

Sunshine and Smiles - Leeds Down Syndrome Network

Charity number 1154661

Annual Report and Financial Statements for the year ended 30 November 2018



West Yorkshire Community Accounting Service

Sunshine and Smiles - Leeds Down Syndrome Network

Annual Report and Financial Statements for the year ended 30 November 2018

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Prepared by West Yorkshire Community Accounting Service

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report for the year ended 30 November 2018

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Marc Davies	Chair	
Jonathan Astin	Treasurer	
Katie Kelly		
Emma Henson		Appointed Nov 2018

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1154661 on 20 November 2013.

Principal address

3 Drummond Road
Far Headingley
Leeds LS16 5LB

Bankers

The Co-operative Bank	Skipton Building Society
PO Box 101	The Bailey
1 Balloon Street	Skipton
Manchester M60 4EP	BD23 1DN

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charitable incorporated organisation (CIO) is governed by a constitution adopted on 20 November 2013 and amended 23 November 2016.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report (continued) for the year ended 30 November 2018

Objectives and activities

The charity's objects

1. The relief of children and young people with Down Syndrome and their families in particular by providing advocacy, advice and support.
2. The promotion of social inclusion among children with Down Syndrome and their families who are socially excluded from society, or parts of society, as a result of having Down Syndrome by:
 - a) providing education and information to support children and enable their parents / carers to maximise educational opportunities for their children;
 - b) raising public awareness of the issues affecting people with Down Syndrome, both generally and in relation to their social exclusion;
 - c) providing workshops, advocacy and general support;
 - d) providing recreational facilities and opportunities for children with Down Syndrome and promoting their wider participation in such activities in society
3. The provision of facilities for recreation and other leisure time occupation in the interest of social welfare with the object of improving the conditions of life of people with Down Syndrome, their families and carers.

These objects shall be primarily undertaken in the Metropolitan District of Leeds and the surrounding area.

The charity's main activities

Sunshine and Smiles is a support network for children and young people who have Down Syndrome, and their families, in Leeds and the surrounding areas.

We aim to improve the lives and opportunities for children and young people with Down Syndrome.

We offer speech and language therapy, regular groups and activities, individual support and advocacy for families, as well as raising awareness and challenging preconceptions in the wider community.

We are able to achieve this by establishing links with hospitals, health and education professionals and connecting with other related charities.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and we feel that our services and the objects of our organisation are beneficial in the following respects:

- reducing social isolation by providing a network of support and friendship for children and young people who have Down Syndrome, and their families
- strengthening families by offering advice and support at times of stress and difficulty
- improving outcomes for children and young people with Down Syndrome by offering therapeutic support such as speech and language therapy, physiotherapy and early development support
- promoting community and social cohesion by facilitating activities and services that bring children and young people with Down Syndrome, and their families, together
- improving other services and raise awareness of issues relating to Down Syndrome by advocating on behalf of children and young people with Down Syndrome and their families
- promoting inclusion and accessibility by endeavouring to provide all of our activities and services free of charge to children and young people with Down Syndrome and their families
- increasing sensitivity and awareness to 'difference', to augment the spectrum of what is perceived as 'normal' and broaden horizons of all
- maximising the potential of people with Down Syndrome to ensure they can best participate in, and contribute, including economically, to the wider society
- maximising the potential and development of people with Down Syndrome so as to encourage their inclusion into the wider society, to minimise their dependence on their families of origin and wider society
- reducing stigma and discrimination by maximising the abilities, education and skills of people with Down Syndrome

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report (continued) for the year ended 30 November 2018

Achievements and performance

Over the past year we have run regular group activities as follows:

Fortnightly Mondays from 1pm – 3pm – 0 – 3 year olds group.

Fortnightly Saturdays – dance classes for children aged 4 – 10 years.

Monthly Thursdays – evening group for young people aged 9 years and over.

Weekly Saturdays – Movement & music groups for children & young people aged 2 – 16 years

Monthly Mondays, Wednesdays Saturdays & Sundays – 20 x speech and language groups for 5 children per group & Baby Sign groups.

Fortnightly Saturdays – Family Swim Sessions with taught lessons for 16 children

Fortnightly Sundays – Football Sessions for children aged 4 – 16 years

The groups offer children opportunities to make new friends and socialise and at the family sessions siblings also get the chance to socialise and make friends. Parents and carers also have the opportunity to meet each other and share experiences and make supportive friendships.

There are a variety of activities for the children; musical instruments, paints, soft play, water play, tactile play, early developmental activities and support, singing and Makaton signing, movement and imagination play plus our speech and language therapy sessions. Parents are able to gain support and advice from other parents. We provide healthy snacks and drinks for the children and parents.

We have had regular guest speakers from other local support services or statutory agencies such as SENSAP, Scope, Speech and Language therapists, community nurses and physiotherapists.

We have also run regular activities or trips to different venues; for example, the Donkey Sanctuary, Sensory Leeds, soft play areas, Oxygen trampolining, Skelton Grange, Leeds Climbing Wall, arts studios, theatre trips and we have also had specific sessions with groups such as Shabang!, Singing Hands and Interplay Sensory Theatre.

We also held a wonderful World Down Syndrome Day by running a pop up café staffed by young adults with Down syndrome for one week.

A number of our young people volunteered for the World Series Triathlon event in Leeds in June 2018.

We have a private Facebook group and a public page where people can share experiences and ask advice from other parents and carers. We also have links with the Child Development Centres and are often asked to meet with, or be available to, new parents who have a baby with Down Syndrome or parents who have had a diagnosis in pregnancy.

We have worked alongside the neo-natal and pre-natal teams at Leeds Teaching Hospitals trust to start to develop a support pathway and we have developed an information pack for new families who are expecting or who have a baby with Down Syndrome.

Over 120 children and young people with Down syndrome, 50 siblings and their wider families, have accessed over hours of group sessions and activities, over 60 children and young people have had the opportunity to access monthly Speech and Language sessions.

We have arranged parent information sessions & social opportunities for families to come together.

We also held our annual Spring fair and our Great Charity Book Giveaway which raised over £1,500.

We have delivered raising awareness workshops to student midwives, medical students, childminders, nurseries, schools and health professionals.

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report (continued) for the year ended 30 November 2018

Achievements and performance (continued)

We are part of a number of networks that enable us to raise the profile of people with Down syndrome and also advocate for better services and support; Short Breaks Partnership, Down Syndrome Network North, Down Syndrome Parent Support Groups UK, Leeds Early Years Special Educational Needs and Disability Steering group, Young Live Leeds and Voluntary Action Leeds.

We have offered individual support to families including home visits, hospital visits, support with completing forms and referrals or signposting for other support.

Members of the group, friends and family continue to support us by doing their own incredible fundraising challenges, by making generous donations and by making us wonderful things to sell at our fundraising events.

We have continued to fundraise to ensure that the organisation is sustainable in the long term and to consider developing training sessions that we can deliver to various agencies as a way of bringing in additional revenue.

Financial review

The net receipts for the year were £30,786, including net payments of £1,157 on unrestricted funds and net receipts of £31,943 on restricted funds.

Reserves policy

The charity's free cash reserves at the year end were £93,200.

Our reserves policy is to aim to maintain our unrestricted reserves at the level of 1 year's running costs based on the previous financial year.

Our current reserves are higher than specified in our reserves policy. We have designated some funding to ensure the consistent running of all of our groups and activities for the next financial year. This will also allow us to grow and develop our support and services.

We are also aware of the extremely competitive landscape for funding of public sector & voluntary organisations and with this in mind we feel it is pertinent to ensure we safeguard the financial security of the charity should we lose significant funding opportunities in the coming year.

We will review our current reserves policy and consider any adjustments needed for the next financial period.

Signed on behalf of the board of trustees:

Signed:

Date:

Name (Trustee)

Sunshine and Smiles - Leeds Down Syndrome Network

Independent examiner's report to the trustees of Sunshine and Smiles - Leeds Down Syndrome Network Charitable Incorporated Organisation

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 November 2018, which are set out on pages 7 to 12.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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

Signed: Name: Claire Welling

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Sunshine and Smiles - Leeds Down Syndrome Network

Receipts and payments account

for the year ended 30 November 2018

	Notes	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Receipts					
Grants	(2)	-	37,860	37,860	33,610
Donations	(3)	32,177	15,635	47,812	44,178
Fundraising activities		5,386	6,437	11,823	8,215
Fees earned		172	200	372	-
Bank interest		582	-	582	420
Training		285	-	285	300
Insurance claim		1,013	-	1,013	-
Other income		-	-	-	78
Total receipts		<u>39,615</u>	<u>60,132</u>	<u>99,747</u>	<u>86,801</u>
Payments					
Staffing		15,646	11,473	27,119	23,944
Group resources		161	589	750	527
Trips and activities		113	8,952	9,065	6,697
Group refreshments		-	43	43	64
Administration supplies		1,151	47	1,198	1,501
Rent		1,626	620	2,246	2,900
Group equipment		33	1,940	1,973	12
Publicity		63	560	623	1,147
Fees		1,655	22	1,677	1,250
Transport		3,660	371	4,031	4,448
Fundraising resources		2,136	-	2,136	2,800
Travel expenses		277	-	277	342
Training costs		70	960	1,030	72
Speech and language sessions		12,437	716	13,153	9,138
Independent examination		420	-	420	360
Café 21		-	1,817	1,817	-
Insured item repaid		1,263	-	1,263	-
Other expenses		61	34	95	181
Counselling therapies		-	45	45	120
Total payments		<u>40,772</u>	<u>28,189</u>	<u>68,961</u>	<u>55,503</u>
Net receipts / (payments)		<u>(1,157)</u>	<u>31,943</u>	<u>30,786</u>	<u>31,298</u>
Cash fund balances brought forward		<u>94,357</u>	<u>32,950</u>	<u>127,307</u>	<u>96,009</u>
Cash fund balances carried forward	(4)	<u>93,200</u>	<u>64,893</u>	<u>158,093</u>	<u>127,307</u>

Sunshine and Smiles - Leeds Down Syndrome Network
Statement of assets and liabilities
as at 30 November 2018

	2018	2018	2018	2017
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Current account	46,642	30,000	76,642	76,370
Building Society account	46,469	34,893	81,362	50,781
Cash in hand	89	-	89	156
Total cash funds	<u>93,200</u>	<u>64,893</u>	<u>158,093</u>	<u>127,307</u>

Assets retained for the charity's own use

3 laptops
 Printer / scanner / photocopier
 Office furniture
 Toys and resources

Liabilities

	£
Independent examination	<u>420</u>
	<u>420</u>

Approval of the accounts

The financial statements were approved by the board of trustees on

Date:

Signed: (Trustee)

Name

Sunshine and Smiles - Leeds Down Syndrome Network

Notes to the accounts

for the year ended 30 November 2018

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Sunshine and Smiles - Leeds Down Syndrome Network

Notes to the accounts continued

for the year ended 30 November 2018

2 Grants

	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Short Breaks Partnership	-	10,360	10,360	19,070
Leeds Community Foundation	-	-	-	1,000
Jimbo's Fund	-	10,000	10,000	-
Headingley Orphanage	-	-	-	540
Seedbed Christian Foundation	-	-	-	5,000
Wesleyan Foundation	-	10,000	10,000	8,000
Seedlings Foundation	-	1,000	1,000	-
St Chad's Small Grants Fund	-	1,500	1,500	-
Sir George Martin Trust	-	5,000	5,000	-
	<u>-</u>	<u>37,860</u>	<u>37,860</u>	<u>33,610</u>

3 Donations

	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Local Giving donations	16,925	-	16,925	21,365
Charity Gala	-	-	-	2,912
Taylor's of Harrogate	1,000	-	1,000	940
Arris group	-	-	-	1,000
The Linden Charitable Trust	1,000	-	1,000	1,000
Liverpool Victoria Insurance	-	-	-	1,000
The Lynn Foundation	-	-	-	500
Sir George Martin Trust	-	-	-	2,000
The Grant Foundation	-	-	-	600
The Cleaves and Whitehead Trust	-	-	-	2,500
George A Moore Foundation	-	-	-	1,000
NISA Making a Difference Locally	-	4,490	4,490	1,100
The Barbara A Shuttleworth Memorial Trust	-	-	-	540
Virtual College	-	-	-	2,000
The Sylvia and Colin Shepherd Charitable Trust	-	-	-	500
Patricia and Donald Shepherd Charitable Trust	-	-	-	200
Co-op Community Fund	-	3,898	3,898	-
NCC Group	5,000	-	5,000	-
Phoenix & Wolf	-	5,000	5,000	-
Persimmon Homes	-	1,000	1,000	-
Ison Harrison	-	250	250	-
Mears Foundtion	1,000	-	1,000	-
Leeds United Foundation	-	225	225	-
Gift Aid	-	-	-	92
Other donations	<u>7,252</u>	<u>772</u>	<u>8,024</u>	<u>4,929</u>
	<u>32,177</u>	<u>15,635</u>	<u>47,812</u>	<u>44,178</u>

Sunshine and Smiles - Leeds Down Syndrome Network

Notes to the accounts continued

for the year ended 30 November 2018

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Short Breaks Partnership	10,815	10,360	12,680	8,495
Simply Health	1,115	-	619	496
Football sessions	896	294	420	770
Leeds Building Society	591	-	84	507
I Am Me project	2,702	-	54	2,648
Swimming sessions	1,040	3,898	-	4,938
0-3's Group	267	250	517	-
4-9's Group	383	-	-	383
9-15's Group	550	-	-	550
Transport	204	167	371	-
Christmas party	847	2,526	2,495	878
Café 21	10,500	30,587	8,674	32,413
Early development	3,040	1,000	1,224	2,815
Jimbo's Fund	-	10,000	-	10,000
Speech and Language	-	1,050	1,050	-
	<u>32,950</u>	<u>60,132</u>	<u>28,189</u>	<u>64,893</u>

Fund name	Purpose of restriction
Short Breaks Partnership	To provide recreational groups and activities
Simply Health	Developing a garden space and creating a 'new families' information pack
Football sessions	Development and delivery of football sessions
Leeds Building Society	To purchase garden equipment.
I Am Me project	For project delivery
Swimming sessions	For swimming sessions
0-3's Group	To fund the 0-3's Group
4-9's Group	To fund the 4-9's Group
9-15's Group	To fund the 9-15's Group
Transport	To fund transport costs
Christmas party	To fund a Christmas party
Café 21	To offer training and work experience for young adults with Down syndrome
Early development	To fund Early Development Groups
Jimbo's Fund	To fund staff costs
Speech and Language	For speech and language sessions

5 Designated funds

	<u>Closing</u> <u>balance</u>	<u>Purpose</u>
Football sessions	1,080	Towards football sessions
0-3's Group	2,239	Towards the 0-3's group costs
2-5's Group	1,950	Towards the 2-5's group costs
4-9's Group	6,004	Towards the 4-9's group costs
9-15's Group	7,000	Towards the 9-15's group costs
Premises	3,000	Towards premises costs
16+ Smilers Group	4,000	Towards the 16+ Smilers group costs
	<u>25,273</u>	

Sunshine and Smiles - Leeds Down Syndrome Network
Notes to the accounts continued
for the year ended 30 November 2018

6 Trustee expenses

No trustee received any expenses during this year or the previous year.

7 Related party transactions

There were no related party transactions during this year or the previous year.