

DOWNRIGHT EXCELLENT

**TRUSTEES ANNUAL REPORT AND
FINANCIAL STATEMENTS**

31 MARCH 2019

Charity Number 1120863

Company Number 06249083

DOWNRIGHT EXCELLENT
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

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 2019.

Objectives and activities

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 -15) and their families. These vital and evidence-based services assist children to achieve by being fully customised for the unique Down syndrome characteristics and learning profile; they are rarely provided by the state. Downright Excellent (DEx) Trustees and Team run a 'lean machine' - engaging in a range of fundraising activities to generate income and managing the business prudently.

Now fully settled in our home at the Sundial centre, 2018/19 was a positive year for Downright Excellent (DEx) as we continued to deliver essential services to large numbers of families and were able to offer additional therapies and stimulating activities to many groups.

Speech and Language Therapy

High quality, weekly, specialised speech and language therapy provision is a core need for children with Down syndrome yet continues to be largely unavailable to most of our children except via Downright Excellent. Funding for speech and language therapy across London local authorities varies according to borough but is consistently declining year on year, with most provision offered tending to be intermittent and for time limited periods. Where it is available, speech and language therapy is generally delivered by non-specialist therapists and is rarely customised for 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 to maximise their potential.

To fill this gap, we deliver weekly Speech and Language Therapy in small groups to children aged 0-9. Our pre-school age children join us on a Friday and our school aged children meet on a Saturday. Sessions are delivered by therapists who have extensive knowledge, experience and training in working with and supporting children who have Down syndrome. Our therapists deliver research and evidence-based support that targets and develops the unique language and learning profile of children with Down syndrome. For example, we use the whole word reading approach to support language, use Makaton signs to support understanding and deliver working memory training to further underpin language skills.

DOWNRIGHT EXCELLENT TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2019

We provide group therapy and within this ensure each child's individual profile is reflected and supported. For example, on Saturdays we carry out some of the Attention Autism approaches for a range of children with attention and listening needs. We also recognise the vital role that parents play as the experts on their child and have delivered Parent Child Interaction sessions to promote enriched communication between families and enable parents to optimise their communication for their child to further flourish. Parents give positive feedback such as, 'the strategies are so simple but the effect on B's play and communication was quite magical'.

DEx is in a unique position to deliver early intervention and support for babies and young children and to be a consistent, highly specialist service through child teenage years.

Each child's progress is measured through termly targets across a range of skill areas including attention and listening, play, social interaction, peer awareness, working memory, understanding of language, expressive language skills, and speech sound skills. Outcomes for all of our children are very positive and our work in partnership with parents and, where possible, nurseries and schools means we are able to positively influence and support the child's communication and social environments, key influencers and partners.

Speech and Language Therapy (SLT) continues to be our core activity and consequently the one that is over subscribed. To cater for increasing demand, we 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. We also work with London Universities to train SLT students in interventions for those with Down syndrome and are seeking funding to enable experienced SLTs to become highly specialist in this field.

This year we have also been trialling an innovative mixed therapy session with our 5-9 years old children; offering short, targeted sessions covering speech and language therapy, occupational therapy and memory or numeracy training within the same hour with a brief break between each one. We are still evaluating the feasibility of this approach though initial feedback from parents has been positive as it allows us to provide a wider range of therapies to more of our children. It has also enabled our therapists and families to explore the supportive interaction between different therapies.

Occupational Therapy

The DEx Occupational Therapy (OT) service has been in place since April 2016. Occupational therapists who work with children have education and training in child development, neurology, medical conditions, psychosocial development, and therapeutic techniques. Occupational therapists focus on the child's ability to master skills for independence (Bruni, 2001). This can include:

- self-care skills (feeding, dressing, grooming etc.)
- fine and gross motor skills
- skills related to school performance (e.g.: printing, cutting etc.)
- play and leisure skills

For most of our families, the OT input they received at DEx is the first and only time these families have been able to access this therapy for their children. Until 2019, OT was solely involved in the DEx Saturday provision due to funding limitations and the capacity of the one Occupational Therapist running the service. Since January 2019, a provision of OT is now being offered as part of the DEx Friday service to explore the possibilities of the demand for OT with our pre-school age group.

DOWNRIGHT EXCELLENT

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2019

Currently OT is serving approximately 75% of our 5-9s but none of our older children - the Tweens. On a Friday, OT supports approximately 35% of the 0-5s. Currently the evidence base around the effectiveness of Occupational Therapy working with people with Down syndrome is very scarce so there is great potential for DEx to take a lead in highlighting this need and promoting the great on-the-ground successes we are seeing in OT here at DEx.

Happy Minds

Children in our 5-9 groups have had the benefit of additional memory training and numeracy classes, designed and provided by Happy Mind Training's cognitive intervention programmes. These have focussed on areas such as counting, adding and subtraction as well as remembering and actioning several instructions at a time. Happy Mind Sessions are based on ongoing research and are adding to the meagre body of research around Down syndrome.

Makaton training

To support communication with their children from the earliest age, we ran a Makaton language programme class, funded by Santander, between October and February for parents and carers. Unlike British Sign Language, signs and symbols are used with speech in spoken word order. For most of our children and families, Makaton is the first method of communication they are able to use to indicate wants or make themselves understood. An amazed mum said 'I don't have to guess any more. She can now tell me when she is thirsty! In 18 months, she has never been able to do that'.

Tweens 10-15

As part of the support we provide to children making the transition from primary to secondary, our 'Tweens' programme enables our older children to develop life and communication skills for greater independence and employability. For children with Down syndrome 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 and achieve these skills. Examples of recent modules, based on smiLE therapy methods include:

- role playing going to the doctor's surgery with Tweens booking themselves in for an appointment and having to know their date of birth and address;
- work on 'strangers' with the majority of children working on this module demonstrating that they could understand who a stranger was and when asked by a stranger if they would come with them they said 'no'! and
- talking about puberty with the Tweens; looking at age (older, younger), growing up and how our bodies change.

A significant element of smiLE therapy is the way in which the Tweens learn to self-assess and rate their developing skills and continuing achievements. This is a new and important ability that will underpin learning throughout their lives. Additionally, our most highly challenged group in this age range have made great progress with their confidence and talking.

DOWNRIGHT EXCELLENT TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2019

Stay and play

For our pre-school children and their families, 'Stay and Play' is often their first encounter with DEx. While our children are encouraged to play, socialise and explore their surroundings, the key focus here is on the peer to peer support between families and carers. The open space offers an 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. A qualified SLT now facilitates Stay and Play which provides an extra level of expertise for families to tap in to.

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 introduction to Makaton basic signs, music therapy, and a range of learn-through-play activities. A grandmother said, 'he just would not talk. We feel that without DEx he might never have talked'.

Dexstars

Our school aged children and their families continue to enjoy a range of activities in Dexstars from playing with toys and organised games, to arts and crafts. We are also fortunate to make use of the talents of our volunteer community musician who provides regular singalongs and the opportunity for the children to exercise their drumming and ukulele skills. As ever, the Dexstars area and the adjoining café space provides parents and carers with regular opportunities for peer support and information sharing. An encouraging development within this environment has been the informal coming together of greater numbers of fathers at Sundial as part of a growing peer support network.

Training workshops specifically 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 workshops for teachers, teaching and language assistants. These focus on extending knowledge of Down syndrome (understanding the 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 our children.

The training helps to dissolve popular misconceptions about children with Down syndrome; enabling school staff to focus on 'ability' rather than 'limitations'. In 2018/19, 27 school staff from 19 schools, including nurseries, attended a full day of training. Our lead SLT was also asked to present in schools during four Inset days. All staff who attended workshops reported more productive classroom time as a result and feedback is excellent e.g. 'I was given SO much information! Best teaching strategies and approaches, loads of ideas that we are now putting into practice'.

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 and in other countries.

DOWNRIGHT EXCELLENT

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2019

Developing trainee Speech and Language Therapists

We continue to strengthen 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. The students gain invaluable experience in supporting children with Down syndrome and we have 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. Selected 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 have not included specific teaching about Down syndrome and the relevant Speech and Language Therapy methodology, it appears this is the first time in the UK that bodies of students will emerge annually from university with an understanding and experience of Down syndrome.

GDPR compliance

Like all organisations who hold personal and sensitive data, we have been continuing to work towards GDPR compliancy. At the end of the financial year, we had: determined the compliance framework appropriate to support DEX; established a Privacy Policy; advanced our programme of eliciting consent (where consent is required) from families; communicated our practices through formal notifications and other mediums to families and the DEX team members; and, gone live with new systems to aid therapists and DEX team members record and manage information.

The journey to establish the GDPR framework into all our practices continues into 2019 and 2020, and this will include focusing on information related to our supporters, and the broader network of useful contacts that are relevant to helping us strive towards the DEX Vision.

Safeguarding

Ensuring all the children who access our services are protected from abuse is vital. Despite some safeguarding personnel changes during 2018/19, we continue to ensure our safeguarding procedures are fit for purpose and we act quickly where we suspect a child may be vulnerable to abuse or may have unmet welfare needs. We have regular safeguarding updates at Trustee meetings; providing data on numbers of concerns raised and outcomes. Our current Safeguarding Trustee is the Chair who is also the UK Safeguarding Lead for a large humanitarian organisation. Our Safeguarding Officer works with the DEX Manager and the clinical lead to ensure good practice is consistent in every DEX activity.

Achievements and performance

In 2018/19 we supported 122 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 2019, 38 children were attending on a Friday and 67 on a Saturday including 18 accessing Tweens during the year. Additionally, we had 17 children on our waiting list who were invited to access the Stay and Play or Dexstars family and child support.

As ever, the most stunning achievements of 2018/19 came from our amazing children. They all worked so hard throughout the year to develop their communication, language,

DOWNRIGHT EXCELLENT TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2019

comprehension, reading, fine and gross motor skills together with improved behaviour and focus and life skills. Their abilities and talents shine and we are honoured to work with them.

We successfully completed year four of our important Big Lottery grant with all targets achieved or nearing completion.

We ran various training workshops over the year:

- June 2018 - Numicon training. 34 attendees comprising 20 parents and 14 staff from 9 schools.
- July 2018 - Adolescence training. 16 attendees comprising parents, carers and key workers.
- November 2018 – Introduction to Down syndrome. 27 attendees from 19 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 extremely grateful to be supported by a total of 31 enthusiastic, skilled and dedicated volunteers across the year; many of whom are Speech and Language Therapy or linguistic students. Also, many members of staff from Octopus Wealth, funder and indefatigable supporter, donated time on Fridays. We welcomed our first newly qualified OT volunteer who brings increased capacity to the OT team.

We have:

- continued to provide speech and language therapy with complementary support and activities in Stay and Play and Dextars to children with Down syndrome;
- continued with our commitment to expanding our therapy offer by delivering Occupational Therapy, memory training and numeracy sessions to many of our 5-9 year olds and created customised sessions for children with severe challenges.
- continued our alternative fundraising strategy with success;
- strengthened and developed policies and procedures, finance systems and governance;
- grown the 'Twins' life skills with communication group for children aged 10 – 16; 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; Parent Child Interaction; Prompt therapy; and engagement in current research through provision of data and facilities for researchers.

We also:

- managed increased diversity in our families by encouraging word of mouth recommendations in minority ethnic communities
- continued to support families on workless benefits by eradicating any costs associated with attending DEX
- increased capacity and our skills base by continuing to work with University College London (UCL) to recruit student Speech and Language Therapists and linguists as volunteers on Saturdays; and began to develop working relationships with other London universities and with OT departments.
- Arranged extra workshops for the Trustees and some Team members e.g. Fundraising Strategy; Service Design; Achieving a Quality Mark
- Maintained and/or established links with fledgling DS organisations in other countries with a view to sharing our expertise – to date Russia and Tajikistan.

DOWNRIGHT EXCELLENT
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

How our activities meet the public benefit

We comply with the Charity Commission's general guidance on public benefit and refer to it in particular when reviewing our aims and objectives and in planning future activities.

Downright Excellent's purpose is 'to enable children with Down syndrome to maximise their potential'.

The charity's objects are:

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

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

The public benefits that flow from purpose and objects are:

1] for children with Down syndrome,

- improved skills particularly communication, social and life skills – through a range of professionally customised activities and interventions leading to greater opportunities and achievement throughout life and increased productivity and happiness as a result.

2] for their families, including extended family members,

- a sense of belonging and support and of acquiring the knowledge and information – through interaction in a safe and welcoming space with other families in similar situations; consultation with professionals experienced in DS; opportunities to attend topic-based training and forums. This leads to less anxiety and depression and increased ability to assist their child's development

3] for their key workers and other professionals such as school staff and therapists,

- understanding of the unique learning profile and characteristics DS and the ability to use this in a variety of contexts – through ongoing interaction with the charity's team of workers and by attending training days, leading to a greater number of people in the community working effectively, assisting people with DS to develop, and hereby saving resources.

No harm nor private benefit arises from these purposes or activities.

We review our aims, objectives and activities on a regular basis to evaluate what we have achieved and the outcomes of our work. We evaluate the success of our main activities and the benefits they have brought to our children, families and key workers. We use a range of methods including surveys, feedback and individual assessment and we continue to develop the building blocks for impact measurement. Suggestions for additional activities and projects are compared with the charity's objectives at Board level before being piloted. We rigorously monitor expenditure to keep costs as low as possible and to avoid waste.

DOWNRIGHT EXCELLENT
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

Financial review

Our total income for the year ended 31 March 2019 increased from £160,557 to £192,399 an increase of approximately 20%. The main source of income were grants totalling £121,328 (2018: £102,673) which made up 63% of total income. In addition, we raised £32,804 (2018: £28,372) from donations and fundraising activities and £38,178 (2018: £29,475) from parental contributions. Correspondingly, our expenditure for the year increased from £159,199 to £189,608, an increase of 19% - due to a calculated increase in the number of children and families accessing DEX services and so increasing the clinical team by one new OT and the equivalent of one and a half SLTs to work with them. 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 increased from £30,887 to £33,231. 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.

Supporters, funders and fundraising

2018/19 marked our fourth year of Big Lottery support for a significant proportion of our core expenses including SLT. We have achieved, or are in the process of achieving, all the outcome markers to date and are on track to end the project in 2020 on time and on budget. The Big Lottery funding (now known as The National Lottery Community Fund) not only represents a substantial contribution to our income which has allowed us to provide vital speech and language therapy to so many people, but has also enabled us to develop the organisation in many ways connected to the funded project. These include developing links with external professionals such as teachers and medical staff; facilitating family forums, developing strategies in relation to behavioural challenges; and working towards the charities' quality mark 'Trusted Charity' (formally PQASSO).

We enjoyed a great deal of support from our funders 'Octopus Giving'. As well as funding, they have been incredibly generous with additional pro-bono activity ranging from assisting us with our 'Trusted Charity' prep work to running a service design workshop and providing us with volunteers and extra funding opportunities and in-kind donations. It has been a really positive experience for us and we are indebted to them for the contribution they are making to help us make a difference to children with Down syndrome in London and to sustain and grow DEX on a more business-like footing.

This year, we have also received generous funding from The Funding Network; Property Race Day; Kaye Hall; Santander; and substantial private donations for specific items such as the Hardship Fund, Rent and Music Therapy.

We were lucky enough to receive donations from many individuals who were inspired to undertake sponsored feats of daring and endurance for Downright Excellent. We have also continued to encourage all of our families (with their families and friends) to, for example, set up direct debits, fill collecting tubs or host events - including a very successful annual pub quiz. Families who can afford to contribute a regular £15 per week continue to do so and this contributes to around 20% of the total costs.

The current income generation strategy is to diversify our funding sources in order to cover projected expenditure into the next 5 – 10 years. That is, looking beyond April 2020 and developing and launching income generating initiatives now to build on the 2014 alternative

DOWNRIGHT EXCELLENT TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2019

fundraising strategy and create an even more solid and sustainable basis for the organisation going forward. We will encourage and support:

- A fundraising culture within DEx families and the Team
- One-off fundraising events e.g. sponsored runs, Quizzes,
- Expansion of the 'low hassle' fundraising activities to maintain a steady stream of income
- Bid-writing to fund project-sized portions of DEx
- Development of warm contacts with corporates.

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 company's current activities while consideration is given to ways in which additional funds may be raised. As at 31 March 2019 the level of free unrestricted reserves amounted to £33,231 (2018: £30,887) which equates to about 9 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

Downright Excellent is a registered charity and company governed by a Memorandum and Articles of Association. It is overseen by a skilled 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. In 2018/19 we introduced a clear meeting agenda schedule to support completion of our Board business. We also developed a risk register which we now discuss (and act on) on a regular basis. Owing to Downright Excellent's relatively small size, all Trustees proactively assist in the task of running the organisation e.g. the Chair writes the letters of thanks; one Trustee assists with the digital interface while another is DPO and oversees GDPR compliance.

We are in the process of working through the self-assessment requirements for the 'Trusted Charity' quality mark. This has helped us to identify gaps in our processes and structures which we will be working to improve and will underpin our approach to governance and accountability.

Strategy Day and the DEx 'star'

In November 2018, Trustees and the Downright Excellent team came together for our annual strategy day. This was our most focussed and energetic day yet which built on the work done previously on our Theory of Change and ensuring sustainability.

We agreed a holistic approach to our services which will enable us to better meet the needs of children with Down syndrome and their families and provide greater clarity on our offer. This approach is the DEx 'star' where we see ourselves as a centre of excellence for

DOWNRIGHT EXCELLENT

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2019

evidence-based clinical, educational and emotional support for children with Down syndrome and their families. The five points of the star represent each stage of development from birth, to childhood from primary to secondary school and through to adulthood where the young person is armed with knowledge and self-belief. We see ourselves as a safe and informed pair of hands to be a beacon of light to families of children with Down syndrome.

We want to develop this concept further in 2019/20; so that both families and supporters understand and feel the value of the 'star'.

Management

On a day to day basis, Downright Excellent is managed by part-time freelancers – a Manager, supported by an Administrator and freelance Accountant/Adviser to the Trustees. 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 and other fundraising. This year we were also given 'pro bono' fundraising advice and support from a professional fundraiser who is currently Director of fundraising for a large NHS hospital trust and two Trustees of Octopus Giving who are themselves fundraisers for national organisations.

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 get feedback on pilots we are running.

Training and induction

The organisation conforms to current practice in the sector through specific written policies and procedures. All Trustees receive a thorough induction and observe a code of conduct. They perform their tasks and responsibilities according to role descriptions and share in striving for DEX to become a centre of excellence.

DOWNRIGHT EXCELLENT
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

Reference and administrative details

Registered charity name	Downright Excellent
Charity registration number	1120863
Company registration number	06249083
Registered office	38 Chelmsford Road, London E17 8NW
Directors/Trustees	Lucy Lloyd-Scott, Chair Nicola Flynn Lewis Eldridge Emily Galvin Cruz (retired 17 January 2019) Leanne Graham Nishad Gudkha Matilda Najmaldin (appointed 17 January 2019) Jonathan Valentine –Treasurer(retired 28 March 2019) Louise Ramsay (appointed 28 March 2019)
Secretary	Leanne Graham
Bankers	CAF Bank Ltd 25 King Hill Avenue West Malling ME19 4JQ

DOWNRIGHT EXCELLENT
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

Exemptions from disclosure

We do not have exemptions.

Funds held as custodian trustee on behalf of others

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

Trustees Responsibilities

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 27 June 2019 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 2019

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS

I report to the charity trustees on my examination of the accounts of Downright Excellent ('the Company') for the year ended 31 March 2019 which are set out on pages 15 to 23.

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: 27 June 2019

DOWNRIGHT EXCELLENT
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
INCOME FROM					
Donations & legacies	2	32,504	300	32,804	28,372
Charitable activities	3	63,678	95,828	159,506	132,148
Investments – bank interest		89	-	89	37
TOTAL INCOME		96,271	96,128	192,399	160,557
EXPENDITURE ON					
Raising funds	4	(2,301)	(1,800)	(4,101)	(4,435)
Charitable activities	5	(91,626)	(93,881)	(185,507)	(154,764)
TOTAL EXPENDITURE		(93,927)	(95,681)	(189,608)	(159,199)
NET INCOME AND NET MOVEMENT IN FUNDS FOR THE YEAR		2,344	447	2,791	1,358
RECONCILIATION OF FUNDS					
Total funds brought forward		30,887	4,600	35,487	34,129
TOTAL FUNDS CARRIED FORWARD		33,231	5,047	38,278	35,487

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.

**DOWNRIGHT EXCELLENT
BALANCE SHEET
YEAR ENDED 31 MARCH 2019**

Company No 06249083

	Note	2019 £	£	2018 £	£
CURRENT ASSETS					
Debtors – gift aid due		3,528		1,530	
Cash at Bank and in Hand		96,345		69,733	
		<u>99,873</u>		<u>71,263</u>	
CREDITORS: Amounts falling due within one year	6	<u>(61,595)</u>		<u>(35,776)</u>	
NET CURRENT ASSETS			<u>38,278</u>		<u>35,487</u>
NET ASSETS	7		<u>38,278</u>		<u>35,487</u>
CHARITY FUNDS					
Restricted Funds	8		5,047		4,600
Unrestricted Funds			33,231		30,887
TOTAL FUNDS			<u>38,278</u>		<u>35,487</u>

For the year ended 31 March 2019, 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 27 June 2019 and signed on its behalf by

Ms Lucy Lloyd-Scott, Chair



Ms Louise Ramsay, Treasurer



The notes on pages 17 to 23 form part of these financial statements.

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

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 2019**

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:

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Donations:				
Sponsored Activities	-	-	-	3,933
Other Fundraising Activities	8,574	-	8,574	6,513
Other Donations	21,932	300	22,232	13,873
Gift Aid	1,998	-	1,998	4,053
	32,504	300	32,804	28,372

3. CHARITABLE ACTIVITIES:

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Grants (3a)	25,500	95,828	121,328	102,673
Parent and carer contributions	38,178	-	38,178	29,475
	63,678	95,828	159,506	132,148

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

3a GRANTS:

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Big Lottery Fund	-	86,647	86,647	86,643
Octopus	25,000	-	25,000	-
Santander	-	5,000	5,000	-
The Funding Network	-	4,181	4,181	-
London Community Foundation	500	-	500	-
Global Make Some Noise	-	-	-	16,030
	<u>25,500</u>	<u>95,828</u>	<u>121,328</u>	<u>102,673</u>

4. COSTS OF RAISING FUNDS:

	Total Funds 2019	Total Funds 2018
	£	£
Fundraising costs & events	501	460
Project coordinator and finance	3,600	3,975
	<u>4,101</u>	<u>4,435</u>

5. COSTS OF CHARITABLE ACTIVITIES:

	Total Funds 2019	Total Funds 2018
	£	£
Support Costs (5a)	25,424	26,698
Direct Project Expenditure (5b)	153,073	119,732
Governance (5c)	7,010	8,334
	<u>185,507</u>	<u>154,764</u>

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

5a. SUPPORT COSTS:

	Total Funds 2019 £	Total Funds 2018 £
Administrator	12,960	12,083
Volunteers Expenses	64	558
Training	712	315
Printing, Postage & Stationery	17	-
Website	1,491	392
Hall/Room Hire/Rent	9,192	8,220
CRB/DBS Checks	-	122
Travel	538	463
PQASSO Quality Assurance	450	1,800
Membership subscriptions	-	269
Relocation costs	-	2,476
	<u>25,424</u>	<u>26,698</u>

5b. DIRECT PROJECT EXPENDITURE:

	Total Funds 2019 £	Total Funds 2018 £
Project Management	36,248	32,175
Therapists	101,941	72,342
Friday and Saturday Coordination	6,767	6,925
NR Music therapy	960	600
DS Training	1,786	2,204
Hardship fund	955	-
Makaton Training	455	-
Safeguarding	2,340	2,970
Safeguarding training	400	100
Teaching Materials and Equipment	1,153	2,186
Refreshments	68	230
	<u>153,073</u>	<u>119,732</u>

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

5c. GOVERNANCE:

	Total Funds 2019 £	Total Funds 2018 £
Independent examiners fee	650	650
Accountancy	6,300	7,500
AGM/Board Expenses	-	124
Bank charges	60	60
	<u>7,010</u>	<u>8,334</u>

6. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Accruals	28,299	7,038
Deferred Income	33,296	28,738
	<u>61,595</u>	<u>35,776</u>

Movements in deferred income are as follows:

	£
At beginning of year	28,738
Released to income in year	(27,738)
Deferred in year	33,296
At end of year	<u>33,296</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 2019 £	Total Funds 2018 £
Debtors	3,528	-	3,528	1,530
Cash at bank & in hand	87,117	9,228	96,345	69,733
Creditors	(57,414)	(4,181)	(61,595)	(35,776)
	<u>33,231</u>	<u>5,047</u>	<u>38,278</u>	<u>35,487</u>

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

8. RESTRICTED FUNDS:

	Balance at 1 April 2018 £	Income £	Expenditure £	Balance at 31 March 2019 £
Big Lottery Fund	-	86,647	(86,647)	-
The Funding Network	-	4,181	(2,134)	2,047
Santander	-	5,000	(5,000)	-
Mrs Forrest Hardship Fund	940	-	(940)	-
Wilton	660	-	(660)	-
Rent donation	3,000	-	-	3,000
NR Music Therapy	-	300	(300)	-
	<u>4,600</u>	<u>96,128</u>	<u>(95,681)</u>	<u>5,047</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.

The Funding Network provided funding to enable teenagers with DS to transition towards independence and employability by developing new skills, learning about relationships, visiting a range of employers and workplaces and volunteering.

Santander provided a Discovery Grant for basic Makaton and sensory games training to aid communication for replication at home for new parents of children with Down syndrome under 5 years old. Sharing information and practical ways to support children with DS around feeding and moving plus the opportunity to meet other parents to support informal information sharing and peer support.

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

Wilton grant is for providing arts activities for Downright Excellent children.

The rent donation was received in 2017/18 towards the costs of hiring the venue for the charity's activities.

The NR Music Therapy donation was received during the year and was used towards the costs of Music Therapy sessions.

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

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 during the year amounted to £nil (2018: £124).

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 £360 (2018: £4,900) in the year.

10. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR 2018

	Unrestricted Funds £	Restricted Funds £	Total Funds £
INCOME FROM			
Donations & legacies	25,012	3,360	28,372
Income from charitable activities	29,475	102,673	132,148
Investment income	37	-	37
TOTAL INCOME	<u>54,524</u>	<u>106,033</u>	<u>160,557</u>
 EXPENDITURE ON			
Raising funds	(4,435)	-	(4,435)
Charitable activities	(51,491)	(103,273)	(154,764)
TOTAL EXPENDITURE	<u>(55,926)</u>	<u>(103,237)</u>	<u>(159,199)</u>
NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR YEAR	(1,402)	2,760	1,358
 RECONCILIATION OF FUNDS			
Total funds brought forward	32,289	1,840	34,129
TOTAL FUNDS CARRIED FORWARD	<u>30,887</u>	<u>4,600</u>	<u>35,487</u>

