

Down Syndrome Training and Support Service Limited

Charity number 1130994

A company limited by guarantee number 06915555

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



West Yorkshire Community Accounting Service

Down Syndrome Training and Support Service Limited

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

Contents	Page
Trustees' report	2 to 6
Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 17

Prepared by West Yorkshire Community Accountancy Service CIO

Down Syndrome Training and Support Service Limited

Trustees' report for the year ended 31 May 2022

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

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

Name	Position	Dates
Jenn Casper-Smith		from 16 October 2021
Heather Chattell		
Lauren Drake		
Farzana Kauser		
Robert Kennedy		
Foziah Khan		
Melissa Ratcliffe		from 16 October 2021
Julie Wood		

Charity number 1130994 Registered in England and Wales

Company number 06915555 Registered in England and Wales

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

Independent examiner

Alan Dodd FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

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

Method of recruitment and appointment of trustees

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

Down Syndrome Training and Support Service Limited

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

Objectives and activities

The charity's objects

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

The charity's main activities

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

Public benefit statement

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

Achievements and performance

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

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

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

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

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

Down Syndrome Training and Support Service Limited

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

Achievements and performance (continued)

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

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

Comment from our Introduction to Down syndrome training:

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

Comment from our speech & language sessions:

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

Comment on our early development groups:

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

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

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

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

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

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

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

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

Down Syndrome Training and Support Service Limited

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

Financial review

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

Reserves policy

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

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

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

Down Syndrome Training and Support Service Limited

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

Statement of trustees' responsibilities

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

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

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

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

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

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

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

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

Robert Kennedy (Trustee)

Down Syndrome Training and Support Service Limited

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

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

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Alan Dodd FCCA

7/9/22

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

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

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

All incoming resources and resources expended derive from continuing activities.

Down Syndrome Training and Support Service Limited

Balance sheet

as at 31 May 2022

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

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

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

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

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

Robert Kennedy (Trustee)

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2022

1 Accounting policies

Basis of accounting

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

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

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

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

Going concern

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

Incoming resources

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

Grants and donations

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

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

Expenditure and liabilities

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

Taxation

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

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 3 years

Down Syndrome Training and Support Service Limited

Notes to the accounts

for the year ended 31 May 2022

1 Accounting policies continued

Pensions

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

Fund accounting

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

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

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

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

Leases

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

Down Syndrome Training and Support Service Limited

Notes to the accounts continued

for the year ended 31 May 2022

2 Grants and donations

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

3 Staff costs and numbers

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

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

Defined contribution pension scheme

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

Down Syndrome Training and Support Service Limited

Notes to the accounts continued

for the year ended 31 May 2022

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

Fund name

Purpose of restriction

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

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

4 Fund name (continued)	Purpose of restriction
Liz & Terry Bramhall Foundation	Towards family training costs
Locala Community Fund	For dance 21 and twirly dance sessions
Mahalo Fund	For the I Can Work project
Morrison's Foundation	All-dance sessions
Morrison's Foundation- Saturday	For Saturday family sessions
National Lottery Community	Early development groups, capacity funding, occupational therapists and building repairs
Pears Youth Fund	For the youth club
Percy Bilton Charity	IT costs for the I Can Work project
Postcode Lottery	For speech and language sessions
Pulse 1 Cash for Kids	Towards costs of learning resources
Sir George Martin Trust	For early years support packs
Sovereign Healthcare	Towards costs of counselling sessions
Sports England	Dance 21
Two Ridings Community Foundation	To cover the costs of telephone and broadband costs
Designated funds	
	Balance b/f Incoming Outgoing Transfers Balance c/f
	£ £ £ £ £
I Can Work Project	20,000 - 6,945 (13,055) 0
	<u>20,000</u> <u>-</u> <u>6,945</u> <u>(13,055)</u> <u>0</u>
Fund name	Purpose of fund
I Can Work Project	To support young adults into employment. The balance of this designated fund at the year end was transferred by the trustees to general unrestricted reserves.

Down Syndrome Training and Support Service Limited

Notes to the accounts continued

for the year ended 31 May 2022

5 Debtors and prepayments

	2022	2021
	£	£
Debtors	2,020	1,430
Prepayments	1,088	1,088
	<u>3,108</u>	<u>2,518</u>

6 Cash at bank and in hand

	2022	2021
	£	£
Cash at bank	151,894	146,375
Cash in hand	220	118
	<u>152,114</u>	<u>146,493</u>

7 Tangible assets

	Office equipment	Total
	£	£
Cost		
At 1 June 2021	3,821	3,821
Additions	-	-
Disposals	(1,006)	(1,006)
At 31 May 2022	<u>2,815</u>	<u>2,815</u>

Depreciation

At 1 June 2021	3,821	3,821
Depn reversed re. disposals	(1,006)	(1,006)
Charge for year	-	-
At 31 May 2022	<u>2,815</u>	<u>2,815</u>

Net book value

At 31 May 2022	<u>-</u>	<u>-</u>
At 31 May 2021	<u>-</u>	<u>-</u>

Down Syndrome Training and Support Service Limited

Notes to the accounts continued

for the year ended 31 May 2022

8 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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

Legal authority for the payment

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

Remuneration and benefits received by key management personnel

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

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

Other related party transactions

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

9 Operating leases

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

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

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

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