# Receipts and payments accounts

**CC16a**  
For the period from 01/01/15 to 31/12/15

## Section A Receipts and payments

### A1 Receipts

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted funds to the nearest £</th>
<th>Restricted funds to the nearest £</th>
<th>Endowment funds to the nearest £</th>
<th>Total funds to the nearest £</th>
<th>Last year to the nearest £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>37,283</td>
<td></td>
<td></td>
<td>37,283</td>
<td>31,190</td>
</tr>
<tr>
<td>Events</td>
<td>3,216</td>
<td></td>
<td></td>
<td>3,216</td>
<td>2,426</td>
</tr>
<tr>
<td>General Fundraising</td>
<td>147</td>
<td></td>
<td></td>
<td>147</td>
<td>240</td>
</tr>
<tr>
<td>Just Giving and Gift Aid</td>
<td>7,854</td>
<td></td>
<td></td>
<td>7,854</td>
<td>4,815</td>
</tr>
<tr>
<td>Giving com</td>
<td>4,180</td>
<td></td>
<td></td>
<td>4,180</td>
<td>386</td>
</tr>
<tr>
<td>Charity Events</td>
<td>3,615</td>
<td></td>
<td></td>
<td>3,615</td>
<td>1,574</td>
</tr>
<tr>
<td>Matched Funding</td>
<td>11,478</td>
<td></td>
<td></td>
<td>11,478</td>
<td>9,553</td>
</tr>
<tr>
<td>Education fees</td>
<td>1,860</td>
<td></td>
<td></td>
<td>1,860</td>
<td>2,275</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,460</td>
<td></td>
<td></td>
<td>1,460</td>
<td>1,025</td>
</tr>
<tr>
<td>Loan repayment</td>
<td>5,000</td>
<td></td>
<td></td>
<td>5,000</td>
<td>10</td>
</tr>
<tr>
<td>Bank interest</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Sub total</strong> (Gross income for AR)</td>
<td>70,596</td>
<td></td>
<td></td>
<td>70,596</td>
<td>54,422</td>
</tr>
</tbody>
</table>

### A2 Asset and investment sales, (see table)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted funds to the nearest £</th>
<th>Restricted funds to the nearest £</th>
<th>Endowment funds to the nearest £</th>
<th>Total funds to the nearest £</th>
<th>Last year to the nearest £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### A3 Payments

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted funds to the nearest £</th>
<th>Restricted funds to the nearest £</th>
<th>Endowment funds to the nearest £</th>
<th>Total funds to the nearest £</th>
<th>Last year to the nearest £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>1,160</td>
<td></td>
<td></td>
<td>1,160</td>
<td>1,388</td>
</tr>
<tr>
<td>Entertainment - Christmas party</td>
<td>1,543</td>
<td></td>
<td></td>
<td>1,543</td>
<td>1,259</td>
</tr>
<tr>
<td>Fundraising - Fun Day</td>
<td>810</td>
<td></td>
<td></td>
<td>810</td>
<td>1,274</td>
</tr>
<tr>
<td>Fishers Farm Day Out</td>
<td>819</td>
<td></td>
<td></td>
<td>819</td>
<td>551</td>
</tr>
<tr>
<td>Event Costs</td>
<td>996</td>
<td></td>
<td></td>
<td>996</td>
<td>276</td>
</tr>
<tr>
<td>Fund Raising Quiz Night</td>
<td>575</td>
<td></td>
<td></td>
<td>575</td>
<td>570</td>
</tr>
<tr>
<td>This is me campaign</td>
<td>1,737</td>
<td></td>
<td></td>
<td>1,737</td>
<td>842</td>
</tr>
<tr>
<td>Member Charitable Donation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food and drink</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall hire</td>
<td>1,011</td>
<td></td>
<td></td>
<td>1,011</td>
<td>2,042</td>
</tr>
<tr>
<td>Music therapy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech and Language therapy</td>
<td>15,757</td>
<td></td>
<td></td>
<td>15,757</td>
<td>16,263</td>
</tr>
<tr>
<td>Occupational therapy</td>
<td>25,288</td>
<td></td>
<td></td>
<td>25,288</td>
<td>25,898</td>
</tr>
<tr>
<td>Teaching assistants</td>
<td>799</td>
<td></td>
<td></td>
<td>799</td>
<td>4,403</td>
</tr>
<tr>
<td>Teaching specialists</td>
<td>6,184</td>
<td></td>
<td></td>
<td>6,184</td>
<td>4,384</td>
</tr>
<tr>
<td>Specialist School Support</td>
<td>4,610</td>
<td></td>
<td></td>
<td>4,610</td>
<td>4,579</td>
</tr>
<tr>
<td>Drama tuition</td>
<td>4,045</td>
<td></td>
<td></td>
<td>4,045</td>
<td>2,963</td>
</tr>
<tr>
<td>Just Giving fees</td>
<td>216</td>
<td></td>
<td></td>
<td>216</td>
<td>1,250</td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>1,087</td>
<td></td>
<td></td>
<td>1,087</td>
<td></td>
</tr>
<tr>
<td>Advance rent (5 years)</td>
<td>25,000</td>
<td></td>
<td></td>
<td>25,000</td>
<td>19,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>43</td>
<td></td>
<td></td>
<td>43</td>
<td>31</td>
</tr>
<tr>
<td>Loan to Lloyd Hall</td>
<td>25,000</td>
<td></td>
<td></td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td>92,365</td>
<td></td>
<td></td>
<td>92,365</td>
<td>80,049</td>
</tr>
</tbody>
</table>

### A4 Asset and investment purchases, (see table)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted funds to the nearest £</th>
<th>Restricted funds to the nearest £</th>
<th>Endowment funds to the nearest £</th>
<th>Total funds to the nearest £</th>
<th>Last year to the nearest £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### A5 Transfers between funds

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted funds to the nearest £</th>
<th>Restricted funds to the nearest £</th>
<th>Endowment funds to the nearest £</th>
<th>Total funds to the nearest £</th>
<th>Last year to the nearest £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net of receipts/payments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6 Cash funds last year end</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash funds this year end</td>
<td>86,402</td>
<td></td>
<td></td>
<td>86,402</td>
<td>108,171</td>
</tr>
</tbody>
</table>

**Signed by one or two trustees on behalf of all the trustees**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Print Name</th>
<th>Date of approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Victoria Brackett</td>
<td>30/10/16</td>
</tr>
</tbody>
</table>
PSDS Annual Report and Accounts
Registered Charity Number 1123079

Financial Year: 1 January 2015 to 31 December 2015

Trustees:
Mr R Wates (Chair)
Mrs V Brackett (Treasurer)
Mrs S Corbett (Secretary)
Mr T Hodgson
Mrs H Shiers

Bankers:
Santander plc
Introduction

2015 was another successful year for PSDS.

Our membership continued to grow and our funding requirements also grew in line with our increased numbers. As a charity we remain committed to raising a proportion of our own funds but are reliant upon successful funding applications and the support of local trusts, Rotaries, Roundtables and businesses. We are grateful to all of our supporters.

We are also grateful to our member families. 2015 saw a high proportion of our families and friends engaging in various fund raising activities for PSDS. Without that level of commitment and support, we would not be able to offer the services we do.

Our total member families in 2015 grew from 58 to 64. The catchment area for the charity continues to expand reaching into London and down to the South coast.

Our focus remains very much on supporting our children with Down syndrome so that they are successful and achieve their potential. We also support the families in coming to terms with a diagnosis of Down syndrome both pre and post birth and also in supporting their child as he or she grows up and faces challenges that other children do not have to face. Part of that support is our excellent training and support services we offer to the schools who are educating our children and to the specialists who work with them.

We continue to seek to enforce messages with the medical profession about the way in which the news of a diagnosis of Down syndrome is communicated to the parents. Our aim is to ensure that the correct information is provided. This year we have continued to be engaged as a charity with our local hospitals as part of the Tell it Right Campaign.

Our services include:

- A pre-school offering incorporating a number of specialist services including OT, SALT, play therapy, music therapy and teaching;
- A specialist advisory service for mainstream schools supporting children with Down syndrome;
- After school clubs for the children;
- Support services such as OT and SALT where state provision is considered to be inadequate;
- Training for professionals and for our parents;
- Fun days out;
- Resources and libraries;
- Monthly support meetings;
- Coffee mornings for new parents

All of those services support our charitable objectives set out in our constitution dated 2 February 2008.
In February 2015 we moved into our newly built Lloyd Hall in Outwood. It provides an excellent venue for our pre-school groups and our Saturday morning meetings and we hosted our first Christmas party for over 100 children in the hall in December 2015.

We are proud of what we have achieved and continue to achieve and have high hopes for the future.

Rick Wates
Chair
Our Services

Digbies

Our pre-school development group continues to thrive.

2015 saw us return home to Lloyd Hall with a much better facility and good storage for our equipment.

Our sessions run on a Thursday and a Friday and are split by age: Thursday for children 18 months to 3 and Friday for our pre-school children. Currently we have 21 children attending digbies at a cost of just over £3000 per child.

Each year we review the structure and timings of sessions depending on our current age profile of children wanting to access the services. Obviously each year we lose the pre-school group to school. We considered in 2015 the difficult question of whether we would continue to offer digbies services for children whose parents elected to defer school entry. Our decision was that economically that put too much strain on our fund raising efforts and could potentially deprive people on the waiting list of a place. Therefore the pre-school year is the last year for children attending digbies. We will keep this under review but it remains our position for the next school year.

We have a new cluster of babies and with numbers reducing next year with a large school entry, we are considering a service for children under 18 months which I think will be welcomed by our membership.

We intend to introduce this year a parent feedback form to help us to improve and adapt what we offer and also to provide valuable feedback to staff. The feedback form is also invaluable in our funding applications to demonstrate that we monitor our spend and our return on the investment to ensure it is meeting our charitable aims.

The digbies team now comprises 12 members of staff, 4 of whom are volunteers. We encountered some difficulty in recruiting for our teaching post for the younger children in the last term of 2015 but this has now been sorted out. The staff works very hard not only in the sessions but working with the trustees to plan sessions, work out numbers, children's targets and supporting parents generally.

Thank you to the staff for all that they do.

School Support

We continued to provide all of our school support services in 2015.

The form of this support remained as in previous years namely a grant of £500 being offered to any mainstream school which is educating our children to put towards the services of the
PSDS advisory teacher. As in previous years, 2015 saw these grants being used by schools in a variety of different ways including one on one sessions with the specialist teacher and child, training for whole year groups of staff, specific guidance and input on a particular issue that may arise in the school during the year and many other uses.

We continued to offer our twilight training sessions for all TAs and teachers working with our member children to attend together, to receive specific training and to share views, ideas and concerns. We also continued to offer our annual training days in July specifically aimed at teachers and TAs who will be involved in teaching and supporting a child with Down syndrome in the next academic year. Feedback from these sessions remains extremely positive. Other training events are run throughout the school year. Schools contribute a nominal fee for attending the training to cover refreshments and venue hire. The charity funds the training costs.

2015 saw even less provision from the local authorities and EHCP provision was less than in previous years. This has meant more demand on our services to support children with SALT and OT in mainstream schools. Parents continue to press the authority for the right level of support for their children but PSDS bridges the gap and provides support where it can during the Tribunal process.

The majority of our children who are going through the digbies pre-school group are going into mainstream schools and coping well.

Thank you to our advisory support teacher, Anne Bouet, for all her hard work.

Drama

We continued with our two drama sessions for school age children during 2015. The sessions are proving very successful in engaging the children; enabling them to interact with their peer group who face similar challenges; developing friendships and an opportunity for independence.

Thank you to our drama teacher Victoria.

Education and Training

We continued in 2015 with our strong education and training programme.

The training that PSDS provides is broken into 3 categories:

1. Training for our parents – this covers a variety of topics and is concentrated on one education day in the autumn.

2. Makaton training – for new parents and staff.

3. Training for teachers and our team – our specialists that work with our children require training. We funded specialist training in 2013 for our team and also our trustees.
In 2015 we also added First Aid training for our digbies teams to ensure that we are properly protected in the event of an emergency.

Feedback on our training events remained extremely positive in 2015.

**Family Support**

Our Saturday morning meetings continued in 2015 and in our newly refurbished home we have seen a surge in numbers of those attending. We have had a number of new families come along to get a feel for the charity; understand what we are about and often meet for the first time other children with Down syndrome. Many have commented on the supportive and inclusive environment.

We continued with our new mums and babies coffee mornings in 2015 and these remain successful.

**Fun and Outings**

Our Fishers Farm Day and Christmas party were once again firm fixtures in the PSDS diary. Both are attended by nearly all members and embody what our charity is about – families, coping with different circumstances coming together to have some fun, share experiences and feel supported.

**Fund Raising and Donations**

PSDS relies entirely on the generosity of others to meet its annual costs.

Each year our membership expands; the services we provide increase and widen and costs rise.

We raise our money in a number of different ways and are grateful to each and every one of our supporters:

Our budget for the year was £89,000. This breaks down into £60,000 for our digbies services and £29,000 for the general PSDS services. Digbies is running at an annual cost of £3142.73 per child. 2015 saw a significant increase in the digbies budget because we added longer sessions given our membership numbers. It remains a key attraction of becoming a member of the PSDS charity.

Membership fees contributed £10,515 to our expenses (just under 12%). This is within our target of at least 10% and consistent with prior years, which indicates that although costs are rising so are membership numbers.

Fund raising efforts and donations were required to meet the balance of £78,485. In 2015 we raised or had donated just over £56,000 leaving us cash flow negative on the year. The
shortfall in funding was covered by reserves but does demonstrate the enormous task we have each year to raise funds and cover our operating costs.

As a charity we remain well funded with a surplus in the bank account. It should be noted that in 2013/14 the charity loaned £25,000 to Lloyd Hall to help fund its rebuild. That loan is repayable over 5 years in £5000 instalments. December 2015 saw our first instalment being received. That investment remains a valuable one; not only because it forges strong links with the community but because it also enabled us to negotiated up front rent arrangements fixed at a very low cost for the next 5 years.

Fund Raising:

2015 saw a year of odd socks, school fetes, cake baking, donations in lieu of Christmas presents and wedding gifts, coffee mornings, various sporting activities, Karaoke, payroll giving, pub quizzes, music festivals and sometimes just a friend of a family sending us some money.

Key fund raising in 2015 included:

Wates Foundation
Estate of Mrs Marchant
Horley Lions
One families boxing event
An anonymous trust donation
Nick Robinson
Samsung Electronics
The Hawthorns School

Thank you once again to everyone who supported us in 2015 (and beyond).

We also hosted our own events – the Fun Day and the Pub Quiz which demonstrate our members commitment to raising our own funds. As a charity we also continue to maintain our relationships with the local Rotaries and Roundtables.

Looking Forward

Very positively we continue to receive enquiries from potential members. From a financial point of view that means increasing costs because our services are so bespoke and offered on a per child basis. Added to that we are actively considering additional activities for our children as they get older and enter secondary education. The charity is expanding and growing and constantly adapting to our families’ needs. That requires investment, support and strong fund raising.

THANK YOU FOR YOUR SUPPORT.
Trustees Responsibility in Relation to the Financial Statements

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year, which give a true and fair view of the charity’s financial activities during the year and of its financial position at the end of the year. In preparing the financial statements, the trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations and the provisions of the charity’s constitution. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other regularities.

The gross income of the charity for the financial year ended 31 December 2015 was less than £100,000 and the financial statements included within this report have therefore been prepared on a “receipts and payments” basis.

Approved by the trustees on 21 April 2016 and signed on their behalf by:

Victoria Brackett, Treasurer
Independent Examiner's Report to The Trustees of PSDS

I report on the accounts for PSDS for the year ended 31 December 2015.

Respective Responsibilities of the 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 43 of the 1993 Act;
- Follow the procedures laid down in the general directions of the Charity Commission under section 43(7)(B) of the 1993 Act; and
- 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 represent a "true and fair view" and the report is limited to those matters set out in the statement 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:
   a. to keep accounting records in accordance with section 41 of the 1993 Act; and
   b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Signed.................................................................