



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

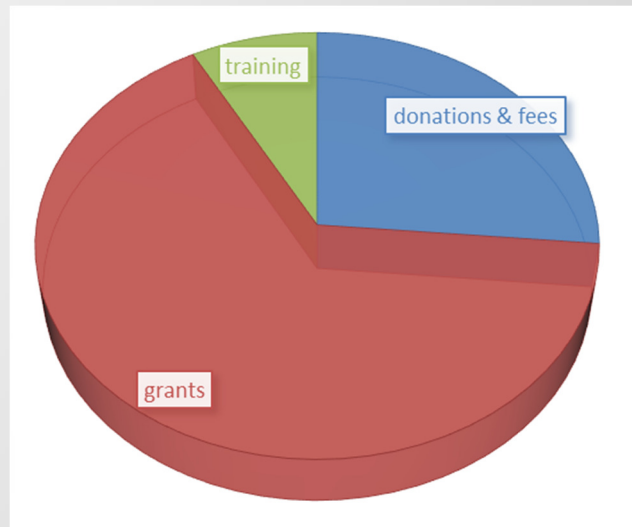
The total funding income for the last financial year was £150 860

We received:

£39 434 from donations, Gift Aid, fees and activities, (27%)

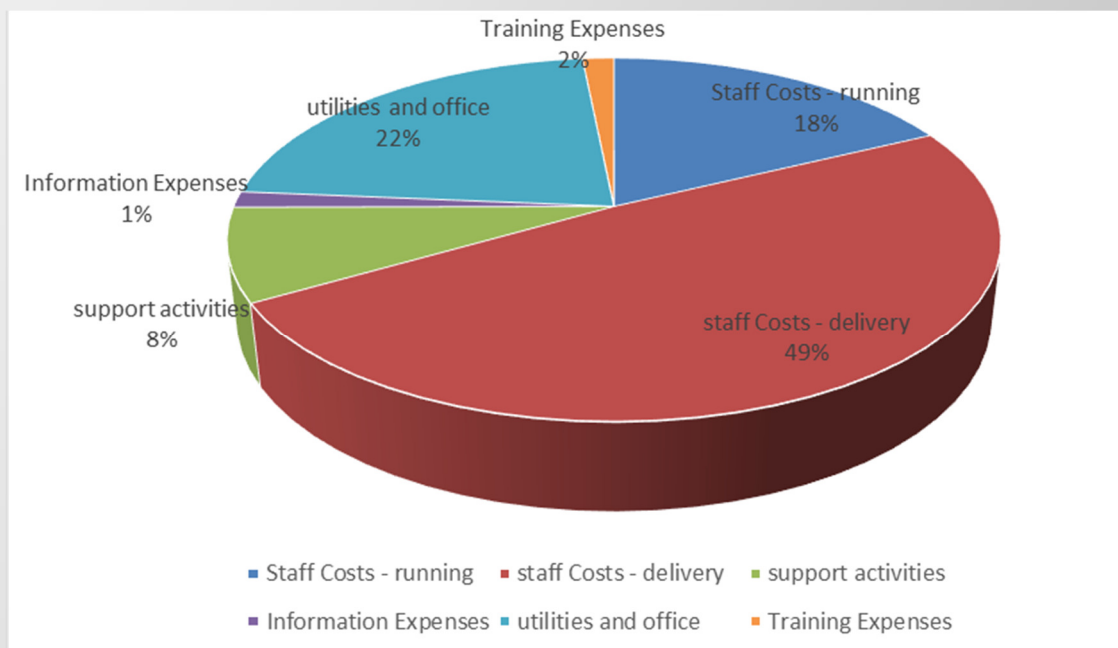
£98 051 from grants, (65%)

£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 £130 413 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 £144 000 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 Broatchie, £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

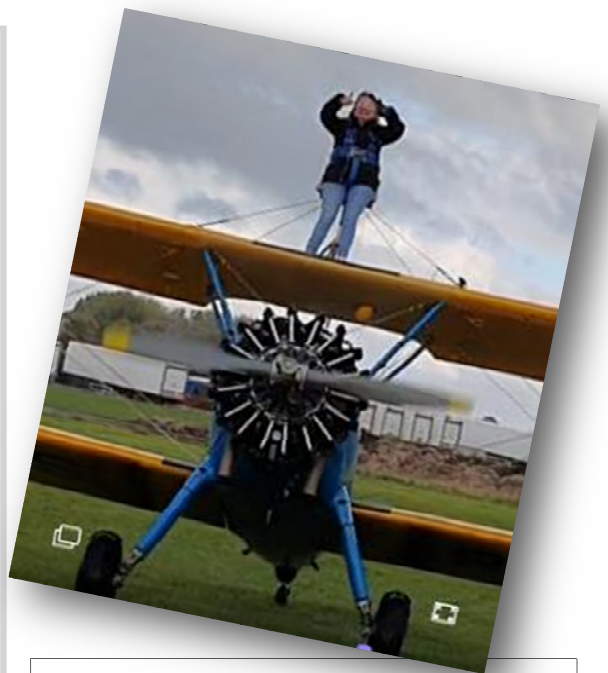
Michal Piecyk, who volunteers for The Good Shepherd Centre, cycled the Great North 500 Circuit round the North Coast of Scotland at the end of May 2021 for his godson Szymon. Monies raised will be acknowledged in next years report.



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 Dalglish, £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



Sarah Hamad, washed up 21 items, raising £5



Elanor Murray, cycled 21 miles, raising £469.63



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.

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!



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 it is 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.

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>



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/](https://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 works 15 hours per week in her funding role and 4 hours every Friday with our young people.

Charlotte Roscoe

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.



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!

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.

The provision of handouts and further information also very helpful for future reference or further reading.

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/en-uk/2021/03/online-down-syndrome-research-forum-2021/)

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:

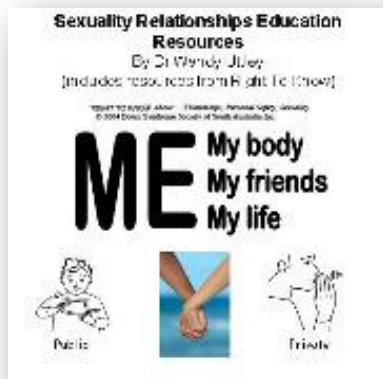
[Buy resources | Down Syndrome Training and Support Service Ltd \(downsyndromebradford.com\)](#)

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

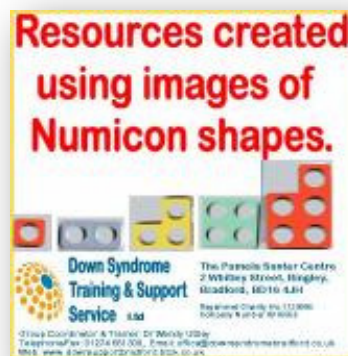
Over the years we have put together five different sets of resources and programmes to support our training courses. All resources are in pdf format and loaded onto memory sticks or can be downloaded direct from our website. Cost £10.



ME - my body, my friends, my life
Resources and activities to support the teaching of sexuality relationships education



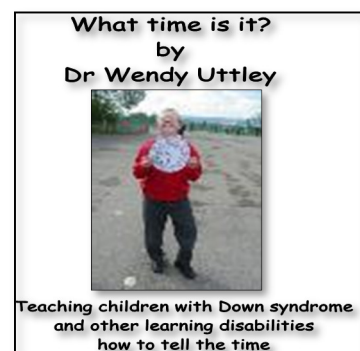
Language resources
A wealth of resources to accompany the course 'Let's make it visual'



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



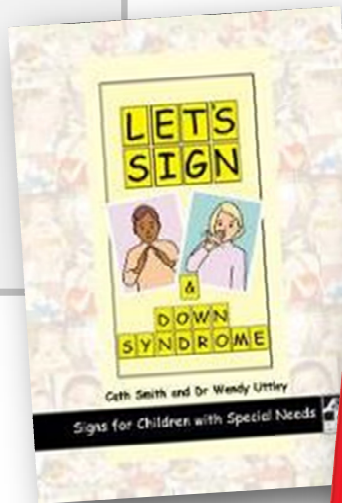
What time is it?
A detailed programme plus all resources to help teach children with Down syndrome and other learning disabilities how to tell the time

SIGNING BOOK

Let's Sign and Down Syndrome

written by Cath Smith and Wendy Uttley, (£7).

The book, which accompanies our signing course,



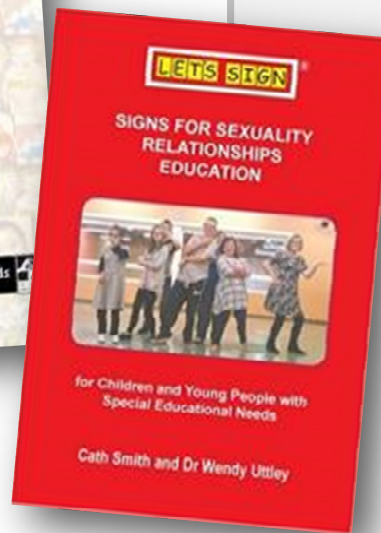
Signs for Sexuality

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.



Cost £1000
each month

FUNDED BY PEOPLE'S POSTCODE
LOTTERY



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](https://downsyndromebradford.com/speech-language)
(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.

Sessions 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.

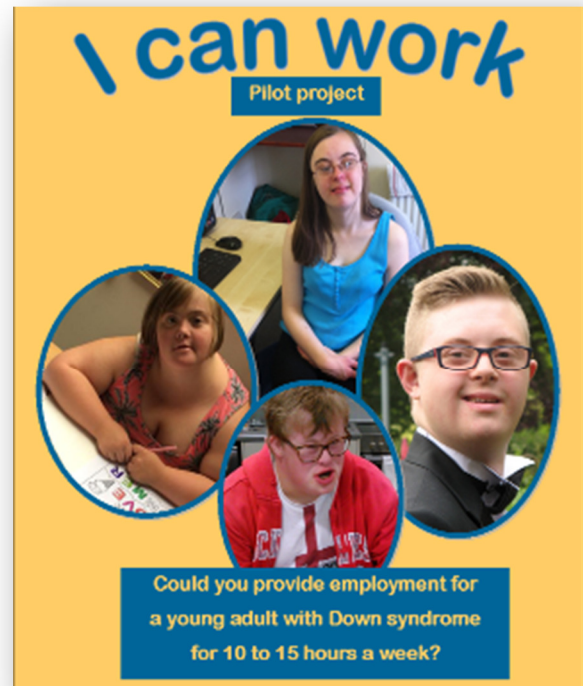
As a result they produced a resource pack for parents; this is now in our library.

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.*

Cost per group
session £80.
Total annual
cost £15000



**NATIONAL
LOTTERY FUNDED**



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 session 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/support-activities)

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 \(downsyndromebradford.com\)](https://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:

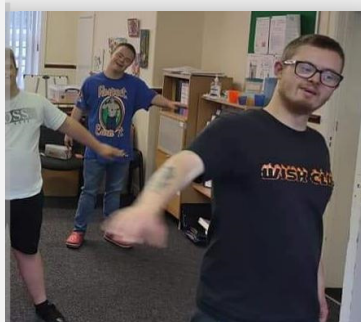
'it is really important that he has a place where he can be honest about his feelings around his brother and have friends who are in the same position who "get it"'

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 attenders 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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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		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	-	-	-	-
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	106,927	42,084	149,011	137,465
Current liabilities:				
amounts falling due within one year				
Accruals	2,589	-	2,589	3,222
Total current liabilities	2,589	-	2,589	3,222
Net current assets / (liabilities)	104,338	42,084	146,422	134,243
Total assets less current liabilities	104,338	42,084	146,422	134,243
Net assets	104,338	42,084	146,422	134,243
Funds				
Unrestricted funds:				
General unrestricted funds	82,691	-	82,691	86,884
Designated funds	20,000	-	20,000	20,000
Total unrestricted funds	102,691	-	102,691	106,884
Restricted funds	-	43,731	43,731	27,359
Total funds	102,691	43,731	146,422	134,243

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

Cost

At 1 June 2020

Additions

At 31 May 2021

Office
equipment

£

3,821

-

3,821

Total

£

3,821

-

3,821

Depreciation

At 1 June 2020

Charge for year

At 31 May 2021

3,821

-

3,821

3,821

-

3,821

Net book value

At 31 May 2021

-

-

At 31 May 2020

-

-

6 Debtors and prepayments

2021

£

1,430

1,088

2,518

2020

£

524

-

524

Debtors

Prepayments

7 Cash at bank and in hand

2021

£

146,375

118

146,493

2020

£

136,357

584

136,941

Cash at bank

Cash in hand

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		-	-	-	-
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		106,927	42,084	149,011	137,465
Current liabilities:					
amounts falling due within one year					
Accruals		2,589	-	2,589	3,222
Total current liabilities		2,589	-	2,589	3,222
Net current assets / (liabilities)		104,338	42,084	146,422	134,243
Total assets less current liabilities		104,338	42,084	146,422	134,243
Net assets		104,338	42,084	146,422	134,243
Funds					
Unrestricted funds:					
General unrestricted funds		82,691	-	82,691	86,884
Designated funds		20,000	-	20,000	20,000
Total unrestricted funds		102,691	-	102,691	106,884
Restricted funds		-	43,731	43,731	27,359
Total funds		102,691	43,731	146,422	134,243

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

Cost

At 1 June 2020

Additions

At 31 May 2021

Office
equipment

£

3,821

-

3,821

Total

£

3,821

-

3,821

Depreciation

At 1 June 2020

Charge for year

At 31 May 2021

3,821

-

3,821

3,821

-

3,821

Net book value

At 31 May 2021

-

-

At 31 May 2020

-

-

6 Debtors and prepayments

Debtors

Prepayments

2021

£

1,430

1,088

2,518

2020

£

524

-

524

7 Cash at bank and in hand

Cash at bank

Cash in hand

2021

£

146,375

118

146,493

2020

£

136,357

584

136,941

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