

UP ON DOWNS (HERTFORDSHIRE)

England & Wales - Charity number 1126111

Details

Status Registered

Legal form Other

Registered 2008-10-01

Register [View on the Charity Commission register](#)

Contact

Address 20a Upper Culver Road
St. Albans
AL1 4EE

Phone 07738470634

Email enquiries.nhdowns@yahoo.co.uk

Website www.upondowns.co.uk

Activities

Objects: TO OFFER SUPPORT FOR PEOPLE WITH DOWN'S SYNDROME AND THEIR FAMILIES, HELPERS AND CARERS WITHIN HERTFORDSHIRE. TO CREATE AND DEVELOP THE CONDITIONS WHICH WILL ENABLE PEOPLE WITH DOWN'S SYNDROME TO ATTAIN THEIR FULL POTENTIAL AND TO UNDERTAKE ANY OTHER CHARITABLE ACTIVITIES IN CONNECTION WITH DOWN'S SYNDROME IN THE HERTFORDSHIRE AREA.

Activities: Family support services for families in Hertfordshire with children or young adults with Down's syndrome.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** Children/young People, People With Disabilities, Other Defined Groups

Geography

- **Area of benefit:** LOCAL
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£43,721	£16,959	-	-
2024-08-31	£51,687	£30,392	-	-
2023-08-31	£33,291	£35,501	-	-
2022-08-31	£18,504	£31,342	-	-
2021-08-31	£34,131	£33,918	-	-

Trustees

Name	Role	Appointed
LAUREN HARTLEY	Chair	2012-11-22
ARRON HOPCROFT		2016-10-08
Alisande Nuttall		2024-06-01
Dilu Chowdhury		2021-08-31
Frances Gerber-Hawkins		2020-11-07
John Clark		2013-11-18
Sarah Stockley		2020-11-07

UP ON DOWNS (HERTFORDSHIRE)

England & Wales - Charity number 1126111

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st September 2024

Period start date

To 31st August 2025

Period end date

Charity name: Up on Downs (Hertfordshire)

Charity registration number: 1126111

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Support for people with Down's Syndrome and their families, helpers and carers within Hertfordshire. To create and develop the conditions which will enable people with Down's syndrome to attain their full potential and to undertake any other charitable activities in connection with Down's syndrome in the Hertfordshire area

<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>Para 1.17 and 1.19</p>	<ul style="list-style-type: none"> • Support and networking meetings These are a major source of support and wellbeing for families, providing friendships with peers, entertainment for children with DS and their siblings and exchange of information. They also provide opportunities for volunteering and for practitioners to learn more about how to support families. We delivered 11 monthly meetings through the year. <p>Training events and talks These are an effective way for family members, teachers and practitioners to learn how to support children at school and in the community.</p> <ul style="list-style-type: none"> • Individual advice and signposting This is how we support individuals with specific complex situations that may be blocking their ability to access education and services. Resolving individual issues enables us to promote family wellbeing and inclusion. We also promote awareness of issues families are likely to encounter and how to navigate them. This also includes visiting new families and offering them our parent welcome packs with gifts and information. <ul style="list-style-type: none"> • Small group speech development and communication work Most families are concerned about having very limited access to ongoing speech therapy. We employ a team of highly skilled
		<p>therapy practitioners who aim to deliver 27 sessions throughout the year to each child enrolled in the scheme. Parents pay a contribution that approximates to roughly half of the cost of their child's place and the charity funds the rest, occasionally making a much larger contribution for families in financial difficulty. Groups vary from 2-4 children although in some circumstances we also offer 1:1. During the period we trained two new speech therapy co-workers.</p> <ul style="list-style-type: none"> • Newsletters and information publishing We keep members up to date with a termly newsletter featuring upcoming events and relevant information. We maintain a website which is developed throughout the year and we have stepped up our presence on facebook, Instagram

		<p>and LinkedIn with public pages and private groups for parent members only.</p> <ul style="list-style-type: none"> • Celebrations and awareness events <p>As our children are often excluded from parties with typically developing peers we hold inclusive seasonal parties for all the family. These fulfil the same function as our regular networking meetings but are more focussed on entertainment improving wellbeing and quality of life generally. Our Christmas party is usually the largest event of the year. We also hold Easter and Halloween events and whenever possible we organise a summer trip to an outdoor animal or theme park. We also hold an event to celebrate World Down Syndrome Awareness Day in March.</p> <ul style="list-style-type: none"> • Teenage Events <p>The Teenage club enables us to offer a friendship experience for older children who might find our other parties too “babyish”. We have found that meetings in a bowling alley are most successful for this group and they also enable parents to get together in a separate area and go out in a large group afterwards.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees receive a Trustee Handbook with a copy of the charity’s constitution and guidance from the Charity Commission is referenced and circulated.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not have a grants programme and aims to provide most of its services free of charge to members. Where contributions from families are sought towards a specific programme, eg. Speech therapy, the trustees can decide by vote to assist a family in difficulty by reducing or waiving these.
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	Many members and their close relatives and friends contribute to the charity by undertaking fundraising activities and assisting with the organisation and running of specific events. Occasionally we are also able to involve community volunteers such as students working towards the Duke of Edinburgh's Award or local business organisations who would like to focus on a particular cause for a limited time. Where volunteers are likely to be regular and are not members themselves, DBS checks are carried out.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In the f/y year 24/25 the charity:</p> <ul style="list-style-type: none"> • We held regular monthly family meetings, welcome mornings and activities for parents to network online. • We extended our specialist speech development groups from two sites to three and brought our newly Symbol-trained co-worker up to full capacity to include new families in activities to promote better communication skills. • We arranged family days out at Gulliver's Theme Park and Standalone farm to enable the community to get together over the long school holidays. • We held our annual Christmas party with gifts for all the children. • We improved our new parent welcome packs with new books and toys. • We offered home visits to all new parents receiving their diagnosis of Down's syndrome • We provided additional support visits to families struggling with aspects of their child's diagnosis including accompanying families to children's centres • We continued to provide individual advice on school-based education and to meet with colleagues to discuss local SEND.

		<ul style="list-style-type: none"> We continued to produce our regular newsletters and stepped up our social media presence throughout the period to keep our community in touch and aware of the offer.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The charity achieved and exceeded the objectives set out in it's forward plan due to its seizing new funding opportunities for it's teenage work in particular.
Performance of fundraising activities against objectives set	Para 1.41	<ul style="list-style-type: none"> The charity brought in sufficient donations to cover the year's activities and restore our reserves to well above the minimum level set by trustees.
Investment performance against objectives	Para 1.41	NA
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Accounts submitted separately to the charity commission, available online.
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Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The organisation aims to build up and maintain a balance of around £20K to enable it to plan beyond the next school term and anticipate cash flow variations between the beginnings and ends of terms. This equates to around 2/3 of the annual spending and gives security that we wouldn't have to wind up without providing a full term's activities with staffing costs. Trustees have agreed levels triggering an EGM and further actions if reserves fall.
Amount of reserves held	Para 1.22	The reserve is not separated within the current balance.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has no regular funder and raises its annual income through community fundraisers, grants from companies, charities and foundations and member contributions for specific services.
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
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Type of governing document	Para 1.25	Constitution, amended 2007
How is the charity constituted?	Para 1.25	Charitable unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected at the AGM by members and trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	A trustee handbook is provided for new trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	The charity is affiliated with the Down's Syndrome Association which provides it's insurance policies and is a member organisation of North Herts Council for Voluntary Services which provides some HR and payroll services.
Other		

Reference and Administrative details

Charity name	Up on Downs (Hertfordshire)
Other name the charity uses	Up on Downs
Registered charity number	1126111
Charity's principal address	20A Upper Culver Road St Albans Hertfordshire AL1 4EE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lauren Hartley	Chair	Whole year	Board and membership of Up on Downs.
2	John Clark	Treasurer	"	Board and membership of Up on Downs.
3	Alisande Nuttall	Secretary	"	Board and membership of Up on Downs.
4	Arron Hopcroft	Trustee	"	Board and membership of Up on Downs.
5	Sarah Stockley	Trustee	"	Board and membership of Up on Downs.
6	Dilu Chowdhury	Trustee	"	Board and membership of Up on Downs.
7	Frances Gerber-Hawkins (previously known and Frances Wotton)	Trustee	"	Board and membership of Up on Downs.
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
General and Personnel	Julie Evens	

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

Alisande Nuttall

Exemptions from disclosure


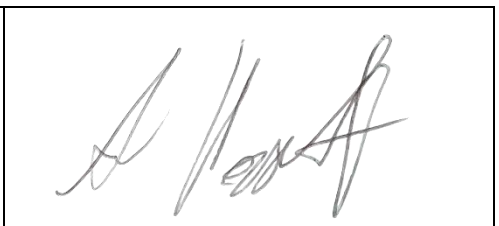
Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)	John Clark	Arron Hopcroft
Date	Treasurer	Trustee
	25 th March 2026	

Up on Downs accounts 2024/2025

Up on Downs accounts 2024/25	Bal b/f	Income	Costs	Bal c/f
Speech development	-	3,608.00	-6,037.37	-2,429.37
Grants, Donations & Other				
Expenditure	45,907.40	40,113.21	-16,958.67	69,061.94
Total as at 31st August 2025	45,907.40	43,721.21	-22,996.04	66,632.57

Up on Downs accounts 2023/24	Bal b/f	Income	Costs	Bal c/f
Speech development	-	4,444.00	-5,902.29	-1,458.29
Grants, Donations & Other				
Expenditure	24,611.92	47,242.98	-24,489.21	47,365.69
Total as at 31st August 2024	24,611.92	51,686.98	-30,391.50	45,907.40

Up on Downs accounts 2022/23	Bal b/f	Income	Costs	Bal c/f
Speech development	-	4,983.50	-7,284.88	-2,301.38
Grants, Donations & Other				
Expenditure	26,821.85	28,307.90	-28,216.45	26,913.30
Total as at 31st August 2023	26,821.85	33,291.40	-35,501.33	24,611.92

Up on Downs accounts 2021/22	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	4,037.00	-7,400.08	-3,363.08
Grants, Donations & Other				
Expenditure	39,659.85	14,467.23	-23,942.15	30,184.93
Total as at 31st August 2022	39,659.85	18,504.23	-31,342.23	26,821.85

Up on Downs accounts 2020/21	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	5,063.00	-7,953.38	-2,890.38
Grants, Donations & Other				
Expenditure	39,447.00	29,068.08	-25,964.85	42,550.23
Total as at 31st August 2021	39,447.00	34,131.08	-33,918.23	39,659.85

Balance carried forward has increased by £22,725.17 to £66,632.57.

It can be seen that we have had another good year financially although income generated has dropped by £7,965.77 to £43,721.21 from last year's income; this reflects the uncommonly high income of the previous year rather than a particularly low income in 2024/25 though.

A decrease in expenditure of £7,365.46 has also contributed to this increase in our balance. This decrease is almost entirely due to our drop in salary spend corresponding to 2024/25 being our first full year with two, rather than three, salaried staff. Salary spend will increase this year, with the current National Minimum Wage and employer National Insurance contributions that came in part way through the last financial year.

Whilst this puts us in a solid financial position from which to start the year we should be minded that several of our most significant income streams of the last few years are one time events and so we should remain active in seeking further opportunities. We are now eligible to reapply for National Lottery funding once again and should do this in the first quarter of this financial year.

The cost to the charity of providing the Speech Development Programme is broadly steady, having risen by only £135.28 despite the training costs for two new co-workers; this is due to having slightly fewer children in the programme and a delay in receiving invoices from co-workers.

The balance of our PayPal account is currently £66.65

Grants, donations and funds raised totalled £43,721.21 including these significant revenues as follows:

Christmas Post-box Topper Fundraiser	£13,413.00
Hitchin Property Trust donation	£7,500.00
Championing Social Care Fundraising Ball (nominated by Ruth Patil)	£5,000.00
Rita Donagh donations	£2,989.00
The Grocer's Charity Grant for New Parent Support	£1,960.00
St Albans Cathedral Congregational Giving Donation	£1,050.00
Statom Group Limited Donation (nominated by Mark Albon)	£1,000.00
Charlie's Gift Grant for Christmas Party 2024 (nominated by Sarah Stockley)	£851.00
St Albans Half Marathon Sponsorship ²	£717.23
Christmas card sales	£591.86
Giles Leather Dragon's Back Challenge Fundraiser ³	£579.04
Radlett Cork Lodge (Freemasons) Donation for teen activities	£450.00
Yung-Challis family donation with Benevity workplace fund matching	£300.00

Outgoings totalled £22,996.04 including this list of the most significant costs to the charity:

Staff salaries ⁴	£13,870.60
Cost of providing the Speech Development Programme	£2,429.37
Christmas party 2024 (including presents)	£781.02
Gulliver's Land Summer Trip ¹	£542.70
Supplies for New Parent Packs (DSUK books)	£190.00
NHCVS salary services and membership	£179.00
New parent get-togethers at DJ Jungle soft play (x2)	£136.65
Family meetings costs	£134.44
Zoom Annual Subscription	£77.94




Notes

- 1 Cost of Gulliver's trip £927.70 less family contributions of £385.00
- 2 St Albans Half Marathon raised £775.53 in sponsorship less £58.30 costs

3 Giles Leather's fundraiser raised £579.04 by the close of the 2024/25 financial year – in total the challenge raised £2,453.75.

4 Going forwards staff salaries will total £14,943.84 per annum at the current level of remuneration and employer NI contribution.

We, the undersigned, confirm that these accounts have been circulated to all trustees of Up on Downs and agreed as correct at the charity's Annual General Meeting on Sunday 12th October 2025

		
Date: 06 Feb 2026	Date: 06/02/2026	Date: 07.02.2026
John Clark Trustee – Treasurer	Lauren Hartley Trustee - Chair	Sarah Stockley Trustee

Independent examiner's report to the trustees of Up on Downs (Hertfordshire)

I report to the trustees on my examination of the accounts of Up on Downs (Hertfordshire) for the year ended 31 August 2025.

Responsibilities and basis of report

As the charity trustees of Up on Downs (Hertfordshire) 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 Up on Downs (Hertfordshire) 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.

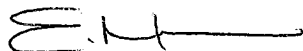
Independent examiner's statement

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 respect of the Trust 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: Elaine Hoar
FCCA: Fellow Chartered and Certified Accountant
Address: 100 Church Street, Langford, Bedfordshire SG18 9NX
Date: 23rd March 2026

UP ON DOWNS (HERTFORDSHIRE)

England & Wales - Charity number 1126111

Accounts



Trustees' Annual Report for the period

From 1st September 2023 To 31st August 2024

Charity name: Up on Downs (Hertfordshire)

Charity registration number: 1126111

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Support for people with Down's Syndrome and their families, helpers and carers within Hertfordshire. To create and develop the conditions which will enable people with Down's syndrome to attain their full potential and to undertake any other charitable activities in connection with Down's syndrome in the Hertfordshire area.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Support and networking meetings These are a major source of support and wellbeing for families, providing friendships with peers, entertainment for children with DS and their siblings and exchange of information. They also provide opportunities for volunteering and for practitioners to learn more about how to support families. We delivered 11 monthly meetings through the year.• Training These are an effective way for family members, teachers and practitioners to learn how to support children at school and in the community.• Individual advice and signposting This is how we support individuals with specific complex situations that may be blocking their ability to access education and services. Resolving individual issues enables us to promote family wellbeing and inclusion. We also promote awareness of issues families are likely to encounter and how to navigate them. This also includes visiting new families and offering them our parent welcome packs with gifts and information.

		<ul style="list-style-type: none"> <p>• Small group speech therapy Most families are concerned about having very limited access to ongoing speech therapy. We employ a team of highly skilled therapy practitioners who aim to deliver 27 sessions throughout the year to each child enrolled in the scheme. Parents pay a contribution that approximates to roughly half of the cost of their child's place and the charity funds the rest, occasionally making a much larger contribution for families in financial difficulty. Groups vary from 2-4 children although in some circumstances we also offer 1:1.</p> <p>• Social communication group for older young people This is an online facilitated group which enables them to meet a defined friendship group weekly to practice their skills and develop confidence. We delivered weekly sessions throughout term-time for the year.</p> <p>• Fitness club for older young people This is an online club led by a fitness trainer who has DS and is therefore an inspirational role model giving young people an impetus to exercise for health and wellbeing. We delivered weekly sessions in term time through the year.</p> <p>• Newsletters and information publishing We keep members up to date with a monthly newsletter featuring upcoming events and relevant information. We maintain a website which was developed throughout the year and we have stepped up our presence on facebook and Instagram with public pages and private groups.</p> <p>• Celebrations and awareness events As our children are often excluded from parties with typically developing peers we hold inclusive seasonal parties for all the family. These fulfil the same function as our regular networking meetings but are more focussed on entertainment improving wellbeing and quality of life generally. Our Christmas party is usually the largest event of the year. We also hold Easter and Halloween celebrations and we organise a summer trip to an outdoor animal or theme park.</p> <p>• Teenage Events</p>
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		<p>The Teenage club enables us to offer a friendship experience for older children who might find our other parties too "babyish". We have found that meetings in a bowling alley are most successful for this group and they also enable parents to get together in a separate area and go out in a large group afterwards.</p> <ul style="list-style-type: none"> <p>Choices Youth Club</p> <p>The Friday night youth club runs weekly and brings in a range of young people with disabilities whose social life is otherwise limited. The group ran sessions with sports, cooking, art, sculpture, dance and gaming, according to the interests of users.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees receive a Trustee Handbook with a copy of the charity's constitution and guidance from the Charity Commission is referenced and circulated.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not have a grants programme and aims to provide most of its services free of charge to members. Where contributions from families are sought towards a specific programme, eg. Speech and communication groups, the trustees can decide by vote to assist a family in difficulty by reducing or waiving these.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Many members and their close relatives and friends contribute to the charity by undertaking fundraising activities and assisting with the organisation and running of specific events. Occasionally we are also able to involve community volunteers such as students working towards the Duke of Edinburgh's Award or local business organisations who would like to focus on a particular cause for a limited time. Where volunteers are likely to be regular and are not members themselves, DBS checks are carried out.
Other		

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>In the financial year 23/24 the charity:</p> <ul style="list-style-type: none"> • Held regular monthly family support meetings, welcome mornings and activities for parents to network online. • Continued a weekly programme of online activities for young people including Social Communication on Thursdays and Fitness club on Mondays. • Maintained a weekly youth club for teenagers with special needs to give them enrichment activities and regular contact with a friendship group. Feedback has been consistently excellent from young people and carers attending. • Continued our specialist speech development groups at three sites with our Symbol-trained co-workers to promote better communication skills in our children with Down's syndrome • Continued to work with our Young Ambassadors which enabled some of our teenagers with DS to take on a more formal representative role at events. • Arranged family days out at Hertfordshire Zoo and Standalone farm to enable the community to get together over the long school holidays. We also organised a day at the De Havilland Aircraft Museum to celebrate World Down's Syndrome Day. • Held our annual Christmas party with gifts for all the children. • Welcomed new parents with home visits, follow ups and new parent welcome packs. • Continued to provide individual advice on school-based education and to meet with colleagues to discuss local SEND. • Continued to produce our regular newsletters and stepped up our social media presence throughout the period to keep our community in touch and aware of the offer.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The charity achieved and exceeded the objectives set out in its constitution.
Performance of fundraising activities against objectives set	Para 1.41	The charity's fundraising activities brought in sufficient funds to comfortably cover the year's activities and restore reserves to level that trustees are comfortable with to enable it continue to operate securely.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Accounts submitted separately to the charity commission, available online.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The organisation has built up a balance of £45K, around the level of annual spend, to provide security in providing activities and providing support to families going forward and weather future cash flow variations. Trustees have also stated the organisation intentions to undertake overdue staff development and training activities in the field of speech therapy in the near future to ensure continuity of the charity's speech development programme.
Amount of reserves held	Para 1.22	The reserve is not separated within the current balance.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has no regular funder and raises its annual income through community fundraisers, grants from companies, charities and foundations and member contributions for specific services.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution, amended 2007
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected at the AGM by members and trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	A trustee handbook is provided for new trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	The charity is affiliated with the Down's Syndrome Association which provides it's insurance policies and is a member organisation of North Herts Council for Voluntary Services which provides some HR and payroll services.
Other		

Reference and Administrative details

Charity name	Up on Downs (Hertfordshire)
Other name the charity uses	Up on Downs
Registered charity number	1126111
Charity's principal address	20A Upper Culver Road St Albans Hertfordshire AL1 4EE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lauren Hartley	Chair	Whole year	Board and membership of Up on Downs.
2	John Clark	Treasurer	Whole year	Board and membership of Up on Downs.
3	Alisande Nuttall	Secretary	June 2024 onwards	Board and membership of Up on Downs.
4	Arron Hopcroft	Trustee	Whole year	Board and membership of Up on Downs.
5	Sarah Stockley	Trustee	Whole year	Board and membership of Up on Downs.
6	Dilu Chowdhury	Trustee	Whole year	Board and membership of Up on Downs.
7	Frances Gerber-Hawkins (previously known as Frances Wotton)	Trustee	Whole year	Board and membership of Up on Downs.
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19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
General and personnel	Julie Evens	

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

Janet Hopcroft

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--



Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JOHN CLARK	SARAH STOCKLEY
Position (eg Secretary, Chair, etc)	Treasurer	TRUSTEE
Date	27/03/25	7/04/25

Up on Downs accounts 2023/24

Up on Downs accounts 2023/24	Bal b/f	Income	Costs	Bal c/f
Speech development	-	4,444.00	-5,902.29	-1,458.29
Grants, Donations & Other				
Expenditure	24,611.92	47,242.98	-24,489.21	47,365.69
Total as at 31st August 2024	24,611.92	51,686.98	-30,391.50	45,907.40

Up on Downs accounts 2022/23	Bal b/f	Income	Costs	Bal c/f
Speech development	-	4,983.50	-7,284.88	-2,301.38
Grants, Donations & Other				
Expenditure	26,821.85	28,307.90	-28,216.45	26,913.30
Total as at 31st August 2023	26,821.85	33,291.40	-35,501.33	24,611.92

Up on Downs accounts 2021/22	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	4,037.00	-7,400.08	-3,363.08
Grants, Donations & Other				
Expenditure	39,659.85	14,467.23	-23,942.15	30,184.93
Total as at 31st August 2022	39,659.85	18,504.23	-31,342.23	26,821.85

Up on Downs accounts 2020/21	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	5,063.00	-7,953.38	-2,890.38
Grants, Donations & Other				
Expenditure	39,447.00	29,068.08	-25,964.85	42,550.23
Total as at 31st August 2021	39,447.00	34,131.08	-33,918.23	39,659.85

Up on Downs accounts 2019/20	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	2,824.00	-4,517.80	-1,693.80
Grants, Donations & Other				
Expenditure	39,450.72	20,428.83	-18,738.75	41,140.80
Total as at 31st August 2020	39,450.72	23,252.83	-23,256.55	39,447.00

Balance carried forward has increased by £21,295.48 to £45,907.40.

It can be seen that we have had a successful year in terms of income generation with an increase of £18,935.08 on last year (excluding the speech development programme) from grants and donations coupled with a slight decrease in expenditure.

This significant increase in income arises primarily from three significant sources: an increased grant from the National Lottery, a donation from the Hitchin Property Trust and large number of individual donations connected to our involvement in the St Albans Half Marathon.

The cost to the charity of providing the Speech Development Programme has dropped slightly to £5,902.29; this is due to having slightly fewer children in the programme and a delay in receiving invoices from co-workers.

The balance of our PayPal account is currently £137.70

Grants, donations and funds raised totalled £51,686.98 including these significant revenues as follows:

National Lottery Community Grant	£13,134.00
St Albans Half Marathon Sponsorship and other proceeds	£12,171.14
Hitchin Property Trust donation	£7,500.00
Rita Donagh donations	£2,891.00
HCC Building Life Chances Early Years Grant	£1,407.00
St Albans Cathedral Congregational Giving Donation	£1,215.00
Christmas card sales	£1,151.50
St George's Day Charity Club Donations	£841.00
John F Hunt Power donation towards Ambassador's Programme	£630.00
HCC Councillor's Locality Budget grant towards Ambassador's Programme	£600.00
CBRE Global Investments donation (nominated by John Clarke)	£525.00
Radlett Cork Lodge (Freemasons) Donation	£500.00
Pimlico Lodge (Freemasons) Donation	£500.00
Colourbyte donation for fundraising material (initiated by Stockley family)	£500.00



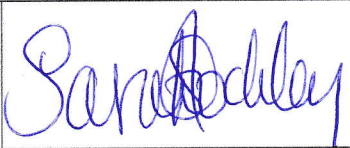
Outgoings totalled £30,391.50 including this list of the most significant costs to the charity:

Staff salaries	£17,762.36
Facilitator for teen zoom meetings (partially funded by BLC grant)	£1,835.00
Cost of providing the Speech Development Programme	£1,458.29
Choices teen youth club (funded by BLC grant)	£1,905.80
Hertfordshire Zoo and Woodside farm summer trips ⁽¹⁾	£436.75
Christmas party 2023 (including presents)	£483.10
Zoom Annual Subscription	£155.78
Family meetings costs	£72.10

Notes

¹ The total cost of the summer trips was £841.75 less £405.00 in parental contributions, £111.75 of this amount was paid using PayPal funds.

We, the undersigned, confirm that these accounts have been circulated to all trustees of Up on Downs and agreed as correct at the charity's Annual General Meeting on Sunday 18th November 2024.

		
John Clark Trustee – Treasurer	Lauren Hartley Trustee - Chair	Sarah Stockley Trustee

S.M.
14.2.25.

Summary of charity structure and processes at year ending 31st August 2024

Scrutiny of accounts undertaken on Friday 14th February 2025.

This is a parent run organisation which supports families of children with Downs Syndrome. They support other parents by sharing information and creating opportunities for families to socialise and learn together. They support our children by arranging specific activities and by working with other agencies to increase awareness of Downs Syndrome and improve the opportunities available to people with the condition.

Organisation

There are two part time employees currently, originally three up until May 2024 –

Alisande (Sande) Nuttall – Director (10 Hours per week) until May 2024 upon her resignation. Sande now serves as a Trustee of the charity

Janet Hopcroft – Services Coordinator until May 2024, Director thereafter (11 Hours per week in both instances)

Gemma Albon – Assistant Family Services Coordinator (10 Hours per week)

Services and Support Provided

Speech and communication development sessions for children are provided by the charity. The charity pays a percentage of the cost and families make a £99 per term contribution towards the cost of running the scheme. Support is provided by speech development co-workers and overseen by a speech therapist. Speech Therapists and co-workers are employed on an ad hoc basis, they invoice as and when they work for the charity.

Pre-natal contact with families by charity volunteers/staff, providing further support once the baby has been born including new parent visits

Monthly family meeting 2nd Sat of every month – on a drop in basis

EHCP and benefits training and advising parents

Social Events for families and teenagers with Down syndrome

Accounting Information

End of Term (in line with School Terms) is the busiest time for transactions

Weekly analysis of Charities Aid Foundation (CAF) giving – this is necessary in order for the donations to be documented on the accounts and thank you replies sent to donors

Charities Aid Foundation credits are shown as initial donation less the fee taken by CAF for donation admin

Gift aid refunds – will be reimbursed by CAF separately within the month the donation is made

Further Information

All administration is conducted from Employees homes

Accounts Sample Testing

Items were randomly selected by Elaine Hoar on Friday 14th February 2025. All periods are as detailed on the bank statements, all accounts/receipts/invoices verified and seen on the following items-:

2023-2024

Balance Check Income & Expenditure totals in the monthly accounts analysis has been reconciled against the funds received in and out of the bank account for September 2023 – August 2024.

September 2023

Balance Check Bank Statement @ 31 August 2023 = £24,611.92

Spreadsheet Opening Balance - £24,611.92 @ 01 September 2023
Money Out = £2,867.90
Money In = £2,319.98
Spreadsheet Balance at 30 September 2023 = £25,159.84

Receipts Sample Reviewed all expenditure and income against the bank statement and receipts.

October 2023

Receipts Sample 12th – Reviewed the Grant from Building Life Chances Early Years £1407.00 against accounts and bank statement.

Expenditure Sample 20th – Reviewed payment to Magda Kruszewska £394.50 against receipt and bank statement.

November 2023

Receipts Sample 17th – Reviewed donation from J R Robinson £60.00 against the bank statement.

Expenditure Samples 8th – Reviewed payment to Gemma Albon £269.00 against the receipt and bank statement.

16th – Reviewed payment to Zoom £143.88 against the bank statement.

January 2024

Expenditure Sample 24th – Reviewed payment to Christchurch Baptist Church £45 against the receipt and bank statement.

March 2024

Receipts Sample

11th – Reviewed donation from Colourbyte Europe Ltd £500.00 against receipt confirmation and bank statement.

May 2024

Receipts Sample

Reviewed all receipts £3667.41 against the bank statement for May 2024.

June 2024

Expenditure Sample

4th – Reviewed payment relating to Wilko £5.80 against the receipt and bank statement.

July 2024

Receipts Example

19th – Reviewed the funding from the National Lottery £13,134.00 against the confirmation letter and bank statement.

Expenditure Samples

2nd – Reviewed payment to Emily Enoch £185.00 against the invoice and bank statement.

15th – Reviewed payment to Hertfordshire Zoo £700 against the receipt and bank statement.

15th – Reviewed the payment to Paula Binks £640.14 against the invoice and bank statement.

July 2024

Balance Check

Spreadsheet Opening Balance - £45,589.82 @ 01 Aug 2024

Money In = £1,222.89

Money Out = £905.32

Bank & Spreadsheet Balance at 31 Aug 2024 = £45,907.40

The 2023/2024 accounts have been reconciled to the spreadsheets maintained by Up on Downs to ensure that total income and costs have been reported accurately.

Sample testing has been evidenced by ticking of the receipts/transactions and initialling the relevant pages.

UP ON DOWNS (HERTFORDSHIRE)

England & Wales - Charity number 1126111

Accounts



Trustees' Annual Report for the period

**From 31st August 2022
To 31st August 2023**

**Period start date
Period end date**

Charity name: Up on Downs (Hertfordshire)

Charity registration number: 1126111

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Support for people with Down's Syndrome and their families, helpers and carers within Hertfordshire. To create and develop the conditions which will enable people with Down's syndrome to attain their full potential and to undertake any other charitable activities in connection with Down's syndrome in the Hertfordshire area
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none"> • Support and networking meetings These are a major source of support and wellbeing for families, providing friendships with peers, entertainment for children with DS and their siblings and exchange of information. They also provide opportunities for volunteering and for practitioners to learn more about how to support families. We delivered 11 monthly meetings through the year. Training events and talks These are an effective way for family members, teachers and practitioners to learn how to support children at school and in the community. • Individual advice and signposting This is how we support individuals with specific complex situations that may be blocking their ability to access education and services. Resolving individual issues enables us to promote family wellbeing and inclusion. We also promote awareness of issues families are likely to encounter and how to navigate them. This also includes visiting new families and offering them our parent welcome packs with gifts and

		<p>information.</p> <ul style="list-style-type: none"> • Small group speech therapy Most families are concerned about having very limited access to ongoing speech therapy. We employ a team of highly skilled
		<p>therapy practitioners who aim to deliver 27 sessions throughout the year to each child enrolled in the scheme. Parents pay a contribution that approximates to roughly half of the cost of their child's place and the charity funds the rest, occasionally making a much larger contribution for families in financial difficulty. Groups vary from 2-4 children although in some circumstances we also offer 1:1. During the period we trained a new speech therapy co-worker and started her with a new cohort at a third site.</p> <ul style="list-style-type: none"> • Social communication group for older young people This is an online facilitated group which enables them to meet a defined friendship group weekly to practice their skills and develop confidence . We delivered weekly sessions throughout term time for the year. • Fitness club for older young people This is an online club led by a fitness trainer who has DS and is therefore an inspirational role model giving young people an impetus to exercise for health and wellbeing. We delivered weekly sessions in term time through the year. • Newsletters and information publishing We keep members up to date with a monthly newsletter featuring upcoming events and relevant information. We maintain a website which was developed throughout the year and we have stepped up our presence on facebook and Instagram with public pages and private groups. • Celebrations and awareness events As our children are often excluded from parties with typically developing peers we hold inclusive seasonal parties for all the family. These fulfil the same function as our regular networking meetings but are more focussed on entertainment improving wellbeing and quality of life generally. Our Christmas party is usually the largest event of the year. We also hold Easter and Halloween parties and whenever possible

		<p>we organise a summer trip to an outdoor animal park.</p> <ul style="list-style-type: none"> • Teenage Events The Teenage club enables us to offer a friendship experience for older children who might find our other parties too “babyish”. We have found that meetings in a bowling alley are most successful for this group and they also enable parents to get together in a separate area and go out in a large group afterwards. • Choices Youth Club The Friday night youth club runs weekly and brings in a range of young people with disabilities whose social life is otherwise limited. The group ran sessions with sports, cooking, art, sculpture, dance and gaming, according to the interests of users.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees receive a Trustee Handbook with a copy of the charity’s constitution and guidance from the Charity Commission is referenced and circulated.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not have a grants programme and aims to provide most of its services free of charge to members. Where contributions from families are sought towards a specific programme, eg. Speech therapy, the trustees can decide by vote to assist a family in difficulty by reducing or waiving these.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Many members and their close relatives and friends contribute to the charity by undertaking fundraising activities and assisting with the organisation and running of specific events. Occasionally we are also able to involve community volunteers such as students working towards the Duke of Edinburgh’s Award or local business organisations who would like to focus on a particular cause for a limited time. Where volunteers are likely to be regular and are not members themselves, DBS checks are carried out.

Other		
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Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>In the f/y year 22/23 the charity:</p> <ul style="list-style-type: none"> • We held regular monthly family meetings, welcome mornings and activities for parents to network online. • We continued a weekly programme of online activities for young people including Social Communication on Thursdays and Fitness club on Tuesdays. • We maintained a weekly youth club for teenagers with special needs to give them enrichment activities and regular contact with a friendship group. Numbers gradually increased and feedback has been consistently excellent from young people and carers attending. • We extended our specialist speech development groups from two sites to three and brought our newly Symbol-trained co-worker up to full capacity to include new families in activities to promote better communication skills. • We established an Ambassador programme to involve some of our teenagers in a more formal representative role. • We arranged family days out at Thomley SEN Activity Centre and Standalone farm to enable the community to get together over the long school holidays. We also organised a day at the De Havilland Aircraft Museum to celebrate World Down's Syndrome Day. • We held a 3 day residential at Magdalen Farm Environmental Education Centre in Somerset giving families extended time to connect and experience a holiday where all the young people's needs and interests were fully catered to. • We held our annual Christmas party with gifts for all the children. • We improved our new parent welcome packs with new books and toys. • We continued to provide individual

		<p>advice on school-based education and to meet with colleagues to discuss local SEND.</p> <ul style="list-style-type: none"> We continued to produce our regular newsletters and stepped up our social media presence throughout the period to keep our community in touch and aware of the offer.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The charity achieved and exceeded the objectives set out in it's forward plan due to its seizing new funding opportunities for it's teenage work in particular.
Performance of fundraising activities against objectives set	Para 1.41	<ul style="list-style-type: none"> The charity brought in near enough to cover the year's activities with 2K taken out of reserves to cover the excess. The reserve remained well above the minimum level set by trustees.
Investment performance against objectives	Para 1.41	NA
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Accounts submitted separately to the charity commission, available online.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The organisation aims to build up and maintain a balance of around £20K to enable it to plan beyond the next school term and anticipate cash flow variations between the beginnings and ends of terms. This equates to around 2/3 of the annual spending and gives security that we wouldn't have to wind up without providing a full term's activities with staffing costs. Trustees have agreed levels triggering an EGM and further actions if reserves fall.
Amount of reserves held	Para 1.22	The reserve is not separated within the current balance.

Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has no regular funder and raises its annual income through community fundraisers, grants from companies, charities and foundations and member contributions for specific services.
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution, amended 2007
How is the charity constituted?	Para 1.25	Charitable unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected at the AGM by members and trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	A trustee handbook is provided for new trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	The charity is affiliated with the Down's Syndrome Association which provides its insurance policies and is a member organisation of North Herts Council for Voluntary Services which provides some HR and payroll services.
Other		

Reference and Administrative details

Charity name	Up on Downs (Hertfordshire)
Other name the charity uses	Up on Downs
Registered charity number	1126111
Charity's principal address	20A Upper Culver Road St Albans Hertfordshire AL1 4EE

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Lauren Hartley	Chair	Whole year	Board and membership of Up on Downs.
John Clark	Treasurer	"	Board and membership of Up on Downs.
	Secretary (vacant) Duties undertaken by Chair	"	Board and membership of Up on Downs.
Arron Hopcroft	Trustee	"	Board and membership of Up on Downs.
Sarah Stockley	Trustee	"	Board and membership of Up on Downs.

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser Name Address

General and Personnel	Julie Evens	

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

Alisande Nuttall

Exemptions from disclosure

Reason for non-disclosure of key personnel details


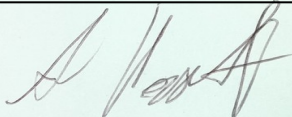
Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

John Clark	Arron Hopcroft
------------	----------------

Position (eg
Secretary,

Treasurer	Trustee
-----------	---------

Chair,
etc)

Date

April 18th 2024

Up on Downs accounts 2022/23

Up on Downs accounts 2022/23	Bal b/f	Income	Costs	Bal c/f
Speech development	-	4,983.50	-7,284.88	-2,301.38
Grants, Donations & Other				
Expenditure	26,821.85	28,307.90	-28,216.45	26,913.30
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Total as at 31st August 2020	39,450.72	23,252.83	-23,256.55	39,447.00

Up on Downs accounts 2018/19	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	6,027.00	-6,590.20	-563.20
Grants, Donations & Other				
Expenditure	27,391.58	26,494.17	-13,871.83	40,013.92
Total as at 31st August 2019	27,391.58	32,521.17	-20,462.03	39,450.72

Balance carried forward is steady, having dropped by £2,209.93 (around 9%) to £24,611.92.

It can be seen that we have had a more successful year in terms of income generation, and increase of £13,840.67 on last year (excluding the speech programme) from grants and donations. However, this has been offset by an increase in expenditure, which reflects an increase in our activity and staff salaries. It should be noted that the increase in income has come almost exclusively from grants and personal donations as we have been unable to secure new corporate sponsorship income as desired.

The cost to the charity of providing the Speech Development Programme remains steady at £2,301.38.

The balance of our PayPal account is currently £858.41.

Grants, donations and funds raised totalled £33,291.40 including these significant revenues as follows:

National Lottery Community Grant	£5,720.00
HCC Building Life Chances Grant (phase 2)	£4,500.00
Donation from the estate of the late Anna Martinez-Lainez	£4,000.00
Rita Donagh donations	£2,004.20
Hitchin Youth Trust Grant	£1,750.00
Neil Challis Birthday fundraiser (inc matched funding from Softwire)	£1,083.94
St Albans Cathedral Congregational Giving Donation	£1,000.00
St Albans Half Marathon sponsorship/marshalling	£743.40
Salmon Swimming Club Swimathon	£725.00
Chloe James Lifestyle fundraiser	£470.00
Marriotts School fundraiser	£393.51
Stagecoach fundraiser (Mrs T Francis)	£289.20
Christmas card sales	£245.47
Income from Christmas party tombola and games	£222.75

Outgoings totalled £31,342.23 including this list of the most significant costs to the charity:

Staff salaries	£16,848.32
Facilitator for teen zoom meetings (partially funded by BLC grant)	£2,445.00
Cost of providing the Speech Development Programme	£2,301.38
Magdalen Farm Residential trip (cost of trip less family contributions)	£1,674.00
Choices teen youth club (funded by BLC grant)	£1,501.56
Thomley play park and Standalone farm summer trips	£270.00
Christmas party 2022 (including presents)	£196.89
Zoom Annual Subscription	£143.88
Family meetings costs	£94.65

Independent examiner's report to the trustees of Up on Downs (Hertfordshire)

I report to the trustees on my examination of the accounts of Up on Downs (Hertfordshire) for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees of Up on Downs (Hertfordshire) 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 Up on Downs (Hertfordshire) 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 respect of the Trust 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: Elaine Hoar
FCCA: Fellow Chartered and Certified Accountant
Address: 100 Church Street, Langford, Bedfordshire SG18 9NX
Date: 26th October 2023

UP ON DOWNS (HERTFORDSHIRE)

England & Wales - Charity number 1126111

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 31st August 2020

Period start date

To 31st August 2021

Period end date

Charity name: Up on Downs (Hertfordshire)

Charity registration number: 1126111

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Support for people with Down's Syndrome and their families, helpers and carers within Hertfordshire. To create and develop the conditions which will enable people with Down's syndrome to attain their full potential and to undertake any other charitable activities in connection with Down's syndrome in the Hertfordshire area. We specifically work with families of the under 25s and have a raft of activities to support them at significant life stages such as birth, access to early education, speech development, teenage health and socialisation and access to college.

<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>Para 1.17 and 1.19</p>	<ul style="list-style-type: none"> <p>• Support and networking meetings</p> <p>These are a major source of support and wellbeing for families, providing friendships with peers, entertainment for children with DS and their siblings and exchange of information. They also provide opportunities for volunteering and for practitioners to learn more about how to support families. Although discontinued during lockdowns we were able to pick these up again in 2021 and create alternatives online and in outdoor spaces to complement.</p> <p>• Training events and talks</p> <p>These are an effective way for family members, teachers and practitioners to learn how to support children at school and in the community. We were able to hold advisory sessions online in the period and to offer small group training for our young people.</p> <p>• Individual advice and signposting</p> <p>This is how we support individuals with specific complex situations that may be blocking their ability to access education and services. Resolving individual issues enables us to promote family wellbeing and inclusion. We also promote awareness of issues families are likely to encounter and how to navigate them. Using a variety of technologies we were able to continue this service regardless of lockdowns.</p> <p>• Small group speech therapy</p> <p>Most families are concerned about having very limited access to ongoing speech therapy. We employ a team of highly skilled therapy practitioners who aim to deliver 27 sessions throughout the year to each child enrolled in the scheme. Parents pay a contribution that approximates to roughly half of the cost of their child's place and the charity funds the rest, occasionally making a much larger contribution for families in financial difficulty. Groups vary from 2-4 children although in some circumstances we also offer 1:1. During the period lockdowns meant some cancellations and periods of online learning and use of home resource packs.</p> <p>• Social communication group for young people</p> <p>This is an online facilitated group which enables them to meet a defined friendship</p>
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		<p>group weekly to practice their skills and develop confidence.</p> <ul style="list-style-type: none"> Newsletters and information publishing We keep members up to date with a monthly newsletter featuring upcoming events and relevant information. Periodically we also publish factsheets. We maintain a website and have a public as well as a private Facebook group where members can upload their own news and queries and where we can signpost useful time-limited resources. During Covid 19 we boosted our newsletter content to provide information and inspiration. Celebrations and awareness events As our children are often excluded from parties with typically developing peers we hold inclusive seasonal parties for all the family. These fulfil the same function as our regular networking meetings but are more focussed on entertainment improving wellbeing and quality of life generally. Our Christmas party is usually the largest event of the year. We also hold Easter and Halloween parties and whenever possible we organise a summer trip to an outdoor animal park. During the period we created online parties. Teenage club The Teenage club enables us to offer a friendship experience for older children who might find our other parties too "babyish". We have found that meetings in a bowling alley are most successful for this group and they also enable parents to get together in a separate area and go out in a large group afterwards. However during the period we held all our young people's activities online and were able to increase the number and breadth of sessions to include crafts and fitness.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees receive a Trustee Handbook with a copy of the charity's constitution and guidance from the Charity Commission is referenced and circulated. Trustees continued to meet virtually and have had regard to the guidance on public benefit during the period.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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Policy on grant making	Para 1.38	The charity does not have a grants programme and aims to provide most of its services free of charge to members. Where contributions from families are sought towards a specific programme, eg. Speech therapy, the trustees can decide to assist a family in difficulty by reducing or waiving these temporarily.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Many members and their close relatives and friends contribute to the charity by undertaking fundraising activities and assisting with the organisation and running of specific events. Occasionally we are also able to involve community volunteers such as students working towards the Duke of Edinburgh's Award or local business organisations who would like to focus on a particular cause for a limited time. Where volunteers are likely to be regular and are not members themselves, DBS checks are carried out. During the period we were not able to use our volunteers to assist physical events so we kept in regular touch and sent newsletters.
Other		

Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>In the f/y year 20/21 the charity had to adapt its planning and delivery in light of the Covid 19 crisis, meeting its goals for beneficiaries with use of more online working.</p> <ul style="list-style-type: none"> • We held regular family meetings, welcome mornings and activities for parents to network online • We established a weekly programme of online activities for young people including Social Communication with a geography topic, recycled art club and fitness • We continued our full programme of online activities throughout all the half terms and the summer holidays to provide continuous community in recognition of our families not being able to vacation and socialise normally. • For our younger children we held online blocks of storytelling and drama sessions and signing classes led by staff and outside providers. • The online programme meant we welcomed back families we hadn't seen for a while who weren't associated with particular in person programmes. It created strong bonds between the groups who met weekly and twice-weekly on line and feedback was so good that we have permanently added after school online groups for older young people to our programme. Families told us that it was a lifeline for them when normal school-based activities and afterschool clubs had been closed. • We continued to provide individual advice on school-based education and the move to online meetings meant that we were able to attend meetings with schools and the local authority more readily to support parents. • We were able to take up more training opportunities for staff to hone their skills and we were able to offer online training on topics such as cyber safety and signpost to a huge variety of training that parents could more easily access. We held support sessions for families wishing to discuss supporting positive behaviour, facilitated by an external education adviser. • In lieu of the usual Halloween, Christmas and Easter parties we held
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		<p>online parties with gifts and party kits sent by post to all participants so that they could enjoy the festivities safely.</p> <ul style="list-style-type: none"> • After a term of dormancy due to lockdowns we also brought back our speech therapy groups with children in pairs to stay within the allowed numbers. Our therapy team were then able to offer a hybrid service where most children attended in person but those isolating could join by video. Parents told us how glad they were to be offered therapy in person at a time when most of their statutory provision had disappeared. Many had concerns that their children were regressing during the extended break. • We continued to produce our regular newsletters and stepped up our social media presence throughout the period to keep our community in touch and aware of the offer. • When gatherings were permitted, we met outdoors to welcome new babies and toddlers in limited-number activities. Babies born during Covid had not had the benefit of playgroups and introductions to other parents so they told us this was a huge boost to mood.
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>The charity's forward plan had to be pared down and adapted to cope with Covid and staff furloughs and home-schooling commitments. Our meetings and events, information service and therapy were all achieved roughly as originally intended but with a great deal of flexibility on means and limits on numbers as imposed by government and by the risk assessments of venues.</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>The charity was able to fund all of the year's programme and keep reserve at a sustainable level in line with its policy. This was largely due to obtaining a large donation shortly before Covid and the reduced cost of online delivery while fundraising activities were seriously curtailed.</p>

Investment performance against objectives	Para 1.41	NA
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Accounts submitted separately to the charity commission, available online.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The organisation aims to build up and maintain a balance of around £20K to enable it to plan beyond the next school term and anticipate cash flow variations between the beginnings and ends of terms. This equates to around 2/3 of the annual spending and gives security that we wouldn't have to wind up without providing a full term's activities with staffing costs. Trustees have agreed levels triggering an EGM and further actions if reserves fall.
Amount of reserves held	Para 1.22	The reserve is not separated within the current balance.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has no regular funder and raises its annual income through community fundraisers, grants from companies, charities and foundations and member contributions for specific services.
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	

Other		
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution, amended 2007
How is the charity constituted?	Para 1.25	Charitable unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected or re-elected at the AGM by members and trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	A trustee handbook is provided for new trustees. Those considering trusteeship are invited to attend committee meetings to familiarise themselves with proceedings and Managers reports and accounts are shared.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	The charity is affiliated with the Down's Syndrome Association and is a member organisation of North Herts Council for Voluntary Services and Hitchin Youth Action Group. We work with other organisations in Hertfordshire such as Herts Parent Carer Involvement and Carers in Herts as appropriate.
Other		

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lauren Hartley	Chair	Whole year	Board and membership of Up on Downs.
2	John Clark	Treasurer	"	Board and membership of Up on Downs.
3		Secretary (vacant) Duties undertaken by Chair	"	Board and membership of Up on Downs.
4	Arron Hopcroft	Trustee	"	Board and membership of Up on Downs.
5	Sarah Stockley	Trustee	"	Board and membership of Up on Downs.
6	Amanda Jeram	Trustee	"	Board and membership of Up on Downs.
7	Karen Potton	Trustee	"	Board and membership of Up on Downs.
8	Frances Wotton	Trustee	"	Board and membership of Up on Downs.
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser Name Address

General and Personnel	Julie Evens	Acacia House, Chiltern Road, Hitchin, Hertfordshire

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

Alisande Nuttall

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	(in original) 	(in original) 
Full name(s)	John Clark	Arron Hopcroft
Position (eg Secretary, Chair, etc)	Treasurer	Trustee
Date	25 February 2022	21 February 2022

Up on Downs accounts 2020/21

Up on Downs accounts 2020/21	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	5,063.00	-7,953.38	-2,890.38
Grants, Donations & Other				
Expenditure	39,447.00	29,068.08	-25,964.85	42,550.23
Total as at 31st August 2021	39,447.00	34,131.08	-33,918.23	39,659.85

Up on Downs accounts 2019/20	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	2,824.00	-4,517.80	-1,693.80
Grants, Donations & Other				
Expenditure	39,450.72	20,428.83	-18,738.75	41,140.80
Total as at 31st August 2020	39,450.72	23,252.83	-23,256.55	39,447.00

Up on Downs accounts 2018/19	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	6,027.00	-6,590.20	-563.20
Grants, Donations & Other				
Expenditure	27,391.58	26,494.17	-13,871.83	40,013.92
Total as at 31st August 2019	27,391.58	32,521.17	-20,462.03	39,450.72

Up on Downs accounts 2017/18	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	6,072.00	-8,650.80	-2,578.80
Grants, Donations & Other				
Expenditure	3,844.92	38,706.21	-12,580.75	29,970.38
Total as at 31st August 2018	3,844.92	44,778.21	-21,231.55	27,391.58

Up on Downs accounts 2016/17	Bal b/f	Income	Costs	Bal c/f
Speech Therapy	-	6,374.00	-13,019.74	-6,645.74
Grants, Donations & Other				
Expenditure	13,637.71	11,010.67	-14,157.72	10,490.66
Total as at 31st August 2017	13,637.71	17,384.67	-27,177.46	3,844.92

Balance carried forward has remained steady, increasing slightly by £212.85 to £39,659.85. Although the balance remains steady it can be seen that both income and outgoings have increased from last year which reflects our return to more normal activities following the end of lockdown. Fundraising activity remains somewhat muted but we have been able to secure several significant donations and a significant grant from Hertfordshire Community Foundation / Hertfordshire County

Council directly related to our work undertaken in light of the Covid 19 situation. This was used primarily to update IT equipment throughout the charity.

VirginMoneyGiving, the main fundraising and gift aid collection platform that we have used for over five years, is to close on the 30th November this year. Alternative platforms are currently being evaluated and care must be taken that we do not lose potential donations during the period of transition.

Notwithstanding this favourable financial situation the charity continues to actively explore future fundraising opportunities and be mindful of available grants. Committee retains the mechanism to focus on fundraising should the balance fall below £14,000 (approximately 1.5 term's staff wages plus speech therapy costs and programme funding to carry the charity forwards for six months) and a further trigger at £9,000 to start to wind up the charity should no further funding be in the pipeline.

Grants, donations and funds raised totalled £34,131.08 including significant revenues as follows:

Hertfordshire Community Foundation/Hertfordshire County Council Grant	£8,000.00
Storefresh / NFT Charity of the year donation	£5,179.55
Persimmon Homes Donation	£5,000.00
MBDA Donation / Fundraisers	£1,835.81
J Walker donation in memory of Emily Stockley	£1,047.75
St Albans Cathedral Congregational Giving Donation	£900.00
Blue Stevenson fundraiser	£725.00
Christmas card sales ¹	£717.10
Bernards Heath Junior School Y6 Enterprise day Donation	£534.14
K Lardner fundraiser in memory of Emily Stockley	£524.58
Provincial Grand Chapter of Hertfordshire (Freemasons) Donation	£500.00

Speech and language costs totalled £7,953.38, an increase of £3,435.58 on 2019/20. This increase is due to the scheme resuming its full programme of meetings following lockdown and the planned reinstatement of the supervisory speech and language therapist (which represented a cost of £945.00).

Other costs amounted to £25,964.85, an increase of £7,226.10 on last year. This increase in spending is largely due to the complete refresh of laptops and technical equipment for staff for which the HCF/HCC grant was used. There was also an increase in spend on our external provider for teen zoom meetings of £2,310 compared to 2019/20; this reflects the additional amount of online provision provided through lockdown which has been scaled down going forward. These increases were offset by our being unable to offer a member summer outing, owing to Covid.

Outgoings totalled £33,918.23 including this list of the most significant costs to the charity:

Salaries	£15,113.27
New Laptops for staff and co-workers	£4,043.95
Trainor / facilitator for teen zoom meetings	£3,315.00
Cost of providing the SLT programme	£2,890.38

Printers and other technical equipment for staff	£630.16
Stationery (inc printer ink) ³	£539.51
Postage ²	£339.56
SPOT Drama zoom entertainer	£200.00
Christmas Zoom party (including presents)	£98.68
Cost of Family meetings (including craft supplies)	£65.21
Easter Zoom party	£64.79
Halloween Zoom party	£27.00

Notes:

1 The Christmas cards sales figure does not take account the cost of producing the cards. This cost is recorded within the accounts and a significant number of cards were donated to us.

2 The postage costs include £99.32 of pre-purchased stamps for future use and the cost of posting Christmas gifts / Easter party packs in lieu of face to face events this year.

3 The stationery cost includes supplies for the forthcoming year purchased from a time limited grant.



Report to the trustees/ members of	Charity Name Up on Downs (Hertfordshire)		
On accounts for the year ended	31 st August 2021	Charity no (if any)	1126111
Set out on pages	1 page		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st August 2021.

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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**

Name:

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

Address:

Only complete if the examiner needs to highlight 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.

[Empty box for disclosure details]