



Step by Step

empowering homeless people and those facing adversity



LEAVING A LEGACY

A short guide

Legacies... ...a lasting benefit

*Research reveals that **62%** of people say they would choose to give to charity in their Will. It is encouraging to see such goodwill.*

*Regrettably, however, statistics show that **70%** of people die without ever making a Will; they perceive it to be a costly and complex process.*

Leaving a legacy to Step by Step is a great way to help ensure that we can continue our work in providing accommodation, support and training to homeless people and those facing adversity.

Once you have provided for your loved ones in your Will, you may want to consider leaving a legacy to a cause that you care about. We realise that deciding to leave a legacy is a very important decision and one that should not be made lightly. We have compiled some helpful information that will show that making a Will and leaving a legacy is straightforward - and not as costly as you may think.



The advantage for us is that we know that funds will be available to us in future years. This gives us the opportunity to think ahead and make long-term development plans that will make a real difference in the lives of vulnerable people.

We hope that you will find the information in this leaflet useful and that you will consider leaving a legacy to Step by Step in your Will, knowing that any gift to us will make a significant difference in the lives of many people.

Step by Step - a worthy cause

Since 1989 we have been working with 16 - 25 year olds who are at risk and in this time we have helped around 5,000 young people. Our mission is to 'empower homeless people and those facing adversity to achieve their full potential'. We provide a variety of pathways to progression so that our clients can escape the cycle of homelessness, crime and drug and alcohol misuse.



We work with around 400 young people every year and they face many disadvantages. Many become disaffected and socially excluded to the point where they abandon hope and assume mainstream society is not for them. There are many reasons why people find themselves homeless: family breakdown and the collapse of family relationships, leaving care, leaving prison; many may simply be the victims of circumstance. Those we work with have a profound need to change the direction of their lives and halt the downward spiral into which they have entered.

Step by Step provides secure and supportive accommodation, along with opportunities through our youth development projects to develop an array of life skills, so that our clients may move on to eventual independent living as full members of mainstream society.

Why leave a legacy?

Inheritance tax is one of the biggest incentives for people to leave a gift to charity in their Will. Inheritance tax is the tax payable on your estate after your death. If the taxable value of your estate is above the threshold (currently £300,000 for Tax Year 2007-08), inheritance tax must be paid on the excess - currently at 40%.

Gifts to charities, however, are exempt. If you leave a gift to Step by Step in your Will its value will be deducted from the taxable value of your estate, meaning that your beneficiaries will pay less tax.

Leaving a legacy to Step by Step will mean that we can continue to help hundreds of people who are homeless and facing adversity to make positive changes in their lives so that they can reach their full potential.



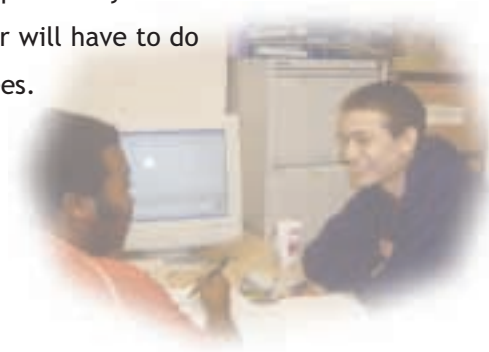
Four key steps to making your Will

Despite a common perception, it is not expensive to make a Will - generally it will cost around £70 and we recommend that you make your Will through a solicitor. A Will is a legal document and it is very important that it is drawn up correctly. Many people will already have a solicitor. If you do not, ask your friends for recommendations. Alternatively, you can contact STEP (The Society of Trusts & Estate Practitioners, 0207 7637152) which represents solicitors with specific experience in drawing up Wills.

There are four main steps involved in making a Will:

1. Value your estate
2. Decide who is to benefit from your Will
3. Identify your Executors
4. Store your Will safely

Before going to see your solicitor we suggest you complete as much of this as you can. The more preparation you can do beforehand the less work your solicitor will have to do and this may help to reduce your legal fees.



Step 1 - Valuing your estate

This can be a daunting task.

The best way to do it is by writing down your assets and liabilities and roughly valuing everything - and don't worry about getting everything exact, otherwise you'll never finish the job! The form below will help you to get started...

<i>Assets</i>		<i>Liabilities</i>	
House (Current Value)	£ _____	Mortgage outstanding	£ _____
Household Contents	£ _____	Loans	£ _____
Vehicles	£ _____	Overdrafts	£ _____
Jewellery	£ _____	Credit Cards	£ _____
Antiques etc	£ _____	Hire Purchase Agreements	£ _____
National Savings	£ _____	Other Debts	£ _____
Balance in Bank and Building Society Accounts	£ _____	Tax Due	£ _____
Stocks, Shares & Bonds	£ _____	Total Liabilities	£ _____
Investment Trusts	£ _____		
Life Assurance	£ _____		
Other Savings	£ _____		
Pension Benefits	£ _____		
Other assets	£ _____		
Total Assets	£ _____		

<i>Taxable Value of Estate</i>	
Total assets	£ _____
less Total liabilities	£ _____
Taxable value	£ _____

Step 2 - Choosing your beneficiaries

This is an important decision for you to make. The beneficiaries of your Will are the people and/or charities to whom you want to leave something when you die. There are several ways of doing this depending on whether you want to leave a specified sum of money, a share of your estate, or a particular possession.

1. A specific sum of money

This is called a Pecuniary Legacy; for example, you may want to leave £1,000 to a beneficiary. It is important to consider how well this gift will hold its value in years to come.

Suggested wording:

"I give to Step by Step of 61 Victoria Road, Aldershot, Hampshire, GU11 1SJ, Registered Charity No. 900308, the sum of *(in figures and words)* to be applied to Step by Step for its charitable purposes and I further direct that the receipt of the Hon Treasurer or any other proper officer of Step by Step for the time being shall be sufficient discharge to my executors."

2. A share of your estate

Known as a Residuary Legacy, this is typically a share of what is left in your estate once all outstanding debts, expenditure and specific gifts have been allocated. For example, you may want to leave 5% of your estate to a beneficiary.

Suggested wording:

"I give all/a share of *(state fraction/percentage)* of the residue of my estate absolutely to Step by Step of 61 Victoria Road, Aldershot, Hampshire, GU11 1SJ, Registered Charity No. 900308 and I direct that the receipt of the Hon Treasurer or any other proper officer of Step by Step for the time being shall be sufficient discharge to my executors."

3. A specific item

This may be of either sentimental or financial value, typically it can be family jewellery, furniture etc.

Suggested wording:

"I give to Step by Step of 61 Victoria Road, Aldershot, Hampshire, GU11 1SJ, Registered Charity No. 900308 my *(name and description of item)* to be applied to Step by Step for its charitable purposes, and I further direct that the receipt of the Hon Treasurer or any other proper officer of Step by Step for the time being shall be sufficient discharge to my executors."

4. A Conditional Legacy

Step by Step would benefit if all other beneficiaries die before you do.

Suggested wording:

"In the event that all beneficiaries die before I do I give all of the residue of my estate absolutely to Step by Step of 61 Victoria Road, Aldershot, Hampshire, GU11 1SJ, Registered Charity No. 900308 and I direct that the receipt of the Hon Treasurer or any other proper officer of Step by Step for the time being shall be sufficient discharge to my executors."

5. A Reversionary Legacy

You can choose to leave the use of assets, such as property, to someone for their lifetime. Once they die the assets would then come to Step by Step. If this interests you, please speak to your solicitor for guidance on setting up a Reversionary Legacy.

Once you are happy that you have provided for your family and friends, we would be very grateful if you would consider leaving a gift to Step by Step. Ideally the best gift to leave to Step by Step is a share of your estate. This means that if your circumstances change you should not have to alter your Will.

What if I already have a Will?

If decide you would like to leave a gift to Step by Step you can add a codicil to your existing Will.

Suggested wording:

Codicil: "I give the sum of (*in figures and words*) pounds to Step by Step of 61 Victoria Road, Aldershot, Hampshire, GU11 1SJ, Registered charity No. 900308 and I direct that the receipt of the Hon Treasurer and any other proper officer of Step by Step for the time being shall be sufficient discharge to my executors. In all other respects I hereby confirm my said Will."

The Codicil should then be signed and witnessed.

Step 3 - Identify your executors

An executor is the person you choose to make sure your wishes are carried out. It is recommended that you have more than one. Executors can also be beneficiaries. You must ask them first if they are willing to do this and let them know where your Will is being stored (e.g., with your solicitor).

Step 4 - Keep it safe

Once your Will is completed and signed it is very important that it is kept somewhere safe and that you inform your executor where it is being held. Your solicitor may keep it for you or it may be held at your bank.

In addition, it is important to remember that you may want to review your Will on a regular basis. Your priorities may change or your estate may change, so it is essential that you do this regularly - every three years is recommended. Any additions or alterations can be made by adding a Codicil; your solicitor will be able to do this for you.

Confidential Pledge Card - My Legacy to Future Generations

If you decide that you would like to leave a gift to Step by Step in your Will it would be very helpful to us if you could let us know of your intentions by filling in your details below and returning the card to us. Completing in a pledge card is not legally binding, it is simply a statement of intent.

Name:

Address:

..... Post Code:

Please tick the relevant boxes:

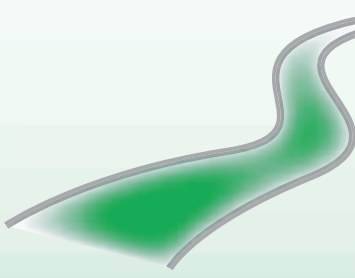
- Step by Step is already included in my Will
- I plan to leave a legacy to Step by Step in my Will

The legacy I have made/am planning to make is:

- A specific sum
- A share of my estate
- A specific item of value
- A conditional legacy
- A reversionary legacy
- I haven't yet decided

I estimate the value of my gift to be: £

*Now please send this card, marked 'Confidential', to:
The Fundraising & Marketing Manager,
Step by Step, 61 Victoria Road, Aldershot, Hampshire, GU11 1SJ.*



Step by Step

empowering homeless people and those facing adversity

If after reading this booklet you would like to discuss legacies further, please contact our Fundraising & Marketing Manager on 01252 327317, who will be happy to help.

Thank you for considering a legacy to Step by Step.



*Empowering homeless people and those facing adversity
to achieve their full potential*

www.stepbystep.org.uk

Step by Step Partnership Ltd

61 Victoria Road, Aldershot, Hampshire, GU11 1SJ

Telephone: 01252 312364

Email: info@stepbystep.org.uk

Registered Charity No: 900308

Company No. 2431825



INVESTMENT IN PEOPLE