

Down Syndrome Development Trust  
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Charity number: 1155830  
Company number: 08346182  
(England and Wales)

**Down Syndrome Development Trust**

**Report of the Trustees and Unaudited Financial Statements**

**For the year ended 31 January 2017**

**Down Syndrome Development Trust**  
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**Down Syndrome Development Trust**  
**Report of the Trustees**  
**For the year ended 31 January 2017**

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 January 2017. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The principal activity of the company and its charitable objects is the relief of the needs of people with Down's syndrome by the promotion, support and development of research and intervention to improve and enhance the lives of people born with Down's syndrome.

i. Increase the understanding of the relationship between the physical effects of Down syndrome and learning development; and to aid the development of beneficial therapies and learning programmes. Help parents obtain the best education and facilities for their children. Support the families in their right to be kept informed about the likely progression of Down's Syndrome and more importantly of the outcomes of treatments offered at various stages. Promote exercise and physical endeavours as a beneficial therapy. Aid the development and understanding of the possible benefits of dietary control in persons with Down syndrome and of alternative forms of medicine. Promote and support all activities leading to an improved quality of life. Employ and pay any person or persons to supervise, organise and carry on the work of the Association. Bring together in conference representatives of voluntary organisation, Government Departments, the medical profession, statutory authorities and individuals. Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof. Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses. Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects whether in this country or overseas. Undertake, execute, manage or assist any charitable trusts, which may lawfully be undertaken, executed, managed or assisted by the Association. Cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes (whether audio or video or both) as shall further the said objects.

ii. We aim to greatly improve outcomes for people living with Down syndrome creating social changes raising standards of expectation and true inclusion within society. We feel that we have significantly made progress in all areas we have described enabling people with Down syndrome to become more understood empowering professionals and people supporting them to be effectively informed and generously working collaboratively with many organisations in order to obtain the maximum effect.

iii. Our charities grant making policies is to mainly apply for grants to fund projects that give direct benefit to people with Down syndrome, their families and professionals supporting them and a reasonable amount of funding applied for core running costs.

iv. Any programme related investment activities that are material in the context of charitable activities that are undertaken, will need to have a clear transparent quick return to benefit people with Down syndrome.

v. The charity has three part time administrative assistants that have been effectively assisting the managing director with administration and development. Total hours worked for all volunteers would translate to 3 days a week. We hope that in the near future we can employ more people as funds allow for future expansion of our work.

Charity trustees ensure that our charity's aims are for the public benefit in accordance with guidance the Charity Commission public benefit guidance. Our organisation's activities at present and in the future will always be to enhance the lives of as many people born with Down syndrome as possible and to insure that they always receive direct benefit.

**Down Syndrome Development Trust**  
**Report of the Trustees Continued**  
**For the year ended 31 January 2017**

**ACHIEVEMENTS AND PERFORMANCE**

The main activities undertaken in the charities purposes this year are;

Regular weekly enrichment groups:

We continue to develop and run enrichment classes based around music and exercise in schools and outside. Music groups are currently running in four different towns across the county and the sessions have proved to be very popular. We support 40 children at present. The sports session held at Lewes Wave Leisure Centre continues to be successful and we have continued to expand the range of activities. After consultation and evaluation with our service users, we can report there are steady improvements in many areas of the children's skills and well-being. This enables us to provide greater opportunities for children to take part in our activities more independently boosting their confidence and providing respite for parents.

Hosting training study days and workshops this year:

DS health hub workshops in partnership with Dr Ese Stacey of the Hannah Trust for parents and carers (a series of eight sessions over a period of eight months) many parents reported improved impact on the health of their child very quickly.

Inclusion workshops on four different school sites. Feedback concludes that we have been effective at providing better DS strategies which have improved the education for pupils. We have also delivered reading interventions packages to individual children, with great success. The Co-worker training a three day training course is set to run again this year, to be held at the Sarah Duffen Centre Portsmouth. The co-worker training is designed to give children with DS more regular speech and language input. Support groups send staff on this training and then go onto running speech and language groups for children and young people with DS in their area. We also have scheduled two full day training programmes with our partners Symbol UK, based around speech and communication needs and a more in depth look differentiating the curriculum for pupils with DS. We are also very excited to be part of the development of the New VIP maths training in partnership with Dr Ese Stacey of the Hannah Trust. The VIP programme stands for Visual, Intuitive and Progressive. The programme passes from simple quantity recognition and introduces addition through visual intuition. The first training sessions will be available late 2017. The EHCP training continues to be beneficial for our families; our two members of staff continue to take on additional levels of IPSEA training. To date we have been able to effectively support families in securing higher levels of funding by clearly identifying the child's DS specific needs to support their unique learning profile.

Consultancy to parents and professionals:

We continue to provide consultancy and advice for parents, schools and other settings, to support both social and educational development. We will continue to develop further ways of supporting parents as funding allows by training additional members of staff and setting up an advice line.

**Significant activities**

From the evaluation of our work from parents and professional's and people with Down syndrome, we have summarised that we continue to provide an effective range of services and expertise to both parents and professionals building knowledge sharing new insight with up to date research. Through research and practise we endeavour to continue to develop resources improving knowledge. We aim to continue to develop new methods of delivering effective inclusion in mainstream education and building a skilled workforce alongside this.

**FINANCIAL REVIEW**

The Trustees report a surplus of £5,701 for the year. The year ended with total reserves of £27,241 of which £6,232 was unrestricted and £21,009 was restricted.

Given the nature and scale of the company's activities and due to their being no assured future funding, the Trustees consider it prudent to hold unrestricted reserves equivalent to at least three months of total expenditure at any one time. At the year end unrestricted reserves held were three months of the year's total operating costs. The level of reserves is regularly monitored by the Trustees.

**Down Syndrome Development Trust**  
**Report of the Trustees Continued**  
**For the year ended 31 January 2017**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

DSDT will operate as a charitable company limited by guarantee; it was incorporated on 3rd January 2013 and registered as a charity on 18th February 2014. DSDT will operate as a charitable company limited by guarantee from this date.

DSDT was established under a Memorandum of Association, which describes the objects and powers of the charitable company; it is governed under its Articles of Association (as amended on 22nd January 2014). Under those Articles, the directors are elected by ordinary resolution or by the decision of the directors (now trustees).

The organisational structure of the company is as follows. There are four Directors responsible for steering the organisation's projects. The Managing Director, Senay Smallwood is responsible for the day to day management of the company as delegated by the Board of directors (now trustees) and receives remuneration for her work.

**Recruitment and appointment of trustees**

The company is a charity and so has adopted the following policies and procedures for induction and training of trustees. There is an initial application process to include reading trustees responsibilities and the Memorandum and Articles. The applicant may then be approved by all trustees subject to further checks such as appropriate Safeguarding DBS, reference's from employer or recognised professional. New trustees will be required to read and adhere to DSDT's child/vulnerable person protection policy and attend a child/vulnerable adult protection training module. They will be required to read and adhere to the health and safety policy, complaints procedure and disciplinary and equal opportunities policy.

The Members have guaranteed to contribute a maximum of £1 each in the event of the company being wound up.

**REFERENCE AND ADMINISTRATIVE INFORMATION**

<b>Name of Charity</b>	Down Syndrome Development Trust
<b>Charity registration number</b>	1155830
<b>Company registration number</b>	08346182
<b>Principal address</b>	13 Saltwood Road Seaford East Sussex BN25 3SP

**Trustees**

The trustees and officers serving during the year and since the year end were as follows:

Senay Smallwood  
Andrew Smallwood  
Joanna Pike  
Kristina Veasey

<b>Independent examiner</b>	Caroline Clarke ACA 99 Western Road Lewes East Sussex BN7 1RS
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<b>Bankers</b>	Barclays Bank plc Terminus Road Eastbourne East Sussex BN9 9BA
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**Down Syndrome Development Trust**  
**Report of the Trustees Continued**  
**For the year ended 31 January 2017**

Approved by the Board of Trustees and signed on its behalf by



12 October 2017

.....  
Joanna Pike  
Trustee

**Down Syndrome Development Trust  
Independent Examiners Report to the Trustees  
For the year ended 31 January 2017**

I report on the accounts of the charitable company for the year ended 31 January 2017, which comprise the Statement of Financial Activities, the Statement of Financial Position and the related notes.

**Respective responsibilities of trustees and examiner**

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

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

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Caroline Clarke ACA  
99 Western Road  
Lewes  
East Sussex  
BN7 1RS

16 October 2017

**Down Syndrome Development Trust**  
**Statement of Financial Activities (including Income and Expenditure Account)**  
**For the year ended 31 January 2017**

	Notes	Unrestricted funds £	Restricted funds £	2017 £	2016 £
<b>Income and endowments from:</b>					
Donations and legacies	2	2,205	32,707	34,912	25,374
Other trading activities	3	4,112	-	4,112	9,109
<b>Total</b>		<b>6,317</b>	<b>32,707</b>	<b>39,024</b>	<b>34,483</b>
<b>Expenditure on:</b>					
Raising funds	4	(216)	-	(216)	(185)
Charitable activities	5/6	(9,773)	(23,334)	(33,107)	(25,749)
<b>Total</b>		<b>(9,989)</b>	<b>(23,334)</b>	<b>(33,323)</b>	<b>(25,934)</b>
<b>Net income/expenditure</b>		<b>(3,672)</b>	<b>9,373</b>	<b>5,701</b>	<b>8,549</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		10,189	11,351	21,540	12,991
<b>Total funds carried forward</b>		<b>6,517</b>	<b>20,724</b>	<b>27,241</b>	<b>21,540</b>

**Down Syndrome Development Trust**  
**Statement of Financial Position**  
**For the year ended 31 January 2017**

	Notes	2017 £	2016 £
<b>Current assets</b>			
Cash at bank and in hand		27,540	21,891
		<b>27,540</b>	<b>21,891</b>
<b>Creditors: amounts falling due within one year</b>	11	(299)	(351)
<b>Net current assets</b>		<b>27,241</b>	<b>21,540</b>
<b>Total assets less current liabilities</b>		<b>27,241</b>	<b>21,540</b>
<b>Net assets</b>		<b>27,241</b>	<b>21,540</b>
<b>The funds of the charity</b>			
Restricted income funds	12	20,724	11,351
Unrestricted income funds	12	6,517	10,189
<b>Total funds</b>		<b>27,241</b>	<b>21,540</b>

For the year ended 31 January 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The trustees 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.

The financial statement were approved and authorised for issue by the Board and signed on its behalf by:

.....  
 Joanna Pike  
 Trustee

12 October 2017

**Down Syndrome Development Trust**  
**Notes to the Financial Statements**  
**For the year ended 31 January 2017**

**1. Accounting Policies**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

Down Syndrome Development Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**Going concern**

The financial statements are prepared on a going concern basis, under the historical cost convention.

**Funds**

The accounts distinguish between restricted and unrestricted funds. The former have been raised by the charity for specific purposes or are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees for expenditure on its objects or appropriated to reserves for internally designated purposes.

**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 particular categories of income:

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

**Resources expended**

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure.

Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on a basis which is an estimate, based on the proportion of cost of each activity to the total cost of all activities.

**Down Syndrome Development Trust**  
**Notes to the Financial Statements Continued**  
**For the year ended 31 January 2017**

**2. Income from donations and legacies**

	Unrestricted funds	Restricted funds	2017	2016
	£	£	£	£
Donations received	2,205	4,653	6,858	7,016
Grants received	-	28,054	28,054	18,358
	<b>2,205</b>	<b>32,707</b>	<b>34,912</b>	<b>25,374</b>

**Analysis of grants received**

	2017	2016
	£	£
Big Lottery	10,000	-
Brightstart	-	3,621
Children in Need	3,554	8,844
Downland Educational Trust	-	1,613
ESCC Short Breaks	-	3,780
Henry Smith	10,000	-
Sussex Community Foundation	4,500	-
	<b>28,054</b>	<b>17,858</b>

**3. Income earned from other activities**

	2017	2016
	£	£
<b>Unrestricted funds</b>		
Activities for generating funds	4,112	9,109
	<b>4,112</b>	<b>9,109</b>

**4. Expenditure on generating donations and legacies**

	2017	2016
	£	£
<b>Unrestricted funds</b>		
Donations	216	185
	<b>216</b>	<b>185</b>

**Down Syndrome Development Trust**  
**Notes to the Financial Statements Continued**  
**For the year ended 31 January 2017**

**5. Costs of charitable activities by fund type**

	Unrestricted funds	Restricted funds	2017	2016
	£	£	£	£
Enhancing the lives of people born with Down's Syndrome	2,009	18,014	20,023	19,786
Support costs	7,764	5,320	13,084	5,963
	<b>9,773</b>	<b>23,334</b>	<b>33,107</b>	<b>25,749</b>

**6. Costs of charitable activities by activity type**

	Activities undertaken directly	Grant funding of activities	Support costs	2017	2016
	£	£	£	£	£
<b>Enhancing the lives of people born with Down's Syndrome</b>					
Enhancing the lives of people born with Down's Syndrome	2,009	-	9,444	11,453	5,650
Staff costs - wages & salaries	-	-	3,340	3,340	2,894
Accountancy fees	-	-	300	300	313
Training and teaching expenses	-	16,248	-	16,248	11,912
Room hire and refreshments	-	775	-	775	2,160
Resources and equipment	-	991	-	991	2,820
	<b>2,009</b>	<b>18,014</b>	<b>13,084</b>	<b>33,107</b>	<b>25,749</b>
	<b>2,009</b>	<b>18,014</b>	<b>13,084</b>	<b>33,107</b>	<b>25,749</b>

**7. Analysis of support costs**

	2017	2016
	£	£
<b>Enhancing the lives of people born with Down's Syndrome</b>		
Management	8,789	3,390
Office and Admin	2,480	2,260
Training	1,515	-
Governance costs	300	313
	<b>13,084</b>	<b>5,963</b>

**Down Syndrome Development Trust**  
**Notes to the Financial Statements Continued**  
**For the year ended 31 January 2017**

**8. Net Income/(expenditure) for the year**

This is stated after charging/(crediting):

	2017	2016
	£	£
Accountancy fees	300	313

**9. Staff costs**

Total staff costs for the year ended 31 January 2017 were:

	2017	2016
	£	£
Salaries and wages	3,340	2,894
	<b>3,340</b>	<b>2,894</b>

	2017	2016
	£	£
Employees	1	1
	<b>1</b>	<b>1</b>

**10. Comparative for the Statement of Financial Activities**

	Unrestricted funds	Restricted funds	2016
	£	£	£
<b>Income and endowments from:</b>			
Donations and legacies	7,516	17,858	25,374
Other trading activities	9,109	-	9,109
<b>Total</b>	<b>16,625</b>	<b>17,858</b>	<b>34,483</b>
<b>Expenditure on:</b>			
Raising funds	(185)	-	(185)
Charitable activities	(6,584)	(19,165)	(25,749)
<b>Total</b>	<b>(6,769)</b>	<b>(19,165)</b>	<b>(25,934)</b>
<b>Transfers between funds</b>	<b>(4,500)</b>	<b>4,500</b>	<b>-</b>
<b>Net movement in funds</b>	<b>5,356</b>	<b>3,193</b>	<b>8,549</b>
<b>Reconciliation of funds</b>			
Total funds brought forward	4,833	8,158	12,991
<b>Total funds carried forward</b>	<b>10,189</b>	<b>11,351</b>	<b>21,540</b>

**Down Syndrome Development Trust**  
**Notes to the Financial Statements Continued**  
**For the year ended 31 January 2017**

**11. Creditors: amounts falling due within one year**

	2017	2016
	£	£
Accruals and deferred income	299	351
	<b>299</b>	<b>351</b>

**12. Movement in funds**

**Unrestricted Funds**

	Balance at 01/02/2016	Incoming resources	Outgoing resources	Transfers	Balance at 31/01/2017
	£	£	£	£	£
<i>General</i>					
General	10,189	6,317	(9,989)	-	6,517
	<b>10,189</b>	<b>6,317</b>	<b>(9,989)</b>	<b>-</b>	<b>6,517</b>

**Unrestricted Funds - Previous year**

	Balance at 01/02/2015	Incoming resources	Outgoing resources	Transfers	Balance at 31/01/2016
	£	£	£	£	£
<i>General</i>					
General	4,833	16,625	(6,769)	(4,500)	10,189
	<b>4,833</b>	<b>16,625</b>	<b>(6,769)</b>	<b>(4,500)</b>	<b>10,189</b>

**Purpose of unrestricted Funds**

**General**

Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees for expenditure on its objects or appropriated to reserves for internally designated purposes.

**Restricted Funds**

	Balance at 01/02/2016	Incoming resources	Outgoing resources	Transfers	Balance at 31/01/2017
	£	£	£	£	£
General - Restricted	11,351	32,707	(23,334)	-	20,724
	<b>11,351</b>	<b>32,707</b>	<b>(23,334)</b>	<b>-</b>	<b>20,724</b>

**Down Syndrome Development Trust**  
**Notes to the Financial Statements Continued**  
**For the year ended 31 January 2017**

**Restricted Funds - Previous year**

	Balance at 01/02/2015	Incoming resources	Outgoing resources	Transfers	Balance at 31/01/2016
	£	£	£	£	£
General - Restricted	8,158	17,858	(19,165)	4,500	11,351
	<b>8,158</b>	<b>17,858</b>	<b>(19,165)</b>	<b>4,500</b>	<b>11,351</b>

**Purpose of restricted funds**

**General - Restricted**

Restricted funds are for use by the Charity for specific purposes or are received from donors and are subject to restrictions on the purposes for which they may be used.

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

	Net current assets / (liabilities)	Net Assets
	£	£
<b>Unrestricted funds</b>		
General		
General	6,517	6,517
<b>Restricted funds</b>		
General - Restricted	20,724	20,724
	<b>27,241</b>	<b>27,241</b>
<b>Previous year</b>		
	Net current assets / (liabilities)	Net Assets
	£	£
<b>Unrestricted funds</b>		
General		
General	10,189	10,189
<b>Restricted funds</b>		
General - Restricted	11,351	11,351
	<b>21,540</b>	<b>21,540</b>

**Down Syndrome Development Trust**  
**Detailed Statement of Financial Activities**  
**For the year ended 31 January 2017**

	2017	2016
	£	£
<b>INCOME AND ENDOWMENT</b>		
<b>Donations and legacies</b>		
Donations	6,858	7,016
Grants receivable	28,054	18,358
	<b>34,912</b>	<b>25,374</b>
<b>Other trading activities</b>		
Activities for generating funds	4,112	9,109
	<b>4,112</b>	<b>9,109</b>
<b>Total incoming resources</b>	<b>39,024</b>	<b>34,483</b>
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Donations	(216)	(185)
	<b>(216)</b>	<b>(185)</b>
<b>Charitable activities</b>		
Cost of direct charitable activity	(2,009)	-
Cost of grant funded charitable activity	(18,014)	(19,786)
	<b>(20,023)</b>	<b>(19,786)</b>
<b>SUPPORT COSTS</b>		
<b>Management</b>		
Management	(8,789)	(3,390)
	<b>(8,789)</b>	<b>(3,390)</b>
<b>Office and Admin</b>		
Office and Admin	(2,480)	(2,260)
	<b>(2,480)</b>	<b>(2,260)</b>
<b>Training</b>		
Training	(1,515)	-
	<b>(1,515)</b>	<b>-</b>
<b>Governance costs</b>		
Governance costs	(300)	(313)
	<b>(300)</b>	<b>(313)</b>
<b>Total resources expended</b>	<b>(33,323)</b>	<b>(25,934)</b>
<b>Net Income</b>	<b>5,701</b>	<b>8,549</b>