

Sunshine and Smiles - Leeds Down Syndrome Network

Charity number 1154661

Annual Report and Financial Statements for the year ended 30 November 2022



West Yorkshire Community Accounting Service

Sunshine and Smiles - Leeds Down Syndrome Network

Annual Report and Financial Statements for the year ended 30 November 2022

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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 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
Marc Davies		
Jonathan Astin		
Emma Henson		
Jane Sinson		Appointed 10 May 2023
Emily Vuijk		Appointed 10 May 2023
Charity number	1154661	Registered in England and Wales

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

Rhys North ACA

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 2022

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 2022

Achievements and performance

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

- Weekly Mondays from 10.30am – 12pm – 0 – 4 year olds group.
- Fortnightly Saturdays – 2 x dance classes for children aged 2 – 18 years.
- Fortnightly Saturdays – 2 x music classes for children aged 2 – 18 years.
- Fortnightly Thursdays – evening karaoke group for young people aged 10 years and over.
- Monthly Mondays, Saturdays & Sundays – 30 x speech and language groups for up to 5 children per group & Makaton Baby Sign groups.
- Fortnightly Saturdays – Family Swim Sessions with taught lessons for 16 children - when possible.
- Fortnightly Sundays – Football Sessions for children aged 4 – 18 years
- Fortnightly online yoga sessions for young people aged 16+
- Fortnightly cricket sessions for young people over 12 years old

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.

We also held a World Down Syndrome Day celebration with Singing Hands for over 150 people and we were able to host our annual Christmas party, which we reframed as a multicultural celebration, for the first time in three years.

We undertook a wide ranging consultation exercise which has created a significant development plan for Sunshine & Smiles for the next 5 to 10 years.

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 and social opportunities for families to come together.

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

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.

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report (continued) for the year ended 30 November 2022

Achievements and performance (continued)

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.

21 Co. continues to operate and offers training and paid work experience for 11 people with Down syndrome.

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 and apply for relevant grants to ensure that the organisation is sustainable in the long term.

Financial review

The net payments for the year were £17,095, including net payments of £19,797 on unrestricted funds and net receipts of £2,702 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £184,265.

Our reserves policy is to aim to maintain our unrestricted reserves at the level of one year's running costs based on the previous financial year; which based on 2021/22 expenditure would be £192,341.

Approved by the board of trustees on 10/5/2023

Marc Davies (Trustee)

Sunshine and Smiles - Leeds Down Syndrome Network

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

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 November 2022, which are set out on pages 7 to 12.

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 charity as required by section 130 of the Charities Act;
- 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.

Rhys North ACA

22/5/2023

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 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	68,872	30,858	99,730	68,885
Fundraising activities		10,709	9,040	19,749	2,178
Café and shop sales		55,049	-	55,049	16,485
Fees earned		100	-	100	-
Bank interest		618	-	618	1,557
Total receipts		135,348	39,898	175,246	89,105
Payments					
Salaries, NI, pensions and payroll charges		55,332	20,174	75,506	10,989
Freelance staff		22,873	-	22,873	26,524
Group resources		1,263	279	1,542	1,154
Trips and activities		5,276	15,559	20,835	6,723
Group refreshments		38	-	38	44
Administration		1,490	-	1,490	1,826
Rent		1,418	-	1,418	925
Group equipment		166	330	496	204
Publicity		608	-	608	345
Running costs		-	-	-	90
Transport		3,121	797	3,918	456
Fundraising resources		3,394	-	3,394	512
Travel expenses		17	-	17	39
Training costs		551	-	551	525
Speech and language sessions		16,782	-	16,782	23,866
Insurance		1,137	-	1,137	17
Subscriptions and licences		2,100	57	2,157	1,290
Independent examination		780	-	780	780
Café 21:					
Café 21 consumables		7,538	-	7,538	3,424
Café 21 premises		8,052	-	8,052	3,135
Café 21 equipment		2,078	-	2,078	462
Other expenses		117	-	117	135
Counselling therapies		325	-	325	50
Makers fees		12,074	-	12,074	1,442
HR / Health and Safety		2,015	-	2,015	2,895
Professional fees		6,600	-	6,600	3,900
Total payments		155,145	37,196	192,341	91,752
Net receipts / (payments)		(19,797)	2,702	(17,095)	(2,647)
Fund balances brought forward		204,062	42,908	246,970	249,617
Fund balances carried forward	(3)	184,265	45,610	229,875	246,970

Sunshine and Smiles - Leeds Down Syndrome Network
Statement of assets and liabilities
as at 30 November 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	184,145	45,610	229,755	246,805
Cash in hand	120	-	120	165
Total cash funds	<u>184,265</u>	<u>45,610</u>	<u>229,875</u>	<u>246,970</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

	2022
	£
Independent Examination	960
Staff tips	100
	<u>1,060</u>

The financial statements were approved by the board of trustees on 10/5/2023

Marc Davies (Trustee)

Sunshine and Smiles - Leeds Down Syndrome Network

Notes to the accounts

for the year ended 30 November 2022

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 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Angela Gallagher Memorial Fund	1,000	-	1,000	-
Bupa Charity Fund	-	500	500	-
Charles Brotherton Trust	200	-	200	-
David Family Foundation	500	-	500	-
J Murphy & Sons	1,500	-	1,500	-
JCT 600	-	275	275	-
Leeds City Council (LCC)	2,397	8,169	10,566	7,669
Leeds Community Foundation	15,000	20,636	35,636	-
Linden Charitable Trust	1,000	-	1,000	2,000
Manson Family Trust	250	-	250	-
NISA Make a Difference Locally (MADL)	2,167	1,220	3,387	7,363
Pierrepoint Trust	10,000	-	10,000	-
Price Waterhouse Coopers	1,742	-	1,742	-
Stubbs Family Foundation	1,000	-	1,000	-
The Blakemore Foundation	100	-	100	-
Co-op Community Foundation	-	-	-	2,514
Engage Interactive	-	-	-	2,178
Flint Family Fund	-	-	-	5,000
Football Association Foundation	-	-	-	1,600
Pudsey Gateway	-	-	-	1,000
St James's Place Foundation	-	-	-	2,500
Windmill Community Transport	-	-	-	1,000
Other donations	32,016	58	32,074	36,061
	68,872	30,858	99,730	68,885

Sunshine and Smiles - Leeds Down Syndrome Network

Notes to the accounts continued

for the year ended 30 November 2022

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Anne Maguire - Music Sessions	-	5,000	501	-	4,499
Pop Up Coffee Machine	-	250	-	-	250
Magic Bags	-	250	250	-	-
Christmas Party	-	250	250	-	-
Crowdfunder - Sports Sessions	-	4,061	-	-	4,061
Crowdfunder - Staffing	-	5,004	-	-	5,004
Flint Family Fund	1,669	5,000	6,669	-	-
Football Sessions	2,853	308	1,192	-	1,969
Employment Development Staffing	-	5,318	5,318	-	-
Individual Support Staffing	-	5,318	5,318	-	-
NISA - MADL	-	1,220	1,220	-	-
LCC Short Breaks	3,391	7,669	5,093	-	5,967
Sibling Participation Groups	1,225	-	229	-	996
Swimming Sessions	17,310	-	10,109	-	7,201
The Sunshine Hub	15,663	-	-	-	15,663
Windmill Community Transport	797	-	797	-	-
LCC Mice	-	250	250	-	-
	<u>42,908</u>	<u>39,898</u>	<u>37,196</u>	<u>-</u>	<u>45,610</u>

Fund name	Purpose of restriction
Anne Maguire - Music Sessions	To enable the delivery of accessible and inclusive music sessions.
Pop Up Coffee Machine	To enable the purchase of a pop up coffee machine.
Magic Bags	To provide Magic Bags for children aged 0 - 5
Christmas Party	Towards the cost of the annual Christmas Party.
Crowdfunder - Sports Sessions	To enable the provision of sports session activities.
Crowdfunder - Staffing	To contribute towards the salary costs of the charity's employees.
Flint Family Fund	To contribute towards the costs of the consultation project and staffing.
Football Sessions	To enable the development and delivery of football sessions.
Employment Development Staffing	To increase staffing hours to develop an employment pathway for people with Down Syndrome working at Company 21.
Individual Support Staffing	To increase staffing hours so as to enable additional support for families as needed.
NISA - MADL	To support the holding of a celebration event.
LCC Short Breaks	To provide recreational groups and activities.
Sibling Participation Groups	To support the project delivery costs of sibling participation groups.
Swimming Sessions	To support the costs of running swimming sessions.
The Sunshine Hub	Funding provided for refurbishment and renovation works to the charity's premises including Stainbeck Community Hall.
Windmill Community Transport	To support transport costs for families.
LCC Mice	To support World Down Syndrome Day celebrations.

Sunshine and Smiles - Leeds Down Syndrome Network
Notes to the accounts continued
for the year ended 30 November 2022

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.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £20,558.