

COMPANY NUMBER  
7720385

REGISTERED CHARITY NUMBER  
1144821

**DONNINGTON  
DOORSTEP**

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Donnington Doorstep (a company limited by guarantee)

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**Annual Report 2018-2019 and  
Financial Statements for the year ended  
31 March 2019**





## **Annual Report January 2018-2019 and Financial Statements for the year ended 31 March 2019**

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## About Donnington Doorstep

Donnington Doorstep is an independent, community-based family centre delivering a range of universal and specialist services. Set up in 1984 by local parents who knew that caring for children can be hard - we're a supportive, nurturing and inclusive centre for children, young people and their families as well as a hub for local community activity. From our purpose-built centre in East Oxford our activities focus on play, learning, support, and youth and community development.

Our vision is to be at the heart of the local community and to be the best place to come for knowledge and support. Our aims:

- Increased happiness and emotional wellbeing for local children, young people and their families
- Improved mental and physical health for local children, young people and their families
- Improved life chances for socially excluded children and young people to enable them to realise their full potential
- A stronger, safer and more integrated community in Donnington and the surrounding areas

In 2012 we became a registered charitable company. Our charity's purposes as set out in the objects contained in the company's memorandum of association are:

- To provide facilities and support for families living in the city of Oxford and its surrounding areas ("the area of benefit") to help relieve need, hardship and distress including the hardship and distress caused by the breakup of relationships and families
- To provide educational opportunities for children and young people living in the area of benefit and their families and carers
- To provide facilities for recreation and other leisure time occupation for children, young people and their families living in the area of benefit with the object of improving the condition of life of the said inhabitants.

**35 years old**  
**Doorstep was set**  
**up in 1984**

We create a culture of respect and acceptance so that children, young people and adults feel physically and emotionally safe. There is a warm welcome for anyone who walks through the doors and everyone is treated with respect and without judgement. Our Values include support, empathy, trust, integrity, equality and empowerment.

Our **Play Ethos** informs our work:

- Focus on fun and play
- Be warm, friendly and welcoming
- Be child-centred so flexible and responsive to the needs of children and young people
- Encourage free choice, independence and risk taking within safe limits
- Know when to stand back and let children lead their own play
- Take a holistic approach working with the values/culture/family setup of individual children, young people and families
- Value and respect everyone and encourage children and young people to welcome, value and respect others
- Support children and young people to stretch themselves and experience life to the full
- Foster individuality and so strengthen independence and self-esteem
- Dedicate time to talk and listen
- Be free to all to enable children from all backgrounds to participate equally
- Offer outdoors activities as well as indoor, whatever the weather
- Value and respect the environment - treading lightly
- Reduce, Re-use, Recycle

Our **youth work ethos** ensures that we offer young people safe spaces to explore their identity, experience decision-making, increase their confidence, develop inter-personal skills and think through the consequences of their actions. Engagement in the youth work process is absolutely voluntary. We believe in the 4 R's –

- Resilience - children will persist with their activities and ideas when challenge occurs
- Resourcefulness - children are capable of solving their own problems using their own resources, they may seek help from peers and adults
- Responsibility - children can identify the consequences of their actions and recognise their feelings and the feelings of others
- Relating - children will treat each other with respect and kindness and adults will model respect and kindness with children



## Who uses and benefits from our services?

Doorstep is used by families, children and young people from all over Oxford and beyond. The local community includes families in emergency, temporary and hostel accommodation as well as a large number of families who are refugees, seeking asylum, living below the poverty line, working poor, or lone carers. The area is very mixed but has significant and visible issues of disadvantage with an Income Deprivation Affecting Children (IDACI) measured in the top 10-20% most deprived nationally.<sup>1</sup>

Doorstep provides a mixture of open access and targeted services bringing together families from a wide range of backgrounds – ethnic, social, economic and cultural - to pool support and resources and maximise social capital for the benefit of all. This model has been successful for over 35 years. The approach to open access services has a strong sense of ownership amongst the community and generations of families who have accessed services. Specialist and targeted services support the most vulnerable and isolated people in our community in a profound way, complementing statutory services with a long term holistic approach. Services for families affected by child exploitation are positioned strategically across the county. The atmosphere and warm +welcome is created by a strong staff team, clear safeguarding procedures and a child-centred focus.

'You do such good work. I would not have survived if Doorstep had not been there. And I know a lot of other parents who feel the same'.

Drop In User



<sup>1</sup> From <http://www.education.gov.uk/>

## Our services in 2018/2019

### Family Services

#### Family Drop-in

The Family Drop-In is our gateway service for families with young children. The Family Drop-In for parents and carers with children in their early years offered two sessions per week this year. The visitor count in 2018-2019 reached 5,400 (including children and their parents and carers). Previous year visitor count (2017-2018) was 1,200. This significant increase reflects the wide range of exciting play opportunities that are available and the empathetic and supportive atmosphere. Themed events also add to the sense of fun and a rich curriculum.

We engaged 12 families in an Early Help Assessment and supported them in making progress. Our Family Support Facilitator and Family Support service worked closely together to seamlessly support families. Between Oct-March around 64 parents/carers a month received specific advice on issues such as feeding, early learning, sleeping, sibling engagement, managing routines and change, early attachment, play opportunities and self-care.

#### Doorstep Kitchen

Our Community Kitchen provides a home cooked hot lunch during Drop-In sessions. It is the heart of the centre providing many benefits - nurture, comfort, healthy eating, knowledge of diet and of other cultures, social skills and pleasure. Families sit together, eat together, and learn more about each other. We are grateful to the support of Oxford Food Bank for many of our foodstuffs.

### Youth services

#### Youth Club

**70% of Youth Club participants are deemed to have additional needs**

Donnington Doorstep offers universally accessible youth services for children and young people aged 8 – 12 years (juniors) and 12 – 18 years (seniors). Youth clubs are open two nights a week, 48 weeks of the year and offer a safe haven and an inclusive supportive environment for children to play and for young people to access information and support. These services serve our local children, they are consistent and they are greatly valued by our community which faces multiple deprivations. We have experienced and skilled staff to deliver the sessions and through our partnership work invited partner

agencies to deliver sessions to our young people.

The youth club has developed since April 2018 with 26 young people registered in our junior club and 14 young people in our senior club.



In the Junior club we include several young people with Autism, ADHD, emotional and behavioural challenges and learning disabilities, therefore all our activities are carefully planned to suit the needs of these young people. Some highlights of the junior club have been introducing cooking sessions; a summer programme with a theme around confidence-building and team work; a trip to Thorpe Park and a trampoline park, and sports activities such as rounders, cricket and football. We also invited the Step Out team to deliver a six week course on healthy relationships and keeping safe.

In the Senior club we have young people who are making their career choices and need support in entering higher education, training and employment. We also deliver sessions on healthy relationships, drug education, and keeping safe, working closely with the Step Out team.

### **Find Your Fire**

Our youth services also include a partnership project called 'Find Your Fire' supported by Big Lottery. Find Your Fire is a term time personal development and peer mentoring programme for young people in Year 9 (age 14) delivered in partnership with VIVA, St Matthew's and St Luke's, Emmanuel Church and St Clements Church and works closely with St Gregory the Great and Oxford Spires secondary schools. The project supports vulnerable young people in East Oxford, particularly those with multiple needs. The project takes a young person centric asset based approach to building aspirations and confidence by supporting young people to 'try out their dreams' and develop skills that will improve life chances. Young people gain accreditation for peer education projects. We work with 20 young people each year.

### **Doorstep Pre-School**

Our OFSTED registered Pre-School provided Early Education for 2 to 5 year olds. It's a fun, stimulating, play-focused and welcoming setting where children are able to follow their own ideas, supported by well-qualified and caring adults who are guided by the Early Years Foundation Stage. This academic year we welcomed eleven 3-4 year olds and nine 2 year olds in the Autumn term 2018; nineteen 3-4 year olds and two 2 year olds in the Spring term 2019, and thirteen 3-4 year olds and one 2 year old in the Summer term 2019.

**Over 80% of  
Pre-School children  
received Early Years  
funding**

Pre-School has been open for over 34 years and Doorstep took over full management responsibility in 2013. The provision is designed to meet the needs of our local communities with a focus on outreach work to ensure the take-up of places by disadvantaged families. We provide a minimum of 24 places of which not less than 16 places must be full offer funded places for 2 year olds. This year has been challenging to ensure the viability of the setting and to recruit a suitably qualified and experienced Pre-School manager.

## **Family Support and Outreach**

Our Family Support service works with the most vulnerable families and is commissioned by Oxford City Council to engage BAME (Black and Minority Ethnic) communities. Referrals come from parents, Social Care, Health Visitors, GPs, Wellbeing worker at Oxfordshire Mind, Asylum Welcome and Refugee resource.

We supported 14 families that needed intensive support in their homes to build their confidence and self-esteem to access mainstream services. Their multiple layers of needs take time to establish how best to support them. For example, with one family there were nine other agencies involved due to the complexity of the case. A lot of our case work involved families struggling to understand the benefits system and 9 families needed support with Universal Credit. We delivered 42 food parcels this year. Our support enabled women to access mainstream services and English classes, and three women attended our 10 week parenting group.

The Asian Women's well-being group in Wood Farm was delivered in partnership with Oxfordshire Mind. Many complex issues emerged and one to one support was offered. 26 women were registered with the group and 14 women attended regularly.

## **Parenting**

We delivered 21 one-to-one parenting sessions and two parenting groups over the year.

Parenting workshops were delivered as part of outreach parenting work. These were delivered in the Rose Hill Community Centre in partnership with the Oxford City Council. Most referrals for this group were from the local primary school and the Family Solutions Centre for parents who were struggling with their parenting resulting in a huge impact on children's education and attainment at school and anti-social behaviour. The workshops consisted of 13 weekly 2 ½ hour sessions, term time only. 18 women enrolled and attended at least 3 different workshops with 11 women attending every workshop. The women disclosed 13 children had additional needs including trauma, learning disability, autism, and physical disability. 9 children were assessed and 6 obtained a diagnosis. Four women disclosed that they were victims of domestic abuse and gave permission to talk to ODAS about getting support.

Overall 67 women received parenting support.

## **Step Out– Child Exploitation project**

Started by Donnington Doorstep in 2011, the Step Out Project works with young people and families impacted by child exploitation. Step Out aims to enable young people at risk to make informed choices; to be able to recognise appropriate, healthy and safe relationships, and to raise awareness and educate professionals and parents.

Step Out offers compassionate, holistic support to young people through nurturing and trusting relationships, creating a safe space and providing a flexible approach. Our practice is based on a contextualised safeguarding approach, understanding that young people are vulnerable to abuse in a range of social contexts. We know that young people who are supported emotionally are better placed to thrive and develop new skills and confidence.



Our Approach is based on the following principles:

- Independent of statutory services
- Small case load
- Strengths based/solution focused
- Relationship is key
- Trauma informed approach
- Long term support if necessary
- Flexible -time taken to build relationship
- Voluntary engagement
- Meet on young person's terms
- Not judging or lecturing
- Sharing power, empowerment of young person
- Experts in their own lives
- Tenacity – We do not give up easily!
- Allow for crisis intervention

During this year the Step Out team provided bespoke case work support to over 30 young people at risk, being or survivors of Sexual Exploitation; delivered 'Protective Behaviours' group work in schools reaching over 100 students; delivered CSE (Child Sexual Exploitation) training and Safeguarding training to over 237 professionals, and were invited as key note speakers to Oxfordshire Youth's Annual Conference and OSCB's annual conference, sharing awareness and best practice to 250 professionals.

Step Out has continued to develop innovative practice and has trained 5 new Youth Ambassadors to become OCN accredited Protective Behaviour Peer Mentors and supported them to deliver a Youth Ambassador led safety project to 142 Year 5 pupils across three primary schools in East Oxford.

Feedback from Youth Ambassadors:

'I have more confidence and I am able to have better, safer and more secure friendship groups' aged 13

'I found the training really useful because feelings, thoughts and behaviour tasks have made me have more control over choices in my life' aged 18

Step Out has continued to be instrumental in the development of the Sexual Violence and Exploitation Network (SVEN). The purpose of SVEN is to bring together agencies working against sexual violence and exploitation with young people in order to achieve the following:

- To increase communication between agencies to avoid duplication and encourage holistic and varied services for young people in Oxfordshire impacted by sexual violence and exploitation.
- To seek opportunities for collaboration and joint work in order to build better services.
- To include the Voice of Young People, as experts via experience, in order to shape service delivery and policy design
- To offer opportunities for the sharing of best practice and learning.

- To work together to provide learning opportunities around sexual violence and exploitation to young people and to other professionals working with young people.
- To seek opportunities to raise awareness of relevant issues.

This approach has provided more effective ways of working across voluntary and statutory services. We have ensured that there are streamlined approaches to referrals and allocation of cases. That group work and training across the county is mapped and delivered. We have shared best/evidence based practice and expertise and applied collaboratively for funding to develop the work and respond to emerging needs.

Through the SVEN it has become evident that there is a) a reduction in age range of referrals received and request for services b) a lack of user involvement in service design and delivery and c) complexity of referrals and lack of professionals understanding and confidence to respond.

**5 Youth Ambassadors  
delivered to a total of  
142 Year 5 pupils**

This identification has led the network to develop its work and ensure that there is a robust, coordinated approach to preventative work across the county with regards to sexual harm and exploitation. The SVEN network will be represented at the newly established County's Child Exploitation Network. Also there is representation of Youth Voice across the network, including development of policy and practice, and that professionals are better aware and have the tools to be responsive to young people's emerging needs.

We are grateful to Esmee Fairburn Trust and Samworth Foundation for their ongoing support of Step Out.





## Reference and Administrative Information

Charitable Company Name:	Donnington Doorstep
Company Number:	7720385
Charity Registration Number:	1144821
Registered Office and operational address:	Donnington Doorstep Family Centre Townsend Square, Oxford OX4 4BB

### Management Board (at April 2018)

Christine Simm	Chair of Trustees
John Tanner	Trustee / Treasurer
Marjorie Dennett-Clayton	Trustee / Secretary
Masako Sparrowhawk	Trustee / Early Years Lead
Stephen Michael	Trustee
Patricia Michael	Trustee
Steve Curran	Trustee
Yamina Himeur	Trustee
Pat Kennedy	Trustee

### Co-opted Observers

Richard Tarver	Oxford City Council
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### Senior Management Team (at April 2018)

Beth Knighton	Charity Director
Noora Firaq	Finance and Operations Manager
Nicola Holmes-Brown	Step Out Manager

**Bankers**

CAF BANK Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

CCLA Investment Management Limited, COIF Charity Funds, 80 Cheapside, London EC2 6DZ

**Independent Examiner**

GVC Simmonds, Affinity Accountancy Services Ltd, 44 Charlbury Rd, Oxford OX2 6UX

## Structure, Governance and Management

### Governing Document

Donnington Doorstep was set up in 1984 as an unincorporated charitable association governed by a constitution dated 24 April 1991 and registered with the Charity Commission. The organisation is now a charitable company limited by guarantee, incorporated on 27<sup>th</sup> July 2011 and registered as a charity on 28<sup>th</sup> November 2011. The assets of the Doorstep charitable association were transferred to the new charitable company on 1<sup>st</sup> April 2012.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### Management and organisational structure

Donnington Doorstep is governed by a Management Board of Directors meeting at least 6 times a year. The Board includes a Chairperson, Treasurer and Secretary and additional director members elected at the Annual General Meeting (AGM). 1/3 of the directors must retire at each AGM. This is decided by rotation based on length of time in office since the last appointment. The Management Board can appoint Directors between AGMs but any director appointed by the Board in between AGMs must also retire and be re-elected at the next AGM.

All members of the Management Board give their time voluntarily and receive no financial benefit from Donnington Doorstep. The members have come from a variety of backgrounds including Social Work, Voluntary Sector Management, Business, Family Law, Education, Childcare Development, Campaigning, Parenting, City and County Councillors.

### Risk Management

The Management Board regularly reviews risks in relation to the provision of services and sustainability of the charity through Board and Senior Management meetings. We have robust processes for all financial transactions and the Board receives regular financial reports and updates from the senior management team.

Doorstep has a business continuity plan and escalation procedures. The Board's response to ongoing funding pressures and changes to the statutory commissioning process is outlined in more detail below under Planning for the future.

Doorstep has comprehensive procedures in place to ensure the safety of all staff, volunteers and services users. Our Health and Safety and Risk assessment policies are updated annually and kept in line with legislative changes.

Safeguarding is central to all of our work. Doorstep is signed up to the Oxfordshire Safeguarding Boards protocols on information sharing and uses OSCB recommended policies - always referring to the DfE “Working together to safeguard children 2013”.

Doorstep is registered as an Early Years and Childcare Provider with Ofsted (EY460918) and meets the welfare requirements of the EYFS.

Doorstep staff are trained in Safer Recruitment, and we have a very thorough induction process for all staff and volunteers ensuring all are familiar with key policies and procedures.

### **Our sector and partnerships**

Doorstep is part of a network of third sector organisations that work in partnership with the statutory sector in the provision of services for children, young people and families in Oxfordshire.

We keep up to date with policy and legislative changes to ensure the centre is delivering services that meet both local and national strategic priorities.

All of our work is delivered under the guidance and good practice required by the Oxfordshire Safeguarding Children’s Board. Our key partnerships include:

- Children’s Social Care – we work in partnership with the Children’s and Families social workers attending Child and Core Group meetings; supporting children as part of plans; linking vulnerable families into our services.
- Ofsted and Early Years Foundation Stage
- Early Intervention Hubs and Family Support service– working with referred families and young people with additional to complex needs.
- Oxfordshire Play Association and Play Partnerships – Play is central to Doorstep’s provision and we work in partnership with other play providers to ensure this area remains high on the agenda.
- Oxfordshire Community and Voluntary Action
- Oxfordshire Youth
- Child Exploitation – working with key partners at OSCB, Social Care; Police and City Council as part of our Step Out project. We are also members of the National Working Group on Child Sexual Exploitation.
- ODAS (Oxfordshire Domestic Abuse Service) – Domestic Abuse partnership overseeing the delivery of services, training and support programmes.
- Health – including midwifery; health visiting and GPs.
- Our local community partners include: Donnington Tenants and Residents Association and the Donnington Community Centre; Iffley Parish; Flo’s in the Park; Rose Hill Community Centre; Local schools including: Rose Hill, Comper Foundation School, Larkrise Primary School, East Oxford Primary School, Iffley Mead, St Gregory the Great, Oxford Spires, Oxford Academy and Cheney secondary schools; Oxford Food Bank; Good Food Oxford and Oxford City Farm Project.

Doorstep works in partnership to ensure that our work is integrated with the other services available locally to avoid duplication; to ensure joined up provision and maximise resources.

## Financial report

The total Income for the 2018-19 financial year was £309,605. This is slightly lower than the previous year's income of £318,646. There was a small drop in donations which will be addressed in 2019-2020 by revitalising our public spaces and play environments. Expenditure was £266,196 (an increase compared to expenditure of £231,108 in 2017-2018). This increase in expenditure reflects our strategy of careful growth and enabled the increase of accessible universal services. At year end there was a surplus of £22,346 after depreciation.

Whilst income for Pre-School apparently exceeds expenditure it must be noted that Governance costs in relation to Pre-School impacted on the organisation.

A full list of funders by category is available on page 17.

## Responsibilities of the Management Board

Company law requires the Management Board to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charitable company and its financial activities for that period. In preparing these financial statements the Management Board are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is not appropriate to presume that the charitable company will continue in operational existence.

The Management Board are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Members of the Management Board

Members of the Management Board, who are directors for the purpose of company law and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out above. In accordance with company law, as the company directors, we certify that:

- For the year ending 31 March 2019 the company was entitled to exemption under Section 477 of the Companies Act 2006 relating to small companies.



- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

### **Independent Examiner**

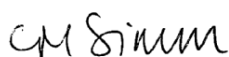
Gerard Simmonds of Affinity Accountancy was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions applicable to companies subject to the small companies regime of the Companies Act 2006.

### **Declaration**

The Trustees declare that they have approved the Trustees' Report above

Signed:



**Christine Simm**

Chairperson

Signed:



**John Tanner**

Secretary

For and on behalf of the Management Board of Donnington Doorstep



**Statement of financial activities**  
(incorporating an income and expenditure account)  
**for the year ended 31 March 2019**

	notes	unrestricted £	restricted £	2019 £	2018 £
<b>Income</b>					
<i>Income from charitable activities</i>					
Funding for specific activities	5	2,000.00	270,723	272,723	272,184
<i>Voluntary Income</i>					
Donations	2	28,180	200	28,380	30,382
Grants	2	1,500	-	1,500	4,000
<i>Income from other activities</i>					
Community Kitchen		5,805		5,805	7,180
Goods & Services	3	535	600	1,135	3,750
Fundraising Events		0	17	17	1,135
<i>Investment Interest</i>	4	45		45	14
<b>TOTAL INCOME</b>		38,065	271,540	309,605	318,646
<b>Expenditure</b>					
<i>Expenditure on charitable activities</i>	6		231,655	231,655	208,197
<i>Costs of raising funds</i>	6	14,072		14,072	8,621
<i>Costs of other trading activities</i>	6	6,464		6,464	6,502
<i>Governance costs</i>	6	1,722	12,283	14,005	7,789
<b>TOTAL EXPENDITURE</b>		22,258	243,938	266,196	231,108
<b>SURPLUS/(DEFICIT) BEFORE DEPRECIATION</b>		15,807	27,602	43,409	87,537
Depreciation of equipment and building		10,159	12,187	22,346	22,063
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		5,648	15,415	21,063	65,474
<b>Funds brought forward</b>		337,757	20,993	358,750	293,276
<b>Total Funds carried forward</b>		343,405	36,409	379,814	358,750
<i>Comprising of Building</i>		124,154	162,662	286,816	308,430
<i>Other Fixed Assets</i>		-	-	-	-
<i>Net Current Assets/(Liabilities)</i>		219,251	(126,253)	92,998	50,320

**Balance Sheet**  
as at 31 March 2019

**DONNINGTON  
DOORSTEP**

	notes	2019	2018
		£	£
<b>Fixed Assets</b>			
Tangible assets	7	287,947	308,879
<b>Current Assets</b>			
Stocks	8	230	230
Debtors	9	2,182	4,375
Cash & bank balances		<u>155,642</u>	<u>112,502</u>
		158,054	117,107
<b>Creditors</b>			
Amounts falling due within one year	10	<u>66,187</u>	<u>67,236</u>
<b>Net Current Assets/(Liabilities)</b>		91,867	49,871
<b>Net Assets</b>		<u><u>379,814</u></u>	<u><u>358,750</u></u>
<b>Funds</b>			
Unrestricted		343,405	337,757
Restricted		36,409	20,993
		<u><u>379,814</u></u>	<u><u>358,750</u></u>

For the year ending 31 March 2019 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the board on 17 December 2019 and signed on their behalf by

Signed:



**Christine Simm**  
Director

Dated: 17.12.19

Signed:



**John Tanner**  
Director

Dated: 17/12/2019

## Notes to the financial statements for the year ended 31 March 2019



### 1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### Basis of Accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK

#### Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to the particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. Value of services provided by volunteers has not been included in these accounts.

Incoming resources from charitable trading activity, including the Community Kitchen, are accounted for when earned. Clothing and other items donated for resale through the charity's shop are included as incoming resources with activities for generating funds when they are sold.

Investment income is included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

#### Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop and Community Kitchen.

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

#### Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Where capital expenditure for specific projects is funded by capital grants, the grants are included in fixed assets and amortised at the same rate as the assets are depreciated.

Fixed assets are depreciated at the following rates per annum:

Buildings	5% straight line
Equipment	20% straight line



## Notes to the financial statements (continued)

**2 Voluntary Income**

	unrestricted £	restricted £	2019 £	2018 £
<b>Voluntary Income</b>				
Box Donations	2,723		2,723	1,509
Gift Aid Reclaimed	6,387		6,387	1,355
Individual Donations	14,010	100	14,110	17,295
Corporate & Group Donations	5,061	100	5,161	10,224
	<u>28,180</u>	<u>200</u>	<u>28,380</u>	<u>30,382</u>
<b>Grants from Voluntary Income</b>				
Oxford City Council	1,500		1,500	3,000
Cooper Charitable Trust	-		-	1,000
	<u>1,500</u>	<u>-</u>	<u>1,500</u>	<u>4,000</u>
<b>TOTAL</b>	<u>29,680</u>	<u>200</u>	<u>29,880</u>	<u>34,382</u>

**3 Goods & Services**

	unrestricted £	restricted £	2019 £	2018 £
Clothes	-		-	30
Parties & Room Hire	535		535	1,540
Other Services		600	600	2,180
<b>TOTAL</b>	<u>535</u>	<u>600</u>	<u>1,135</u>	<u>3,750</u>

**4 Investment Interest**

	unrestricted £	restricted £	2019 £	2018 £
Bank interest	45	-	45	14
<b>TOTAL</b>	<u>45</u>	<u>-</u>	<u>45</u>	<u>14</u>



## Notes to the financial statements (continued)

5 Income - Grants & Contracts	unrestricted	restricted	2019	2018
	£	£	£	£
<b>Family Drop-In, Family Support, Outreach &amp; Parenting</b>				
Home Office (Building a Stronger Britain Together)			-	18,158
Oxfordshire County Council (Transition Funding)		11,285	11,285	18,120
Garfield Weston Foundation			-	15,000
Woodward Charitable Trust		1,539	1,539	-
St Michaels & All Saints		8,000	8,000	12,000
The Sobell Foundation		10,000	10,000	10,000
St Aldates (Family Support)		6,000	6,000	5,000
Doris Field Charitable Trust			-	1,000
Oxford City Council (Parenting programme)		13,000	13,000	-
Oxford City Council (DDFC)		7,300	7,300	-
Oxford City Council (BAME)		1,400	1,400	-
Good Exchange grant		943	943	-
Pit Rivers		127	127	-
Tambour Foundation		15,000	15,000	-
<b>Family Drop-In Kitchen</b>				
Oxfordshire County Council (Communities Fund)		2,000	2,000	4,583
Robert and Margaret Moss Charitable Trust		1,000	1,000	-
<b>Drop In, Play Out (8-18's Work)</b>				
The Reeva & David Logan Foundation (via NEO Philanthropy)		13,000	13,000	19,920
Big Lottery Fund (Find your fire)		-	-	8,423
The Sandford Trust		-	-	500
Merlin's Magic Wand Trustees Limited		-	-	60
<b>STEP OUT</b>				
Esmee Fairbairn		70,803	70,803	70,350
People's Postcode Lottery		11,000	11,000	9,000
Oxford City Council		1,500	1,500	8,000
Big Lottery		10,000	10,000	-
Pilgrim Trust		10,000	10,000	-
<b>Donnington Pre-School</b>				
Best Practice Network - EYITT		2,000	2,000	1,000
Playgroup Parent Fees		3,828	3,828	15,084
Playgroup Statutory Fees		60,198	60,198	57,988
St Michaels and All Saints Charities		4,000	4,000	-
Oxford City Council (DDFC)		1,300	1,300	-
Oxford City Council (Cllr priority fund)	2,000		2,000	-
All Souls		500	500	-
Grant Tourle		5,000	5,000	-
Oxford City Council (Dragon School)			-	-
<b>TOTAL</b>	<b>2,000</b>	<b>270,723</b>	<b>272,723</b>	<b>272,184</b>

## Notes to the financial statements (continued)



## 6 Analysis of Expenditure

	Staff Costs	Other Direct Costs	Allocation of Support Costs	2019 Total £	2018 Total £
<b>Expenditure on charitable activities</b>					
Family Drop-In & Support Services	52,456	684	10,014	63,154	35,264
Drop In, Play Out (8-18's Work)	5,839	2,179	1,617	9,636	18,530
STEP OUT	71,564	11,886	16,833	100,284	63,861
Donnington Pre-School	45,940	2,808	9,833	58,582	90,542
<b>Total charitable activities</b>	<b>175,799</b>	<b>17,558</b>	<b>38,297</b>	<b>231,655</b>	<b>208,197</b>
<b>Costs of raising funds</b>					
<i>Costs of raising funds</i>	12,393	-	1,679	14,072	8,621
<i>Costs of other trading activities</i>					
Community Kitchen	797	184	198	1,179	3,714
Goods & Services	4,397	-	888	5,285	2,659
Fundraising Events	-	-	-	-	129
<b>Total cost of raising funds</b>	<b>5,194</b>	<b>184</b>	<b>1,086</b>	<b>6,464</b>	<b>6,502</b>
<b>Total costs of raising funds</b>	<b>17,588</b>	<b>184</b>	<b>2,765</b>	<b>20,536</b>	<b>15,123</b>
<b>Governance</b>	5,638	6,015	2,352	14,005	7,789
<b>Support costs</b>	22,870	20,543	-	-	-
<b>TOTAL</b>	<b>221,896</b>	<b>44,300</b>	<b>-</b>	<b>266,196</b>	<b>231,108</b>

Support costs have been allocated based on usage (e.g. on the same basis as expenditure incurred directly in undertaking the activities)

The support costs allocated were as follows:

	2019	2018
Staff Costs (incl. Management, Business Development, Operations, Administration, Finance, HR, Cleaning)	22,870	17,024
Premises & Facilities	11,464	11,333
IT & Office Expenses	9,079	5,390
	<b>43,413</b>	<b>33,747</b>

## 7 Tangible Fixed Assets

	Equipment £	Buildings £	2019 £
<b>Cost</b>			
Balance at 01 April 2018	5,207	441,256	446,463
Additions	1,414	-	1,414
<b>Balance at 31 March 2019</b>	<b>6,621</b>	<b>441,256</b>	<b>447,877</b>
<b>Depreciation</b>			
Balance at 01 April 2018	5,207	132,377	137,584
Charge for the year	283	22,063	22,346
<b>Balance at 31 March 2019</b>	<b>5,490</b>	<b>154,440</b>	<b>159,930</b>
<b>Net Book Value at 31st March 2019</b>	<b>1,131</b>	<b>286,816</b>	<b>287,947</b>
Net Book Value at 31st March 2018	-	308,879	308,879

Some of the fixed assets were funded by restricted funds, net book value of these assets at year end was £162,378



## Notes to the financial statements (continued)

**8 Stocks**

	2019 £	2018 £
Food and goods for resale	230	230
<b>TOTAL</b>	<b>230</b>	<b>230</b>

**9 Debtors (due within one year)**

	2019 £	2018 £
Trade debtors	1,744	4,375
Prepayments	439	
<b>TOTAL</b>	<b>2,182</b>	<b>4,375</b>

**10 Creditors (amounts falling due within one year)**

	2019 £	2018 £
Trade Creditors	7,563	3,332
Deferred Income (Grants received for use in future periods)	52,953	57,293
Accruals	5,215	540
PAYE & NI	-	1,256
Other creditors	457	4,814
<b>TOTAL</b>	<b>66,187</b>	<b>67,236</b>

**11 Staff Costs**

Total Staff cost including salaries, employers' National Insurance contributions, training and recruitment amounted to £221,929.35 (2018: £188,124.69). Gross pay was £199,886.05, employers' National Insurance £11,264.92, and employer's pension expense was £2,228.78.

The average monthly head count of full- and part-time staff was 19 (2018: 16).

No employee received emoluments of more than £60,000

**12 Trustee Remuneration & Related Party Transactions**

No members of the management committee received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

**13 Taxation**

As a charity, Donnington Doorstep is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

No tax charges have arisen in the charity

**14 Analysis of fund assets and liabilities**

	unrestricted £	restricted £	2019 £	2018 £
Tangible Fixed Assets	124,154	162,662	286,816	308,430
Net Current Assets/(Liabilities)	219,251	(126,253)	92,998	50,320
<b>TOTAL</b>	<b>343,405</b>	<b>36,409</b>	<b>379,814</b>	<b>358,750</b>