



CHARITY COMMISSION
FOR ENGLAND AND WALES

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"> 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. 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 celebrations and we organise a summer trip to an outdoor animal or theme park. Teenage Events
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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"> • 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 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	
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 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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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

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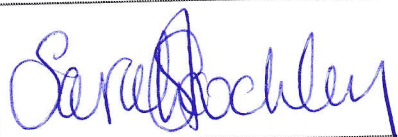
Other optional information

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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)		
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


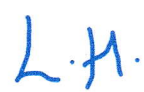
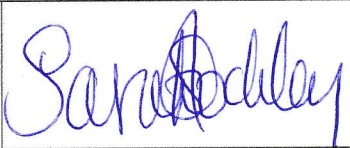
Outgoings totalled £30,391.50 including this list of the most significant costs to the charity:

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.