

**DOWNRIGHT EXCELLENT
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

**DOWNRIGHT EXCELLENT (DEx)
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31 MARCH 2022**

Charity Number 1120863

Company Number 06249083

www.downrightexcellent.org



DEx online – a reading session with little sister assisting.

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Report of the Trustees

The trustees are pleased to present their Annual Report along with the Financial Statements for the year ended 31 March 2022.

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 the 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) (updated 1 January 2019).

Downright Excellent's (DEx) charitable objects

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

The objects of Downright Excellent are:

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

- educational programmes
- quality play
- education and support for parents and carers
- education and support for siblings.

Surviving the impact of Covid and Emerging from Covid

Like many other organisations, we had not anticipated being almost totally online again this year but, as many of our children are super vulnerable and we meet at The Sundial Centre which caters for an elderly clientele, it did not feel safe to return to regular face-to-face services too soon. This did mean we lost a few children who could not manage to focus online but we supported their families as best we could with online consultations for parents.

In September, we decided to meet with all children aged 5 – 10 to carry out a full individual clinical assessment and target-setting before half term because we had not met face to face with them for 18 months. This was appreciated by everybody. For the second half of term, we had planned an innovative new online package of interventions for the children aged 5 – 10. The programme was based on our research and was designed to greatly assist their development and achievements but sadly, for a whole range of reasons, the delivery was patchy, inequitable and insufficiently monitored. The extent of this was not fully understood until the end of term. This meant that a significant number of families was dissatisfied and we offered rebates on the financial contributions they make to our heavily subsidised services. The financial impact is mentioned later but regrettably the patchy delivery also impacted on the sense of DEx community and the value some of the community place on our services. Since December, the DEx team and trustees have worked hard to regain credibility where necessary and make up the lost income in already challenging times. We made adjustments to the DEx team and improved the programme to provide the research-based services which we believe are second to none. By the end of March 2022, we felt we were working together with all DEx families again and their feedback was excellent once more.

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DEx worked 100% online from April to September; then had a term face to face with the children aged 0 – 5 (while the older children stayed online for logistical reasons); then we reverted to wholly online services until the end of March because of the arrival of the Omicron variant.

Operational arrangements of DEx

DEx operates mainly in school term times with some holiday activities provided to maintain contact and continuity. DEx currently serves around 95 children with Down syndrome (DS) and their families. All joined DEx when they were living in London but, in 2021, we amended the charity's Objects and removed the restriction on working with families in London only. We have learned to maintain contact with those who have moved out of London through our new online services and this means that friends can see each other and keep in touch.

The organisation is run by a board of 6 – 8 voluntary trustees, two of whom are parents of DEx children and represent different age groups. We are currently seeking a parent/carer trustee from the 0 – 5 age group. This year, to fill vacancies, we have recruited three trustees with the skills and experience lead on digital fundraising; to support the treasurer as deputy; and to take on the role of secretary.

All DEx paid workers are freelance and part-time and are specialised professionals; these are: four professionals supporting management, finance and admin functions; and a multi-disciplinary team of 7 highly specialist clinicians, DS experts and other experts whose activities are described in the sections below. They are supported by 4 trained assistants who have experience in working with children with DS. The full time equivalent (FTE) of the DEx paid workers is just under 3.

As reported last year, due to working mostly online, we were unable to offer opportunities to the usual 20 – 30 face-to-face volunteers who contributed to every aspect of the organisation pre-pandemic. However, we have been incredibly fortunate to work with three amazing volunteers who assist the older children online and 15 other volunteers working cheerfully behind the scenes to assist with IT support, fundraising, graphics and posts for social media and contributing to workshops for various age groups.

Rationale behind DEx activities

In carrying out our mission to maximise the potential of children with DS, we know from experience and research that all our children at DEx have skills and talents that should be celebrated and developed to support them to be the best they can be; and to help them work towards more independence and employability. We deliver a holistic range of interventions that combine research-based therapies with supporting extension activities to benefit children with DS (aged 0 - 18) and their families. These vital services assist children to achieve more than was ever thought possible by being fully customised for the unique DS characteristics and learning profile and, beyond that, for each individual child; these customised activities are rarely provided by the state. Unfortunately, DEx activities must also be constrained by cost as the DEx trustees and team run a 'lean machine' – minimising waste, engaging in a range of fundraising activities to generate income and managing the business prudently in order to subsidise provision and serve as many families as possible within budget.

Safeguarding

Ensuring all the children who access our services are protected from abuse is vital and we continue to ensure our safeguarding procedures are fit for purpose and we act quickly where

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we suspect a child may be vulnerable to abuse or may have unmet welfare needs. We have regular safeguarding updates at trustee meetings which provide data on the numbers of concerns raised and outcomes. All members of the team, including every volunteer, are required to take the three-hour online NSPCC child protection course which ensures that every member of the DEx team has standard basic information across the organisation. Some members of the team are much more highly trained and experienced through their other work. Our CEO and a member of the team act as safeguarding officers to ensure that good practice and swift response is consistent in every DEx activity. Policies can be viewed on the DEx website. Within the wider context, we remain mindful and current in applying data protection (GDPR) and health and safety regulations.

In January, our new Safeguarding Trustee who was welcomed in last year's report, introduced a draft safeguarding strategy to be further developed in consultation with other members of the team. This is the first Safeguarding Strategy for Downright Excellent in relation to children, young people and adults as an integrated service. The strategy outlines the objectives that DEx will achieve over the next three years to strengthen safeguarding arrangements whilst working in partnership with other key stakeholders.

The strategy sets out how we will improve services in five key domains:

- Mainstream safeguarding children, young people and adults into everyday activities
- Effective safeguarding structures and governance
- Learning through experience and the development of knowledge and skills for the DEx team
- Engaging with the DEx community
- Working in partnerships

DEx Safeguarding Vision is of a whole organisational approach to safeguarding and promoting the welfare of children, young people and adults. This will be embedded across all service areas provided by DEx and in every aspect of the charity's work. There will be robust governance arrangements around the safeguarding agenda and all roles working within DEx will be able to discharge their statutory responsibilities within their professional boundaries. We will share learnings to enhance and shape service provision.

Comings and goings of people at DEx

- The appointment and retirement of trustees is listed towards the end of the report and before the financial statements.
- We lost two freelance speech and language therapists from the team in the spring term 2022 – both had been with DEx since before the pandemic. We could no longer afford one because of fundraising difficulties since March 2020 - and the other left to run her own private therapy business. We will re-arrange the DEx services so we can manage with the remaining members of the team for now.
- Apart from that the DEx team has been stable and working hard through the vagaries of lockdowns, online delivery and partial return to face-to-face services.

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Achievements and performance

Much of the year was spent in surviving in the best way possible – maintaining solvency in difficult conditions, supporting the DEx community of children and families through the fluctuating pandemic and keeping up morale in the DEx team as everyone struggled with the news that a long-standing and respected colleague was battling two severe cancers concurrently and a second even longer-standing colleague faced risky surgery. The impact of all these factors was felt across the board but, as we said in last year's report:

Despite the challenges and stresses, DEx has survived as an organisation and a community – that alone is undoubtedly our greatest achievement again this year. We have overcome the challenges of:

- devastating illness and disruptive life events for a number of the DEx community and a close colleague
- for the first time ever, a few weeks poor quality of delivery resulted in dissatisfied families and in DEx offering a rebate
- a large gap in income and difficulties in fundraising
- our DEx community being scattered and unable to meet up for most of the year
- confused and isolated children and young people needing innovative support
- a fundamentally interactive, hands on, face-to-face, dynamic service having to be delivered online for most of the year
- a small delivery and support team responding to these issues, attending to wellbeing of themselves and others, working harder than ever through the pandemic and struggling with fatigue and disappointment as cheerfully as possible.

Thanks to the amazing teams – delivery, support and trustees, DEx has pulled through, been strengthened in many ways by the experiences and is now determined to continue strongly into the future. Our children and families have been equally amazing and supported DEx – especially in adopting new delivery formats and assisting in much needed income generation.

Some notable features of 2021 - 22

- Our oldest Tween celebrated her 18th birthday! She was the first young person at DEx ever to reach 18 and she joined in 2007 when she was 3 years old. DEx has grown longitudinally ever since its launch in 2005 with 3 babies under a year old. In 2009, we had 19 families all with pre-school children aged 0 – 5. Since then, the oldest children have spear-headed the gradual and cautious scaling up to 5 – 10s; then 10s – 12s; 12s – 16s then 18 – at which point, DEx young people will move on with their exit plans to vocational training, academic qualifications or employment. Our 18-year-old's exit plan offered her a work placement on Friday mornings in our Stay and Play leading to a Level 1 qualification; we are in consultation with her school to arrange it.
- We realised a long-held ambition by focusing on contact with schools and training our children's key staff. This creates the 'golden circle' of sharing strategies, targets, materials and progress between DEx, families and schools. This was introduced in the autumn term and to date, around 20 schools have participated with excellent feedback and results. We will continue to develop this initiative next year.

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- Tweens, the children/young people aged 10 – 18, now have a full team of professionals and trained assistants to deliver the activities. This is the first time Tweens has not been under-staffed and it is a great and sustainable achievement.
- The new pilot programme of a package of mainly online learning activities for 5 – 10s was launched (described in more detail in the Activities section). After an uncertain start, the new format is beginning to work well and is being appreciated by families.

DEx Activities:

Tweens – aged 10 – 16

Children and young people over 10 meet in small groups to learn life skills - they are the DEx Tweens. Usually, they are taught and assessed in practical ways such as going shopping and by using a system which relies on videoing actions and role playing. None of this is satisfactorily delivered or learnt online, so a new system of teaching these skills was developed early in lockdown with a range of supporting extension activities. We now have 24 children in our Tweens group.

We continued to work with our young people to help them build relationships with peers in all contexts, improve their levels of independence and work towards employability. We have been creative in our sessions and have offered a variety of different sessions with the aim of supporting the children, young people and families through a very difficult time whilst learning new skills. We are delighted that the Tweens team has expanded as more tweens joined us after their 10th birthday. caseload expanded – we have two new members of the team and two more volunteers.

We helped the Tweens stay fit and healthy by:

- offering party dance workshops
- running weekly discos
- talking about and planning healthy meals and held an online Bake Off
- creating a visual cookbook
- cooking all 'together' live from our kitchens!

We have enabled them to make new friendships by:

- joining another community group
- meeting on Zoom outside DEx's usual working hours
- providing events such as talent shows, a festival, masked singer, fun and games sessions
- creating their own WhatsApp group which is monitored by the team
- working on alternative ways of communicating with our friends.

Tweens has been mostly online although we managed a few face to face sessions before the second lockdown. Other learning included:

- producing all about me booklets so Tweens could share things about themselves when going into new environments
- working on sequencing skills of some chosen life skills: Washing, being independent in taking medication, preparing a sandwich/toast
- introducing coin recognition
- continuing our diary work
- improving conversation skills; questions and comments

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Children under 5

Traditionally, DEx has focussed on Speech and Language Therapy (SLT) for under 5s – this is supported by social opportunities and extension activities. Speech and Language Therapy provides treatment, support and care for children who have difficulties with communication or other difficulties such as eating, drinking and swallowing.

It is not possible for the DEx SLTs to provide pure SLT online but, for most of the year they have run highly specialist support sessions for families and children via Zoom sessions. Supporting the therapy sessions has been fitness exercises, music making and dancing. In the autumn term, the families with children under 5 were able to meet for group sessions on alternate weeks. This cut the risk of over-crowding.

Children aged 5 – 10

This age group of over 50 children was entirely online for most of the year – except for a welcome in-depth assessment appointment at Sundial in the first part of the autumn term. The online provision changed during the year as the session leaders developed more strategies and content for the online service. For the first part of the year the team continued to replicate weekly small group therapy sessions as far as they could – with SLT and Occupational Therapy and other expert input.

As Covid restrictions lifted, a new package of interventions was developed consisting of research-based activities that created an integrated approach to developing communication, life-skills, socialising and learning. This consisted of a face-to-face assessment and target setting at the start of term followed by an online schedule of small After School Groups and consultations with families and schools.

This was a lot to set up and manage and did not work as well in practice as on paper. Just as the team was getting the programme under control the Omicron variant created further discontent at the start of the spring term. However, the team continued to support the DEx community and worked on introducing the remaining activities to the package such as training workshops for families and schools; family forums and (later) half-termly activity mornings in-person for children and families at Sundial. The success of the package of interventions supported by extension activities will be seen in the summer term.

Down syndrome-focused training

We further developed our online training workshops for families and schools this year. It is clear that training key workers is a very efficient way of enhancing each child's development and prospects. DS-focused training starts with the premise that we are all key workers when in contact with children with DS because every opportunity is a learning opportunity for the child and an opportunity to 'get it right' for the adult – including families.

Children with DS have a unique language and learning profile. If this is understood it revolutionises the expectations and approaches or methodologies adults will use. All too often adults working with and/or living with children with DS have not read, or are unaware of, the body of research in this area. Sharing our expertise, knowledge and outcomes is absolutely necessary and key to ensuring the profile of children with DS is understood, and that evidence-based practices are employed to overcome challenges and promote the best outcomes for children so they can truly maximise their potential.

The themes of the training in the spring term were a focus on 'supporting behaviour' and provided families with a holistic approach to supporting their child's behaviour. We examined sensory and emotional causes and gave practical tips. Feedback from families was excellent

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but we are working on 100% attendance rather than under 50%. Other training for schools and families was 'Supporting learning in children with Down syndrome' and 'Transitions'. The trainings next term will be different and have been suggested by topics raised in the family forums such as 'Mainstream or Special School?' and 'Tribunals'.

DEx activities that support further development and achievement

Carefully planned extension activities support children to reinforce and broaden their learning and skills in different contexts.

Maths

Happy Mind Training (HMT) continued to support DEx children in Maths by providing online consultations with schools followed by a review a month later. Schools were slow to engage at first and it was time consuming to set up initial appointments but, after the first meeting and after seeing results, 100% were keen to meet again and gave excellent feedback. HMT also offered individual consultations with families and some one-to-one sessions with children where necessary.

Music

Our community musician continued to deliver 2 sessions of singing with movement and 'bring you own instruments'. He runs the sessions on Saturdays and continued every week right through the year. These groups are open to all and across age groups so it is a great opportunity for families to meet each other. Our musician also held a Festive Singalong at the end of the autumn term which was attended by friends and families' guests from across the world.

Fitness

When the SportWorks fitness sessions grant ceased, we continued to deliver them on a voluntary basis. The exercises promote core strength and improve gross motor skills which in turn lead to better fine motor skills which are needed for e.g. handwriting. Activities within the sessions also develop hand and eye coordination and balance. The weekly repetition means that children can learn the movements and continue through life.

Makaton training

To support communication with their children from the earliest age, we continue to teach 'Makaton for Babies'. Unlike British Sign Language, in Makaton signs and symbols are used together with speech in spoken-word order – this can assist progression to spoken sentences. 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'.

How our activities meet the public benefit

We have due regard to the Charity Commission's guidance at all times and comply with guidance on public benefit. We 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 help children with Down syndrome develop their life skills so they may reach their full potential as individuals and equally participating members of society through, especially but not exclusively:

- educational programmes

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- quality play
- education and support for parents and carers
- education and support for siblings.

The public benefits that flow from purpose and objects are:

1] for children with Down syndrome (DS):

- improved skills, particularly communication, social and life skills – through a broad range of research-based 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 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 of 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 workshops, leading to a greater number of people in the community working effectively, assisting people with DS to develop, and thereby 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.

Financial review

The impact of the year

Another difficult year financially for the organisation and for those responsible for income generation and sustaining the business. Helpfully, reductions in costs were seen as the landlord very generously waived all rent while we are not at Sundial which resulted in over £11,000 of savings; there were no volunteer or travel expenses and none connected with the face-to-face social facilities - Stay and Play or Dexstars. However, savings in equipment and materials were offset by higher postage costs as handouts were posted to families without printers, higher total fees as development and support hours increased; online teaching aids such as individual whiteboard kits; tablets for homes with nothing more than one mobile phone shared with siblings – and more. Crucially, opportunities for fundraising continued to decrease as trust funders turned their attention to charities visibly on the frontline; opportunities for routine fundraising activities dried up and the economic situation and loss of jobs or relatively lower salaries meant people were less likely to give freely. Also, we increased family contributions again in September 2022 just to keep DEX going so families are now contributing nearly 45% of the costs which adversely affects the level of subsidy and makes many less inclined to donate. We used our reserves to cover costs and as in the

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previous year we continued to fundraise in as many ways as capacity would allow. This meant that at year end we had un-restricted funds of £41,284 to carry forward as free reserves.

Headline figures reflecting the different types of fundraising and income

Following several years of stable financial performance recorded in annual reports, the 2020-21 finances were not stable nor predictable due to the effects of Covid and the same was true in 2021-22. Our total income for the year decreased considerably from £240,716 in 2020-21 to £176,544 – a massive decrease of 26.7%. We continued to pursue our policy of fundraising ceaselessly and of diversifying income sources as shown in the next section.

Our expenditure for the year decreased less dramatically because we were sustaining services for around the same number of families. In 2020-21 total expenditure was £209,920, while in 2021-22 it was £191,792. a decrease of only 8.6%. A contributing and unexpected cost was the rebate to some families which came to around £8,000. The level of expenditure meant we relied heavily on the £91,824 un-restricted funds carried forward from last year and had less than half of that to carry forward this year. This in turn places a heavier fundraising burden on next year. The detailed 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. The charity is exempt from corporation tax as all its income is applied for charitable purposes.

Supporters, funders and fundraising

There were fewer opportunities for DEx to fundraise this year and the rise in Parent/Carer Contributions (PCCs) saw a corresponding drop in income from the DEx community. However, the support from Octopus continued, some grant applications were successful and an ad hoc mix of fundraising initiatives helped to keep DEx solvent. Throughout the year, the trustees and CEO closely monitored income, spend and the number of weeks remaining that the cash in the bank would cover; this dipped alarmingly low at times but was always brought back up by relentless fundraising and forward planning.

Some fundraising highlights

- The first online summer auction raised £2,341 on 12 Lots – it was a good effort and an excellent basis for an annual auction.
- World Down Syndrome Day Annual Quiz – now in its 4th year and run by a DEx dad
- JustGiving pages e.g. a new Friday mum with baby; and an In Memory page;
- KCL dental students' games night
- Donation from Octopus volunteers
- Habs Dash - Russell's House
- Big Give Christmas Challenge raised £3,622 and was a good lesson in how to raise more next year.
- UK Youth Fund (application in June) awarded £13,000 – paid into CAF in September
- Baily Thomas awarded £18,838
- British Science Association grant to run sessions with a science focus
- HSBC grant for £36,000 of equipment

Corporate partners

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- We continue to be indebted to Octopus Giving for their support in offering pro bono assistance and in sending occasional unsolicited donations – it gives some comfort and reassurance that they continue to value DEx albeit on a smaller scale.
- We have been seeking a corporate sponsor to replace Octopus and will continue the search. Please apply to the chair@downrightexcellent.com
- As a result of our search, we have made several useful links with friendly organisations who assist by circulating fundraising appeals.
- The Property Race Day fund of £20,000 is still on hold until we can safely return to Sundial and begin to roof over an outside learning space as per the agreement.

The current income generation strategy is to: diversify our funding sources even further; continue to seek sustainable sources of income; continue to build the volunteer fundraising teams; and expand the digital possibilities as far as capacity will allow.

Finally, DEx trustees will continue to be prudent and flexible as the pandemic continues to unfold in order to sustain DEx as a going concern and a robust business.

Reserves policy

'Annually or more frequently, if deemed necessary, the board of trustees will review 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 to use money received via unrestricted donations and other fundraising activities (including 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 2022 the level of free unrestricted reserves required to comply with our reserves policy is £55,324 (2021: £60,500; 2020: £61,736) which equates to about 15 weeks of budgeted operational expenditure in 2021-22. As at 31 March 2021 free reserves of £91,824 were held which was in excess of policy; however, this was used to top up as necessary during the year because of the funding shortfall. As of March 2022, free reserves of £41,284 were held which will be increased during the year whenever possible and/or used to top up income if needed.

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. The charity trustees are also directors of the company for the purposes of charity law and direct the charity in accordance with the company's Articles (slightly revised in 2020).

All trustees give their time voluntarily and receive no benefits from the charity. Any allowable expenses claimed are set out in the accounts. The board continued to use the meeting agenda schedule that was introduced in 2018. A 'compliance spreadsheet' was created by our new Governance Officer to show the Board governance calendar and responsibilities specific to each Board meeting; compliance checklist and actions needed; the trustees' terms and attendance at meeting; status and review dates of policies. Several extra meetings were

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held to discuss risks, the financial situation, family contributions, plan scenarios and develop fundraising initiatives while the Chair, Treasurers and CEO kept in close contact and maintained an ongoing watching brief.

Owing to the relatively small size of Downright Excellent's support team, all trustees proactively assist in the task of running the organisation, for example, the Chair writes letters of thanks while another trustee is Data Protection Officer (DPO) and oversees GDPR compliance. A recently appointed trustee was recruited to lead on safeguarding while other trustees are responsible for overseeing compliance and assisting with fundraising. All these highly responsible tasks are essential for the effectiveness of the charity business and good governance; the extra time and expertise donated by trustees greatly increases capacity and quality at DEx.

The process of working through the self-assessment requirements for the 'Trusted Charity' quality mark was put on hold in March 2020 and we will resume when time permits. It is a useful exercise that helps us to identify gaps in processes and structures which we are working to improve and subsequently will underpin our approach to governance and accountability. We are currently advertising for volunteers who will enjoy the task of managing the Trusted Charity process and evidence collection.

Risk systems statement

The trustees of Downright Excellent have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks. This is in line with the Charities (Accounts and Reports) Regulations 2008 (these apply to organisations who are required to have their accounts audited. Downright Excellent is below that threshold so works with an experienced independent examiner). The trustees are keen to follow good practice in this area.

A register of risks is maintained, updated and regularly reviewed and discussed by the trustees. As part of this process, major risks are identified, along with their likelihood and likely impact, with mitigating circumstances or actions reviewed. Some of the major risks identified over the past year include:

- A reduction in income as a result of the pandemic (including decreased individual giving and lower income from grants)
- An increase in the cost of our services (including through moving services online during restrictions – requiring the technology and different teaching materials - and easing out of lockdown – meaning PPE and smaller groups spread out)
- Risks related to the return to face-to-face activities as restrictions ease
- A potential lack of appropriate professionals specialising in Down syndrome to replace those who have moved on.

Management

DEx is managed by 4 part-time self-employed freelancers – a CEO, supported by an administrative and finance function and governance officer who also has useful experience in specialised volunteer recruitment (4 part-time freelancers equalling FTE 1.3). The freelance CEO provides operational management and direction of the charity as well as line management of the freelance multidisciplinary team of therapists, professionals and coordinators; she also manages our team of volunteers and leads on fundraising initiatives including applications for grants. Our no longer brand-new administrator has brought efficiency and warmth to DEx and has formed an indispensable part of the team that supports DEx families through sensitive communication, cheeriness and problem solving – in addition to supporting the team. Our new finance officer has settled in very well and is a

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friendly and effective member of the team; he attends Board meetings which is a great bonus. Our new governance officer is a font of knowledge and efficiency and has added a fresh dimension to the work of the Board. They are all a joy to work with and keep DEx going on very few hours per week and much hard work and dedication.

Trustee Board

As for last year, this year has also been a year of development on the DEx trustee board. Lewis, a parent trustee, stepped down due to other pressures. He was appointed on 30 November 2016 and has been a very reliable and thoughtful member ever since. DEx is so grateful to him for all his insightful input and sense of humour. We were also sad to lose our very new deputy treasurer, George, due to work and home commitments that meant he could not give enough time or energy to the responsibilities of trusteeship. However, our governance officer who has extensive experience of advising volunteer recruitment agencies swung into action and we now have a remarkably robust and diverse Board of incredible, committed and experienced professionals. New appointees are Eoghan, a Digital Fundraising trustee with long and relevant experience; Mel, a deputy treasurer (based in Sydney, Australia) who has the qualifications, skills and commitment we need; and Mark, Honorary Secretary who is new to the Third Sector but is dedicated to learning it all thoroughly and supporting DEx. These appointments have ensured that DEx remains a dynamic and robust organisation. We see this transformation as a really positive development in DEx's evolution; enabling us to bring new skills and experience to the strategic direction, governance and scrutiny of DEx activities, thus enabling us to assist DEx children to maximise their potential into the future.

Trustee Board – membership and appointment

Appointment and retirement of trustees is in accordance with the Articles of Association which require that appointment and retirement should be by ordinary resolution. Trustees are appointed or co-opted during the year by the directors/trustees. Currently, a proportion of trustees retire 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 DEx) and non-beneficiaries, externally recruited, to provide an effective range of experience and skills. Over recent years, we have ensured that family representatives of all age groups of children sit on the trustee board. Such a mix means that the needs of DEx 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 and remain in line with its purposes. This enables us to continue to provide crucial services to children with DS and their families while maintaining a sound business. We complement this with regular surveys and informal interviews with our families to understand need and impact.

Trustee training and induction

The organisation conforms to current practice in the sector through specific written policies and procedures which are reviewed regularly by the trustees. All trustees receive a thorough induction and observe a signed 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 2022

Reference and administrative details

Registered charity name	Downright Excellent
Charity registration number	1120863
Company registration number	06249083
Registered office	44 Mount Pleasant Road London NW10 3EL
Directors/Trustees	James Davis, Chair (appointed 30.01.2020) Anasuya Iyer (appointed 30.01.2020) Christina Leath (appointed 28.01.2021) Eoghan Beecher (appointed 23.09.2021) George Barbett, Deputy Treasurer (retired 23.09.2021) Lewis Eldridge (retired 24.06.2021) Melody Yue Liang, Deputy Treasurer (appointed 27.01.2022) Nishad Gudhka (retired 24.03.2022 after three terms/ reappointed for 1 year) Rajeelan Thayalaseelan, Treasurer (appointed 01.10.2020)
Secretary	Rajdeep Dehal (retired 23.09.2021) Mark Sheinfeld (appointed 24.03.2022)
Bankers	CAF Bank Ltd 25 King Hill Avenue West Malling ME19 4JQ
Independent Examiner	Karen Hanlan, ACA Karen Hanlan Independent Examiner Ltd 1 Saracen Close Ettington CV37 7SZ

DOWNRIGHT EXCELLENT
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

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.

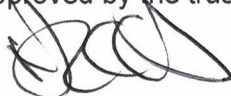
Trustees' Responsibilities

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 17 December 2022 and signed on their behalf by:



James Davis
Chair, Downright Excellent

DOWNRIGHT EXCELLENT
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

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 2022 which are set out on pages 17 – 26.

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').

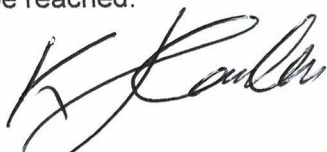
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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
1 Saracen Close
Ettington
CV37 7SZ

Date: 17/12/22

DOWNRIGHT EXCELLENT
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM					
Donations & legacies	2	49,553	3,236	52,789	111,856
Charitable activities	3	55,149	68,585	123,734	128,803
Investments – bank interest		21	-	21	57
TOTAL INCOME		104,723	71,821	176,544	240,716
EXPENDITURE ON					
Raising funds	4	(8,746)	-	(8,746)	(7,137)
Charitable activities	5	(146,517)	(36,529)	(183,046)	(202,783)
TOTAL EXPENDITURE		(155,263)	(36,529)	(191,792)	(209,920)
NET (EXPENDITURE)/INCOME AND NET MOVEMENT IN FUNDS FOR THE YEAR					
		(50,540)	35,292	(15,248)	30,796
Transfer of funds		-	-	-	-
RECONCILIATION OF FUNDS					
Total funds brought forward		91,824	1,218	93,042	62,246
TOTAL FUNDS CARRIED FORWARD		41,284	36,510	77,794	93,042

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 2022

Company No 06249083

	Note	2022 £	2021 £
CURRENT ASSETS			
Debtors – Gift Aid due		1,749	1,085
Cash at bank and in hand		<u>121,551</u>	<u>131,580</u>
		123,300	132,665
CREDITORS: Amounts falling due within one year	6	<u>(45,506)</u>	<u>(39,623)</u>
NET CURRENT ASSETS		<u>77,794</u>	<u>93,042</u>
NET ASSETS	7	<u>77,794</u>	<u>93,042</u>
CHARITY FUNDS			
Restricted Funds	8	36,510	1,218
Unrestricted Funds		41,284	91,824
TOTAL FUNDS		<u>77,794</u>	<u>93,042</u>

For the year ended 31 March 2022, 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 16.

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 17 December 2022 and signed on its behalf by:



James Davis, Chair

The notes on pages 19 to 26 form part of these financial statements.

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

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) (updated 1 January 2019) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

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 £10 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 of trustees believes 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.

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.

DOWNRIGHT EXCELLENT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

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 2022
	£	£	£
Donations:			
Other Fundraising Activities	5,832	-	5,832
Other Donations	28,057	3,236	31,293
Octopus Group	15,000	-	15,000
Gift Aid	664	-	664
	<u>49,553</u>	<u>3,236</u>	<u>52,789</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Donations:			
Sponsored Activities	18,460	-	18,460
Other Fundraising Activities	6,943	-	6,943
Other Donations	21,969	11,318	33,287
Octopus Group	49,650	-	49,650
Gift Aid	3,516	-	3,516
	<u>100,538</u>	<u>11,318</u>	<u>111,856</u>

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

3. CHARITABLE ACTIVITIES:

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Grants (3a)		68,585	68,585
Parent/carer contributions	55,149	-	55,149
	<u>55,149</u>	<u>68,585</u>	<u>123,734</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Grants (3a)	26,250	41,142	67,392
Parent/carer contributions	56,741	-	56,741
PCC Summer Programme	1,270	-	1,270
Training activities	3,400	-	3,400
	<u>87,661</u>	<u>41,142</u>	<u>128,803</u>

3a. GRANTS:

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Bailey Thomas	-	18,838	18,838
UK Youth	-	13,000	13,000
HSBC	-	36,000	36,000
COOP	-	747	747
	<u>-</u>	<u>68,585</u>	<u>68,585</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
CAF Resilience Fund	-	37,140	37,140
Octopus Group	25,000	-	25,000
Sport England	-	2,502	2,502
British Science Association	-	1,500	1,500
The Rhiannon Trust	500	-	500
Trees of David Solomon CT	750	-	750
	<u>26,250</u>	<u>41,142</u>	<u>67,392</u>

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

4. COSTS OF RAISING FUNDS:

	Total Funds 2022 £	Total Funds 2021 £
Fundraising costs & events	422	216
CEO	8,324	6,921
	<u>8,746</u>	<u>7,137</u>

5. COSTS OF CHARITABLE ACTIVITIES:

	Total Funds 2022 £	Total Funds 2021 £
Support Costs (5a)	16,590	17,835
Direct Project Expenditure (5b)	152,974	173,381
Governance (5c)	13,482	11,567
	<u>183,046</u>	<u>202,783</u>

5a. SUPPORT COSTS:

	Total Funds 2022 £	Total Funds 2021 £
Administration	11,097	13,961
Printing, Postage & Stationery	4	154
Website	1,286	1,988
Hall/Room Hire/Rent	3,750	1,500
CRB/DBS Checks	231	65
Membership subscriptions	222	167
	<u>16,590</u>	<u>17,835</u>

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

5b. DIRECT PROJECT EXPENDITURE:

	Total Funds 2022 £	Total Funds 2021 £
CEO	21,715	26,150
Freelance session leaders	125,976	128,767
Friday and Saturday Coordination	-	488
Operations management	4,575	11,768
DS Training	338	2,800
Safeguarding	-	2,425
Travel & subsistence	193	-
Teaching Materials and Equipment	177	983
	<u>152,974</u>	<u>173,381</u>

5c. GOVERNANCE:

	Total Funds 2022 £	Total Funds 2021 £
CEO	6,152	-
Independent examiners fee	750	700
Accountancy	6,471	10,800
Bank & other charges	109	67
	<u>13,482</u>	<u>11,567</u>

6. CREDITORS: Amounts falling due within one year

	2022 £	2021 £
Accruals	25,506	18,423
Deferred Income	20,000	21,200
	<u>45,506</u>	<u>39,623</u>

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

Movements in deferred income are as follows:

	2022	2021
	£	£
At beginning of year	21,200	53,224
Released to income in year	(1,200)	(33,224)
Deferred in year	-	1,200
At end of year	<u>20,000</u>	<u>21,200</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 2022
	£	£	£
Debtors	1,749	-	1,749
Cash at bank & in hand	65,041	56,510	121,551
Creditors	(25,506)	(20,000)	(45,506)
	<u>41,284</u>	<u>36,510</u>	<u>77,794</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Debtors	1,085	-	1,085
Cash at bank & in hand	110,362	21,218	131,580
Creditors	(19,623)	(20,000)	(39,623)
	<u>91,824</u>	<u>1,218</u>	<u>93,042</u>

8. RESTRICTED FUNDS:

	Balance at 1 April 2021	Income	Expenditure	Balance at 31 March 2022
	£	£	£	£
Hardship Fund	510	-	-	510
Sport England	708	-	(708)	-
Bailey Thomas	-	18,838	(18,838)	-
UK Youth	-	13,000	(13,000)	-
HSBC	-	36,000	-	36,000
COOP	-	747	(747)	-
Donation towards coordinators fees	-	3,075	(3,075)	-
Mousetrap	-	161	(161)	-
	<u>1,218</u>	<u>71,820</u>	<u>(36,529)</u>	<u>36,510</u>

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

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

The charity has no employees.

The charity trustees were not paid and did not receive any other benefits from employment with the charity. Trustee travel expenses reimbursed during the year amounted to £nil (2021: £nil).

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

Donations (£1,002) and parent/carer contributions (£2,100) from trustees and their related parties using the services provided by the charity totalled £3,102 (2021: £13,370) in the year.

10. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR 2021:

	Unrestricted Funds £	Restricted Funds £	Total Funds £
INCOME FROM			
Donations and legacies	100,538	11,318	111,856
Income from charitable activities	87,661	41,142	128,803
Investment income	57	-	57
TOTAL INCOME	188,256	52,460	240,716
EXPENDITURE ON			
Raising funds	(7,137)	-	(7,137)
Charitable activities	(151,031)	(51,752)	(202,783)
TOTAL EXPENDITURE	(158,168)	(51,752)	(209,920)
NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR YEAR	30,088	708	30,796
Transfers	-	-	-
RECONCILIATION OF FUNDS			
Total funds brought forward	61,736	510	62,246
TOTAL FUNDS CARRIED FORWARD	91,824	1,218	93,042;

DOWNRIGHT EXCELLENT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
CAF Resilience Fund	-	37,140	(37,140)	-
Hardship Fund	510	-	-	510
Operations management	-	11,318	(11,318)	-
Sport England	-	2,502	(1,794)	708
British Science Association	-	1,500	(1,500)	-
	<u>510</u>	<u>52,460</u>	<u>(51,752)</u>	<u>1,218</u>

2021 – 2022 Purpose of funds

- Restricted income received is accounted for separately and are used for the purposes specified by the donor.
- The Sport England grant continued to enable DEx to partner Sport Works Ltd in providing fun sports sessions for Saturday DEx children. These were deferred due to Covid-19 but were able to start in October 2020. We have continued to run these weekly sessions with volunteer support after the grant ended.
- The Baily Thomas grant covered nearly 10% of all freelancers' fees which was a much-needed lifeline at a very difficult time. The grant was spent by 21.04.2022 as required.
- The HSBC very welcome grant for capital costs – resources – is still unspent due to our changing needs and limited face to face activities
- Octopus Group ceased sponsorship of DEx in accordance with their 3-year contract but they have generously continued to support DEx in pro bono ways and by ad hoc donations. This has helped to sustain DEx and we are very grateful for all they mean to us.
- The UK Youth grant helped retrospectively to cover organisational costs at a time when DEx was struggling as a result of fundraising difficulties during the pandemic and was spent by 31.01.2022 as required.
- The Coop initiative that relied on donations from local customers was an unrestricted amount that was gratefully received as were the donations from The Rhiannon Trust and Trees of David Solomon CT.
- We are lucky enough to receive a range of donations from:
 - Individuals who are inspired to make donations and undertake sponsored events for Downright Excellent.
 - Some of our amazing families who have set up direct debits and host events such as quiz evenings and make items to sell.
 - Families who can afford the suggested weekly contribution continue to do so and the increased rate now contributes to around 40% of expenditure.