

# **Sunshine and Smiles - Leeds Down Syndrome Network**

Charity number 1154661

## **Annual Report and Financial Statements for the year ended 30 November 2021**



# **Sunshine and Smiles - Leeds Down Syndrome Network**

## **Annual Report and Financial Statements for the year ended 30 November 2021**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Sunshine and Smiles - Leeds Down Syndrome Network**

## **Trustees' report for the year ended 30 November 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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Marc Davies	Chair	
Jonathan Astin	Treasurer	
Emma Henson		
Katie Kelly		Resigned May 2021

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

### **Independent examiner**

Claire Welling

### **West Yorkshire Community Accountancy Service CIO**

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 2021**

### **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 2021**

### **Achievements and performance**

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

- Weekly Mondays from 10.30am – 12pm – 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, Saturdays & Sundays – 30 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 –
- Weekly online yoga sessions for young people aged 16+
- One to one cycling sessions.
- Fortnightly sibling support group – June – December 2021

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 where our sessions run face to face.

Due to the Coronavirus pandemic we were still running many of our sessions online until July 2021 but since then we have been able to bring most groups back in person.

We were able to host a day trip to Skelton Grange Environment Centre.

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 diagnosis in pregnancy.

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 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 2021**

### **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 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 also developed age specific WhatsApp groups to promote peer support and sharing of advice and information.

We send out a weekly newsletter.

We started a broad consultation process to help shape the future direction and investment of funds for Sunshine & Smiles – this is due to be completed in Spring 2022.

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 was closed throughout the pandemic but we were able to open again in August 2021.

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 payments for the year were £2,647, including net payments of £16,518 on unrestricted funds and net receipts of £13,871 on restricted funds.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £204,062.

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.

We are aware that we are holding 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 on 28/5/2022

Marc Davies (Chair of Trustees)

# **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 2021, 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.

Claire Welling

8/6/2022

### **West Yorkshire Community Accountancy Service CIO**

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 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	41,657	29,144	70,801	79,818
Fundraising activities		262	-	262	14,675
Café sales		10,560	-	10,560	12,369
Sales of makers goods		5,925	-	5,925	7,102
Fees earned		-	-	-	195
Bank interest		1,557	-	1,557	532
<b>Total receipts</b>		<b>59,961</b>	<b>29,144</b>	<b>89,105</b>	<b>114,691</b>
<b>Payments</b>					
Staffing		32,879	4,634	37,513	36,436
Group resources		544	610	1,154	703
Trips and activities		877	5,846	6,723	5,400
Group refreshments		26	18	44	-
Administration supplies		1,781	45	1,826	555
Rent		925	-	925	1,040
Group equipment		204	-	204	808
Publicity		345	-	345	539
Running costs		90	-	90	1,183
Transport		253	203	456	1,648
Fundraising resources		512	-	512	579
Travel expenses		39	-	39	48
Training costs		525	-	525	594
Speech and language sessions		23,866	-	23,866	13,768
Insurance		-	17	17	2,400
Subscriptions and licences		1,290	-	1,290	1,343
Independent examination		780	-	780	780
Café 21					
Café 21 consumables		3,424	-	3,424	2,777
Café 21 premises		3,135	-	3,135	2,830
Café 21 equipment		462	-	462	2,409
Other expenses		135	-	135	-
Counselling therapies		50	-	50	225
Makers fees		1,442	-	1,442	5,033
HR / Health and Safety		2,895	-	2,895	-
Professional fees		-	3,900	3,900	-
<b>Total payments</b>		<b>76,479</b>	<b>15,273</b>	<b>91,752</b>	<b>81,098</b>
<b>Net receipts / (payments)</b>		<b>(16,518)</b>	<b>13,871</b>	<b>(2,647)</b>	<b>33,593</b>
<b>Fund balances brought forward</b>		<b>220,580</b>	<b>29,037</b>	<b>249,617</b>	<b>216,024</b>
<b>Fund balances carried forward</b>	(3)	<b>204,062</b>	<b>42,908</b>	<b>246,970</b>	<b>249,617</b>



# Sunshine and Smiles - Leeds Down Syndrome Network

## Statement of assets and liabilities

as at 30 November 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	203,897	42,908	246,805	249,452
Cash in hand	165	-	165	165
<b>Total cash funds</b>	<u>204,062</u>	<u>42,908</u>	<u>246,970</u>	<u>249,617</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

£  
780

### Approval of the accounts

The financial statements were approved by the board of trustees on 28/5/2022

Marc Davies (Chair of Trustees)

# **Sunshine and Smiles - Leeds Down Syndrome Network**

## **Notes to the accounts**

### **for the year ended 30 November 2021**

#### **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.

No 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 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Short Breaks Partnership	-	7,669	7,669	7,668
UK Youth funding	-	-	-	12,000
Leeds Community Foundation	-	-	-	4,875
Tesco Bags of Help Grant	-	-	-	500
National Lottery Communities Fund	-	-	-	10,000
Grow The Game Grant	-	-	-	1,200
Yorkshire Building Society Foundation	-	-	-	1,000
Leeds City Council	-	-	-	2,359
Football Sessions	-	1,600	1,600	-
Windmill Community Transport	-	1,000	1,000	-
St James's Place Foundation	2,500	-	2,500	-
Speech and Language	-	-	-	-
The Sunshine Hub	-	11,375	11,375	-
Flint Family Fund	-	5,000	5,000	-
NISA Make a Difference Locally	5,687	-	5,687	-
Pudsey Gateway	1,000	-	1,000	-
Engage Interactive	2,178	-	2,178	-
Linden Charitable Trust	2,000	-	2,000	-
Co-op Community Foundation	-	1,826	1,826	-
Other donations	28,292	674	28,966	40,216
	<u>41,657</u>	<u>29,144</u>	<u>70,801</u>	<u>79,818</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Short Breaks Partnership	1,990	7,669	6,268	-	3,391
Simply Health	496	-	496	-	-
Football sessions	1,906	1,600	653	-	2,853
Windmill Community Transport	-	1,000	203	-	797
Sibling Participation Groups	-	2,500	1,275	-	1,225
Swimming sessions	19,757	-	2,447	-	17,310
The Sunshine Hub	4,888	11,375	600	-	15,663
Flint Family Fund	-	5,000	3,331	-	1,669
	<u>29,037</u>	<u>29,144</u>	<u>15,273</u>	<u>-</u>	<u>42,908</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
Windmill Community Transport	Transport for Families.
Sibling Participation Groups	For project delivery
Swimming sessions	For swimming sessions
The Sunshine Hub	For the lead tenancy of Stainbeck Community Hall and refurbishment and renovation works thereto
Flint Family Fund	For the consultation project and staffing

**Sunshine and Smiles - Leeds Down Syndrome Network**  
**Notes to the accounts continued**  
**for the year ended 30 November 2021**

**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.

**Other related party transactions**

There were no other related party transactions during this year or the previous year.