



...building a brighter future for  
children with Down Syndrome

## The Downright Special Network

### Trustees Annual Report and Accounts

1<sup>st</sup> November 2016

To

31<sup>st</sup> October 2017



Downright Special  
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Registered Charity Number: 1175863

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Registered with



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## Foreword from the Chair



Downright Special celebrated its 10<sup>th</sup> anniversary in 2017, which was a fantastic achievement. Over the past 10 years Downright Special has supported over 100 children with Down syndrome, their families and the professionals working with them. The charity has continued to grow in a number of ways under the excellent management and leadership of the Charity Manager, Gillian Bowlas, including supporting children moving into secondary education, establishing youth club events and through the appointment of additional staff and volunteers.

Over the past 12 months the Trustees have concentrated on developing the 2025 strategic vision and fundraising strategy to ensure Downright Special can continue to respond to the needs of children and their families. Two additional non-parent Trustees were appointed during the year bringing valuable additional skills to the Board.

The excellent calibre of our staff continues to ensure our children get the best start to their education from day one allowing us to offer direct support to nursery and pre-school settings and to extend the outreach support to mainstream and special schools attended by children with Down syndrome. This year has also seen additional training sessions being offered by our charity manager and her team for parents and professionals.

A great deal of work also goes on behind the scenes within the charity by our administrator who runs the office and volunteers who offer support, allowing our teaching staff to focus on the children they work with.

We have continued to welcome new families this year, bringing their little ones to our Friday play and education sessions and it has been great to see our sessions so busy with all the children (and grown-ups) having lots of fun, sharing experiences and making new friends.

As always fundraising forms a large part of what we do and we are extremely grateful to the huge number of individuals and organisations who supported us this year. Lastly many thanks to everyone in the Downright Special Family who made it all possible - children, parents, grandparents, staff, volunteers, supporters and professionals from other agencies –all of whom believe in building a brighter future for children with Down syndrome. We couldn't do it without you!

A handwritten signature in black ink that reads "Angela Broekhuizen". The signature is written in a cursive style.

Angela Broekhuizen

Chair of Trustees

## Background

The Downright Special Network was established in June 2007 to:

- Provide and operate such support, materials and events so that both parents/carers and professionals in health and education may be assisted in helping children with Down syndrome to achieve the best possible outcomes throughout their education, social, physical and emotional development.
- Produce antenatal support and information to prospective parents and emotional and practical support to new parents.
- Strive to build a brighter future for children with Down syndrome in our area.

The work undertaken by staff as a result of the fundraising and donations received allows us to focus on our enduring priorities of:

- Education
- Support
- Advocacy
- Training

## Meet the Team

### Our Trustees

We currently have six trustees on the board

- Victoria Winterton appointed in December 2014.
- Kevin Delaney appointed in January 2016
- Angela Broekhuizen appointed in April 2016 (Chair July 2016-present)
- Gavin Beresford appointed in May 2017
- Lucy Gray appointed July 2017
- Lee Mills appointed December 2017
- Emma Vine resigned in October 2017

### Our Staff

We have five part-time members of staff who ensure the smooth running of the charity and deliver our Friday education sessions, outreach work in schools and training courses for parents and professionals. These are:

Gillian Bowlas – Charity Manager

Louise Smith – Administrator

Laura Nichols – Early Years Advisor

Heather Clark – Key Stage 1 (KS1) Specialist Teacher

Dr Nicola O’Riordan – Key Stage 2 (KS2) Advisory teacher

The appointment of a Charity Manager (Gillian Bowlas) in 2016 has had a significant impact on the day to day running of the charity. The Charity Manager's work has focused on ensuring policies, procedures and guidance is in place. In this year we have invested in new financial software, developed the fundraising strategy and registered with the Fundraising Regulator, worked on our copyright policy and recruited new volunteers and trustees. We have also been working in partnership with the local NHS Commissioners to develop the care pathway for babies and children with Down syndrome.

Last year, for a trial period, we recruited an additional member of staff (Nicola O'Riordan) to support children in mainstream education at Key Stage 2. This has proved to be a vital service and an appointment to a permanent position was made in January 2017. Nicola has also been developing our training offer, with a particular focus on INSET training for schools.

Following the evaluation of the Early Years Coordinator and Advisor role (Laura Nichols), it became apparent that the case load exceeds the available hours so this year we increased her hours to 20 per week so ensure she can continue to deliver support to all the children we have in early years settings. Heather Clark continues in her part-time role as Specialist Teacher for Down syndrome. The team continued to be supported by administrator Louise Smith.

## Our Volunteers



In order to keep our costs as low as possible, the Charity uses many parent volunteers and we owe a huge debt of gratitude to each and every one of them. These volunteers assist with running Friday sessions, organising social events, supporting new parent visits, managing our website and IT systems, running our E-bay shop and bookstall and managing the accounts. Many thanks to: Katie Bewell, Jim Dobbs, Neil Findlay, Sam Findlay, Paul Herrieven, Sarah Hyde, Sara Ireland, Danielle Jackson, Sarah Mangham, Jill Newton, Victoria Ross, Lauren Smith, Louise Smith and Roger Vine

Thank you also to Emma Vine, our Designated Safeguarding Officer.

## Review of our Activities of the Year

### Education

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*OUR PRIORITY TO SUPPORT THE EDUCATION OF OUR CHILDREN WAS TO ENSURE OUR STAFF CONTINUE TO KEEP THEIR SKILLS UP TO DATE WITH THE LATEST TEACHING METHODS*

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#### Downright Special Early Development Groups



Our Downright Special early development groups run on a Friday during term-time and continue to be a great success for children from birth to approximately 5 years old. We currently have around 21 children who regularly attend Fridays and this year we delivered 36 sessions. Fundraising donations mean that this session is free to attend. Small early development groups are held by our specialist staff who lead activities to develop the children's speech, language and communication skills, literacy, numeracy, reading and writing skills. The children also learn about playing, sharing and turn taking – all the basic skills that help towards achieving successful inclusion. Our sessions

incorporate signing, 'See and Learn', Jolly Phonics and Numicon and represent the best and most up to date interventions for our children, all tailored to the specific learning profile for Down syndrome. We have established a tried and tested curriculum of activities that is reviewed annually to ensure the latest teaching methods are used.

**“We love everything that the Friday group offers us and our kids would be lost without Downright Special.” Parent**



Our baby group continues to be incorporated into Friday mornings with our youngest children enjoying a range of sensory activities and learning some of the early skills such as taking turns and making early speech sounds in a relaxed and fun environment. It is also a chance for parents to see a demonstration of some of the activities they can be doing at home to support their child's development and for parents to learn some of the most useful sign language to help with their baby's communication skills.

Also, crucially important, Downright Special Fridays offer parents and carers the opportunity to chat over coffee, share their experiences and offer peer-to-peer support whilst the children play in a safe environment. However good a statutory agency may be, there are some things that only another parent will understand and be able to offer the mutual support so often needed. The Friday group is striking visual evidence that there is no “type” of parent that will have a child with Down syndrome and it has been

refreshing to see an ever-increasing random diversity of ages and cultures in the group. New dads can also be reassured that it certainly isn't a "mother and baby" group as we have several fathers attending regularly.



We also have regular visits from the local NHS Speech and Language Therapy service, with therapists Julie Robinson and Helen Hanson working with us to set joint targets and offer support. NHS Physiotherapists Vicky Ingram and Helen Chamberlain visit us on a half-termly basis to offer parents support and advice regarding the motor development of the children. Continuing this year has been regular 'baby clinics' run by members of the Hull Health Visiting Team. These monthly clinics are popular with parents as it means they can get their babies weighed and ask for health advice whilst at Downright Special and avoid having to go to regular baby clinics.

This has been a very welcome addition to the provision offered by our Friday sessions and we would like to offer our thanks to Julie, Helen, Helen, Vicky and the health visiting team for all their support and advice during the year.

“The visits from the speech and language therapist have enabled me and the professional to discuss and observe my child in an informal setting. The advice given targets the specific needs of my child and other children in the same boat.” Parent

#### Downright Special Education Outreach Work with Schools



Downright Special Education aims to support effective inclusion in mainstream schools. In January 2017 Nicola O’Riordan became a permanent member of staff meaning we now have 3 part-time members of staff providing support to children in mainstream nurseries, pre-schools and schools up to the end of primary school. The number of schools and nurseries receiving direct support from us is 46. Our specialist teachers have visited schools to assess children and advise teaching staff, provided training for schools on the learning profile of children with Down syndrome, assisted with

formulating effective Individual Education Plans (IEPs), written reports for the Education and Health Care Plan (EHCP) process and attended annual reviews and transition meetings. We also continue to provide Education Resource Packs for each child that we support when they begin their formal education.

“The input and support has been invaluable because our 1:1 learning support assistants have received quality teaching guidance from experienced and highly qualified staff as well as useful resources pertinent to our children’s needs.” Class Teacher

“You have helped us adapt our learning environment and without your help I do not feel that we would be able to provide the level of support to our pupil that we do.” SENCO

Laura Nichols is our Early Years Advisor and in addition to leading a Friday morning early intervention group, Laura’s remit is to provide support and advice on inclusion of a child with Down syndrome in mainstream nursery or pre-school settings. She ensures that our children get the best start to their education before they even reach statutory school age. Laura had 21 children on her caseload and provided support to 16 different settings this year.

Heather Clark is our Specialist Teacher and mostly works with children in Key Stage 1. Heather’s leading work on the use of colourful semantics for comprehension and speech fluency and incorporating its use in specialist Apps such as Clicker has continued to be a success this year. With Heather’s support and guidance many teaching assistants have begun to use it in the classroom and we are now seeing ours years of work on the use of colourful semantics paying off with our children making significant progress in this area of development. Heather has also had great success with phonological awareness training, using multiphonics bricks with matching boards really helping children blend and segment ‘CVC’ words.



Very importantly, we continue to offer small-group sessions at our Downright Special Friday group for school-age children and their Teaching Assistants (TAs) to the end of Key stage 1. This year we had 8 children attending these afternoon sessions in 2 different teaching groups. These structured lessons cover the core elements of the curriculum including reading, writing, literacy, numeracy and speech and language development. Having the TAs attend means that they can see a demonstration of how to apply practically the specific teaching techniques that ensure our children’s learning is maximised. They are given resources that they can take away for use in the classroom and have

plenty of opportunity to ask for advice on any issues they may be facing in the classroom or to get guidance on next steps. It is also useful for them to meet other TAs to share experiences and learn from each other. In September we also began a monthly group for children who have recently moved in KS2. This group focuses on developing comprehension skills.

“As a result of the input from Downright Special, our child has made significant progress and achievements in all areas of the EYFS curriculum”. Class Teacher

## Support to Families

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*Our priorities during the year were to offer additional support to families and to increase the number of social events*

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A number of events were held to ensure our families were able to get together, share experiences, pass on tips, support each other and celebrate their children's achievements are just as important as our formal activities. Keeping in touch with our older children was a priority this year and so we arranged a series of social events exclusively for our children aged 8-16. So far we have done pottery painting, pizza making, bowling and rock climbing. Each event has been attended by 8-10 children and it has been really good to see some new faces joining us at these events.



We also had a number of whole-family, all-age events:

- A Christmas Party at the Holiday Inn Hull Marina
- Soft play events
- An Easter Egg hunt
- A Summer baby group/ pre-school session
- A visit to Circus Starr
- And we celebrated our 10 year anniversary with a party for all the children.

We continued to visit families new to parenting a baby with Down syndrome to offer support and information and this year welcomed 5 new children to our special family. Through the hospital and health visiting teams families are put in contact with us usually within a week of the birth. We set straight to work not as lone "advisors" but instead using the extensive network we have built up to put the new parents in touch with others. As our database has grown to over 100 local families we can now go so far as to match new parents to those of similar ages, situations and with babies suffering from similar medical conditions. There is nothing better for a new parent than speaking to somebody who knows exactly what they are going through and can give them a glimpse of easier times a couple of years down the road, and there is nothing that our families with older children like better than reaching out to give new parents support, reassurance, advice and hope for the future. Fantastically, our families are working together for mutual benefit, which was always our ambition.

We have supported several families this year with advice on filling in benefit forms, in providing reports and advice for Education and Health Care Plans and with support in choosing schools and nurseries.

## Advocacy

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*Our priorities during the year were to work collaboratively with our NHS partners to develop the Down syndrome care pathway, to actively participate in Down Syndrome Awareness Week and to raise the profile of the charity.*

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Part of our mission is to act as a voice for the children and parents we support. We aim to change perceptions and raise awareness of what it really means to have Down syndrome.

This year for Awareness Week we actively encouraged people to hold coffee mornings and bake sales and to take part in the 'Lots of Socks' campaign. This was hugely successful with lots of people taking part, raising awareness as well as doing some great fundraising.

With 2017 being our ten-year anniversary we celebrated by creating a new brochure about the charity that could

be shared with supporters or people wanting to know more about Down syndrome and the charity. The stories told by the families featured and the amazing photos of our children were shared widely on social media during awareness week, reaching over 7000 people on Facebook.

We have continued to work with the Hull NHS Clinical Commissioning Group (Hull CCG) to develop a Care Pathway for people with Down Syndrome to improve health outcomes and give parents and healthcare professionals clear guidance on what should be happening, when and who should be doing it. We have taken part in a number of consultations and will be working with the CCG on launching the pathway in the New Year.

Our new parent packs continue to be available on the maternity and neonatal wards. Midwives can give these packs out to parents knowing that they are getting up to date information on parenting a child with Down syndrome. A version of these packs is also available for those with an antenatal diagnosis.

This year we encouraged parents to get involved in a parent engagement group to ensure we were aware of parents concerns and to feedback from trustees meetings. After a successful first meeting it proved difficult to get commitment from parents for further meetings so we will be looking at alternative ways next year of keeping in touch with our beneficiaries.

We have also been building networks with groups nationwide, with Gillian Bowlas attending a national meeting of parent support groups organised by Ups of Downs in Warwickshire. These groups aim to make a difference by sharing support, services, knowledge and expertise, making sure we are delivering the best service we can to our families and running our groups as efficiently as possible.

## Training

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*Our priority during the year has been to increase our training offer for parents, schools and health professionals*

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One of our aims is to promote the awareness of Down syndrome and support successful inclusion. One of the ways we do this is providing training that is accessible to schools, parents and professionals working with our children. We minimise how much we charge for these courses to ensure no child is disadvantaged.

We have had a successful year delivering a comprehensive programme of training to parents and professionals. Training included: Early Development, Introduction to working with children with Down Syndrome, Maths using Numicon, Speech and Language, Vision, Toilet Training and Motor Skill development with around 25 people attending each course

Laura, our Early Years Advisor became accredited by the local Speech and Language Therapy service to deliver local signing training and so for the first time we jointly delivered training with the local Speech and Language Therapy Service in a course aimed specifically at supporting the use of signing with people with Down syndrome. This year we also developed our INSET training offer and have delivered twilight training on Signing, colourful semantics and behaviour.

We continued to organise a termly forum for Teaching Assistants supporting a child in KS2. This informal session aims to give KS2 teaching assistants an opportunity to ask advice from our Specialist Teacher on the inclusion of a child with Down syndrome and how to differentiate the curriculum, create a network for Teaching Assistants to share their knowledge with each other, provide an opportunity for TA's to share examples of resources, tools and apps they have found useful and ensure we continue to share best practice teaching techniques throughout the primary school years. Topics covered have included behaviour, Clicker and comprehension

## Fundraising

The work of Downright Special is only made possible by the generosity and efforts of many people who have supported us by awarding us a grant, raising funds or donating goods and service. Our plan in this year was to develop a more broadly based fundraising strategy rather than relying so much on community fundraising. We developed a fundraising strategy and set targets for Grants/Trusts(60%), Community (34%), Regular Giving (1%) and Other (2%). These targets are monitored at monthly trustees meetings. This increased focus on grants has reaped rewards in 2017 with successful grants awarded from The Morrison’s Foundation (£9980), Comic Relief Community Cash (£1000), Hull Aid in Sickness (£1000), Help For Health (£5000), Persimmon Homes (£750), Arco (£696) and TKMAxx (£2000) and £15000 from Tudor Trust. We have invested £1000 in paying for 35 hours of a bid-writer’s time to help us with applying for some bigger grants for next year.



We have continued to work hard on the community fundraising income too. We have had many individuals and companies who have raised funds in lots of different and exciting ways from wing-walks to cake sales and golf days. For the first time we encouraged businesses, community groups and individuals to hold coffee mornings for us and also encouraged schools to take part in our ‘Lots of Socks’ campaign on World Down Syndrome Day. We raised over £5000 during this week of events – our best year yet.

We organised our first ever Charity Ball in June, celebrating our 10<sup>th</sup> anniversary. The event was a huge success and raised a marvellous £5000!

Overall our income this year increased by 37% (from £56k to £76k), giving us confidence that we will be able fund the charity in line with our budget for 17/18 of £90k if we continue to implement our fundraising strategy in the way we have this year.

In this year we are also pleased to have law firm Rradar Legal choose us as their charity of the year. Not only are they fundraising for us but they are also offering some of their services free of charge. South Hunsley Secondary School has continued to raise funds for us as the chosen charity for Hercules House.

It is important to highlight we receive no statutory funding, and do not currently charge our parents or the schools and early years settings that we support for the majority of the services that we offer. The only charge was a heavily subsidised rate for school staff to attend training courses so that we could recover some of the costs of renting training rooms and providing refreshments.

Every penny goes towards building a brighter future for children with Down syndrome and making a huge difference to their lives today. Our heartfelt thanks go to those who supported us by raising funds or providing goods and services between November 2016 and October 2017. These included:

The Tudor Trust	Help for Health
Persimmon Homes	HEY Smile Foundation
Santander – The Discovery Foundation	Arco
MRC Property Services	Sargent Electrical Services
South Hunsley Secondary School	Two Ridings Community Trust/Comic Relief

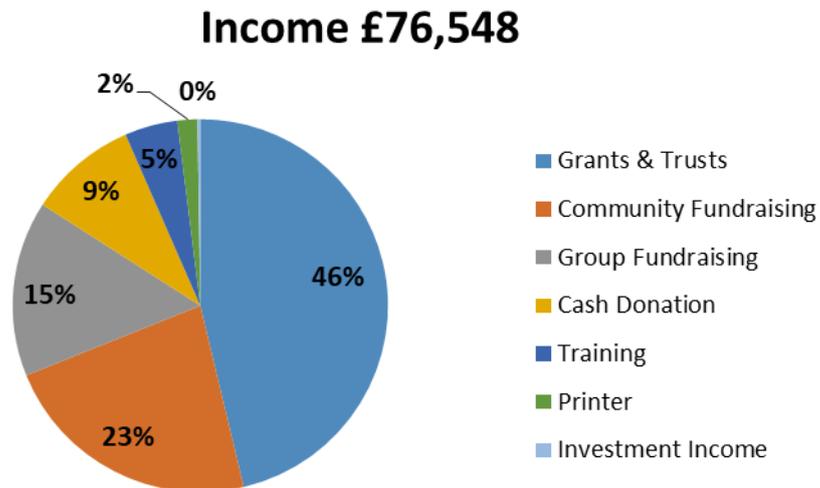
TK Maxx	Hull Aid in Sickness
Morrisons Foundation	Persimmon Homes
Beverley Building Society	Rradar Legal
Katy Wood / Arrival PR	Umber Creative
Sandhills Garden Centre	Glastonbury Stewarding
Sidmouth Primary	Gosschalks Solicitors
Hull Golf Club Ladies Section	Kingston Lodge Freemasons
Kiddycare Day Nursery	Genesis Pre-school
ESP Systex Ltd	LEAPS
Saltend Cogeneration Company	Welton School
Ray Todd	Dave Abbott
Easington Village Hall	Julie Morriss
Truthjuice Hull	Downright Perfect Gifts
Westlands Angling Centre	Inner Wheel Club of Humberside
The One Point	Thorpepark Academy
Jayne Henderson	Armada Hub Welfare Committee
Friends & family of Samuel Mudd	Dreamers, Beverley
Purple Oreos Lifestyle Team	Holiday Inn Hull Marina
HMRC, Hull	George Palmer
Angelina Norrie	Team Rough Road
Helen Wragg	Humber Landlords Association
World Down Syndrome Day 'Lots of Socks' Campaign Supporters: Dorchester Primary; Brigg Primary; Little Treasures Nursery; Bacon Garth Primary; IPASS Hearing Impaired Service; KCOM SMB Team (Dave Abbott)	
Awareness Week Coffee Mornings: Karen Galles; Salon 57;HMP Humber; Sharon Mills Workplace PVP; East Riding Council HR Dept (Angie Theakston); East Riding Council Traffic & Parking; Diane Odling; Genesis Preschool; E&GA Mudd; Kiddycare Nursery; Laura Mann; Woodmansey Community Centre, Hair Taylor	

## Financial Review

### Income

Our levels of income saw a 37% increase compared to last year. This was mainly due to increases in successful grant applications. We continue to fundraise ourselves with our bookstall at Sandhills Garden Centre, our eBay shop and income from sharing the use of our printer. Our 'Coffee Morning' and Lots of Socks' campaigns for World Down Syndrome Day were also very successful. This year our first ever Charity Ball raised £5000. Our strategy to increase our income through charging for some of training also meant this income stream saw significant increases over previous years.

Fundraising from individuals taking part in sponsored events continues to play a vital role in securing sufficient income to run the charity.



## Expenditure

As planned, our costs have increased this year due mainly to the appointment of the KS2 advisory teacher meaning we can offer support to children throughout their years at primary school.

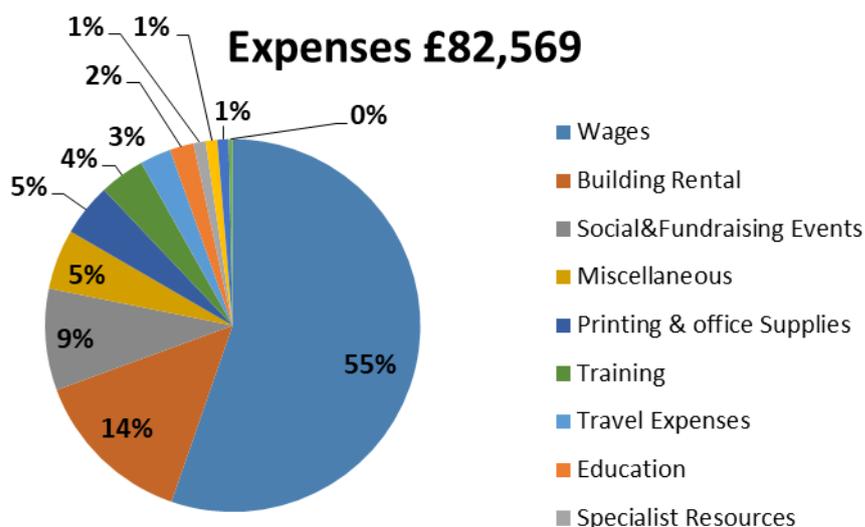
We continue to invest in specialist resources that can be used in our education sessions or given to families and schools to support the development of the children but have reduced spend in this area by optimising the amount of free resources we included in our resource boxes for schools and nurseries.

We also increased the number of social events this year to ensure we also had events suitable for our older children and saw an increase in fundraising costs due to the initial outlay for hosting the charity ball.

As part of our anniversary celebrations we invested in a brochure about the charity that could be used to give to funders, potential supporters and our families to raise awareness of the charity, promote a positive image of Down syndrome and encourage people to get involved.

We keep our costs as low as possible through gifts in kind from local businesses such as reduced accountancy costs from Harris Lacey and Swain, free employment law advice from Gosschalks solicitors, advice and support from Radar Legal, website hosting / telephony support from The One Point, free meeting rooms from the Holiday Inn Hull Marina and many more. We also re-negotiated our printer contract, resulting in a significant reduction in costs.

We are hugely thankful for the incredible efforts from our team of volunteers and The Smile Foundation who have enabled us to continue to be so cost effective.



A full summary of the accounts is appended to this Trustees' report.

## Looking to the future

Our plans for the next 10 years continue to be centred on expanding our range of services in line with the increasing age range of the children that we support so that we can continue to support their evolving needs and help them reach their potential. Our goal is to be able to support children through their secondary school years and beyond to further education and employment. Some of our plans are:

- To increase our training offer for parents, schools and health professionals
- To ensure our staff continue to keep their skills up to date with the latest teaching methods
- To work collaboratively with our NHS partners to complete the Down Syndrome Care Pathway
- To explore opportunities with further education partners and local employers to support young adults with Down Syndrome to the age of 25 years
- To find long term sustainable funding for our specialist staff and our building costs
- To increase the community fundraising opportunities with the assistance of volunteers
- To develop parent engagement strategies
- To further develop our social event opportunities for older children
- To continue lobbying on the regional and national stage
- To convert the charity to a Charitable Incorporated Organisation (CIO)

We actively encourage as many people as possible to get involved in whatever way they can. If you would like to do something 'Downright Special' then just contact [office@downrightspecial.co.uk](mailto:office@downrightspecial.co.uk).

## Declaration

The trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's trustees



Angela Broekhuizen (Trustee)

## Appendix: Unaudited Financial Statements

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 October 2017  
for  
The Downright Special Network**

Harris Lacey and Swain  
Suite 1  
The Riverside Building  
Hessle  
East Yorkshire  
HU13 0DZ

**The Downright Special Network**

**Contents of the Financial Statements  
for the Year Ended 31 October 2017**

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**The Downright Special Network**  
**Report of the Trustees**  
**for the Year Ended 31 October 2017**

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The trustees present their report with the financial statements of the charity for the year ended 31 October 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

## **OBJECTIVES AND ACTIVITIES**

### **Public benefit**

The charity trustees have complied with their duty to have regard to public benefit published by the commission in exercising their power of duties.

## **FINANCIAL REVIEW**

### **Reserves policy**

The charity's policy is to hold nine months of running costs in reserves. The reserves policy is reviewed annually and is available on request.

## **FUTURE EVENTS**

The Trustees agreed at the trustee meeting on 12 June 2017 to convert the charity to a Charitable Incorporated Organisation with an application to the Charity Commission submitted on 24 October 2017. The CIO came into operation on 22 November 2017 (Charity No: 1175863).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

### **Recruitment and appointment of new trustees**

Trustees are appointed by existing trustees.

### **Day to day responsibility**

Day to day responsibility has been delegated by the trustees to the Charity Manager Gillian Bowlas from January 2016.

### **Policies and Procedures**

The following policies and procedures were reviewed and updated: safeguarding policy and procedures, volunteers handbook, reserves policy, financial checklist (from Charity Commission), risk register, strategy, fundraising strategy, complaints procedure.

### **Induction and training of new trustees**

Trustees are required to familiarise themselves with the charity's governing document, safeguarding policy and employee handbook. The handbook covers a range of policies applicable to trustees or employees including confidentiality, data protection, health and safety, expenses, use of charity telephones and IT. All trustees were issued with the Charity Commission's "The Essential Trustee". New trustees are also given the latest annual report and statement of accounts.

11 Trustee meetings were held during this reporting period and all meetings were quorate. Minutes are available for all meetings on request.

### **Related parties**

The charity is affiliated to the Down's Syndrome Association, a national organisation.

### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. We have identified the main risks to the charity and these are reviewed annually.

All trustees and volunteers have up-to-date Disclosure and Barring Service checks and where appropriate have attended Safeguarding Children training.

**The Downright Special Network**  
**Report of the Trustees**  
**for the Year Ended 31 October 2017**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1128178

**Principal address**

Bodmin Road Church Office  
Padstow Close, Bodmin Road  
Bransholme  
Hull  
East Yorkshire  
HU7 4HE

**Trustees**

V Winterton	
K Delaney	
E Vine	- resigned 30.10.17
A Broekhuizen	
G Beresford	- appointed 8.5.17
L Gray	- appointed 10.7.17
L Mills	- appointed 4.12.17

Angela Broekhuizen was appointed as Chairperson in January 2017 for a term of three years.

**Independent examiner**

Harris Lacey and Swain  
Suite 1  
The Riverside Building  
Hessle  
East Yorkshire  
HU13 0DZ

**Solicitors**

Gosschalks, Queens Gardens, Dock Street, Hull, HU1 3DZ

**Bank**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

Approved by order of the board of trustees on 5 February 2018 and signed on its behalf by:

A Broekhuizen - Trustee

**Independent Examiner's Report to the Trustees of  
The Downright Special Network**

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**Independent examiner's report to the trustees of The Downright Special Network**

I report to the charity trustees on my examination of the accounts of the The Downright Special Network (the Trust) for the year ended 31 October 2017.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Act and in carrying out my examination I have followed all 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Rebecca Dymond  
FCCA, ACA  
Harris Lacey and Swain  
Suite 1  
The Riverside Building  
Hessle  
East Yorkshire  
HU13 0DZ

6 March 2018

## The Downright Special Network

### Statement of Financial Activities for the Year Ended 31 October 2017

	Notes	Unrestricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		7,167	-	7,167	31,172
<b>Charitable activities</b>					
General		33,770	-	33,770	19,740
Tudor Trust		-	15,000	15,000	-
Discovery Fund		-	-	-	4,700
Help for Health		-	5,000	5,000	-
Persimmon		-	750	750	-
Arco		-	696	696	-
Comic Relief		-	1,000	1,000	-
Morrisons		-	9,980	9,980	-
Hull Aid in Sickness		-	1,000	1,000	-
TK Maxx		-	2,000	2,000	-
Investment income	2	184	-	184	188
<b>Total</b>		<u>41,121</u>	<u>35,426</u>	<u>76,547</u>	<u>55,800</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
General		59,108	-	59,108	50,505
Tudor Trust		-	12,633	12,633	6,571
Discovery Fund		-	4,071	4,071	629
Help for Health		-	4,162	4,162	-
Persimmon		-	239	239	-
Comic Relief		-	160	160	-
Morrisons		-	2,197	2,197	-
<b>Total</b>		<u>59,108</u>	<u>23,462</u>	<u>82,570</u>	<u>57,705</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(17,987)</u>	<u>11,964</u>	<u>(6,023)</u>	<u>(1,905)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		74,505	4,071	78,576	80,481
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>56,518</u></u>	<u><u>16,035</u></u>	<u><u>72,553</u></u>	<u><u>78,576</u></u>

#### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

**The Downright Special Network**

**Balance Sheet  
At 31 October 2017**

	Notes	Unrestricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
<b>CURRENT ASSETS</b>					
Cash at bank		56,518	16,035	72,553	78,576
<b>NET CURRENT ASSETS</b>		<u>56,518</u>	<u>16,035</u>	<u>72,553</u>	<u>78,576</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		56,518	16,035	72,553	78,576
<b>NET ASSETS</b>		<u>56,518</u>	<u>16,035</u>	<u>72,553</u>	<u>78,576</u>
<b>FUNDS</b>					
	6			56,518	74,505
Unrestricted funds				16,035	4,071
Restricted funds				<u>72,553</u>	<u>78,576</u>
<b>TOTAL FUNDS</b>				<u>72,553</u>	<u>78,576</u>

The financial statements were approved by the Board of Trustees on 5 February 2018 and were signed on its behalf by:

A Broekhuizen -Trustee

The notes form part of these financial statements

**The Downright Special Network**  
**Notes to the Financial Statements**  
**for the Year Ended 31 October 2017**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has received the income.

**Expenditure**

Expenditure is accounted for on an payments basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

**2. INVESTMENT INCOME**

	2017	2016
	£	£
Deposit account interest	184	188
	<u>184</u>	<u>188</u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 October 2017 nor for the year ended 31 October 2016 .

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 October 2017 nor for the year ended 31 October 2016 .

The Downright Special Network

Notes to the Financial Statements - continued  
for the Year Ended 31 October 2017

4. **STAFF COSTS**

The average monthly number of employees during the year was as follows:

2017	2016
5	4
<u>5</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

5. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	31,172	-	31,172
<b>Charitable activities</b>			
General	19,740	-	19,740
Discovery Fund	-	4,700	4,700
Investment income	188	-	188
<b>Total</b>	<u>51,100</u>	<u>4,700</u>	<u>55,800</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
General	50,505	-	50,505
Tudor Trust	-	6,571	6,571
Discovery Fund	-	629	629
<b>Total</b>	<u>50,505</u>	<u>7,200</u>	<u>57,705</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>595</u>	<u>(2,500)</u>	<u>(1,905)</u>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	73,910	6,571	80,481
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>74,505</u></u>	<u><u>4,071</u></u>	<u><u>78,576</u></u>

**The Downright Special Network**

**Notes to the Financial Statements - continued  
for the Year Ended 31 October 2017**

**6. MOVEMENT IN FUNDS**

	At 1.11.16 £	Net movement in funds £	At 31.10.17 £
<b>Unrestricted funds</b>			
General fund	74,505	(17,987)	56,518
<b>Restricted funds</b>			
Tudor Trust	-	2,366	2,366
Discovery Fund	4,071	(4,071)	-
Help for Health	-	838	838
Persimmon	-	511	511
Arco	-	696	696
Comic Relief	-	840	840
Morrisons	-	7,784	7,784
Hull Aid in Sickness	-	1,000	1,000
TK Maxx	-	2,000	2,000
	<u>4,071</u>	<u>11,964</u>	<u>16,035</u>
<b>TOTAL FUNDS</b>	<u><u>78,576</u></u>	<u><u>(6,023)</u></u>	<u><u>72,553</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	41,121	(59,108)	(17,987)
<b>Restricted funds</b>			
Tudor Trust	14,999	(12,633)	2,366
Discovery Fund	-	(4,071)	(4,071)
Help for Health	5,000	(4,162)	838
Persimmon	750	(239)	511
Arco	696	-	696
Comic Relief	1,000	(160)	840
Morrisons	9,981	(2,197)	7,784
Hull Aid in Sickness	1,000	-	1,000
TK Maxx	2,000	-	2,000
	<u>35,426</u>	<u>(23,462)</u>	<u>11,964</u>
<b>TOTAL FUNDS</b>	<u><u>76,547</u></u>	<u><u>(82,570)</u></u>	<u><u>(6,023)</u></u>

**7. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 October 2017.

**The Downright Special Network**  
**Detailed Statement of Financial Activities**  
**for the Year Ended 31 October 2017**

	2017	2016
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	7,167	31,172
<b>Investment income</b>		
Deposit account interest	184	188
<b>Charitable activities</b>		
Fundraising Events	28,959	17,067
Miscellaneous income	3,490	1,275
Printer rental income	1,321	1,398
Grants	35,426	4,700
	69,196	24,440
<b>Total incoming resources</b>	76,547	55,800
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	45,655	29,614
Building Rental	11,635	10,534
Insurance	825	765
Telephone	214	254
Printing and Office Supplies	3,763	4,700
Specialist Resources	847	2,088
Social and Fundraising Events	7,298	1,502
Marketing	3,022	634
Training and Education	4,937	1,997
Travel expenses	2,221	1,656
Miscellaneous expenses	993	1,780
Website and computer expenses	282	1,594
Ebay Shop Expenses	79	76
	81,771	57,194
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy and legal fees	799	511
<b>Total resources expended</b>	82,570	57,705
<b>Net expenditure</b>	(6,023)	(1,905)

This page does not form part of the statutory financial statements