

DOWN SYNDROME TRAINING AND SUPPORT SERVICE LIMITED

England & Wales · Charity number 1130994

Details

Status Registered

Legal form Charitable company

Company number [06915555](#)

Registered 2009-08-06

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

Contact

Address The Pamela Sunter Centre
2 Whitley Street
Bingley
Bradford
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Phone 01274561408

Email office@downsyndromebradford.co.uk

Website www.downsyndromebradford.com

Activities

Objects: (1) TO ASSIST IN THE CARE OF CHILDREN WITH DOWN SYNDROME BY THE PROVISION OF SUPPORT, ADVICE AND TRAINING TO THOSE WHO ARE RESPONSIBLE FOR THEIR CARE AND TO HEALTH EDUCATIONAL SPECIALISTS, WITH THE AIM OF IMPROVING THE HEALTH AND EDUCATION OF CHILDREN WITH DOWN SYNDROME. (2) TO PROVIDE SUPPORT, TRAINING AND RELIEF TO FAMILIES WHO CARE FOR CHILDREN WITH DOWN SYNDROME. (3) To provide social, and skills for life, opportunities for young adults with Down syndrome.

Activities: Support through training for families and education, early intervention sessions, speech & language, work placements for young adults with DS, info support packs, library of resources and books, social media, phone, website, family activity days, siblings group, counselling, occupational therapy, youth club, gym, dance sessions, transport for families, physiotherapy and independent living skills.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Amateur Sport
- **Who:** Children/young People, People With Disabilities, Other Defined Groups

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Bradford City
- Leeds City
- Liverpool City
- Manchester City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£235,801	£160,117	-	-
2024-05-31	£174,195	£166,849	-	-
2023-05-31	£141,003	£153,517	-	-
2022-05-31	£163,855	£157,180	-	-
2021-05-31	£150,998	£138,819	-	-

Trustees

Name	Role	Appointed
FARZANA KAUSER		2012-10-25
Heather Chattell		2014-06-13
Jennifer Rowlands		2024-01-24
Lauren Drake		2017-10-11
Philippa Louise Darbandi		2025-10-13
Rachel Cruickshank-Sutton		2023-07-05

DOWN SYNDROME TRAINING AND SUPPORT SERVICE LIMITED

England & Wales - Charity number 1130994

Accounts



Down Syndrome Training & Support Service Ltd

Registered Charity Number 1130994
Company registered in England and Wales
number 6915555

Celebrating 25 years
of development,
education and
inclusion



'Just kids' growing into 'just adults'
who happen to have Down syndrome

ANNUAL REPORT 1st JUNE 2024 to 31st MAY 2025

Pamela Sunter Centre
2 Whitley Street, Bingley, Bradford, BD16 4JH
Telephone 01274 561308
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Fantastic course, it was really useful. I have left feeling more confident about working with students with Down syndrome.

INTRODUCTION & OVERVIEW OF THE YEAR

Welcome to our 2024/2025 annual progress report.

We have had a rollercoaster of a year, hitting a funding crisis at the end of 2024, reducing staff hours and services, closing the centre on a Friday and then launching our BIG100K campaign in January 2025 focussing our efforts on generating funding - which has not only been extremely successful but has also helped us to celebrate our families and services, reassuring us that we are valued by our beneficiaries whose fantastic efforts to raise funds have inspired us to continue to strive to meet needs and work to improve the education, development and inclusion of people who happen to have Down syndrome.

2025 is also the year we celebrate 25 years since the formation of the charity. We have yet to mark and celebrate this occasion and hope to do so before the end of the year.

This report covers all of the training, services and fundraising activities over the year; how the staff, the Pamela Sunter Centre and services have been funded and feedback from the many families and professionals who have benefitted.

This report has several purposes: feedback to our members, feedback to our funders, especially the National Lottery whose five year grant ceased in March, and feedback to ourselves. It helps us to reflect on what we have achieved and the direction we need to steer over the coming year. In addition a summary of the report is published on the Charity Commission website.

It is not a short report! We are always very busy and provide a wide range of services; there are, however, lots of wonderful pictures which tell their own story.

REDUCTION OF STAFFING AND SERVICES

At the beginning of 2024 we had restructured staffing and employed 3 new members of staff, but by the end of 2024, we had to re-think our staffing and services to fit within the constraints of our reducing budget. All staff contracts were reduced by 5 hours, the WisH Club was reduced by 75% and Heather Bell resigned. We placed our monthly physiotherapy and occupational therapy on hold and ceased to fund transport for families. In addition the fees (by donation) for all our services were increased.

As we approached the end of our National Lottery funding we took further action. All staff contracts expired in March 2025 and it was decided not to renew the contracts of Melanie Dekker (Early Years Practitioner and Trainer) and Catherine Bourke (Adult Services Officer), plus, due to ill health Claire Harwood chose not to renew her contract.

Several of our early development groups were amalgamated and some of our one to one sessions for children with more complex needs ceased. We also decided to limit our adult services project.

Very recently, following funding from Iron Mongers, we have employed two new youth workers and reopened the WisH Club to run 3 hours every week. There are currently no plans to further increase staffing until we secure longer term core funding.

DIRECTORS

At our AGM in October 2024 Lauren Drake and Farzana Kauser stood down on rotation and were re-elected. We currently have 6 directors. All directors have been in post for several years and have a great deal of experience in helping to steer the charity. They have had to make some very difficult decisions this year and we are very grateful for their continued commitment.

TRAINING

One of our continuing targets is to 'improve the promotion and training for ALL across the Yorkshire region'. However, following Wendy's accident in November 2024 a number of training courses had to be cancelled or postponed. There has been a significant drop in the number of times we have delivered our training and also a drop in the income from training. In addition the number of times pre-recorded training has been downloaded has reduced by 51%. Moving forward we need to address this issue.

From September 2025 our full range of training will be delivered online via weekly one hour sessions. It will be interesting to see if uptake improves. Our current trainers are Wendy Uttley and Laura Hempel.

EARLY DEVELOPMENT GROUPS AND SPEECH & LANGUAGE GROUPS

With the National Lottery funding expiring in March 2025 and, very recently the Awards for All funding also expiring, we are currently funding two of our essential services, our early development groups and speech and language groups respectively, from reserves.

We applied for further National Lottery funding in September 2024 but were unsuccessful. We have since re-applied, however the process takes about 9 months.

In the meantime we hope to continue to provide the excellent service we have honed over the years.

Evaluations of both services were outstanding and several comments are included in this report.

FAMILY SUPPORT SERVICES

Our family support services include: monthly family Saturday sessions, WisH Club, Going Out Club, Gym Club, summer trip, Dance21, Twirly21s and Sibz Zone. All have continued this year. We have managed to increase our group of volunteers and after several months of reduced hours the WisH Club is back to full strength.

ADULT SUPPORT SERVICES

Along with the rest of our services, following a reduction in staff this service was reduced to cater for 2 young people. Moving forward we hope to improve this as the young people begin to use their Direct Payments for the service.

FUNDING

Our aim for the year was to secure core funding for our early development groups. However to date we have been unsuccessful in our bids. Launching a massive BIG100K campaign in January 2025 has helped us to raise awareness of our funding crisis and generate £91,000, a massive thank you to Johnny Ratcliffe (Johnny's Walk) for his fundraising and promotion. This wonderful amount ensures our services can continue for another 12 months. However we cannot ease off on our fundraising - we have no large core funding grants in place and MUST keep going to ensure that this time next year we again have 12 months funding in place.

Grants this year have dropped from 65% to 28% of our income - we can no longer rely on this as our main source of income.

Our charity shop, Chromosome Rocks, in Keighley is generating approximately £1000 each month and we are on a mission to keep the shop well stocked and staffed.

In July 2024 we again undertook a large fundraising event at Keighley Rugby Union Football Club, Chromosome Rocks #24 and very recently we held Chromosome Rocks #25. We hope that this and 'Johnny's Walk' will become annual fundraising events.

Best wishes Wendy Uttley



FUNDING 2024 TO 2025

The total funding income for the last financial year was £235,950

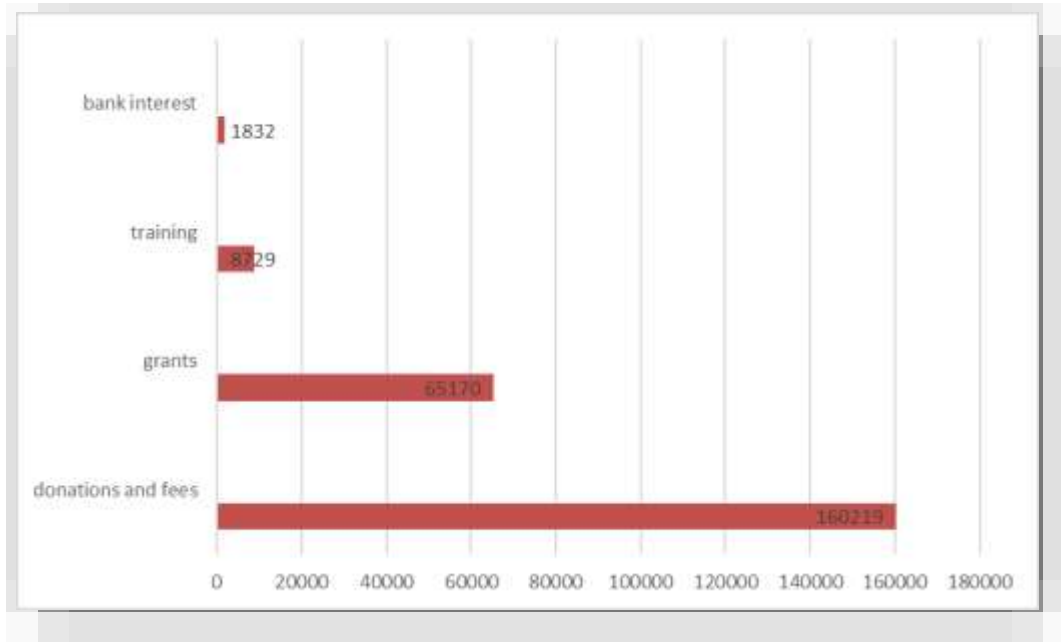
We received:

£160,219 from donations, Gift Aid, fees and fundraising activities (68%...last year 26%)

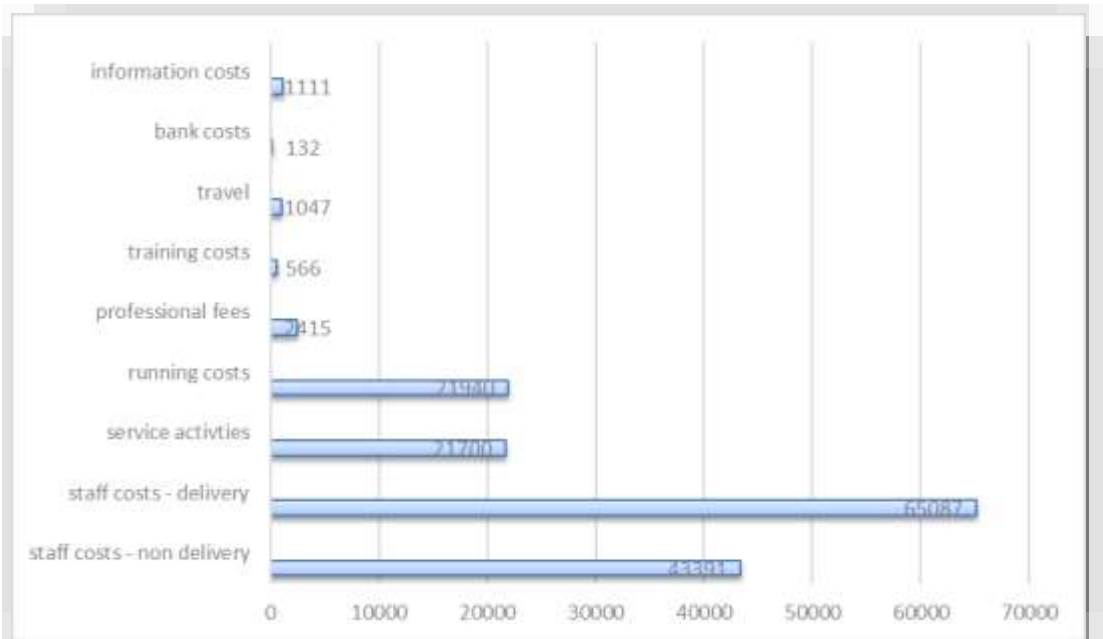
£65,170 from grants (28%...last year 65%)

£8,729 from training (4%...last year 8%)

£1,832 from bank interest (1%)



Overall expenditure was £157,389



Over the next few pages we detail this income and expenditure and report on how we are progressing with the training and support services we continue to offer.

Our accounts are inserted on page 63.

UPDATE ON OUR FUNDING SITUATION

Looking back over the past five years:

June 2020 to May 2021: we spent £140 499 and raised £150 860 (£98 051 from grants)

June 2021 to May 2022: we spent £157 644 and raised £164 423 (£109 100 from grants)

June 2022 to May 2023: we spent £153 517 and raised £141003 (£81 976 from grants)

June 2023 to May 2024: we spent £172 391 and raised £173 234 (£112 653 from grants)

June 2024 to May 2025 we spent £157,389 and raised £235,950 (£65,170 from grants)

As we neared the end of 2024 the charity was running at a massive loss, an average of £6000 each month. Drastic action had to be taken to reduce our expenditure as income from grants had much reduced. We reduced all staff hours and closed the centre on a Friday. As you can see from the above figures this pulled our expenditure back to the level of 2022. Launching a massive fundraising campaign at the beginning of 2025, OUR BIG100K, has been a large focus for everyone involved in the charity and we have managed to raise a whopping £158,000 by means other than grants. This has secured our future for another 12months. We have set a budget of £13,000 each month/£156,000 for the year.

Our bank balance is currently £220,000, setting aside £44,000 as reserves, leaves £20,000.

If we do not secure further core funding from the National Lottery (we submitted an unsuccessful bid in September 2024 and have reapplied May 2025) it will be vital to keep up our fundraising efforts for the year 2026/2027. Therefore our target for this year is to raise £130,000 through grants, fees and fundraising, so that this time next year we will be secure for a further 12 months.

Thank you to everybody involved in the ongoing amazing efforts to fund and maintain our charity. We appreciate everything you do to support us.

FUNDING GRANTS

EARLY DEVELOPMENT GROUPS

Our Early Development Groups are currently being funded by our reserves at a cost of approximately £1000 each month, £12,000 annually.

In March 2020 we received five years of funding from the National Lottery. A total of £240 685 was being released incrementally until March 2025.

This funding paid for:

- early years practitioners salaries,
- administration of the early development group sessions,
- transport for families who would otherwise be unable to attend group sessions
- a portion of our core salaries,
- upkeep of the premises - building repairs and renovations



This grant expired in March 2025, a small underspend was spent by May 2025.

We reapplied to the National Lottery in September 2024 but were unsuccessful. A further application was submitted in May 2025.

The Early Development Groups are currently being funded from our reserves.

CORE RUNNING COSTS

Our core running costs are about £24,000 per year.

Funding from **Garfield Weston** was carried forward from last year. In addition grants from **Jeans for Genes**, £5000 until May 2026, and **Wharfedale Foundation**, £10,000 for over 2 years until September 2026 help to fund these ongoing costs.

The logo for The Wharfedale Foundation features the text 'The Wharfedale Foundation' in blue and green, with the tagline 'BUILDING STRONGER COMMUNITIES IN YORKSHIRE AND THE HUMBER' in smaller blue text below it.

The logo for the Garfield Weston Foundation features a blue square with a white 'W' inside, above the text 'Garfield Weston' in blue and 'FOUNDATION' in smaller blue text below it.



SPEECH & LANGUAGE GROUP SESSIONS

An award of £17,597 from **Awards For All, National Lottery** in February 2024 funded our speech & language group sessions and their administration until July 2025.

We are currently seeking further funding for these sessions until funds are secure. The cost of approximately £1000 each month will be covered from our reserves.



DANCE SESSIONS

In April 2023, we were awarded £10,080 over 3 years from **The Barbara Ward Children's Foundation**. Funding will be released in increments until April 2026.



MAINTENANCE OF BUILDING

Two new boilers were donated by ?? And an award of £60 from **Worcester Bosch Charity**, was donated towards their installation.



TRANSPORT FOR FAMILIES

A number of our funding bids include the cost of transport for families. Funding towards speech and language sessions (**Awards 4 All**) and early development group sessions (**National Lottery**) has helped to fund taxis for our more vulnerable families who would otherwise be unable to attend. Currently funded from reserves.

DOWN SYNDROME LEARNING SUPPORT PACKS & NEW BABY PACKS

A grant of £870 was carried forward to fund our learning support packs and new baby packs. We are currently seeking funding for these resources which cost on average £3000 per year.



FAMILY SATURDAY SESSIONS & SIBZ ZONE

Saturday sessions and Sibz Zone are currently funded by Bentley Advancing Life Chances, £500. We are currently seeking funding for this service and the award from Tesco's vote will be allocated towards costs.

WISH CLUB FUNDING

Funding from the **Anton Jurgens Charitable Trust** was carried forward from last year. As this expired the Youth Club was funded from reserves and then the service was reduced in December. Following grants from the **Charles & Elsie Sykes Trust** (£2000) and **Ironmongers Foundation** (£4853) the club is now funded until April 2026 and back to full capacity.



The Charles & Elsie Sykes Trust

TRAINING FOR FAMILIES

Morrisons charitable trust donated £6780 towards training workshops, February 2025 to February 2026.



SAFEGUARDING

High Speed Training donated a further 10 online Safeguarding training courses for volunteers to complete during induction.



ADULT SERVICES -

I CAN WORK PROJECT AND INDEPENDENT LIVING SKILLS PROJECT

This year we amalgamated these two services using funding from **Aviva Crowd Fund and Community Fund, Co-op Community Fund and Austin & Hope Pilkington Trust**, which was carried forward from last year.



GYM CLUB

Our weekly Gym Club is funded with a grant of £2728 from **Sports England** until December 2025.



SUMMER TRIP TO LIGHTWATER VALLEY 2024

Our summer trip to Lightwater Valley was part funded by the Hedley Foundation with a grant of £975.



FAMILY SUPPORT & COUNSELLING

Funding from **Edward Gostling Foundation**, and **Sovereign Healthcare**, was carried forward from last year and continues to fund our counselling services until Oct 2025. We are currently seeking funding for this service.



UNRESTRICTED GRANTS

- **Masonic Charitable Foundation**, £15,000 over 3 years until May 2028
- **Marsh Charitable Trust**, £500.00 until July 2025
- **Card Factory Foundation Local Community Fund**, £5,000.
- **Skipton Building Society**, £1,000 - we won the vote!
- **South and West Bradford Stroke Group**, £500



We love receiving unrestricted grants because we can allocate the funded where it is needed most.



YOUR FANTASTIC FUNDRAISING EFFORTS

At the beginning of 2025 we launched a fundraising campaign BIG100K with the aim of raising 100K before the end of 2025. From 1st June 2024 to 31st May 2025 (dates of this report) we have raised £93,267.41 through your fundraising efforts alone. AMAZING!

Since January 2025 we have placed £90,988.46 (including Gift Aid) into our BIG100K campaign.

- Oddfellows charity football match a further £301.43
- Sponsored walk, George's family, £144.88
- Harry Preston, £37.50
- Open House Huddersfield, £128.13
- Online donation, £10.68
- Aladdin's cave, £10
- TK Max donation of £500
- July 2024 - Chromosome Rocks #24, £3873.41
- Charity Digital Trust, £18.00
- Shipley Christadel, £83.56
- Dawson, donation on behalf Harry Preston, £25.00
- Will B, donation on behalf Harry Preston, £10.00
- Anonymous, donation on behalf Harry Preston, £25.00
- E Maxwell, donation on behalf Harry Preston, £12.50
- Nicky Major, Big chop fundraiser, £605.28
- Heather Elsworth, £80.55
- D Turner, £20.00
- L W Graphics, on behalf of Lee White, for Saturday Session Christmas food, £150
- Our Christmas Raffle, £441.26
- Motorbike Raffle - Stephen Senior, £6.38
- Usman Ghani, £10
- Inspirations Nursery, following training, £150
- Helen Gibbon, £10
- Emily Vuijk, £100
- K Gonzalez, £10
- Anonymous, £5,000
- Anonymous, £900
- G Webster, £500
- J Singh, £19.52
- L Taylor, £10
- Keith and Grace Cummins, £20
- Brian Harris, £50
- Maryam Qureshi, £800
- Susan Uttley, on behalf of Ann Hedley, £40
- Helen Gibbon, £5
- Matthew Warren, £49.10
- Noami Kenningham, £30
- CAF £23.52
- Beverley Coleman £50
- M & S Qureshi, £1,000

THANK YOU BECKY

Becky raised a stunning £2670 over Christmas when she ran the Chevin Chase for us. Thank you Becky



CAROLS YOGA DAY

On Saturday 8th February Carol Young ran a yoga session at Bingley Methodist Church hall, followed by a bun sale. The event raised a total of £1036.50 (including Gift Aid) Thank you to everyone who took part and donated this generous amount.



HELEN BOSTOCK'S FUNDRAISER

Helen raised £207.50 including Gift Aid via Just Giving.

- Muminah Kayani, £2,020
- R Casper, £10
- Dixon's City Academy, Class 6A for World Down syndrome day, £242.02
- Easter/spring raffle, £336.94
- Kildwick Primary School, £359 from a games night,
- Saturday session collection tin, £30.58
- Calder High School, £289.85. Noah delivered 3 assemblies for world Down syndrome awareness.
- Eric Godard, £16.63
- N Rodley, delayed Christmas donation, £100.00
- Kildwick CE Primary School Games Night Fundraiser, £159.00
- Bingley Creates Event, collection following Dance 21 performance, £25.99
- D W Greenwood Charitable Trust, donation towards Johnny's Walk, £500
- Family of Ayaat-Noor, £400
- Yarun Khatun, £10

NICKY'S SPONSORED HAIR CUT

Nicky Major, one of our Adult Support Officers, raised over £500 for us by having her hair cut and donating her locks to Little Princess Trust to make wigs for children suffering from cancer. What a fantastic act for two fantastic charities. Thank you.



DONATIONS OF GOODS FOR OUR CHARITY SHOP

We have stopped listing people on our monthly newsletter for the many, many donations we receive for the charity shop. But we thank you all for your continued generosity. Here are a few names - please accept our apologies if we have missed you!

- Jill Lund, Jennifer Senior, Gemma Andre, Ruth Worby, Anne Kay, Julia McLellan, Heidi Grosvenor, Anna Woodhouse, Liz McLean, Karen Barron, Rachel Cruickshank-Sutton, Karen Mayhew, Steve Robinson, Helen Gibbon, Jacob and Tia Harwood, Susan Uttley, Zoe Shepherd, Evangeline, Jennie and Dianne, Justine Cornforth, Adrian Woods OnTraks, Gemma-Marie Fawcett. Moreen Wakelin, Wendy Scaife, Jen Senior, Usma.
- A massive thank you to Mamas & Papas for their huge donation of cloths and item - they have generated a lot of custom.



THANK YOU TO PUPILS AT BECKFOOT SCHOOL

Following an assembly pupils at Beckfoot School raised £405 from a name the teddy competition, bake sale, staying silent and doing chores at home. Well done on raising such a fantastic amount.



PHYLECIA'S BIRTHDAY FUNDRAISER

Thank you to Phylcia, Eva and her family and friends who raised £409.35 including Gift Aid.

JustGiving

OUR REGULAR MONTHLY DONORS

Over the year we have had a big push to increase our monthly regular donors.

We now have 20 regular donors; giving via PayPal Giving, JustGiving or a direct bank transfer.

This is an increase of 81%.

A total of £1552.28 (an increase of 46%) has been raised by.

**Jo Morgan,
Gill Martill,
M Simms,
Rachel Casper,
Beverley Coleman,
Avril Dear,
Geoff Sweaney,
Helen Gibbon,
Nicky Major,
Karen Bickerton,
Kathy Atawo,
Peter Todd,
Tegan Bowis,
Yasmin Akhtar,
Jenny Rowlands,
Susan Uttley,
Elanor Murray,
A Rodley,
Nicky Rodley,
Mary Sansom.**

Eid Mubarak

During Ramadan we ran a fundraising page on Launchgood. The page raised £438.

Thank you to everyone for their kind donations.



JEMMA AND HER TEAM FROM BRADFORD EDUCATION COMPLETE WALK FOR US

Jemma Hayes and her team from Bradford Education SCIL Team undertook a sponsored walk on 18th May and raised £780 including Gift Aid.



ALAN, JAKE AND TONY COMPLETED THE ROB BURROWS LEEDS HALF MARATHON ON 11th MAY 2025

Congratulations to everyone who ran the Leeds Half Marathon for us.

A massive thank you to Alan, Tony, Jake and their mates.

Alan McCulloch raised £856.25 including Gift Aid.

Jake Scott raised £880 and

Tony Cooper raised £190.



**COLLECTION TINS -
AN EASY WAY TO RAISE CASH**

This year we raised £595.73, a drop of 62% from last year.

We have recently purchased 20 additional collection tins and hope to improve on this figure next year.

Many thanks to the following people and organisations for taking and filling our tins:

- Main Street Deli, Bingley, £18.46
- Our centre, £6.92
- Holland & Barrett, 9.60
- Engine Room, £171.53
- Elena Kayamy, £32.16
- Bingley Tea Room, £27.29
- Intrim Hairdressers, £129.72
- Peacocks, Bingley, £30.51
- Tambourine Coffee Shop, £45.62
- Half Moon Café, £42.98
- Wendy Rhode's & her Aunty Pat, £21.81
- Phones for all, £15.69
- Fannys Ale House pub, £4.23
- ShIPLEY PRIDE, £32.66
- Bingley Taps, collection tin, £4.98
- Library Tap, collection tin, £1.57



BEN, EISA AND FLOS'S SPONSORED WALK

In March 2025 Ben, Eisa and Flo undertook a walk round Myrtle Park raising a whopping £1856.25 including Gift Aid via their JustGiving page.

IBRAHEEM'S WALK

Ibraheem, supported by his family, did a sponsored walk around Lister Park. His JustGiving page did incredibly well raising £10,293.89 including Gift Aid.



**DONATIONS MADE IN
MEMORY OF LOVED
ONES**

- * Catherine Howard, in lieu of funeral flowers, £308.00
- * Janet Mirfield, collection at her funeral, £129.35
- * Lisa Ord, in memory of her mother, £58.96
- * In Memory of Jean Hughes, £15
- * In memory of Orla's great grandad, £287.60



GIFT AID

Thank you to everyone who has added Gift

giftaid it

Aid to their donations.

This year we claimed £2,222.12 from HMRC. This is in addition to the Gift Aid automatically claimed via JustGiving donations.

If you are a UK tax payer any donations made to us can be Gift Aided. This means the government pays us an additional 25%, so if you donate £10 we actually get £12.50.

WORLD DOWN SYNDROME DAY FUNDRAISERS



JOHNNY'S WALK

On Friday 21st March Johnny, father of three, including Leo, who has Down syndrome, and over 80 supporters, all wearing yellow tee shirts walked 18 miles along the canal from St James's Hospital, Leeds to our centre in Bingley.

THEY RAISED £67,220.20 including Gift Aid, £35,795.73 for Down Syndrome Training & Support Service and £31,424.47 for Melanoma Focus.

Johnny has terminal cancer and is determined to support us so that we can continue to support his family when he is no longer around to do so.

Celebrations at the end of the walk were beautiful.

CELEBRATIONS AT OUR CHARITY SHOP 'CHROMOSOME ROCKS'

On Saturday 22nd March the Voices of Yorkshire choir filled the Airedale shopping centre Keighley with their wonderful voices, followed by a brilliant performance by dance21.



Our charity shop sold Stand Out Socks, George Webster's books and a wealth of Down syndrome related merchandise raising £593. Thank you to everybody involved.



COLLECTION AT ASDA KEIGHLEY FOR WORLD DOWN SYNDROME DAY

Thank you to Asda Keighley for their support. Nicky, Sam, Jenn and Orla held a collection at the supermarket on Thursday 20th March and collected £96.41. ASDA staff also held a raffle and raised £130 for us.



SCHOOL WORLD DOWN SYNDROME DAY FUNDRAISERS

WHAT A FANTASTIC AMOUNT! £2343 RAISED BY MENSTON PRIMARY SCHOOL ON WORLD DOWN SYNDROME DAY

Pupils and staff at Menston Primary School held numerous stalls selling a range of items they'd created and raised £2343.23.

On 31st March Wendy went into school to personally thank the children and deliver an assembly about Down syndrome.



MENSTON PRE-SCHOOL UNDERTOOK THE #Challenge21

Children and staff at Menston Pre-School rose to the #21 challenge in March and raised £556 through PayPal fundraising.

The children came up with some wonderful and imaginative things to do to fundraise, from naming 21 countries to trying 21 new foods!

GEMMA & LACEYS #Challenge21

During March Gemma and Lacey undertook a '21 Sing and Sign Challenge'. They posted a song a day on social media and raised £195.

**BIG
100K**

JustGiving

OUR CHARITY SHOP 'CHROMOSOME ROCKS'

OUR VERY FIRST CHARITY SHOP

In November 2024 we were delighted to lease our very first charity shop in the Airedale Centre, Keighley. People very generously donated shelving, tables and chairs and we were open ready for Christmas.

The shop is a wonderful opportunity for us to raise awareness, raise funds and provide work experience for young adults with Down syndrome.



From November to end of May 2025 the shop has raised £8358.01, an average of £1200 per month. This is fantastic.

A massive thank you to the many, many people who have donated toys, games, DVDs, CDs, clothing, gifts and household goods.

TELEGRAPH AND ARGUS

We have been in the T&A twice



[Fundraising for Down Syndrome Training and Support Service | Bradford Telegraph](#)

[and Argus](#)

['Things now looking good' for Bingley-based charity | Bradford Telegraph and Argus](#)



THANK YOU TO OUR VOLUNTEERS

We couldn't run the shop without the help of our amazing volunteers.

Thank you to

Wendy Uttley
 Elanor Murray
 Samuel Murray
 Nasreem Kauser
 Ayesha Kauser
 Tracy Rodney
 Nicky Major
 Benjamin Major
 Emerson Stead
 Gerry Hughes
 Finn Hughes
 Karen O'Grady
 Chris O'Grady
 Robin Kneebone
 Lisa Ord
 Jenn Casper Smith
 Rebecca
 Andy Smith
 Students from Craven College
 Keighley People First
 Shona Preston
 Tegan Bowis
 Jennifer Senior
 Aarisha Khullar
 Heidi Grosvenor
 Karen Barron

Facebook page
[\(2\) Down Syndrome Charity Shop | Facebook](#)

STANDOUT SOCKS

We were donated 100 pairs of Standout Socks to sell at the shop.



CHROMOSOME ROCKS#24 CHARITY GIG FUNDRAISER JULY 2024



CHROMOSOME ROCKS'24

On Saturday 13th July we had another fantastic fundraising day at Keighley Rugby Union Football Club. We raised just about the same as 2023; £3873.41

The day went as planned; George Webster opened the event with an inspiring speech and donated 8 signed copies of his books, live music from Wild Geese, Guiseley Jazz Band and Clown Wagon was performed for free, and we all thoroughly enjoyed performances by dance21 and twirly21s. Our stalls,

face painting, food vans, bouncy castle, fire engine and free games on the field were constantly busy.

A massive thank you to everyone who volunteered on the day giving their time and energy, everybody who donated goods, bought raffle tickets, supervised stalls and children and to everyone who turned up and supported the event. FANTASTIC!



A massive thank you to the following for helping to make our charity event so successful

Graham Sheffield - KRUF

George Webster

Wild Geese

Guiseley Jazz

Clown Wagon

Eyes on the Fries

Mr Immy's Ice Cream

H's Buttie Van

Dance 21

Twirly21s

CraftyChops - Face painting

Chester & Bubes - Card stall

Fire Engine

Everyone who has donated raffle prizes and gifts for our stalls

Our team of volunteers

CHROMOSOME ROCKS #25

We started planning this in October 2024, our 4th big fundraising event.

We will be reporting fully on this next year.

However we acknowledge it as part of this report as a large portion of the year was spent planning the event.



RAFFLES

CHRISTMAS 2024 RAFFLE

- 1st prize: Christmas hamper
- 2nd prize: Handmade luxury leather bag
- 3rd prize: Handmade luxury leather bag
- 4th prize: Luxury make-up kit
- 5th prize: Pamper goody bag

Total raised £441.26



Thank you to everyone who donated prizes for our raffles and 'tin' tombola and bought raffle tickets this year.

- Angie Drake who donated hand made leather bags for sale/raffles
- Liz McLean for various raffle items
- Oasis Cars who donated a limousine ride for 8 people plus bubbly
- Andrew and Linda Warin who donated a weekend away in Ingleton
- George Webster for donating several of his books and signing them
- Harlow Carr for their family day out
- Bingley Tea Rooms for afternoon tea for two
- £150 gift card x3 from Phillip Anthony Photography
- ASDA donation of bottles
- Clip and Climb Ilkley, free climb
- Lazer Zone Leeds, vouchers
- LS Ten, skate park vouchers
- Wetherspoons, Bingley - meal voucher
- High Adventure Outdoor Centre vouchers
- Diggerland voucher
- Highfield Hotel 2x family day pass
- Eureka! Vouchers
- Cobbles & Clay meal voucher
- Ninja Warrior voucher
- Thornton Hall Country Park voucher
- Cannon Hall Farm voucher

SPRING/EASTER 2025 RAFFLE

The draw took place on Saturday 12th April.

- 1st Prize: Easter hamper
- 2nd Prize: handmade leather handbag
- 3rd Prize: signed copy of 'George and the Mini Dragon'
- 4th Prize: signed copy of 'This is ME!'
- 5th Prize: Men's Eternity set + chocolates
- 6th Prize: Fuzzy Duck shower kit



Thank you to everyone who donated prizes and bought raffle tickets; total raised £336.94.

2025 SUMMER RAFFLE - AMAZING PRIZES DONATED

Our summer raffle had some amazing prizes donated

1st prize: Limousine ride for 8 with bubbly donated by Oasis Cars

2nd prize: weekend away at Ingleton donated by Andrew and Linda Warin

3rd prize: day out at Harlow Carr

4th prize: afternoon tea for two at Bingley Tea Rooms

Drawn 13th July 2025



ONLINE FUNDRAISING & SOCIAL MEDIA

We continue to use a range of online fundraising options. These can be browsed via the dedicated fundraising page on our website which provides details and links to: JustGiving, Paypal Giving, Dontsendmeacard.com, birthday fundraisers, leaving a legacy, Give as you live/Easyfundraising, holding a sponsored event and one off/regular donations.

Amounts stated against some events in this report may be different to those listed as often other small amounts come via several routes and are linked up later.

- **JustGiving** a whopping £55280.47 was raised towards our BIG100K campaign.
- **Paypal Giving**, £79.46,
- **Don'tsendmeacard**, £36.45 from Roz Plummer, Caroline Harris, Susan Uttley, Just Evans, Mary & Ian.

Give as you Live/Easy Fundraising

We have an account with Everyclick, Give as you Live. If you shop online they will donate a small percentage of your payment to our charity, for example, Sainsburys will donate 6.75%.

This year we have raised £243.33.

AT NO EXTRA COST TO YOU. Visit www.giveasyoulive.com



PUBLIC FACEBOOK PAGE

<https://www.facebook.com/DownsyndromeTSS/>

For more general and formal information.



CLOSED FACEBOOK GROUP

Our closed Facebook group provides information on day to day activities .

<https://www.facebook.com/groups/DSTSS/>

TWEET US AT

<https://twitter.com/DownsyndromeTSS>



INSTAGRAM

www.instagram.com/downsyndrometss/



CONTACT LESS PAYMENTS - SUMUP

We are now able to take payments for all of our services and resources using our contactless machine!

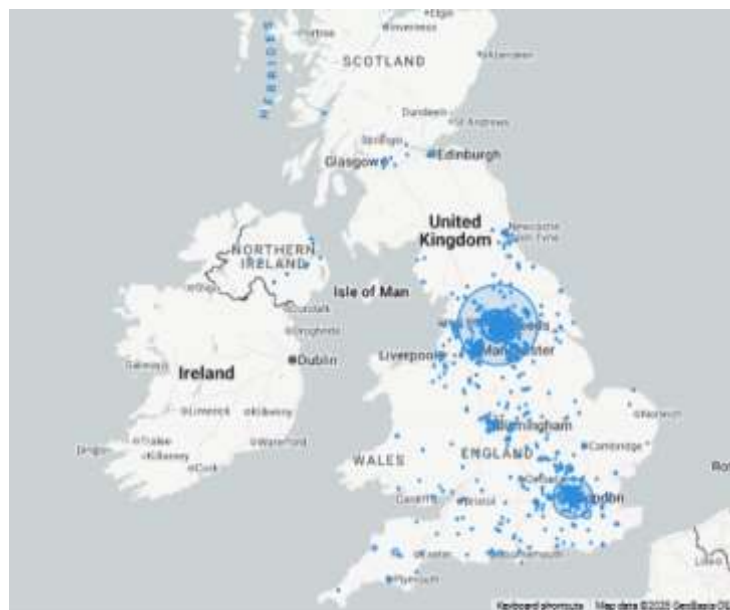
We can also generate a QR codes which supports payments and bookings.



OUR WEBSITE

www.downsyndromebradford.com

In the last financial year we have had 1773 unique visitors (92% new) to the site with 3109 site sessions. This is a drop of 14% from last year. 76% of visitors were via a mobile phone, 24% desktop and 1% tablet. Most of these were by direct link or Google. A total of 199 orders were placed raising £2,614, a drop of 43% on last year. These orders are from bookings for training and purchasing resources.



OUR SITE VISITORS UK

OUR POLICIES

We currently have the following policies in place:

Child protection policy (Officers Laura Hempel & Wendy Uttley)

Complaints policy

Confidentiality policy

Conflict of interest policy

Covid –19 policy

Data protection policy

Day trips policy

Disciplinary policy

Environmental policy

Equality and diversity policy

Fire Evacuation Policy

Fundraising Policy

Grievance policy

Health & safety policy

Key holders policy

Lost Child policy

Maternity policy

Parent participation policy

Personal evacuation plan policy

Recruitment policy

Reserves policy

Safeguarding policy

Social media policy, including e-safety

Touch policy

Volunteer policy

Vulnerable adults policy

Website policies: cookies, terms of service and privacy

Whistleblowing policy

ALL POLICIES ARE REVIEWED ON A ROLLING
TIMETABLE

OUR DIRECTORS

We currently have six Directors on the Board of Trustees:

- Heather Chattell
- Lauren Drake stood down on rotation and re-elected, Oct 2024
- Farzana Kauser stood down on rotation and re-elected, Oct 2024
- Jen Casper-Smith Jenny Rowlands
- Rachel Cruickshank-Sutton

Thank you to all our Directors for their time, commitment and support.

FIRST AIDERS

Wendy Uttley, Heidi Grosvenor, Nicky Major, Charlotte Roscoe-Mitchell, Karen Barron, Laura Hempel and Elanor Murray.

GDPR

All of our data is governed by our Data Protection Policy and any personal information collected through our services and training is stored within these guidelines.

PLASTIC FREE CHAMPIONS

We are constantly trying to reduce our use of single use plastics at the centre by:

- Using cloths rather than wet wipes
- Encouraging a ban on single use coffee cups
- Encouraging a ban on black plastic bin liners
- Using refillable soap, hand sanitiser and surface cleaner
- Recycling all soft plastics used during our sessions



INSURANCE

Our public liability insurance, employers liability insurance and contents insurance is with Illingworth McNair, Markel UK Ltd.

OUR DIRECTORS



Lauren Drake

Lauren Bernardina Drake
CertMRCSLT HCPC
Reg BSc (Hons)
Highly Specialised
Registered Consultant
Speech and Language
Therapist Licentiate of
Trinity College London.
Joined the Board October
2017.



Farzana Kauser

Farzana Kauser holds a
masters degree in
logistics, business
analytics and supply
chain management. She
is also mum to Amirah.
Joined the Board
October 2021.



Heather Chattell

Heather Chattell
Qualified Teacher of the
Visually Impaired (QTVI)
Specialist Inclusion Teams,
Sensory Team, Halifax and
mum to Noah.
Joined the Board June 2014



Jenn Casper-Smith

Jenn Casper Smith,
Assistant Headteacher
overseeing safeguarding,
SEND and pastoral care and
mum to Orla who attends
our early development
groups. Joined Board
October 2021.



Rachael
Cruickshank-Sutton

Rachael Cruickshank-
Sutton, Senco in a
mainstream school and
proud mum of 3 including
Ted who attends our Early
Development Groups.
Rachel joined the board in
2023



Jenny Rowlands

Jenny Rowlands works in
primary schools as the
Director of Funclubs Ltd
providing wrap around
childcare. BA (Hons)
Childhood studies and a
keen interest in SEND law.
Mum of three girls
including Millie who has
Down syndrome. Member
of the board 2014-19
joined again in 2024.

OUR STAFF

Wendy Uttley is our Manager & Trainer, 30 hours per week term time/10 hours per week non term time. Wendy manages the group and develops and delivers training, assessments, observations and consultations. She also delivers some early development groups, writes the monthly newsletter, manages projects, overviews funding bids and attends meetings to promote awareness of the Charity.



Wendy Uttley

Heidi Grosvenor, is our Deputy Manager, 32 hours per week term time/5 hours per week non term time. Heidi manages the smooth running of the centre and works closely with Wendy Uttley to manage staff, training and services.



Heidi Grosvenor

Laura Hempel is our Early Years and Family Support Practitioner & Trainer, 12 hours per week, term time only. Laura delivers 4 of our early development groups, supports families and contributes to reports and discussion on education and development. Over the last year she has also delivered training, observations, assessments and consultations to educational settings.



Laura Hempel

Charlotte Roscoe-Mitchell is our Finance Officer and our Youth Club Coordinator. She submits funding bids and manages our finances. She also works in our youth club on a Friday evening. Charlotte works 15 hours per week in her funding role and 4 hours every Friday with our young people.



*Charlotte
Roscoe-Mitchell*

Karen Barron is our Family Support Officer/Housekeeper/Administrator/Fundrasier. Karen works 15 hours per week term time only. She answers the phone, provides home visits, manages several of our family support services, fundraising strands and the housekeeping at the centre.



Karen Barron

Nicky Major is our Adult Support Officers. She works to support young people in our Independent Living Skills project and I Can Work project. Nicky works term time only on a zero hours contract.



Nicky Major

STAFF WHO HAVE LEFT THIS YEAR

Following our big decision to reduce services and staffing hours Heather Bell decided to hand in her notice and left at the end of 2024. Heather was our Young People's Coordinator in the Wish Club



Heather Bell

In March 2025 our funding from the National Lottery expired and Mel Dekkers contract was ceased. Mel was our Early Years Practitioner, Family Support and Trainer.



Mel Dekker

In March 2025, Claire Harwoods contract also ceased and was not renewed due to ill health. Claire Harwood was one of our Adult Support Officers and Fundraising Officer.



Claire Harwood

Also in March 2025 Catherine Bourke's contract expired and was not renewed. Catherine was one of our Adult Support Officers.



Catherine Bourke

We would like to take this opportunity to thank the above members of staff for their hard work and commitment during their employment with us and wish them all the best in their future endeavours.

OUR VOLUNTEERS

We could not run our support services without the help of volunteers.

A big thank you to all volunteers who have helped us with our administration, family Saturday sessions, trips out, WisH Club, early development groups and fundraising events:

Noor Alabdullah, Zymal Ali, Shabana Khan, Hannah Binns, Mary Brown, Daniel Champion, Katie Greenwood, Zunairah Hamayoon, Safia Hussain, Elanor Murray, Lisa Ord, Helena Watford, Nicky Major, Gerry Hughes, Tracey Rodley, Karen Johnson, Nasreen Kauser, Ayesha Ali, Sam Murray, Shona Preston, Jade Klepper, Mohammed Eesa, Vania Rodriguez, Nina Piotrowska, Maaria Yousaf, Zahra Yousaf, and the numerous dedicated parents who help out at our events.



We have a volunteer policy in place and all volunteers are recruited by interview, complete Safeguarding training and hold a DBS certificate. Expenses are paid towards travel and subsistence.

STUDENT PLACEMENTS

This year we have had nine speech & language students from Leeds Beckett University, see page 42 and Bilal Hussain from Leeds Trinity University.

FAMILY AND ORGANISATIONAL MEMBERS

The number of families on our membership lists currently 415 and we have 185 organisational beneficiaries, many of whom are schools.

All of our membership forms are now electronic and can be accessed via our website.

These keep us up to date with contact details, child's school, permission to use photos of the child, Gift Aid and the option of receiving information and our monthly newsletter by email rather than by post.

All forms are compliant with GDPR legislation.

TRAINING



One of our main objectives is to support the education, development and inclusion of people with Down syndrome across all services involved in supporting a child and their family.

A large part of this is an ongoing mission to support schools and families through training and workshops.

Both Laura Hempel and Melanie Dekker delivered the 'Introduction to Down syndrome' course several times and Laura has also

Delivered our 'Signing and Down syndrome' course.

A total of 64 sessions, benefitting 1693 people, were delivered during the academic year 2024/25. This is a increase of 38% since last year - however the number of people benefitting from our 'Introduction to Down syndrome' course has decreased by 43%.

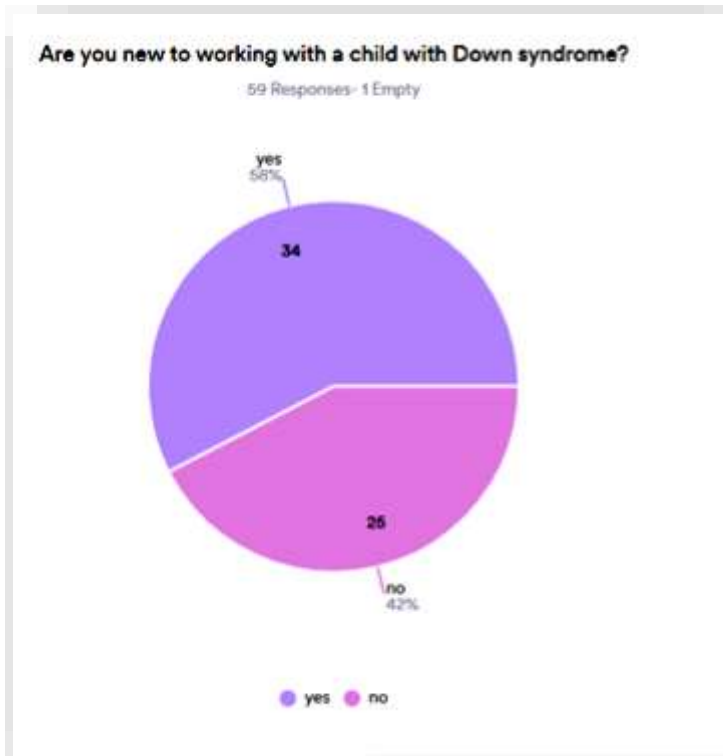
Pre-recorded training courses downloaded from our website have dropped by 51% this year to 65 downloads. The most popular downloads being 'Introduction to Down syndrome', 'Signing and Down syndrome' and 'Teaching basic number skills'.

Courses in the autumn of 2024; 'Introduction to Down syndrome' and 'Signing and Down syndrome' were offered free of charge and were well attended.

Workshops on toileting and sleep were cancelled due to poor uptake and the workshop ME: My body, my friends, my life was postponed due to Wendy's accident.

The six week behaviour course was moved online and this has proved to be popular and has been delivered twice this year.

Our plan over the next academic year is to move all training courses and workshops online.



58% of participants were new to working with a child with Down syndrome

ONLINE TRAINING PLANS FROM SEPTEMBER

From September 2025 we will be offering our full range of training covering Introduction to Down syndrome, signing, teaching number skills, time and money, using visuals to teach communication skills and reading language intervention via several weekly one hour online sessions.

Each topic will be interspersed with a one hour, online group consultation session.

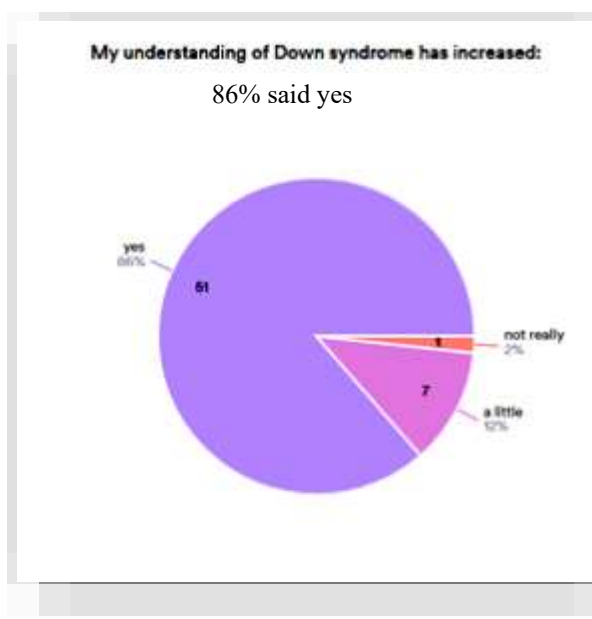
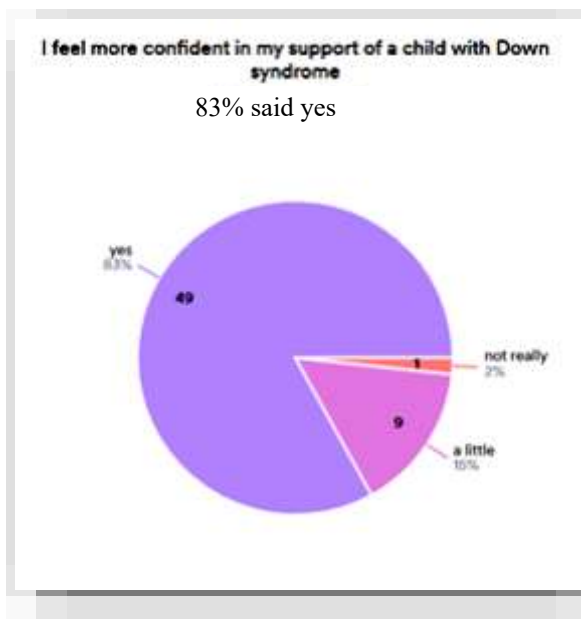
There are 22 sessions in total and these can be booked individually at £5 per session or as a bundle for £80. The sessions will run every Wednesday for one hour.

WORKSHOPS

In addition we will continue to deliver our workshops on behaviour, toileting and sexuality relationships education - these will be delivered via 2 hour online sessions over several weeks and places will be limited.

AIMING TO BETTER MEET SCHOOL STAFF AVAILABILITY

We hope that offering our training in this way will enable more schools to access the training needed to fully educate and include a child with Down syndrome. Acting on feedback it will remove the time for travel and enable schools to better plan cover.



*Attending in person before. Joined with school this time online. I enjoyed face to face as this is a personal preference but I found the online session easy to use and cuts out travel. Some elements of the course delivered in this way felt really different like the relaxation and it felt more impersonal when delegates didn't have videos turned on. Sessions well organised some teething problems for technology at the beginning because Teams was new to you but you managed this well. **Parent attending behaviour workshop***

CONSULTATIONS OBSERVATIONS ASSESSMENTS

These services have been very much in demand this year in total 32 online and 10 face to face sessions have taken place benefitting 87 professionals and 39 parents. This is an increase of 14%. Wendy, Mel and Laura undertook observations and assessments and produced reports to contribute to EHCP reviews.

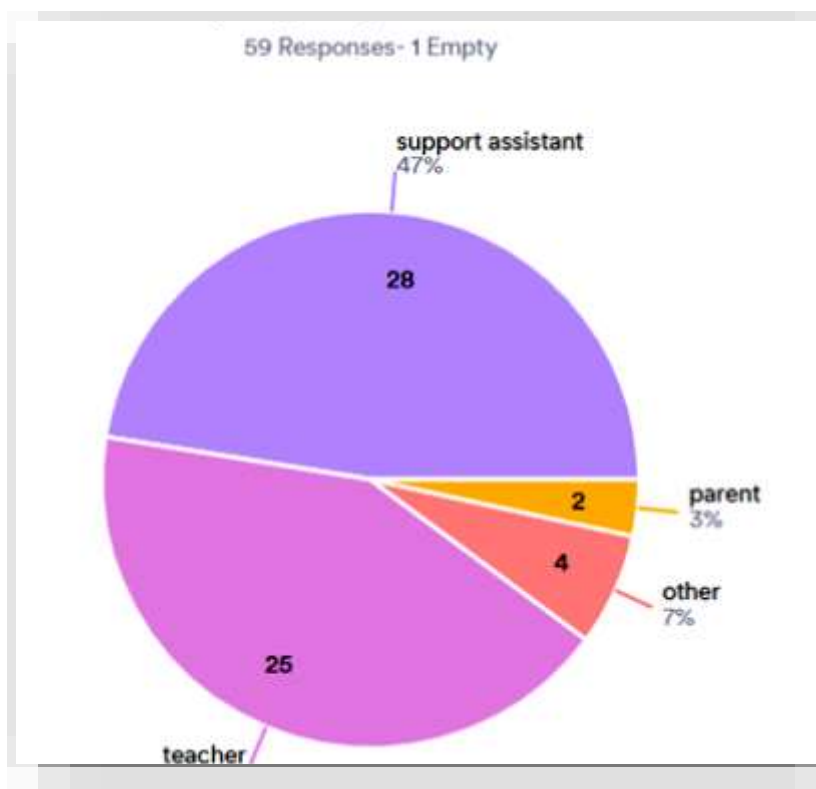
Consultations are offered face to face or online, via Zoom, and include discussions on EHCPs, concerns over school placement and behaviour.

Observations are offered in school. We can come into school and observe for 1 to 2 hours, preferably while the child is doing some literacy and number work within their usual timetable. It is also good to observe interactions with other pupils and staff, transitioning around school and general inclusion. This is then written into a detailed report which includes suggested targets.

Assessments are offered at our centre. A child can be assessed across maths, reading, language, speech and general development. This usually takes one hour. This can be followed up with a detailed report and suggested targets.

ASSEMBLIES

A pre-recorded assembly is FREE to download from our website. We are also available to come into school and deliver an assembly on Down syndrome. Such assemblies are about 30 minutes long allowing for questions and answers. We have delivered two live assemblies this year and 6 schools have downloaded the assembly.



90% of participants across Introduction to Down syndrome and Signing were school staff.

TRAINING FIGURES

Course title	Number of times delivered Sept 2024 to July 2025	Number of Attendees
Introduction to Down syndrome	9 face to face	196 professionals (43% reduction)
Signing and children with Down syndrome	6 face to face	5 parents 109 professionals (137% increase)
The inclusion of children with Down syndrome - expectations of behaviour—six week workshop	2 online	12 parents 14 professionals 9 children (225% increase)
Sexuality relationships education course: ME, my body, my friends, my life	postponed	0
Toileting workshop & support	Cancelled due to poor uptake	0
Assemblies	2 face to face	800 pupils 35 professionals (100% increase)
Consultations/observation/assessment	32 online 10 face to face	39 parents 87 professionals 4 children (14% increase)
Talk on reading to DSRF	1 online	325 professionals
Talk on our services to interested groups	1 face to face	40 children 2 professionals
Wills & Trust	1 online	16 parents
	Total online 36 Total face to face 28 Overall total 64	72 Parents 768 Professionals 853 Children/YP Total:1693

PRE RECORDED TRAINING COURSES DOWNLOADED FROM OUR WEBSITE	
Introduction to Down syndrome	15
Teaching basic number skills (including time & money)	21
Expectations of behaviour	3
Reading Language Intervention	5
Let's make it visual	1
Signing & Down syndrome	12
Assembly on Down syndrome	6
Phonics and Down syndrome	2
TOTAL DOWNLOADS	65 a 51% drop

FEEDBACK ON 'INTRODUCTION TO DOWN SYNDROME' AND 'SIGNING AND DOWN SYNDROME'

- *Reassuring to hear I am not alone and other parents and teachers have similar struggles.*
- *Fantastic course, it was really useful. I have left feeling more confident about working with students with Down syndrome.*
- *Great course, really informative and engaging delivery from Wendy*
- *Excellent and useful signs to use everyday*
- *This course was extremely informative and well presented. Thank you. I am looking forward to booking a place on the next course.*
- *Really useful, lots of information and was personal to our child*
- *One of the best training sessions I've attended. Very informative and with lots of practical ideas. Thank you.*
- *It was a great course. Mel delivered by it really well and it really helped staff knowledge.*
- *Really liked and I am already using with child I work with thank you helped me to learn new sign .*
- *Really knowledgeable trainer, lots of practice and suggestions to remember signs.*
- *Some really good pointers, so much information that makes sense.*

THE FULL REPORT IS AVAILABLE TO DONWLOAD FROM OUR WEBSITE

NEW MATHS RESOURCE by DR WENDY UTTLEY
Down Syndrome & a Pathway Through Mathematics

During the summer of 2024 Wendy put together a new resource bringing together teaching notes, activities, worksheets, videos and visual resources to print off.

The resource is aimed at ability level rather than age and will help parents and practitioners to understanding how and why children with Down syndrome find maths a challenge, how they learn to understand numbers, count and calculate and learn about time and money.

Throughout the resource there are lots of examples of tried and tested effective teaching activities from early to adult years.



TRAINING FOR HEALTH STAFF

IMPROVING PRACTICE, RAISING EXPECTATIONS

Our 5 module training course aimed at health and maternity staff has been downloaded 13 times from our website.

We need to further promote this training which is free to download.

MODULE 1: Meet a baby with Down syndrome and their parents. Ideas to help support parents

MODULE 2: What is Down syndrome? Society's view, expectations and using appropriate language

MODULE 3:

Additional health and medical needs that may be present when a baby has Down syndrome

MODULE 4: Methods to help support a baby/infant with Down syndrome as they develop

MODULE 5: Meet an adult with Down syndrome

DOWN SYNDROME AND A PATHWAY THROUGH HEALTH

Hard copies have been distributed across all local hospitals. Every new parent receives a copy in their new parent pack and it can be downloaded from our website.



SUPPORT FOR FIRST YEAR MEDICAL STUDENTS

In February several of our families offered to share their lived experience with medical students in their first year at the University of Leeds. This was done via Zoom.

Shape research, change lives: setting priorities in genetic syndrome research

We were involved in research into what needs to be done to improve the lives of people with Down syndrome, Fragile X and Williams syndrome. The study directly involved young people with these conditions and was executed by the University of Surrey.

WILL & TRUST EVENING

On Wednesday 19th March we held our third Wills & Trust evening with Michelle and Lois Independent Financial Advisors from Eccles Greenwood and Sara Cooper, Solicitor from AWB Charlesworth. The meeting was held online via Zoom and 16 parents joined for a very informative talk about wills and trusts.

REPRESENTATION ON SEND GROUPS

Our capacity to attend meetings relevant to the education and development of children with Down syndrome has been much reduced this year. Wendy Uttley still sits on the Special Educational Needs and Disability Strategy group but rarely manages to attend meetings. Both Wendy Uttley & Jenn Casper Smith sit on the Maternity Voice Partnership but again attendance has been patchy.

Our representation on the Co-production Group, Preparation for Adulthood group and Parent Network Group has also been very limited.

OUR NEW PARENT PACKS

The pack is aimed at new parents, or parents-to-be, and contains information on local and national support and a booklet comprised of pictures and lovingly written accounts of some of our members children.

This year 20 packs have been distributed to local hospitals.

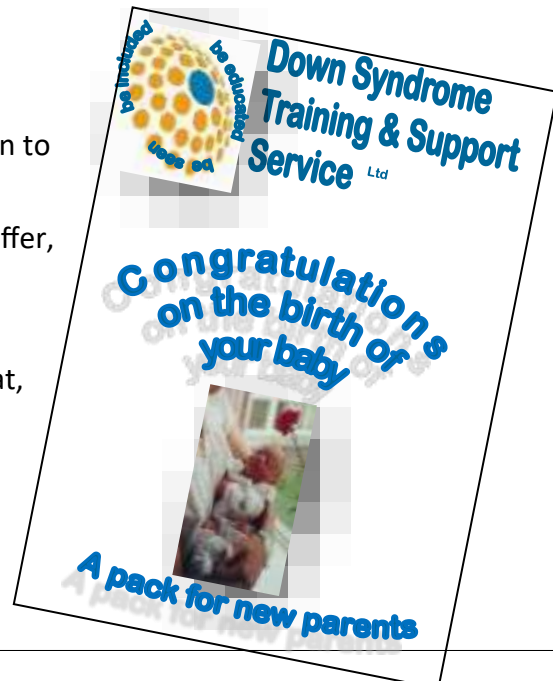
The packs are a vital support for new parents.

Funded by the Seedling Foundation. We are currently seeking funding for more packs.

HOME VISITS

Karen Barron, our Family Support Officer has been to visit 9 new families.

When families make contact with the group we offer, whenever possible, a home visit followed by an invitation to attend the second hour of our youngest early development group where we chat, get to know each other and do some singing and signing as a gentle introduction to our early development groups.



OUR OWN PUBLICATIONS AND RESOURCES

All of our resources and training videos can be purchased by visiting the resource page of our website. Items can be downloaded as e-copies and we also stock hard copies that are posted out to order.

In the last financial year resources and pre-recorded training videos generated £1069 a drop of 77% from the previous year. Next year we need to increase the promotion of our training resources.

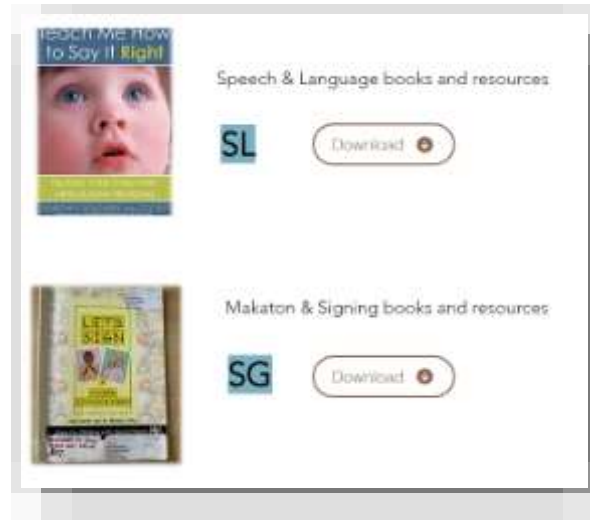
We sold: 16 sets of RLI reading books, 0 Teaching Basic Number Skills books, 4 Let's Sign & Down Syndrome books, 10 Down Syndrome and a Pathway Through Education books, 2 SRE & Signing books, 4 ME: my body, my friends, my life resource packs, 4 What Time Is It? resource packs, 8 Numicon resource packs, 5 Teaching money skills packs and 8 Language resource packs.



LIBRARY OF BOOKS AND RESOURCES

Our library of books and resources continues to be underused. The contents is available to view on our website under the headings:

- Education and inclusion
- Speech & language development
- Signing
- Early development
- Sexuality relationships education
- Children's books featuring children with Down syndrome
- Health and medical issues
- Maths and number skills
- Family experiences
- Literacy and reading
- Benefits



NEWSLETTER

We continue to produce a monthly newsletter detailing our events, services and developments in the field of Down syndrome and relevant information from other services.

From January 2025, when we made cuts to all our services we stopped printing and posting the newsletter to the 140 families who preferred to receive it by post.

Instead it is emailed and a link is posted on Facebook and our WhatsApp community group. This saves in ink, paper and postage.



EARLY DEVELOPMENT GROUPS

Delivering vital intervention for babies and young children with Down syndrome and vital support to their parents since 2005

Our Early Development Groups are for infants and young children with Down syndrome aged 12 months to 5/6 years of age. Babies are also welcome to join in the second part of our youngest group.

Laura, Mel and Wendy started the academic year delivering 7 group sessions and 4 one-to-one sessions for children with more complex needs.

Following Wendy's accident in November 2024 Mel took over delivery of her group and one to one sessions.

Then, with the cessation of National Lottery Funding in March 2025 and our failure to secure further funding, cuts had to be made. All staff contracts expired March 2025, Mel's contract was not renewed, some groups were amalgamated and three of the one to one sessions ceased. In addition we increased the fees from £6 per session to £10 per session. This 'fee' is still classed as a donation and no child will ever be excluded for financial reasons. We continue to seek funding for these sessions which are currently funded from our reserves at a cost of approximately £1000 each month.



In total 50 children and their families have benefitted from these sessions; this include 10 babies and 8 one to one sessions.

The groups were evaluated very recently with some fantastic comments.

The full report is available to download from our [website](#):

OVERVIEW OF OUR EARLY DEVELOPMENT SESSIONS

We have been delivering our early development groups since 2005! The intervention is over 5 years and follows a programme written and developed by Wendy Uttley. All early development group sessions are two hours long and focus on early communication, language, speech sounds, interaction, early number, early reading, feeding skills, and fine and gross motor skills, all delivered through short fun activities.



Sessions can be quite intense at times but the focus is always to ensure the child enjoys the session and parents feel confident to continue input at home. Professionals attend either in support of the children or to observe our best practice. The children in the groups never cease to amaze us with their achievements and it is extremely rewarding to be part of their development.

ONE to ONE SESSIONS & ASSESSMENTS

One to one sessions are used to support children who need more specific input. In addition, for a fee, we can undertake an assessment and produce a written report should a school or parent request one.

USING WORDS IN PRINT TO DEVELOP SPEECH AND READING SKILLS

We introduce words in print from age 3 by word to word matching and as the children begin to learn these 'black on white' squiggles mean something we begin to use them to support speech.



Here's Orla using a sentence strip to ask for biscuits at snack time and Ethan using signing and word recognition to read an early book.



Wendy presented at the Down Syndrome Research Forum sharing videos to celebrate the success of the children we work with. We are very proud of our early development groups and the children who attend them in preparation for school.

JULY 2025 GRADUATES

In July 2025 our year 5 children graduated. Certificates were awarded and reports written detailing the progress of each child across literacy, numeracy, speech, language, communication, feeding skills, fine and gross motor skills and behaviour. In addition we send information into their schools offering training and support.



EXCELLENT EVALUATION REPORT

A massive thank you to the 16 families who completed our evaluation form; the full report is available to download from our website:

<https://www.downsyndromebradford.com/early-intervention>

Here is a brief summary:

My child is making progress as a result of attending these sessions

4.87/5 ★★★★★

What progress have you seen?

- Concentration has increased, sharing skills, number skills
- Better focus/attention, can sit & spend longer doing a task without getting distracted and is starting to understand the concept of colours, matching & counting to 3 (albeit she is non verbal, but reacts in cur to the adult counting)
- My son is more socialising, before he was scared from strangers..etc..
- Able to sit in group times longer, able to wait longer in taking turns. Better number recognition, better sound knowledge, speech improvements and improvement in listening skills.
- Development of speech and language skills such as increased vocabulary and speech clarity, increased use of Makaton signs. He is able to sit and focus on tasks for longer. He is starting to develop his use and understanding of numbers. He is developing skills in turn taking and sharing. His friendships and confidence in interacting with others are growing.
- Developed communication skills. Improved social behaviour. Learnt sign language
- Increased confidence in talking and Makaton. Improvement in counting and word recognition. Better listening skills
- O is able to recognise letters and make the relevant speech sounds, as well as identify numbers and count. This has enhanced her ability to prepare for starting school in Sept
- Learned to do more sign language & remember them & use them to communicate.
- Better listening skills picking up signs so she can express herself more. Wants to learn and finds it fun
- O hugely benefits as both her and I are being educated on the best ways to help her learn. She has learnt how to count to ten and also to identify words. She is beginning to learn to read.



FUNDING

Sessions were funded by the National Lottery for 5 years, from March 2020 to March 2025. We were unsuccessful to securing further funding and currently fund sessions from our reserves



I feel confident to support my child's learning as a result of attending these sessions

4.75/5 ★★★★★

Comments about the delivery of the sessions and how they help parents

- *A is much developmentally delayed than other children her age (including children with DS), which has worried me about how I can get her to learn. However Wendy's approach of repetition, perseverance, and consistency means I've not given up and assumed she's incapable.*
- *Sessions are very informative, staff are really supportive. Children have gained a lot of skills from sessions and interact well during sessions. A great chance to meet with others and share information and experiences.*
- *Resources supplied have been really beneficial to reinforce learning at home and at nursery. My child can concentrate on learning tasks for a longer length of time. Splitting words by tapping them out has helped my daughter to start saying 2 syllable words, including her name.*
- *Using certain commands which have been demonstrated in the group, has enabled us to further assist O's development. We replicate what we have seen at the sessions and this has enhanced O's understanding. Her listening and concentrating skills have developed as a result of continued practising of strategies.*
- *My child is not sitting at these sessions, concentration not there yet or focus. Joint attention needs to increase*
- *This is an outstanding sessions. The staff is always happy to support and give advice to parents. Without these groups it would be impossible to understand our children's capabilities.*
- *Whereas I don't find all of the activities are relevant to the stage my child is at, many of them are and I love that I really gain an understanding of the learning profile of my child and style of learning. Sometimes we struggle to attend but this is no reflection on the group which is useful and well led. My child enjoys it and likes the learning materials.*
- *Sessions are a great help I get a better understanding of U's needs and behaviour. It has also helped me too with the questions I have.*
- *These groups have been really valuable for both me and my child. I can see the improvement in his learning, development and confidence. There is a lot of support available for parents as well as for the children.*
- *Unable to express how great these sessions are I travel all the way from Oldham every fortnight.*
- *The groups/session are vital from children with Down syndrome, particularly at a time when NHS therapies are non existent and being cut. The only therapy that my child has received has come from the charity. Even the SENNIT teachers are unaware of these strategies (teaching and learning specified to DS).*

FACEBOOK

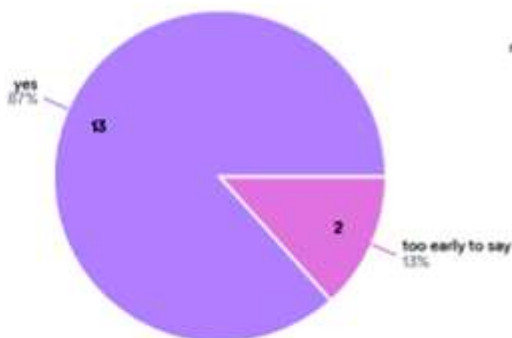
We have a secret Facebook Group: <https://www.facebook.com/groups/earlydevelopmentgroups/>

Comments about school

- *She will start mainstream primary school in a position which is not too dissimilar to other students in her class, as she is able to identify certain words, letters and numbers as well as make a number of speech sounds. These are not things which I believe she would be able to do had we not attended the sessions.*
- *U is able to concentrate more even at school.*
- *They help with behaviour, giving/supporting effective face to face strategies. School staff do not receive this training unless they attend these specific groups, I have also gained skills. It has helped raise morale/expectation*
- *There are fantastic, I wish they could continue throughout primary school. We missed them when they reduced from twice to once a month.*
- *We have learnt a lot from the DS specialist teachers and I am very grateful to their support and knowledge. The sessions are extremely useful, it is a shame that the sessions are not compulsory for all children with DS and that school staff attend along with the children because they would learn a lot from them making their inclusion in mainstream sessions more effective.*
- *The EDG provides with a differentiated/targeted work for my child. School staff are also joining the centre, which helps guide what my son should be learning and support his development.*

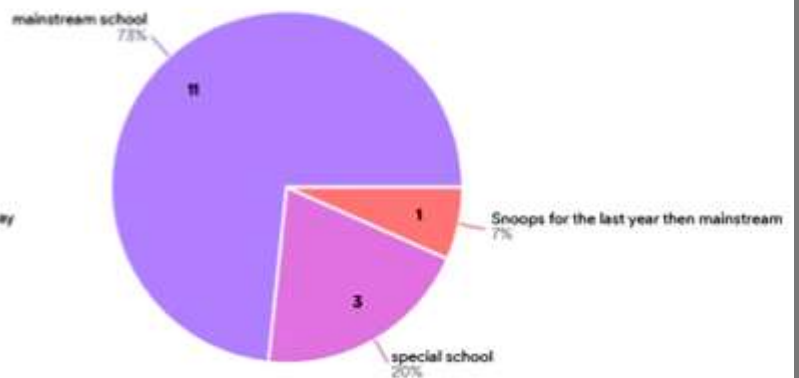
Do you think that your child will have a better start in life because of these sessions?

15 Responses- 1 Empty



Which type of school are you planning for your child to attend?

15 Responses- 1 Empty



DOWN SYNDROME LEARNING SUPPORT PACKS

Delivering vital intervention for babies and young children with Down syndrome and vital support to their parents since 2005

DOWN SYNDROME LEARNING SUPPORT PACKS

All children new to the Early Development Groups are provided with learning support packs housed in a sturdy plastic box. These packs are long term in that the information contained in them is

relevant for many years, in particular the first 5 years of life.

Each pack contains the first 2 See & Learn Language and Reading kits produced by Down Syndrome Education International, a home Numicon kit, our publications 'Signing and Down Syndrome', 'Teaching Basic Number Skills', 'Down Syndrome and a Pathway Through Education', 'Down Syndrome and a Pathway Through Health' and a magic bag.

This year we have received funding from the Seedling Foundation for these packs. We are currently seeking further funding.

FEEDBACK ON THE PACKS

- *It's a brilliant resource to provide to families, really helpful with practicing both words and numbers at home and in educational settings.*
- *I am grateful that dstss provide us with an Early years support pack, as this has enables us to continue learning whilst at home.*
- *The see & learn kits have been incredibly useful as we use them at home and then they repeat this learning by using them at nursery. The kits are too expensive for nursery to purchase. Magic bag has been invaluable for learning to sign + the Numicon has enabled us to frequently practice counting.*

In the sessions the teacher models high expectations of skills like good listening and concentrating. This has given me the confidence to persevere with skills we are working on together and strategies to use to keep my child's focus.

We have started to see that she is using early language to express her needs and wants. She wants to make her own choices and having worked on speech sounds and using Makaton has allowed her to begin communicating which will have a big impact for her future independence

She is more focused and can spend longer on learning tasks. Confident finding her name. More consistent in matching Numicon to number. Saying a lot more individual words & signs

SPEECH & LANGUAGE GROUP SESSIONS

Speech & Language input for children and adults with Down syndrome is vital. Research demonstrates that children and young people with Down syndrome benefit from monthly input with gains still being made in their 20's.

Statutory speech and language can be very patchy and many children do not get continuous input. Only through a charitable service can such input be achieved.

We offer group sessions to all children and young people over the age of 5. Under 5's are offered fortnightly sessions via our early development groups and these sessions address their early speech, language and communication needs. We also offer occasional one to one sessions should a child/young person or adult need a little additional support.

We employ two highly specialised therapists, Lauren Drake and Jessica Foley, trained by ourselves, to deliver up to 13 group sessions each month. This year 41 children and young people have benefitted from the sessions.

Our child is visibly delighted when he is understood by people. School comment on how much better his relationships and learning are now his communication has come on so much.

STUDENTS FROM LEEDS BECKETT UNIVERSITY

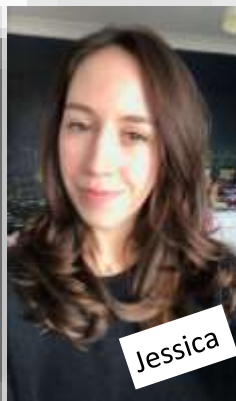
Throughout the year nine Speech & Language students from Leeds Beckett University have joined us to gain work experience. We are delighted that we are able to help train future therapists gain knowledge and understanding of people with Down syndrome:

Daniel Champion, Cliona Dykins, Olivia Brear, Aaliyah Ilyas, Lorna Kime, Amirah Batool, Mia Cuthbertson, Dani Mahoney and Ellie Gilman.

Both therapists deliver across all age groups one weekend each month, and can also provide a



Lauren



Jessica

private assessment and report upon request.

Adult speech & language group sessions involve developing confidence to communicate needs in real life social settings and situations, for example, catching a train. In March Jessica's group went to the Card Factory to buy Mother's Day cards, then took them back to the centre to address.



FUNDING

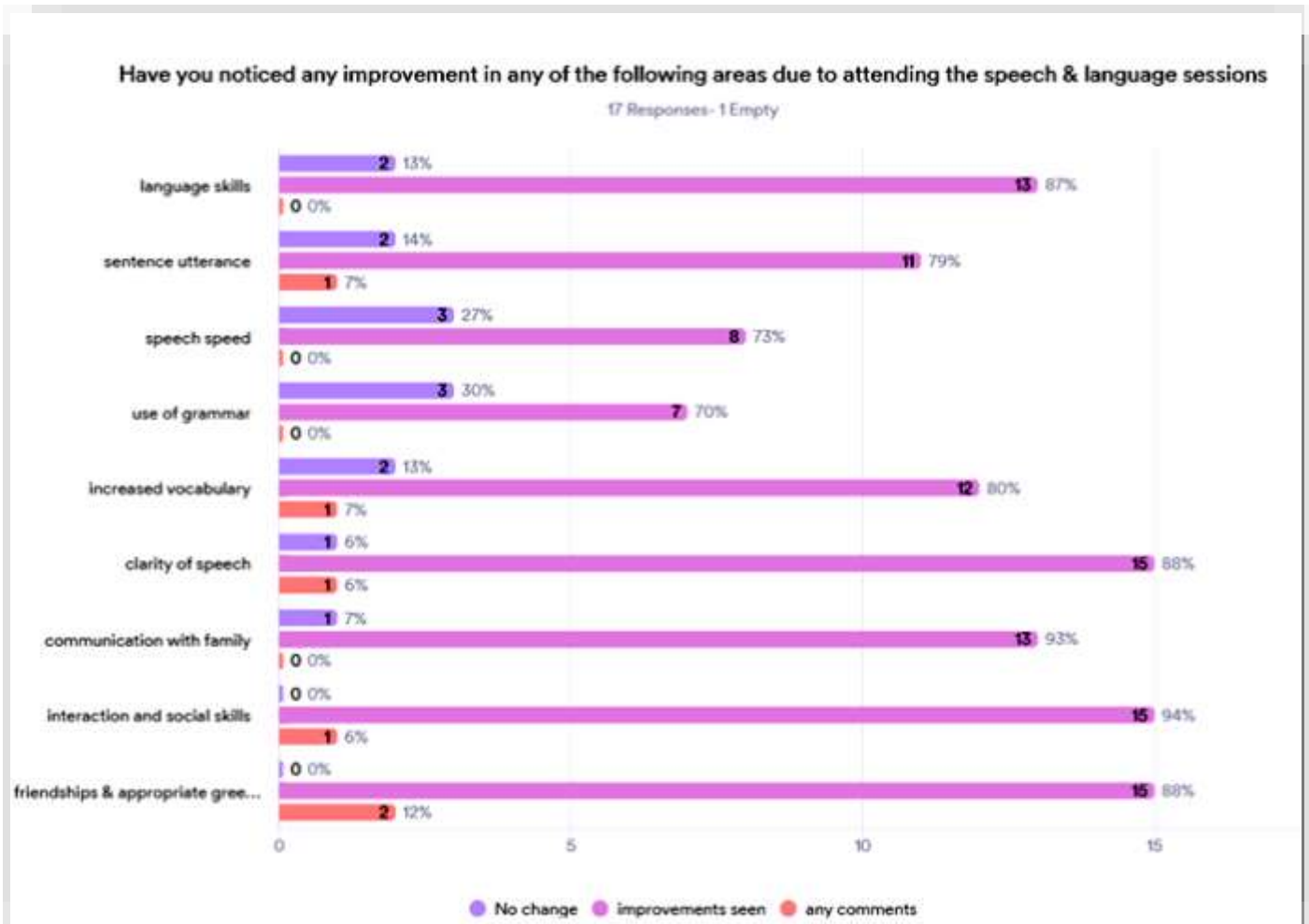
Funded by Awards 4 All until July 2025.



FEEDBACK FROM PARENTS

Session were evaluated using an online feedback form. Some comments are included here. The full report can be downloaded from our website:

<https://www.downsyndromebradford.com/speech-language>



N is beginning to use his skills in a range of social situations.

Jessica uses time to encourage and develops speech and language but also incorporates activities of daily activities such as writing own name and address on envelope and structuring a sentence within the card.

Engagement varies depending on factors like how he is feeling, how many other children are there/ what they are doing and what the task is. Lauren is good at noticing this and changing the task/ incorporating movement when engagement is drifting.

my child has been identified as needing more support but these sessions most definitely have improved his life.

Comments on the impact sessions have on parents:

- *At home we often carry on these lessons and buy a particular game or activity/ book used and it helps towards learning*
- *I can ask bespoke questions and get useful resources from a knowledgeable professional*
- *I can always ask advice with language and always get helpful tips and advice, even where to buy them if it's something I feel A needs*
- *I need to feel like we are trying! The peer support of fellow parents and the tips and sounds to focus on are really useful. Therapist is so understanding and works hard with the children even if they don't want to!*
- *Copying the techniques Lauren uses and learning how to support clear pronunciation have been very helpful.*
- *While the session is taking place it gives an opportunity for parents to have some time to exchange ideas, sharing tips and advice on what is helping or not helping.*
- *Gaining insight on how to deal with school, social care and support that may help. I hope he gains confidence*

My child loves attending the sessions. In Calderdale she does not have access to a speech therapist so we really value these sessions

Copying the techniques Lauren uses and learning how to support clear pronunciation have been very helpful.

I think these sessions are invaluable for our children, however I also believe that they need more direct speech therapy on a regular basis in school. Without these sessions my child would not have made the same progress he has but feel he could make more progress in the school environment where there are more challenges/ different scenarios to a session at the centre with the main caregiver present.



Increased vocabulary and speech clarity. Improved confidence and building on friendships. His ability to focus on tasks is also improving.

I believe that children and families need regular direct support of a therapist as our children pass through different stages of their life.

OCCUPATIONAL THERAPY

In January 2025, due to reduced demand and also the need to reallocate much needed funds to core costs, we placed our occupational therapy service on hold. Between September and



December 2024 seven children benefitted from the service which remains on hold until we secure further funding. Wendy Scaife is however available for private one to one sessions, assessments and consultations. Funded by the National Lottery until December 2024.



PHYSIOTHERAPY

In January 2025, due to reduced demand and also the need to reallocate much needed funds to core costs, we placed our physiotherapy service on hold. This remains the case until we secure further funding.



Up to the end of 2024 Holly Dunne delivered 4 one to one physiotherapy sessions. She is available for private one to one sessions, assessments and consultations. Funded by the National Lottery until December 2024.



COUNSELLING

During the year Tara Fox decided to take a break from counselling. Tara has supported our charity and many, many parents over the years. We wish her all the best. Gill Iley continues to support parents and adults with Down syndrome in need of counselling.



As the impact of the Covid pandemic lessens, demand has reduced and this year 5 parents have benefitted from the service.

As with physiotherapy and occupational therapy we were successful in gaining permission to reallocate some funds towards core costs.

Funded by Sovereign Healthcare.

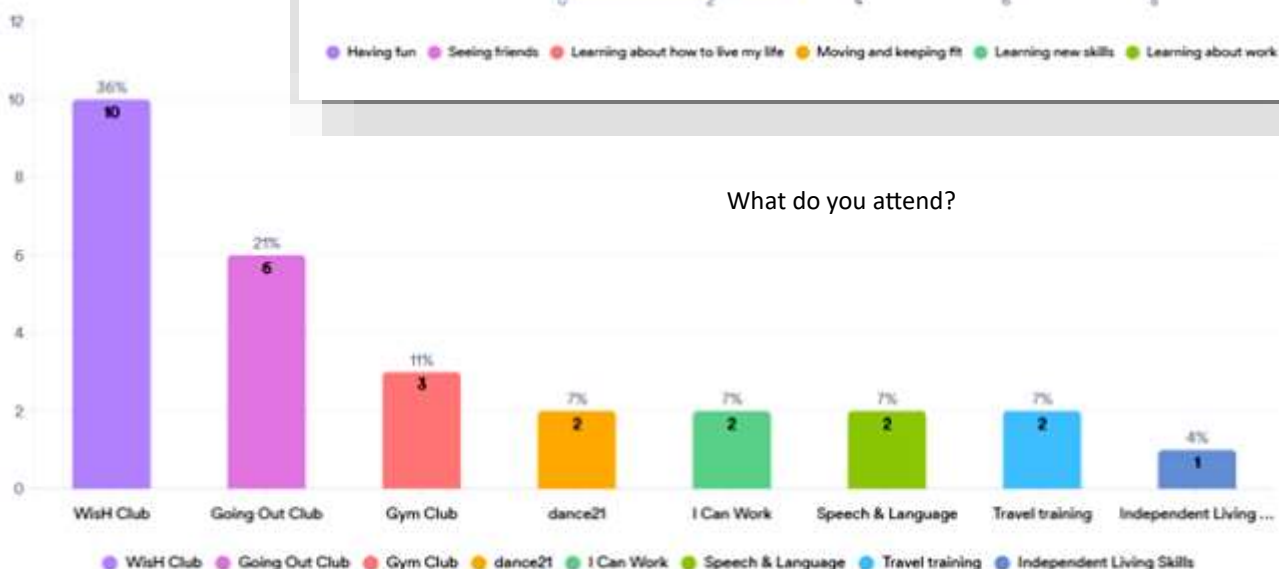
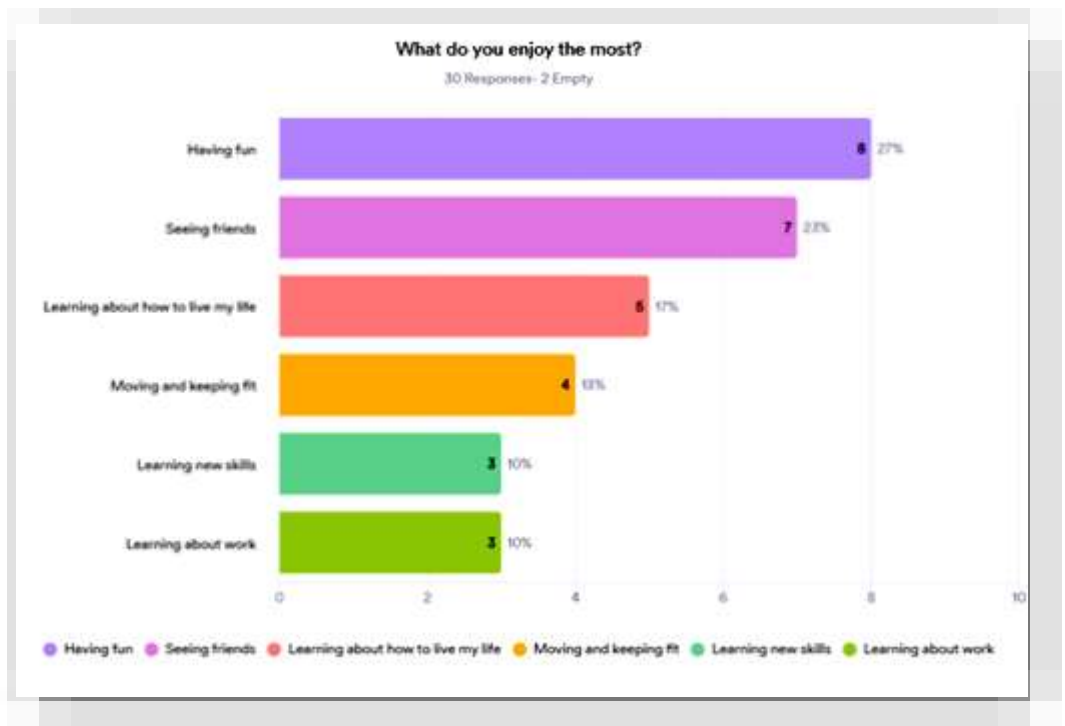


ADULT SERVICES

We are pleased to offer the following the following services to support adults with Down syndrome. These include:

- Our WisH Club for young people aged 11 to 25.
- The Going Out Club—running once per half term. No upper age limit.
- Dance21 - our dance group for young people aged 12+. There is no upper age limit.
- Our adult speech & language group - this meets every month. One month the young people practice skills at the centre, the following month they put these skills into real life practice - going on a train/bus/to the café. Again no upper age limit.
- Our weekly gym Club at Keighley Leisure Centre.
- Counselling for adults with Down syndrome with Gill Ilys.
- Our 'I Can Work' project.
- Our new Independent Living Skills Project - 'I Can Shop, Cook & Clean'.

FEEDBACK FROM THE YOUNG PEOPLE



INDEPENDENT LIVING SKILLS (ILS)

I Can Shop, Cook & Clean

Over the year 3 young adults have benefitted from our ILS project, Ayesha, Noor and Charlie. Supported by Nicky they have undertaken a range of activities in our basement where we have created a living room, bedroom, kitchen and bathroom. Attending one day per week they have worked on washing, cooking using microwave, kettle, toaster and hob, cleaning, ironing, vacuuming, shopping, washing up and travel training.



Funded by Aviva Crowd Fund & Community Fund, Co-op Community Fund, Austin Hope Pilkington Trust and the young peoples direct payments.



During November and December 2024 we worked with Northern Rail to deliver a series of 'Try The Train'

sessions, planning journeys, using trains and learning about safety.

The young people visited Bingley train station, went to Skipton and then to visit the Christmas markets in Leeds.

I CAN WORK

Our 'I Can Work' project currently offers two placements for adults with Down syndrome aged 18+ at our centre. The aim is to provide input and support until they are ready to progress into a work related placement or, ideally, paid employment.

The young people undertake various work related tasks and projects set at their level, incorporating personal targets in number, time, money, literacy, appropriate behaviours and communication.

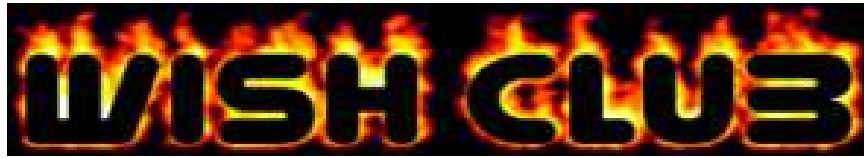
Each young person must be willing to travel at least part of their journey to our centre independently or be able to work towards this target.

Over the year, Nicky, Claire and Catherine have supported 3 young adults; Ayesha at a work placement at Go Bowling, Shipley where she works in the kitchen, Emerson who has been gaining experience at our centre and charity shop and Charlie, who after graduating from our ILS project moved onto our 'I Can Work' scheme and has also been gaining experience at our centre and in the charity shop. All young adults have been undertaking travel training.



Charlie, Ayesha and Emerson have gained loads of experience working at our charity shop.

OUR YOUTH CLUB—Weekend is Here



The WisH Club has been through several changes this year. Near the end of 2024 grant funding expired and we began to fund it from reserves. Then, as we made cuts to our services in January, we reduced the club from 4 hours per week to 2 hours per fortnight. Heather Bell, who had been with us for 3 years decided to hand in her notice and left at the end of January.



Nicky and Shabana stepped in as volunteers to help run the club with Charlotte.

In addition, subs were increased from £2 per session to £5 per session. This is classed as a donation.

In May 2025 we were successful in a funding bid to Iron Mongers and, very recently, we have employed to new youth workers, Jake and Sarah and relaunched the club, which is now open every Friday 6 til 9pm.



Over the year the club has provided a wide range of activities including cooking, baking, sports days, summer party, creating sensory toys, dancing, exploring friendships and self care.





In November 2024 the young people had a fabulous visit from Tamar and Laura who were seeking feedback on their brilliant app (the Babble App) created to help encourage increased verbalisations in babies with Down syndrome .

The club is full of equipment: HiFi, pool table, Xbox, TV, DVD player, exercise bikes, karaoke, football table, chill out area with bean bags and comfy couches, air hockey table and large Connect 4. A tuck shop aims to help the young people develop time and money skills.

All members have a personal emergency evacuation plan (PEEP) in place and a care plan in place should they require support with personal care. We are also working on personal targets for the young people across self care skills, friendship skills and appropriate social behaviours. The setting is an ideal place to work on these skills as it is a safe and supportive environment.

Funded by Charlies & Elise Sykes Trust until December 2024, then Iron Mongers from April 2025 until April 2026

FACEBOOK
 The WisH Club
 Facebook group:
<https://www.facebook.com/groups/wishclubyouth/>
 The group is secret and there are some amazing photos shared every Friday evening.



A big thank you to the following volunteers wh have helped with the running of the WisH Club over the year:

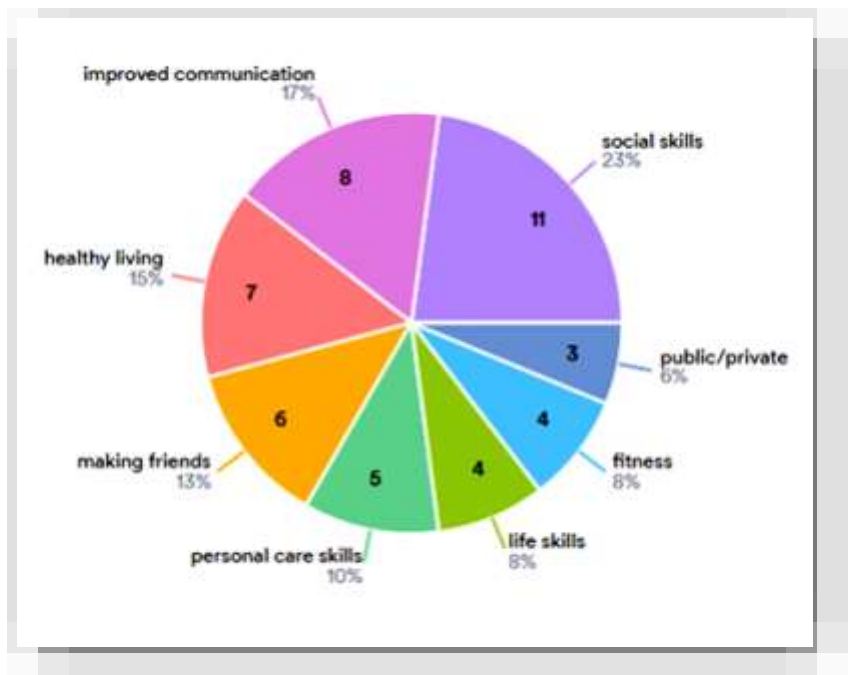
- Noor Alabdullah
- Zymal Ali
- Shabana Khan
- Daniel Champion
- Zunairah Hamayoon
- Lisa Ord
- Nicky Major
- Shona Preston

FEEDBACK FROM PARENTS AND YOUNG PEOPLE

Every week activities are planned to address areas of learning

During the year 32 young people, including 5 new to the club, have undertaken a vast range of skill building activities. These have included developing:

- self help skills while cooking;
- confidence building skills - through singing karaoke & fitness activities;
- friendship skills - when playing circle games, interactive games and sharing a movie;
- personal hygiene - pamper nights, painting nails;
- keeping safe skills through specific training sessions to work on public and private body parts and places and appropriate greetings.



SKILLS WE AIM TO WORK ON AT THE CLUB

For the full report visit:

Everyone reported that they enjoyed coming to the WisH Club with parents saying:

- *They talk about it all week, counts down the days*
- *S really looks forward to going she has many friends there and has a lot of fun hanging out and playing with her friends. The group seems to be attracting more and more good friends for S*
- *T looks forward to youth club all week as she doesn't stop talking about it*
- *It's a safe space where the young people have a choice to do the things they want with no pressure.*
- *She gets to really practise and secure her understanding of social boundaries which is something she still gets wrong at school sometimes. I think the staff really know how to make it accessible for our kids and how to get it right. Lots of reinforcement. Wonderful really.*
- *She has several friends there that she enjoys being around and doing things with. She has a super time every Friday night. Its the highlight of our week.*

GOING OUT CLUB

The Going Out Club has been out and about once every half term. It has no upper age limit and is open to everyone with Down syndrome aged 11+.

This year the Club has been to see 'Queen' at Bingley Little Theatre, eaten at The Shama, Bingley, had a 'taster' gym session at Keighley Leisure Centre, and danced at Christmas, Easter and end of school year at Mavericks experiencing a 'night club' night out.



WEEKLY GYM CLUB

FOR YOUNG PEOPLE WITH DOWN SYNDROME

Following on from our taster session at Keighley Leisure Centre a weekly Gym Club was formed for young people with Down syndrome aged 13+. In December 2024 the club moved to Pinnacle Performance Fitness Studio and the age limit was reduced to 11+.

Sessions currently take place every Tuesday, 4.15 to 5.15pm with Sophie Robinson a fully qualified and very experienced fitness instructor. Parents/carers are asked to stay on the premises and also provide support should any young person need one to one support.

The cost is £5 per session by donation.

Sessions are currently funded by Sports England until December 2025.

Since January 2025 Sophie and James Robinson have donated the use of their gym free of charge however due to poor attendance, an average 3 young people, the club will cease at the end of this year.



DANCE CLASSES

TWIRLY21s

Twirly21s is our dance group for young children aged 5 to around 12 years of age. It runs every Saturday, 2.30 to 3.30pm at Footsteps Theatre School, Idle, BD10 8PY. Classes are delivered by Claire King who has a wealth of experience working with young children who have Down syndrome. Dancers are asked to pay £5 (donation) on entry to practice their money skills.

The dancers performed at our Chromosome Rocks #24 event in July 2024 and they now have their own tee shirts.



As children leave our early development groups, aged around 5 to 6, parents can often feel the loss of their regular contact and the opportunity to share experiences and offer mutual support. The class meets weekly and while the children are dancing parents can regain this opportunity over a cup of tea/coffee. Sixteen children and their parents have benefitted this year.

DANCE21

Dance21 is our older dance group, for young people aged 12 to adulthood. The group dances every Thursday, 6 to 7pm at Footsteps Theatre School, Idle, BD10 8PY. Dancers are asked



to pay £6 on entry to practice their money skills. Classes are delivered by Claire King, alongside Kim Booth, one of our most experienced dance21 members.



21 young people have benefited from sessions this year.

PERFORMANCES

Dance21 have been really busy this year, performing to music from 'Barbie Girl' at EXPRESSIONS Northern Ballet and our Chromosome Rocks#24 event in July 2024, outside our charity shop in Keighley on World Down Syndrome Day in March 2025 and outside Bingley Little Theatre as part of Bingley Create in May 2025.



SATURDAY FAMILY SESSION

Throughout the year we have continued to meet on the second Saturday of the month at Bingley Methodist Church, Herbert Street, with the exception of July 2024 and January 2025.

We now have a fantastic group of volunteers to help set up and deliver these sessions; Ruth, Jenn, Heather, Andy, Laura, Heidi, Wendy, Elanor, Lisa, Safia are all fully committed and ensure everything runs smoothly.

Our sessions have included: a visit from Into the Wild, Shabang! Christmas party, World Down syndrome day celebrations and soft play session.

During the morning we also provide several circle and singing sessions including magic bag, parachute, fantastic elastic and a lovely group snack time.



Bouncy castle and soft play September 2024



We all got very wet playing with the tarpaulin when Shabang! visited in November 2024



Christmas celebrations December 2024



Enjoying world Down syndrome day in March after making lots of merchandise to sell at our shop



Mesmerized by the tortoise in May when 'Into the Wild' visited.



SUPPORT FOR SIBLINGS - SIBZ ZONE

Our Sibz Zone is for brothers and sisters aged 6+. The group runs monthly either face to face at our youth club upstairs at the centre or in the small room at Bingley Methodist Church. It is timed to coincide with our monthly Family Saturday session. Occasionally it is delivered online via Zoom with Elanor.

Siblings young and old thoroughly enjoy the sessions.

Thank you to Elanor Murray for her planning and delivery of these sessions.

The siblings take part in games and crafts and each month an activity is planned to help everyone share experiences, feelings and concerns.



SUPPORT FOR DADS

Although a target for this year we have not managed to resurrect the 'Dads Group'. However we have an increasing number of dads who attend our Family Saturday sessions.



SUMMER TRIP TO LIGHTWATER VALLEY AUGUST 2024

On Wednesday 21st August 2024, 15 families (67 very excited people) joined us for a wonderful trip to Lightwater Valley. The coach was packed, with an additional three families arriving in cars. The trip was part funded by Hedley Foundation.



Hedley Foundation



AIMS FOR 2025/26

- ◆ Raise £130,000 so that we are secure for 2026/27
- ◆ Improve the promotion and training for ALL across the Yorkshire region (ongoing)
- ◆ Staff the charity shop to ensure it is open as much as possible
- ◆ Maintain our level of income and service
- ◆ Celebrate our 25th anniversary



Thank you

ACCOUNTS 1st JUNE 2024 TO 31st MAY 2025

AGM Meeting 12th October 2024
At Bingley Methodist Church

Present and apologies

In attendance was:

Steve Robinson, Gerry Hughes, Mike Hughes, Finn Hughes, Wendy Uttley, Wendy Rhodes, Nazneen Rani, Heather Chattell, David Chattell, Louise Hobley, Melissa Ratcliffe, Ruth Worby, Nicky Major, Claire Harwood, Elanor Murray.

Apologies were received from:

Avril Dear, Julie Wood, Chris Wood, Nicola Booth, Kim Booth, Sheryl Ashton, Helen Gibbon, Bob Webster, Jane Webster, Maxine Sanderson, Julie Earl, Farzana Kauser, Liza Stead, Linda Davies, Johanne Smith, Angus Smith, Charlene Hamilton, Robert Kennedy, Izzi Ashman, Elizabeth McLean, Frances McClean, Jenny Rowlands, Naseem Aktar, Helen McGrellis, Stephen Hobley, Lauren Drake, Ouakila Best, Adele Robinson, Heidi Grosvenor, Karen Mayhew, Jenn Casper-Smith, Rachel Cruickshank-Sutton.

To action: Write to members to see if they still want to be members. To recruit some new members (WU to ask HG/KB)

Accept minutes from our last AGM.

The minutes from the last AGM were accepted.

Presentation of reports: Accounts Annual return/progress report.

National Lottery funding bid has been submitted – should hear before end of 2024

The total funding income for the year was £173,000

The total expenditure for the year was £172, 391 with biggest costs being staff delivery, staff admin.

National Lottery funding covered about 30% of last year's expenditure.

Building rent is doubling next year, 2025.

There is currently 10 months running costs in the bank.

Monthly expenditure is £14,365

Money raised – Wendy outlined details of fundraisers

Our website – outreach – 2,122 visitors across the globe

Review of training

73 sessions delivered benefitting 1,223 people

Free training filling up but if fees asked then courses just don't fill

134 online courses downloaded

Thinking of asking schools – contract regarding “free training” – what can they do for us?

3a. Survey across schools and parents

Decisions training – Intro to Ds and Signing – free and offered termly. Do we write letter to all schools requesting they make a donation/run a fundraiser for us? WU to action.

Positive feedback on the Intro to Down syndrome training.

To promote secondary courses to June time when staff have more time – WU action

RLI online – really well received

Evaluations on training - good

Health training for Health Workers – needs pushing

New parent packs – 12 new babies in Bradford since April

Karen doing home visits for 9 new families

Wills & Trust evening – to come do monthly session (appointment) and look at in depth topics

Therapy day – 16 attendees

How do we better promote? Contact LO in surrounding cities – CH/WU to action
Messages not getting across, we need to spread the word
Authorities don't know about our Charity, services, what's on offer, advice
Need our Charity on Local Offers
Not a lot of support in LA's for children with Ds

Library – page of website with library books – very underused

Newsletter – goes to 34% of families by post

EDG groups – excellent feedback

Speech & Language – funding was difficult to find but now A4A. Feedback – making a difference

OT – benefitted 27 children

Physio – struggling to fill sessions - information on OT & Physio to be given to families can this be repeated? WU/KB to action

Counselling – young adults and parents benefitted

Young adults – a lot now on offer – travel training, ILS, I Can Work, Keighley Leisure centre gym, adult SALT, Dance 21 – look at personal payments to help fund some of this. Get in touch with Bradford Council re. direct payments

Conversation needed regarding direct payments/costs/v-authority – take to Board meeting

WISH club – Sara and Taya talk – going out club, dance 21

3b cont.

Twirly 21's

Family Saturday sessions – Ruth, Jenn, Andy stepping in to set up and deliver

Sibz Zone – get word out

Dad's group fizzled – on hold maybe a Mum's night?

Last year Bridlington trip, this year Lightwater Valley – very well received

Aims 23/34

Raised £70,000 as planned

Ongoing with training

ILS ü

Dad support ongoing

Aims 24/25

Conference day 2025 – adult services/transiiton

Improve/promote training across the region

ILS and I Can Work projects fully established

Review support for Dads and siblings

Fundraising events inc. 13 July 2025 Chromosome Rocks #25

Celebrate 25 years – Silver anniversary

★New shop in Keighley

Secure National Lottery funds

Financial accounts

Accounts accepted.

Election of Directors

Farzana and Lauren re-elected on rotation.

AoB

Chromosome Rocks – charity shops, linked to Nomad project, small world

Keighley

20th November – Rod Williams magic show, Keighley Rugby club, aim 50 ther

ANNUAL GENERAL MEETING 11th OCTOBER 2025

AT

BINGLEY METHODIST CHURCH, 10.30AM

You are warmly invited to our Annual General Meeting on Saturday 11th October, 10.30am at Bingley Methodist Church, where we will be celebrating our achievements of our last financial year.

AGENDA

1. Present and apologies.
2. Accept minutes from our last AGM
3. Presentation of reports: Accounts Annual return/progress report
4. Plans for 2025/26
5. Election of Directors:

Heather Chattell and Rachel Cruickshank –Sutton to stand down on rotation/be re elected if so wish
6. AOB
7. End of AGM & refreshments and performance by dance21

Down Syndrome Training and Support Service Limited

Charity number 1130994

A company limited by guarantee number 06915555

Annual Report and Financial Statements for the year ended 31 May 2025



Down Syndrome Training and Support Service Limited

Annual Report and Financial Statements for the year ended 31 May 2025

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Balance sheet	10
Notes to the accounts	11 to 17

Prepared by West Yorkshire Community Accountancy Service CIO

Down Syndrome Training and Support Service Limited

Trustees' report for the year ended 31 May 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Jenn Casper-Smith		
Heather Chattell		
Lauren Drake		
Farzana Kauser		
Rachel Cruickshank-Sutton		
Jennifer Rowlands		
Charity number	1130994	Registered in England and Wales
Company number	06915555	Registered in England and Wales
Registered and principal address	Bankers	
The Pamela Sunter Centre	HSBC Bank plc	Charity Bank Limited
2 Whitley Street	47 Market Street	Fosse House
Bingley	Bradford	182 High Street
West Yorkshire	BD1 1LW	Tonbridge
BD16 4JH		Kent TN9 1BE

Independent examiner

Alan Dodd FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 26 May 2009. It is governed by a memorandum and articles of association, as amended on 26 November 2019. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2025

Objectives and activities

The charity's objects

- (1) To assist in the care of children with Down syndrome by the provision of support, advice and training to those who are responsible for their care and to health educational specialists, with the aim of improving the health and education of children with Down syndrome.
- (2) To provide support, training and relief to families who care for children with Down syndrome.
- (3) To promote awareness of Down syndrome in the area.
- (4) To organise regular sessions open to all families of children with Down syndrome and other events such as summer trips, evening event, etc.
- (5) To develop a library of informative and educational items, including producing newsletters, booklets, posters, etc.
- (6) To recruit voluntary workers.
- (7) To liaise with health and educational professionals.
- (8) To train parents and helpers through courses and conferences for the benefit of the entire group as well as individual families.
- (9) To advertise the Charity.
- (10) To promote social, and skills for life, opportunities for young adults with Down syndrome.

The charity's main activities

The charity's main activities are to provide training and support for parents and professionals living and working alongside children and young people who have Down syndrome. Training in the specific learning needs of people with Down syndrome include speech and language sessions and early development group sessions. Independent Living Skills project for young adults, physiotherapy for people with Down syndrome, weekly gym session for people aged 13+ with Down Syndrome. Home visits, library of information and resources and monthly newsletters are provided. Activities include Saturday sessions, dance and youth club and Summer trips. We are very grateful to the institutions who have provided funding for our many ongoing projects to benefit the lives of people with Down syndrome.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit, and in particular the advancement of education, advancement of health or the saving of lives, the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantages.

Achievements and performance

We have had a rollercoaster of a year, hitting a funding crisis at the end of 2024, reducing staff hours and services, closing the centre on a Friday and then launching our BIG100K campaign in January 2025 focussing our efforts on generating funding - which has not only been extremely successful but has also helped us to celebrate our families and services, reassuring us that we are valued by our beneficiaries whose fantastic efforts to raise funds have inspired us to continue to strive to meet needs and work to improve the education, development and inclusion of people who happen to have Down syndrome.

2025 is also the year we celebrate 25 years since the formation of the charity. We have yet to mark and celebrate this occasion and hope to do so before the end of the year.

REDUCTION OF STAFFING AND SERVICES

At the beginning of 2024 we had restructured staffing and employed 3 new members of staff, but by the end of 2024, we had to re-think our staffing and services to fit within the constraints of our reducing budget. All staff contracts were reduced by 5 hours, the WisH Club was reduced by 75% and Heather Bell resigned. We placed our monthly physiotherapy and occupational therapy on hold and ceased to fund transport for families. In addition the fees (by donation) for all our services were increased.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2025

Achievements and performance continued

REDUCTION OF STAFFING AND SERVICES (continued)

As we approached the end of our National Lottery funding we took further action. All staff contracts expired in March 2025 and it was decided not to renew the contracts of Melanie (Early Years Practitioner and Trainer) and Catherine (Adult Services Officer); plus, due to ill health, Claire chose not to renew her contract.

Several of our early development groups were amalgamated and some of our one to one sessions for children with more complex needs ceased. We also decided to limit our adult services project.

Very recently, following funding from Iron Mongers, we have employed two new youth workers and reopened the WisH Club to run 3 hours every week. There are currently no plans to further increase staffing until we secure longer term core funding.

DIRECTORS

At our AGM in October 2024 Lauren Drake and Farzana Kauser stood down on rotation and were re-elected. We currently have 6 directors. All directors have been in post for several years and have a great deal of experience in helping to steer the charity. They have had to make some very difficult decisions this year and we are very grateful for their continued commitment.

TRAINING

One of our continuing targets is to 'improve the promotion and training for ALL across the Yorkshire region'. However, following Wendy's accident in November 2024 a number of training courses had to be cancelled or postponed. There has been a significant drop in the number of times we have delivered our training and also a drop in the income from training. In addition, the number of times pre-recorded training has been downloaded has reduced by 51%. Moving forward we need to address this issue.

From September 2025 our full range of training will be delivered online via weekly one hour sessions. It will be interesting to see if uptake improves. Our current trainers are Wendy and Laura.

EARLY DEVELOPMENT GROUPS AND SPEECH & LANGUAGE GROUPS

With the National Lottery funding expiring in March 2025 and, very recently the Awards for All funding also, we are currently funding two of our essential services, our early development groups and speech and language groups respectively, from reserves.

We applied for further National Lottery funding in September 2024 but were unsuccessful. We have since re-applied, however the process takes about 9 months.

In the meantime we hope to continue to provide the excellent service we have honed over the years.

Evaluations of both services were outstanding and several comments are included in this report.

FAMILY SUPPORT SERVICES

Our family support services include: monthly family Saturday sessions, WisH Club, Going Out Club, Gym Club, summer trip, Dance21, Twirly21s and Sibz Zone. All have continued this year. We have managed to increase our group of volunteers and after several months of reduced hours the WisH Club is back to full strength.

ADULT SUPPORT SERVICES

Along with the rest of our services, following a reduction in staff this service was reduced to cater for 2 young people. Moving forward we hope to improve this as the young people begin to use the Direct Payments for the service.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2025

Achievements and performance continued

FUNDING

Our aim for the year was to secure core funding for our early development groups. However to date we have been unsuccessful in our bids. Launching a massive BIG100K campaign in January 2025 has helped us to raise awareness of our funding crisis and generate £91,000, a massive thank you to Johnny, (Johnny's Walk) for his fundraising and promotion. This wonderful amount ensures our services can continue for another 12 months. However, we cannot ease off on our fundraising - we have no large core funding grants in place and MUST keep going to ensure that this time next year we again have 12 months funding in place.

Grants this year have dropped from 65% to 28% of our income - we can no longer rely on this as our main source of income.

Our charity shop, Chromosome Rocks, in Keighley is generating approximately £1,000 each month and we are on a mission to keep the shop well stocked and staffed.

In July 2024 we again undertook a large fundraising event at Keighley Rugby Union Football Club, Chromosome Rocks #24 and very recently we held Chromosome Rocks #25. We hope that this and 'Johnny's Walk' will become annual fundraising events.

Financial review

The net income for the year was £75,684, including net income of £111,476 on unrestricted funds and net expenditure of £35,792 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £193,786.

DOWN SYNDROME TRAINING & SUPPORT SERVICE LTD (DST&SS) plans its fundraising in advance having a 5-year business plan which is reviewed October each year.

1.0 Free Reserves

Were DOWN SYNDROME TRAINING & SUPPORT SERVICE LTD to close the organisation would incur a number of winding up costs. An approximate cost of closure will be reviewed annually and made available to the directors. These costs would be covered within the year trading reserves amount.

There are also a number of events that could occur during a year that are generally not budgeted for and would be typically funded from reserves, operating with a year trading in reserves ensures the charity can comply with all legal and ethical commitments. It is assumed that most capital purchases will be funded from specific grants for capital purchases.

In addition, we have free reserves to:

- 1.1 Meet contractual liabilities should the organisation have to close. This includes redundancy pay, amounts due to creditors and commitments under leases.
- 1.2 Meet unexpected costs like break down of essential office machinery, unexpected building repairs, staff cover in case of long-term illness, maternity leave, parental leave, and legal costs defending the charities interest.
- 1.3 To replace equipment as it wears out.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2025

Reserves policy continued

1.0 Free Reserves (continued)

We rely on funders, fundraising and our members for funds to continue our services. The lead time from applying for funding to receiving funds is a minimum of 6 months and can be up to 12 months. To reduce the impact on services and staffing, the Board have agreed that it would be prudent to retain free reserves totalling between 6 and 9 months of running costs.

This sets the limit for 2025/2026 based on budgeted expenditure of £14,500 each month to a lower limit of £87,000 and an upper limit of £130,500.

Actual free reserves as at May 2025 were £193,786 this includes £44,000 winding up costs. Although this is well above our upper limit, we received a large legacy in May 2025 and we have also targeted an increase in donations and other unrestricted income this year, as funding from external grant sources has decreased.

As at May 2025 we had £28,414 in restricted funding.

2.0 Financial Crisis

Whilst the Directors have to take a prudent position and allow for redundancy in the event of a financial crisis the charity does have a good relationship with its staff and the options of part-time working and short term lay-offs would also be considered.

In the event of reserves dipping below the lower limit (£87,000) DST&SS will aim to restore the reserves to at least 25% each year meaning that a four-year period this was restored to full level. This could be achieved by increased fund raising, increasing earned income, or reducing expenditure.

3.0 Exceeding Upper Limit

If reserves exceeds the upper limit (£130,500) of expenditure DST&SS will consider the likely expenditure over the next two years and aim to amend the amount back in line by the end of two years.

This could be achieved by reducing fund raising, allocating less staff time to earned income activities, considering new projects, reducing prices, or increasing "free" activities and so increasing expenditure. Increasing "free" activities could be one off in areas like courses or family social events.

Due attention will be paid to identifying funding that would sustain the expansion after the reserves had been brought below a year of trading expenditure.

In the financial year 2025/26 the board have agreed to allocate all of the free reserves plus at least £47,597 from future donations/grants/fundraising to ensure all of our projects, running costs and salaries are secure.

4.0 Monitoring and reviewing of reserves policy.

The trustees will consider current costs of closure and examine the level of reserves each year when setting the following years budget.

This reserves policy will be reviewed every year (last amended September 2024).

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2025

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 3/10/2025

Lauren Drake (Trustee)

Down Syndrome Training and Support Service Limited

Independent examiner's report to the trustees of Down Syndrome Training and Support Service Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2025, which are set out on pages 9 to 17.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Alan Dodd FCCA

6/10/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Down Syndrome Training and Support Service Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income from:					
Donations, membership, and other voluntary income	(2)	110,837	-	110,837	42,111
Legacies	(2)	47,500	-	47,500	-
Grants	(2)	10,500	54,671	65,171	112,654
Sales and fees		8,979	-	8,979	13,057
Gift Aid		1,481	-	1,481	4,323
Bank interest		1,833	-	1,833	2,050
Total income		<u>181,130</u>	<u>54,671</u>	<u>235,801</u>	<u>174,195</u>
Expenditure on:					
Salaries, NIC and pension	(3)	49,387	57,862	107,249	110,908
Payroll charges		929	-	929	957
Staff travel and subsistence		278	36	314	290
Training and conference costs		1,100	-	1,100	1,124
Volunteer expenses		-	-	-	312
Rent and rates		5,183	2,838	8,021	5,212
Utilities		17	4,097	4,114	1,964
Other premises costs		113	1,558	1,671	2,262
Office running costs		750	-	750	3,764
Printing and stationery		1,149	233	1,382	1,080
Postage and delivery		1,399	126	1,525	2,229
Internet and phone		85	1,802	1,887	1,563
Subscriptions and licences		332	815	1,147	1,577
Materials and resources		237	870	1,107	5,183
Events and activities		4,559	18,966	23,525	23,861
Insurance		2,163	-	2,163	2,305
Professional fees		34	1,010	1,044	13
Independent examination		1,099	23	1,122	1,122
DBS checks		-	227	227	320
Other expenses		133	-	133	96
Depreciation		707	-	707	707
Total expenditure		<u>69,654</u>	<u>90,463</u>	<u>160,117</u>	<u>166,849</u>
Net income / (expenditure)		<u>111,476</u>	<u>(35,792)</u>	<u>75,684</u>	<u>7,346</u>
Fund balances brought forward		<u>83,723</u>	<u>64,206</u>	<u>147,929</u>	<u>140,583</u>
Fund balances carried forward	(4)	<u>195,199</u>	<u>28,414</u>	<u>223,613</u>	<u>147,929</u>

All incoming resources and resources expended derive from continuing activities.

Down Syndrome Training and Support Service Limited

Balance sheet

as at 31 May 2025

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 1,413	-	1,413	2,120
Total fixed assets	<u>1,413</u>	<u>-</u>	<u>1,413</u>	<u>2,120</u>
Current assets				
Debtors and prepayments	(6) 5,718	-	5,718	8,346
Cash at bank and in hand	(7) 190,855	28,879	219,734	140,009
Total current assets	<u>196,573</u>	<u>28,879</u>	<u>225,452</u>	<u>148,355</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 2,787	465	3,252	2,546
Total current liabilities	<u>2,787</u>	<u>465</u>	<u>3,252</u>	<u>2,546</u>
Net current assets / (liabilities)	<u>193,786</u>	<u>28,414</u>	<u>222,200</u>	<u>145,809</u>
Net assets	<u>195,199</u>	<u>28,414</u>	<u>223,613</u>	<u>147,929</u>
Funds				
Unrestricted funds	195,199	-	195,199	83,723
Restricted funds	-	28,414	28,414	64,206
Total funds	<u>195,199</u>	<u>28,414</u>	<u>223,613</u>	<u>147,929</u>

For the year ending 31 May 2025 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 3/10/2025

Lauren Drake (Trustee)

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2025

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment: over 3 years

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2025

1 Accounting policies continued

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2025

2 Grants and donations	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Barbara Ward Children's Foundation	-	3,360	3,360	6,720
CAF Bank	-	500	500	500
Card Factory Foundation	5,000	-	5,000	-
Charles and Elsie Sykes Trust	-	2,000	2,000	-
Hedley Foundation	-	975	975	-
Jeans for Genes	-	5,000	5,000	750
Marsh Charitable Trust	500	-	500	-
Masonic Charitable Foundation	5,000	-	5,000	-
National Lottery Community Fund	-	23,475	23,475	48,859
Sports England	-	2,728	2,728	-
The Ironmongers Company	-	4,853	4,853	-
The Morrisons Foundation	-	6,780	6,780	-
The Wharfedale Foundation	-	5,000	5,000	-
Anton Jurgens Charitable Trust	-	-	-	6,500
Austin and Hope Pilkington Trust	-	-	-	1,000
Co-op Community Fund	-	-	-	6,371
David Solomon Charitable Trust	-	-	-	1,000
Edward Gosling Foundation	-	-	-	2,880
Garfield Weston	-	-	-	10,000
National Lottery Awards for All	-	-	-	17,597
Screwfix Foundation	-	-	-	2,827
Scurragh Wainwright Charity	-	-	-	4,380
Sovereign Healthcare	-	-	-	2,400
The Seeding Foundation	-	-	-	870
Legacies	47,500	-	47,500	-
Other donations, membership and other voluntary income	110,837	-	110,837	42,111
	<u>168,837</u>	<u>54,671</u>	<u>223,508</u>	<u>154,765</u>

3 Staff costs and numbers	2025	2024
	£	£
Gross salaries	104,527	108,743
Social security costs	6,355	6,185
Employment allowance	(5,196)	(5,323)
Redundancy costs	137	-
Pensions	1,426	1,303
	<u>107,249</u>	<u>110,908</u>

The average number of employees during the year was 9.7, being an average of 2.4 full time equivalent (2024: 10.9, 3.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2025	2024
	£	£
Costs of the scheme to the charity for the year	1,426	1,303

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2025

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Anton Jurgens Charitable Trust	2,108	-	2,108	-	-
Austin and Hope Pilkington Trust	1,000	-	304	-	696
Aviva Community Fund	3,121	-	1,900	-	1,221
Barbara Ward Children's Foundation	2,096	1,800	1,866	-	2,030
Barbara Ward Children's Foundation	1,910	1,560	1,846	-	1,624
Bentley	-	500	177	-	323
The Charles and Elsie Sykes Trust	-	2,000	502	-	1,498
Co-op Community Fund	5,717	-	5,717	-	-
Edward Gosling Foundation	540	-	540	-	-
Garfield Weston	2,607	-	2,607	-	-
Hedley Foundation	-	975	975	-	-
Ironmongers	-	4,853	-	-	4,853
Jeans for Genes	-	5,000	-	-	5,000
Morrison's Foundation	-	6,780	2,147	-	4,633
Morrison's Foundation	1,144	-	981	-	163
National Lottery Community Fund	26,838	23,475	50,313	-	-
National Lottery Awards for All	13,855	-	13,016	-	839
Sovereign Healthcare	2,400	-	1,216	-	1,184
Sport England	-	2,728	1,400	-	1,328
The Seedling Foundation	870	-	870	-	-
The Wharfedale Foundation	-	5,000	1,978	-	3,022
	64,206	54,671	90,463	-	28,414

Fund name	Purpose of restriction
Anton Jurgens Charitable Trust	Staff, activity and food costs for the youth club
Austin and Hope Pilkington Trust	For the I Can Work project
Aviva Community Fund	For the I Can Work project
Barbara Ward Children's Foundation	Provision of dance classes for dance 21
Barbara Ward Children's Foundation	Provision of dance classes for dance 5-16
Bentley	Saturday Sessions activity costs
The Charles and Elsie Sykes Trust	Youth club staff, activities and food
Co-op Community Fund	For the I Can Work project
Edward Gosling Foundation	Costs of counselling for parents and young people
Garfield Weston	Towards core running costs
Hedley Foundation	Support costs of summer trip to Light water valley in August 2024
Ironmongers	Youth Club staff and delivery costs
Jeans for Genes	Grant towards running costs
Morrison's Foundation	Training delivery costs.
Morrison's Foundation	All-dance sessions
National Lottery Community Fund	Early development groups, capacity and running costs
National Lottery Awards for All	Speech and language costs, including core costs of provision
Sovereign Healthcare	Towards costs of counselling sessions
Sport England	Gym teacher and Gym Hire costs
The Seedling Foundation	Costs of purchasing two packs for new families
The Wharfedale Foundation	Grant covering running costs

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2025

5 Tangible assets	Office equipment	Total
	£	£
<u>Cost</u>		
At 1 June 2024	4,507	4,507
Additions	-	-
At 31 May 2025	4,507	4,507
<u>Depreciation</u>		
At 1 June 2024	2,387	2,387
Charge for year	707	707
At 31 May 2025	3,094	3,094
<u>Net book value</u>		
At 31 May 2025	1,413	1,413
At 31 May 2024	2,120	2,120
6 Debtors and prepayments	2025	2024
	£	£
Debtors	350	1,167
Prepayments	1,786	2,856
Accrued income	3,582	4,323
	5,718	8,346
7 Cash at bank and in hand	2025	2024
	£	£
Cash at bank	219,155	139,782
Cash in hand	579	227
	219,734	140,009
8 Creditors and accruals	2025	2024
	£	£
Creditors	-	-
Accruals	2,928	2,246
Deferred income (see note below for analysis)	50	300
Other creditors	274	-
	3,252	2,546

Deferred income comprises income received in respect of courses delivered after 31 May 2025.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2025

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

Details of remuneration and benefits		2025	2024
		£	£
Lauren Drake	Speech and Language Therapy services	5,075	5,740
Lauren Drake	Training event	-	70
		<u>5,075</u>	<u>5,810</u>

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £33,439 (previous year: £40,342).

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2025	2024
	£	£
Within one year	10,314	2,917
In the second to fifth years inclusive	43,157	-
Over five years from the balance sheet date	68,750	
	<u>122,221</u>	<u>2,917</u>

Down Syndrome Training and Support Service Limited
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 May 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Donations, membership, and other voluntary income	110,837	42,111	-	-	110,837	42,111
Legacies	47,500	-	-	-	47,500	-
Grants	10,500	750	54,671	111,904	65,171	112,654
Sales and fees	8,979	12,462	-	595	8,979	13,057
Gift Aid	1,481	4,323	-	-	1,481	4,323
Bank interest	1,833	2,050	-	-	1,833	2,050
Total income	181,130	61,696	54,671	112,499	235,801	174,195
Expenditure						
Salaries, NIC and pension	49,387	47,758	57,862	63,150	107,249	110,908
Payroll charges	929	957	-	-	929	957
Staff travel and subsistence	278	50	36	240	314	290
Training and conference costs	1,100	1,091	-	33	1,100	1,124
Volunteer expenses	-	256	-	56	-	312
Rent and rates	5,183	2,109	2,838	3,103	8,021	5,212
Utilities	17	32	4,097	1,932	4,114	1,964
Other premises costs	113	1,066	1,558	1,196	1,671	2,262
Office running costs	750	2,570	-	1,194	750	3,764
Printing and stationery	1,149	1,080	233	-	1,382	1,080
Postage and delivery	1,399	1,138	126	1,091	1,525	2,229
Internet and phone	85	51	1,802	1,512	1,887	1,563
Subscriptions and licences	332	1,254	815	323	1,147	1,577
Materials and resources	237	14	870	5,169	1,107	5,183
Events and activities	4,559	2,047	18,966	21,814	23,525	23,861
Insurance	2,163	-	-	2,305	2,163	2,305
Professional fees	34	-	1,010	13	1,044	13
Independent examination	1,099	-	23	1,122	1,122	1,122
DBS checks	-	63	227	257	227	320
Other expenses	133	96	-	-	133	96
Depreciation	707	707	-	-	707	707
Total expenditure	69,654	62,339	90,463	104,510	160,117	166,849
Net income / (expenditure)	111,476	(643)	(35,792)	7,989	75,684	7,346
Transfers between funds	-	2,827	-	(2,827)	-	-
Net movement in funds	111,476	2,184	(35,792)	5,162	75,684	7,346
Fund balances brought forward	83,723	81,539	64,206	59,044	147,929	140,583
Fund balances carried forward	195,199	83,723	28,414	64,206	223,613	147,929

Down Syndrome Training and Support Service Limited
Management letter issues for the accounting period 1 June 2023 to 31 May 2024.

Please take some time at your next meeting to consider the following issues arising from our work.

Priority 1 issues must be addressed promptly, providing evidence that they have been actioned provided for the next accounting year.

Priority 2 issues are good practice and will improve your organisation's financial management systems.

Priority 3 issues are for your information or requests from WYCAS.

Support to action any of these points is available from WYCAS.

Issue	Recommendation / Tips for improvement	Priority (1=High)
Approval and signing the accounts - As trustees you are required to approve and sign the accounts, including the trustees annual report.	Please have a careful read through the accounts and make sure you are happy with the text and the figures. We encourage you to pay particular attention to the balances on the restricted funds note (if there is one) and also on the commentary about the reserves in the trustees annual report.	3
Pages to sign	Please sign pages 8 and 11 in black ink	
Compliance with your governing document - Whilst there are no specific issues arising from the independent examination, we are using this opportunity to remind trustees to have an understanding of their own charity's rules - ie. the constitution, trust deed or memorandum and articles of association. Please ask your fellow trustees if you have not had access to the governing document.	If you are thinking about any significant change in your activities or engaging a trustee or a close relative to do some work for the charity, the governing document is the first place to check to see what is possible. We would also encourage trustees to refer to the Charity Commission's guidance for more general information about your responsibilities. This is a really helpful guide and is very user friendly. It can be found here: The Essential Trustee - Charity Commission Guidance	3
Companies House filing deadline	28 February 2025	1
Charity Commission filing deadline for accounts and annual return if applicable	31 March 2025	1
Filing accounts at the Charity Commission	Your income is above £25,000 so you must upload unsigned accounts in pdf format via the Charity Commission website and complete the annual return. Please use the unsigned pdf accounts that we sent you after the accounts were approved which show the name of the person who signed the accounts and the date signed.	1
Please remember to update the Charity Commission when trustees join or leave the charity.	The charity register details must be up-to-date at all times.	1

Update directors details at Companies House.	All appointments and resignations should be notified within 14 days of any such event.	1
Persons with Significant Control	I note that you have declared at Companies House that Heather and Lauren (only) are 'persons with significant control' (PSCs). A PSC is defined as a member who has more than 25% of the voting rights. However, as you have six director-trustees who must all be members, no-one currently fulfils this criterion, and you should notify this fact to Companies House (please see link below).. Can you confirm this is correct?	1
	People with significant control (PSCs) - GOV.UK (www.gov.uk)	
Amended Governing Document	I am a little confused as to what has been filed regarding the amended objects agreed in October 2019. An amended Articles of Association was filed at Companies House in September 2022 which related to the changes agreed in October 2019. These now comprise 10 objects. However the Charity Commission still only lists 3 objects on their Governing Document page, and refers to amendments dated 26 November 2019. Would you please review the position and ensure that the same information is held by both Companies House and the Charity Commission, presumably in line with the Articles filed with Companies House in September 2022?	1
Please remember to complete the WYCAS online survey.	See link on management letter or request a printed copy from your community accountant.	3

DOWN SYNDROME TRAINING AND SUPPORT SERVICE LIMITED

England & Wales - Charity number 1130994

Accounts

Down Syndrome Training and Support Service Limited

Charity number 1130994

A company limited by guarantee number 06915555

Annual Report and Financial Statements for the year ended 31 May 2024



Down Syndrome Training and Support Service Limited

Annual Report and Financial Statements for the year ended 31 May 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

Down Syndrome Training and Support Service Limited

Trustees' report for the year ended 31 May 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Jenn Casper-Smith		
Heather Chattell		
Lauren Drake		
Farzana Kauser		
Robert Kennedy		Resigned September 2023
Rachel Cruickshank-Sutton		Appointed 5 July 2023
Noreen Metcalf		Resigned February 2024
Jennifer Rowlands		Appointed 24 January 2024
Charity number	1130994	Registered in England and Wales
Company number	06915555	Registered in England and Wales
Registered and principal address	Bankers	
The Pamela Sunter Centre	HSBC Bank plc	Charity Bank Limited
2 Whitley Street	47 Market Street	Fosse House
Bingley	Bradford	182 High Street
West Yorkshire	BD1 1LW	Tonbridge
BD16 4JH		Kent TN9 1BE

Independent examiner

Alan Dodd FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 26 May 2009. It is governed by a memorandum and articles of association, as amended on 26 November 2019. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2024

Objectives and activities

The charity's objects

- (1) To assist in the care of children with Down syndrome by the provision of support, advice and training to those who are responsible for their care and to health educational specialists, with the aim of improving the health and education of children with Down syndrome.
- (2) To provide support, training and relief to families who care for children with Down syndrome.
- (3) To promote awareness of Down syndrome in the area.
- (4) To organise regular sessions open to all families of children with Down syndrome and other events such as summer trips, evening event, etc.
- (5) To develop a library of informative and educational items, including producing newsletters, booklets, posters, etc.
- (6) To recruit voluntary workers.
- (7) To liaise with health and educational professionals.
- (8) To train parents and helpers through courses and conferences for the benefit of the entire group as well as individual families.
- (9) To advertise the Charity.
- (10) To provide social, and skills for life, opportunities for young adults with Down syndrome.

The charity's main activities

The charity's main activities are to provide training and support for parents and professionals living and working alongside children and young people who have Down syndrome. Training in the specific learning needs of people with Down syndrome include speech and language sessions and early development group sessions. Independent Living Skills project for young adults, physiotherapy for people with Down syndrome, weekly gym session for people aged 13+ with Down Syndrome. Home visits, library of information and resources and monthly newsletters are provided. Activities include Saturday sessions, dance and youth club and Summer trips. We are very grateful to the institutions who have provided funding for our many ongoing projects to benefit the lives of people with Down syndrome.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit, and in particular the advancement of education, advancement of health or the saving of lives, the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantages.

Achievements and performance

Welcome to our 2023/2024 annual progress report.

We have so much to celebrate and a reminder of this is the number of children who are now entering mainstream secondary school/secondary schools with resourced provision; children who we have known since birth and whom experienced intervention through attending our early development groups for five years prior to starting school. Such children are wonderful role models for our charity. We are really proud to witness how well these young people are developing and maturing.

This is what our charity is about – building a *real* future for our children - by providing the training to improve practice across all services: education, health and social care. There are many challenges for families and for us, as a charity aiming to make a difference to the journey, but it is so worth it!

The full report (available to download from our website) covers all of the training, services and activities we have provided over the year; how it has been funded and feedback from the many families and professionals who have benefitted.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance (continued)

STAFFING

September 2023 brought a reduction in our staffing team with both Louise and Wendy R taking long term leave due to personal commitments. In July we had already said a fond goodbye to Ruth and early in the term Izzi made the decision to focus her working life on her new position as manager in an early years setting.

We advertised for an additional Early Years Practitioner and Trainer and employed Melanie in January 2024. Wendy U commenced training both Mel and Laura to deliver training, observations, assessments and consultations and steadily we have increased our capacity in this area.

In addition we advertised for a new Adult Support Officer and following interview decided to employ both Nicky and Catherine. Both staff are working hard to develop our 'I Can Work' project and our Independent Living Skills project.

Karen took over from Wendy R as Family Support Officer and Heidi increased her hours to full time.

It has been a challenging year restructuring and training our team but as we move towards the next academic year we are in a much stronger position to meet demands.

DIRECTORS

At our AGM in October 2023 Robert Kennedy and Mel Ratcliffe stood down and Rachael Cruickshank-Sutton and Jenny Rowlands were elected. In early 2024 Noreen Metcalfe stood down. We currently have 6 directors.

TRAINING

Following discussions at our October 2023 AGM one of our targets for the year was to 'improve the promotion and training for ALL across the Yorkshire region'. This target will continue in the coming academic year. Our training course 'Introduction to Down syndrome' has been delivered each term for free with very good attendance. Both Laura and Mel have been trained to deliver the course and can now go into schools to deliver training, support and observations, increasing our capacity. However, our other training courses had poor uptake and the decision, following a survey across families and schools, was to cancel all other courses. The majority of our training was recorded during lockdown and can be downloaded from our website and this is proving to be a popular choice.

We also undertook a survey on our workshops for families and these will continue to be offered face to face and online.

'Outstanding course delivered and presented perfectly'

Attendee on our Introduction to Down Syndrome course.

HEALTH

In May 2024 we held a really successful conference day covering occupational therapy, physiotherapy and speech & language therapy. Our three very experienced speakers, Holly Dunne, Wendy Scaife and Lauren Drake were really well received with excellent feedback. Attendees were a good mixture of parents and professionals (8 parents and 8 professionals).

We hope to organise another conference next year.

PHYSIOTHERAPY, OCCUPATIONAL THERPAY AND COUNSELLING

We now offer monthly appointment with a physio, Holly and an OT, Wendy and have funding to support families, including adults with Down syndrome, in need of counselling.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance (continued)

EARLY DEVELOPMENT GROUPS AND SPEECH & LANGUAGE GROUPS

Our early development groups and speech and language groups have continued to provide the excellent service we have honed over the years. Evaluations of both services was outstanding and several comments are included in this report. A large funding bid from Awards 4 All currently funds speech and language and our early development groups are funded by the National Lottery until March 2025. A new funding bid to the National Lottery will request funding for both of these services.

'I feel supported and it makes me as a parent carer feel accepted. We can be ourselves and we are in the same boat as the other families . We share stories and advice. My child's keyworker from pre-school has attended and used the skills learnt in the group in my sons pre-school . So his work is consistent to ensure it becomes learnt and embedded.'

Parent of a child in our Early Development Groups

'My son is finding it much easier to communicate how he is feeling and what he wants. This is also enabling him to make friends much more easily.'

Parent of child in our speech & language groups

FAMILY SUPPORT SERVICE

Our family support activities include: Saturday sessions, WisH Club, summer trip, dance, sibling support and support for dads.

We now have several parent volunteers helping to deliver our Saturday sessions at Bingley Methodist Church. The dads group and Sibz Zone are in need of a review and our youth club, the WisH Club, has continued to grow with 36 members; 15 new this year. The Going Out Club is proving very popular and recently we have started a weekly Gym Club at Keighley Leisure Centre.

ADULT SUPPORT SERVICES

In the New Year we employed two new members of staff, Nicky and Catherine as Adult Support Officers, their role is to deliver the 'I Can Work' and Independent Living Skills projects. The living space created in the basement is working well and both projects have begun to take shape this year. One of our targets will be to fully establish these services.

FUNDING

We have had success this year in securing many additional grants and donations towards our target of £70,000; raising £71 404 during the calendar year 2023. A large fundraising event at Keighley Rugby Union Football Club in July 2023 was repeated July 2024 and moving forward we hope this can become an annual fundraising event - Chromosome Rocks; we are very proud of the effort and achievement of this venture.

Our funding is detailed over the next few pages. Our main aim next year is to secure core funding for our early development groups, speech & language groups, core salaries and the lease of the building. We sincerely hope that we can secure further funds from the National Lottery.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2024

Financial review

The net income for the year was £7,346, including net income of £2,184 on unrestricted funds and net income of £5,162 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £81,603.

DOWN SYNDROME TRAINING & SUPPORT SERVICE LTD (DST&SS) plans its fundraising in advance having a 5-year business plan which is reviewed October each year.

1. FREE RESERVES

Were DOWN SYNDROME TRAINING & SUPPORT SERVICE LTD to close the organisation would incur a number of winding up costs. An approximate cost of closure will be reviewed annually and made available to the directors. These costs would be covered within the free reserves amount.

There are also a number of events that could occur during a year that are generally not budgeted for and would be typically funded from reserves, operating with a year trading in reserves ensures the charity can comply with all legal and ethical commitments. It is assumed that most capital purchases will be funded from specific grants for capital purchases.

In addition, we have free reserves to:

1. Meet contractual liabilities should the organisation have to close. This includes redundancy pay, amounts due to creditors and commitments under leases.
2. Meet unexpected costs like break down of essential office machinery, unexpected building repairs, staff cover in case of long-term illness, maternity leave, parental leave, and legal costs defending the charities interest.
3. To replace equipment as it wears out.

We rely on funders, fundraising and our members for funds to continue our services. The lead time from applying for funding to receiving funds is a minimum of 6 months and can be up to 12 months. To reduce the impact on services and staffing, the Board have agreed that it would be prudent to retain free reserves totalling between 9 and 12 months of running costs.

This sets the limit for 2024/25 based on budgeted expenditure of £14,590 each month to a lower limit of approximately £131,000 and an upper limit of £175,000. In the event of reserves dipping below the lower limit, we will aim to restore the reserves by at least 25% each year meaning that over a four year period this was restored to full level. This could be achieved by increased fund raising, increasing earned income or reducing expenditure.

Actual free reserves as at May 2024 were £81,603. Our free reserves were therefore just below 6 months of budgeted running costs, and the trustees will endeavour to seek further funding to increase free reserves accordingly.

As at May 2024 we had £64,206 in restricted funding.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2024

Reserves policy (continued)

2. FINANCIAL CRISIS

Whilst the Directors have to take a prudent position and allow for redundancy in the event of a financial crisis the charity does have a good relationship with its staff and the options of part-time working and short term lay-offs would also be considered.

3. EXCEEDING UPPER LIMIT

If reserves exceeds the upper limit (£175,000) of expenditure DST&SS will consider the likely expenditure over the next two years and aim to amend the amount back in line by the end of two years.

This could be achieved by reducing fund raising, allocating less time staff time to earned income activities, considering new projects, reducing prices, or increasing “free” activities and so increasing expenditure. Increasing “free” activities could be one off in areas like courses or family social events.

Due attention will be paid to identifying funding that would sustain the expansion after the reserves had been brought below a year of trading expenditure.

4. MONITORING AND REVIEWING OF RESERVRS POLICY

The trustees will consider current costs of closure and examine the level of reserves each year when setting the following years budget.

This reserves policy will be reviewed every year.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2024

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 20/9/2024

Jenn Casper-Smith (Trustee)

Down Syndrome Training and Support Service Limited

Independent examiner's report to the trustees of Down Syndrome Training and Support Service Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2024, which are set out on pages 10 to 19.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Alan Dodd FCCA

20/9/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Down Syndrome Training and Support Service Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Donations, membership, and other voluntary income	(2)	42,111	-	42,111	41,550
Grants	(2)	750	111,904	112,654	81,976
Sales and fees		12,462	595	13,057	14,423
Gift Aid		4,323	-	4,323	2,258
Bank interest		2,050	-	2,050	796
Total income		61,696	112,499	174,195	141,003
Expenditure on:					
Salaries, NIC and pension	(3)	47,758	63,150	110,908	102,718
Payroll charges		957	-	957	1,344
Staff travel and subsistence		50	240	290	762
Training and conference costs		1,091	33	1,124	2,057
Volunteer expenses		256	56	312	66
Rent and rates		2,109	3,103	5,212	6,088
Utilities		32	1,932	1,964	2,574
Other premises costs		1,066	1,196	2,262	2,735
Office running costs		2,570	1,194	3,764	1,375
Printing and stationery		1,080	-	1,080	1,647
Postage and delivery		1,138	1,091	2,229	2,026
Internet and phone		51	1,512	1,563	2,089
Subscriptions and licences		1,254	323	1,577	547
Materials and resources		14	5,169	5,183	2,678
Events and activities		2,047	21,814	23,861	21,861
Insurance		-	2,305	2,305	1,010
Professional fees		-	13	13	13
Independent examination		-	1,122	1,122	1,392
DBS checks		63	257	320	382
Other expenses		96	-	96	153
Depreciation		707	-	707	-
Total expenditure		62,339	104,510	166,849	153,517
Net income / (expenditure)		(643)	7,989	7,346	(12,514)
Transfers between funds		2,827	(2,827)	-	-
Net movement in funds		2,184	5,162	7,346	(12,514)
Fund balances brought forward		81,539	59,044	140,583	153,097
Fund balances carried forward	(4)	83,723	64,206	147,929	140,583

All incoming resources and resources expended derive from continuing activities.

Down Syndrome Training and Support Service Limited

Balance sheet

as at 31 May 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) <u>2,120</u>	<u>-</u>	<u>2,120</u>	<u>-</u>
Total fixed assets	<u>2,120</u>	<u>-</u>	<u>2,120</u>	<u>-</u>
Current assets				
Debtors and prepayments	(6) 7,408	938	8,346	2,939
Cash at bank and in hand	(7) <u>74,808</u>	<u>65,201</u>	<u>140,009</u>	<u>140,140</u>
Total current assets	<u>82,216</u>	<u>66,139</u>	<u>148,355</u>	<u>143,079</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) <u>613</u>	<u>1,933</u>	<u>2,546</u>	<u>2,496</u>
Total current liabilities	<u>613</u>	<u>1,933</u>	<u>2,546</u>	<u>2,496</u>
Net current assets / (liabilities)	<u>81,603</u>	<u>64,206</u>	<u>145,809</u>	<u>140,583</u>
Net assets	<u>83,723</u>	<u>64,206</u>	<u>147,929</u>	<u>140,583</u>
Funds				
Unrestricted funds	83,723	-	83,723	81,539
Restricted funds	<u>-</u>	<u>64,206</u>	<u>64,206</u>	<u>59,044</u>
Total funds	<u>83,723</u>	<u>64,206</u>	<u>147,929</u>	<u>140,583</u>

For the year ending 31 May 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 20/9/2024

Jenn Casper-Smith (Trustee)

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2024

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment: over 3 years

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2024

1 Accounting policies continued

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Anton Jurgens Charitable Trust	-	6,500	6,500	-
Austin and Hope Pilkington Trust	-	1,000	1,000	-
Barbara Ward Children's Foundation	-	6,720	6,720	-
CAF Bank	-	500	500	-
Co-op Community Fund	-	6,371	6,371	-
David Solomon Charitable Trust	-	1,000	1,000	-
Edward Gosling Foundation	-	2,880	2,880	-
Garfield Weston	-	10,000	10,000	10,000
Jeans for Genes	750	-	750	-
National Lottery Awards for All	-	17,597	17,597	-
National Lottery Community Fund	-	48,859	48,859	50,119
Screwfix Foundation	-	2,827	2,827	-
Scurragh Wainwright Charity	-	4,380	4,380	-
Sovereign Healthcare	-	2,400	2,400	-
The Seeding Foundation	-	870	870	-
Albert Hunt Trust	-	-	-	2,000
Alfred Sharp Fund	-	-	-	2,070
Arnold Clark Community Fund	-	-	-	1,000
Duke of York Community Initiative	-	-	-	775
Happy Days Children's Charity	-	-	-	1,000
Hedley Foundation	-	-	-	1,000
Ironmongers	-	-	-	3,921
Liz & Terry Bramhall Foundation	-	-	-	5,691
Magdalen Hospital Trust	-	-	-	1,000
Marsh Charitable Trust	-	-	-	500
St James Place Charitable Foundation	-	-	-	2,000
The Charles and Elsie Sykes Trust	-	-	-	4,000
Warburton's Community Grants	-	-	-	400
Yorkshire Young Achievers Foundation	-	-	-	500
Other donations, membership and other voluntary income	42,111	-	42,111	37,550
	<u>42,861</u>	<u>111,904</u>	<u>154,765</u>	<u>123,526</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	108,743	101,611
Social security costs	6,185	4,936
Employment allowance	(5,323)	(4,879)
Pensions	1,303	1,050
	<u>110,908</u>	<u>102,718</u>

The average number of employees during the year was 10.9, being an average of 3.4 full time equivalent (2023: 12, 3.7 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	1,303	1,050

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2024

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Albert Hunt Trust	1,497	-	1,497	-	-
Alfred Sharp Fund	1,169	-	1,169	-	-
Antoin Jurgens Charitable Trust	-	6,500	4,392	-	2,108
Austin and Hope Pilkington Trust	-	1,000	-	-	1,000
Aviva Community Fund	3,529	-	408	-	3,121
Barbara Ward Children's Foundation	-	3,600	1,504	-	2,096
Barbara Ward Children's Foundation	-	3,120	1,210	-	1,910
Bentley	-	500	500	-	-
Birkdale Trust	5,357	-	5,357	-	-
The Charles and Elsie Sykes Trust	4,000	-	4,000	-	-
Co-op Community Fund	-	6,371	654	-	5,717
David Solomon Charitable Trust	-	1,000	1,000	-	-
Edward Gostling Foundation	-	2,880	2,340	-	540
Garfield Weston	3,695	10,000	11,088	-	2,607
George A Moore Foundation	880	-	880	-	-
Hedley Foundation	622	-	622	-	-
Ironmongers	1,869	-	1,869	-	-
Liz and Terry Bramhall Foundation	4,480	-	4,480	-	-
Morrison's Foundation	2,009	-	865	-	1,144
National Lottery Community Fund	29,232	48,859	51,253	-	26,838
National Lottery Awards for All	-	18,192	4,337	-	13,855
Screwfix Foundation	-	2,827	-	(2,827)	-
Wainwright Trust	-	4,380	4,380	-	-
Sovereign Healthcare	-	2,400	-	-	2,400
The Seedling Foundation	-	870	-	-	870
Warburton's Community Grants	400	-	400	-	-
Happy Day's Children's Charity	305	-	305	-	-
	<u>59,044</u>	<u>112,499</u>	<u>104,510</u>	<u>(2,827)</u>	<u>64,206</u>

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2024

4 Fund name	Purpose of restriction
Albert Hunt Trust	Saturday sessions and Sibz group
Alfred Sharp Fund	Early Years Support Packs
Antoin Jurgens Charitable Trust	Staff, activity and food costs for the youth club
Austin and Hope Pilkington Trust	For the I Can Work project
Aviva Community Fund	For the I Can Work project
Barbara Ward Children's Foundation	Provision of dance classes for dance 21
Barbara Ward Children's Foundation Bentley	Provision of dance classes for dance 5-16
Birkdale Trust	Activity and food costs for the youth club
The Charles and Elsie Sykes Trust	For speech and language provision
Co-op Community Fund	Early Years Support Packs
David Solomon Charitable Trust	For the I Can Work project
Edward Gostling Foundation	Towards costs of speech and language therapy
Garfield Weston	Costs of counselling for parents and young people
George A Moore Foundation	Towards core running costs
Hedley Foundation	Towards the costs of family counselling
Ironmongers	Youth Club food and activities
Liz and Terry Bramhall Foundation	Youth Club
Morrison's Foundation	I can Work project
National Lottery Community Fund	All-dance sessions
National Lottery Awards for All	Early development groups, capacity and running costs
Screwfix Foundation	Speech and language costs, including core costs of provision
	To upgrade the fire alarm system. Transfer relates to the capitalised expenditure - the asset is available for the general use of the charity.
Wainwright Trust	Training costs
Sovereign Healthcare	Towards costs of counselling sessions
The Seedling Foundation	Costs of purchasing two packs for new families
Warburton's Community Grants	Dance outfits for dance 21
Happy Day's Children's Charity	Summer trip

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2024

5 Tangible assets	Office equipment	Total
	£	£
<u>Cost</u>		
At 1 June 2023	1,680	1,680
Additions	2,827	2,827
At 31 May 2024	4,507	4,507
<u>Depreciation</u>		
At 1 June 2023	1,680	1,680
Charge for year	707	707
At 31 May 2024	2,387	2,387
<u>Net book value</u>		
At 31 May 2024	2,120	2,120
At 31 May 2023	-	-
6 Debtors and prepayments	2024	2023
	£	£
Debtors	1,167	194
Prepayments	2,856	487
Accrued income	-	
Other debtors	4,323	2,258
	8,346	2,939
7 Cash at bank and in hand	2024	2023
	£	£
Cash at bank	139,782	139,831
Cash in hand	227	309
	140,009	140,140
8 Creditors and accruals	2024	2023
	£	£
Accruals	2,246	
Deferred income	300	
	2,546	-
		2496

Deferred income comprises income received in respect of courses delivered after 31 May 2024.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2024

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

Details of remuneration and benefits		2024	2023
		£	£
Lauren Drake	Speech and Language Therapy services	5,740	4,795
Lauren Drake	Training event	70	-
		<u>5,810</u>	<u>4,795</u>

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £40,342 (previous year: £40,312).

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2024	2023
	£	£
Within one year	2,917	5,000
In the second to fifth years inclusive	-	2,917
Over five years from the balance sheet date	-	-
	<u>2,917</u>	<u>7,917</u>

Down Syndrome Training and Support Service Limited
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 May 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Donations, membership, and Grants	42,111	37,550	-	4,000	42,111	41,550
Sales and fees	750	1,275	111,904	80,701	112,654	81,976
Gift Aid	12,462	14,423	595	-	13,057	14,423
Bank interest	4,323	2,258	-	-	4,323	2,258
	2,050	796	-	-	2,050	796
Total income	61,696	56,302	112,499	84,701	174,195	141,003
Expenditure						
Salaries, NIC and pension	47,758	43,331	63,150	59,387	110,908	102,718
Payroll charges	957	1,344	-	-	957	1,344
Staff travel and subsistence	50	-	240	762	290	762
Training and conference costs	1,091	1,683	33	374	1,124	2,057
Volunteer expenses	256	22	56	44	312	66
Rent and rates	2,109	2,338	3,103	3,750	5,212	6,088
Utilities	32	78	1,932	2,496	1,964	2,574
Other premises costs	1,066	532	1,196	2,203	2,262	2,735
Office running costs	2,570	595	1,194	780	3,764	1,375
Printing and stationery	1,080	1,620	-	27	1,080	1,647
Postage and delivery	1,138	113	1,091	1,913	2,229	2,026
Internet and phone	51	466	1,512	1,623	1,563	2,089
Subscriptions and licences	1,254	284	323	263	1,577	547
Materials and resources	14	152	5,169	2,526	5,183	2,678
Events and activities	2,047	2,280	21,814	19,581	23,861	21,861
Insurance	-	523	2,305	487	2,305	1,010
Professional fees	-	-	13	13	13	13
Independent examination	-	101	1,122	1,291	1,122	1,392
DBS checks	63	-	257	382	320	382
Other expenses	96	153	-	-	96	153
Depreciation	707	-	-	-	707	-
Total expenditure	62,339	55,615	104,510	97,902	166,849	153,517
Net income / (expenditure)	(643)	687	7,989	(13,201)	7,346	(12,514)
Transfers between funds	2,827	-	(2,827)	-	-	-
Net movement in funds	2,184	687	5,162	(13,201)	7,346	(12,514)
Fund balances brought forward	81,539	80,852	59,044	72,245	140,583	153,097
Fund balances carried forward	83,723	81,539	64,206	59,044	147,929	140,583

DOWN SYNDROME TRAINING AND SUPPORT SERVICE LIMITED

England & Wales - Charity number 1130994

Accounts

Down Syndrome Training and Support Service Limited

Charity number 1130994

A company limited by guarantee number 06915555

Annual Report and Financial Statements

for the year ended 31 May 2023



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Down Syndrome Training and Support Service Limited

Annual Report and Financial Statements for the year ended 31 May 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Down Syndrome Training and Support Service Limited

Trustees' report for the year ended 31 May 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Jenn Casper-Smith		
Heather Chattell		
Lauren Drake		
Farzana Kauser		
Robert Kennedy		
Foziah Khan		Resigned 5 September 2022
Melissa Ratcliffe		
Julie Wood		Resigned 31 March 2023
Rachel Cruickshank-Sutton		Appointed 5 July 2023
Noreen Metcalf		Appointed 28 June 2022

Charity number 1130994 Registered in England and Wales

Company number 06915555 Registered in England and Wales

Registered and principal address	Bankers	
The Pamela Sunter Centre	HSBC Bank plc	Charity Bank Limited
2 Whitley Street	47 Market Street	Fosse House
Bingley	Bradford	182 High Street
West Yorkshire	BD1 1LW	Tonbridge
BD16 4JH		Kent TN9 1BE

Independent examiner

Alan Dodd FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 26 May 2009. It is governed by a memorandum and articles of association, as amended on 26 November 2019. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2023

Objectives and activities

The charity's objects

- (1) To assist in the care of children with Down syndrome by the provision of support, advice and training to those who are responsible for their care and to health educational specialists, with the aim of improving the health and education of children with Down syndrome.
- (2) To provide support, training and relief to families who care for children with Down syndrome.
- (3) To promote awareness of Down syndrome in the area.
- (4) To organise regular sessions open to all families of children with Down syndrome and other events such as summer trips, evening event, etc.
- (5) To develop a library of informative and educational items, including producing newsletters, booklets, posters, etc.
- (6) To recruit voluntary workers.
- (7) To liaise with health and educational professionals.
- (8) To train parents and helpers through courses and conferences for the benefit of the entire group as well as individual families.
- (9) To advertise the Charity.
- (10) To provide social, and skills for life, opportunities for young adults with Down syndrome.

The charity's main activities

The charity's main activities are to provide training and support for parents and professionals living and working alongside children and young people who have Down syndrome. Training in the specific learning needs of people with Down syndrome include speech and language sessions and early development group sessions. Home visits, library of information and resources and monthly newsletters are provided. Activities include Saturday sessions, dance and youth club and Summer trips. We are very grateful to the institutions who have provided funding for our many ongoing projects to benefit the lives of people with Down syndrome.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit, and in particular the advancement of education, advancement of health or the saving of lives, the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantages.

Achievements and performance

Staffing

Staffing has remained pretty constant throughout the year with the exception of one member of staff, Kimberley. Kim, who happens to have Down syndrome, had been working one day a week as our office assistant for over 15 years. Leaving because she was too busy with so many other jobs, including two days at Specsavers each week, was an incredibly positive reason. Kim continues to help with dance21; she is an amazing role model for our younger families.

Claire joined us to support our 'I can work' project and from next term she will replace Ruth who resigned at the end of the academic year (July 2023).

Julie Wood, our longest standing director, resigned in April 2023 after 20 years of service. Julie has been a valued member of the charity since it's inception.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2023

Achievements and performance (continued)

Training

Training has been very much in demand this year with the free course 'Introduction to Down syndrome' delivered direct 14 times to a total of 638 people. It has also been downloaded from our website 30 times. Overall delivery of training has increased by 26% on last year with a total of 1687 people directly benefitting.

Feedback provided amazing testimonials including:

'Wendy's passion around DS is so admirable. I feel empowered by Wendy and her lifelong knowledge and experience she has spoken about'

'There was so much information, a really useful insight into children with Down syndrome. The training was really well organised and presented. I would highly recommend it.'

Health

One of our targets for last year was to reach out to health visitors and midwives. We worked hard to develop a five module training course aimed at health professionals; this can now be downloaded for free from our website. To date it has been downloaded 20 times and we continue to strive to share this training via the MVP (Maternity Voice Partnership). Our new publication 'Down Syndrome and a Pathway Through Health' was finally published. Thank you to Claire Fisher and Wendy Uttley. This is now given free to all new families and continues to be shared via maternity services.

In addition, several health training sessions were provided:

'The Building Blocks of Communication' a conference for parents in June 2022; 6 parents and 23 professionals attended

'Gut Health and Down Syndrome' an online course with Dr Liz Corcoran in December 2022; 18 parents and 6 professionals attended

Speech & Language Network North - a training day for speech therapists; 8 speech & language therapists attended

Planning has already begun to provide a 'therapy training day' for both parents and professionals covering the range of therapies now provided by our charity - physiotherapy, occupational therapy and speech & language therapy. We need to promote this to ensure maximum attendance.

Early intervention and speech & language provision

Our early development groups and speech and language groups have maintained the excellent service we have honed over the years with our Early Development Groups winning the Telegraph & Argus Community Involvement Award in recognition of our contribution to education.

Evaluations of both services were outstanding and several testimonials are included here:

Early development groups:

'Vital and much appreciated service. A lifeline when you find out your baby will have Down syndrome. Always welcoming, warm and knowledgeable. Reassured such a group exists and will be there for support, guidance and training from birth to adulthood. Without it would make navigating this unknown much more stressful and worrying.'

'I don't think we'd be at the stage we're currently at if he hadn't attended these sessions. Because he has been prepped a bit with sounds and numbers etc. through attending sessions at Bingley, he is able to easily work alongside and fit in with his peers at school.'

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2023

Achievements and performance (continued)

Speech & language groups

'She enjoys the sessions very much. Apart from language skills she is also developing social skills like listening to others and taking turns. Lauren is wonderfully engaging and gets the very best out of everyone.'

'Cannot thank you and Jess enough for the continued speech therapy support. Jess is amazing and is always so patient and supportive of the children who attend her sessions. Her instructions to the children are always very clear and they respond so well to her. Absolutely excellent!'

Over the year, 45 children and young people have benefitted from the speech & language groups and 52 children have benefitted from our early development groups. Funding for speech and language is due to expire December 2023 and we currently have several live funding bids in place. Early development groups are funded by the National Lottery until March 2025.

We have given out 9 Down syndrome learning support packs to children new to the intervention and 24 new parent packs to local hospitals.

Family support services

Family support activities: Saturday sessions, WisH Club, summer trip, dance, counselling, occupational therapy, sibling support and support for dads have continued to offered. We now also employ a physiotherapist who visits the centre monthly.

- Family Saturday sessions have continued to run monthly at Bingley Methodist Church. Attendance is always good with families enjoying a range of activities including singing, signing and parachute games.
- WisH Club, our weekly Friday youth club, continues to be popular, with 23 young people benefitting; 12 new members this year. The young people have undertaken a wide range of activities addressing self help skills and friendship building skills. In addition, we relaunched the 'Going Out' Club for all WisH Club members old and new, plus any other adults with Down syndrome wishing to be involved. The first outing was to see ABBA at Bingley Little Theatre; an amazing night out attended by 20 people with Down syndrome.
- Sibz Zone, our sibling support group continues to grow with both old and young siblings enjoying the sessions which run alongside our Family Saturday sessions. They provide the opportunity for siblings to build friendships and talk openly in a relaxed and supportive environment.
- Occupational Therapy (OT) – four sessions per month are provided by Wendy Scaife, an independent OT, funded by the National Lottery.
- Physiotherapy – during the year we sourced and now pay an independent physiotherapist to attend the centre once per month.
- Counselling – 6 weeks blocks of support are provided by Tara Fox
- Dad's Group was launched during the year. Next year we aim to better establish this group.
- Summer trip – In August 2022 nine families went to Lotherton Hall.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2023

Achievements and performance (continued)

Dance

Provision of dance via Twirly21s and dance21 was reviewed and revised during the autumn term 2022. The age range for Twirly21s was reset to 5 to 11 years of age and has continued to run every Saturday morning with Claire at Footsteps Theatre School.

Dance21 moved from Kirkgate Community Centre, Shipley, where it had been delivered on a Monday evening by Mati since August 2021, to Footsteps Theatre School. Classes are now every Thursday and are delivered by Claire and Kim with funding until 2026.

I Can Work

Our 'I can work' project has supported two young adults with Down syndrome throughout the year. Both adults have attended the centre one day a week and performed office duties supervised by Ruth and Claire. The project is currently under review and next term a new project, 'Independent Living Skills', based on our lower floor, will be launched.

Website

The website is still effective and has seen 1669 unique visitors with 8098 page views from across the globe. 74% of visitors are via a mobile phone. A total of 244 orders have been placed raising £4831.53. These orders are from bookings for training and purchasing resources. The figures are very similar to those from our last financial year.

Plastic Free

And finally, we are now plastic free champions. We are constantly trying to reduce our use of single use plastics at the centre. During the year we were awarded the bronze award from plasticfree.org.uk.

Thank you to everybody involved in the ongoing amazing efforts to fund and maintain our charity.

Financial review

The net expenditure for the year was £12,514, including net income of £687 on unrestricted funds and net expenditure of £13,201 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £81,539.

The trustees have adopted a formal reserves policy which is reviewed annually. We have set a budget for our next financial year and continuously monitor all of our projects against funding already secure/funding bids and expenditure. We employ a funding coordinator. We do not have any concerns about the financial situation over the next 12 months and believe the charity can be treated as a going concern.

We rely on funders, fundraising and our members for funds to continue our services. The lead time from applying for funding to receiving funds is a minimum of 6 months and can be up to 12 months. To reduce the impact on services and staffing, the Board have agreed that it would now be prudent to retain free reserves totalling between 9 and 12 months of running costs. This sets the limit for 2023/24, based on budgeted expenditure (of £13,000 each month) to a lower limit of £78,000 and an upper limit of £117,000. In the event of reserves dipping below the lower limit (£78,000), we will aim to restore the reserves by at least 25% each year meaning that over a four year period this was restored to full level. This could be achieved by increased fund raising, increasing earned income or reducing expenditure. At 31 May 2023, our free reserves were just over 6 months of budgeted running costs, and the trustees will endeavour to seek further funding to increase free reserves accordingly.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2023

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

approved by the board of trustees on 6/9/2023

Noreen Metcalf (Trustee)

Down Syndrome Training and Support Service Limited

Independent examiner's report to the trustees of Down Syndrome Training and Support Service Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2023, which are set out on pages 9 to 17.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Alan Dodd FCCA

14/9/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Down Syndrome Training and Support Service Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Donations, fundraising and legacies	(2)	32,162	4,000	36,162	33,893
Grants		1,275	80,701	81,976	108,552
Sales and fees		14,423	-	14,423	16,132
Gift Aid		2,258	-	2,258	1,092
Memberships		3,913	-	3,913	1,163
Other income		1,475	-	1,475	1,741
Bank interest		796	-	796	1,282
Total income		56,302	84,701	141,003	163,855
Expenditure on:					
Salaries, NIC and pension	(3)	43,331	59,387	102,718	100,862
Payroll charges		1,344	-	1,344	764
Staff travel and subsistence		-	762	762	795
Training and conference costs		1,683	374	2,057	2,887
Volunteer expenses		22	44	66	37
Rent and rates		2,338	3,750	6,088	6,306
Utilities		78	2,496	2,574	2,375
Other premises costs		532	2,203	2,735	1,182
Office running costs		595	780	1,375	2,432
Printing and stationery		1,620	27	1,647	1,970
Postage and delivery		113	1,913	2,026	2,176
Internet and phone		466	1,623	2,089	1,102
Subscriptions and licences		284	263	547	1,915
Materials and resources		152	2,526	2,678	4,107
Events and activities		2,280	19,581	21,861	24,843
Insurance		523	487	1,010	1,946
Professional fees		-	13	13	13
Independent examination		101	1,291	1,392	1,020
DBS checks		-	382	382	364
Other expenses		153	-	153	84
Total expenditure		55,615	97,902	153,517	157,180
Net income / (expenditure)		687	(13,201)	(12,514)	6,675
Fund balances brought forward		80,852	72,245	153,097	146,422
Fund balances carried forward	(4)	81,539	59,044	140,583	153,097

All incoming resources and resources expended derive from continuing activities.

Down Syndrome Training and Support Service Limited

Balance sheet

as at 31 May 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(5) 2,452	487	2,939	3,108
Cash at bank and in hand	(6) 80,789	59,351	140,140	152,114
Total current assets	<u>83,241</u>	<u>59,838</u>	<u>143,079</u>	<u>155,222</u>
Current liabilities:				
amounts falling due within one year				
Accruals	1,702	794	2,496	2,125
Total current liabilities	<u>1,702</u>	<u>794</u>	<u>2,496</u>	<u>2,125</u>
Net current assets / (liabilities)	<u>81,539</u>	<u>59,044</u>	<u>140,583</u>	<u>153,097</u>
Net assets	<u>81,539</u>	<u>59,044</u>	<u>140,583</u>	<u>153,097</u>
Funds				
Unrestricted funds	81,539	-	81,539	80,852
Restricted funds	-	59,044	59,044	72,245
Total funds	<u>81,539</u>	<u>59,044</u>	<u>140,583</u>	<u>153,097</u>

For the year ending 31 May 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 6/9/2023

Noreen Metcalf (Trustee)

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2023

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 3 years

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2023

1 Accounting policies continued

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Albert Hunt Trust	-	2,000	2,000	-
Alfred Sharp Fund	-	2,070	2,070	-
Arnold Clark Community Fund	-	1,000	1,000	-
Duke of York Community Initiative	775	-	775	-
Garfield Weston	-	10,000	10,000	-
Happy Days Children's Charity	-	1,000	1,000	-
Hedley Foundation	-	1,000	1,000	-
Ironmongers	-	3,921	3,921	-
Liz & Terry Bramhall Foundation	-	5,691	5,691	6,380
Magdalen Hospital Trust	-	1,000	1,000	-
Marsh Charitable Trust	500	-	500	-
National Lottery Community Fund	-	50,119	50,119	51,416
St James Place Charitable Foundation	-	2,000	2,000	-
The Charles and Elsie Sykes Trust	-	4,000	4,000	-
Warburton's Community Grants	-	400	400	-
Yorkshire Young Achievers Foundation	-	500	500	-
Alchemy Foundation	-	-	-	500
Baily Thomas	-	-	-	12,000
Birkdale Trust for Hearing Impaired	-	-	-	10,769
City of Bradford MDC	-	-	-	3,500
CLA Charitable Trust	-	-	-	1,200
George A Moore	-	-	-	1,000
HMRC Job Retention Scheme	-	-	-	238
Mahalo Fund	-	-	-	1,980
Morrison's Foundation	-	-	-	5,400
Pears Youth Fund	-	-	-	8,959
Percy Bilton Charity	-	-	-	500
Sir George Martin Trust	-	-	-	2,600
Sports England	-	-	-	1,110
Two Ridings Community Foundation	-	-	-	1,000
Other donations and fundraising	32,162	-	32,162	33,893
	<u>33,437</u>	<u>84,701</u>	<u>118,138</u>	<u>142,445</u>

3 Staff costs and numbers	2023	2022
	£	£
Gross salaries	101,611	99,542
Social security costs	4,936	4,619
Employment allowance	(4,879)	(4,223)
Pensions	1,050	924
	<u>102,718</u>	<u>100,862</u>

The average number of employees during the year was 12, being an average of 3.9 full time equivalent (2022: 12.9, 4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023	2022
	£	£
Costs of the scheme to the charity for the year	1,050	924

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2023

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Albert Hunt Trust	-	2,000	503	1,497
Alfred Sharp Fund	-	2,070	901	1,169
Arnold Clark Community Fund	-	1,000	1,000	-
Aviva Community Fund	4,350	-	821	3,529
Baily Thomas	7,870	-	7,870	-
Birkdale Trust	10,769	-	5,412	5,357
Bradford MDC - Counselling	3,000	-	3,000	-
The Charles and Elsie Sykes Trust	-	4,000	-	4,000
Garfield Weston	-	10,000	6,305	3,695
George A Moore Foundation	1,000	-	120	880
Happy Days Children's Charity	-	1,000	695	305
Hedley Foundation	-	1,000	378	622
Ironmongers	-	3,921	2,052	1,869
Liz and Terry Bramhall Foundation	-	5,691	1,211	4,480
Locala Community Fund	253	-	253	-
Magdalen Hospital Trust	-	1,000	1,000	-
Mahalo Fund	1,960	-	1,960	-
Morrison's Foundation	4,959	-	2,950	2,009
National Lottery Community Fund	29,617	50,119	50,504	29,232
Pears Youth Fund	5,162	-	5,162	-
Percy Bilton Charity	73	-	73	-
Pulse 1 Cash for Kids	125	-	125	-
Sir George Martin Trust	1,430	-	1,430	-
Sovereign Healthcare	1,400	-	1,400	-
St James Place Charitable Foundation	-	2,000	2,000	-
Two Ridings Community Foundation	277	-	277	-
Warburton's Community Grants	-	400	-	400
Yorkshire Young Achievers Foundation	-	500	500	-
	<u>72,245</u>	<u>84,701</u>	<u>97,902</u>	<u>59,044</u>

Fund name	Purpose of restriction
Albert Hunt Trust	Saturday sessions and Sibz group
Alfred Sharp Fund	Early Years Support Packs
Arnold Clark Community Fund	Saturday sessions and Sibz group
Aviva Community Fund	For the I Can Work project
Baily Thomas	For speech and language provision
Birkdale Trust	For speech and language provision
Bradford MDC - Counselling	New counselling to families with a child born with Down syndrome
The Charles and Elsie Sykes Trust	Early Years Support Packs
Garfield Weston	Towards core running costs
George A Moore Foundation	Towards the costs of family counselling
Happy Days Children's Charity	Summer trip - Bridlington
Hedley Foundation	Youth Club food and activities
Ironmongers	Youth Club
Liz and Terry Bramhall Foundation	I can Work project

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2023

4 Fund name (continued)	Purpose of restriction (continued)	
Locala Community Fund	For dance 21 and twirly dance sessions	
Magdalen Hospital Trust	Training for families	
Morrison's Foundation	All-dance sessions	
National Lottery Community Fund	Early development groups, capacity and running costs	
Pears Youth Fund	For the youth club	
Percy Bilton Charity	IT costs for the I Can Work project	
Pulse 1 Cash for Kids	Towards costs of learning resources	
Sir George Martin Trust	For early years support packs	
Sovereign Healthcare	Towards costs of counselling sessions	
St James Place Charitable Foundation	Training for families	
Two Ridings Community Foundation	To cover the costs of telephone and broadband costs	
Warburton's Community Grants	Dance outfits for dance 21	
Yorkshire Young Achievers Foundation	I can Work project	

5 Debtors and prepayments	2023	2022
	£	£
Debtors	194	2,020
Prepayments	487	1,088
Other debtors	2,258	-
	<u>2,939</u>	<u>3,108</u>

6 Cash at bank and in hand	2023	2022
	£	£
Cash at bank	139,831	151,894
Cash in hand	309	220
	<u>140,140</u>	<u>152,114</u>

7 Tangible assets	Office equipment	Total
	£	£
<u>Cost</u>		
At 1 June 2022	2,815	5,630
Additions	-	-
Disposals	(1,135)	(2,270)
At 31 May 2023	<u>1,680</u>	<u>3,360</u>
<u>Depreciation</u>		
At 1 June 2022	2,815	5,630
Depn reversed re. disposals	(1,135)	(2,270)
Charge for year	-	-
At 31 May 2023	<u>1,680</u>	<u>3,360</u>
<u>Net book value</u>		
At 31 May 2023	<u>-</u>	<u>-</u>
At 31 May 2022	<u>-</u>	<u>-</u>

**Notes to the accounts continued
for the year ended 31 May 2023**

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

Details of remuneration and benefits

		2023	2022
		£	£
Lauren Drake	Speech and Language Therapy services	4,795	4,620
		<u>4,795</u>	<u>4,620</u>

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £40,312 (previous year: £40,823).

Other related party transactions

Other transactions with trustees or related parties

			2023	2022
			£	£
Name of	Relationship to	Description of transaction		
Sam Murray	Son of Wendy Uttley (Group Coordinator and Trainer)	Employee	-	624
Jen Senior	Niece of Wendy Uttley	Employee	-	1,461
			<u>-</u>	<u>2,085</u>

9 Operating leases

Expected future minimum lease payments over the remaining life of the

	2023	2022
	£	£
Within one year	5,000	5,000
In the second to fifth years inclusive	2,917	7,917
Over five years from the balance sheet date	-	-
	<u>7,917</u>	<u>12,917</u>

Down Syndrome Training and Support Service Limited
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 May 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Donations, fundraising and legacies	32,162	28,835	4,000	5,058	36,162	33,893
Grants	1,275	-	80,701	108,552	81,976	108,552
Sales and fees	14,423	15,132	-	1,000	14,423	16,132
Gift Aid	2,258	1,092	-	-	2,258	1,092
Memberships	3,913	1,163	-	-	3,913	1,163
Other income	1,475	1,741	-	-	1,475	1,741
Bank interest	796	1,282	-	-	796	1,282
Total income	56,302	49,245	84,701	114,610	141,003	163,855
Expenditure						
Salaries, NIC and pension	43,331	41,092	59,387	59,770	102,718	100,862
Payroll charges	1,344	764	-	-	1,344	764
Staff travel and subsistence	-	-	762	795	762	795
Training and conference costs	1,683	2,874	374	13	2,057	2,887
Volunteer expenses	22	37	44	-	66	37
Rent and rates	2,338	6,306	3,750	-	6,088	6,306
Utilities	78	1,292	2,496	1,083	2,574	2,375
Other premises costs	532	327	2,203	855	2,735	1,182
Office running costs	595	2,104	780	328	1,375	2,432
Printing and stationery	1,620	1,970	27	-	1,647	1,970
Postage and delivery	113	433	1,913	1,743	2,026	2,176
Internet and phone	466	71	1,623	1,031	2,089	1,102
Subscriptions and licences	284	1,639	263	276	547	1,915
Materials and resources	152	2,085	2,526	2,022	2,678	4,107
Events and activities	2,280	7,658	19,581	17,185	21,861	24,843
Insurance	523	951	487	995	1,010	1,946
Professional fees	-	13	13	-	13	13
Independent examination	101	1,020	1,291	-	1,392	1,020
DBS checks	-	364	382	-	382	364
Other expenses	153	84	-	-	153	84
Total expenditure	55,615	71,084	97,902	86,096	153,517	157,180
Net income / (expenditure)	687	(21,839)	(13,201)	28,514	(12,514)	6,675
Fund balances brought forward	80,852	102,691	72,245	43,731	153,097	146,422
Fund balances carried forward	81,539	80,852	59,044	72,245	140,583	153,097

DOWN SYNDROME TRAINING AND SUPPORT SERVICE LIMITED

England & Wales - Charity number 1130994

Accounts

Down Syndrome Training and Support Service Limited

Charity number 1130994

A company limited by guarantee number 06915555

Annual Report and Financial Statements for the year ended 31 May 2022



West Yorkshire Community Accounting Service

Down Syndrome Training and Support Service Limited

Annual Report and Financial Statements for the year ended 31 May 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Down Syndrome Training and Support Service Limited

Trustees' report for the year ended 31 May 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Jenn Casper-Smith		from 16 October 2021
Heather Chattell		
Lauren Drake		
Farzana Kauser		
Robert Kennedy		
Foziah Khan		
Melissa Ratcliffe		from 16 October 2021
Julie Wood		
Charity number	1130994	Registered in England and Wales
Company number	06915555	Registered in England and Wales
Registered and principal address	Bankers	
The Pamela Sunter Centre	HSBC Bank plc	Charity Bank Limited
2 Whitley Street	47 Market Street	Fosse House
Bingley	Bradford	182 High Street
West Yorkshire	BD1 1LW	Tonbridge
BD16 4JH		Kent TN9 1BE

Independent examiner

Alan Dodd FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 26 May 2009. It is governed by a memorandum and articles of association, as amended on 26 November 2019. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2022

Objectives and activities

The charity's objects

- (1) To assist in the care of children with Down syndrome by the provision of support, advice and training to those who are responsible for their care and to health educational specialists, with the aim of improving the health and education of children with Down syndrome.
- (2) To provide support, training and relief to families who care for children with Down syndrome.
- (3) To promote awareness of Down syndrome in the area.
- (4) To organise regular sessions open to all families of children with Down syndrome and other events such as summer trips, evening event, etc.
- (5) To develop a library of informative and educational items, including producing newsletters, booklets, posters, etc.
- (6) To recruit voluntary workers.
- (7) To liaise with health and educational professionals.
- (8) To train parents and helpers through courses and conferences for the benefit of the entire group as well as individual families.
- (9) To advertise the Charity.
- (10) To provide social, and skills for life, opportunities for young adults with Down syndrome.

The charity's main activities

The charity's main activities are to provide training and support for parents and professionals living and working alongside children and young people who have Down syndrome. Training in the specific learning needs of people with Down syndrome include speech and language sessions and early development group sessions. Home visits, library of information and resources and monthly newsletters are provided. Activities include Saturday sessions, dance and youth club and Summer trips. We are very grateful to the institutions who have provided funding for our many ongoing projects to benefit the lives of people with Down syndrome.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit. All our activities focus on furthering our charitable purposes to enable children and young people and adults to live full and rewarding lives.

Achievements and performance

A massive thank you to all of our team for their continued outstanding commitment.

Over the year our services and staff team have expanded. We have welcomed three new members of staff; Ruth Beers as part of our I Can Work team, Lauren Hempel who delivers our Early Development Groups and Heather Bell, Young Peoples Coordinator in the youth club. We have also said goodbye to Jen Senior and Sam Murray, as they moved onto pastures new. Both had worked in our youth club for several years.

Our team of dedicated volunteers, diminished during lockdown, has steadily increased and we are continuing to recruit new volunteers to help in the delivery of our vast range of services.

We also welcomed two new Directors, Jenn Casper-Smith and Mel Ratcliffe, increasing the Board from 6 to 8 members.

In March 2022 we held our first world Down syndrome day celebration weekend since 2019 at Cedar Court Hotel; 42 families joined us for an amazing weekend. In May ten families gathered at Ingleborough Hall for another amazing weekend. We've really missed our large gatherings over the last two years and everyone relished just being together in a relaxed and joyous atmosphere.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2022

Achievements and performance (continued)

In December we said good bye to Haworth Road Methodist Church; where it all started back in September 2000 with our first ever family gathering; there were only 4 families to start with! We now number about 400! Earlier in the year we moved our large play equipment to Bingley Methodist Church which also provides storage space; we are all enjoying our new monthly family Saturday mornings and averaging 10 families per session. In addition our siblings support group, Sibz Zone, takes place at our youth club, running to coincide with the family Saturday session. Delivered by older siblings it is growing from strength to strength. We are aware that we need to expand our service to better support dads and a recent successful dads' night out is a move in this direction.

Our core services of training, speech & language and early intervention have steadily returned to pre covid levels with excellent feedback:

Comment from our Introduction to Down syndrome training:

'The course was fantastic, you really provided a great insight into the learning needs of pupils with Down syndrome and how to support them'

Comment from our speech & language sessions:

The sessions are a lifeline when this vital provision is seriously lacking in any other area (school, education or health service).

Comment on our early development groups:

'He has progressed in all areas but especially due to the involvement of staff from school who attend with him. This means that the EDG approach is being followed in school as every session our sons one to one worker leaves with new ideas to apply at school. As a result, our sons learning is enhanced and reinforced.'

19 new parent packs have gone into local hospitals and 12 learning support packs have been put together for children new to our early development groups.

Using Zoom, our online services have increased across training and consultations with greater outreach across the UK with a total of 856 benefitting across 61 separate training/workshop/consultation sessions. A small number of children also benefit from online early intervention and online speech & language where travel is an issue. In addition, we now offer monthly occupational therapy, funded by the National Lottery; this service is very much in demand with 29 children benefitting since September 2021.

Our website is proving to be very successful in helping us promote and book training events and sell our resources.

We are delighted with our I Can Work project which we feel is now well established and has successfully supported 4 young adults into employment.

For the second year running we have raised more than we have spent! Our expenditure has increased and we are delighted that we have managed to increase our funding. This funding is mainly generated through grants but the remainder, around £55 000, is from your fundraising and the fees we charge for training and our services. The National Lottery continues to fund a large portion of our core services and this is secure until March 2025.

Our aims for 2021/22 were to raise £70 000, hold a large family celebration for world Down syndrome day, hold a speech & language conference and move forward with our I Can Work project. We have excelled across all targets and are now ready to move forward into 2023 expanding and adding to these targets. We would especially like to improve our outreach to health staff, in particular midwives and health visitors.

Well done and thank you to everyone involved in the achievements of our amazing charity.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2022

Financial review

The net income for the year was £6,675, including net expenditure of £21,839 on unrestricted funds and net income of £28,514 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £80,852. This includes £13,055 which was previously in funds designated by the trustees, as detailed in Note 4 of the accounts.

The trustees have adopted a formal reserves policy which is reviewed annually. We have set a budget for our next financial year and continuously monitor all of our projects against funding already secure/funding bids and expenditure. We employ a funding coordinator. We do not have any concerns about the financial situation over the next 12 months and believe the charity can be treated as a going concern. We have also reviewed the financial impact of Covid19 and we again have no concerns that will impact on our organisation's ability to continue to deliver its service.

We rely on funders, fundraising and our members for funds to continue our services. The lead time from applying for funding to receiving funds is a minimum of 6 months and can be up to 12 months. To reduce the impact on services and staffing, the Board have agreed that it would be prudent to retain free reserves totalling between 9 and 12 months of running costs. This sets the limit for 2022/23, based on budgeted expenditure, to a lower limit of £117,750 and an upper limit of £157,000. In the event of reserves dipping below the lower limit (£117,750), we will aim to restore the reserves by at least 25% each year meaning that over a four year period this was restored to full level. This could be achieved by increased fund raising, increasing earned income or reducing expenditure. At 31 May 2022, our free reserves were just over 6 months of budgeted running costs, and the trustees will endeavour to seek further funding to increase free reserves accordingly.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2022

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 6/9/22

Robert Kennedy (Trustee)

Down Syndrome Training and Support Service Limited

Independent examiner's report to the trustees of Down Syndrome Training and Support Service Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2022, which are set out on pages 8 to 17.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Alan Dodd FCCA

7/9/22

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Down Syndrome Training and Support Service Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Donations, fundraising and legacies	(2)	28,835	5,058	33,893	36,480
Grants	(2)	-	108,552	108,552	98,600
Sales and fees		15,132	1,000	16,132	11,547
Gift Aid		1,092	-	1,092	2,307
Memberships		1,163	-	1,163	272
Other income		1,741	-	1,741	563
Bank interest		1,282	-	1,282	1,229
Total income		49,245	114,610	163,855	150,998
Expenditure on:					
Salaries, NIC and pension	(3)	41,092	59,770	100,862	92,564
Payroll charges		764	-	764	974
Staff travel and subsistence		-	795	795	26
Training and conference costs		2,874	13	2,887	2,281
Volunteer expenses		37	-	37	81
Rent and rates		6,306	-	6,306	5,218
Utilities		1,292	1,083	2,375	2,531
Other premises costs		327	855	1,182	779
Office running costs		2,104	328	2,432	9,458
Printing and stationery		1,970	-	1,970	812
Postage and delivery		433	1,743	2,176	1,759
Internet and phone		71	1,031	1,102	2,443
Subscriptions and licences		1,639	276	1,915	2,689
Materials and resources		2,085	2,022	4,107	1,973
Events and activities		7,658	17,185	24,843	11,558
Insurance		951	995	1,946	2,375
Professional fees		13	-	13	13
Independent examination		1,020	-	1,020	900
DBS checks		364	-	364	335
Other expenses		84	-	84	50
Total expenditure		71,084	86,096	157,180	138,819
Net income / (expenditure)		(21,839)	28,514	6,675	12,179
Fund balances brought forward		102,691	43,731	146,422	134,243
Fund balances carried forward	(4)	80,852	72,245	153,097	146,422

All incoming resources and resources expended derive from continuing activities.

Down Syndrome Training and Support Service Limited

Balance sheet

as at 31 May 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Current assets					
Debtors and prepayments	(5)	3,108	-	3,108	2,518
Cash at bank and in hand	(6)	79,306	72,808	152,114	146,493
Total current assets		<u>82,414</u>	<u>72,808</u>	<u>155,222</u>	<u>149,011</u>
Current liabilities:					
amounts falling due within one year					
Accruals		1,562	563	2,125	2,589
Total current liabilities		<u>1,562</u>	<u>563</u>	<u>2,125</u>	<u>2,589</u>
Net current assets / (liabilities)		<u>80,852</u>	<u>72,245</u>	<u>153,097</u>	<u>146,422</u>
Net assets		<u>80,852</u>	<u>72,245</u>	<u>153,097</u>	<u>146,422</u>
Funds					
Unrestricted funds					
General unrestricted funds		80,852	-	80,852	82,691
Designated funds	(4)	0	-	0	20,000
Unrestricted funds		80,852	-	80,852	102,691
Restricted funds		-	72,245	72,245	43,731
Total funds		<u>80,852</u>	<u>72,245</u>	<u>153,097</u>	<u>146,422</u>

For the year ending 31 May 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 6/9/22

Robert Kennedy (Trustee)

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2022

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 3 years

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2022

1 Accounting policies continued

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Alchemy Foundation	-	500	500	-
Baily Thomas	-	12,000	12,000	-
Bingley Town Council	-	-	-	2,000
Birkdale Trust for Hearing Impaired	-	10,769	10,769	-
CAF Bank Covid funding	-	-	-	3,400
City of Bradford MDC	-	3,500	3,500	832
CLA Charitable Trust	-	1,200	1,200	-
David Solomon Charitable Trust	-	-	-	1,000
Genetic Disorder UK	-	-	-	3,417
George A Moore	-	1,000	1,000	-
GHMCC - Ark Charity shop	-	-	-	400
HMRC Job Retention Scheme	-	238	238	6,223
Leeds Community Foundation	-	-	-	5,000
Liz & Terry Bramhall Foundation	-	6,380	6,380	-
Locality Community Fund	-	-	-	2,800
Mahalo Fund	-	1,980	1,980	-
Morrisons Foundation	-	5,400	5,400	-
National Lottery Community Fund	-	51,416	51,416	53,135
Pears Youth Fund	-	8,959	8,959	-
Percy Bilton Charity	-	500	500	-
Postcode Lottery	-	-	-	17,393
Sir George Martin Trust	-	2,600	2,600	-
Sovereign Healthcare	-	-	-	3,000
Sports England	-	1,110	1,110	-
Two Ridings Community Foundation	-	1,000	1,000	-
Other donations and fundraising	28,835	5,058	33,893	36,480
	<u>28,835</u>	<u>113,610</u>	<u>142,445</u>	<u>135,080</u>

3 Staff costs and numbers

	2022	2021
	£	£
Gross salaries	99,542	91,510
Social security costs	4,619	4,134
Employment allowance	(4,223)	(4,000)
Pensions	924	920
	<u>100,862</u>	<u>92,564</u>

The average number of employees during the year was 12.9, being an average of 4 full time equivalent (2021: 10.2, 4.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2022	2021
	£	£
Costs of the scheme to the charity for the year	924	920
Amount of any contributions outstanding at the year end	-	178

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Alchemy Foundation	-	500	500	-	-
Aviva Community Fund	-	5,058	708	-	4,350
Baily Thomas	-	12,000	4,130	-	7,870
Birkdale Trust	-	10,769	-	-	10,769
Bradford MDC - Counselling	-	3,000	-	-	3,000
Bradford MDC - I Can Work	-	500	500	-	-
Bradford MDC - Wellbeing	832	-	832	-	-
CLA Charitable Trust	-	1,200	1,200	-	-
Garfield Weston 2020	257	-	257	-	-
George A Moore Foundation	-	1,000	-	-	1,000
HMRC - CJRS	-	238	238	-	-
Jill Franklin Trust	844	-	844	-	-
Leeds Community Foundation	2,246	-	2,246	-	-
Liz & Terry Bramhall Foundation	-	6,380	6,380	-	-
Locala Community Fund	1,855	-	1,602	-	253
Mahalo Fund	-	1,980	20	-	1,960
Morrisons Foundation	-	5,400	441	-	4,959
Morrisons Foundation- Saturday	863	-	863	-	-
National Lottery Community Fund	27,529	51,416	49,328	-	29,617
Pears Youth Fund	-	8,959	3,797	-	5,162
Percy Bilton Charity	-	500	427	-	73
Postcode Lottery	6,305	-	6,305	-	-
Pulse 1 Cash for Kids	-	1,000	875	-	125
Sir George Martin Trust	-	2,600	1,170	-	1,430
Sovereign Healthcare	3,000	-	1,600	-	1,400
Sports England	-	1,110	1,110	-	-
Two Ridings Community Foundation	-	1,000	723	-	277
	43,731	114,610	86,096	-	72,245

Fund name

Purpose of restriction

Alchemy Foundation	For the I Can Work project
Aviva Community Fund	For the I Can Work project
Baily Thomas	For speech and language provision
Birkdale Trust	For speech and language provision
Bradford MDC - Counselling	New counselling to families with a child born with Down syndrome
Bradford MDC - I Can Work	For the I Can Work project
Bradford MDC - Wellbeing	For the I Can Work project
CLA Charitable Trust	Transport for families to attend residential stays at Ingleborough Hall
Garfield Weston 2020	Towards core costs
George A Moore Foundation	Towards the costs of family counselling
HMRC - CJRS	For the retention of employees during periods of lockdown or reduced activity
Jill Franklin Trust	For the I Can Work project
Leeds Community Foundation	For the youth club

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2022

4 Fund name (continued)	Purpose of restriction
Liz & Terry Bramhall Foundation	Towards family training costs
Locala Community Fund	For dance 21 and twirly dance sessions
Mahalo Fund	For the I Can Work project
Morrisons Foundation	All-dance sessions
Morrisons Foundation- Saturday	For Saturday family sessions
National Lottery Community	Early development groups, capacity funding, occupational therapists and building repairs
Pears Youth Fund	For the youth club
Percy Bilton Charity	IT costs for the I Can Work project
Postcode Lottery	For speech and language sessions
Pulse 1 Cash for Kids	Towards costs of learning resources
Sir George Martin Trust	For early years support packs
Sovereign Healthcare	Towards costs of counselling sessions
Sports England	Dance 21
Two Ridings Community Foundation	To cover the costs of telephone and broadband costs

Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
I Can Work Project	20,000	-	6,945	(13,055)	0
	<u>20,000</u>	<u>-</u>	<u>6,945</u>	<u>(13,055)</u>	<u>0</u>

Fund name	Purpose of fund
I Can Work Project	To support young adults into employment. The balance of this designated fund at the year end was transferred by the trustees to general unrestricted reserves.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2022

5 Debtors and prepayments	2022	2021
	£	£
Debtors	2,020	1,430
Prepayments	1,088	1,088
	<u>3,108</u>	<u>2,518</u>
6 Cash at bank and in hand	2022	2021
	£	£
Cash at bank	151,894	146,375
Cash in hand	220	118
	<u>152,114</u>	<u>146,493</u>
7 Tangible assets	Office equipment	Total
<u>Cost</u>	£	£
At 1 June 2021	3,821	3,821
Additions	-	-
Disposals	(1,006)	(1,006)
At 31 May 2022	<u>2,815</u>	<u>2,815</u>
<u>Depreciation</u>		
At 1 June 2021	3,821	3,821
Depn reversed re. disposals	(1,006)	(1,006)
Charge for year	-	-
At 31 May 2022	<u>2,815</u>	<u>2,815</u>
<u>Net book value</u>		
At 31 May 2022	<u>-</u>	<u>-</u>
At 31 May 2021	<u>-</u>	<u>-</u>

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2022

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

Details of remuneration and benefits

		2022	2021
		£	£
Lauren Drake	Speech and Language Therapy services	4,620	5,140
		<u>4,620</u>	<u>5,140</u>

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees, the Group Co-ordinator and Trainer. The total employee benefits received were £40,823 (previous year: £39,913).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Other related party transactions

Other transactions with trustees or related parties

			2022	2021
			£	£
Name of trustee or	Relationship to charity	Description of transaction		
Sam Murray	Son of Wendy Uttley (Group Coordinator and Trainer)	Employee	624	1,814
Jen Senior	Niece of Wendy Uttley	Employee	1,461	2,725
			<u>2,086</u>	<u>4,539</u>

9 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2022	2021
	£	£
Within one year	5,000	4,995
In the second to fifth years inclusive	7,917	12,753
	<u>12,917</u>	<u>17,748</u>

Down Syndrome Training and Support Service Limited
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 May 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Donations, fundraising and legacies	28,835	36,480	5,058	-	33,893	36,480
Grants	-	6,817	108,552	91,783	108,552	98,600
Sales and fees	15,132	11,547	1,000	-	16,132	11,547
Gift Aid	1,092	2,307	-	-	1,092	2,307
Memberships	1,163	272	-	-	1,163	272
Other income	1,741	563	-	-	1,741	563
Bank interest	1,282	1,229	-	-	1,282	1,229
Total income	49,245	59,215	114,610	91,783	163,855	150,998
Expenditure						
Salaries, NIC and pension	41,092	38,990	59,770	53,574	100,862	92,564
Payroll charges	764	492	-	482	764	974
Staff travel and subsistence	-	26	795	-	795	26
Training and conference costs	2,874	576	13	1,705	2,887	2,281
Volunteer expenses	37	53	-	28	37	81
Rent and rates	6,306	3,503	-	1,715	6,306	5,218
Utilities	1,292	550	1,083	1,981	2,375	2,531
Other premises costs	327	370	855	409	1,182	779
Office running costs	2,104	6,871	328	2,587	2,432	9,458
Printing and stationery	1,970	665	-	147	1,970	812
Postage and delivery	433	746	1,743	1,013	2,176	1,759
Internet and phone	71	530	1,031	1,913	1,102	2,443
Subscriptions and licences	1,639	2,463	276	226	1,915	2,689
Materials and resources	2,085	356	2,022	1,617	4,107	1,973
Events and activities	7,658	2,540	17,185	9,018	24,843	11,558
Insurance	951	2,143	995	232	1,946	2,375
Professional fees	13	-	-	13	13	13
Independent examination	1,020	816	-	84	1,020	900
DBS checks	364	21	-	314	364	335
Other expenses	84	50	-	-	84	50
Total expenditure	71,084	61,761	86,096	77,058	157,180	138,819
Net income / (expenditure)	(21,839)	(2,546)	28,514	14,725	6,675	12,179
Transfers between funds	-	(1,647)	-	1,647	-	-
Net movement in funds	(21,839)	(4,193)	28,514	16,372	6,675	12,179
Fund balances brought forward	102,691	106,884	43,731	27,359	146,422	134,243
Fund balances carried forward	80,852	102,691	72,245	43,731	153,097	146,422

DOWN SYNDROME TRAINING AND SUPPORT SERVICE LIMITED

England & Wales - Charity number 1130994

Accounts



Down Syndrome Training & Support Service Ltd

Registered Charity Number 1130994
Company registered in England and Wales
number 6915555



ANNUAL REPORT 1st JUNE 2020 to 31st MAY 2021

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This year has seen so many services stop but the support from DSTSS has continued either online or in person and we are so grateful for this.

My child is clearly developing better after coming here. As a parent it has given me the confidence to meet his needs and to give him everything he may need and this realisation has taken a huge burden off my shoulders and I feel relieved I have found a place which helps me with this.

INTRODUCTION

This report covers our financial year 1st June 2020 to 31st May 2021. It details all our income and expenditure, where it has come from, how we have spent it plus feedback from evaluations.

As I have written this report, reflecting on our services and the lockdown, I am really proud of what we have achieved. Throughout we have strived to do our best to be there for the families who need us. Our telephone, email, texting and messaging support has never stopped and our online services have increased. We have risen to the challenge writing and developing our own website.

Our training courses, early development groups, speech & language groups, dance classes, youth club, exercise class, sibling support group and family Saturday sessions continued delivery online via Zoom. The ongoing challenge to ensure we were doing our best to support attendees and provide a worthwhile experience has helped us all to grow, and though our staff have had to work from home, we have all pulled together to make it work.

A massive thank you is in order to all of our team. Well done.

For many years we have intended to record our training courses to enable those unable to attend to benefit. The lockdown provided the incentive bringing this to fruition. In addition our workshops (sleep & toileting) have seen attendance from across England bringing vital support to successfully help parents modify their child's behaviours. Moving forward a mixture of direct and online delivery will become the new normal.

Our early development groups gained international recognition through the Down Syndrome Research Forum with Isabel Ashman speaking to an online audience of over 300 about our intervention groups; which now include an online group in Lancashire.

From March 2021 our early development groups gradually moved back to direct input; we were very keen to directly support our youngest children and their parents at this vital time in their lives. Steadily our WisH Club, speech & language groups and Twirly21s dance group followed suit. For various reasons, in addition to the pandemic, we have yet to bring our I Can Work project, dance21, Sibz Zone and family Saturday sessions back to direct delivery; we are working on it.

Our aims for 2020/21 were to raise £70 000, celebrate our 21st anniversary in style and maintain our services. I am delighted that we have achieved all three, raising enough funding to maintain and extend our services and holding a wonderful online celebration in March 2021 which featured videos highlighting our children's achievements and our services. This can now be viewed on our new website.

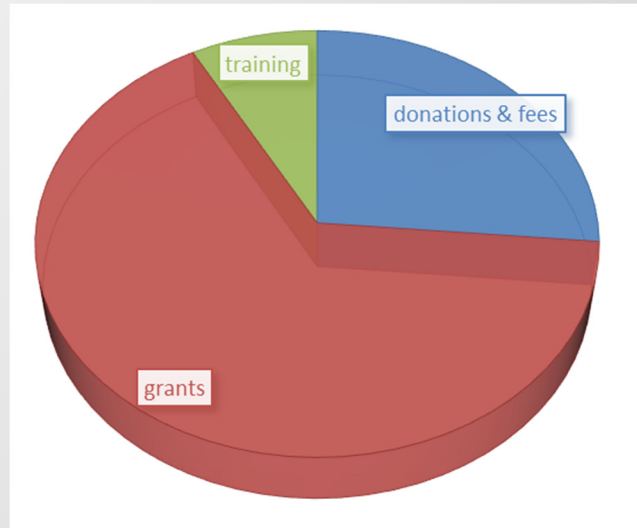
*Well done and thank you to everyone involved in our amazing charity,
Wendy Uttley, Group Coordinator & Trainer*

FUNDING 2020 TO 2021

The total funding income for the last financial year was **£150 860**

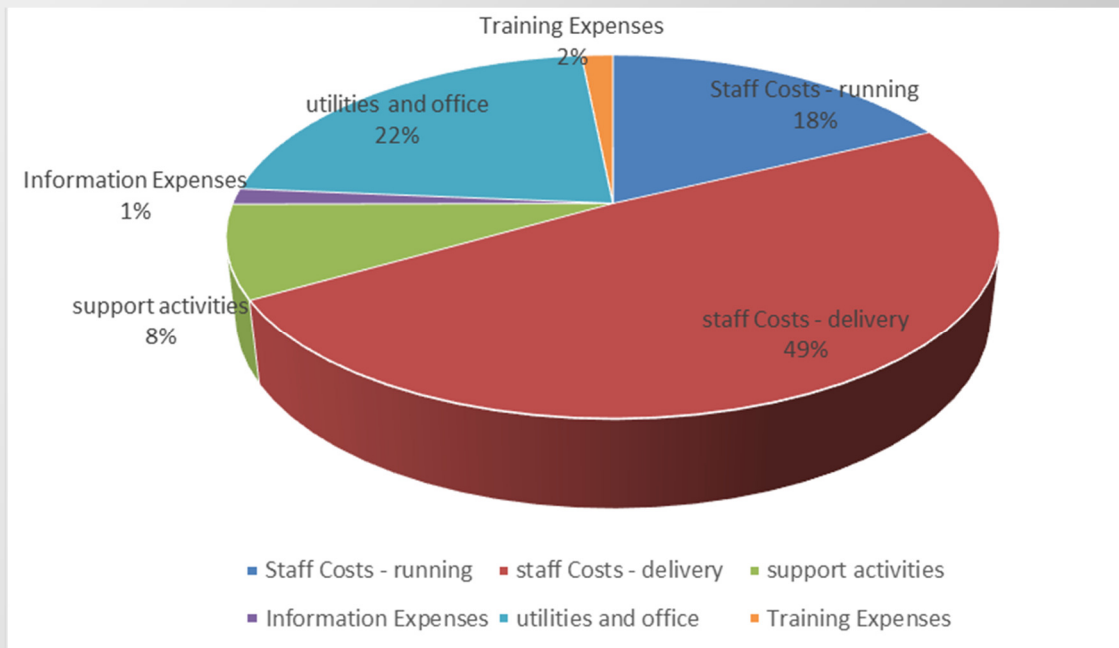
We received:

£39 434 from donations, Gift Aid, fees and activities, (27%)
£98 051 from grants, (65%)
£11 947 from training. (8%)



Overall expenditure was **£140 499**

We gained £10 361 more than we spent.



Over the next few pages we detail this income and expenditure and report on how we are progressing with the training and support services we continue to offer.

Our accounts are inserted on page 44

UPDATE ON OUR FUNDING SITUATION

Looking back over the past five years:

Financial year June 2016 to May 2017: we spent £130413 and raised £175 530 (£93 987 from grants)

Financial year June 2017 to May 2018: we spent £161 270 and raised £148 712 (£60 111 from grants)

Financial year June 2018 to May 2019: we spent £143 424 and raised £133 571 (£53 620 from grants)

Financial year June 2019 to May 2020: we spent £142 929 and raised £122 376 (£69 221 from grants)

Financial year June 2020 to May 2021: we spent £140 499 and raised £150 860 (£98 051 from grants)

This is the first time since 2017 that our income has exceeded our expenditure. This is due to receiving large funding grants from the National Lottery and the People's Postcode Lottery. Our expenditure has remained stable for the last three years.

Our target for the calendar year 2020 was to raise £100 000; roughly £8000 each month.

Despite many fundraising set backs due to lockdown we managed to raise a total of £76 591.

In the summer of 2020 Claire Powis ceased employment with us and Charlotte Roscoe took over as Fundraising Coordinator. Claire had done a wonderful job in helping us to secure funding from the National Lottery and the People's Postcode Lottery. Though new to the post Charlotte has risen to the challenge and managed to submit many successful funding bids over the year. She is currently seeking continued funding for our Speech & Language Groups and our WisH Club.

We have managed to organise several online raffles and are now looking forward to arranging external funding projects with local businesses.

We will also be encouraging businesses to support us by considering having one of our collecting tins and encouraging family members and friends to support us through a regular monthly donation. All of these smaller efforts really add up and this year have generated £3000 which is enough to fund counselling sessions for ten people or the WisH Club for 4 months.

Our budget for 12 months remains at £144000 to enable us to continue to deliver all of our services. About 50% of this is secure leaving a further £70 000 to be generated from bids and events. Our target for the calendar year 2021 is to raise £70 000.

What follows are details of the grants and fundraising events from 1st June 2020 to 31st May 2021.

FUNDING GRANTS

NATIONAL LOTTERY

EARLY DEVELOPMENT GROUPS

In March 2020 we received five years funding from the National Lottery. A total of £240685 will be released incrementally until March 2025

This funding pays for the practitioners salaries, a portion of our core salaries, administration of the sessions, upkeep of the premises and transport for families who would otherwise be unable to attend.



BUILDING REPAIRS & RENOVATIONS

Funding from the National Lottery will contribute to the upkeep of our rented building for the next 5 years.

OCCUPATIONAL THERAPY AND ADDITIONAL EARLY YEARS PRACTITIONER

We were delighted to be awarded an 'uplift' of £3965 per year for the next 4 years from the National Lottery to pay for an independent OT and an additional Early Years Practitioner.

PEOPLE'S POSTCODE LOTTERY & TRUST

SPEECH & LANGUAGE GROUP SESSIONS

In June 2020 we received £17939 from the Peoples Postcode Trust to fund speech and language group sessions, the administration of these sessions and transport for our more vulnerable families. This funding was for 12 months but continues to fund these sessions. We are currently seeking further funding.

Supported by players of



Awarded funds from



FAMILY SUPPORT & COUNSELLING

Funding from the People's Postcode Lottery, Bradford CVS ABC, CAF continued to pay for family support costs and counselling. Additional amounts of £1440, received from Edward Gosling Foundation, and £3000 from Sovereign Health Care currently fund these sessions.

TRANSPORT FOR FAMILIES

A number of our funding bids this year included the cost of transport for families who would otherwise be unable to attend. Funding towards counselling, speech & language sessions and early development group sessions from **Bradford CVS Alliance, Peoples Postcode Trust and the National Lottery**, respectively, currently helps to fund taxis for our more vulnerable families.

WISH CLUB FUNDING

The WisH Club continued to be funded by £2000 received from the **Magdalen Hospital Trust** last year. It is currently funded by **David Solomon Trust**, £1000, **Genetics Disorder UK**, £3416.66 and **Bradford Youth Fund**, £5000.

The club costs, on average, £740 per month. And we are currently seeking further funding for this service.

TRAINING FOR FAMILIES

Funding from **Baily Thomas** expired in July 2020. We received £6380 from the **Liz & Terry Bramall Foundation** towards training workshops aimed at supporting parents: toilet training, sleep management, behaviour workshops and workshops on sexuality relationships education.

I CAN WORK PROJECT

Last year we received £1000 from **The Jill Franklin Trust** towards this project and **Anne Spalding** donated £500. This money has yet to be spent on the project.

We also received £832 from a **Bradford Wellbeing Grant**.

DOWN SYNDROME LEARNING SUPPORT PACKS

We received £400 from the **Ark Charity shop** and continued to use funding from the **Albert Hunt Trust and Later Living** to pay for Learning Support Packs for families.

NEW BABY PACKS

A grant from the **Albert Hunt Trust** continued to fund our new baby packs for local hospitals.

DANCE SESSIONS

Grants of £1300 from **Locala Social Value Fund** and £1500 from **Locala Community Fund** currently fund all of our dancing classes. Funding from **Schurrah Wainwright**, received last year, was also used to fund these sessions.

FAMILY SATURDAY SESSIONS

Funding from the **Morrisons Foundation**, received last year remains to be spent on this project.

FURLOUGH FUNDS

We received £1543.80 from **HMRC JRS Grant** towards the salaries of furlough staff.

NEW WEBSITE

We received £600 from **Lindley & Simpson** towards the costs of our new website.

YOUR FANTASTIC FUNDRAISING EFFORTS

Throughout the year people have nominated us, taken part in sponsored events, held various sales and other special events, all of which are detailed below. Well done to everybody for their hard work and commitment to raising funds for, and awareness of our charity and Down syndrome. Total raised **£31 000** amazing!

- Anonymous £5
- Kiyomichi Motsukoshi, £60
- Heidi Shepherd, £15.50
- Ruth Dennis, £6.20
- Nicola Sykes, £6.20
- Avril Dear, £10
- Mr E Davis & Miss A Gill, £20
- Commerce Global, from virtual quizzes, £86.40
- David McNulty, £15
- HR Grinter, £30
- Farah Deba, £20
- Eileen Williams, £30
- Pauline Brotchie, £15
- Claire Knowles, £5
- Avril Dear, £200 from sale of trike
- Alison Morris, £5
- Maxine Sanderson, £10
- Anonymous, £50 sale of goods
- Andrew Swain, £100
- Georgia Conway, £718.25 from walking the Three Peaks in support of our early development groups
- Elizabeth McLean, £106.20 donation
- Elizabeth McLean, £7.60 donation from our 100 Club
- Avril Dear, £19 donation from our 100 Club
- Dorota Plata, £21
- Robert Kennedy, £16
- Wendy Rhodes, £15
- Anonymous £200
- Ash Green School, £78



GREAT NORTH 500 CIRCUIT

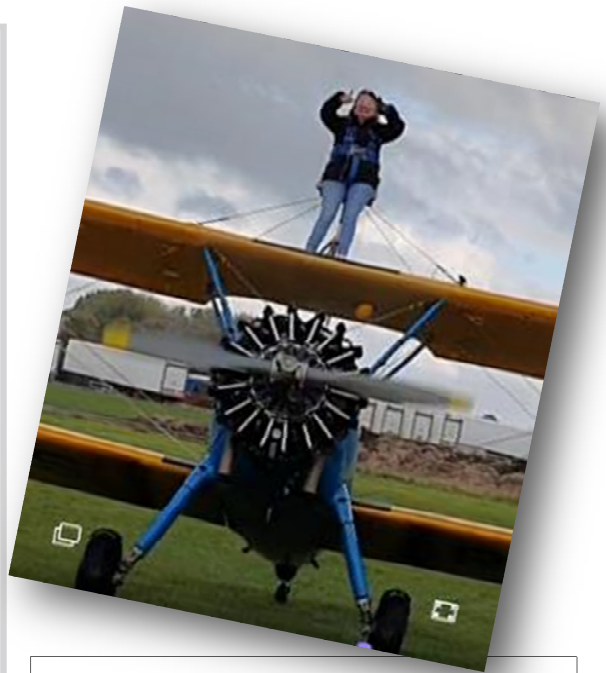
Michal Piecyk, who volunteers for The Good Shepherd Centre, cycled the Great North 500 Circuit round the North Coast of Scotland at the end of May 2021 for his godson Szymon. Monies raised will be acknowledged in next years report.



THREE PEAK CONQUERED !

Jon Senior and work colleagues completed the Three Peaks Charity walk in May raising £1520. What an amazing all round effort and result.

- Plan to Share, £1000
- Claire Powis, £29.66
- J Gerdes, £20
- Sale of items, £10
- Bingley Car Body Shop, £50
- Mal & Jim Uttley in lieu of Christmas presents, £200
- Julia Woolley, £47.75
- Westfield House Childcare, charity fundraiser, £189.68
- Joel Newiss, £40
- Niall Cook, £20.05
- Greg Findlay, from 5K day run, £607.32
- Izzi Ashman, £120, Christmas fundraiser and town crying
- Louisa Whitton, £20
- Susan Uttley, £75
- Nina Rani, £10
- Darrell Brook, £10
- Sue, £14.16
- Helena Watford, 50 mile run £300
- Betty Dalgliesh, £30
- Margaret Southern, £50
- N Whitehead, £21
- Jacinda Vernon, £129, Temple Spa raffle
- Facebook donations, £160
- Julia Baxter, £250
- Paula Longbottom, £72
- Anonymous, £240
- Nicola Rothwell, £20
- Anonymous, £20
- Nasreen Kauser, £30
- Gerry Hughes, £20
- E Vuijk, £25



KAREN WING WALKS FOR US

The amazingly brave Karen Bickerton finally did her wing walk for us on Saturday 17th October raising £500.



JOHNNY RATCLIFFE RAN 5k EVERY DAY IN DECEMBER

Johnny Ratcliffe, Leo's daddy, completed his amazing challenge of running 5K every day throughout December, including Christmas day and raised a whopping £3730.38.

WORLD DOWN SYNDROME DAY FUNDRAISERS

RAISING £21 BY DOING 21 THINGS

Our campaign throughout March 2021 was to encourage people to raise £21 by doing 21 things. There were some amazing challenges from washing up 21 items, making 21 cups of tea, cycling 21 miles, baking 21 buns, bouncing 21 times, dancing for 21 minutes, reading 21 books...we raised awareness, had fun and blew our target of £2100. Congratulations to everybody who took part:



Stephen Hobley, made at least 21 cups of tea, raising £84

Alice raised £81.49 from selling buns

Nancy Ingham read 21 books and raised £85



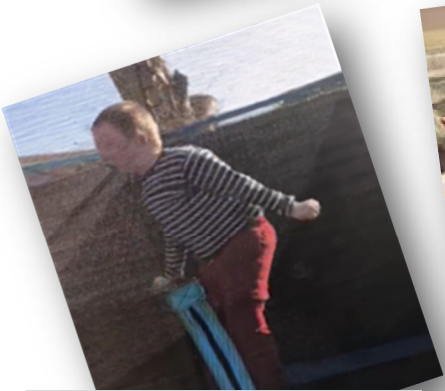
Elanor Murray, cycled 21 miles, raising £469.63



Sarah Hamad, washed up 21 items, raising £5



Kim Booth, danced for 21 minutes with 21 people, raising £711.62



Harry Preston, jumped 21 times on his trampoline, raising £258.87



Rebecca Lodge & family, raised £1035.12 from baking and doing 21 press ups every day for 21 days

Liam Sanderson bounced 21 times on his trampoline raising £35

MONTHLY DONORS

We now have a number of regular donators who have donated a total of £2371 over the last year. This is amazing and is enough to fund our Family Saturday session for one year or counselling sessions for 6 people.

We would love more people to commit to a regular monthly donation, no matter the amount it all adds up and ensures a regular income for us.

Thank you to:

- Pauline Fletcher - regular donation of £15
- Geoff Sweeney - regular donation of £5
- John Cain - regular donation of £25
- Janet Astle - regular donation of £25
- Adele Robinson - regular donation of £20
- Glyn Martill - regular donation of £10
- Anonymous - regular donation of £100
- Peter Todd - regular donation of £25

IF YOU WOULD LIKE TO DONATE A REGULAR AMOUNT VISIT

Virgin Giving where you can set up a direct debit and Gift Aid your



[Virgin Money Giving | Donation | Donation amount](#)

In Loving Memory

DONATIONS MADE IN MEMORY OF A LOVED ONE

- Pauline MacLean, £2500 in memory of Terence Wakelin
- Shirley Pedley, £120.50 in memory of Harry Pedley

THE DUKE OF YORK COMMUNITY INITIATIVE AWARD Until March 2024

In March 2019 we were awarded the Duke of York Community Initiative Award.

This is a highly sought after status, recognising our best practice and exceptional leadership skills. The award lasts for five years.



CHARITIES OF THE YEAR

During lockdown it has been difficult to promote awareness amongst local companies and organisations. The groups below made us their charity of the year before lockdown and are still supporting us.

Thank you to:

- The ladies of Wharfedale Lodge, £340. We are delighted to be their charity of the year.
- All Together Now - charity of the year 2020/21, who raised £300
- Sainsburys Bingley - charity of the year 2019/20, who raised £982.56 through collection boxes and a book stall

RAFFLES

Our Christmas raffle and tombola



Our online Christmas raffle went really well raising £642.49.

1st Prize: Christmas hamper (donated by Robert Kennedy)

2nd prize: Designer leather hand/duffel bag (donated by Angie Drake)

3rd prize: Bottle of Champagne (donated by Karen Barron)

4th prize: Afternoon tea for two at a place local to you

Plus lots of runner up prizes

Our tombola ran alongside the raffle and raised a further £457.50

Our Easter raffle

Thanks to an anonymous donation of Easter goodies from Betty's we were able to arrange an Easter raffle. The draw was on 31st March 2021 with three lucky winners. The raffle raised £588.75



DONATION OF GOODS

A massive thank you to the following people for their donation of goods towards our raffles, stalls and services:

- Heidi Shepherd donation of superhero costumes for Saturday sessions
- Jill Lund donation of a large swimming pool (summer 2021 raffle), toys and chocolates
- Illingworth McNair, printer and ink.
- Charlotte Roscoe donation of items for a pamper evening at the youth club
- ASDA, Keighley donated Christmas presents for our Christmas Grotto



Birthday fundraisers

A number of people have donated money in lieu of presents for their birthday. Facebook gives people the opportunity to create fundraisers for their birthday. This year we received £762 via FB.

Thank you to:

- Wendy Uttley, £257
- Wendy Rhodes, £245
- Aaliyah, £160
- Charlotte Roscoe, £100
- Marieline Uttley, 80th birthday, £135

AND with www.DontSendMeACard.com you can send an e-card and again help raise funds for us. £63.09 raised this year in Lieu of Christmas cards.

COLLECTION TINS - AN EASY WAY TO RAISE CASH

This year we raised £549.65 from our collecting tins. This amount is 46% less than last year. However is it still an average of £50 per tin.

Many thanks to the following people and organisations for taking and filling our tins:

- Alison Bailey
- Our centre
- Holland & Barrett, Ilkley
- Holland & Barrett, Keighley
- Elena Keyamy
- Lucy Standing
- Mobility Solutions
- Alison Bailey
- Betty Dalglish
- Hasra Ali
- Main Street Café, Bingley



We have over 20 collecting tins waiting to be used. If you would like one please contact us. If each tin was filled once per year it would generate approx. £1500.

GIFT AID

Thank you to everyone who have Gift Aided their donations.

This year we have claimed £2306.77 from HMRC and £509.09 from Virgin Money.

If you are a UK tax payer any donations made to us can be Gift Aided. This means the government pays us an additional 25%, so if you donate £10 we actually get £12.50.

OUR PIN BADGES

Pin badges featuring our logo sell for £2 each. We haven't sold any badges this year!



100 CLUB

Our 100 Club now has 35 members and to date it has raised £441.

Anyone over 18 can take part and it costs £24 for the year - the more people who join, the bigger the prizes get!



ONLINE DONATIONS

Throughout the year we have aimed to focus on, and promote, a different online fundraising activity each month. These have been:

Our 100 Club, Amazon smile, raffles, birthday fundraisers and shopping fundraisers.

We now have a dedicated fundraising page on our website which provides details and our links to several fundraising organisations.



VIRGIN MONEY GIVING

Virgin Money Giving is used for online fundraising, for example sponsored events. It is easy to set up a page and collect sponsor money this way. You can also use the site for one off donations. Gift Aid from funds raised this way is easily allocated and really helps to boost funds. <https://uk.virginmoneygiving.com/donation-web/charity?charityId=1010463&donationAmount=5.00&>



EVERYCLICK, Give as you Live

We have an account with Everyclick, Give as you Live. If you shop online they will donate a small percentage of your payment to our charity, for example, Amazon will donate 1.5%. AT NO EXTRA COST TO YOU.

Visit www.giveasyoulive.com



This year we have raised £100 through Give as you Live

You shop. Amazon gives.

Amazon donates 0.5% to the charitable organisation of your choice. This year we have raised £45.35 Support us by shopping using:

<https://smile.amazon.co.uk/ch/1130994-0>

The logo for Amazon Smile, featuring the word 'smile' in a bold, lowercase, sans-serif font, followed by 'amazon' in its signature font with the arrow, and '.co.uk' in a smaller font.

You can now choose to donate a percentage of your sales to our charity. Just search for 'Down Syndrome Training & Support Service' and select the % amount you wish to donate. We also have an ebay charity 'shop' where we will be selling some items ourselves.



SOCIAL MEDIA

OUR BRAND NEW WEBSITE

www.downsyndromebradford.com

During the lockdown Wendy Uttley built a brand new website for our charity with pages detailing our training, resources, fundraising, etc. You can now order/download resources and book and pay for training direct from the site.



PUBLIC FACEBOOK PAGE

<https://www.facebook.com/DownsyndromeTSS/>
For more general and formal information.



CLOSED FACEBOOK GROUP

Our closed Facebook group provides information on day to day activities .
<https://www.facebook.com/groups/DSTSS/>

TWEET US AT

<https://twitter.com/DownsyndromeTSS>



INSTAGRAM

www.instagram.com/downsyndrometss/



CONTACT LESS PAYMENTS

We are now able to take payments for all of our services and resources using our contactless machine!



OUR POLICIES

We currently have the following policies in place:

Child protection policy (Officers Wendy Rhodes, Jenny Rowlands & Wendy Uttley)

Complaints policy

Confidentiality policy

Conflict of interest policy

Covid -19 policy

Data protection policy

Day trips policy

Disciplinary policy

Employing ex-offenders policy

Environmental policy

Equality and diversity policy

Fundraising Policy

Grievance policy

Health & safety policy

Key holders policy

Lost Child policy

Maternity policy

Parent Participation Policy

Personal evacuation plan policy

Recruitment policy

Reserves policy

Safeguarding policy

Social media policy, including e-safety

Touch policy

Training Policy

Volunteer policy

Vulnerable adults policy

Website policies: cookies, terms of service and privacy

Whistleblowing policy

THESE POLICIES ARE REVIEWED ANNUALLY

OUR DIRECTORS

We currently have six Directors on the Board of Trustees:

Foziah Khan

Lauren Drake

Julie Wood - re elected Oct 2020

Farzana Kauser - re elected Oct 2020

Heather Chattell

Robert Kennedy

Thank you to all our Directors for their time, commitment and support.

FIRST AIDERS

Wendy Uttley, Isabel Ashman, Wendy Rhodes, Heidi Shepherd, Jen Senior, Charlotte Roscoe, Karen Barron and Tanya Ingham.

GDPR

All of our data is governed by our Data Protection Policy and any personal information collected through our services and training is stored within these guidelines.

INSURANCE

Our public liability insurance, employers liability insurance and contents insurance is with Illingworth McNair, Markel UK Ltd.



OUR STAFF

Wendy Uttley is our Coordinator & Trainer, 37 hours per week. Wendy manages the group and develops and delivers training, early development groups, writes the monthly newsletter, provides home visits, manages projects, overviews funding bids and attends meetings to promote awareness of the Charity.



Wendy Uttley

Wendy Rhodes is our Family Support and Events Coordinator, 15 hours per week. Wendy arranges our early development groups and speech and language groups and any other events we undertake during the year including fundraising events. In addition Wendy provides vital support via telephone and home visits.



Wendy Rhodes

Louise Hobley is our Information Coordinator, 10 hours per week, term time only. Louise oversees the library, membership, learning support packs for families and attends meetings to represent the group, gathering and sharing information.



Louise Hobley

Isabel Ashman is our Early Years and Family Support Practitioner, 16 hours per week. Izzi delivers 6 of our early development groups, supports families and contributes to reports and discussion on education and development. She also helps in the delivery of our training courses Introduction to Down Syndrome and Signing.



Isabel Ashman

Kimberley Booth is our Office Assistant, 3.5 hours per week, Monday mornings, term time only. Kim helps with mailshots and making resources for our groups.



Kimberley Booth

Tanya Ingham is our new additional Early Years and Family Support Practitioner. She will be working one day each week and delivering two of our early development groups.



Tanya Ingham

Sam Murray, assistant youth worker, 4 hours per week



Sam Murray



Jennifer Senior is our Young People's Coordinator in the WisH Club, 4 hours per week on a Friday evening.

Jennifer Senior

Heidi Shepherd, is our Staff & Office Coordinator, 20 hours per week term time only. Heidi manages the smooth running of the centre, and works closely with Wendy Uttley to manage staff, training and services.



Heidi Shepherd



Karen Barron is our office administrator working 16 hours per week term time only.

Karen Barron

Nicola Booth is part of our 'I can work' project team. Nicola works to develop our work placements, provide support to the young people and manage the volunteer job coaches. She is on a zero hours contract.



Nicola Booth



Charlotte Roscoe is our Funding Coordinator and our Youth Club Coordinator. She submits funding bids and helps to organise fundraising events for our charity. She also works in our youth club on a Friday evening.

Charlotte Roscoe

Charlotte works 15 hours per week in her funding role and 4 hours every Friday with our young people.

In addition she works to support young people in our I Can Work project.

OUR VOLUNTEERS

A big thank you to our volunteers who have helped us with our administration, family activity sessions, WisH Club and our early development groups: Mary Brown, Jake Scott, Helena Watford, Juliet Brown and the numerous parents who help out at our events.

We appreciate opportunities to volunteer have been much reduced this last year and this has impacted on the number of active volunteers currently involved. As things continue to move back towards more normal delivery we will be seeking more volunteers.

We have a volunteer policy in place and all volunteers are recruited by interview and complete Safeguarding training and hold a DBS certificate.

BENEFICIARIES

Our number of family beneficiaries is currently 364 and we have 187 organisational beneficiaries, many of whom are schools.

All of our membership forms are now electronic and can be accessed via our website. These keep us up to date with contact details, child's school, permission to use photos of the child, Gift Aid and the option of receiving information and our monthly newsletter by email rather than by post. All forms are compliant with GDPR legislation.

NEWSLETTER

We continue to produce a monthly newsletter detailing our events, services and developments in the field of Down syndrome and relevant information from other services.

Electronic copies are emailed out and posted on our website and Facebook page.

It costs £15 per person each year to mail out our newsletter.



TRAINING COURSES

Over the last 16 years Wendy Uttley has developed and now delivers many different training courses in the specific learning needs of children with Down syndrome. During lockdown all training was broken into 'bite size' sessions and as it was delivered, via Zoom, it was recorded. Video recordings are now available to download from our website in:

- *Introduction to Down syndrome*
- *Teaching basic number skills to children with Down syndrome using the Numicon approach.*
- *Let's make it visual - using visual resources to develop the language, communication and literacy skills of children with Down syndrome,*
- *Reading, Language Intervention for children with Down syndrome*
- *Signing and children with Down syndrome*



WORKSHOPS

The remaining workshop style courses in toileting, sexuality relationships education, sleep and Down syndrome and autistic spectrum condition were not recorded due to the personal and confidential information shared in these sessions.

Such workshops have proved to be very well attended and supportive for parents who would otherwise have not been able to attend.

The course was on-line, so having fewer numbers attend was good - this allowed us the opportunity to ask questions and also for Wendy to include us all in discussions.

A 4 hour course divided into 4 x 1hr settings made it much more easier to attend the course - easier to fit into very busy lives!

The provision of handouts and further information also very helpful for future reference or further reading.

It has been useful having access to the recordings of the sessions, I can never remember everything so having the opportunity to review the sessions is most helpful.

Well organised, presented in a professional yet relaxed way. I liked the mix of presentation, discussions and handouts.

Course title	Number of times delivered Sept 2020 to July 2021	Number of Attendees/downloads
Introduction to Down syndrome - pre recorded plus delivered online and face to face in school settings	pre recorded 2xonline to schools 2x in school setting	89
Teaching basic number skills to children with Down syndrome using the Numicon approach. Beyond 10 time and money	1 x online recorded	34
Let's make it visual - using visual resources to help develop speech, language and communication skills in children with Down syndrome	1x online recorded	11
Signing and children with Down syndrome	Pre recorded	2
Reading Language Intervention	1 x online recorded	54
The inclusion of children with Down syndrome - expectations of behaviour	1 x online recorded	29
Sexuality relationships education course: ME, my body, my friends, my life	2 x online	33
Toileting workshop (3 weeks)	3 x online	26
Sleep workshop (3 weeks)	1 x online	7
Feeding workshop	1 x online	10
Transition to secondary school/transition to adulthood	1 x online	13
Down Syndrome and Autistic Spectrum Condition - new course	2 x online	13 + DSRF (331)
Assemblies/group awareness presentations	recorded	Downloaded 10 times
Consultations/observation	13	60
Totals		381 + DSRF (331)

It is difficult to draw comparisons between these figures and figures from previous years.

In previous years all of our attendees have been face to face through either training delivered at our centre or training delivered elsewhere; in schools, other support groups and at various conferences.

We do not know how many people have watched and benefitted from any training that has been downloaded the figures can only show how many people attended sessions online at the time of delivery.

Income from training is down by 42% compared to pre lockdown training.

The number of people in attendance has fallen by 60% compared to pre lockdown attendance however the percentage of parents benefitting has greatly increased.

Moving forward training will be delivered as a mixture of face to face and online.

I learned how to break down tasks and make them easier for young people and children with Down syndrome, all about their developmental stages how to communicate better with young people and children with Down syndrome.

Lots of advice, tips and encouragement - helped me to identify what I needed to change in my behaviour and expectations to enable my son to change his behaviours.

I really enjoyed the course, Wendy is so knowledgeable on the subject, and really engaging. She really broke down the different aspects to understanding young people and children with Down syndrome and their strengths and difficulties

Well delivered using presentation, and discussion. Wendy has a warm and friendly manner, and can speak from experience supported with evidence.

REACHING OUT TO STATUTORY SERVICES

SKILLS 4 BRADFORD WEBSITE PAGE

We now have our own web page on the Skills4Bradford training website. This site is used by Bradford Council to promote training across schools and early years.

Our page details who we are and our services, lists our training and resources and includes a detailed account of what Down syndrome is, the learning profile and ideas to promote development and inclusion. Please feel free to share our link:

[Down Syndrome Training & Support Service Ltd | Skills 4 Bradford](https://www.skills4bradford.co.uk/Services/5940)
(<https://www.skills4bradford.co.uk/Services/5940>)



SEND STRATEGY GROUP

Wendy Uttley continues to sit on the Special Educational Needs and Disability Strategy group which meets monthly in Bradford. Wendy attends as a parent and also strives to represent our charity and the needs of our families in discussions on education, health, transport, transition and social care.

LEEDS SCHOOL OF MEDICINE

We managed to support two groups of student doctors over the year, one during lockdown and other at our centre.

The lockdown session was conducted via Zoom with the group of students asking various questions around our service delivery, the children and young people with Down syndrome and their families and our impact.

The second group of 3 students spent a day at our centre observing one of our early development groups and helping us to prepare resources.

Both groups really valued the experience and were amazed at the support we provide, inspiring them to learn more and deepen their understanding of how important it is to provide holistic support for children and their families.

2021 Online Down Syndrome Research Forum (DSRF)

In March 2021 the DSRF, an international event, was held via zoom and attended by 331 delegates from 32 countries, with a mix of researchers, practitioners, Down syndrome organisations and parents.

We were delighted to be involved in this conference.

Izzi Ashman spoke about our online early intervention sessions and Wendy Uttley spoke on her experiences of children with a dual diagnosis of Down syndrome and autism detailing the training day we held on the subject in 2019 for speech therapists. A summary of the talks is available here:





[Programme - Online Down Syndrome Research Forum 2021 \(down-syndrome.org\)](https://www.down-syndrome.org/)


OUR OWN PUBLICATIONS AND RESOURCES



BUY RESOURCES

Over the years we have developed a range of books, programmes of activities and resources.
SPENDING MORE THAN £50? BUYING MORE THAN ONE MEMORY STICK?
DISCOUNTS AVAILABLE [CLICK HERE](#)

Books

			
RLI level 1 books (hard copy) £20.00	RLI level 2 books (hard copy) £20.00	DS and a pathway through education £2.00	Signs for SRE and Down syndrome £6.00



	
Teaching basic number skills £5.00	Let's sign and Down syndrome £7.00

IT'S ALL ON OUR WEBSITE

All of our resources can now be purchase by visiting our website. Many can be downloaded electronically or posted out as a hard copy or a memory stick of pdf resources.

In addition the majority of our training courses are now pre recorded and available to download as a resource:

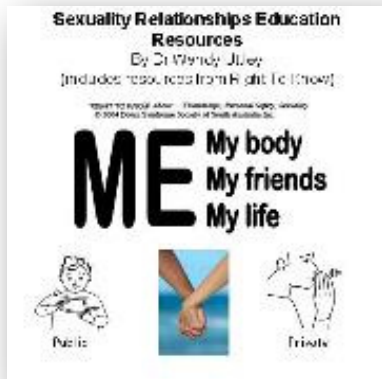
[Buy resources | Down Syndrome Training and Support Service Ltd \(downsyndromebradford.com\)](http://downsyndromebradford.com)

Since the website was produced (during lockdown) we have fulfilled 74 orders and generated £1498.

In total we have sold 63 sets of RLI reading books, 21 teaching basic number skills books, 6 signing books and 59 memory sticks of resources.

RESOURCES

Over the years we have put together five different sets of resources and programmes to support our training courses. All resources are in pdf format and loaded onto memory sticks or can be downloaded direct from our website. Cost £10.



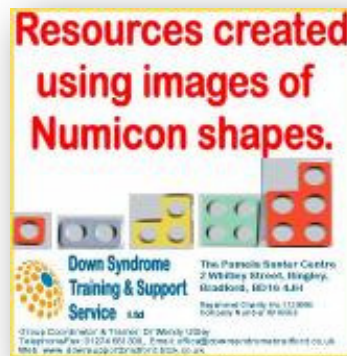
ME - my body, my friends, my life

Resources and activities to support the teaching of sexuality relationships education



Language resources

A wealth of resources to accompany the course 'Let's make it visual'



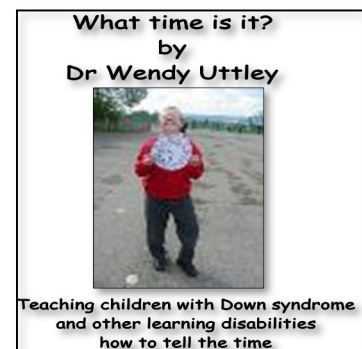
Numicon resources

A wealth of resources to accompany the course 'Teaching basic number skills using the Numicon approach'



Teaching Money Skills

150 finely graded activities and resources to help teach children with Down syndrome and other learning disabilities all about money



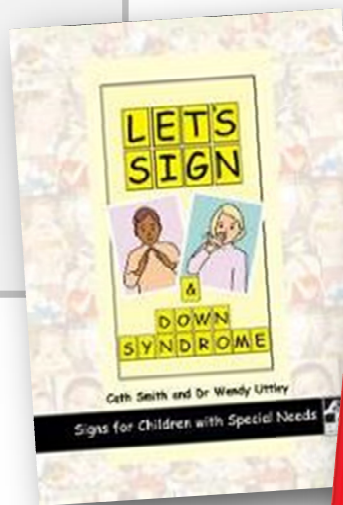
What time is it?

A detailed programme plus all resources to help teach children with Down syndrome and other learning disabilities how to tell the time

SIGNING BOOK

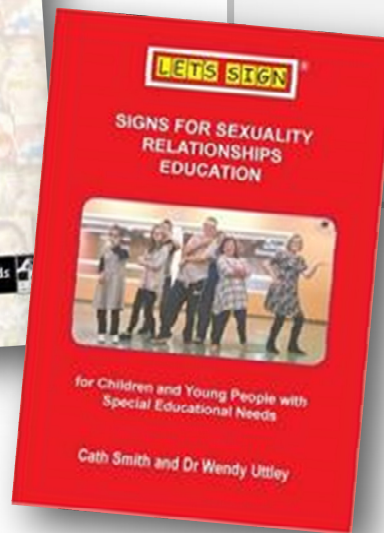
Let's Sign and Down Syndrome written by Cath Smith and Wendy Uttley, (£7).

The book, which accompanies our signing course,



Signs for Sexuality Relationships Education for young people with SEN written by Wendy Uttley and Cath Smith, (£6).

This book was produced to accompany our Sexuality relationships education course.



LIBRARY OF BOOKS AND RESOURCES

Our library is managed by Louise Hobley and contains a wealth of information and resources on many areas.

A booklet detailing the contents of the library is available to download from our website.

It contains books, information and resources on:


- Education and inclusion
- Speech & language development
- Signing
- Early development
- Sexuality relationships education
- Children's books featuring children with Down syndrome
- Health and medical issues
- Maths and number skills
- Family experiences
- Literacy and reading
- Benefits

DOWN SYNDROME LEARNING SUPPORT PACKS


During 2020/2021 we put together 6 Down Syndrome Learning Support packs for new families. The packs are like a mini library, they contain a wealth of information on the specific learning needs of children with Down syndrome and how to address that need and are welcomed not only by parents and schools but also various health professionals involved with the family. They are long term in that the information contained in them is relevant for many years, in particular the first 5 years of life.

Each pack contains See & Learn resources produced by Down Syndrome Education International, a home Numicon kit, our publications 'Signing and Down Syndrome', 'Teaching Basic Number Skills' and 'Down Syndrome and a Pathway Through Education'. The packs are to be used at home and in school.

Funded by the Albert Hunt Trust, The Ark Charity shop and Homes for Later Living (via Philip Davies).



Cost £250
each



Cost £10
each

OUR NEW PARENT PACK

The pack is aimed at new parents, or parents-to-be, and contains information on local and national support and a booklet comprised of pictures and lovingly written accounts of some of our members children.

This last year 35 packs have been distributed to St. Luke's Hospital, Airedale General Hospital, Bradford Royal Infirmary, Leeds General Infirmary and Wortly Beck Health Centre.

The packs are a vital support for new parents. When families make contact with the group we offer, whenever possible, a home visit followed by an invitation to attend the second hour of our youngest early development group when we chat, get to know each other and do some singing and signing.

Funded by Hudson Charitable Trust

PARENTS INFORMATION BOOKLET

Our information booklet detailing activities, support, benefits, education and health is continuously updated and available to all families and organisations. It brings together a wealth of information that we, as parents, have found to be of use over the years. Copies available to download free from our website.

SPEECH & LANGUAGE GROUP SESSIONS

Our speech & language group sessions and oral motor/feeding sessions are funded by the Peoples Postcode Trust until July 2021.

We are currently seeking further funding for these sessions.

During the summer of 2020 Ellie Coleman left her role after a wonderful 4 years with us. Classes were then divided between Lauren Drake and our newly qualified therapist Jessica Foley. Helena Watford, our student therapist continued to join in the online group sessions.



FUNDED BY PEOPLE'S POSTCODE LOTTERY

Supported by players of



Awarded funds from



Cost £1000 each month

We have a dedicated page for our Speech & Language group session on our website where you can also watch video clips of the groups in practice. [Speech & language | Down Syndrome Training and Support Service Ltd](#) (downsyndromebradford.com)

SPECIALIST FEEDING AND ORAL MOTOR SKILLS SUPPORT SESSIONS

Half termly sessions specifically for children who have difficulty feeding/poor oral motor skills are delivered by Jo Gallagher, Highly Specialist Speech and Language Therapist from Leeds and Verena Winchcombe, Paediatric Dietitian from Bradford. Parents book in advance and bring along their children so that their eating/oral motor skills can be assessed and exercises given to help improve skills. During lockdown Jo has provided online one to one consultations.

Over the year 15 children have been seen by this service.

Over the year 41 children and their parents have benefitted from these sessions.

Session were evaluated using an online feedback form and a report compiled. Some comments are included on the next page.

The full report can be downloaded from: <https://eu.jotform.com/report/21147155921204728>



18 respondents reported improvements as follows:

- language skills 94%
- sentence utterance 80%
- speech speed 83%
- use of grammar 33%
- increased vocabulary 86%
- clarity of speech 79%
- communication with family 81%
- interaction and social skills 88%
- friendships & appropriate greetings 76%

87% of parents said they had also benefitted as a result of the sessions.

She is very helpful and friendly person for adults and children. I think the group feels very comfortable during the session and children enjoy talking a lot and sharing their thoughts.

RE ZOOM:

They work very well and Lauren is fantastic at moving between Zoom children and real life children. Excellent job as I know it's tricky. (The majority of respondents said that they did not feel that their child's speech had regressed during lockdown)

It's been tough through the pandemic as my child will only engage for a short time over zoom. However the face to face sessions are great. My child's concentration and speech have improved so much since attending these sessions.

More willing/confident to try speaking in sentences.

I always find the sessions reignite my determination to try improve my sons speech. Each month I leave with new ideas and game ideas.

He has started making more friends at school and can remember and say their names. He can communicate his feelings better which means we have less melt downs.

We have tried the zoom sessions a couple of times and he just doesn't engage like he does with the face to face sessions.

The sessions are engaging and relevant

SPEECH AND LANGUAGE NETWORK NORTH *FOR SPEECH AND LANGUAGE THERAPISTS ACROSS THE NORTH OF ENGLAND*

Every year from 2015 to 2019 we have planned and delivered a network and training day for speech & language therapists across the North of England.

Unfortunately this day was cancelled in 2020 and though we organised an online gathering for 2021 it had poor uptake and so was postponed. We are currently reviewing this provision and considering opening up the training as a conference aimed at families and professionals. We have not delivered such a conference since 2014.

Our long term aim is to improve speech and language provision for people with Down syndrome in the North of England.

OCCUPATIONAL THERAPY

In April 2021 Rebekah and Kirsty, two final year occupational therapy students from Huddersfield University, observed and took part in, some of our early development group sessions.

We really enjoyed having their input; it was a wonderful opportunity for us to gain some practical input for our children, in particular the children with additional sensory and motor skill needs.

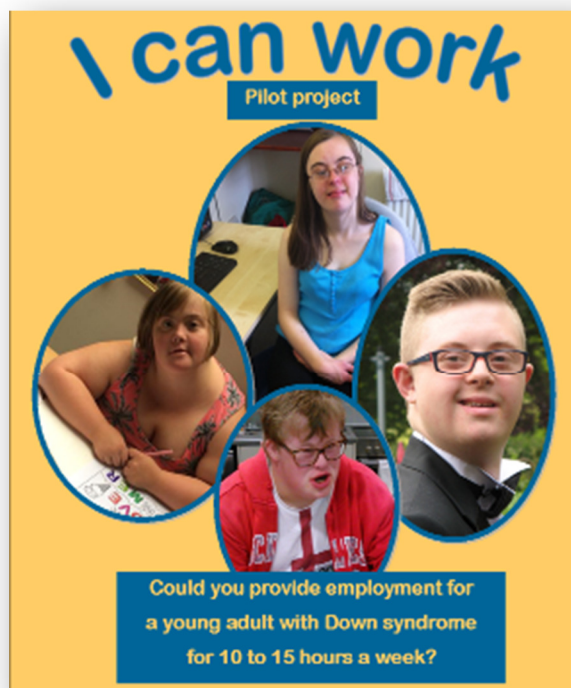
As a result they produced a resource pack for parents; this is now in our library.

Following these sessions we were successful in asking the National Lottery for additional funding to 'buy in' an occupational therapist for our families. We are currently in the process of recruiting.



I CAN WORK PROJECT

In April 2020 this project ground to a halt as the country went into lockdown. We are just in the process of relaunching it with plans to run work related sessions at our centre. Funding has been successful from The Jill Franklin Trust and Bradford Wellbeing Grants.



ONE TO ONE COUNSELLING SESSIONS

Our counselling one to one sessions have been very much needed this year. Many thanks to Tara Fox for her continued commitment.

Sessions have been funded by CAF, Edward Gostling Foundation and Sovereign Health Care. Each parent has received 6 weeks of one to one support and nine parents have benefitted.

Cost per 6
week
course £300

EARLY DEVELOPMENT GROUPS

Delivering vital intervention for babies and young children with Down syndrome and vital support to their parents since 2005

Throughout the year ten groups have been running; eight fortnightly and two monthly. In addition we have been delivering two, one to one sessions for children who need specialist input, and a fortnightly online intervention session for the Lancashire Down Syndrome Group. In total 45 children have benefitted from these sessions.

We had some lovely feedback from these sessions; see the comments on the next page. The full report is available to download here:

<https://eu.jotform.com/report/21115248736305026>



2008



2011



2021

As part of our World Down Syndrome Day we celebrated our Early Development Groups over the years, showing video clips from groups old and new.

OVERVIEW OF OUR EARLY DEVELOPMENT SESSIONS

The intervention is over 5 years and follows a programme written and developed by Wendy Uttley and delivered by herself and Isabel Ashman.

All early development group sessions are two hours long and focus on early communication, language, speech sounds, interaction, number, reading, social, fine and gross motor skills delivered through short fun activities.

Sessions can be quite intense at times but the focus is always to ensure the child enjoys the session and parents feel confident to continue input at home.

Professionals attend either in support of the children or to observe our best practice.

The children in the groups never cease to amaze us with their achievements and it is extremely rewarding to be part of their development.

Reports for children are provided towards their assessment for an Education Health Care Plan, a DLA application and also when the children leave year 4 of the intervention and enter full time school.

ONE to ONE ASSESSMENTS

One to one sessions are used to support children who need more specific input. In addition, for a fee, we now undertake an assessment and produce a written report should a school or parent request one. This year we have provided 18 children with specific one to one sessions.

ONLINE VIA ZOOM



Throughout the lockdown months we continued to support all of the children and parents involved in these sessions.

Our delivery was as flexible as possible offering a mixture of online and face to face delivery shared between Izzi Ashman and Wendy Uttley.

A code of conduct was put in place for delivery at the centre to ensure everybody's safety.

Groups were reduced to one hour and limited to 2 to 3 children whether online or at the centre. Some children coped better than others with online delivery.

FEEDBACK

An online evaluation gave us 100% positive feedback from 15 families. With all families reporting that their child was making progress because of the sessions.

What developments have you seen?

- *Good eye tracking, sitting up, starting to roll over, making sounds, improving grasp & passing objects from hand to hand.*
- *Understanding, social skills, basic literacy and numeracy, speech, independence.*
- *Improved confidence with numbers and sounds, improved behaviour/ following instruction.*
- *Improving speech. Good use of sign. Awareness and recognition of numbers through Numicon. Simple word recognition*
- *He can make all the different phonic sounds, can count most of the numbers 1-10, enjoys lots of 'blowing' activities and understands a lot of 'action' words. He enjoys doing the actions to lots of counting songs and is definitely becoming more vocal as a result of all of these activities.*
- *Probably too many to mention or remember! Counting, letters, sounds/pronunciation. Concentration and listening. Various milestones have been met, some which I didn't even realise needed to be met!*
- *He has made huge progress since attending these groups he can post items in boxes he can recognise my picture and differentiate it to other pictures. He can focus on tasks listen and make many of the sounds he has been taught. He is developing fine motor skills and is able to use his fingers to eat. He can anticipate tasks and is learning so much.*
- *Her number skills have improved. Her speech has improved and also her confidence has grown enormously.*



100% of parents said they felt encouraged and more confident to support their child's learning as a result of attending the sessions.

Comments on this included:

- *I would be completely lost without these sessions they have been integral to my understanding of Down syndrome and everyone has been fully supportive*
- *I am provided with brilliant advice and activities for how to support my child's development.*
- *The staff have been an absolute god send! I don't know where my daughter would be in terms of learning, if I didn't have the centre's support. I am so grateful to have access to this amazing resource!!! Thank you!*
- *The development groups provide a great support in terms of my child's learning but also an opportunity to chat to other like minded parents about the challenges we face.*
- *The support to us as parents is so valuable. And the guidance and advice going forwards with starting school and offers of training for staff there too.*
- *This year has seen so many services stop but the support from DSTSS has continued either online or in person and we are so grateful for this.*
- *I have learnt so much and also been reassured/given confidence in what I am doing with her. Listening and concentration skills are difficult to assess at present due to her age. I feel completely supported and know that there are people who are experts that will always give me advice.*
- *I think the intervention as well as the confidence the groups have given me have been an invaluable start for my son. I wouldn't have known where to start and the fact it is a well planned out route of learning and development to help children with Down syndrome makes me confident that my son is learning and developing well and to his best potential. I also feel more confident that I am covering what I need to be in a way he understands and will respond best to.*
- *This organisation has supported me and helped me with many problems questions or issues I may have had ever since I have been coming here and this has truly been invaluable to me.*
- *I am given ideas to help with his learning to continue at home and he has started to ask to do his numbers for example.*
- *His nursery have noted his confidence to communicate with them through signing and his sounds have improved.*

FACEBOOK We now have a secret Facebook Group: <https://www.facebook.com/groups/earlydevelopmentgroups/>

DOWN SYNDROME LEARNING SUPPORT PACKS

All children new to the groups are provided with learning support packs containing a Numicon kit, the first two See & Learn kits, our Signing book and Pathway to Education book and a magic bag. These were funded by Albert Hunt Trust.



YOUR COMMENTS ON THE SESSIONS

- *My child is clearly developing better after coming here. As a parent it has given me the confidence to meet his needs and to give him everything he may need and this realisation has taken a huge burden off my shoulders and I feel relieved I have found a place which helps me with this.*
- *I love the sessions and can see a huge benefit to my son. We are able to continue development/ learning at home and he enjoys coming to the face to face sessions.*
- *I feel proud of his development and it's purely down to the group giving me confidence and support and reassurance he is doing well and what he should be doing.*
- *Without the centres continuing support, I don't believe we would be where we are today, they have been a great support to the parents, who have been trying to navigate these strange times we are living in, with zero of the usual NHS support & services, it feels like the centre has been the only service to continue offering a support & service for our children, no matter the status with covid.*
- *The sessions are fantastic at showing us how best to teach our children and are great at getting their attention which is something we can struggle with at times. I feel very well supported during the sessions and even when it isn't time for a session there is always somebody available to help or provide advice if needed.*
- *They are absolutely fabulous. My daughter has gained confidence in herself, as well as, improved cognition and speech.*

AND COMMENTS ON OUR ZOOM SESSIONS

- *Initially zoom was great and our little boy engaged surprisingly well with it. However over the last few months it has got really difficult and turned into a real battle to get him to watch and join in. (But he is the same with family zoom calls too now.)*
- *We much prefer face to face. These have been one to one sessions as others from our group have not been there but have been brilliant and given us all a boost.*



Funded by the National Lottery until 2024

OUR YOUTH CLUB

WISH CLUB

Cost £700
per month.

Our Youth Club, the WisH Club (short for Weekend is Here), is delivered by Charlotte Roscoe, Youth Club Coordinator, Jennifer Senior, Young Peoples Coordinator and Sam Murray Youth Club Assistant.

Thank you to all of the volunteers who have been involved: Maxine and Nigel Sanderson, Sheena Shackleton, David and Heather Chattel and Juliet Brown.

The WisH Club moved from live with limited numbers to online via Zoom and back several times over the year. Thank you to everybody for helping to keep these sessions successfully afloat.



ACTIVITIES

We've had zoom discos, zoom movie nights, quizzes, online games, scavenger hunts, online guitar sessions, Halloween superheros, PJ party, magic night, Bonfire night...

As lockdown eased activities were back at the centre and included nights themed around Street Ninjas, Star Wars, pamper night, various cooking/prep nights—pizza bagels and smoothies. More recently the focus has been on healthy minds and bodies.





Sam's Easy Exercise class has now been incorporated into the WisH Club, which starts the evening with some cool moves helping to get everyone a little more active.

FACEBOOK
 The WisH Club Facebook group:
<https://www.facebook.com/groups/wishclubyouth/>
 The group is secret and there are some amazing photos shared every Friday evening.

The club normally runs every Friday, 6 to 8pm for young people aged 11 to 13 years and 6pm to 10pm for teenagers upwards. During lockdown sessions have been reduced to 2 hours, 7 til 9pm. SUBS £2 per week.



Football in the car park in support of England in the Euros

The club is full of equipment: HiFi, pool table, X box, TV, DVD player, karaoke, football table, chill out area with bean bags and comfy couches, air hockey table and large Connect 4 and the tuck shop aims to help the young people develop time and money skills.

All members have a personal emergency evacuation plan (PEEP) in place and a care plan in place should they require support with personal care. We are also working on personal targets for the young people across self care skills, friendship skills and appropriate social behaviours. The setting is an ideal place to work on these skills as it is a safe and supportive environment.

Funding from the Magdalen Hospital Trust, David Solomon Trust, Genetics Disorder UK and Bradford Youth Fund plus some funds from our reserves has paid for these sessions. We are currently seeking further funding for the WisH Club.

DANCE CLASSES



Dance21 has continued to run Mondays weekly with Lauren Green, Lauren Gledhill and Heather (in France!) online via Zoom. Attendance has been good, averaging 8 young adults each week. Classes were for young people aged 11+. Recently we have changed the age range of this group to 16+ and we are seeking a new venue and new dance teacher. Sessions were funded from reserves and are now funded by Locala Community Fund.



From April 2021 Twirly21s were dancing live every Saturday with Claire King at Footsteps Theatre School. Over lockdown weekly sessions were delivered every Saturday online via Zoom and an amazing video was compiled by Claire for our online World Down Syndrome Day celebrations in March 2021. Check out the video on our website: [Support activities | Down Syndrome Training and Support Service Ltd \(downsyndromebradford.com\)](https://www.downsyndromebradford.com)

Classes are for 5 to 11 year olds.

Over the year session have been funded from our reserves, Scurrah Wainwright and Locala Community Fund.

TEEN21

In May 2021 we launched a new dance group for young people aged 11 to 16, calling it Teen21. Classes are delivered every Saturday at Footsteps Theatre School with Claire King and are averaging 8 attendees each week. These classes are funded by Locala Community Fund. We have yet to produce a logo for this group.

FAMILY ACTIVITIES

MONTHLY FAMILY SATURDAY SESSIONS

These sessions continue to be funded by Morrisons Foundation; however meetings have been few and far between over the last year.

In June and July 2020 we organised online family sessions via Zoom; providing breakout rooms so that parents could either chat as a small group or to a member of our team. Scavenger hunts and magic bag also featured to keep the young ones entertained.

In August 2020 we held a picnic in the park. This was funded by the Bradford Council Covid Summer Grant Programme. The session was split into two with families invited to picnic at either 11am or 1pm. The funding paid for a buffet which was provided by the Half Moon Café in Robert's Park, Saltaire. We also hired a Portaloos at a cost of £615! Everyone really enjoyed being outside together and seeing each other and the weather was amazing...too hot...in fact! Thank you to everyone involved for making this day such a success.



In September 2020 we planned a picnic in the park but due to the weather this was poorly attended.

In October 2020 we held our usual annual general meeting via Zoom and inviting families along. This was really well attended.



In November 2020 we planned another online coffee/chat morning with the aim of delivering an online craft session. This was poorly attended.



In December 2020 we opened our Christmas Grotto with tables full of gifts, a tombola and a raffle. The week before Christmas families were able to book a 20 minute session with Father Christmas (with thanks to Izzi Ashman and Sam Murray). Presents were donated by Robert Kennedy and Asda Keighley and raffle prizes were donated by Angie Drake, Robert Kennedy and Karen Barron. We had an amazing turn out of families; it was lovely to see everyone's smiling faces - face to face!



January and February 2021 we delivered online support sessions via Zoom, again these were poorly attended. Then in March we celebrated World Down Syndrome Day in super online style. See next page.

WORLD DOWN SYNDROME DAY



Throughout March 2021 we celebrated World Down Syndrome day; 21st March, and our 21st anniversary. We encouraged families to raise £21 by doing 21 things with the aim of raising £2100. You came up with some great challenges and we easily surpassed our target. See our funding report page 10 for details.

21 families joined in the online celebrations.



World Down Syndrome Day

We asked families to send in a short video clip demonstrating their child's achievements this was compiled into a wonderful 'mash up' video by Robin Kneebone. The video now features on the home page of our website. In addition we made video clips to highlight our services; Dance21, Twirly21s, speech & language sessions, Sibz zone, ESEE Exercise, WisH Club and Early Development Groups. Many of these can now be viewed via the support activities page of our website.

[Support activities | Down Syndrome Training and Support Service Ltd \(downsyndromebradford.com\)](http://downsyndromebradford.com)



SUPPORT FOR SIBLINGS - SIBZ ZONE



During lockdown our Sibz Zone continued to be delivered monthly online with Elanor Murray. As the lockdown eased the group continued to be online. Sessions have been small but very enjoyable and a video highlighting the sessions can be viewed on our website.

FEEDBACK FROM SIBLINGS:

"I like sibzone because we play really good games and I like doing the crafts"

"I like having more friends and having a thing that's for me. But I would like to see them in real life."

FEEDBACK FROM PARENTS:

'it is really important that he has a place where he can be honest about his feelings around his brother and have friends who are in the same position who "get it"!

ELLIOT & SAM'S EASY EXERCISE

These classes took place online via Zoom for many weeks and then as lockdown eased they became part of our WisH Club.

Classes are now delivered at the start of our youth club session on a

Friday and also broadcast via Zoom so that non attendees can join in. Everybody loves these sessions. Thank you Sam and Elliot.



AIMS FOR 2021/22

- ♦ Raise £70 000 so that we are secure for 2022
- ♦ Hold a family celebration in March 2022
- ♦ Hold a speech & language conference
- ♦ Move forward with our I Can Work project

The sessions are fantastic at showing us how best to teach our children and are great at getting their attention which is something we can struggle with at times. I feel very well supported during the sessions and even when it isn't time for a session there is always somebody available to help or provide advice if needed.

This organisation has supported me and helped me with many problems questions or issues I may have had ever since I have been coming here and this has truly been invaluable to me.

This year has seen so many services stop but the support from DSTSS has continued either online or in person and we are so grateful for this.

Down Syndrome Training and Support Service Limited

Charity number 1130994

A company limited by guarantee number 06915555

Annual Report and Financial Statements for the year ended 31 May 2021



West Yorkshire Community Accounting Service

Down Syndrome Training and Support Service Limited

Annual Report and Financial Statements for the year ended 31 May 2021

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Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 16

Prepared by West Yorkshire Community Accounting Service

Down Syndrome Training and Support Service Limited

Trustees' report for the year ended 31 May 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name

Julie Wood
Farzana Kauser
Heather Chattell
Lauren Drake
Foziah Khan
Robert Kennedy

Charity number 1130994 Registered in England and Wales

Company number 06915555 Registered in England and Wales

Registered and principal address

The Pamela Sunter Centre
2 Whitley Street
Bingley
West Yorkshire
BD16 4JH

Bankers

HSBC Bank plc
47 Market Street
Bradford
BD1 1LW

Charity Bank Limited
Fosse House
182 High Street
Tonbridge
Kent TN9 1BE

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 26 May 2009. It is governed by a memorandum and articles of association, as amended on 26 November 2019. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2021

Objectives and activities

The charity's objects

- (1) To assist in the care of children with Down syndrome by the provision of support, advice and training to those who are responsible for their care and to health educational specialists, with the aim of improving the health and education of children with Down syndrome.
- (2) To provide support, training and relief to families who care for children with Down syndrome.
- (3) To promote awareness of Down syndrome in the area.
- (4) To organise regular sessions open to all families of children with Down syndrome and other events such as summer trips, evening event, etc.
- (5) To develop a library of informative and educational items, including producing newsletters, booklets, posters, etc.
- (6) To recruit voluntary workers.
- (7) To liaise with health and educational professionals.
- (8) To train parents and helpers through courses and conferences for the benefit of the entire group as well as individual families.
- (9) To advertise the Charity.
- (10) To provide social, and skills for life, opportunities for young adults with Down syndrome.

The charity's main activities

The charity's main activities are to provide training and support for parents and professionals living and working alongside children and young people who have Down syndrome. Training in the specific learning needs of people with Down syndrome include speech and language sessions and early development group sessions. Home visits, library of information and resources and monthly newsletters are provided. Activities include Saturday sessions, dance and youth club and Summer trips. We are very grateful to the institutions who have provided funding for our many ongoing projects to benefit the lives of people with Down syndrome.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit. All our activities focus on furthering our charitable purposes to enable children and young people and adults to live full and rewarding lives.

Achievements and performance

We are really proud of what we have achieved during our last financial year. Throughout lockdown we have striven to do our best to be there for the families who need us. Our telephone, email, texting and messaging support has never ceased and our online services have increased. We have risen to the challenge writing and developing our new website.

Our training courses, early development groups, speech & language groups, dance classes, youth club, exercise class, sibling support group and family Saturday sessions continued delivery online via Zoom. The ongoing challenge to ensure we were doing our best to support attendees and provide a worthwhile experience has helped us all to grow, and though our staff have had to work from home, we have all pulled together to make it work.

Our online speech and language group sessions have benefitted 41 children and young people and feedback gathered from parents who reported 94% of children/young people had improved in their language skills as a result of the sessions.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2021

Achievements and performance (continued)

Counselling has been in high demand and we have been very successful in gaining funding to maintain and extend this.

Our early development groups have benefitted 45 children through a mixture of face to face and online sessions and feedback reported a 100% positive impact of the sessions.

Demand for our new parent packs has been high this year, 35 have been sent to local hospitals and we have put together 6 Down Syndrome Learning Support Packs for children new to our intervention groups.

Our youth club, the WisH Club, has benefitted 10 young people and our dance sessions have been attended overall by about 22 children and young people. Other family sessions have reached out online to help celebrate world Down syndrome day, support siblings and on two occasions meet directly for a large socially distanced picnic in a local park in August 2020 and a socially distanced Christmas grotto in December 2020.

A massive thank you is on order for all of our team in these wonderful achievements. Well done.

For many years we have intended to record our training courses to enable those unable to attend to benefit. The lockdown provided the incentive, bringing this to fruition. In addition our workshops (sleep & toileting) have seen attendance from across England bringing vital support to successfully help parents modify their child's behaviours. Moving forward a mixture of direct and online delivery will become the new normal.

Income from our training courses is down by about 42% and attendance down by about 60% on previous years. However this does not take into consideration the number of people who may have watched our training videos once downloaded, so numbers benefitting from training may be more. There has certainly been a higher percentage of parents accessing training.

Our early development groups gained international recognition through the Down Syndrome Research Forum with Isabel Ashman speaking to an online audience of over 300 about our intervention groups; which now include an online group in Lancashire.

From March 2021 our early development groups gradually moved back to direct input; we were very keen to directly support our youngest children and their parents at this vital time in their lives. Steadily our WisH Club, speech & language groups and Twirly21s dance group followed suit. For various reasons, in addition to the pandemic, we have yet to bring our I Can Work project, dance21, Sibz Zone and family Saturday sessions back to direct delivery; we are working on it.

This is the first year since 2017 that our income has exceeded our expenditure. This is due to receiving large funding grants from the National Lottery and the People's Postcode Lottery. Our expenditure has remained stable for the last three years.

Our aims for 2020/21 were to raise £70 000, celebrate our 21st anniversary in style and maintain our services. I am delighted that we have achieved all three, raising enough funding to maintain and extend our services and holding a wonderful online celebration in March 2021 which featured videos highlighting our children's achievements and our services. This can now be viewed on our new website.

Well done and thank you to everyone involved in our amazing charity,

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2021

Financial review

The net income for the year was £12,179, including net expenditure of £4,193 on unrestricted funds and net income of £16,372 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £102,691, including £20,000 designated funds as detailed in Note 4 of the accounts.

The trustees have adopted a formal reserves policy which is reviewed annually.

We have set a budget for our next financial next year and continuously monitor all of our projects against funding already secure/funding bids and expenditure. We employ a funding coordinator.

We do not have any concerns about the financial situation over the next 12 months and believe the charity can be treated as a going concern.

We have also reviewed the financial impact of Covid19 and we again have no concerns that will impact on our organisation's ability to continue to deliver its service.

We rely on funders, fundraising and our members for funds to continue our services. The lead time from applying for funding to receiving funds is a minimum of 6 months and can be up to 12 months. To reduce the impact on services and staffing, the Board have agreed that it would be prudent to retain free reserves totalling between 9 and 12 months of running costs. This sets the limit for 2021/22, based on budgeted expenditure, to a lower limit of £117,750 and an upper limit of £157,000

In the event of reserves dipping below the lower limit (£117,750), DST&SS will aim to restore the reserves by at least 25% each year meaning that over a four year period this was restored to full level. This could be achieved by increased fund raising, increasing earned income or reducing expenditure. At 31 May 2021, our free reserves were just below 8 months of budgeted running costs, and the trustees will endeavour to seek further funding to increase free reserves accordingly.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2021

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 28/09/2021

Robert Kennedy (Trustee)

Down Syndrome Training and Support Service Limited

Independent examiner's report to the trustees of Down Syndrome Training and Support Service Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2021, which are set out on pages 8 to 16.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Rhys North ACA

29/09/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Down Syndrome Training and Support Service Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Donations, fundraising and legacies	(2)	36,480	-	36,480	33,430
Grants	(2)	6,817	91,783	98,600	74,722
Sales and fees		11,547	-	11,547	13,042
Gift Aid		2,307	-	2,307	1,582
Memberships		272	-	272	545
Other income		563	-	563	1,725
Bank interest		1,229	-	1,229	1,278
Total income		<u>59,215</u>	<u>91,783</u>	<u>150,998</u>	<u>126,324</u>
Expenditure on:					
Salaries and NIC	(3)	38,990	53,574	92,564	102,881
Payroll charges		492	482	974	1,400
Staff travel and subsistence		26	-	26	5
Training and conference costs		576	1,705	2,281	2,390
Volunteer expenses		53	28	81	8
Rent and rates		3,503	1,715	5,218	6,306
Utilities		550	1,981	2,531	3,055
Other premises costs		370	409	779	2,069
Office running costs		6,871	2,587	9,458	3,671
Printing and stationery		665	147	812	1,170
Postage and delivery		746	1,013	1,759	2,030
Internet and phone		530	1,913	2,443	2,423
Subscriptions and licences		2,463	226	2,689	1,618
Materials and resources		356	1,617	1,973	1,815
Events and activities		2,540	9,018	11,558	14,878
Insurance		2,143	232	2,375	1,957
Professional fees		-	13	13	1,658
Independent examination		816	84	900	900
DBS checks		21	314	335	130
Other expenses		50	-	50	19
Total expenditure		<u>61,761</u>	<u>77,058</u>	<u>138,819</u>	<u>150,383</u>
Net income / (expenditure)		<u>(2,546)</u>	<u>14,725</u>	<u>12,179</u>	<u>(24,059)</u>
Transfers between funds		<u>(1,647)</u>	<u>1,647</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(4,193)</u>	<u>16,372</u>	<u>12,179</u>	<u>(24,059)</u>
Fund balances brought forward		<u>106,884</u>	<u>27,359</u>	<u>134,243</u>	<u>158,302</u>
Fund balances carried forward	(4)	<u>102,691</u>	<u>43,731</u>	<u>146,422</u>	<u>134,243</u>

All incoming resources and resources expended derive from continuing activities.

Down Syndrome Training and Support Service Limited

Balance sheet

as at 31 May 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) -	-	-	-
Total fixed assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current assets				
Debtors and prepayments	(6) 1,970	548	2,518	524
Cash at bank and in hand	(7) 104,957	41,536	146,493	136,941
Total current assets	<u>106,927</u>	<u>42,084</u>	<u>149,011</u>	<u>137,465</u>
Current liabilities:				
amounts falling due within one year				
Accruals	2,589	-	2,589	3,222
Total current liabilities	<u>2,589</u>	<u>-</u>	<u>2,589</u>	<u>3,222</u>
Net current assets / (liabilities)	<u>104,338</u>	<u>42,084</u>	<u>146,422</u>	<u>134,243</u>
Total assets less current liabilities	<u>104,338</u>	<u>42,084</u>	<u>146,422</u>	<u>134,243</u>
Net assets	<u>104,338</u>	<u>42,084</u>	<u>146,422</u>	<u>134,243</u>
Funds				
Unrestricted funds:				
General unrestricted funds	82,691	-	82,691	86,884
Designated funds	20,000	-	20,000	20,000
Total unrestricted funds	<u>102,691</u>	<u>-</u>	<u>102,691</u>	<u>106,884</u>
Restricted funds	-	43,731	43,731	27,359
Total funds	<u>102,691</u>	<u>43,731</u>	<u>146,422</u>	<u>134,243</u>

For the year ending 31 May 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 28/09/2021

Robert Kennedy (Trustee)

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2021

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 3 years

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2021

1 Accounting policies (continued)

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2021

2 Grants and donations	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
National Lottery Community Fund	-	53,135	53,135	24,912
HMRC Job Retention Scheme	-	6,223	6,223	2,655
GHMCC - Ark Charity shop	-	400	400	200
CAF Bank covid funding	3,400	-	3,400	-
City of Bradford MDC	-	832	832	-
David Solomon Charitable Trust	-	1,000	1,000	-
Genetic Disorder UK	3,417	-	3,417	-
Leeds Community Foundation	-	5,000	5,000	-
Locality Community Fund	-	2,800	2,800	-
Postcode Lottery	-	17,393	17,393	-
Sovereign Healthcare	-	3,000	3,000	-
Bingley Town Council	-	2,000	2,000	-
Bingley Educational Trust	-	-	-	2,000
Henry Smith Foundation	-	-	-	7,300
Bradford VCS Alliance	-	-	-	1,200
D'Oyly Carte Charitable Trust	-	-	-	3,000
Thomas Cook Childrens Charity	-	-	-	915
Groundwork	-	-	-	4,000
Bailey Thomas	-	-	-	10,000
Magdalen Hospital Trust	-	-	-	2,000
Edward Gostling Foundation	-	-	-	1,440
The Albert Hunt Trust	-	-	-	2,000
The Morrisons Foundation	-	-	-	1,900
Jill Franklin Trust	-	-	-	1,000
Garfield Weston 2020	-	-	-	7,500
Sylvia Adams:COVID-19	-	-	-	2,000
Percy Bilton Charity	-	-	-	200
Samuel Sunderland Charities	-	-	-	500
Donations and fundraising	36,480	-	36,480	33,430
	<u>43,297</u>	<u>91,783</u>	<u>135,080</u>	<u>108,152</u>

3 Staff costs and numbers	2021	2020
	£	£
Gross salaries	91,510	100,627
Social security costs	4,134	4,322
Employment allowance	(4,000)	(3,000)
Pensions	920	932
	<u>92,564</u>	<u>102,881</u>

The average number employees during the year was 10.2, being an average of 4.4 full time equivalent (2020: 12.2, 4.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021	2020
	£	£
Costs of the scheme to the charity for the year	920	932
Amount of any contributions outstanding at the year end	178	195

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Bradford VCS Alliance	240	-	240	-	-
National Lottery Community Fund	12,721	53,135	38,327	-	27,529
Magdalen Hospital Trust	1,852	-	3,499	1,647	-
Edward Gostling Foundation	1,440	-	1,440	-	-
The Albert Hunt Trust	1,217	-	1,217	-	-
The Morrisons Foundation	1,389	-	526	-	863
Jill Franklin Trust	1,000	-	156	-	844
Garfield Weston 2020	7,500	-	7,243	-	257
HMRC - CJRS	-	6,223	6,223	-	-
GHMCC - Ark Charity shop	-	400	400	-	-
City of Bradford MDC	-	832	-	-	832
David Solomon Charitable Trust	-	1,000	1,000	-	-
Leeds Community Foundation	-	5,000	2,754	-	2,246
Locala Community Fund	-	2,800	945	-	1,855
Postcode Lottery	-	17,393	11,088	-	6,305
Sovereign Healthcare	-	3,000	-	-	3,000
Bingley Town Council	-	2,000	2,000	-	-
	<u>27,359</u>	<u>91,783</u>	<u>77,058</u>	<u>1,647</u>	<u>43,731</u>

Fund name	Purpose of restriction
Bradford VCS Alliance	Towards costs of counselling sessions and taxi costs for families
National Lottery Community Fund	Early development groups, capacity funding, occupational therapists and building repairs
Magdalen Hospital Trust	For the youth club. The transfer was from unrestricted funds to meet the additional expenditure incurred.
Edward Gostling Foundation	Towards costs of counselling sessions
The Albert Hunt Trust	Costs of information packs
The Morrisons Foundation	For Saturday family sessions
Jill Franklin Trust	For the I Can Work project
Garfield Weston 2020	Towards core costs
HMRC - CJRS	For the retention of employees during periods of lockdown or reduced activity
GHMCC - Ark Charity shop	Early years' support packs
City of Bradford MDC	For the I Can Work project
David Solomon Charitable Trust	For the youth club
Leeds Community Foundation	For the youth club
Locala Community Fund	For dance 21 and twirly dance sessions
Postcode Lottery	For speech and language sessions
Sovereign Healthcare	Towards costs of counselling sessions
Bingley Town Council	Towards costs of office carpets

Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
I Can Work Project	20,000	-	-	-	20,000
	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>

Fund name	Purpose of fund
I Can Work Project	To support young adults into employment.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2021

5 Tangible assets

	Office equipment	Total
	£	£
<u>Cost</u>		
At 1 June 2020	3,821	3,821
Additions	-	-
At 31 May 2021	<u>3,821</u>	<u>3,821</u>
<u>Depreciation</u>		
At 1 June 2020	3,821	3,821
Charge for year	-	-
At 31 May 2021	<u>3,821</u>	<u>3,821</u>
<u>Net book value</u>		
At 31 May 2021	<u>-</u>	<u>-</u>
At 31 May 2020	<u>-</u>	<u>-</u>

6 Debtors and prepayments

	2021	2020
	£	£
Debtors	1,430	524
Prepayments	1,088	-
	<u>2,518</u>	<u>524</u>

7 Cash at bank and in hand

	2021	2020
	£	£
Cash at bank	146,375	136,357
Cash in hand	118	584
	<u>146,493</u>	<u>136,941</u>

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2021

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

		2021 £	2020 £
Name of trustee	Legal authority		
Lauren Drake	Governing document	5,140	4,230
		<u>5,140</u>	<u>4,230</u>

Lauren Drake provided Speech and Language Therapy services whilst serving as a trustee.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees, the Group Co-ordinator and Trainer. The total employee benefits received by the Group Co-ordinator and Trainer were £39,913 (2020: £39,671).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Other related party transactions

Other transactions with trustees or related parties

			2021 £	2020 £
Name of trustee or related party	Relationship to charity	Description of transaction		
Sam Murray	Son of Wendy Uttley (Group Coordinator and Trainer)	Employee	1,814	3,724
Jen Senior	Niece of Wendy Uttley	Employee	2,725	2,342
			<u>4,539</u>	<u>6,066</u>

9 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2021 £	2020 £
Within one year	4,995	4,992
In the second to fifth years inclusive	12,753	17,752
	<u>17,748</u>	<u>22,744</u>

Down Syndrome Training and Support Service Limited
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 May 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Donations, fundraising and legacies	36,480	33,430	-	-	36,480	33,430
Grants	6,817	4,000	91,783	70,722	98,600	74,722
Sales and fees	11,547	13,042	-	-	11,547	13,042
Gift Aid	2,307	1,582	-	-	2,307	1,582
Memberships	272	545	-	-	272	545
Other income	563	1,725	-	-	563	1,725
Bank interest	1,229	1,278	-	-	1,229	1,278
Total income	59,215	55,602	91,783	70,722	150,998	126,324
Expenditure						
Salaries and NIC	38,990	63,438	53,574	39,443	92,564	102,881
Payroll charges	492	1,400	482	-	974	1,400
Staff travel and subsistence	26	5	-	-	26	5
Training and conference costs	576	1,098	1,705	1,292	2,281	2,390
Volunteer expenses	53	8	28	-	81	8
Rent and rates	3,503	6,306	1,715	-	5,218	6,306
Utilities	550	3,055	1,981	-	2,531	3,055
Other premises costs	370	2,069	409	-	779	2,069
Office running costs	6,871	3,321	2,587	350	9,458	3,671
Printing and stationery	665	1,170	147	-	812	1,170
Postage and delivery	746	2,030	1,013	-	1,759	2,030
Internet and phone	530	2,423	1,913	-	2,443	2,423
Subscriptions and licences	2,463	1,618	226	-	2,689	1,618
Materials and resources	356	-	1,617	1,815	1,973	1,815
Events and activities	2,540	1,307	9,018	13,571	11,558	14,878
Insurance	2,143	1,957	232	-	2,375	1,957
Professional fees	-	1,658	13	-	13	1,658
Independent examination	816	900	84	-	900	900
DBS checks	21	130	314	-	335	130
Other expenses	50	19	-	-	50	19
Total expenditure	61,761	93,912	77,058	56,471	138,819	150,383
Net income / (expenditure)	(2,546)	(38,310)	14,725	14,251	12,179	(24,059)
Transfers between funds	(1,647)	-	1,647	-	-	-
Net movement in funds	(4,193)	(38,310)	16,372	14,251	12,179	(24,059)
Fund balances brought forward	106,884	145,194	27,359	13,108	134,243	158,302
Fund balances carried forward	102,691	106,884	43,731	27,359	146,422	134,243

Down Syndrome Training and Support Service Limited

Charity number 1130994

A company limited by guarantee number 06915555

Annual Report and Financial Statements for the year ended 31 May 2021



West Yorkshire Community Accounting Service

Down Syndrome Training and Support Service Limited

Annual Report and Financial Statements for the year ended 31 May 2021

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Prepared by West Yorkshire Community Accounting Service

Down Syndrome Training and Support Service Limited

Trustees' report for the year ended 31 May 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name

Julie Wood
Farzana Kauser
Heather Chattell
Lauren Drake
Foziah Khan
Robert Kennedy

Charity number 1130994 Registered in England and Wales

Company number 06915555 Registered in England and Wales

Registered and principal address

The Pamela Sunter Centre
2 Whitley Street
Bingley
West Yorkshire
BD16 4JH

Bankers

HSBC Bank plc
47 Market Street
Bradford
BD1 1LW

Charity Bank Limited
Fosse House
182 High Street
Tonbridge
Kent TN9 1BE

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 26 May 2009. It is governed by a memorandum and articles of association, as amended on 26 November 2019. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2021

Objectives and activities

The charity's objects

- (1) To assist in the care of children with Down syndrome by the provision of support, advice and training to those who are responsible for their care and to health educational specialists, with the aim of improving the health and education of children with Down syndrome.
- (2) To provide support, training and relief to families who care for children with Down syndrome.
- (3) To promote awareness of Down syndrome in the area.
- (4) To organise regular sessions open to all families of children with Down syndrome and other events such as summer trips, evening event, etc.
- (5) To develop a library of informative and educational items, including producing newsletters, booklets, posters, etc.
- (6) To recruit voluntary workers.
- (7) To liaise with health and educational professionals.
- (8) To train parents and helpers through courses and conferences for the benefit of the entire group as well as individual families.
- (9) To advertise the Charity.
- (10) To provide social, and skills for life, opportunities for young adults with Down syndrome.

The charity's main activities

The charity's main activities are to provide training and support for parents and professionals living and working alongside children and young people who have Down syndrome. Training in the specific learning needs of people with Down syndrome include speech and language sessions and early development group sessions. Home visits, library of information and resources and monthly newsletters are provided. Activities include Saturday sessions, dance and youth club and Summer trips. We are very grateful to the institutions who have provided funding for our many ongoing projects to benefit the lives of people with Down syndrome.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit. All our activities focus on furthering our charitable purposes to enable children and young people and adults to live full and rewarding lives.

Achievements and performance

We are really proud of what we have achieved during our last financial year. Throughout lockdown we have striven to do our best to be there for the families who need us. Our telephone, email, texting and messaging support has never ceased and our online services have increased. We have risen to the challenge writing and developing our new website.

Our training courses, early development groups, speech & language groups, dance classes, youth club, exercise class, sibling support group and family Saturday sessions continued delivery online via Zoom. The ongoing challenge to ensure we were doing our best to support attendees and provide a worthwhile experience has helped us all to grow, and though our staff have had to work from home, we have all pulled together to make it work.

Our online speech and language group sessions have benefitted 41 children and young people and feedback gathered from parents who reported 94% of children/young people had improved in their language skills as a result of the sessions.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2021

Achievements and performance (continued)

Counselling has been in high demand and we have been very successful in gaining funding to maintain and extend this.

Our early development groups have benefitted 45 children through a mixture of face to face and online sessions and feedback reported a 100% positive impact of the sessions.

Demand for our new parent packs has been high this year, 35 have been sent to local hospitals and we have put together 6 Down Syndrome Learning Support Packs for children new to our intervention groups.

Our youth club, the WisH Club, has benefitted 10 young people and our dance sessions have been attended overall by about 22 children and young people. Other family sessions have reached out online to help celebrate world Down syndrome day, support siblings and on two occasions meet directly for a large socially distanced picnic in a local park in August 2020 and a socially distanced Christmas grotto in December 2020.

A massive thank you is on order for all of our team in these wonderful achievements. Well done.

For many years we have intended to record our training courses to enable those unable to attend to benefit. The lockdown provided the incentive, bringing this to fruition. In addition our workshops (sleep & toileting) have seen attendance from across England bringing vital support to successfully help parents modify their child's behaviours. Moving forward a mixture of direct and online delivery will become the new normal.

Income from our training courses is down by about 42% and attendance down by about 60% on previous years. However this does not take into consideration the number of people who may have watched our training videos once downloaded, so numbers benefitting from training may be more. There has certainly been a higher percentage of parents accessing training.

Our early development groups gained international recognition through the Down Syndrome Research Forum with Isabel Ashman speaking to an online audience of over 300 about our intervention groups; which now include an online group in Lancashire.

From March 2021 our early development groups gradually moved back to direct input; we were very keen to directly support our youngest children and their parents at this vital time in their lives. Steadily our WisH Club, speech & language groups and Twirly21s dance group followed suit. For various reasons, in addition to the pandemic, we have yet to bring our I Can Work project, dance21, Sibz Zone and family Saturday sessions back to direct delivery; we are working on it.

This is the first year since 2017 that our income has exceeded our expenditure. This is due to receiving large funding grants from the National Lottery and the People's Postcode Lottery. Our expenditure has remained stable for the last three years.

Our aims for 2020/21 were to raise £70 000, celebrate our 21st anniversary in style and maintain our services. I am delighted that we have achieved all three, raising enough funding to maintain and extend our services and holding a wonderful online celebration in March 2021 which featured videos highlighting our children's achievements and our services. This can now be viewed on our new website.

Well done and thank you to everyone involved in our amazing charity,

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2021

Financial review

The net income for the year was £12,179, including net expenditure of £4,193 on unrestricted funds and net income of £16,372 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £102,691, including £20,000 designated funds as detailed in Note 4 of the accounts.

The trustees have adopted a formal reserves policy which is reviewed annually.

We have set a budget for our next financial next year and continuously monitor all of our projects against funding already secure/funding bids and expenditure. We employ a funding coordinator.

We do not have any concerns about the financial situation over the next 12 months and believe the charity can be treated as a going concern.

We have also reviewed the financial impact of Covid19 and we again have no concerns that will impact on our organisation's ability to continue to deliver its service.

We rely on funders, fundraising and our members for funds to continue our services. The lead time from applying for funding to receiving funds is a minimum of 6 months and can be up to 12 months. To reduce the impact on services and staffing, the Board have agreed that it would be prudent to retain free reserves totalling between 9 and 12 months of running costs. This sets the limit for 2021/22, based on budgeted expenditure, to a lower limit of £117,750 and an upper limit of £157,000

In the event of reserves dipping below the lower limit (£117,750), DST&SS will aim to restore the reserves by at least 25% each year meaning that over a four year period this was restored to full level. This could be achieved by increased fund raising, increasing earned income or reducing expenditure. At 31 May 2021, our free reserves were just below 8 months of budgeted running costs, and the trustees will endeavour to seek further funding to increase free reserves accordingly.

Down Syndrome Training and Support Service Limited

Trustees' report (continued) for the year ended 31 May 2021

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 28/09/2021

Robert Kennedy (Trustee)

Down Syndrome Training and Support Service Limited

Independent examiner's report to the trustees of Down Syndrome Training and Support Service Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2021, which are set out on pages 8 to 16.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Rhys North ACA

29/09/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Down Syndrome Training and Support Service Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Donations, fundraising and legacies	(2)	36,480	-	36,480	33,430
Grants	(2)	6,817	91,783	98,600	74,722
Sales and fees		11,547	-	11,547	13,042
Gift Aid		2,307	-	2,307	1,582
Memberships		272	-	272	545
Other income		563	-	563	1,725
Bank interest		1,229	-	1,229	1,278
Total income		59,215	91,783	150,998	126,324
Expenditure on:					
Salaries and NIC	(3)	38,990	53,574	92,564	102,881
Payroll charges		492	482	974	1,400
Staff travel and subsistence		26	-	26	5
Training and conference costs		576	1,705	2,281	2,390
Volunteer expenses		53	28	81	8
Rent and rates		3,503	1,715	5,218	6,306
Utilities		550	1,981	2,531	3,055
Other premises costs		370	409	779	2,069
Office running costs		6,871	2,587	9,458	3,671
Printing and stationery		665	147	812	1,170
Postage and delivery		746	1,013	1,759	2,030
Internet and phone		530	1,913	2,443	2,423
Subscriptions and licences		2,463	226	2,689	1,618
Materials and resources		356	1,617	1,973	1,815
Events and activities		2,540	9,018	11,558	14,878
Insurance		2,143	232	2,375	1,957
Professional fees		-	13	13	1,658
Independent examination		816	84	900	900
DBS checks		21	314	335	130
Other expenses		50	-	50	19
Total expenditure		61,761	77,058	138,819	150,383
Net income / (expenditure)		(2,546)	14,725	12,179	(24,059)
Transfers between funds		(1,647)	1,647	-	-
Net movement in funds		(4,193)	16,372	12,179	(24,059)
Fund balances brought forward		106,884	27,359	134,243	158,302
Fund balances carried forward	(4)	102,691	43,731	146,422	134,243

All incoming resources and resources expended derive from continuing activities.

Down Syndrome Training and Support Service Limited

Balance sheet

as at 31 May 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) -	-	-	-
Total fixed assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current assets				
Debtors and prepayments	(6) 1,970	548	2,518	524
Cash at bank and in hand	(7) 104,957	41,536	146,493	136,941
Total current assets	<u>106,927</u>	<u>42,084</u>	<u>149,011</u>	<u>137,465</u>
Current liabilities:				
amounts falling due within one year				
Accruals	2,589	-	2,589	3,222
Total current liabilities	<u>2,589</u>	<u>-</u>	<u>2,589</u>	<u>3,222</u>
Net current assets / (liabilities)	<u>104,338</u>	<u>42,084</u>	<u>146,422</u>	<u>134,243</u>
Total assets less current liabilities	<u>104,338</u>	<u>42,084</u>	<u>146,422</u>	<u>134,243</u>
Net assets	<u>104,338</u>	<u>42,084</u>	<u>146,422</u>	<u>134,243</u>
Funds				
Unrestricted funds:				
General unrestricted funds	82,691	-	82,691	86,884
Designated funds	20,000	-	20,000	20,000
Total unrestricted funds	<u>102,691</u>	<u>-</u>	<u>102,691</u>	<u>106,884</u>
Restricted funds	-	43,731	43,731	27,359
Total funds	<u>102,691</u>	<u>43,731</u>	<u>146,422</u>	<u>134,243</u>

For the year ending 31 May 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 28/09/2021

Robert Kennedy (Trustee)

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2021

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 3 years

Down Syndrome Training and Support Service Limited
Notes to the accounts
for the year ended 31 May 2021

1 Accounting policies (continued)

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2021

2 Grants and donations	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
National Lottery Community Fund	-	53,135	53,135	24,912
HMRC Job Retention Scheme	-	6,223	6,223	2,655
GHMCC - Ark Charity shop	-	400	400	200
CAF Bank covid funding	3,400	-	3,400	-
City of Bradford MDC	-	832	832	-
David Solomon Charitable Trust	-	1,000	1,000	-
Genetic Disorder UK	3,417	-	3,417	-
Leeds Community Foundation	-	5,000	5,000	-
Locality Community Fund	-	2,800	2,800	-
Postcode Lottery	-	17,393	17,393	-
Sovereign Healthcare	-	3,000	3,000	-
Bingley Town Council	-	2,000	2,000	-
Bingley Educational Trust	-	-	-	2,000
Henry Smith Foundation	-	-	-	7,300
Bradford VCS Alliance	-	-	-	1,200
D'Oyly Carte Charitable Trust	-	-	-	3,000
Thomas Cook Childrens Charity	-	-	-	915
Groundwork	-	-	-	4,000
Bailey Thomas	-	-	-	10,000
Magdalen Hospital Trust	-	-	-	2,000
Edward Gostling Foundation	-	-	-	1,440
The Albert Hunt Trust	-	-	-	2,000
The Morrisons Foundation	-	-	-	1,900
Jill Franklin Trust	-	-	-	1,000
Garfield Weston 2020	-	-	-	7,500
Sylvia Adams:COVID-19	-	-	-	2,000
Percy Bilton Charity	-	-	-	200
Samuel Sunderland Charities	-	-	-	500
Donations and fundraising	36,480	-	36,480	33,430
	<u>43,297</u>	<u>91,783</u>	<u>135,080</u>	<u>108,152</u>

3 Staff costs and numbers	2021	2020
	£	£
Gross salaries	91,510	100,627
Social security costs	4,134	4,322
Employment allowance	(4,000)	(3,000)
Pensions	920	932
	<u>92,564</u>	<u>102,881</u>

The average number employees during the year was 10.2, being an average of 4.4 full time equivalent (2020: 12.2, 4.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021	2020
	£	£
Costs of the scheme to the charity for the year	920	932
Amount of any contributions outstanding at the year end	178	195

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Bradford VCS Alliance	240	-	240	-	-
National Lottery Community Func	12,721	53,135	38,327	-	27,529
Magdalen Hospital Trust	1,852	-	3,499	1,647	-
Edward Gostling Foundation	1,440	-	1,440	-	-
The Albert Hunt Trust	1,217	-	1,217	-	-
The Morrisons Foundation	1,389	-	526	-	863
Jill Franklin Trust	1,000	-	156	-	844
Garfield Weston 2020	7,500	-	7,243	-	257
HMRC - CJRS	-	6,223	6,223	-	-
GHMCC - Ark Charity shop	-	400	400	-	-
City of Bradford MDC	-	832	-	-	832
David Solomon Charitable Trust	-	1,000	1,000	-	-
Leeds Community Foundation	-	5,000	2,754	-	2,246
Locala Community Fund	-	2,800	945	-	1,855
Postcode Lottery	-	17,393	11,088	-	6,305
Sovereign Healthcare	-	3,000	-	-	3,000
Bingley Town Council	-	2,000	2,000	-	-
	<u>27,359</u>	<u>91,783</u>	<u>77,058</u>	<u>1,647</u>	<u>43,731</u>

Fund name	Purpose of restriction
Bradford VCS Alliance	Towards costs of counselling sessions and taxi costs for families
National Lottery Community Fund	Early development groups, capacity funding, occupational therapists and building repairs
Magdalen Hospital Trust	For the youth club. The transfer was from unrestricted funds to meet the additional expenditure incurred.
Edward Gostling Foundation	Towards costs of counselling sessions
The Albert Hunt Trust	Costs of information packs
The Morrisons Foundation	For Saturday family sessions
Jill Franklin Trust	For the I Can Work project
Garfield Weston 2020	Towards core costs
HMRC - CJRS	For the retention of employees during periods of lockdown or reduced activity
GHMCC - Ark Charity shop	Early years' support packs
City of Bradford MDC	For the I Can Work project
David Solomon Charitable Trust	For the youth club
Leeds Community Foundation	For the youth club
Locala Community Fund	For dance 21 and twirly dance sessions
Postcode Lottery	For speech and language sessions
Sovereign Healthcare	Towards costs of counselling sessions
Bingley Town Council	Towards costs of office carpets

Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
I Can Work Project	20,000	-	-	-	20,000
	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>

Fund name	Purpose of fund
I Can Work Project	To support young adults into employment.

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2021

5 Tangible assets

	Office equipment	Total
	£	£
<u>Cost</u>		
At 1 June 2020	3,821	3,821
Additions	-	-
At 31 May 2021	<u>3,821</u>	<u>3,821</u>
<u>Depreciation</u>		
At 1 June 2020	3,821	3,821
Charge for year	-	-
At 31 May 2021	<u>3,821</u>	<u>3,821</u>
<u>Net book value</u>		
At 31 May 2021	<u>-</u>	<u>-</u>
At 31 May 2020	<u>-</u>	<u>-</u>

6 Debtors and prepayments

	2021	2020
	£	£
Debtors	1,430	524
Prepayments	1,088	-
	<u>2,518</u>	<u>524</u>

7 Cash at bank and in hand

	2021	2020
	£	£
Cash at bank	146,375	136,357
Cash in hand	118	584
	<u>146,493</u>	<u>136,941</u>

Down Syndrome Training and Support Service Limited
Notes to the accounts continued
for the year ended 31 May 2021

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

		2021 £	2020 £
Name of trustee	Legal authority		
Lauren Drake	Governing document	5,140	4,230
		<u>5,140</u>	<u>4,230</u>

Lauren Drake provided Speech and Language Therapy services whilst serving as a trustee.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees, the Group Co-ordinator and Trainer. The total employee benefits received by the Group Co-ordinator and Trainer were £39,913 (2020: £39,671).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Other related party transactions

Other transactions with trustees or related parties

			2021 £	2020 £
Name of trustee or related party	Relationship to charity	Description of transaction		
Sam Murray	Son of Wendy Uttley (Group Coordinator and Trainer)	Employee	1,814	3,724
Jen Senior	Niece of Wendy Uttley	Employee	2,725	2,342
			<u>4,539</u>	<u>6,066</u>

9 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2021 £	2020 £
Within one year	4,995	4,992
In the second to fifth years inclusive	12,753	17,752
	<u>17,748</u>	<u>22,744</u>

Down Syndrome Training and Support Service Limited
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 May 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Donations, fundraising and legacies	36,480	33,430	-	-	36,480	33,430
Grants	6,817	4,000	91,783	70,722	98,600	74,722
Sales and fees	11,547	13,042	-	-	11,547	13,042
Gift Aid	2,307	1,582	-	-	2,307	1,582
Memberships	272	545	-	-	272	545
Other income	563	1,725	-	-	563	1,725
Bank interest	1,229	1,278	-	-	1,229	1,278
Total income	59,215	55,602	91,783	70,722	150,998	126,324
Expenditure						
Salaries and NIC	38,990	63,438	53,574	39,443	92,564	102,881
Payroll charges	492	1,400	482	-	974	1,400
Staff travel and subsistence	26	5	-	-	26	5
Training and conference costs	576	1,098	1,705	1,292	2,281	2,390
Volunteer expenses	53	8	28	-	81	8
Rent and rates	3,503	6,306	1,715	-	5,218	6,306
Utilities	550	3,055	1,981	-	2,531	3,055
Other premises costs	370	2,069	409	-	779	2,069
Office running costs	6,871	3,321	2,587	350	9,458	3,671
Printing and stationery	665	1,170	147	-	812	1,170
Postage and delivery	746	2,030	1,013	-	1,759	2,030
Internet and phone	530	2,423	1,913	-	2,443	2,423
Subscriptions and licences	2,463	1,618	226	-	2,689	1,618
Materials and resources	356	-	1,617	1,815	1,973	1,815
Events and activities	2,540	1,307	9,018	13,571	11,558	14,878
Insurance	2,143	1,957	232	-	2,375	1,957
Professional fees	-	1,658	13	-	13	1,658
Independent examination	816	900	84	-	900	900
DBS checks	21	130	314	-	335	130
Other expenses	50	19	-	-	50	19
Total expenditure	61,761	93,912	77,058	56,471	138,819	150,383
Net income / (expenditure)	(2,546)	(38,310)	14,725	14,251	12,179	(24,059)
Transfers between funds	(1,647)	-	1,647	-	-	-
Net movement in funds	(4,193)	(38,310)	16,372	14,251	12,179	(24,059)
Fund balances brought forward	106,884	145,194	27,359	13,108	134,243	158,302
Fund balances carried forward	102,691	106,884	43,731	27,359	146,422	134,243