

Sunshine and Smiles - Leeds Down Syndrome Network

Charity number 1154661

Annual Report and Financial Statements for the year ended 30 November 2023



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COMMUNITY ACCOUNTING
WEST YORKSHIRE

Sunshine and Smiles - Leeds Down Syndrome Network

Annual Report and Financial Statements for the year ended 30 November 2023

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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 2023

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

Registered and principal address

3 Drummond Road
Far Headingley
Leeds LS16 5LB

Bankers

The Co-operative Bank	Skipton Building Society	Virgin Money
PO Box 101	The Bailey	20 Merion 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, Essex.		
CM13 3BE		

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 2023

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

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 2023

Achievements and performance

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

Weekly Mondays from 10.30am to 12pm for a 0–3 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 group for young people aged 9 years and over.

Monthly Mondays, Saturdays or Sundays – 15 x speech and language sessions plus Makaton Baby Sign groups.

Fortnightly Wednesdays – cricket sessions for young people aged 12-25

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+

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 their parent(s).

We held our 10th birthday party in November 2023 – this was a wonderful celebration with over 300 people in attendance.

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 140 children and young people with Down Syndrome, 50 siblings and their wider families, have accessed group sessions and activities and over 40 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.

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.

Sunshine and Smiles - Leeds Down Syndrome Network

Trustees' report (continued) for the year ended 30 November 2023

Achievements and performance (continued)

Our consultation process was completed and we have been working on the outcomes from this concerning: financial resilience, improved service pathway and improved organisational structure.

We have been running our 21 Co. shop and café since January 2019 and we have been open again after Covid since August 2021. We offer work and training to adults who have Down Syndrome. We have 10 adults working with us currently.

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 £2,207, including net payments of £25,409 on unrestricted funds and net receipts of £23,202 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £158,856.

Sunshine & Smiles – Leeds Down Syndrome Network needs reserves to:

- Meet contractual liabilities should the organisation have to close. This includes redundancy pay, amounts due to creditors and commitments under leases;

- To meet unexpected costs like the breakdown of essential office machinery, staff cover re illness, maternity leave, parental leave, and legal costs defending the charities interest;

- To replace equipment as it wears out;

- Ensure that the charity can continue to provide stable and quality services to those who need them. Within this context to minimise recruitment, staff training, staff induction and marketing costs by avoiding the need for redundancies caused by financial crisis; and

- From time to time funding has certain restrictions which mean that by law it must be held in a restricted reserves until it is spent in line with the funding agreement.

Sunshine & Smiles aims to have reserves equivalent to 9 months of running costs. Based on expenditure for the year ending 30 November 2023 the target level of reserves is £159,000.

Approved by the board of trustees on 9/08/2024

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 2023, 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

27/08/2024

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 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Receipts					
Grants and donations	(2)	74,818	31,153	105,971	99,730
Fundraising activities		13,875	4,046	17,921	19,749
Café and shop sales		83,451	-	83,451	55,049
Other income		1,527	-	1,527	100
Bank interest		757	-	757	618
Total receipts		174,428	35,199	209,627	175,246
Payments					
Salaries, NI, pensions and payroll charges		105,394	826	106,220	75,506
Freelance staff		5,793	-	5,793	22,873
Group resources		393	240	633	1,542
Trips and activities		10,848	9,367	20,215	20,835
Group refreshments		370	3	373	38
Administration		2,077	-	2,077	862
Telephone and internet		2,141	-	2,141	628
Rent		2,632	375	3,007	1,418
Group equipment		228	510	738	496
Publicity		518	-	518	608
Transport		3,970	-	3,970	3,918
Fundraising resources		3,454	-	3,454	3,394
Travel expenses		185	-	185	17
Training costs		272	-	272	551
Speech and language sessions		11,596	-	11,596	16,782
Insurance		1,184	-	1,184	1,137
Subscriptions and licences		2,704	63	2,767	2,157
Independent examination		960	-	960	780
Café 21:					
Café 21 consumables		18,632	613	19,245	7,538
Café 21 premises		6,722	-	6,722	8,052
Café 21 equipment		2,960	-	2,960	2,078
Other expenses		931	-	931	117
Counselling therapies		-	-	-	325
Makers fees		13,764	-	13,764	12,074
HR / Health and Safety		1,643	-	1,643	2,015
Professional fees		466	-	466	6,600
Total payments		199,837	11,997	211,834	192,341
Net receipts / (payments)		(25,409)	23,202	(2,207)	(17,095)
Fund balances brought forward		184,265	45,610	229,875	246,970
Fund balances carried forward	(3)	158,856	68,812	227,668	229,875

Sunshine and Smiles - Leeds Down Syndrome Network

Statement of assets and liabilities

as at 30 November 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	158,636	68,812	227,448	229,755
Cash in hand	220	-	220	120
Total cash funds	<u>158,856</u>	<u>68,812</u>	<u>227,668</u>	<u>229,875</u>

Debtors and prepayments

	2023
	£
Accrued income - bank interest	1,868
Other debtors - gift aid	348
	<u>2,216</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

	2023
	£
Creditors - rent, freelance fees, activities and travel	3,248
Accruals - independent examination fee and staff tips	2,203
	<u>5,451</u>

The financial statements were approved by the board of trustees on 9/08/2024

Marc Davies (Trustee)

Sunshine and Smiles - Leeds Down Syndrome Network

Notes to the accounts

for the year ended 30 November 2023

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 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Barclays Community Fund	-	500	500	-
Barnard Kenneth Hufton Trust	1,000	-	1,000	-
Bupa Foundation	-	1,654	1,654	500
Charles Brotherton Trust	200	-	200	200
Christadelphian Samaritan Fund	500	-	500	-
David Lister Charitable Trust	1,000	-	1,000	-
Douglas Arter Foundation	500	-	500	-
EG Foundation	-	1,000	1,000	-
Engage Interactive	3,007	-	3,007	-
FB Coales No 4 (Family) Trust	1,000	-	1,000	-
Fitton Trust	250	-	250	-
Forum Central	-	1,000	1,000	-
Jewson Limited	-	500	500	-
Leeds City Council	-	7,669	7,669	10,566
Leeds Community Foundation	15,000	5,000	20,000	35,636
Marsh Charitable Trust	500	-	500	-
NISA Make a Difference Locally (MADL)	750	-	750	3,387
One17 Design Charitable Trust	240	-	240	-
Park Lane Foundation	-	500	500	-
The Alchemy Foundation	1,000	-	1,000	-
The Bellasis Trust	-	540	540	-
The Blevins Franks Charitable Fund	-	1,540	1,540	-
The Cotton Industry War Memorial Trust	2,500	-	2,500	-
The Gosling Foundation	-	5,000	5,000	-
The Hudson Charitable Trust	300	-	300	-
The Irving Memorial Trust	2,000	-	2,000	-
The Liz and Terry Bramall Foundation	2,500	-	2,500	-
The Matthew Hill Sustainability Fund	-	1,000	1,000	-
The Metals Consultant	750	-	750	-
The Mollie Croysdale Charitable Trust	500	-	500	-
The Pat Newman Memorial Trust	500	-	500	-
The Potel Charitable Trust	540	-	540	-
The R S Brownless Charitable Trust	200	-	200	-
The Sydney Black Charitable Trust Limited	500	-	500	-
The Theodore Maxxy Charitable Trust	2,000	-	2,000	-
The Vickers Staff Charitable Fund	2,500	-	2,500	-
The Wharfedale Foundation	-	2,500	2,500	-
Virgin Media O2	1,000	-	1,000	-
Webb Family Charitable Trust	-	2,500	2,500	-
Blakemore Foundation	-	-	-	100
J. Murphy & Sons Limited	-	-	-	1,500
PricewaterhouseCoopers LLP	-	-	-	1,742
Stubbs Family Charitable Trust	-	-	-	1,000
The Angela Gallagher Memorial Fund	-	-	-	1,000
The David Family Foundation	-	-	-	500
The Linden Charitable Trust	-	-	-	1,000
The Manson Family Charitable Trust	-	-	-	250
The Pierrepont Trust	-	-	-	10,000
Other donations	34,081	250	34,331	32,349
	<u>74,818</u>	<u>31,153</u>	<u>105,971</u>	<u>99,730</u>

Sunshine and Smiles - Leeds Down Syndrome Network
Notes to the accounts continued
for the year ended 30 November 2023

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
EG Foundation	-	1,000	613	-	387
Headingley Neighbourhood Watch	-	500	-	-	500
Anne Maguire Fund	4,499	5,000	1,712	-	7,787
Blevins Frank	-	1,540	244	-	1,296
Pop Up Coffee Machine	250	-	-	-	250
BUPA Charity Fund	-	1,654	-	-	1,654
Crowdfunder - Sports Sessions	4,061	4,296	2,888	-	5,469
Crowdfunder - Staffing	5,004	-	-	-	5,004
Football Sessions	1,969	1,000	1,492	-	1,477
Volition - Household Support Fund	-	1,000	-	-	1,000
Employment Development Staffing	-	-	-	-	-
Individual Support Staffing	-	-	-	-	-
Matthew Hill Sustainability Fund	-	1,000	-	-	1,000
Leeds City Council	5,967	7,669	2,180	-	11,456
Sibling Participation Groups	996	-	-	-	996
Swimming Sessions	7,201	5,000	2,367	-	9,834
The Bellasis Trust	-	540	-	-	540
The Sunshine Hub	15,663	-	-	-	15,663
Webb Family Charitable Trust	-	2,500	375	-	2,125
Wharfedale Foundation	-	2,500	126	-	2,374
	<u>45,610</u>	<u>35,199</u>	<u>11,997</u>	<u>-</u>	<u>68,812</u>

Fund name	Purpose of restriction
EG Foundation	To provide stock for Company 21.
Headingley Neighbourhood Watch	To provide karaoke equipment and stock for Company 21.
Anne Maguire Fund	To enable the delivery of accessible and inclusive music sessions.
Blevins Frank	To support makaton sessions and supporting resources.
Pop Up Coffee Machine	To enable the purchase of a pop up coffee machine.
BUPA Charity Fund	To provide Company 21 with equipment including signage, display cabinet and freezer.
Crowdfunder - Sports Sessions	To enable the provision of sports session activities.
Crowdfunder - Staffing	To contribute towards the salary costs of the charity's employees.
Football Sessions	Funding from Barclays Community Fund and Jewsons Limited to enable the development and delivery of football sessions.
Volition - Household Support Fund	To provide household support for families.
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.
Matthew Hill Sustainability Fund	To help improve lighting in Company 21.
Leeds City Council	To provide recreational groups and activities.
Sibling Participation Groups	To support the project delivery costs of sibling participation groups.
Swimming Sessions	Grant funding, including this year from The Gosling Foundation, to support the costs of running swimming sessions.
The Bellasis Trust	To support the provision of toys and books.
The Sunshine Hub	Funding provided for refurbishment and renovation works to the charity's premises including Stainbeck Community Hall.
Webb Family Charitable Trust	To help towards rent costs.
Wharfedale Foundation	To help towards employment development at Company 21.

Sunshine and Smiles - Leeds Down Syndrome Network
Notes to the accounts continued
for the year ended 30 November 2023

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 £27,766 (previous year: £30,339).