



providing support  
for children with  
down syndrome  
and their families

[www.psdinfo](http://www.psdinfo)

registered charity number 1123079

## **PSDS Annual Report and Accounts Registered Charity Number 1123079**

**Financial Year: 1 January 2021 to 31 December 2022**

**Trustees:**

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

**Bankers:**

Lloyds  
NatWest  
Santander plc  
Unity Trust

**Independent Examiner:**

David R Ralph  
Independent Examiner  
HMR&C MLR 12338775

**Correspondence address:**

The Vikings  
Farley Common  
Westerham  
Kent TN16 1UB

## Summary of 2022

2022 was another successful year for PSDS, returning to face to face activities after large parts of last year being conducted online. 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 the majority of which was paid in 2022 with a residual balance in 2023.

Our strategy throughout 2022 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 – ensuring that children are able to access services they require but which the NHS is not providing consistently. 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. All of our services are designed to ensure our members achieve their potential and they are essential for building the skills and confidence in our young people. School support continues throughout KS3 and KS4 with interventions as appropriate to ensure that the curriculum is differentiated appropriately and remains accessible for every individual.

Looking forward, we continue committed to our strategy of building a centre of excellence and are very excited to report that this ambition became more tangible over the course of 2022 with a potential site located and the trustees receiving a very strong indication of financial support for the premises. We continue with negotiations and hope to provide a fuller update on progress next year. We also began work on a complex project – Milestones. Milestones will bring together all of the knowledge and experience of our professional team and 100+ members with an aim of providing a roadmap of the decisions we need to make during the development of our children and young adults with Down syndrome. The programme will offer training, signposting to professional services and other groups and information packs to ensure proactive interventions to support the family.

Costs in 2022 continued to rise and we saw a higher incidence of members seeking waivers than in previous years. Total funding costs for the year were £103,559, an increase of 18% on the prior year. We continued with our prior year's policy of freezing membership fees for the services. Membership fees contributed to 16% of our total costs. All other funding is raised by the charity and its members. Events organised by members began to increase in 2022 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.

### **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;
- ☐ Support meetings;
- ☐ 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.

**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 2<sup>nd</sup> 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 Down Syndrome meets that guidance.

## **Our Services**

### **Digbies**

Our pre-school development group continues to thrive. In 2022 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 Tuesday 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 2022 we had 26 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.

Our costs of running digbies are approximately £60,000 per year.

### **5 Club**

Our 5 Club group continued during 2022 with two sessions every fortnight for 21 children/young adults. The group's current age range is from 11 to 20.

The club is led by qualified and highly experienced Speech and Language Therapists who have extensive knowledge of working with young people who have Down syndrome. The therapist in each session 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 £6,000 per year.

## **Drama**

Our drama club is split into two groups by age, both of which take place on Wednesday evening after school during term time.

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. Where possible we also have the support of a volunteer.

Costs of our drama club are approximately £5,000 per year.

## **School Support**

School Support service

We continued to provide our School Support service in 2022 with over 30 schools across Surrey and Sussex that could potentially benefit from the scheme.

Our network and training events have resumed to in person, in contrast to primarily online last year.

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.

The cost of school support is approximately £9,000 per year.

## **Family Support**

We were able to relaunch our face-to-face parent meetings in 2022 with a number of Saturday morning family meetings held at Lloyd Hall. These are available for all members but usually we see our newer members attending and there is good evidence of support networks being formed.

## **Fun and Outings**

During 2022 we hosted three family events in the year – our summer barbeque, a trip for all members to Fishers Farm Park and a Christmas party. We also organised a pizza evening for our older members. These social events are an important part of our charity because it

supports member engagement and they are opportunities to bring all members together and provide opportunities for families to meet people in similar circumstances.

### **PSDS Finances and policy on reserves**

Over the course of the year, we had a number of fund-raising events and saw some 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 £210,061 and £254,916 respectively, showing a net change of £44,855.

The key items to highlight for the year are:

#### **Income (£)**

Donations	£113,211
Fundraising (including GiftAid)	£17,238
Membership fees	£16,560
Education fees	£1,250
Bank interest	<u>153</u>
	£148,413

#### **Expenditure (£)**

Governance	£339
Administration	£2,788
Cost of fund-raising	£3,306
Marketing costs	£2,162
Cost of services provided	£88,817
Cost of events	<u>£6,147</u>
	£103,559

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. As mentioned above, we have made good progress in 2022 towards finding a site and funding for this project. We have also launched a new programme, Milestones and we will continue to develop that in 2023. 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 2023 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 12<sup>th</sup> September 2023 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Peter Brackett', with a stylized flourish at the end.

**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	31 <sup>st</sup> December 2022	Charity no (if any)	1123079
Set out on pages	1-9 & 11 – 12		

I report to the trustees on my examination of the accounts of the above charity.

#### Responsibilities and basis of report

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:

*D R Ralph*

Date:

29<sup>th</sup> September 2023

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

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## Receipts and payments accounts

For the period from	01/01/2022	To	31/12/2022
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### 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 £
<b>A1 Receipts</b>					
Donations	52,469		-	52,469	37,234
Legacy	50,000			50,000	-
General Fundraising	16,492	-	-	16,492	15,632
Easyfundraising	665	-	-	665	417
Just Giving	8,864	-	-	8,864	31,338
Gift Aid	1,959	-	-	1,959	-
Membership fees	16,560	-	-	16,560	14,607
Education Fees	1,250	-	-	1,250	-
Bank interest	153	-	-	153	7
<b>Sub total (Gross income for AR)</b>	<b>148,413</b>	<b>-</b>	<b>-</b>	<b>148,413</b>	<b>99,235</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>148,413</b>	<b>-</b>	<b>-</b>	<b>148,413</b>	<b>99,235</b>
<b>A3 Payments</b>					
Administration	2,788	-	-	2,788	3,319
Governance costs	339	-	-	339	658
Entertainment - Christmas party	-	-	-	-	1,437
Fishers Farm Day Out	1,800	-	-	1,800	2,124
Other event costs	4,347	-	-	4,347	-
Food and drink	264	-	-	264	100
Hall hire	10,421	-	-	10,421	6,994
Speech and Language therapy	21,595	-	-	21,595	23,765
5Club	4,970	-	-	4,970	3,535
Equipment purchases	-	-	-	-	-
Occupational therapy	23,413	-	-	23,413	18,039
Teaching assistants	2,387	-	-	2,387	2,553
Teaching specialists	6,158	-	-	6,158	6,171
Specialist School Support	8,923	-	-	8,923	3,782
Drama tuition	3,938	-	-	3,938	2,738
Just Giving fees	562	-	-	562	-
Marketing fees	4,225	-	-	4,225	3,875
Marketing costs	2,162	-	-	2,162	3,658
Member communications	1,963	-	-	1,963	-
Fundraising costs	3,306	-	-	3,306	5,113
<b>Sub total</b>	<b>103,559</b>	<b>-</b>	<b>-</b>	<b>103,559</b>	<b>87,859</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>103,559</b>	<b>-</b>	<b>-</b>	<b>103,559</b>	<b>87,859</b>
<b>Net of receipts/(payments)</b>	<b>44,855</b>	<b>-</b>	<b>-</b>	<b>44,855</b>	<b>11,376</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>210,061</b>	<b>-</b>	<b>-</b>	<b>210,061</b>	<b>198,685</b>
<b>Cash funds this year end</b>	<b>254,916</b>	<b>-</b>	<b>-</b>	<b>254,916</b>	<b>210,061</b>

## 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 £																				
<b>B1 Cash funds</b>	<table border="1"> <tr><td>Current account</td><td>104,519</td></tr> <tr><td>Deposit account - Lloyds</td><td>80,010</td></tr> <tr><td>Deposit account - NatWest</td><td>70,377</td></tr> <tr><td>Deposit account - Unity Trust</td><td>10</td></tr> <tr><td><b>Total cash funds</b></td><td><b>254,916</b></td></tr> </table> <p>(agree balances with receipts and payments account(s))</p>	Current account	104,519	Deposit account - Lloyds	80,010	Deposit account - NatWest	70,377	Deposit account - Unity Trust	10	<b>Total cash funds</b>	<b>254,916</b>	OK	OK	OK										
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<b>B2 Other monetary assets</b>	<table border="1"> <tr><td>Details</td><td></td></tr> <tr><td></td><td>-</td></tr> <tr><td></td><td>-</td></tr> <tr><td></td><td>-</td></tr> <tr><td></td><td>-</td></tr> <tr><td></td><td>-</td></tr> <tr><td></td><td>-</td></tr> </table>	Details			-		-		-		-		-		-									
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<b>B3 Investment assets</b>	<table border="1"> <tr><td>Details</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>	Details												Fund to which asset belongs	Cost (optional)	Current value (optional)								
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<b>B4 Assets retained for the charity's own use</b>	<table border="1"> <tr><td>Details</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>	Details																						
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<b>B5 Liabilities</b>	<table border="1"> <tr><td>Details</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>	Details												Fund to which liability relates	Amount due (optional)	When due (optional)								
Details																								
Signed by one or two trustees on behalf of all the trustees	<table border="1"> <tr><td>Signature</td><td></td></tr> <tr><td><i>Peter Brackett</i></td><td></td></tr> <tr><td></td><td></td></tr> </table>	Signature		<i>Peter Brackett</i>				<table border="1"> <tr><td>Print Name</td><td></td></tr> <tr><td>Peter Brackett</td><td></td></tr> <tr><td>Sarah Corbett</td><td></td></tr> </table>	Print Name		Peter Brackett		Sarah Corbett		<table border="1"> <tr><td>Date of approval</td><td></td></tr> <tr><td>12/9/23</td><td></td></tr> <tr><td></td><td></td></tr> </table>	Date of approval		12/9/23						
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