<b>Incoming resources</b>	<b>Resources Expended</b>	<b>Transfers in/out</b>	<b>Carried Forward</b>
General funds	219,663	118,459	(39,408)	230,416	529,130
Restricted funds	36,967	235,789	(33,106)	(230,416)	9,234
	<u>£ 256,630</u>	<u>£ 354,248</u>	<u>£ (72,514)</u>	<u>£ -</u>	<u>£ 538,364</u>

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

	<b>Unrestricted funds 2015</b>	<b>Restricted funds 2015</b>	<b>Total funds 2015</b>	<b>Total funds 2014</b>
Tangible fixed assets	527,591	-	527,591	147,525
Current assets	3,739	96,733	100,472	332,561
Creditors due within one year	(2,200)	(87,499)	(89,699)	(223,456)
	<u>£ 529,130</u>	<u>£ 9,234</u>	<u>£ 538,364</u>	<u>£ 256,630</u>