



South Manchester
Down's Syndrome Support Group
Fulfilling Potential

Trustees' Annual Report and Accounts 2022

1 September 2021 to 31 August 2022

South Manchester Down's Syndrome Support Group
(SMDSSG)

Registered Charity Number: 1164570

Trustees' Annual Report 1 September 2021 to 31 August 2022

Administrative information

Charity name: South Manchester Down's Syndrome Support Group (**SMDSSG**)

Primary address: Unit 17, 41 Old Birley Street, Manchester, M15 5RF

Structure, governance and management

SMDSSG is an **Association CIO** (Charitable Incorporated Organisation), established by constitution on 26 August 2015 and registered with Charity Commission on 26 November 2015 (charity number 1164570), in the same name as the previous unincorporated association (charity number 1147397), as mandated by the SMDSSG membership at the 2014 AGM.

A CIO is a legal structure, under the Charities Act 2011, designed specifically and only for charities. The principle of a CIO is that it is a corporate body with limited liability but formed under charity law (rather than company law) and registered solely with the charity regulator, the Charity Commission. The protection afforded by the group's limited liability make it easier to recruit and retain Trustees and to engage in contracts, including directly employing paid workers.

Trustees are appointed and/or reappointed at the Annual General Meeting or by the Board of Trustees during the year, as required and in accordance with the constitution. There is a child protection policy in place, and all Trustees must undergo a DBS check. They are also required to sign the Charity Commission's Trustee eligibility declaration, and a fit and proper persons declaration based on HMRC guidance.

Trustees

	Trustee name	Office (if any)	Notes
1	Richard Dolan	Chair	Standing down
2	Dan Smith	Secretary	Standing down
3	Jitka Cowgill	Treasurer	
4	Lydia Burke		
5	Rick Cowgill		<i>Standing for Chair</i>
6	Tina Kirwin-McGinley		Safeguarding lead
7	Steve Ashton		<i>Standing for secretary</i>
8	Vacancy		
9	Vacancy		
10	Vacancy		

Staff

Name	Role
Esther Whitaker	CEO (Employment started May 2022)
Emily Sollis	Activities Coordinator (Contract started September 2021)
John Henry	WorkFit Co-ordinator (employed by DSA, funded by SMDSSG)
Adelisa Yon	Speech & language therapist
Alison Calow	Speech & language therapist
Helen Adkins	Speech & language therapist
Judith Patel	Speech & language therapist (Started January 2022)
Jen Ellison	Sing & sign

Our Charity

Purpose

We exist to empower children and young people with Down's syndrome to reach their potential and lead fulfilling lives. We do this both directly by facilitating their access to social and educational opportunities and indirectly by helping their family members and carers to provide more effective support.

Values

We see ourselves as:

Listening and responding

Empathetic and caring

Open and inclusive

Member-led

We believe it is our **whole-family approach** to the empowerment of young people with Down's syndrome that marks us out.

Achievements and performance

Employment of a full time CEO

Esther joined the charity as our first full time CEO in May 2022, she brings with her a wealth of experience from both the charity sector and beyond. We look forward to seeing great things in the future.

Word from the CEO

Having joined at the end of this reporting deadline, the first month in the job was about observing and listening to members. The priority was to stabilise the group financially so that we could continue to develop services that the members were telling us they want to see.

Processes and systems are a big area of development, making sure the foundations of the charity are solid and able to support us as we grow to meet need. Governance is another priority, making sure we are meeting good practice standards across all areas for both internal and external stakeholders.

As our outputs increases but staffing levels remain the same, volunteers and the processes around them became a priority with a complete overhaul of the onboarding, retention and offboarding processes.

The development of services and the increase in engagement of members has been wonderful to see and we look forward to continuing the journey. Ultimately the more efficient we are the more services we can deliver for the people that matter most – our members and their families!

Strategy review

The trustees have been working hard to review and update the Strategy following the employment of Esther. This has now been completed and a dynamic strategy document will be shared with the members for feedback and input. A small snapshot of that document is included at the end of this report.

Membership

SMDSSG currently holds approximately 200 members on its books. A review of the data held is being carried out and members should expect to hear from the team over the coming months as we try to

Membership is free and members are entitled to:

- vote at General Meetings of the group
- stand for election as Trustees / committee members
- attend members' events such as soft play, SLT sessions at Chatterbox and Christmas parties as well as all open events
- discounted fees for training organised by SMDSSG
- receive priority and discounted tickets for events organised by SMDSSG

Communication

Our activities are advertised via email, general information can be found via our website, Facebook page, Twitter account and our newsletter. We have a presence on the local offer pages of some local authorities.

Our newsletter is sent to over 300 addresses to keep members and friends up to date with the group's activities, provide useful information and signposting.

Family support

The group provides opportunities for parents and carers to meet, share information and experiences, develop support networks and celebrate successes. We create events that give the chance for children and siblings to socialise, make friends and have fun. We assist new parents by providing help, support and friendship through a local network of volunteer new parent contacts.

Chatterbox club

Our monthly Saturday morning open drop-in Chatterbox sessions provide a range of activities for all family members - children and young people with Down's syndrome and their parents and siblings of all ages – and this event draws attendees from a wide area. Activities include sing and sign; yoga; Zumba; art and crafts; speech and language therapy.

Chatterbox activities are constantly being developed to ensure we are offering different activities each month to cover a range of ages and interests. Watch out for more exciting news about training and support offered at future events.

Chatterbox club has now returned face to face and in a new venue, it remains popular with around 45 children enrolled for speech and language sessions each term.

Our thanks go to our team of dedicated speech and language therapists, Venture arts and volunteers who continue to provide expertise and support and make this monthly event a success.

Pre-school group

The group has been a wonderful opportunity for parents with babies to meet in a small group and share information, advice and stories over a coffee. Drop in sessions from professionals cover a range of topics to help support families in the early years.

WorkFit

Our WorkFit Officer John Henry is currently funded by the Lottery with an Awards for All grant. John continues to achieve wonderful outcomes for our members. Here are the headlines.

- 9 placements, 7 paid, 2 unpaid
- 6 permanent paid roles
- 3 long term voluntary roles
- Last two years 94% retention rate and 65% paid positions

Optimistic engagement with the following employers:

Costa, Sodexo, Wickes, Hilton hotel group, Odeon, B&Q, National Trust, Biffa/Keep Manchester Tidy

Significant support delivered to candidates, employers, and parents, around issues relating to mental health and wellbeing/ safeguarding and health and safety. Sign posting to SMDSSG & DSA also encouraging attendance of 17+ events. Supporting fundraising events with employers. John attended a Mental Health first aid course and is now a Mental Health first aider.

Use of TSI for observation and support in workplace. This helps to support buddy/employer and embed WorkFit training.

Over 17s

The Over 17s group continues to be a great success with events such as bowling, pizza night, afternoon tea and karaoke amongst our events, this year also saw our first silent disco and a joint Speed Dating social with Down Syndrome Cheshire. Friendships are forming and parents are able to relax and socialise whilst events are managed and run by volunteers.

Singing Hands

The group celebrated World Down Syndrome Day 2022 with Singing Hands at The Life Centre in Sale. A huge success as always with great feedback from our members.

Drama Club

This summer we ran a drama club pilot scheme, carried out in partnership with Odd Arts.

Training

- Positive Behaviour Support -Simon Birch Wednesday 16th March 11 attendees
- +17s Conversation Skills – Emily & Molly Wednesday 20th April 2 attendees
- Developing Literacy skills – Kelly Burgoyne Wednesday 4th May 12 attendees
- Supporting Emotional Wellbeing for Young People with Downs Syndrome (ages 4-18 years) - Dr Geraldine White Friday 6 May 2022 4 attendees
- Early Years Development - Maths – Yvonne from Cheshire Down’s Syndrome Tuesday 10th May 7 attendees

Plans are being put in place to provide a full program moving forward.

Recruitment

Following the successful recruitment of Esther, we have also been able to offer Emily a permanent part time role following on from the successful completion of her contract. Her

Financial Review

At the end of the financial year, 31 August 2022, our accumulated funds totalled £28,226 (2021: £20,255) of which £17,656 (2021: £515) is restricted.

The trustees are happy to report the charity is in a strong position financially and therefore we are able to continue to support our members. We have seen a large increase in restricted funds to cover our core running costs and core activities.

Based on our current operational costs we have sufficient funds to continue to operate for over two years, thanks in part to the continued receipts from the National Lottery Community Fund.

We aim to maintain a minimum level of funds equivalent to six months projected running costs of the charity and reserves are increasing in line with our current planned expansion. Members should remain reassured that the trustees do not intend to use our reserves or plan any large expenditures without first having secured funding to support our plans.

Our financial position is continually reviewed with plans for future expansion being funded by successful fundraising from multiple sources.

Update on plans for the Future

The Trustees continue to work hard on developing a strategy that can simultaneously create both stability for our existing members and also more opportunities for more families to connect with us.

Our strategy over the next year will see us focus on consolidating the membership; exploring options for new events to include all of our members; we will invest in creating financial and operational stability and investigate the feasibility for providing or signposting childcare during holiday time.

We look forward to giving our members the opportunity to input into our strategy as we move forward.

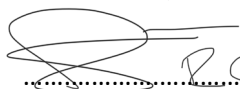
Fundraising and donations

We currently rely on grants, fundraising and donations to support our activities. Donations can be made via our Localgiving page: <https://localgiving.org/charity/dsmanchester/> and we encourage this over cash or cheques.

We are very grateful to all our supporters who donated so generously. Thank you!!

General data Protection Regulations (GDPR): As a small charity we are compliant with the regulations whilst carrying out our objectives and keeping personal data we hold and the data we process under constant review. Two of our trustees have extensive and relevant experience with GDPR and provide support and guidance.

Approved by the Trustees on 29/06/2023 and signed on their behalf:


..... P. Cowgill

South Manchester Down's Syndrome Support Group		1164570	
Receipts and payments accounts			
For the period from	01/09/2021	To	31/08/2022

CC16a

CC16a

Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Bank interest					-
Fundraising events					
Donations and grants (incl. gift aid)	11,651	18,954		30,605	18,345
Fees for charitable services	1,489			1,489	2,665
Fees for training courses				-	-
the National Lottery Community Fund "RC North West Region"		19,534		19,534	-
Members' subscriptions				-	-
Sub total (Gross income for AR)	13,140	38,488		51,627	21,010

A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	13,140	38,488		51,627	21,010

A3 Payments					
Arts and crafts supplies	-	725		725	721
Bank charges				-	-
Building hire		1,583		1,583	-
Christmas activities		1,236		1,236	-
Group activities	3,607	1,883		5,490	2,222
Misc expenses	167			167	284
Pre-school group				-	-
Professional costs		6,989		6,989	-
Refreshments (meetings and Chatterbox)		99		99	-
Rent and utilities	1,606			1,606	2,510
Play worker				-	-
Resources				-	1,567
Sing and sign		1,560		1,560	1,250
Speech and language therapists		6,098		6,098	6,225
Staffing	3,266			3,266	8,254
Stationery. Printing & postage costs				-	-
the National Lottery Community Fund "RC North West Region"		14,242		14,242	-
Training	1,177	210		1,387	980
Yoga	30	290		320	160
Sub total	9,852	34,914		44,767	24,173

A4 Asset and investment purchases, (see table)					
Deposit for Office	-	-	-	-	-
Learning resources	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	9,852	34,914	-	44,767	24,173

Net of receipts/(payments)	3,287	3,573		6,861	- 3,163
A5 Transfers between funds	- 8,331	8,331		-	-
A6 Cash funds last year end	19,739	516		20,255	23,418
Cash funds this year end	14,695	12,421		27,116	20,255

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Current account	14,695	12,421	-
	Cash in hand			-

			-
Total cash funds	14,695	12,421	-
(agree balances with receipts and payments account(s))	OK	OK	OK

Unrestricted
funds
to nearest £

Restricted
funds
to nearest £

Endowment
funds
to nearest £

Details

B2 Other monetary assets

		-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details

B3 Investment assets

Fund to which asset belongs	Cost (optional)	Current value (optional)
	-	-
	-	-
	-	-
	-	-
	-	-

Details

B4 Assets retained for the charity's own use

Fund to which asset belongs	Cost (optional)	Current value (optional)
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

Details

B5 Liabilities

Fund to which	Amount due	When due
	-	
	-	
	-	
	-	
	-	

Signed by one or two trustees on behalf

Signature

Print Name

Date of



Jitka Cowgill

29/06/2023



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
South Manchester Down's Syndrome Support Group

On accounts for the year
ended

31/8/22	Charity no (if any)	1164570
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Set out on pages

1 and 2 of form CC16a
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/22**.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 Act and 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 28/06/23

Name: Sonia Davies

Relevant professional qualification(s) or body (if any): ICAS

Address: 2 Parkfield Court

Altrincham

WA14 2BU

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.