

**CHARITY REGISTERED NUMBER : 1123563**

# **UPS AND DOWNS**

**ANNUAL REPORT AND**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDED 30TH SEPTEMBER 2020**

Tove Accountancy Ltd  
Office 6, Town Hall  
86 Watling Street East  
Towcester  
Northants  
NN12 6BS

## UPS AND DOWNS

### LEGAL AND ADMINISTRATIVE INFORMATION

<b>Registered Charity No.</b>	1123563
<b>Trustees</b>	<p>Ms. K. Sammon Mrs G.Hunkin Ms K.Smith Mr P.Bennett Ms T.Smith Ms N.Jones Mr M.Cockburn Mr T.Kirby Mrs L Farden Mrs A Rees Mr Simon Lee Ms Lindsey Hipkiss Mrs P.Tate Ms M Stevens</p> <p>Trustees are appointed or reappointed annually at the Annual General Meeting held in October.</p> <p>The existing trustees appoint any new trustees following the provision laid out in the charity's governing instrument</p>
<b>Correspondence Address</b>	<p>PO Box 7947 Kettering Northamptonshire NN16 6RY</p>
<b>Governing Instrument</b>	<p>Associations Constitution adopted 4th March 2008 Charity Registration 10th April 2008</p>
<b>Objects</b>	<p>To offer information and support to families affected by Down's Syndrome in East Northamptonshire.</p>
<b>Statement of Financial Activities</b>	<p>The attached receipts and payments account with accompanying notes set out a true and fair view of the finances of the charity for the period.</p>
<b>Independent Examiner</b>	<p>Tove Accountancy Ltd Office 6, Town Hall 86 Watling Street East Towcester Northants NN12 6BS</p>

# **UPS AND DOWNS**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30TH SEPTEMBER 2020**

### **Description of the Charity**

#### **Objects**

The preservation and protection of the good health of children, adults and families affected by Down's Syndrome by the provision of support, advice, information and recreational opportunities to improve their quality of life. To advance the education of the public in all areas relating to Down's Syndrome.

**Areas of benefit** East Northamptonshire

**Address** P.O. BOX 7947  
Kettering  
Northamptonshire  
NN16 6RY

#### **Structure, Governance and Management**

Chairman	Mrs K Sammon
Vice Chair	Mrs G Hunkin
Secretary	Ms K.Smith
Treasurer	Mr P.Bennett
Trustee	Ms T.Smith
Trustee	Ms N.Jones
Trustee	Mr M.Cockburn
Trustee	Mr T.Kirby
Trustee	Mrs L Farden
Trustee	Mrs A Rees
Trustee (NPT)	Mr Simon Lee
Trustee (NPT)	Ms Lindsey Hipkiss
Trustee (NPT)	Ms M Stephens
Trustee (NPT)	Mrs P Tate

Ups N Downs is affiliated to the Down Syndrome Association

#### **Risk Management**

The Trustees have assessed the major risks to which the charity is exposed. They are satisfied that systems are in place to mitigate exposure to the major risks associated to the charities activities.

#### **Objectives and activities**

In planning our activities for the year we kept in mind the Charity Commissions guidance on public benefit at our trustee meetings. The main focus of our activities remains to provide support, aid and advice for children, adults and families affected by Down's Syndrome. We aim to increase awareness of Down's Syndrome and to promote positive attitudes and approaches within the local community. A focus on providing activities and experiences for children and adults with Down's Syndrome to aid development.

**UPS AND DOWNS**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30TH SEPTEMBER 2020 (continued)**

We provide regular sing and sign sessions, Speech and Language Therapy and Occupational Therapy. We offer our members regular swimming lessons, as well as an established weekly group meeting where children and parents can come together to play and learn. We offer support to children's teachers and assistance in the form of early years training at seminars run by the Down Syndrome Association as well as ongoing training for teachers throughout school years. Ups N Downs offer support access to speech and language therapy as well as occupational therapy for all members.

A great contribution is made by our trustees. We are grateful for the many hours that trustees and volunteers have spent in assisting setting up fundraising events, booking venues etc. Without this valuable contribution of time and energy we would not be able to achieve so much.

**Achievements and Performance**

Weekly swimming lessons are supported by Ups N Downs, with the confidence of each child attending continuing to grow with every session attended. We offer regular speech and language therapy sessions with Ms. Caroline Hattee, although we are currently transitioning to an alternate provider. In addition, we offer and support Occupational Therapy to a number of our members. These sessions are held by Ms. S. Steele but similar to SALT, this provider is changing. Similar to all charities, Covid 19 had a big impact on us as a Charity. A large number of our families had to shield during the initial outbreak. To support these families, the charity provided weekly grocery boxes. These were essential and very well received by all the families. Total expenditure was £22,000.

**Fundraising**

Due to the difficulties with fundraising in 2020 due to the Covid 19 pandemic, our fundraising efforts were a little limited, however, we were still able to raise money through a number of efforts. Our annual bike ride continued to be a huge success, raising an amazing £12,000. This year was a virtual ride. We had originally planned our annual black tie dinner for March 2020, however, due to covid restrictions, this event was postponed. Up until that point we had sold tickets to the value of £19,500. Most of those who purchased tickets have agreed to leave the tickets open until the next event. We have also commenced fundraising via bid writing which is proving to be successful and brings benefits to the charity £8,940.

**Financial Review**

Our main source of funds this year was from the annual bike ride, annual dinner ticket money and grants. The majority of the income is applied to the group related activities. We have also started to add more emphasis to a financial forecast, allowing the charity to set annual budgets on expenditure.

**Reserves Policy**

We hold savings in the Charity's Nationwide Account, which at the year-end totalled £58,220. These funds are held to meet the needs of the charities activities. We also hold monies in a Nat West account, which are monies for the day to day running of the Charity. At financial year end this figure was £44,387. We also have a charity Paypal account, which is proving very useful for fundraising events, and making online payments. Year end £3,497.

**UPS AND DOWNS**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30TH SEPTEMBER 2020 (continued)**

**Plans for the Future**

With the group expanding as new families become members, the coming year will see a continued emphasis on children, on raising awareness within the local community, continuing to offer support to adults and families affected by Down's Syndrome. We will continue to work with speech and language and occupational therapy specialists who will carry out assessments on children within the group and tailor a programme for those children. We will continue to plan and run a number of training sessions for teachers to attend to assist them in supporting our children in schools. We also plan to have a push on our online presence, with considerable work being undertaken on our website, as well as social media platforms. During 2020, discussions between the Trustees resulted in an agreement to investigate how we can support the older members of the charity. A number of the children are now teenagers and provisions are to be investigated as to how we can better support them and their families.

Signed on behalf of the Trustees:



06/07/2021

SIGNED

\_\_\_\_\_  
Mrs K Sammon

Trustee

Date:

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF UPS AND DOWNS**

I report to the trustees on my examination of the accounts of Ups and Downs (the Trust) for the year ended 30th September 2020.

### **Responsibilities and basis of report**

As the charity trustees of the Trust, 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 giving me cause to believe that in any material respect:

- 1) accounting records were not kept in accordance with section 130 of the Act; or
- 2) the accounts do not accord with those records; or

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.

Nadine Pickworth

07/07/2021

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Nadine Pickworth (ACMA) (CGMA)

Dated

For and on behalf of:

Tove Accountancy Ltd

Office 6, Town Hall, 86 Watling Street East, Towcester, Northants, NN12 6BS

**UPS AND DOWNS  
RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 30TH SEPTEMBER 2020**

	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Receipts</b>				
Donations	21,319	0	21,319	23,810
Grants	9,280	0	9,280	0
Events	24,556	0	24,556	41,876
Bank interest	75	0	75	89
Other	2	0	2	0
<b>Total</b>	<b>55,232</b>	<b>0</b>	<b>55,232</b>	<b>65,775</b>
<b>Payments (note 2)</b>				
Raising funds	33,364	0	33,364	16,986
Charitable activities	12,950	0	12,950	38,841
Managing and administering the Charity	4,423	0	4,423	2,919
Other	926	0	926	0
<b>Total</b>	<b>51,663</b>	<b>0</b>	<b>51,663</b>	<b>58,746</b>
Net receipts	3,569	0	3,569	7,029
Transfers between funds	0	0	0	0
Cash funds last year end	109,324	0	109,324	102,295
<b>Cash funds this year end</b>	<b>112,893</b>	<b>0</b>	<b>112,893</b>	<b>109,324</b>

**UPS AND DOWNS  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 30TH SEPTEMBER 2020**

	2020 £	2019 £
<b>Cash funds</b>		
Prepayments	0	0
Debtors	0	24
Bank	109,217	107,174
Paypal	3,497	907
Cash	179	1,219
<b>Total</b>	<b><u>112,893</u></b>	<b><u>109,324</u></b>
<b>Represented by:</b>		
Unrestricted funds	112,893	109,324
Restricted Funds	0	0
<b>Total funds</b>	<b><u>112,893</u></b>	<b><u>109,324</u></b>
<b>Assets retained for the Charity's use</b>		
Equipment	0	0
Other	0	0
<b>Total</b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Liabilities</b>		
Accountant's fees	888	444
Loan	0	0
Other	0	0
<b>Total</b>	<b><u>888</u></b>	<b><u>444</u></b>

Signature 

Paul Bennett

06/07/2021

Name

Date of approval

Signed on behalf of all the trustees



**UPS AND DOWNS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2020**

**1. Basis of accounting**

These accounts have been prepared under the "Receipts and Payments" basis in accordance with Charity Commission guidelines and legal requirements. These accounts have been prepared under the going concern concept.

**2. Payments**

	2020 Unrestricted Funds £	2020 Restricted Funds £	2019 Total Funds £
<b>Raising funds</b>			
Printing of brochure and fliers	0	0	0
Event Costs	5,888	0	12,035
Vegetable boxes	22,236	0	0
Advertising and Promotion	2,008	0	4,731
Refunds	3,232	0	0
Charges	0	0	220
	<b>33,364</b>	<b>0</b>	<b>16,986</b>
<b>Charitable activities</b>			
Venue Hire	4,316	0	17,196
Costs	8,574	0	21,490
Materials	60	0	154
Travel expenses	0	0	0
Training and Seminars	0	0	0
	<b>12,950</b>	<b>0</b>	<b>38,840</b>
<b>Managing and administering the Charity</b>			
Office Telephone, postage and stationery	352	0	0
Legal and Professional fees	3,000	0	2,080
Accountancy fees	0	0	438
Bank Charges	927	0	152
Subscriptions	144	0	250
	<b>4,423</b>	<b>0</b>	<b>2,920</b>
<b>Other</b>			
Equipment	401	0	0
Sundry expenses	525	0	0
	<b>926</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>51,663</b>	<b>0</b>	<b>58,746</b>

**3. Fixed assets**

	Computer Equipment	Musical Equipment	Fixtures & Fittings	Total Assets
Cost as at 01/10/19	0	0	800	800
Additions	0			0
Disposals				0
<b>Cost as at 30/09/20</b>	<b>0</b>	<b>0</b>	<b>800</b>	<b>800</b>
Current Value	0	0	0	0