

Sunshine and Smiles - Leeds Down Syndrome Network

Charity number 1154661

Annual Report and Financial Statements for the year ended 30 November 2020



Sunshine and Smiles - Leeds Down Syndrome Network

Annual Report and Financial Statements for the year ended 30 November 2020

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Prepared by West Yorkshire Community Accounting Service

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report for the year ended 30 November 2020

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
Marc Davies	Chair
Jonathan Astin	Treasurer
Katie Kelly	
Emma Henson	

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1154661, on 20 November 2013.

Principal address

3 Drummond Road
Far Headingley
Leeds LS16 5LB

Bankers

The Co-operative Bank	Skipton Building Society	Yorkshire Bank
PO Box 101	The Bailey	20 Merrion Way
1 Balloon Street	Skipton	Leeds
Manchester M60 4EP	BD23 1DN	LS2 8NZ
Shawbrook bank	NS&I	
Lutea House	Sunderland	
Warley Hill Business Park	SR43 2SB	
The Drive		
Great Warley, Brentford		
Exxex. CM13 3BE		

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charitable incorporated organisation (CIO) is governed by a constitution adopted on 20 November 2013 and amended 23 November 2016.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report (continued) for the year ended 30 November 2020

Objectives and activities

The charity's objects

1. The relief of children and young people with Down Syndrome and their families in particular by providing advocacy, advice and support.
2. The promotion of social inclusion among children with Down Syndrome and their families who are socially excluded from society, or parts of society, as a result of having Down Syndrome by:
 - a) providing education and information to support children and enable their parents / carers to maximise educational opportunities for their children;
 - b) raising public awareness of the issues affecting people with Down Syndrome, both generally and in relation to their social exclusion;
 - c) providing workshops, advocacy and general support;
 - d) providing recreational facilities and opportunities for children with Down Syndrome and promoting their wider participation in such activities in society
3. The provision of facilities for recreation and other leisure time occupation in the interest of social welfare with the object of improving the conditions of life of people with Down Syndrome, their families and carers.

These objects shall be primarily undertaken in the Metropolitan District of Leeds and the surrounding area.

The charity's main activities

Sunshine and Smiles is a support network for children and young people who have Down Syndrome, and their families, in Leeds and the surrounding areas.

We aim to improve the lives and opportunities for children and young people with Down Syndrome.

We offer speech and language therapy, regular groups and activities, individual support and advocacy for families, as well as raising awareness and challenging preconceptions in the wider community.

We are able to achieve this by establishing links with hospitals, health and education professionals and connecting with other related charities.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and we feel that our services and the objects of our organisation are beneficial in the following respects:

- reducing social isolation by providing a network of support and friendship for children and young people who have Down Syndrome, and their families
- strengthening families by offering advice and support at times of stress and difficulty
- improving outcomes for children and young people with Down Syndrome by offering therapeutic support such as speech and language therapy, physiotherapy and early development support
- promoting community and social cohesion by facilitating activities and services that bring children and young people with Down Syndrome, and their families, together
- improving other services and raise awareness of issues relating to Down Syndrome by advocating on behalf of children and young people with Down Syndrome and their families
- promoting inclusion and accessibility by endeavouring to provide all of our activities and services free of charge to children and young people with Down Syndrome and their families
- increasing sensitivity and awareness to 'difference', to augment the spectrum of what is perceived as 'normal' and broaden horizons of all
- maximising the potential of people with Down Syndrome to ensure they can best participate in, and contribute, including economically, to the wider society
- maximising the potential and development of people with Down Syndrome so as to encourage their inclusion into the wider society, to minimise their dependence on their families of origin and wider society
- reducing stigma and discrimination by maximising the abilities, education and skills of people with Down Syndrome

In these ways the charity promotes equality and social inclusion for people with disabilities.

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report (continued) for the year ended 30 November 2020

Achievements and performance

Over the past year we have run regular group activities as follows:

Fortnightly Mondays from 12.30pm – 2.30pm for 0 – 3 year olds group.

Fortnightly Saturdays – 2 x dance classes for children aged 4 – 16 years.

Fortnightly Saturdays – 2 x music classes for children aged 4 – 16 years.

Monthly Thursdays – evening group for young people aged 9 years and over.

Monthly Mondays, Wednesdays Saturdays & Sundays – 25 x speech and language groups for up to 5 children per group & Baby Sign groups.

Fortnightly Saturdays – Family Swim Sessions with taught lessons for 16 children - when possible.

Fortnightly Sundays – Football Sessions for children aged 4 – 16 years – on hold from March 2020 due to Coronavirus restrictions.

One to one cycling sessions.

The groups offer children opportunities to make new friends and socialise and at the family sessions siblings also get the chance to socialise and make friends. Parents and carers also have the opportunity to meet each other and share experiences and make supportive friendships.

There are a variety of activities for the children; musical instruments, paints, soft play, water play, tactile play, early developmental activities and support, singing and Makaton signing, movement and imagination play plus our speech and language therapy sessions. Parents are able to gain support and advice from other parents. We provide healthy snacks and drinks for the children and parents when our sessions run face to face.

Due to the Coronavirus pandemic we have been running many of our groups virtually since March 2020.

We have been unable to offer face to face trips & activities for much of this year due to the Coronavirus pandemic.

We also held a virtual World Down Syndrome Day celebration and virtual Christmas parties for all of our beneficiaries to join.

We have a private Facebook group and a public page where people can share experiences and ask advice from other parents and carers. We also have links with the Child Development Centres and are often asked to meet with, or be available to, new parents who have a baby with Down Syndrome or parents who have had a

We have worked alongside the neo-natal and pre-natal teams at Leeds Teaching Hospitals Trust to start to develop a support pathway and we have developed an information pack for new families who are expecting or who have a baby with Down Syndrome.

Over 130 children and young people with Down syndrome, 50 siblings and their wider families, have accessed group sessions and activities, over 60 children and young people have had the opportunity to access monthly Speech and Language sessions.

We have arranged parent information sessions & social opportunities for families to come together.

We took part in the 2.6 challenge which was a response to the cessation of many fundraising events due to Coronavirus and this raised over £7,000 for the charity.

We have delivered raising awareness workshops to student midwives, medical students, childminders, nurseries, schools and health professionals.

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report (continued) for the year ended 30 November 2020

Achievements and performance (continued)

We are part of a number of networks that enable us to raise the profile of people with Down syndrome and also advocate for better services and support; Short Breaks Partnership, Down Syndrome Network North, Down Syndrome Parent Support Groups UK, Leeds Early Years Special Educational Needs and Disability Steering group, Young Live Leeds and Voluntary Action Leeds.

We have offered individual support to families including home visits, hospital visits, support with completing forms and referrals or signposting for other support.

We have started running a forum each half-term for Teaching Assistants supporting children with Down syndrome in schools.

We have set up a weekly session from 9.30am – 2.30pm where families can book individual support sessions with one of our staff team.

We have been running our 21 Co. shop & café since January 2019 offering work & training to adults who have Down syndrome. We have 10 adults working with us currently. The café has been closed since March 2020 but we will be in a position to reopen once Coronavirus restrictions ease.

Members of the group, friends and family continue to support us by doing their own incredible fundraising challenges, by making generous donations and by making us wonderful things to sell at our fundraising events.

We have continued to fundraise to ensure that the organisation is sustainable in the long term.

Financial review

The net receipts for the year were £33,593, including net receipts of £21,268 on unrestricted funds and net receipts of £12,325 on restricted funds after transfers.

Impact of the Coronavirus pandemic

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £220,580.

Our reserves policy is to aim to maintain our unrestricted reserves at the level of 1 year's running costs based on the previous financial year.

In view of the Coronavirus pandemic, for this coming year (2020-2021) we would seek to use the running costs for the accounting year 2018 – 2019 as an accurate reflection of our usual running costs.

We are aware that we are holding slightly higher than one year's unrestricted funding and the Trustees are committed to looking at ways to increase our support and services to reduce this balance.

Signed on behalf of the board of trustees:

Signed:

Date:

Name (Trustee)

Sunshine and Smiles - Leeds Down Syndrome Network

Independent examiner's report to the trustees of Sunshine and Smiles - Leeds Down Syndrome Network Charitable Incorporated Organisation

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 November 2020, which are set out on pages 7 to 11.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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

Signed: Name: Claire Welling

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Sunshine and Smiles - Leeds Down Syndrome Network

Receipts and payments account

for the year ended 30 November 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Receipts					
Grants and donations	(2)	56,501	23,317	79,818	115,555
Fundraising activities		9,786	4,889	14,675	5,173
Café sales		12,369	-	12,369	56,535
Sales of makers goods		7,102	-	7,102	15,766
Fees earned		195	-	195	251
Bank interest		532	-	532	643
Training		-	-	-	90
Total receipts		86,485	28,206	114,691	194,013
Payments					
Staffing		31,821	4,615	36,436	61,294
Group resources		703	-	703	807
Trips and activities		1,837	3,563	5,400	9,171
Group refreshments		-	-	-	19
Administration supplies		555	-	555	1,081
Rent		1,040	-	1,040	6,911
Group equipment		607	201	808	179
Publicity		539	-	539	342
Running costs		1,183	-	1,183	2,081
Transport		1,648	-	1,648	3,925
Fundraising resources		579	-	579	3,566
Travel expenses		48	-	48	149
Training costs		594	-	594	406
Speech and language sessions		12,556	1,212	13,768	14,834
Insurance		2,367	33	2,400	1,275
Subscriptions and licences		1,326	17	1,343	780
Independent examination		780	-	780	420
Café 21					
Café 21 consumables		2,777	-	2,777	8,791
Café 21 premises		2,830	-	2,830	2,091
Café 21 equipment		2,409	-	2,409	7,641
Other expenses		-	-	-	21
Counselling therapies		225	-	225	50
Makers fees		5,033	-	5,033	10,248
Total payments		71,457	9,641	81,098	136,082
Net receipts / (payments)		15,028	18,565	33,593	57,931
Transfers between funds		6,240	(6,240)	-	-
Net movement in funds after transfers		21,268	12,325	33,593	57,931
Fund balances brought forward		199,312	16,712	216,024	158,093
Fund balances carried forward	(3)	220,580	29,037	249,617	216,024

Sunshine and Smiles - Leeds Down Syndrome Network

Statement of assets and liabilities

as at 30 November 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Current account	49,313	29,037	78,350	90,223
Skipton Building Society account	85,851	-	85,851	85,605
Yorkshire bank fixed term deposit	40,251	-	40,251	40,000
Shawbrook savings account	35,000	-	35,000	-
NS&I	10,000	-	10,000	-
Cash in hand	165	-	165	196
Total cash funds	220,580	29,037	249,617	216,024

Other monetary assets

Insurance paid in advance for 2020-21

£
1,105
<u>1,105</u>

Assets retained for the charity's own use

4 laptops
2 Printer / scanner / photocopier machines
Office furniture
Toys and resources
Coffee machine
Display units and counter furniture
Display fridge
Fridge / freezer
Freezer
Tables and chairs
2 iPads
Android tablet

Liabilities

Independent examination

£
<u>780</u>

Approval of the accounts

The financial statements were approved by the board of trustees on

Date:

Signed:

(Trustee)

Name

Sunshine and Smiles - Leeds Down Syndrome Network

Notes to the accounts

for the year ended 30 November 2020

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

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

The receipts have been amended to disaggregate café sales and to show gross takings on the sales of makers goods, with the makers fees shown as a payment.

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

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.

Fund accounting

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

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

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

Sunshine and Smiles - Leeds Down Syndrome Network

Notes to the accounts continued

for the year ended 30 November 2020

2 Grants and donations	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Short Breaks Partnership	-	7,668	7,668	5,023
UK Youth funding	-	12,000	12,000	-
Leeds Community Foundation	4,875	-	4,875	-
Tesco Bags of Help Grant	500	-	500	-
National Lottery Communities Fund	10,000	-	10,000	-
Grow The Game Grant	-	1,200	1,200	-
Yorkshire Building Society Foundation	-	1,000	1,000	-
Leeds City Council	2,359	-	2,359	-
Ideas That Change Lives	-	-	-	15,000
Local Giving	-	-	-	21,181
Smaller funders	-	-	-	29,874
Moorlands school	-	-	-	1,579
Other donations	38,767	1,449	40,216	42,898
	<u>56,501</u>	<u>23,317</u>	<u>79,818</u>	<u>115,555</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Short Breaks Partnership	1,886	7,669	7,565	-	1,990
Simply Health	496	-	-	-	496
Football sessions	1,540	1,230	864	-	1,906
Leeds Building Society	507	-	-	(507)	-
I Am Me project	2,648	-	-	(2,648)	-
Swimming sessions	6,438	13,319	-	-	19,757
4-9's Group	383	-	-	(383)	-
9-15's Group	550	-	-	(550)	-
Early development	2,152	-	-	(2,152)	-
Speech and Language	112	1,100	1,212	-	-
The Sunshine Hub	-	4,888	-	-	4,888
	<u>16,712</u>	<u>28,206</u>	<u>9,641</u>	<u>(6,240)</u>	<u>29,037</u>

Fund name

Purpose of restriction

Short Breaks Partnership	To provide recreational groups and activities
Simply Health	Developing a garden space and creating a 'new families' information pack
Football sessions	Development and delivery of football sessions
Leeds Building Society	To purchase garden equipment. A transfer of £507 was made to reflect historic usage of this fund.
I Am Me project	For project delivery
Swimming sessions	For swimming sessions
4-9's Group	To fund the 4-9's Group
9-15's Group	To fund the 9-15's Group
Early development	To fund Early Development Groups
Speech and Language	For speech and language sessions
The Sunshine Hub	For the lead tenancy of Stainbeck Community Hall and refurbishment and renovation works thereto

Transfers totalling £5,733 from various funds have been made in recognition that the donations made to these groups / sessions were not restricted.

Sunshine and Smiles - Leeds Down Syndrome Network
Notes to the accounts continued
for the year ended 30 November 2020

4 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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

Related party transactions