

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 2018

Down Syndrome Development Trust
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For the year ended 31 January 2018

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Down Syndrome Development Trust
Report of the Trustees
For the year ended 31 January 2018

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 2018. 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 2016).

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.

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**Down Syndrome Development Trust
Report of the Trustees Continued
For the year ended 31 January 2018**

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 session have proved to be very popular, we support 45 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:

DSDT have successfully hosted a number of different workshops, training days and consultations sharing up to date strategies and embedding good practice.

- Education training days on two different school sites for both parents and school staff. Feedback concludes that we have been effective at providing better DS strategies which have improved the education for pupils.
- Hosted two workshops at Brighton University at the initial teacher training site.
- Delivered reading interventions packages to individual children and have been working with web developer to create online resources for parents and teachers to download.
- The Co-worker training course this year, to be held in Maidstone Kent. The co-worker training is designed to give children with DS regular speech and language input.
- The VIP maths training in partnership with Dr Eea Stacey of the Hannah Trust has been delayed due to website issues, we expect this valuable training and resource to be available sometime in 2018. Some of the children are currently using the prototype version of the course which is working well.
- The EHCP training continues to be beneficial for our families; our staff continue to take on additional levels of IPSEA training. To date we have been able to effectively support families in secure a more clearly identified plan tailored to their child's DS specific needs to support their unique learning profile.

DB Health Hub clinic:

Plans have been made to pilot a clinic for children and families to commence in 2018 and last for three months. The admin team are seeking the appropriate setting to host the clinic. All clinicians are in place and awaiting confirmation of venue.

Consultancy to parents and professionals:

Our consultancy service and advice line for supporting children's social, developmental and educational needs has seen a noticeable increase of enquiries. Continuing evaluation of our work in this area highlights it is effective to both parents and professionals in providing support, building knowledge and embedding practice.

Significant activities

From the evaluation of our work from parents and professionals 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 practice 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 deficit of £8,586 for the year. The year ended with total reserves of £20,855 of which £8,973 was unrestricted and £11,882 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 2018

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.

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

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 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.

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	Down Syndrome Development Trust
Charity registration number	1165830
Company registration number	08346182
Principal address	10 Hurdle House Broad Street First Floor Seaford East Sussex BN25 1NP

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

Independent examiner

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

Bankers

Barclays Bank plc
Terminus Road
Eastbourne
East Sussex
BN9 9BA

**Down Syndrome Development Trust
Report of the Trustees Continued
For the year ended 31 January 2018**

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



.....

Senay Smallwood

19/7/18

Down Syndrome Development Trust
Independent Examiners Report to the Trustees
For the year ended 31 January 2018

I report to the trustees on my examination of the accounts of the charitable company for the year ended 31 January 2018.

Responsibilities and basis of report

As the charity Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiners statement

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

1. accounting records were not kept in respect of the Company as required by section 388 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



23/7/18

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

Down Syndrome Development Trust
Statement of Financial Activities (Including Income and Expenditure Account)
For the year ended 31 January 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 £	2017 £
Income and endowments from:					
Donations and legacies	2	2,739	8,660	11,399	34,912
Other trading activities	3	7,920	-	7,920	4,112
Total		10,659	8,660	19,319	39,024
Expenditure on:					
Raising funds	4	(172)	-	(172)	(216)
Charitable activities	5/6	(8,031)	(17,702)	(25,733)	(33,107)
Total		(8,203)	(17,702)	(25,905)	(33,323)
Net income/expenditure		2,456	(9,042)	(6,586)	5,701
Reconciliation of funds					
Total funds brought forward		8,517	20,724	27,241	21,540
Total funds carried forward		8,973	11,682	20,655	27,241

Down Syndrome Development Trust
Statement of Financial Position
As at 31 January 2018

	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	11	1,167	-
		1,167	-
Current assets			
Debtors	12	105	-
Cash at bank and in hand		19,682	27,540
		19,787	27,540
Creditors: amounts falling due within one year	13	(299)	(269)
Net current assets		19,488	27,241
Total assets less current liabilities		20,655	27,241
Net assets		20,655	27,241
The funds of the charity			
Restricted income funds	14	11,682	20,724
Unrestricted income funds	14	8,973	6,517
Total funds		20,655	27,241

For the year ended 31 January 2018 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:



 Senay Smallwood
 Trustee

19/7/18

Down Syndrome Development Trust
Notes to the Financial Statements
For the year ended 31 January 2018

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.

Tangible fixed assets

Tangible fixed assets, other than freehold land, are stated at cost or valuation less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer equipment

33% Straight line

Down Syndrome Development Trust
Notes to the Financial Statements Continued
For the year ended 31 January 2018

2. Income from donations and legacies

	Unrestricted funds	Restricted funds	2018	2017
	£	£	£	£
Donations received	2,739	200	2,939	6,858
Grants received	-	8,460	8,460	28,054
	2,739	8,660	11,399	34,912

Analysis of grants received

	2018	2017
	£	£
Bailey Thomas	3,750	-
Big Lottery	-	10,000
Chalk Cliff	4,710	-
Children in Need	-	3,654
Henry Smith	-	10,000
Sussex Community Foundation	-	4,500
	8,460	28,054

3. Income earned from other activities

	2018	2017
	£	£
Unrestricted funds		
Activities for generating funds	7,920	4,112
	7,920	4,112

4. Expenditure on generating donations and legacies

	2018	2017
	£	£
Unrestricted funds		
Donations	172	218
	172	218

Down Syndrome Development Trust
Notes to the Financial Statements Continued
For the year ended 31 January 2018

5. Costs of charitable activities by fund type

	Unrestricted funds	Restricted funds	2018	2017
	£	£	£	£
Enhancing the lives of people born with Down's Syndrome	1,757	8,875	10,632	20,023
Support costs	6,274	8,827	15,101	13,084
	8,031	17,702	25,733	33,107

6. Costs of charitable activities by activity type

	Grant funding of activities	Support costs	2018	2017
	£	£	£	£
Support costs				
Enhancing the lives of people born with Down's Syndrome				
Enhancing the lives of people born with Down's Syndrome	-	10,656	10,656	11,453
Staff costs - wages & salaries	-	3,580	3,580	3,340
Accountancy fees	-	300	300	300
Depreciation - owned assets	-	583	583	-
Training and teaching expenses	6,833	-	6,833	16,248
Room hire and refreshments	2,584	-	2,584	775
Resources and equipment	1,215	-	1,215	991
	10,632	18,101	28,733	33,107
	10,632	18,101	28,733	33,107

7. Analysis of support costs

	2018	2017
	£	£
Enhancing the lives of people born with Down's Syndrome		
Management	11,370	8,789
Office and Admin	1,981	2,480
Training	1,470	1,515
Governance costs	300	300
	15,101	13,084

Down Syndrome Development Trust
Notes to the Financial Statements Continued
For the year ended 31 January 2018

8. Net Income/(expenditure) for the year

This is stated after charging/(crediting):

	2018	2017
	£	£
Depreciation of owned fixed assets	583	-
Accountancy fees	300	300

9. Staff costs

Total staff costs for the year ended 31 January 2018 were:

	2018	2017
	£	£
Salaries and wages	3,560	3,340
	3,560	3,340

	2018	2017
	£	£
Employees	1	1
	1	1

10. Comparative for the Statement of Financial Activities

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

Down Syndrome Development Trust
Notes to the Financial Statements Continued
For the year ended 31 January 2018

11. Tangible fixed assets

Cost or valuation	Computer equipment £
Additions	1,750
At 31 January 2018	<u>1,750</u>
Depreciation	
Charge for year	583
At 31 January 2018	<u>583</u>
Net book values	
At 31 January 2018	<u>1,167</u>

12. Debtors

	2018 £	2017 £
Amounts due within one year:		
Trade debtors	105	-
	<u>105</u>	<u>-</u>

13. Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals and deferred income	289	299
	<u>289</u>	<u>299</u>

14. Movement in funds

Unrestricted Funds

	Balance at 01/02/2017 £	Incoming resources £	Outgoing resources £	Balance at 31/01/2018 £
<i>General</i>				
General	6,517	10,659	(8,203)	8,973
	<u>6,517</u>	<u>10,659</u>	<u>(8,203)</u>	<u>8,973</u>

Down Syndrome Development Trust
Notes to the Financial Statements Continued
For the year ended 31 January 2018

Unrestricted Funds - Previous year

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

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 01/02/2017	Incoming resources	Outgoing resources	Balance at 31/01/2018
	£	£	£	£
General - Restricted	20,724	8,660	(17,702)	11,682
	20,724	8,660	(17,702)	11,682

Restricted Funds - Previous year

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

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.

Down Syndrome Development Trust
Notes to the Financial Statements Continued
For the year ended 31 January 2018

16. Analysis of net assets between funds

	Tangible fixed assets	Net current assets / (Liabilities)	Net Assets
	£	£	£
Unrestricted funds			
<i>General</i>			
General	-	8,973	8,973
Restricted funds			
General - Restricted	1,187	10,515	11,662
	1,187	19,488	20,685

Previous year

	Tangible fixed assets	Net current assets / (Liabilities)	Net Assets
	£	£	£
Unrestricted funds			
<i>General</i>			
General	-	6,517	6,517
Restricted funds			
General - Restricted	-	20,724	20,724
	-	27,241	27,241

Down Syndrome Development Trust
Detailed Statement of Financial Activities
For the year ended 31 January 2018

	2018	2017
	£	£
INCOME AND ENDOWMENT		
Donations and legacies		
Donations	2,939	6,858
Grants receivable	8,460	28,054
	11,399	34,912
Other trading activities		
Activities for generating funds	7,920	4,112
	7,920	4,112
Total incoming resources	19,319	39,024
EXPENDITURE		
Raising donations and legacies		
Donations	(172)	(216)
	(172)	(216)
Charitable activities		
Cost of direct charitable activity	-	(2,009)
Cost of grant funded charitable activity	(10,632)	(18,014)
	(10,632)	(20,023)
SUPPORT COSTS		
Management		
Management	(11,370)	(8,789)
	(11,370)	(8,789)
Office and Admin		
Office and Admin	(1,981)	(2,480)
	(1,981)	(2,480)
Training		
Training	(1,470)	(1,515)
	(1,470)	(1,515)
Governance costs		
Governance costs	(300)	(300)
	(300)	(300)
Total resources expended	(26,905)	(33,323)
Net Expenditure	(6,586)	5,701