

**DOWNRIGHT EXCELLENT**

**TRUSTEES ANNUAL REPORT AND  
FINANCIAL STATEMENTS**

**31 MARCH 2018**

Charity Number 1120863

Company Number 6249083

**DOWNRIGHT EXCELLENT**  
**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2018**

## **Report of the Trustees**

The directors of Downright Excellent ("the charitable company") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as its Trustees. The financial statements comply with Charities Act 2011, the special provisions of part 15 of the Companies Act 2006 relating to small companies and 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 (FRS102) (effective 1 January 2015).

The trustees present their Annual Report along with the Financial Statements for the year ended 31 March 2018.

## **Objectives and activities**

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Downright Excellent charitable objects are set out in the Memorandum and Articles of Association:

*'To help children with Down syndrome in London to develop their life skills so they may realise their full potential as individuals and as equally participating members of society through, especially but not exclusively:*

- educational programmes;*
- quality play;*
- education and support for parents and carers; and*
- education and support for siblings'*

Our mission is to maximise the potential of children with Down syndrome in London. We passionately believe that all our children have skills and talents that should be celebrated and developed to support them to be the best they can be. We deliver a range of interventions and support to both children with Down syndrome (aged 0 -13) and their families:

### **Speech and Language Therapy**

High quality, weekly, specialised speech and language therapy provision is unavailable to most of our children except via Downright Excellent. Most provision offered by local authorities tends to be intermittent, for short periods or unavailable altogether. Where it is available speech and language therapy is rarely customised to children with Down syndrome who have a different learning profile from children with other learning difficulties. Specialised speech and language teaching and support is key to enabling our children maximise their potential.

To fill this gap, we provide highly specialised, Down syndrome (DS) focused, weekly, group speech and language therapy to children aged 0-9. Our pre-school age children join us on a Friday and our school aged children meet on a Saturday. The therapy focuses on early intervention principles and uses Makaton as a support tool to aid communication based on the Down Syndrome Education International research.

Parents and carers sit in on group sessions for the pre-school children. Our school age children sessions mimic a classroom setting so parents and carers remain outside the room. Feedback is received after the session. Speech and language therapy is our main activity and consequently often the one that is over subscribed. To cater for increasing demand, we

## **DOWNRIGHT EXCELLENT TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2018**

continue to seek ways to deliver elements of our speech and language provision outside the official groups so that all children can benefit, whether they have a place or not.

### **'Tweens'**

We provide weekly life skills and communication support to children aged 10-14, our 'Tweens'. As with all children, this is a key period of change for as they transition from primary to secondary school and into puberty. For children with DS there is nothing in the way of tailored support during this period either in school settings or through local authorities. Our 'Tweens' are at a variety of schools, including mainstream and special schools and our sessions aim to provide them with person-centred support to help them navigate this challenging time in their lives.

Children are invited to join Tweens dependent on their ability to fit with the existing group dynamics and their readiness to learn at this level. Examples of activities undertaken this year are using public transport and buying groceries in a shop. We are working towards a Tweens council/forum so that they can express and influence how Tweens develops, thus placing them at the heart of the project. A developing initiative for our children aged 14 – 16 will foster the skills and individual preferences to prepare them for employability, such as visiting work places and practicing interviews.

### **Parent Child Interaction (PCI)**

We have been piloting PCI with our Friday families, 18 of whom have taken up the offer of participating in the pilot. PCI is an evidence-based approach to developing speech, language and communication skills through adult supported play. It provides parents/ carers with an opportunity to enhance their interaction skills and understanding of how to help their child develop through shared play. PCI provides an opportunity for a real focus on the individual family and the ability to tailor support to the child's unique language and communication needs. During the course of 2018 we will review the pilot and the impact it has to determine next steps.

### **Stay and Play**

For our pre-school children and their families, 'Stay and Play' is often their first encounter with Downright Excellent. While our children are encouraged to play and explore their surroundings, the key focus here is on the peer to peer support between families and carers. It offers the opportunity to provide emotional support, to share experiences and information. For most parents and carers, this is the first time they have met other families going through similar experiences and their children may never have met another child with Down syndrome. We recognise that this can be a very emotional time for families and to this end we offer 'buddies' for new families as part of our commitment to providing a welcoming and supportive environment.

Families on the waiting list are invited to Stay and Play until a speech and language group vacancy is available. We aim to provide a limited programme of supportive activities in Stay and Play during this period such as Makaton (signing) training and music therapy.

### **Dexstars**

On Saturdays, we offer 'Dexstars' to encourage our children to mix informally with each other outside group sessions. Dexstars acts as a focus for encouraging families to stay longer to promote greater peer support opportunities and information sharing. Play and structured activities are planned weekly to complement and reinforce the lessons being learned in therapy sessions.

We have recently enjoyed the services of a local community musician at Dexstars, who engages the children in interactive singing and music making.

**DOWNRIGHT EXCELLENT**  
**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2018**

**Occupational Therapy**

Due to the lack of local authority Occupational Therapy provision, we have continued to offer this service in 2017/18. We provide this in a group setting with some of our 5-9 year old children, alternating Speech and Language Therapy and Occupational Therapy on a weekly basis. Both therapy programmes are designed to complement each other. The therapist provides support to other children through observation and feedback.

**Happy Mind training**

Some of our children also trialled 'Happy mind' training; a research-based programme developed at Kingston University that aims to improve children's working memory.

**Training courses for teachers, teaching and learning assistants**

School and early settings are often ill-equipped to successfully support children with Down syndrome, so we offer training courses for teachers, teaching and language assistants. These focus on extending knowledge of DS (understanding the potential physical and learning difficulties that can be associated with the condition) and the tools and techniques they can employ in their setting to ensure they are maximising the potential of children with DS within it.

The training helps to dissolve popular misconceptions about children with Down syndrome; enabling school staff to focus on 'ability' rather than 'limitations'. Immediate feedback from attendees is very encouraging and often followed by reports of children's improved achievement in school. In the next financial year, we are aiming to expand our range of training courses to staff in educational settings, thus equipping them better to support children with Down syndrome across the curriculum (e.g. reading and numeracy).

**Information and signposting**

We have accumulated a wealth of knowledge and information about Down syndrome and other organisations that can support our families. We aim to ensure that all our families are accurately signposted to other organisations and sources of information as required.

We are part of a wider 'Down syndrome support groups' network and regularly share best practice and lessons learned with groups operating elsewhere in the UK.

**Developing trainee Speech and Language Therapists**

We continue to develop our relationship with the Speech and Language Therapy department at University College London, along with others from the Universities of Greenwich and Kingston where their students volunteer with us on a Saturday within group therapy sessions, Tweens and Dexstars. This provides the students with invaluable experience in supporting children with Down syndrome and gives us a steady stream of volunteers with additional, relevant skills. Ultimately, we hope that some of these students will leave their experience of volunteering with us with a deepened understanding and interest in Down syndrome. Some of the students have been offered the opportunity to put their learning into practice at Downright Excellent; leading sessions with some of our Saturday sessions under the supervision of our Highly Specialised Speech and Language Therapist clinical lead. As Speech and Language Therapy courses traditionally rarely include specific teaching about Down syndrome and the relevant Speech and Language Therapy methodology, it appears this is the first time in the UK that a body of students will emerge from university with an understanding and experience of Down syndrome.

# **DOWNRIGHT EXCELLENT**

## **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

### **YEAR ENDED 31 MARCH 2018**

#### **GDPR compliance**

Like all organisations who hold personal and sensitive data, we have been working to move Downright Excellent towards GDPR compliancy. At the end of the financial year, we had taken several important steps to achieving this such as mapping our data (type and source) and reviewing our data retention approach.

#### **Safeguarding**

We take our safeguarding children and young people responsibilities very seriously and spent time in 2017/18 ensuring our approach is clear and robust. From a governance perspective we have also added regular safeguarding updates to Trustee meetings; providing data on numbers of concerns raised and outcomes. We have both a Trustee on the Board and members of the DEx team who are responsible for overseeing and delivering our safeguarding response respectively.

## **Achievements and performance**

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In 2017/18 we supported 115 children with Down syndrome in London, more than ever before. Demand for our services has continued to increase as local authority spending on additional therapies reduces. At the end of March 2018, 44 children were attending on a Friday, 43 on a Saturday with 18 accessing Tweens during the year. Additionally, we had 10 children on our waiting list who still accessed Stay and Play/family and child support.

As ever, the most important achievements of 2017/18 were those of our brilliant children who worked incredibly hard throughout the year to develop their communication, language, comprehension, reading, fine and gross motor skills together with learning, social and other life skills. They continue to astound us with their abilities and talents.

We successfully completed year three of our important Big Lottery grant with most targets achieved or even over-achieved. We also continued to operate our Global's Make Some Noise beneficial project until the grant ended in March 2018.

We ran two training courses across the year; reaching 50 teachers, learning and teaching assistants from 17 London schools. Sharing best practice and evidence based approaches to supporting children with Down syndrome is hugely important in enabling our children to maximise their potential.

We were hugely grateful to be supported by a total of 34 enthusiastic, skilled and dedicated volunteers across the year; many of whom are Speech and Language Therapy students. We were also incredibly lucky to continue to work alongside our wonderful adult Friday Stay and Play volunteer, who has Down syndrome.

We have:

- continued to provide speech and language therapy with complementary support and activities in Stay and Play and Dexstars to children with Down syndrome;
- continued with our commitment to expanding our therapy offer by delivering Occupational Therapy to many of our 5-9 year olds
- continued our alternative fundraising strategy with success;
- strengthened and developed policies and procedures, finance systems and governance;
- grown the 'Tweens' life skills with communication group for children aged 10 – 14; and
- continued to embrace other methodologies to enhance learning and development such as, advanced assessment techniques; tactics for coping with behavioural challenges; medical and other practitioners' visits to the children and PCI.

# **DOWNRIGHT EXCELLENT**

## **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

### **YEAR ENDED 31 MARCH 2018**

We also:

- increased capacity and our skills base by continuing to work with University College London (UCL) to recruit student Speech and Language Therapists as volunteers on Saturdays;
- competed against other charities to become an 'Octopus Giving' charity of the year for the next three years; and
- completed a successful move of venue from Golden Lane campus to the Sundial Centre.

#### **How our activities meet the public benefit**

We review our aims, objectives and activities on a regular basis to evaluate what we have achieved and the outcomes of our work. We endeavour to evaluate the success of our main activities and the benefits they have brought to our beneficiaries and have begun developing the building blocks for impact measurement.

We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees considered how planned activities, such as the inclusion of Occupational Therapy for 5-9s would complement Downright Excellent's achievement of its aims and objectives. Future activities were reviewed and discussed by the Board during another strategic planning day and we had a high level discussion about both our current and future plans to help us consider future venue requirements.

During the year, one to one sessions have again been held with parents and carers of the children we support to determine how we can improve, what we are doing well and to ensure we have reached our aims and objectives.

## **Financial review**

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Our total income for the year ended 31 March 2018 increased from £154,987 to £160,557, an increase of approximately 3%. The main source of income were grants totalling £102,673 (2017: £100,856) which made up 64% of total income. In addition, we raised £28,372 (2017: £26,779) from donations and fundraising activities and £29,475 (2017: £27,260) from parental contributions. Correspondingly, our expenditure for the year increased from £148,004 to £159,199, an increase of 8%. The results for the year are shown in the Statement of Financial Activities and the main sources of funds are as detailed in notes 2 and 3. This means unrestricted reserves to date have decreased from £32,289 to £30,887. These reserves provide a safety net to Downright Excellent to cover costs which may exceed future income. The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

#### **Fundraising**

We aimed to ensure that we had sufficient funds to meet the expenditure budget agreed by the trustees in April 2017 which rose to £166,360 over the year. Additional items included in the budget as the year progressed were new fees for our Tweens facilitator, a third Speech and Language group on Saturdays and a third group on Fridays. We also agreed increased fees for administration, accounting and coordination. The level of unrestricted reserves continues to be set as six months of annual operational expenditure to cover two terms' core costs and we are working towards this.

During the year we continued to receive a grant from the Big Lottery Fund (£86,643); the final grant from Global Make Some Noise (£16,030) and a new grant of £25,000 p.a. for 3 years

## **DOWNRIGHT EXCELLENT TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2018**

starting March 2018 from Octopus Investments. Downright Excellent also received in-kind support from Rabobank and a range of other organisations.

While our ability to attract external funding may continue to maintain the organisation in financial health, our dependence upon grants inevitably carries an element of uncertainty and makes the delivery of Downright Excellent services subject to fluctuation. The Trustees are fully aware that in these uncertain economic times, it would be less than prudent to rely solely upon external grant funding for organisational sustainability. To this end, the Board continues to push an 'alternative fundraising strategy' that seeks to raise funds from a variety of sources. The alternative fundraising strategy has proved to be extremely successful, contributing £28,372 (2017: £26,779) towards the income for the year. At our annual Strategy Day in the Autumn, we began discussions about our core model and other business model options we might want to explore further.

External funding is supplemented by parent/carer contributions of £12.50 per child unless a family receives specified state benefits, in which case the contribution is waived. Families on low incomes are able to request a reduction in contributions and we are open to representation relating to ability to contribute. All Downright Excellent services continue to be heavily subsidised and the organisation will continue to fully subsidise wherever appropriate. We will also keep a watching brief on our families' circumstances as they adjust to changing government regulations that affect income. Family contributions have been held at £12.50 since 2014 but in January 2018 the Trustees agreed an increase to £15 to take effect in April 2018.

In addition to our grant funding and parental/carer contributions, we have continued to encourage the generation of unrestricted funding via donations, fundraising initiatives, bequests, gift cards and sponsored events. These have continued to bring Downright Excellent additional financial security - as well as expanding our network of supporters.

We have kept our website updated as a medium for attracting new funders and recently added a short animation to provide a 'bitesize' introduction to who we are, what we do and why. We continue to maintain an active 'DEX' Facebook page.

Downright Excellent is extremely grateful to all of its supporters for their invaluable donations both financially and in kind. Their incredible support makes it possible for us to continue to address the challenges faced by children with Down syndrome in London and their families.

### **Alternative sources of fundraising**

We have continued to pursue other sources of funding outside the grants and parental contributions. Typically, this has included: providing families with a 'tub for life' to support the collection of small change; encouraging families and volunteers to undertake sponsored events and to develop innovative initiatives; encouraging families and friends of Downright Excellent to set up a monthly standing order to us and to generate funds whilst shopping online.

### **Reserves policy**

Annually or more frequently, if deemed necessary, the Board of Trustees reviews the charity's requirements for reserves, in light of the financial risks to the organisation. It is the policy of the charitable company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to a term's operational expenditure. The maximum number of weeks in a term is 15 and trustees aim to maintain reserves at this level and agreed to use money received via Gift Aid to build up the reserves. This will ensure that in the event of a significant drop in funding, they will be able to continue the charitable

## **DOWNRIGHT EXCELLENT TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2018**

company's current activities while consideration is given to ways in which additional funds may be raised. As at 31 March 2018 the level of free unrestricted reserves amounted to £30,887 (2017: £32,289) which equates to about 10 weeks of operational expenditure in 2018/19. If there is a funding shortfall, these reserves would allow time for families to make alternative arrangements and/or for Downright Excellent to obtain new sources of funding.

### **Structure, governance and management**

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Downright Excellent is a registered charity and company governed by a Memorandum and Articles of Association. It is overseen by a Board of Trustees from a range of backgrounds who meet every six to eight weeks to review finances against budgets, set the strategic direction, develop and implement policies and procedures, review safeguarding concerns, manage risk and make decisions about the charity's future.

The Trustees run a Strategy Day each year which provides an opportunity to step outside the usual discussions and focus on the charity's long term aims and objectives, underpinned by a theory of change.

On a day to day basis, Downright Excellent is managed by a freelance Manager, supported by a freelance Administrator and freelance Accountant/Adviser to the Trustees.

#### **Trustee Board - membership and appointment**

Appointment and retirement of Trustees is in accordance with the Articles of Association which requires that appointment and retirement should be by ordinary resolution. Trustees are appointed or co-opted during the year by the Directors/Trustees. A proportion of Trustees retires in rotation at each Annual General Meeting (AGM) and individuals may be reappointed or elected at that meeting, as per Articles 25 - 30. Co-opted Trustees are formally appointed to the Board at the next AGM. Officers are elected in the Board meeting following an AGM.

Members of the Trustee Board consist of both beneficiaries (parents of children with Down syndrome who attend Downright Excellent sessions) and non-beneficiaries. Over recent years, we have ensured representatives of both Friday and Saturday children sit on the Trustee Board to cover all age groups. Such a mix ensures that the needs of Downright Excellent's families remain at the heart of what we do and decisions are co-produced, whilst guaranteeing that decisions are taken in the best interests of the charity. This enables us to continue to provide crucial services to children with Down syndrome and their families while maintaining a sound business. We complement this with regular surveys and informal interviews with our families to understand need and to test potential new services for the charity such as PCI therapy.

The Manager provides operational management of the charity as well as line management of our freelance team of therapists, coordinators and our administrator. She also manages our team of volunteers and leads on restricted income fundraising bids.

#### **Training and induction**

All Trustees observe a code of conduct, and perform their tasks and responsibilities according to role descriptions. A skills analysis of Board members is reviewed regularly to identify gaps and facilitate recruitment and training. The organisation conforms to current practice in the sector through specific written policies and procedures.



**DOWNRIGHT EXCELLENT**  
**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2018**

## **Reference and administrative details**

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Registered charity name	Downright Excellent
Charity registration number	1120863
Company registration number	6249083
Registered office	38 Chelmsford Road, London E17 8NW
Directors/Trustees	Lucy Lloyd-Scott, Chair Jenny Buchan (resigned 26 September 2017) Nicola Flynn Lewis Eldridge Emily Galvin Cruz Leanne Graham Nishad Gudkha Jonathan Valentine (Treasurer)
Secretary	Leanne Graham
Bankers	CAF Bank Ltd 25 King Hill Avenue West Malling ME19 4JQ  Lloyds TSB Crouch End 34 The Broadway London N8 9SH

## **Exemptions from disclosure**

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We do not have exemptions.

## **Funds held as custodian trustee on behalf of others**

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We do not hold funds on behalf of another individual or organisation.

**DOWNRIGHT EXCELLENT  
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2018**

## **Trustees Responsibilities**

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Company law requires the Trustees (who are Directors under Company law) to prepare financial statements for each financial year that give a true and fair view of the state of the affairs of the Charity and of the surplus or deficit for that period. The Trustees have agreed to adopt the Statement of Recommended Practice - Accounting by Charities. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis, unless it is inappropriate to assume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and the requirements of the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps to prevent and detect fraud and/or any other irregularity.

Approved by the Trustees on 24 May 2018 and signed on their behalf by:



Ms Lucy Lloyd-Scott,  
Chair, Downright Excellent

**DOWNRIGHT EXCELLENT  
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2018**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS**

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I report to the charity trustees on my examination of the accounts of Downright Excellent ('the Company') for the year ended 31 March 2018 which are set out on pages 12 to 20.

**Responsibilities and basis of report**

As the charity trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

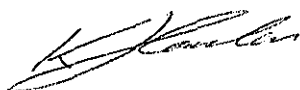
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 examiner's 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:

- 1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the accounting 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 (FRS102).

I have no concerns and have come across no 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.



Karen Hanlan,  
Member of Institute of Chartered Accountants England & Wales  
Karen Hanlan Independent Examiner Ltd  
3 School Lane  
Lea Marston  
North Warwickshire  
B76 0BW

Date: 24/5/18

**DOWNRIGHT EXCELLENT**  
**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE**  
**INCOME AND EXPENDITURE ACCOUNT)**  
**YEAR ENDED 31 MARCH 2018**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>INCOME FROM</b>					
Donations & legacies	2	25,012	3,360	<b>28,372</b>	26,779
Charitable activities	3	29,475	102,673	<b>132,148</b>	128,116
Investment – bank interest		37	-	<b>37</b>	92
<b>TOTAL INCOME</b>		<b>54,524</b>	<b>106,033</b>	<b>160,557</b>	<b>154,987</b>
<b>EXPENDITURE ON</b>					
Raising funds	4	(4,435)	-	<b>(4,435)</b>	(4,869)
Charitable activities	5	(51,491)	(103,273)	<b>(154,764)</b>	(143,135)
<b>TOTAL EXPENDITURE</b>		<b>(55,926)</b>	<b>(103,273)</b>	<b>(159,199)</b>	<b>(148,004)</b>
<b>NET INCOME/ (EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>(1,402)</b>	<b>2,760</b>	<b>1,358</b>	<b>6,983</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		32,289	1,840	34,129	27,146
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>30,887</b>	<b>4,600</b>	<b>35,487</b>	<b>34,129</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 13 to 19 form part of these financial statements.

**DOWNRIGHT EXCELLENT  
BALANCE SHEET  
YEAR ENDED 31 MARCH 2018**

Company No 06249083

	Note	2018 £	2017 £
<b>CURRENT ASSETS</b>			
Debtors – gift aid due		1,530	-
Cash at Bank and in Hand		<u>69,733</u>	<u>60,005</u>
		<b>71,263</b>	<b>60,005</b>
<b>CREDITORS: Amounts falling due within one year</b>	<b>6</b>	<b><u>(35,776)</u></b>	<b><u>(25,876)</u></b>
<b>NET CURRENT ASSETS</b>		<b><u>35,487</u></b>	<b><u>34,129</u></b>
<b>NET ASSETS</b>	<b>7</b>	<b><u>35,487</u></b>	<b><u>34,129</u></b>
<b>CHARITY FUNDS</b>			
Restricted Funds	<b>8</b>	<b>4,600</b>	<b>1,840</b>
Unrestricted Funds		<b>30,887</b>	<b>32,289</b>
<b>TOTAL FUNDS</b>		<b><u>35,487</u></b>	<b><u>34,129</u></b>

For the year ended 31 March 2018, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Responsibilities of directors/trustees:**

The members have not required the charitable company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006- however, in accordance with section 145 of the Charities Act 2011 the financial statements have been examined by an independent examiner whose report appears on page 11.

The directors/trustees acknowledge their responsibility for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the trustees on 24 May 2018 and signed on its behalf by:

  
Ms Lucy Lloyd-Scott, Chair

  
Mr Jonathan Valentine, Treasurer

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2018**

## **1. ACCOUNTING POLICIES:**

### **Basis of accounting**

The financial statements have been prepared in accordance with 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 (FRS102) (effective 1 January 2015) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

In preparing these financial statements Update Bulletin 1 to the Charities SORP (FRS102) has been adopted and consequently a Statement of Cash flows has not been prepared.

Downright Excellent meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note.

### **Status of the company**

The charitable company is limited by guarantee and does not have share capital. The liability of members is limited to £1 per member.

### **Going Concern statement**

The financial statements have been prepared on a going concern basis which assumes that the charity will continue to operate. The validity of this assumption is dependent upon the continuance of support from key funders and stakeholders and in response to the progress made by the charity in pursuing a viable budget including the obtaining of further grants and donations. The charity's business plan shows that the charity will be able to operate in the foreseeable future. Based on this understanding the director trustees believe that it remains appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments, which would result from the basis of preparation being inappropriate.

### **Income**

All income is recognised once the Charitable Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

### **Expenditure**

All expenditure is included on an accrual basis, inclusive of any VAT, which cannot be recovered. Expenditure is allocated to specific activities where the cost relates directly to that activity.

### **Unrestricted funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the charitable objectives of Downright Excellent.

**DOWNRIGHT EXCELLENT  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2018**

**Restricted funds**

Restricted income received is accounted for separately as restricted funds and are used for the purposes specified by the donor.

**Taxation**

As a registered charity no provision is considered necessary for taxation.

**Cash and cash equivalents**

Cash and cash equivalents include cash at bank and in hand and short term deposits repayable on or within a three month notice period.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

**2. DONATIONS & LEGACIES:**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2018</b>	<b>Total Funds 2017</b>
	£	£	£	£
<b>Donations:</b>				
Sponsored Activities	3,933	-	<b>3,933</b>	8,610
Other Fundraising Activities	6,513	-	<b>6,513</b>	7,667
Other Donations	10,513	3,360	<b>13,873</b>	8,296
Gift Aid	4,053		<b>4,053</b>	2,206
	<b>25,012</b>	<b>3,360</b>	<b>28,372</b>	<b>26,779</b>

**3. CHARITABLE ACTIVITIES:**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2018</b>	<b>Total Funds 2017</b>
	£	£	£	£
Grants (3a)	-	102,673	<b>102,673</b>	100,856
Parent and carer contributions	29,475	-	<b>29,475</b>	27,260
	<b>29,475</b>	<b>102,673</b>	<b>132,148</b>	<b>128,116</b>

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2018**

**3a GRANTS:**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2018</b>	<b>Total Funds 2017</b>
	£	£	£	£
Big Lottery Fund	-	86,643	86,643	84,826
Global Make Some Noise	-	16,030	16,030	16,030
	<u>-</u>	<u>102,673</u>	<u>102,673</u>	<u>100,856</u>

**4. COSTS OF RAISING FUNDS:**

	<b>Total Funds 2018</b>	<b>Total Funds 2017</b>
	£	£
Fundraising costs & events	460	894
Project coordinator and finance	3,975	3,975
	<u>4,435</u>	<u>4,869</u>

**5. COSTS OF CHARITABLE ACTIVITIES:**

	<b>Total Funds 2018</b>	<b>Total Funds 2017</b>
	£	£
Support Costs (5a)	26,698	25,188
Direct Project Expenditure (5b)	119,732	109,699
Governance (5c)	8,334	8,248
	<u>154,764</u>	<u>143,135</u>



**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2018**

**5a. SUPPORT COSTS:**

	Total Funds 2018 £	Total Funds 2017 £
Administrator	12,083	12,305
Volunteers Expenses	558	755
Training	315	114
Printing, Postage & Stationery	-	165
Website	392	417
Hall/Room Hire/Rent	8,220	8,800
CRB/DBS Checks	122	153
Travel	463	182
PQASSO Quality Assurance	1,800	1,959
Membership subscriptions	269	68
Winter Party Costs	-	270
Relocation costs	2,476	-
	<u>26,698</u>	<u>25,188</u>

**5b. DIRECT PROJECT EXPENDITURE:**

	Total Funds 2018 £	Total Funds 2017 £
Project Coordination	32,175	32,063
Speech Therapy	72,342	61,189
Friday and Saturday Coordination	6,925	8,877
NR Music therapy	600	-
DS Training	2,204	2,876
Safeguarding	2,970	2,023
Safeguarding training	100	500
Teaching Materials and Equipment	2,186	1,706
Refreshments	230	405
Hardship fund	-	60
	<u>119,732</u>	<u>109,699</u>

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2018**

**5c. GOVERNANCE:**

	Total Funds 2018 £	Total Funds 2017 £
Independent examiners fee	650	650
Accountancy	7,500	7,500
AGM/Board Expenses	124	61
Companies House Filing Fee	-	13
Bank charges	60	24
	<u>8,334</u>	<u>8,248</u>

**6. CREDITORS: Amounts falling due within one year**

	2018 £	2017 £
Accruals	7,038	22,126
Deferred Income	28,738	3,750
	<u>35,776</u>	<u>25,876</u>

Movements in deferred income are as follows:

	£
At beginning of year	3,750
Released to income in year	(3,750)
Deferred in year	28,738
At end of year	<u>28,738</u>

Deferred income relates to funding and parental contributions received in advance.

**7. SUMMARY OF NET ASSETS BY FUNDS:**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Debtors	1,530	-	1,530	-
Cash at bank & in hand	65,133	4,600	69,733	60,005
Creditors	(35,776)	-	(35,776)	(25,876)
	<u>30,887</u>	<u>4,600</u>	<u>35,487</u>	<u>34,129</u>

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2018**

**8. RESTRICTED FUNDS:**

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
Big Lottery Fund	-	86,643	(86,643)	-
Global Make Some Noise	-	16,030	(16,030)	-
Mrs Forest Hardship Fund	940	-	-	940
Wilton	900	-	240	660
Rent donation	-	3,000	-	3,000
NR Music Therapy	-	360	(360)	-
	<u>1,840</u>	<u>106,033</u>	<u>(103,273)</u>	<u>4,600</u>

**Purpose of funds:**

Restricted incomes received are accounted for separately and are used for the purposes specified by the donor.

Big Lottery Fund grant for 5 years to March 2020 covers core expenses such as therapists' fees, management and overheads.

Global Make Some Noise funding for two years to March 2018 covers the fees for one SLT and supporting costs such as rent and administration.

Mrs Forrest Hardship fund was set up to support low income families on Benefits and covers travel costs and to create equal opportunity by paying for written reports prepared by therapists and others for Downright Excellent children's reports, such as for Education and Healthcare Plan, Disability Living Allowance applications and tribunals.

Wilton grant is for providing arts activities for Downright Excellent children and to date has contributed to music therapy sessions together with the Nordoff Robins Music Therapy donation which was received during the year.

The rent donation was received in the year towards the costs of hiring the venue for the charity's activities which have increased since the move to The Sundial Centre.

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2018**

**9. STAFF COSTS, TRUSTEE REMUNERATION, EXPENSES AND RELATED PARTY TRANSACTIONS**

The charity has no employees.

The charity trustees were not paid or received any other benefits from employment with the charity. Trustee travel expenses reimbursed to one trustee during the year amounted to £124 (2017: £31).

Other than donations and parental contributions as detailed below, there were no transactions with related parties in the year.

Donations and parental contributions from Trustees using the services provided by the charity totalled £4,900 in the year.

**10. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR 2017**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>INCOME FROM</b>			
Donations & legacies	26,779	-	26,779
Income from charitable activities	27,260	100,856	128,116
Investment income	92	-	92
<b>TOTAL INCOME</b>	<u>54,131</u>	<u>100,856</u>	<u>154,987</u>
 <b>EXPENDITURE ON</b>			
Raising funds	(4,869)	-	(4,869)
Charitable activities	(38,955)	(104,180)	(143,135)
<b>TOTAL EXPENDITURE</b>	<u>(43,824)</u>	<u>(104,180)</u>	<u>(148,004)</u>
<b>NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR YEAR</b>	10,307	(3,324)	6,983
 <b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	21,982	5,164	27,146
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>32,289</u>	<u>1,840</u>	<u>34,129</u>