



providing support
for children with
down syndrome
and their families

www.psds.info

registered charity number 1123079

PSDS Annual Report and Accounts Registered Charity Number 1123079

Financial Year: 1 January 2021 to 31 December 2021

Trustees:

Mrs V Brackett (Chair)
Mrs S Corbett (Secretary)
Mr P Brackett (Treasurer)
Dr J Fitzgerald
Mr David Lee

Bankers:

Santander plc
NatWest

Independent Examiner:

David R Ralph
Independent Examiner
HMR&C MLR 12338775

Correspondence address:

The Vikings
Farley Common
Westerham
Kent TN16 1UB

Summary of 2021

2021 was a successful year for PSDS. During the early part of the year we were able to provide most of our services on line but by September we had returned to normal services. Our membership remained engaged throughout the year and we took opportunity of the lockdown restrictions being eased to arrange a summer event to bring everyone back together face to face. We saw a constant level of new enquiries through the year. Our financial position remained strong and we were the beneficiary of a significant legacy in 2021 which will be paid during 2022 further boosting our cash reserves.

Our strategy throughout 2021 remained focused on supporting children and young adults with Down syndrome and their families to access the specialist services that are not regularly available but are critical for development and achieving potential as well as providing support to build friendships, build independence and be included in our communities. Our early years and Key Stage 1 and 2 support remains focused around accessibility. Our digbies pre-school group provides access to specialist SALT, OT and education services which families would not otherwise be able to obtain and feedback and evidence remains that this supports development in early years and provides an excellent foundation for entry into mainstream or specialist school. Our school support ensures that educational settings are well equipped to adapt the curriculum relative to the individual child's needs and we have had positive feedback from parents and from the schools involved. Drama club for KS1 and KS2 provides an environment for making friends and building relationships.

Our strategy for older children and young adults centres around the challenges of building independence and forming friendships and relationships that will be meaningful and supportive. Our youth club provision and communication group are essential to building the skills and confidence in our children. During 2021 we extended this service to more of our members and also introduced with the support of the YMCA an accessible Duke of Edinburgh scheme for those young people who wanted to take part. School support continues in the secondary education settings.

We continue committed to our strategy of building a centre of excellence and during 2021 continued to explore the possibility of finding land/a building which we could develop. We have not found the right opportunity so far but will continue to work with agents.

Costs in 2021 began to return to normal and we saw a higher incidence of members seeking waivers than in previous years. Total funding costs for the year were £87,859. We made a decision to freeze membership fees for the services given the impact of Covid. Membership fees contributed to 17% of our total costs. All other funding is raised by the charity and its members. Events organized by members began to increase in 2021 and we had strong engagement around Down syndrome awareness week in March. We remain reliant on funders and the support of local trusts, Rotaries, Roundtables and businesses. We are grateful to all of our supporters.

Our charitable objectives remain to support children and young people with Down syndrome and their families. Our aim being to ensure that the children and young people receive the

very best of input from an early age with that support continuing at each stage of their life and development. Our experience has been that with this early intervention, our children do very well and whilst all reach different goals at different times each success is celebrated. Our professional team that work with the charity are vital in ensuring this ongoing support. We have a growing speech and language team, an occupational therapy team, educational experts, an educational psychologist adviser, a teacher who specialises in supporting children with Down syndrome, drama teachers as well as a number of volunteers who help us to achieve our goals. We are grateful to them all.

We continue to seek to enforce messages with the medical profession about the way in which the news of a diagnosis of Down syndrome is communicated to the parents. Our aim is to ensure that the correct information is provided. This year we have continued to be engaged as a charity with our local hospitals.

Services Provided

Our services include:

- A pre-school offering incorporating a number of specialist services including OT, SALT, play therapy, music therapy and teaching;
- A specialist advisory service for mainstream schools supporting children with Down syndrome covering up to KS4;
- After school clubs for the children;
- Support services such as OT and SALT where state provision is considered to be inadequate;
- Training for professionals and for our parents;
- Fun days out;
- Resources and libraries;
- Monthly support meetings;
- Youth club for children aged 11+ with access to Duke of Edinburgh scheme for those who elect to join.
- 5 Club – a communication group focused on improving speech and language skills
- Coffee mornings for new parents

All of those services support our charitable objectives set out in our constitution dated 2 February 2008.

COVID 19

We have set out in this section a description of the way in which the trustees continued to approach the pandemic including reviewing government legislation and guidance and keeping members up to date.

The PSDS trustee group continued to include our COVID strategy as a standard agenda item for each of its monthly meeting and in particular has throughout 2021 reviewed the most recent government and public health England guidance in the context of the COVID measures it has taken. A risk assessment for each of our activities has been carried out and submitted

to insurers and the risk assessments are also reviewed at each meeting. Those risk assessments have changed throughout the year as services moved from on-line, to bubbles, to full face to face but with social distancing. We have remained in close contact with hall hirers and our staff to ensure that we were complying with legislation at all times.

The first part of 2021 we continued our services on line. By Easter we returned to face to face services for digbies subject to social distancing measures. All other services remained on line. We reintroduced most services face to face in September with a couple of services – youth club and drama group staying on line until October.

We are proud of what we have achieved and continue to achieve and have high hopes for the future.

A handwritten signature in black ink, appearing to read 'Vicky Brackett'.

Vicky Brackett
Chair

Governance

The trustees execute their duties within the terms of the charity's governing constitution ('Constitution'), adopted under association. The Constitution was approved on 2nd February 2008.

Appointment of trustees

The process for selecting trustees is detailed in section 17 of the Constitution, which has been reproduced below:

- (1) The Charity in general meeting shall elect the Officers and the other Trustees.*
- (2) The Trustees may appoint any person who is willing to act as a Trustee. Subject to sub-clause 5(b) of this clause, they may also appoint Trustees to act as officers.*
- (3) Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.*
- (4) No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the Charity is given a notice that:*
 - (a) is signed by a member entitled to vote at the meeting;*
 - (b) states the member's intention to propose the appointment of a person as a Trustee or as an officer;*
 - (c) is signed by the person who is to be proposed to show his or her willingness to be appointed.*
- (5) (a) The appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.*
 - (b) The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.*

The trustees delegate the implementation of certain activities to sub committees and advisers to those sub committees.

The objects of PSDS

The Charity's objects (the Objects) as detailed in the Constitution are to provide support for children with Down Syndrome and their families. In particular, to help young people living in East Surrey and the surrounding area by providing support, advice and assistance and organising structured programmes for physical, educational and emotional development in order to:

- a. advance in life and help young children by developing their skills, capacities and capabilities to enable them to participate in society as independent individuals

- b. advance education
- c. provide leisure time activity for young people who have a need because they were born with Down Syndrome with a view to improving the life of these people
- d. provide a support network for the young people and their families

The Trustees are aware of the Charity Commission Guidance on Public Benefit, and that the above list being available for all people with Downs Syndrome meets that guidance.

Our Services

Digbies

Our pre-school development group continues to thrive notwithstanding the challenges of Covid 19 and it was good to see services resume on a face to face basis early in 2021. In 2021 we continued to run three groups per week and were at total capacity throughout the year with a significant number of new enquiries which will ensure a pipeline for our 2022 group of the youngest children. Our Monday group looks after children from 1 -2 years; our Thursday group looks after children from 2-3 and the Friday group looks after the pre-schoolers.

In 2021 we had 24 children attending digbies. Digbies is one of our most expensive services, with the cost due to the number of professionals we involved in the support of the children because we are committed as a charity to early intervention.

The digbies team now comprises 16 members of staff, 6 of whom are volunteers. The staff works very hard not only in the sessions but working with the trustees to plan sessions, work out numbers, children's targets and supporting parents generally.

Thank you to the staff for all that they do.

5Club

Our 5 Club group continued during 2021 with two sessions every fortnight for 21 children/young adults. The group's age range is from 11 to 19.

The club is led by a qualified and highly experienced Speech and Language Therapist who has extensive knowledge of working with young people who have Down syndrome. She is supported by a Speech and Language Therapy Assistant. Parent feedback for this group has been very positive and the young people have enjoyed the session with SALT feedback that progress in terms of communication skills is evident.

In addition to working on speech clarity and language skills, 5Club is a forum where our young people who have Down syndrome can build confidence and develop important social skills including identity, socialising, friendships and relationships. Key communication skills such as listening, turn taking, negotiation, compromise and assertion are also core elements of 5Club.

The cost of running 5Club is approximately £3,500 per year.

Youth Club

Our youth club was launched in collaboration with the YMCA in September 2019 and was running on alternative Mondays from January 2020 until lockdown in March. Suspension of this service continued until October 2021 when we were able to bring back our young people to the youth club centre. As summarized above, in 2021 we introduced the possibility of members being able to access the Duke of Edinburgh Scheme with a good take up from many of our members.

During 2021 16 children accessed our youth club service.

Drama

Our drama club is split into two groups by age, both of which take place on Wednesday evening after school. Throughout 2021 until October this service continued on line and was re-introduced for the last half term of 2021.

Children with Down syndrome are invited to join the drama club when they reach Year 1 in school.

The two groups are run by Vicky, our fabulous dance and drama teacher and a drama assistant. Where possible we also have the support of a volunteer too.

School Support

School Support service

We continued to provide our School Support service in 2021 with over 30 schools across Surrey and Sussex that could potentially benefit from the scheme. For most of 2021 the service and training was done on line and we saw a return to more normal levels of demand as children returned to school after a long period of home schooling.

Our network and training events have taken place on line where possible and when staff have been available.

All schools do not access the scheme - we ask parents to help promote the scheme to schools but email all schools with details and invites to events.

We would like to once again thank Anne Bouet for her dedication and passion in supporting schools and thus helping our children with Down syndrome in mainstream education.

Family Support

We were once again restricted on family meetings due to Covid and our face to face meetings were confined to one off events which are described below.

Fun and Outings

During 2021 we were able to host a few family events where we brought our membership back together. This was important and a focus of the PSDS trustees as we wanted to improve

member engagement and ensure that families who may have struggled during lockdown had the support they needed. Our first face to face event was in the summer when we had a summer party at The Hawthorns School in Bletchingly. Many of our members attended at what was a celebration of our 15th birthday. We offered our annual Fishers Farm trip but adopted the approach we had taken in 2020 namely to pay for families to attend one day in September rather than organise one date when all members attended. Finally we resumed our Christmas party in December with a great turnout from the membership. Our older children had a fun pizza evening to celebrate the end of term in December.

PSDS Finances and policy on reserves

Over the course of the year, we had a number of fund-raising events and incredible fund raising by our members and their families. As a charity we also continue to maintain our relationships with the local Rotaries and Roundtables. We raise our money in a number of different ways and are grateful to each and every one of our supporters.

The opening and closing balances for the accounts over the course of the year were £198,685 and £210,061 respectively, showing a net change of £11,376.

The key items to highlight for the year are:

Income (£)

Donations	£68,572
Fundraising (including GiftAid)	£16,049
Membership fees	£14,607
Bank interest	<u>7</u>
	£99,235

Expenditure (£)

Governance	£658
Administration	£3,319
Cost of fund-raising	£5,113
Marketing costs	£3,658
Cost of services provided	£71,550
Cost of events	<u>£3,561</u>
	£87,859

As a charity we remain well funded with a surplus in the bank account.

Reserve Policy

It is the trustees' reserve policy to maintain a bank balance at least equivalent to one full year's operating expenses as a reserve.

The detailed finances for the year are on page 11 & 12 of this report (The numbers are a required part of the Annual Report & Accounts).

Trustee remuneration

In accordance with section 4(4) of the PSDS Constitution, as agreed on 2 February 2008, no Trustee may be paid or receive any other benefit for being a Trustee. No expenses were paid to any of the trustees, save for reimbursement of items bought for PSDS out of personal funds.

Looking Forward

We are continuing to grow as a charity and the trustees remain committed to establishing a centre of excellence for Down syndrome. Our growth in membership and in services offered means increasing costs because our services are so bespoke and offered on a per child basis. The charity is expanding and growing and constantly adapting to our families' needs. That requires investment, support and strong fund raising.

Notwithstanding the increasing costs, the challenge to funding caused by the pandemic and in the light of the reserves held the Trustees consider that they are in a strong position going forward and the charity can be considered a going concern.

Our priority for 2022 is to continue to offer our services and hopefully we will be able to progress to our vision of creating a centre of excellence focused upon ensuring that children and young people with Down syndrome achieve their full potential.

THANK YOU FOR YOUR SUPPORT.

Trustees Responsibility in Relation to the Financial Statements

Charity Law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgments 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 inappropriate to presume that the charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Acts 1993 and 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 7th September 2022 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Peter Brackett', with a long horizontal flourish extending to the right.

Peter Brackett, Treasurer



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

PSDS

On accounts for the year
ended

31st December 2021

Charity no
(if any)

1123079

Set out on pages

1-12

(remember to include the page numbers of additional sheets)

Responsibilities and basis
of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2018

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

Independent examiner's
statement

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

8/9/2022

Name:

David R Ralph

Relevant professional
qualification(s) or body :

FCIE

Address:

50 Southwood Road, Rusthall, TUNBRIDGE WELLS, Kent. TN4 8SP



CHARITY COMMISSION
FOR ENGLAND AND WALES

PSDS - Providing Support for Children with Down Syndrome
and their families

No (if any)

CC16a

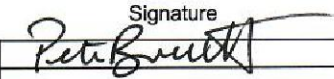
Receipts and payments accounts

For the period from 01/01/2020 To 01/01/2021 Period end date 31/12/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	37,234	-	-	37,234	63,065
General Fundraising	15,632	-	-	15,632	5,669
Easyfundraising	417	-	-	417	362
Just Giving	31,338	-	-	31,338	12,450
Gift Aid	-	-	-	-	-
Giving.com	-	-	-	-	1,152
Membership fees	14,607	-	-	14,607	10,799
Education Fees	-	-	-	-	140
Bank interest	7	-	-	7	62
Sub total (Gross income for AR)	99,235	-	-	99,235	93,698
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	99,235	-	-	99,235	93,698
A3 Payments					
Administration	3,319	-	-	3,319	1,997
Governance costs	658	-	-	658	349
Entertainment - Christmas party	1,437	-	-	1,437	-
Fishers Farm Day Out	2,124	-	-	2,124	669
Other event costs (wine tasting, peanut bu	-	-	-	-	115
Food and drink	100	-	-	100	88
Hall hire	6,994	-	-	6,994	3,705
Speech and Language therapy	23,765	-	-	23,765	20,943
5Club	3,535	-	-	3,535	1,895
Equipment purchases	-	-	-	-	613
Occupational therapy	18,039	-	-	18,039	10,273
Teaching assistants	2,553	-	-	2,553	1,634
Teaching specialists	6,171	-	-	6,171	3,631
Specialist School Support	3,782	-	-	3,782	7,873
Drama tuition	2,738	-	-	2,738	1,838
Just Giving fees	-	-	-	-	331
Marketing fees	3,875	-	-	3,875	11,717
Marketing costs	3,658	-	-	3,658	-
Fundraising costs	5,113	-	-	5,113	-
Training	-	-	-	-	909
Sub total	87,859	-	-	87,859	68,578
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	87,859	-	-	87,859	68,578
Net of receipts/(payments)	11,376	-	-	11,376	25,120
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	198,685	-	-	198,685	173,565
Cash funds this year end	210,061	-	-	210,061	198,685

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	139,837		-
	Deposit account	70,225	-	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	210,061	-	-
		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details		Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		PETER BRACHETT	7/9/22	