



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

The Downright Special Network

Trustees Annual Report and Accounts

1st November 2015

To

31st October 2016



Affiliated to

Downright Special Network
Bodmin Road Church Office, Padstow Close, Bodmin Road, Bransholme, HULL HU7 4HE
Tel: 01482 420160 **E-mail:** enquiries@downrightspecial.co.uk
Registered Charity Number:1128178

www.downrightspecial.co.uk



Fundraising Standards
Board no FS01194. .

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Foreword from the Chair



Downright Special has had another fantastic year of supporting children with Down syndrome, their families and the professionals working with them. The appointment of the Charity Manager, Gillian Bowlas, has made a significant difference to the day to day running of the charity and on behalf of the Trustees I would like to formally thank Gillian for her hard work over the past year. This in turn has also led to a number of changes at the Trustee Board, aiming to increase the number of non-parent trustees who have a range of skills and expertise to support and strengthen the charity over the next 10 years.

We have been extremely fortunate once again to increase the number of staff this year to support even more children and their families. The excellent calibre of our staff allows us to offer direct support to nursery and pre-school settings to ensure our children get the best start to their education from day one and to extend the outreach support to mainstream schools attended by children with Down syndrome.

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 had several new families join us 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!

Angela Broekhuizen

Chairman

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 four trustees on the board

- Victoria Winterton appointed in December 2014.
- Kevin Delaney appointed in January 2016
- Emma Vine appointed in January 2016 (Interim Chair Jan 2016-July 2016)
- Angela Broekhuizen appointed in April 2016 (Interim Chair July 2016-present)

Our Staff

The appointment of a Charity Manager (Gillian Bowlas) 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. Some of this work remains "work in progress" and will be completed during the forthcoming year, for example investing in financial software, developing the draft financial strategy, working in partnership with the local NHS Commissioners to develop the care pathway for babies and children with Down syndrome and the appointment of additional volunteers.

During the 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 will be made in December 2016.

Following the evaluation of the Early Years Coordinator and Advisor role (Laura Nichols), over the past 12 months, it has become apparent that the case load exceeds the available hours so additional funding will be sought to enable additional hours to be funded. 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: Jim Dobbs, Leanne Drummond, Neil Findlay, Sam Findlay, Paul Herrieven, Sarah Hyde, Danielle Jackson, Sarah Mangham, Jill Newton, Lauren Smith and Louise Smith.

Thank you also to Emma Vine who volunteered to become our Designated Safeguarding Officer from January 2016.

Review of our Activities of the Year

Education

Our priority to support the education of our children was to recruit additional teaching staff to support children in Key Stage 2.

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 20 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. New 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 line with our priorities for this year, in September 2016, we appointed Dr Nicola O’Riordan to the new role of Advisory Teacher, supporting children in Key Stage 2. Nicola’s expertise and previous experience will be a real asset to the children, families and the Charity.

The appointment of Nicola means 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 has increased to 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. A survey of schools was done in July and feedback showed how much this service was valued throughout a child's primary school 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. A particular success this year has been 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. 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.

During 2017 we will begin to explore further education and local employer partnership.

“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

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

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. Around 20-30 children attended each event with about 60 attending our Christmas party. We had:

- A Christmas Party at the Holiday Inn Hull Marina
- Soft play events
- A trip to Tesco's farm to fork trail
- A Summer baby group/ pre-school session
- A visit to Circus Starr
- Ten-pin bowling party for our older children.
- Cinema visit



We continued to visit families new to parenting a baby with Down syndrome to offer support and information and each year welcome around 6 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

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.



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 our focus during Down Syndrome Awareness week was to voice our concerns about the introduction of a new non-invasive pre-natal screening test (NIPT) for Down syndrome by the NHS. Significant media coverage ensued, and we were interviewed on Radio Humberside and on local television news programme, Look North, where we campaigned that balanced up to date information should be given to prospective parents when such tests are offered. Letters were also sent to all our local MPs. In addition we shared information extensively on social media, in particular following the airing of the BBC2 documentary “A World without Down Syndrome?” In Awareness week we also successfully encouraged a number of schools to take part in the ‘Lots of Socks’ campaign, following the worldwide theme of “My Friends, My Community”, showcasing the importance of inclusion for people with Down Syndrome. On social media we posted daily photographs and profiles of some of our children taking part in activities with their friends as part of their local community.

We continue to participate as a member of a working party to develop a Care Pathway for children with Down syndrome across Hull and the East Riding of Yorkshire with the aim of improving understanding of what services are on offer, when referrals should take place and what to expect. Whilst the Care Pathway has taken longer than expected to be completed, success has been the agreement to create a number of ‘Health Visitor Champions’ in Hull who will have additional training in Down syndrome and be able to provide an improved level of support to families in those all-important early days.

Downright Special continues to be very proud to be able to work with other agencies and support groups to ensure the best possible service for our children. 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.

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 and attending a meeting of the newly formed Down Syndrome Network North led by Wendy Uttley of the Bradford group. 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

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



We have had a successful year working towards increasing the training on offer to education staff and parents. We secured a grant which enabled us to plan a comprehensive programme of training for 2016/2017 and in this year for the first time delivered a course for parents on 'Toilet Training'. 4 parents attended this 3 week workshop-based training. We also ran a 'Wills and Trusts' evening for parents - 6 parents/grandparents attended.

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 delivered two sessions of our day conference 'Introduction to Down Syndrome: one to those schools which were due to have a youngster join them in September 2016 and one for those schools who have new members of staff working with a child already on their roll. These days are jointly delivered with the Speech and Language Therapy Service and this year was attended by 44 teachers, teaching assistants and SENCOs.

Gillian Bowlas delivered training to South Hunsley secondary school for students during an assembly and for teaching assistants at a twilight session.

New this year was the introduction of 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. Our first session focused on reading and was attended by 4 teaching assistants. Due to its success we will continue these sessions next year.

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 services.

In this year we were Charity of the Year for The Lord Mayor of Hull's Charity Appeal. We are very grateful for the exposure this gave us as well as raising vital funds. We received payment from Rotary Club of Hull following our stint as Charity of the Year for the 2015 Humber Half-Marathon and were delighted to also benefit from being Charity of the Year at Ganstead Golf Club. South Hunsley Secondary School has continued to raise funds for us as the chosen charity for Hercules House.



We have had many individuals and companies who have raised funds in lots of different and exciting ways from charity sky-diving to cake sales and golf days. For the first time this year several of the schools and nurseries that we support responded to our campaign to get everyone wearing 'Lots of Socks' on 21st March, World Down Syndrome Day. The children had lots of fun raising awareness of Down syndrome whilst wearing brightly coloured, patterned or odd socks in exchange for a small donation. We hope that even more schools and workplaces will join us again next year.



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 2015 and October 2016. These included:

Rotary Club of Hull	Lord Mayor of Hull's Charity Appeal
The Tudor Trust	HEY Smile Foundation
Santander – The Discovery Foundation	Ganstead Park Golf Club
MRC Property Services	Sargent Electrical Services
South Hunsley Secondary School	Lambwath Pub
Hull Kingston Rovers Community Trust	Cottingham Methodist Church Music Festival
Brough Eagles Out of School Club	Lovelle Estate Agent
Bericap UK Ltd	The One Point
Katy Wood / Arrival PR	Umber Creative
Sandhills Garden Centre	Williamson's Solicitors
Mariners Mudders Tough Mudders Team	Gosschalks Solicitors
Mr Taylor & Mrs Murray	Mr & Mrs Melbourne
Angie Robinson	Asda Foundation
Joseph Oliver & Martin Dack	Darren Hodgson
Mrs Allenby	Sharon Mills
Friends & Family of Samuel Mudd	Adelle Clarke
Neil Rudd	Becky & Lee Simpson
Leanne Drummond	Downright Perfect Gifts
Mr & Mrs Delaney	Special Times
Karen Normington	Tim Foster
Beverley Building Society	Shaun Bradford
Freemasons: Lodge of St Andrew; Order of St John Northern Community; The Masonic and Military Order of the Red Cross of Constantine North and East Yorkshire Division; Hilda Chapter Rose Croix; Kingston Lodge	
World Down Syndrome Day 'Lots of Socks' Campaign Supporters: Boynton Primary, Brightstart Nursery, Cherub Nursery, Fenchurch Nursery, Genesis Pre-school, Kiddycare Day Nursery, Kingsmill School, St Andrew's Primary, St Nicolas Primary Hull, Swanland Primary, Thorpepark Primary, South Hunsley Secondary School, Sharon Mills, Diane Odling	

Financial Review

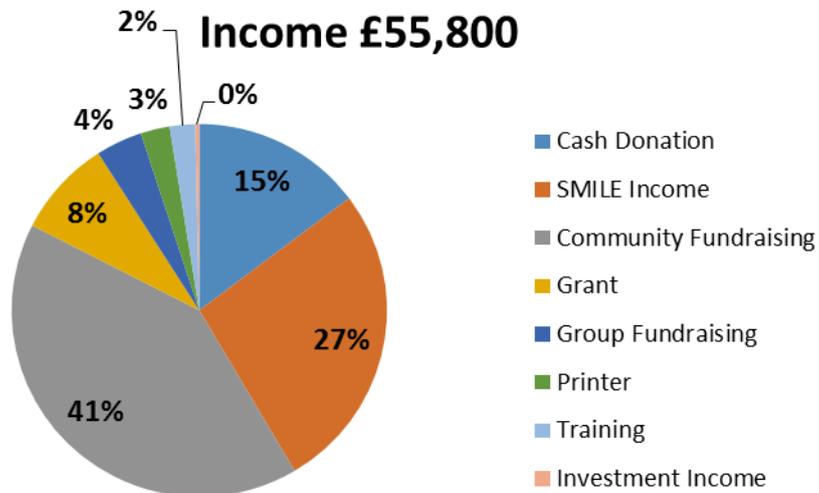
Income

Our levels of income saw a 6% increase compared to last year. This was mainly due to increases in cash donations and fundraising events such as: The Rotary Club of Hull and the Smile Foundation from our tenure as Charity of the Year for the 2015 Humber Half-Marathon (£11500), £7866 from the Lord Mayor of Hull’s Charity Appeal, £3000 from a Charity Golf Day organised by Smile and MRC Property Services and £3300 from Ganstead Golf Club. This year we also had support from several Freemason Lodges, who donated over £2700 in total.

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

Income from Grants and Trusts saw a reduction as we came to the end of our funding from Tudor Trust but we were successful in securing £4700 from Santander’s Discovery Fund to provide a year of training courses.

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 ‘Lots of Socks’ campaign for World Down Syndrome Day was also very successful.



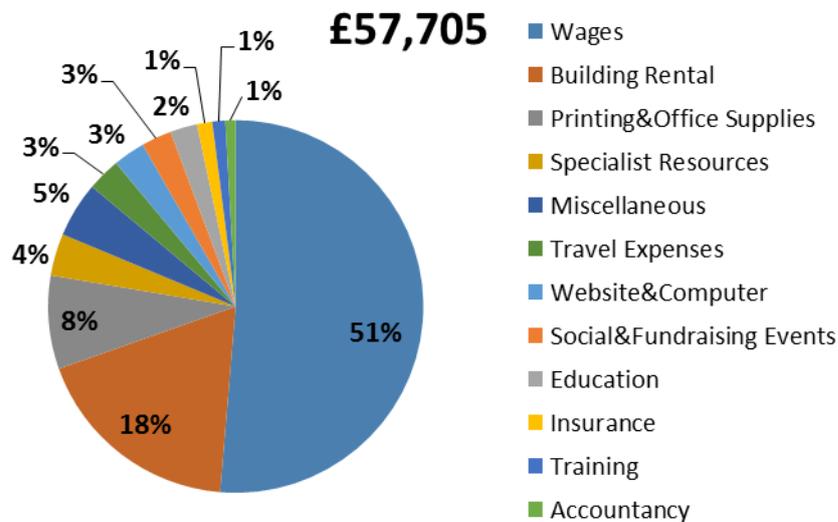
Expenditure

As planned, our costs have increased this year due mainly to the appointment of 2 new part-time posts – the Charity Manager in January and the temporary KS2 advisory teacher in September. In addition, we have expanded our office and storage space to accommodate our resources and staff which has incurred an increase in monthly rental costs. We have also had to invest in new laptops for our staff so that they can work effectively and make resources.

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.

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, website hosting / telephony support from The One Point and many more.

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 celebrate the our 10 year anniversary with key events raising the profile of the charity
- To develop a parent engagement group
- To continue lobbying on the regional and national stage

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.

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

REGISTERED CHARITY NUMBER: 1128178

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 October 2016
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 2016

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The Downright Special Network
Report of the Trustees
for the Year Ended 31 October 2016

The trustees present their report with the financial statements of the charity for the year ended 31 October 2016. 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.

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, along with office risk assessments, preparing templates for lesson plans, visit reports and planning.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1128178

The Downright Special Network
Report of the Trustees
for the Year Ended 31 October 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Principal address

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

Trustees

Dr C Bowlas	- resigned 4.7.16
Dr G Bowlas	- resigned 11.1.16
Dr E Herrieven	- resigned 7.1.16
Mrs S Findlay	- resigned 12.9.16
C Jennings	- resigned 7.3.16
V Winterton	
K Delaney	- appointed 11.1.16
E Vine	- appointed 11.1.16
A Broekhuizen	- appointed 13.6.16

In July 2016, the interim chair Emma Vine stood down and was replaced by Angela Broekhuizen as interim chair. The chairman role will be appointed substantively in January 2017.

Following a significant change in membership of the Trustee Board during 2015/16 from 90% parent trustees to a 50%:50% split of parents and non-parents, during 2016/17 we plan to appoint up to a further 4 trustees to provide additional skills in areas such as education, finance and legal expertise in order to strengthen the governance of the charity.

Independent examiner

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

Solicitors

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

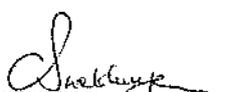
Bank

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

SERIOUS INCIDENT

On 13th June 2016, following the daily review of the bank statements, it was noticed that several suspicious transactions had been made. This was immediately investigated and a report submitted under the serious incident procedure to the Charity Commission. CAF bank was made aware and all funds refunded. This incident was also reported to Action Fraud. Correspondence was received from the Charity Commission advising that they were satisfied with the procedures undertaken, and no further action was required.

Approved by order of the board of trustees on *9th May 2017* and signed on its behalf by:


.....
A Broekhuizen - Trustee

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

I report on the accounts for the year ended 31 October 2016 set out on pages four to eight.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order 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

Date: 11th May 2017

The Downright Special Network
Statement of Financial Activities
for the Year Ended 31 October 2016

	Notes	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		31,172	-	31,172	10,497
Charitable activities					
General		19,740	-	19,740	27,042
Tudor Trust		-	-	-	15,000
Discovery Fund		-	4,700	4,700	-
Investment income	2	188	-	188	82
Total		<u>51,100</u>	<u>4,700</u>	<u>55,800</u>	<u>52,621</u>
EXPENDITURE ON					
Charitable activities					
General		50,505	-	50,505	24,194
Lloyds Foundation		-	-	-	1,985
Tudor Trust		-	6,571	6,571	15,139
Discovery Fund		-	629	629	-
Total		<u>50,505</u>	<u>7,200</u>	<u>57,705</u>	<u>41,318</u>
NET INCOME/(EXPENDITURE)		595	(2,500)	(1,905)	11,303
RECONCILIATION OF FUNDS					
Total funds brought forward		73,910	6,571	80,481	69,178
TOTAL FUNDS CARRIED FORWARD		<u><u>74,505</u></u>	<u><u>4,071</u></u>	<u><u>78,576</u></u>	<u><u>80,481</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 2016

	Notes	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
CURRENT ASSETS					
Cash at bank		74,505	4,071	78,576	80,481
NET CURRENT ASSETS		<u>74,505</u>	<u>4,071</u>	<u>78,576</u>	<u>80,481</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		74,505	4,071	78,576	80,481
NET ASSETS		<u>74,505</u>	<u>4,071</u>	<u>78,576</u>	<u>80,481</u>
FUNDS					
Unrestricted funds	6			74,505	73,910
Restricted funds				4,071	6,571
TOTAL FUNDS				<u>78,576</u>	<u>80,481</u>

The financial statements were approved by the Board of Trustees on 9th May 2017 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 2016

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

	2016	2015
	£	£
Deposit account interest	<u>188</u>	<u>82</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2016 nor for the year ended 31 October 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 October 2016 nor for the year ended 31 October 2015.

The Downright Special Network

Notes to the Financial Statements - continued
for the Year Ended 31 October 2016

4. STAFF COSTS

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

2016	2015
4	3
<u>4</u>	<u>3</u>

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

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10,497	-	10,497
Charitable activities			
General	27,042	-	27,042
Tudor Trust	-	15,000	15,000
Investment income	83	(1)	82
Total	<u>37,622</u>	<u>14,999</u>	<u>52,621</u>
EXPENDITURE ON			
Charitable activities			
General	24,194	-	24,194
Lloyds Foundation	-	1,985	1,985
Tudor Trust	-	15,139	15,139
Total	<u>24,194</u>	<u>17,124</u>	<u>41,318</u>
NET INCOME/(EXPENDITURE)	<u>13,428</u>	<u>(2,125)</u>	<u>11,303</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	60,482	8,696	69,178
TOTAL FUNDS CARRIED FORWARD	<u>73,910</u>	<u>6,571</u>	<u>80,481</u>

The Downright Special Network

Notes to the Financial Statements - continued
for the Year Ended 31 October 2016

6. MOVEMENT IN FUNDS

	At 1.11.15 £	Net movement in funds £	At 31.10.16 £
Unrestricted funds			
General fund	73,910	595	74,505
Restricted funds			
Tudor Trust	6,571	(6,571)	-
Discovery Fund	-	4,071	4,071
	<u>6,571</u>	<u>(2,500)</u>	<u>4,071</u>
TOTAL FUNDS	<u>80,481</u>	<u>(1,905)</u>	<u>78,576</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	51,100	(50,505)	595
Restricted funds			
Tudor Trust	-	(6,571)	(6,571)
Discovery Fund	4,700	(629)	4,071
	<u>4,700</u>	<u>(7,200)</u>	<u>(2,500)</u>
TOTAL FUNDS	<u>55,800</u>	<u>(57,705)</u>	<u>(1,905)</u>

7. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2016.

8. FIRST YEAR ADOPTION

Transitional relief

On transition to FRS 102, there were no elements that required any transitional relief.

The Downright Special Network
Detailed Statement of Financial Activities
for the Year Ended 31 October 2016

	2016 £	2015 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	31,172	10,497
Investment income		
Deposit account interest	188	82
Charitable activities		
Fundraising Events	17,067	25,197
Miscellaneous income	1,275	567
Printer rental income	1,398	1,278
Grants	4,700	15,000
	<u>24,440</u>	<u>42,042</u>
Total incoming resources	55,800	52,621
EXPENDITURE		
Charitable activities		
Wages	29,614	13,024
Building Rental	10,534	8,810
Insurance	765	723
Telephone	254	291
Printing and Office Supplies	4,700	4,750
Smile Foundation Fund Raising	-	3,885
Specialist Resources	2,088	2,920
Social and Fundraising Events	1,502	1,524
Marketing	634	145
Training and Education	1,997	1,223
Travel expenses	1,656	1,790
Miscellaneous expenses	1,780	1,399
Website and computer expenses	1,594	158
Ebay Shop Expenses	76	328
	<u>57,194</u>	<u>40,970</u>
Support costs		
Governance costs		
Accountancy and legal fees	511	348
Total resources expended	57,705	41,318
Net (expenditure)/income	<u>(1,905)</u>	<u>11,303</u>

This page does not form part of the statutory financial statements