



Trustees' Annual Report for the period

Period start date		Period end date	
From	29th January 2018	To	31st December 2018

Section A

Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Michelle Bolton	Trustee	
2	Kelly Harris	Chair	
3	Gillian Warwick-Thompson	Trustee	
4	Juliet Thomas	Trustee	29/1/18 - 04/03/18
5	Anne Gullick	Trustee	29/1/18 - 02/03/18
6			
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20			

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Education Adviser	Anne Gullick	

Name of chief executive or names of senior staff members (Optional information)

Not applicable

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustee Board

Additional governance issues (Optional information)

The Trustees have considered the risk appetite of the charity. They have adopted a zero-risk tolerance to legal and regulatory risk. Their appetite for risk can be characterised as low reflecting the nature of the charitable organisation and their responsibilities to service users. The Trustees maintain and regularly review their risk register and take actions to reduce or eliminate risk where possible.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the CIO is the relief of children with Down Syndrome or other additional needs, particularly by providing appropriate support to their parents or guardians, so that such children may achieve their full potential.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

DS Achieve registered as a charity on 29th January 2018 and officially launched to the public on 2nd September 2018. In order to plan and execute suitable activities which meet the charity's objectives, the Trustees have had regard to the guidance issued by the Charity Commission on public benefit. These guidelines were discussed and used to plan two main areas of activity for 2018:

- 1) a pre-school teaching class for children with Down Syndrome aged five years or under, called **Little Achievers**
- 2) **training sessions** for parents and guardians of children with Down Syndrome and professionals working with children with Down Syndrome

Little Achievers

Little Achievers is a weekly teaching class for children, five years and under, with Down Syndrome. It focuses on early skills in the areas of literacy, numeracy, fine motor skills, physical development and communication. The teacher is a highly professional individual who has extensive experience in teaching and working with children and young people with Down Syndrome. Progress is monitored by the class teacher and reported at the end of the term. In the first term all children showed notable progress.

The teaching class is accompanied by a wraparound 'Stay and Play' session which includes a number of focused developmental and fun play activities, as well as sing and sign sessions. Visiting professionals also join the Stay and Play at regular intervals to advise parents.

During this period (Sept – Dec '18), seven children were assessed for and then participated in the Little Achievers classes. Feedback from the parents was also collected at the end of the term which was extremely positive, with all parents booking on to the next term of classes.

Training sessions

During the period September – December 2018, DS Achieve ran two training events, one for parents and professionals and one just for parents.

In September, DS Achieve ran a training event on 'Primary Education for Children with Down Syndrome' for both parents and professionals. This course was delivered on behalf of the Down's Syndrome Association by a highly experienced and renowned expert and trainer on education for children with Down Syndrome. Feedback for the event was excellent with all attendees rating the event highly.

In October, DS Achieve ran a training event called 'Supporting the Development of Young children (aged 0-5 years) with Down Syndrome'. This course was delivered by a well known and highly regarded local trainer whose experience and expertise is widely considered to be excellent. Feedback was again excellent.

Additional details of objectives and activities (Optional information)

The Trustees give their time voluntarily to run the charity and support the delivery of services. In addition, the Trustees gratefully accepted voluntary support from the Board Secretary and other support from volunteers to help with the delivery of services described above.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Trustees of DS Achieve are delighted to report a number of key achievements during 2018.

- After a notable period of planning and creating the necessary documentation and policy structure, DS Achieve registered as a Charitable Incorporated Organisation on 29th January.
- The next eight months were spent on operational issues such as developing policies, creating the website and content, establishing financial processes, and planning and organising the activities to be delivered in the last quarter of the year.
- DS Achieve launched with a soft play party celebration on 2nd September, with forty children (including children with Down Syndrome and their siblings) and their parents/carers in attendance. Verbal feedback on the event was excellent and DS Achieve also provided facilities for attending adults to make suggestions regarding services they would like to see DS Achieve deliver in the future. Seventeen different suggestions were made which are held on record and will be considered in future strategic planning, where suggestions are appropriately aligned with the charity objectives.
- On 13th September, the pre-school teaching class 'Little Achievers' launched with its first group of children.
- On 20th September, DS Achieve's first training event took place, on 'Primary Education for Children with Down Syndrome' which received excellent feedback.
- On 14th October, the second training session took place on 'Supporting the Development of Young children (aged 0-5 years) with Down Syndrome' which received excellent feedback.

The Trustees of DS Achieve are extremely pleased with the achievements of the first year and the feedback from service users about the positive impact of services the charity has delivered.

Section E

Financial review

Brief statement of the charity's policy on reserves

DS Achieve aims to hold the equivalent of approximately six months' running costs as reserves in order to be able to properly support families while winding up services over a realistic timeframe, should it be required.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

RECEIPTS

Income has been received via three channels: donations, event income and grants.

Donations

Prior to registering with the Charity Commission on 29th January 2018, DS Achieve Trustees had undertaken personal fundraising and therefore DS Achieve commenced its financial year with donations from the Trustees of £1,841.28. During the course of 2018, post charity set up completion, donations of £4,816.76 were received, giving a total of £6,658 for 2018.

Event income

Income was received by attendees to both the Little Achievers classes and training events. All events were subsidised by DS Achieve.

Grants

DS Achieve successfully applied for three grants (from AVIVA, Hertfordshire Community Foundation and Big Lottery Fund) in 2018, all specifically to fund the Little Achievers Programme. The grants were awarded for specific future periods reaching into 2020 and are all restricted funds, meaning they must be spent in accordance with each of their terms and conditions.

PAYMENTS

The majority of the expenditure of the charity fell into two areas:

Event costs

These costs relate to two training events, one held in September and one in October, and include trainer costs and venue hire.

Little Achievers Classes

Costs for the Little Achievers programme for the autumn of 2018 relate to venue hire, the teacher, visiting therapists, and branded uniform t-shirts for DS Achieve trustees/volunteers.

Section F

Other optional information


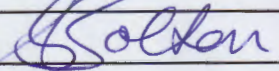
None included.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	KELLY HARRIS	MICHELLE BOLTON
Position (eg Secretary, Chair, etc)	CHAIR	TRUSTEE
Date	21/05/19	21/5/19



CHARITY COMMISSION
FOR ENGLAND AND WALES

1176873

Receipts and payments accounts

CC16a

For the period
from

Period start date
29/01/2018

To

Period end date
31/12/2018

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	6,658	-	-	6,658	-
Event Income	1,262	-	-	1,262	-
Grant from AVIVA	-	5,000	-	5,000	-
Grant from Big Lottery Fund	-	10,000	-	10,000	-
Grant from HCF	-	5,000	-	5,000	-
Sub total	7,920	20,000	-	27,920	-
A2 Asset and investment sales					
Sub total	-	-	-	-	-
Total receipts	7,920	20,000	-	27,920	-
A3 Payments					
Event Costs	1,697	-	-	1,697	-
Little Achievers Classes	-	2,302	-	2,302	-
Website	440	-	-	440	-
Insurance	187	-	-	187	-
Subscriptions	65	-	-	65	-
Marketing	75	-	-	75	-
Sub total	2,464	2,302	-	4,766	-
A4 Asset and investment purchases					
Little Achievers Equipment	-	422	-	422	-
DS Achieve Banners	120	-	-	120	-
Sub total	120	422	-	542	-
Total payments	2,584	2,724	-	5,308	-
Net of receipts/(payments)	5,336	17,276	-	22,612	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	5,336	17,276	-	22,612	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	5,336	17,276	-
	Total cash funds	5,336	17,276	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Little Achievers Equipment	Restricted	422	422
	Projector Screen	Unrestricted	115	115
	Event Banners	Unrestricted	120	120
	Playgroup Equipment	Unrestricted	-	-

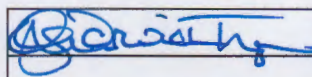
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Little Achievers Expenses	Restricted	9	
	Projector Screen	Unrestricted	115	
	Trustee's Administrative Expenses	Unrestricted	331	

Signed by one or two trustees on
behalf of all the trustees

Signature

Print Name

Date of
approval



G. WARWICK-THOMPSON

21/5/19



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
DS Achieve

On accounts for the year
ended

31 December 2018

Charity no
(if any)

1176873

Set out on pages

1 to 7

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2018.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 Act and 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

17-9-2019

Name:

Juliet Thomas

Relevant professional
qualification(s) or body
(if any):

Institute of Chartered Accountants in England & Wales

Address:

13 Crouch Hall Gardens, Redbourn, St Albans, AL3 7EL

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A