

**DOWNRIGHT EXCELLENT (DEx)**  
**TRUSTEES ANNUAL REPORT AND**  
**FINANCIAL STATEMENTS**

**31 MARCH 2020**

Charity Number 1120863

Company Number 06249083

[www.downrightexcellent.org](http://www.downrightexcellent.org)



**DOWNRIGHT EXCELLENT**  
**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

## Report of the Trustees

The trustees are pleased to present their Annual Report along with the Financial Statements for the year ended 31 March 2020.

The directors of Downright Excellent (“the charitable company”) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as its Trustees. The financial statements comply with Charities Act 2011, the special provisions of part 15 of the Companies Act 2006 relating to small companies and 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 (FRS102) (updated 1 January 2019).

## Objects and impact of Covid-19

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Downright Excellent’s mission and purpose is ‘to enable children with Down syndrome to maximise their potential’.

The charity’s objects are:

To enable children with Down syndrome in London to develop their life skills so they may maximise their full potential as individuals and as equally participating members of society through, especially but not exclusively:

- educational and therapeutic programmes;
- quality play;
- education and support for parents and carers; and
- education and support for siblings.

### **COVID-19 - impact on Downright Excellent (DEX) and our response 14 – 31 March 2020**

On 13 March 2020, we suspended normal services at DEX because many of our families travel on public transport from across London with children who have serious underlying health conditions in addition to Down syndrome (DS). At this very challenging time, the DEX team worked all hours to continue supporting 123 families from a distance and to redesign some of DEX’s services for online delivery. The team was fantastic and has ensured that our families continue to feel engaged and, crucially, that the DEX children and young people continue to develop, achieve and see their friends. All aspects of the organisation within the new normal environment were considered and actions successfully implemented including support for families and team, children’s targets and achievements, transitioning to online chats and groups, comprehensive and inclusive communications, identifying income streams, impacts on the community and business in the short, mid and long term. In rapidly re-shaping services for lockdown, the business has shown itself to be robust, reactive, proactive and flexible.

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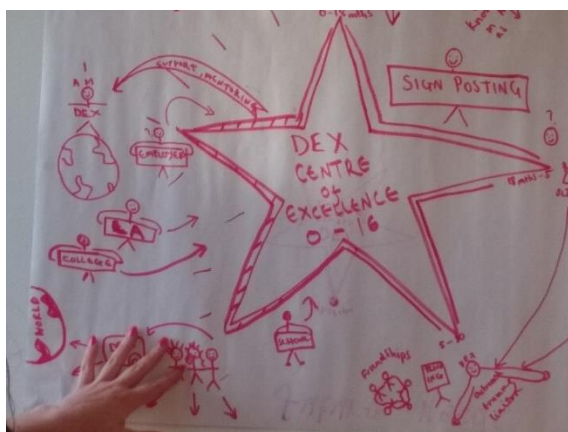
## Objectives and activities

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In carrying out our mission to maximise the potential of children with Down syndrome (DS) in London, we know from experience and research that all our children have skills and talents that should be celebrated and developed to support them to be the best they can be. We deliver a range of interventions and support to both children with DS (aged 0 - 16) and their families. These vital and evidence-based services assist children to achieve more than was ever thought possible by being fully customised for the unique DS characteristics and learning profile; these services are rarely provided by the state. DEx Trustees and Team run a 'lean machine' – minimising waste, engaging in a range of fundraising activities to generate income and managing the business prudently.

### The DEx Star

The star, which was adopted on Strategy Day 2018, represents our vision for the DEx community and organisation in striving to be a centre of excellence for all children with DS in London and providing a holistic service of learning and support from birth through to young adulthood. We see ourselves as a safe and informed pair of hands and a beacon of light to families of children with DS. The star theme will be explained in more detail on our new website - due to launch in summer 2020.



### Structure of DEx activities

Currently, DEx serves 123 children with Down syndrome (DS) and their families from London. The organisation is run by a Board of 6 - 8 voluntary Trustees, half of whom are parents of DEx children representing the different age groups. All other workers are freelance and part-time with a heavy emphasis on highly specialised professionals. These are: 3 supporting management, finance and admin functions; and 7 clinicians and specialists whose activities are described in the sections below. This year, we also worked with 8 non-DS professionals-in-training and 24 volunteer assistants.

We rent rooms at The Sundial Centre where we provide full services on Fridays in school term time for 37 pre-school age children and on Saturdays for 71 children aged 5 – 16. Children on the waiting list (currently 15) are invited to participate in some activities. Services on Friday 9am – 2pm comprise small group Speech and Language Therapy (SLT); Occupational Therapy (OT); and Stay and Play. On Saturdays, children aged 5 – 10 engage in small group therapies while the older children/young people learn essential life skills for some of the major transitions they face at this age. Complementary activities such as music, craft and sport take place in Dexstars.

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#### **Activities**

##### **Tweens – aged 10 - 16**

We now have 16 children in our Tweens group. We continue to work with our young people to help them build relationships with peers in all contexts, improve their levels of independence and work towards employability. Using an intervention called smiLE Therapy, the Tweens programme enables our older children to further develop life and communication skills in support of the transitions they are making from primary to secondary education and into puberty. There is no tailored support for them either in school settings or through local authorities. A significant element of smiLE Therapy is that Tweens learn to self-assess and rate their developing skills and continuing achievements. This is a new and important ability that will underpin learning throughout their lives. Additionally, our most highly challenged group in this age range have made great progress with their confidence and talking as a result of smiLE. This year's module was restricted due to lack of regular volunteers but still covered role playing, for example, going to the doctor's surgery with Tweens booking themselves in for an appointment and having to know their date of birth and address.

In addition to the SmiLE modules Tweens have been:

- working on 'stranger danger' with the majority demonstrating that they could understand who a stranger was and when asked by a stranger if they would come with them, they said 'no'!
- talking about puberty with the Tweens; looking at age (older, younger), growing up and how our bodies change.
- practising how to use a diary - days of the week, months of the year, birthdays, etc.
- understanding money: recognising coins, talking about value. Going to the shops and looking at prices.
- learning about time - understanding how long it takes to do things: minutes/hours.

Highs and lows:

- A special grant paid for a theatre visit to see Snow White at Christmas – the first ever Tweens' outing.
- We had two visits from Molly the collie – a therapy dog.
- Our wonderful, experienced Tweens assistant left in September and we have not yet been able to replace her.

##### **Stay and Play (S&P)**

S&P complements therapy sessions on Fridays by providing a relaxed and friendly area in which to socialise, support each other and practise new skills. For our pre-school children and their families, S&P is often their first encounter with DEx. While children are encouraged to play, sing, socialise and explore their surroundings, the key focus here is on the peer to peer support between families and carers – providing emotional support and sharing experiences and information. For most parents and carers, this is the first time they have met other families going through similar experiences and their children may never have met another child with DS. Families on the waiting list are invited to S&P until a therapy group vacancy is available - they participate in supportive activities such as introduction to Makaton basic signs, music therapy, exercises and learn-through-play activities. A grandmother said, 'He just would not talk. We feel that without DEx he might never have talked'.

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## **Dexstars**

Dexstars is the older children's more sophisticated version of Stay and Play; it performs the same functions and offers an age-appropriate range of activities on Saturdays – from drumming and singing led by our community musician, to arts and crafts and indoor sports run by some of our school-age volunteers. Families really value the space that Sundial offers to enable sharing of informal support and information; particularly around key milestones such as secondary school transition and activities of daily living such as independent dressing and toileting.

## **DEx Customised clinical interventions: Speech and Language Therapy (SLT) and Occupational Therapy (OT) for children aged 0 – 10 years old**

### **Speech and Language Therapy (SLT)**

High quality, weekly, specialised SLT provision is a primary need for children with Down syndrome (DS) - above and beyond their learning difficulty and any hearing loss. Our experience and research show that children flourish with regular, targeted, dynamic therapy delivered by experienced and specialist therapists with whom our children have built rapport and trust. Our therapists have a deep understanding of each child's language and learning profile. Regular, specialist therapy is largely unavailable to most of our children except via DEx. Funding for SLT across London local authorities varies according to borough but is consistently declining year-on-year, with most provision offered tending to be intermittent and for time-limited periods. Where it is available, SLT is generally delivered by non-specialist therapists and is rarely customised for children with DS who have a unique language and learning profile, different from children with other learning difficulties. Highly specialised speech and language teaching and support is key to enabling our children to maximise their potential.

To fill this gap, we deliver weekly SLT in small groups to children aged 0 - 9. Our therapists deliver research- and evidence-based support, for example, we use the whole word reading approach to support language, use Makaton signs to support understanding and deliver working memory training to further underpin language skills. We provide group therapy and, within this, ensure that each child's individual profile is reflected and supported. For example, on Saturdays we carry out some of the Attention Autism approaches for a range of children with attention and listening needs. We also recognise the vital role that parents play as the experts on their child and have delivered Parent Child Interaction sessions to promote enriched communication within families. Parents give positive feedback such as, 'the strategies are so simple but the effect on B's play and communication was quite magical'. DEx is in a unique position to deliver early intervention support for babies and young children and to be a consistent, highly specialist service through childhood and teenage years.

Each child's progress is measured by termly targets across a range of skill areas including attention and listening, play, social interaction, peer awareness, working memory, understanding of language, expressive language skills, and speech sound skills. Outcomes for all of our children are very positive and our work in partnership with parents and, where possible, nurseries and schools, means we are able to positively influence and support the child's communication and social environments, key influencers and partners.

SLT continues to be our central activity supported by a range of complementary interventions. SLT is always over-subscribed so to cater for increasing demand, we continue to seek ways to deliver elements of our speech and language provision outside the official groups so that all children can benefit, whether they have a therapy place or are on the waiting list.

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At DEx, all our therapists have experience of working within a multi-disciplinary framework. For example, close liaison between our SLT and OT teams ensures we address children's sensory and motor needs in their SLT sessions. We understand the need to think holistically to ensure that each session provides maximum results for each child and their family.

#### **Occupational Therapy (OT)**

The DEx OT service has worked closely alongside SLT since April 2016. OTs who work with children have training in child development, neurology, medical conditions, psychosocial development, and therapeutic techniques. OTs focus on the child's ability to 'master skills for independence' (Bruni, 2001). This includes:

- self-care skills, eg feeding, dressing, grooming;
- fine and gross motor skills, eg fine – holding a spoon; gross – rolling, walking;
- skills related to school performance, eg printing, cutting;
- play and leisure skills.

OT is now fully embedded in our Friday and Saturday DEx services. We started with one OT and we now have 4 qualified OTs across the teams, ie specialist clinical team, session-leaders team and volunteers. We offer a range of services from OT-focused groups, groups co-run by OT and SLT, and OT groups with SLT consultation. The big benefit of working so closely with the SLT team is that many of the OT activities are enriched with speech and language opportunities and vice versa.

*Friday OT:* This service has been running since April 2019. It has been wonderful to develop OT for pre-school children, including babies, alongside the SLT team. Children are offered OT when they require support to develop motor skills, independence in activities of daily living (ADLs), or when they experience difficulties with attention and concentration, self-regulation or sensory processing challenges. Some of the children have had little or no OT input from statutory services and there is even less available that is specifically customised for DS. Common requests for support are around feeding, dressing, potty training, sensory difficulties with washing and grooming and so on. Families find it easier to practice ADLs at home than in small group therapy sessions, and the OT service has provided resources and information on supporting independence in these skills with the family.

*Saturday OT:* This has continued to evolve in order to cover 15 small groups of primary school-aged children and 4 groups of Tweens at secondary school. The Saturday team introduced the role of 'session leaders' to run the weekly therapy sessions under the direction of the specialist clinicians. This was a new direction for DEx enabling the specialists to step out of therapy rooms to be more accessible to families and provide more specific specialist interventions on an individual basis. This also allowed the OT service to differentiate interventions and strategies between different settings. In the middle of March 2020, we again found ourselves evolving to re-imagine DEx services for online delivery. This was an unexpected turn of events but the team continued to identify innovative ways to address and support OT needs in the COVID-19 context.

#### **Supportive activities**

##### **Makaton training**

To support communication with their children from the earliest age, we ran three 'Makaton for Babies' courses for families of children under a year old. Unlike British Sign Language, in Makaton signs and symbols are used together with speech in spoken-word order. For most of our children and families, Makaton is the first method of communication they are able to use to indicate wants or make themselves understood. An amazed mum said 'I don't have to guess any more. She can now tell me when she is thirsty! In 18 months, she has never been able to do that'.

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#### **Happy Minds**

During the last year Happy Mind Training (HMT) offered informal assessments and cognitive training to children aged 5 - 10 to support their mathematical abilities and memory skills. During the last part of the year, HMT worked closely with the clinical team to integrate numeracy activities into the existing SLT and OT sessions. Moreover, parents were offered both individual consultations and training sessions that were aimed at highlighting the importance of supporting numeracy and memory skills at home by presenting different concrete resources / activities / games they could play with their children. HMT sessions and training are research-based and contribute to the growing body of research in DS.

#### **Down syndrome-focused training for key workers**

This year, we worked hard to create opportunities to increase and intensify our training for team members, families and other professionals. This initiative started with the premise that we are all key workers when in contact with children with DS because every opportunity is a learning opportunity for the child and an opportunity to 'get it right' for the adult.

Children with DS have a unique language and learning profile. If this is understood it revolutionises the expectations and approaches or methodologies professionals will use with this client group. All too often adults working with and/or living with children with DS have not read, or are unaware of, the body of research in this area. Sharing our expertise, knowledge and outcomes is absolutely necessary and key to ensuring the profile of children with DS is understood, and that evidence-based practices are employed to overcome challenges and promote the best outcomes for children so they can truly maximise their potential.

#### **Training workshops specifically for teachers, Teaching Assistants and Learning Support Assistants**

Schools and early years settings are often ill-equipped to successfully support children with DS and lack understanding of the specific and unique communication and learning profile of our children so DEX offers training workshops for teachers, Teaching Assistants (TAs) and Learning Support Assistants (LSAs). The workshops focus on extending knowledge of DS (understanding the physical, sensory, health, language and learning difficulties that can be associated with the condition) and the tools and techniques they can employ in their setting to ensure they are maximising the potential of our children. Significantly, we and they know the children so can apply further specificity.

The training helps to dissolve popular misconceptions about children with DS - enabling school staff to focus on 'ability' rather than 'limitations'. All staff who attended workshops reported more productive classroom time as a result and feedback is excellent, eg 'I had a fantastic day – very informative with different learning strategies to help motivate and achieve progression of the child with DS.' DEX families notice the difference after their child's teaching staff have attended a training course and the DEX team is committed to encouraging all families to promote the training days.

#### **In-school training delivered by Beth, clinical lead and Sandra, Tweens' facilitator:**

- Sandra and Beth provided training for the entire staff of a large special school covering the needs and strengths of primary-, junior- and secondary-aged pupils.
- Beth delivered bespoke training for the LSAs and teaching staff in the school of a DEX child in Year 3.
- Sandra trained 30 school staff in a venue provided by our sponsor, Octopus.

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#### **Developing trainee SLTs and OTs**

We continue to strengthen our relationship with the SLT department at University College London (UCL), along with others from the Universities of Greenwich, City and Kingston. Students volunteer with us on Saturdays to assist with group therapy sessions and practise their skills in different ways in Dexstars and Tweens. It is an excellent arrangement and mutually beneficial as students gain experience in supporting children with DS and we have a steady stream of amazing volunteers with additional, relevant skills. After some months learning and experiencing DEx, selected students may be offered the opportunity to volunteer in a more responsible post or even apply for paid work. This means that, for the first time, groups of students will leave university with understanding and experience of DS.

#### **Volunteer Jasmine's story:**

I first heard about DEx as a student on the MSc Speech and Language Sciences programme at UCL in 2016. Many of my student friends had started volunteering there and I kept hearing stories of how rewarding it was, as well as about the practical skills that they were developing through their volunteering. I started by volunteering as a therapy assistant and then worked as the Dexstars Coordinator for a year and a half. It was hard work because I started Dexstars in the second year of my master's (which was focused on adult and acquired needs) because I really missed working with children! I graduated and started working as a paediatric Speech and Language Therapist in September 2018. I took a short break from DEx while I settled into my new job, but I couldn't stay away for long! I came back as a Saturday Session Leader in October 2019 with responsibility for my own groups of children. Working at DEx has helped me to start developing specialist skills and an understanding of working with children with DS, who have their own profile of amazing strengths and needs. It's also motivated me to learn and use more Makaton signing. Working alongside highly specialist therapists like Beth and Ciara has been invaluable and a real privilege!

#### **From UCL - Dr. Perovic's perspective:**

Some of our students on the UCL MSc Speech and Language Sciences programme have been incredibly lucky to gain valuable volunteering experience at DEx, which has provided them with deeper insights into the communicative and learning profiles of children with DS. During their clinical placements, our students are not able to come into contact with the entire range of Speech and Language Therapy clients, thus volunteering at DEx is an important part of their learning, supporting their development of transferable clinical skills. In order to enable all the students on our programme to benefit from our special relationship with DEx, we have incorporated visits from DEx parents into our curriculum. For two years running, a parent has come to UCL to share their own perspectives and journeys as parents of children with DS; they also talk about the challenges and positive experiences they have had with the SLT profession. Students have given us excellent feedback about these visits. Thank you to the lovely children, parents and staff at DEx for helping our students grow into competent, compassionate and knowledgeable SLTs!

#### **Training for volunteers**

All volunteers have an induction, train on the job, have supervision and feedback and are encouraged to ask; structured workshops are also arranged to support specific topics. This year, volunteers received training on the speech and language profile of children with DS, the learning profile of DS, Makaton, behaviour management, sensory integration, smiLE Therapy and OT in relation to Down syndrome.



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#### **Training for DEx families:**

- Shape Coding

Supporting understanding and expressive skills, shape coding is a tool that taps into the good visual learning skills of our children and supports understanding of word order and grammar. Families enjoyed learning to use this approach so that children could benefit from its use at DEx and at home.

- Baby Makaton signing course

This training provides parents with insights into their child's need for visual support to underpin auditory input. We seek to empower families with the skills to best communicate and enhance the language and learning skills of their young children – from the get go.

- Introduction to Therapy

All new families are provided with bite-sized training to understand their child's language, learning, sensory and motor needs so that they share and commit to the approaches we use in our therapy. We know that parents will engage with and generalise therapeutic strategies if they understand the rationale behind them.

- Individual Training and Support

We provide ongoing individual consultations for all families so that advice and support can be tailored to the needs of each child and family; each consultation is enriched with theory so that families share an understanding of their child's profile and how best to support this.

- Individual and small group training was delivered on:
  - The Local Offer – how to access it and what it provides;
  - Disability Living Allowance (DLA);
  - Funding for nursery places – Free Early Education for 2-year-olds (FEE2), and Inclusion Funding;
  - The Education, Health and Care Plan (EHCP) process.

#### **Information and signposting**

We actively share useful information and details of events, research and training opportunities with our families and the DEx team via email and our Facebook page – and latterly through dedicated WhatsApp groups too. There is a comprehensive list containing links to other organisations and resources available on our website. Further, more targeted information can also be provided by the clinical team on request, drawing on their expertise and knowledge of the children. We have compiled a detailed directory of inclusive services and activities in the London area which is regularly updated for circulation to families. DEx is keen to engage other organisations in working partnerships (eg by delivering sporting activities with our children) and to join schemes that will benefit our families (eg Mousetrap's Family First Nights theatre programme). The DEx clinical team provided information and guidance for the newly revised DS section of the NHS website.

#### **Safeguarding**

Ensuring all the children who access our services are protected from abuse is vital and we continue to ensure our safeguarding procedures are fit for purpose and we act quickly where we suspect a child may be vulnerable to abuse or may have unmet welfare needs. We have regular safeguarding updates at Trustee meetings which provide data on the numbers of concerns raised and outcomes. In the past year, all members of the team, including every volunteer, were required to take the three-hour online NSPCC child protection course which ensures that every member of the DEx team has standard basic information across the organisation. Our Safeguarding Officer works with the DEx CEO and the clinical lead to ensure good practice is consistent in every DEx activity. Within the wider context, we remain mindful and current in applying data protection (GRPR) and health and safety regulations.

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## **Achievements and performance**

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### **Routinely, DEx:**

- continued to provide Speech and Language Therapy, Occupational Therapy and essential life skills with complementary support and activities in Stay and Play and Dexstars to children in London with Down syndrome;
- continued to support the families, extended families and carers of DEx children and developed new ways of providing support;
- continued to develop DS-focused skills in the wider world by working with key agencies such as schools, the NHS, Social Services, and universities;
- continued to build great relationships with sponsors.

### **Also, developed:**

- all activities by expanding our reach and services; reviewing and improving practice;
- the DS-focused training we provide to families, the DEx team - including volunteers - and a range of professionals and key workers;
- the Tweens' life skills with communication group for children aged 10 – 16;
- our commitment to expand our children's opportunities for learning by delivering numeracy sessions to many of our 5 - 9-year-olds and created further customised sessions for children with severe challenges;

### **Trialled new methods:**

In 2019/20, 56 children attended Saturday sessions for the 5 – 10s. We have trialled a variety of service delivery structures to 'test and learn' and to best serve increasing numbers as children move from Fridays to Saturdays when they start school. We are also keen to enable less experienced therapists to develop DS-focused skills so our highly skilled therapists supervised and trained others running group sessions. As well as upskilling the less experienced therapists, it freed up the highly specialist therapists to meet with families more regularly outside sessions to give tailored advice and support. With the recent closure of the café at Sundial, we used this opportunity to assist some children to run their own sandwich bar which has been both great fun but also helped expand their life skills.

### **We have:**

- successfully moved some activities online and re-imagined our provision in a very short space of time at the end of the year to support children and families;
- continued our alternative fundraising strategy and successfully diversified our funding base further;
- strengthened and developed policies and procedures, finance systems and governance;
- improved our digital functions by developing further our cloud-based central recording system, introducing communications for video conferencing to all the team and our families, and preparing to change over to a more efficient email system;
- continued to embrace other methodologies to enhance learning and development in children with DS, such as advanced assessment techniques; tactics for coping with behavioural challenges; medical and other practitioners' visits to the children; smiLE Therapy; Parent Child Interaction and PROMPT Therapy;
- engaged in current research through provision of data and facilities for external researchers, submitting research bids for joint projects with UCL and planning to publish our own papers next year.

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#### **How our activities meet the public benefit**

We have due regard to the Charity Commission's guidance at all times and comply with guidance on public benefit. We refer to it in particular when reviewing our aims and objectives and in planning future activities. Downright Excellent's purpose is 'to enable children with Down syndrome to maximise their potential'.

The charity's objects are: To enable children with Down syndrome in London to develop their life skills so they may maximise their full potential as individuals and as equally participating members of society through, especially but not exclusively: educational and therapeutic programmes; quality play; education and support for parents and carers; and education and support for siblings.

The public benefits that flow from purpose and objects are:

1] for children with Down syndrome (DS):

- improved skills, particularly communication, social and life skills – through a range of professionally customised activities and interventions leading to greater opportunities and achievement throughout life, and increased productivity and happiness as a result.

2] for their families, including extended family members:

- a sense of belonging and support and of acquiring the knowledge and information – through interaction in a safe and welcoming space with other families in similar situations; consultation with professionals experienced in DS; opportunities to attend topic-based training and forums. This leads to less anxiety and depression, and increased ability to assist their child's development.

3] for their key workers and other professionals such as school staff and therapists:

- understanding of the unique learning profile and characteristics of DS and the ability to use this in a variety of contexts – through ongoing interaction with the charity's team of workers and by attending training days, leading to a greater number of people in the community working effectively, assisting people with DS to develop, and hereby saving resources.

No harm nor private benefit arises from these purposes or activities. We review our aims, objectives and activities on a regular basis to evaluate what we have achieved and the outcomes of our work. We evaluate the success of our main activities and the benefits they have brought to our children, families and key workers. We use a range of methods including surveys, feedback and individual assessment and we continue to develop the building blocks for impact measurement. Suggestions for additional activities and projects are compared with the charity's objectives at Board level before being piloted. We rigorously monitor expenditure to keep costs as low as possible and to avoid waste.

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## **Financial review**

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2019/20 has seen another year of stable financial performance which has enabled us to maintain reserves alongside a significant increase in the level of investment in charitable activities. Our total income for the year increased from £192,399 to £243,987 an increase of 27%. The main source of income continued to be from grants totalling £143,294 (2019: £121,328) which made up 59% of total income. In addition, we raised £58,760 (2019: £32,804) from donations and fundraising activities and £40,751 (2019: £38,178) from parental and carer contributions. Correspondingly, our expenditure for the year increased from £189,608 to £220,019, an increase of 16% due to a calculated increase in the number of children and families accessing DEx services. The results for the year are shown in the Statement of Financial Activities and the main sources of funds are as detailed in notes 2 and 3. The charity is exempt from corporation tax as all its income is applied for charitable purposes.

### **Supporters, funders and fundraising**

2019/20 was the final year of our £431,084 five-year project funding from The National Lottery Community Fund (formally known as The Big Lottery Fund). TNL Community Fund has funded up to 60% of our core expenses since 2007 but, because of the organisation's growth over the years, this dropped to 36% in 2019 - 2020. In the current project, we have achieved all the outcome markers and over-achieved on some - we are on track to end the project at 31.3.2020 on time and on budget. We are very grateful to TNL Community Fund for the continuing support over many years and for this final project that enabled us to grow our services. Having supported DEx for so long, TNL Community Fund support is now at an end and DEx is moving into a new phase of fundraising to cover the shortfall.

We enjoyed a great deal of support from our funders 'Octopus Giving'. As well as a £25,000 annual grant for three years, Octopus staff raised a further and astounding £25,515 through amazing fundraising activities and provided an additional one-off unrestricted grant of £20,000. They have also been incredibly generous with additional in-kind donations and pro-bono activity including assistance with: our 'Trusted Charity' prep work; a new website and new email system – both under development; planning for exit when their sponsorship ends in December 2020; coordinating a fundraising team of bid-writers. Excitingly, Octopus provide a steady stream of skilled and enthusiastic volunteers and we have recently recruited two Trustees from Octopus staff. All these contributions have helped build DEx capacity significantly and this has been a really positive relationship for us - we are indebted to them for the contribution they are making which makes such a difference to children with DS in London and sustains and grows DEx. We are currently seeking corporate sponsor/s to take over from Octopus at the end of this year.

We have also received generous funding from The Funding Network; Property Race Day; Movement for Good – EIG; British Science Association and we developed a relationship with Sport Works which enabled us to apply successfully for Sport England funding.

We have received substantial private donations for specific items such as the Hardship Fund, rent, Music Therapy and the fees for an Operations Manager. Families who can afford to contributed a regular £15 per week and this covered around 19% of the total costs. We continued to encourage all our families (with their families and friends) to engage in 'low hassle fundraising', for example, set up direct debits, fill collecting tubs at home or swap birthday presents for donations to DEx.

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The current income generation strategy is to diversify our funding sources in order to cover projected expenditure into the next 5 – 10 years. That is, looking beyond April 2020 and developing and launching income generating initiatives to build on the 2014 ‘alternative fundraising strategy’ and create an even more solid and sustainable basis for the organisation going forward. We will encourage and support:

- an even more intense fundraising culture within DEx families and DEx team including one-off fundraising events and expansion of the ‘low hassle’ fundraising activities;
- continuing bid-writing to fund project-sized portions of DEx;
- development of warm contacts with corporates;
- enhancing our digital presence and designing digital fundraising initiatives.

However, the current COVID-19 situation meant that regular fundraisers were cancelled, for example, the March DS day Big DEx Quiz and DS Day fundraising by our children’s schools. Also, many funders have diverted their funding to charities that are on the coronavirus frontline which DEx is not – this means we must redouble efforts to fundraise in innovative ways.

#### **Reserves policy**

Annually or more frequently, if deemed necessary, the Board of Trustees reviews the charity’s requirements for reserves in light of the financial risks to the organisation. It is the policy of the charitable company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to a term’s operational expenditure. The maximum number of weeks in a term is 15 and Trustees aim to maintain reserves at this level and agreed to use money received via unrestricted donations and other fundraising activities (including Gift Aid) to build up the reserves. This will ensure that in the event of a significant drop in funding, they will be able to continue the charitable company’s current activities while consideration is given to ways in which additional funds may be raised. As at 31 March 2020 the level of free unrestricted reserves amounted to £61,736 (2019: £33,231) which equates to about 16 weeks of budgeted operational expenditure in 2019/20. If there is a funding shortfall, these reserves would allow time for families to make alternative arrangements and/or for Downright Excellent to obtain new sources of funding.

## **Structure, governance and management**

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Downright Excellent is a registered charity and company governed by a Memorandum and Articles of Association. It is overseen by a skilled Board of Trustees from a range of backgrounds who meet every six to eight weeks to review finances against budgets, set the strategic direction, develop and implement policies and procedures, review safeguarding concerns, manage risk and make decisions about the charity’s future. The charity Trustees are also Directors of the company for the purposes of charity law and direct the charity in accordance with the company’s Articles. The charity’s Articles which date back to 2007 are being updated to bring them in line with the Charity Commission’s recommendations; the new version will be approved at the AGM in July 2020.

All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed are set out in the accounts.

The Board continued to use the meeting agenda schedule that was introduced in 2018 and to develop a new format for the risk register. Owing to Downright Excellent’s relatively small size, all Trustees proactively assist in the task of running the organisation, eg the Chair writes the letters of thanks while another is Data Protection Officer (DPO) and oversees GDPR compliance. One recently appointed Trustee has agreed to assist with fundraising by

# **DOWNRIGHT EXCELLENT**

## **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

### **YEAR ENDED 31 MARCH 2020**

coordinating a new team of bid-writers while another has begun to oversee the organisation's compliance.

We are still in the process of working through the self-assessment requirements for the 'Trusted Charity' quality mark. This is helping us to identify gaps in our processes and structures which we are working to improve and this will underpin our approach to governance and accountability.

#### **Two Trustees' workshops**

The Trustees met in June with DEx team members to discuss final options for redesigning provision for the children aged 5 - 10 on Saturdays. This was prompted by the forecast that another group of children would be moving from Fridays to Saturdays when they started school in September. We did not have sufficient resources - rooms or specialist team members - to cope with the influx; additionally, it is imperative to maintain small-size therapy groups. The chosen option was to work with experienced but non-specialist professionals-in-training leading children's groups under the intense supervision of our specialists. This created a lot of planning and preparation but was highly successful - a spin-off was that it gave more time for the specialists to talk with parents/carers. Feedback has been positive.

A few Trustees and team members met in November in lieu of the routine strategy day. The management team had always been under-resourced but was now greatly over-stretched and in danger of poor performance as a result. It was decided that a meeting to focus on management operations rather than strategy was needed this year. As a result, plans were drawn to divide up the tasks and seek funding for an Operations Manager; since that meeting, the promise of a generous donation has been received specifically to fund the new post. At the end of March 2020, the vacancy had not been filled but several outstanding tasks had been completed by freelancers and financed from the donation.

#### **Management**

DEx is managed by part-time self-employed freelancers – a CEO, supported by an admin and finance function. The freelance CEO provides operational management of the charity as well as line management of our freelance team of therapists and coordinators; she also manages our team of volunteers and leads on fundraising initiatives including applications for grants. In October, our long-serving and first ever freelance admin support left DEx; she had introduced a range of organisation-wide systems which greatly assisted growth of the business. We were fortunate to find an experienced freelancer to support the team and develop the work further; she is bringing new levels of efficiency and warmth to both our operations and communications.

#### **Trustee Board**

It's been a year of change on the DEx Trustee Board. Our long-serving Chair and three other Trustees retired for varying personal reasons and made way for a new wave of people dedicated to continuing to ensure DEx remains a vibrant and stable organisation. We see this as a really positive development in DEx's evolution; enabling us to bring new skills and experience to the strategic direction, governance and scrutiny of DEx activities.

#### **We asked our outgoing Chair, Lucy Lloyd-Scott, to reflect on her time on the Trustee Board:**

'When I joined the Board in 2011, I wrote down a few thoughts about the organisation after the first meeting I attended. I noted that DEx needed to: 'make the informal, formal'; 'increase the number of children we reach'; 'increase the type of services we run'; and, 'find some paid admin'. I took on the Chair role in 2014 at a time when we had approximately 80 families receiving support, an income of less than £100,000 and were considering a pilot of our

## **DOWNRIGHT EXCELLENT TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2020**

'Tweens' approach. Nine years on from that first meeting, DEx supports around 120 children through not only SLT but also OT, numeracy, memory training and skills for independence – all supported by other developmental activities. DEx has an income of £240,000, a paid Administrator, has secured a new venue and has an even more 'whole team' professional approach not only to strategy and service delivery but also governance, risk management and financial planning. This certainly hasn't been all of my doing, but I am hugely satisfied to have overseen these immense changes and to be leaving DEx at such an exciting and successful point in its development.'

### **Thoughts from our new Chair, James Davis who joined the Board in January 2020**

'I am extremely proud to be joining DEx and, whilst we find ourselves in challenging times, I strongly believe it can be a time of opportunity for us. I am confident that despite the current circumstances, we will continue to operate an efficient and supportive charity as our clinical and non-clinical teams go above and beyond to deliver services and achieve DEx purposes.'

Looking forward, the Trustees and I are committed to developing DEx into a scalable organisation, expanding the breadth and depth of its service offerings for our children and young people. This vision is underpinned by the incredibly strong foundations of DEx including competent governance and prudent development. I hope that by joining the team, my business skills and leadership will assist in taking the charity into the next chapter of its journey. COVID-19 has forced DEx to advance its service model through delivery of online resources. Longer term, we would like to support children through access to online resources that complement our traditional face-to-face activity. We recognise the importance of repetition for our children's development and engaging their families in learning, so developing a pool of online resources will help to address this while providing a way of outreaching to more children with Down syndrome.'

### **Trustee Board - membership and appointment**

Appointment and retirement of Trustees is in accordance with the Articles of Association which require that appointment and retirement should be by ordinary resolution. Trustees are appointed or co-opted during the year by the Directors/Trustees. Currently, a proportion of Trustees retires in rotation at each Annual General Meeting (AGM) and individuals may be reappointed or elected at that meeting, as per Articles 25 - 30. Co-opted Trustees are formally appointed to the Board at the next AGM. Officers are elected in the Board meeting following an AGM.

Members of the Trustee Board consist of both beneficiaries (parents of children with Down syndrome (DS) who attend DEx) and non-beneficiaries. Over recent years, we have ensured representatives of both Friday and Saturday children sit on the Trustee Board to cover all age groups. Such a mix ensures that the needs of DEx families remain at the heart of what we do and decisions are co-produced, whilst guaranteeing that decisions are taken in the best interests of the charity and remain in line with its purposes. This enables us to continue to provide crucial services to children with DS and their families while maintaining a sound business. We complement this with regular surveys and informal interviews with our families to understand need and impact, and to get feedback.

### **Trustee training and induction**

The organisation conforms to current practice in the sector through specific written policies and procedures which are reviewed by the Trustees. All Trustees receive a thorough induction and observe a signed code of conduct. They perform their tasks and responsibilities according to role descriptions and share in striving for DEx to become a centre of excellence.

**DOWNRIGHT EXCELLENT**  
**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

## **Reference and administrative details**

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Registered charity name	Downright Excellent
Charity registration number	1120863
Company registration number	06249083
Registered office	38 Chelmsford Road, London E17 8NW
Directors/Trustees	Lucy Lloyd-Scott, Chair (retired 30.1.2020 – long service) James Davis, Chair (appointed 30.1.2020) Louise Ramsay, Treasurer Anasuya Iyer (appointed 30.1.2020) Lewis Eldridge Leanne Graham (retired 5.12.2019 – pregnancy) Matilda Najmaldin (retired 30.1.2020 – overload) Nicola Flynn (retired 27.6.2019 - moving) Nishad Gudhka
Secretary	Leanne Graham (retired 5.12.2019) Rajdeep Dehal (appointed 30.1.2020)
Bankers	CAF Bank Ltd 25 King Hill Avenue West Malling ME19 4JQ

## **Exemptions from disclosure**

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We do not have exemptions.

## **Funds held as custodian trustee on behalf of others**

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We do not hold funds on behalf of another individual or organisation.



**DOWNRIGHT EXCELLENT**  
**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

## **Trustees Responsibilities**

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Company law requires the Trustees (who are Directors under Company law) to prepare financial statements for each financial year that give a true and fair view of the state of the affairs of the Charity and of the surplus or deficit for that period. The Trustees have agreed to adopt the Statement of Recommended Practice - Accounting by Charities. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis, unless it is inappropriate to assume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and the requirements of the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps to prevent and detect fraud and/or any other irregularity.

Approved by the Trustees on 16 July 2020 and signed on their behalf by:



James Davis  
Chair, Downright Excellent

**DOWNRIGHT EXCELLENT  
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2020**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS**

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I report to the charity trustees on my examination of the accounts of Downright Excellent ('the Company') for the year ended 31 March 2020 which are set out on pages 19 to 28.

**Responsibilities and basis of report**

As the charity trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
Karen Hanlan,  
Member of Institute of Chartered Accountants England & Wales  
Karen Hanlan Independent Examiner Ltd  
3 School Lane  
Lea Marston  
North Warwickshire  
B76 0BW

Date 16/7/20

**DOWNRIGHT EXCELLENT**  
**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE**  
**INCOME AND EXPENDITURE ACCOUNT)**  
**YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>INCOME FROM</b>					
Donations & legacies	2	59,260	500	59,760	32,804
Charitable activities	3	85,751	98,294	184,045	159,506
Investments – bank interest		182	-	182	89
<b>TOTAL INCOME</b>		<b>145,193</b>	<b>98,794</b>	<b>243,987</b>	<b>192,399</b>
<b>EXPENDITURE ON</b>					
Raising funds	4	(6,496)	-	(6,496)	(4,101)
Charitable activities	5	(109,192)	(104,331)	(213,523)	(185,507)
<b>TOTAL EXPENDITURE</b>		<b>(115,688)</b>	<b>(104,331)</b>	<b>(220,019)</b>	<b>(189,608)</b>
<b>NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR</b>					
		<b>29,505</b>	<b>(5,537)</b>	<b>23,968</b>	<b>2,791</b>
<b>Transfer of funds</b>		<b>(1,000)</b>	<b>1,000</b>	<b>-</b>	<b>-</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		33,231	5,047	38,278	35,487
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>61,736</b>	<b>510</b>	<b>62,246</b>	<b>38,278</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

**DOWNRIGHT EXCELLENT  
BALANCE SHEET  
YEAR ENDED 31 MARCH 2020**

Company No 06249083

		2020		2019	
	Note	£	£	£	£
<b>CURRENT ASSETS</b>					
Debtors – gift aid due		934		3,528	
Cash at Bank and in Hand		<u>137,272</u>		<u>96,345</u>	
		<b>138,206</b>		<b>99,873</b>	
<b>CREDITORS: Amounts falling due within one year</b>	<b>6</b>	<b><u>(75,960)</u></b>		<b><u>(61,595)</u></b>	
<b>NET CURRENT ASSETS</b>			<b><u>62,246</u></b>		<b><u>38,278</u></b>
<b>NET ASSETS</b>	<b>7</b>		<b><u>62,246</u></b>		<b><u>38,278</u></b>
<b>CHARITY FUNDS</b>					
Restricted Funds	<b>8</b>		<b>510</b>		<b>5,047</b>
Unrestricted Funds			<b>61,736</b>		<b>33,231</b>
<b>TOTAL FUNDS</b>			<b><u>62,246</u></b>		<b><u>38,278</u></b>

For the year ended 31 March 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Responsibilities of directors/trustees:

The members have not required the charitable company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006- however, in accordance with section 145 of the Charities Act 2011 the financial statements have been examined by an independent examiner whose report appears on page 18.

The directors/trustees acknowledge their responsibility for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the trustees on 16 July 2020 and signed on its behalf by



Mr James Davis, Chair

Ms Louise Ramsay, Treasurer



The notes on pages 21 to 28 form part of these financial statements.

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

## **1. ACCOUNTING POLICIES:**

### **Basis of accounting**

The financial statements have been prepared in accordance with 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 (FRS102) (updated 1 January 2019) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Downright Excellent meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note.

### **Status of the company**

The charitable company is limited by guarantee and does not have share capital. The liability of members is limited to £10 per member.

### **Going Concern statement**

The financial statements have been prepared on a going concern basis which assumes that the charity will continue to operate. The validity of this assumption is dependent upon the continuance of support from key funders and stakeholders and in response to the progress made by the charity in pursuing a viable budget including the obtaining of further grants and donations. The charity's business plan shows that the charity will be able to operate in the foreseeable future. Based on this understanding the director trustees believe that it remains appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments, which would result from the basis of preparation being inappropriate.

### **Income**

All income is recognised once the Charitable Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

### **Expenditure**

All expenditure is included on an accrual basis, inclusive of any VAT, which cannot be recovered. Expenditure is allocated to specific activities where the cost relates directly to that activity.

### **Unrestricted funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the charitable objectives of Downright Excellent.

**DOWNRIGHT EXCELLENT  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2020**

**Restricted funds**

Restricted income received is accounted for separately as restricted funds and are used for the purposes specified by the donor.

**Taxation**

As a registered charity no provision is considered necessary for taxation.

**Cash and cash equivalents**

Cash and cash equivalents include cash at bank and in hand and short term deposits repayable on or within a three month notice period.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

**2. DONATIONS & LEGACIES:**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	£	£	£	£
<b>Donations:</b>				
Sponsored Activities	1,573	-	1,573	-
Other Fundraising Activities	10,441	-	10,441	8,574
Other Donations	45,154	500	45,654	22,232
Ecclesiastical Insurance	1,000	-	1,000	-
Gift Aid	1,092	-	1,092	1,998
	<u>59,260</u>	<u>500</u>	<u>59,760</u>	<u>32,804</u>

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2019</b>	<b>Total Funds 2018</b>
	£	£	£	£
<b>Donations:</b>				
Sponsored Activities	-	-	-	3,933
Other Fundraising Activities	8,574	-	8,574	6,513
Other Donations	21,932	300	22,232	13,873
Gift Aid	1,998	-	1,998	4,053
	<u>32,504</u>	<u>300</u>	<u>32,804</u>	<u>28,372</u>

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

**3. CHARITABLE ACTIVITIES:**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	£	£	£	£
Grants (3a)	45,000	98,294	143,294	121,328
Parent and carer contributions	40,751	-	40,751	38,178
	<u>85,751</u>	<u>98,294</u>	<u>184,045</u>	<u>159,506</u>

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2019</b>	<b>Total Funds 2018</b>
	£	£	£	£
Grants (3a)	25,500	95,828	121,328	102,673
Parent and carer contributions	38,178	-	38,178	29,475
	<u>63,678</u>	<u>95,828</u>	<u>159,506</u>	<u>132,148</u>

**3a GRANTS:**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	£	£	£	£
Big Lottery Fund	-	86,658	86,658	86,647
Octopus	45,000	-	45,000	25,000
Santander	-	-	-	5,000
The Funding Network	-	4,181	4,181	4,181
London Community Foundation	-	-	-	500
Sport Works	-	7,455	7,455	-
	<u>45,000</u>	<u>98,294</u>	<u>143,294</u>	<u>121,328</u>

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2019</b>	<b>Total Funds 2018</b>
	£	£	£	£
Big Lottery Fund	-	86,647	86,647	86,643
Octopus	25,000	-	25,000	-
Santander	-	5,000	5,000	-
The Funding Network	-	4,181	4,181	-
London Community Foundation	500	-	500	-
Global Make Some Noise	-	-	-	16,030
		<u>95,828</u>	<u>121,328</u>	

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

**4. COSTS OF RAISING FUNDS:**

	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
Fundraising costs & events	<b>346</b>	501
Project coordinator and finance	<b>6,150</b>	3,600
	<b><u>6,496</u></b>	<b><u>4,101</u></b>

**5. COSTS OF CHARITABLE ACTIVITIES:**

	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
Support Costs (5a)	<b>30,488</b>	25,424
Direct Project Expenditure (5b)	<b>173,620</b>	153,073
Governance (5c)	<b>9,415</b>	7,010
	<b><u>213,523</u></b>	<b><u>185,507</u></b>

**5a. SUPPORT COSTS:**

	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
Administration	<b>14,721</b>	12,960
Volunteers Expenses	<b>3</b>	64
Training	<b>-</b>	712
Printing, Postage & Stationery	<b>98</b>	17
Website	<b>2,153</b>	1,491
Hall/Room Hire/Rent	<b>12,792</b>	9,192
CRB/DBS Checks	<b>66</b>	-
Travel	<b>320</b>	538
PQASSO Quality Assurance	<b>-</b>	450
Membership subscriptions	<b>335</b>	-
	<b><u>30,488</u></b>	<b><u>25,424</u></b>



**DOWNRIGHT EXCELLENT  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2020**

**5b. DIRECT PROJECT EXPENDITURE:**

	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
Project Coordination	31,219	36,248
Therapists	117,777	101,941
Friday and Saturday Coordination	8,895	6,767
Sport Works fee	7,455	-
TFN outings	120	-
Operations management	500	-
NR Music therapy	-	960
DS Training	995	1,786
Hardship fund	1,000	955
Makaton Training	128	455
Safeguarding	2,677	2,340
Safeguarding training	450	400
Teaching Materials and Equipment	2,361	1,153
Refreshments	43	68
	<u>173,620</u>	<u>153,073</u>

**5c. GOVERNANCE:**

	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
Independent examiners fee	650	650
Accountancy	8,700	6,300
Bank charges	65	60
	<u>9,415</u>	<u>7,010</u>

**6. CREDITORS: Amounts falling due within one year**

	<b>2020 £</b>	<b>2019 £</b>
Accruals	22,736	28,299
Deferred Income	53,224	33,296
	<u>75,960</u>	<u>61,595</u>

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

Movements in deferred income are as follows:

	<b>2020</b>	<b>2019</b>
	£	£
At beginning of year	33,296	28,738
Released to income in year	(33,296)	(28,738)
Deferred in year	53,224	33,296
At end of year	<u>53,224</u>	<u>33,296</u>

Deferred income relates to funding and parental contributions received in advance.

**7. SUMMARY OF NET ASSETS BY FUNDS:**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	£	£	£	£
Debtors	934	-	934	3,528
Cash at bank & in hand	113,260	24,012	137,272	96,345
Creditors	<u>(52,458)</u>	<u>(23,502)</u>	<u>(75,960)</u>	<u>(61,595)</u>
	<u>61,736</u>	<u>510</u>	<u>62,246</u>	<u>38,278</u>

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2019</b>	<b>Total Funds 2018</b>
	£	£	£	£
Debtors	3,528	-	3,528	1,530
Cash at bank & in hand	87,117	9,228	96,345	69,733
Creditors	<u>(57,414)</u>	<u>(4,181)</u>	<u>(61,595)</u>	<u>(35,776)</u>
	<u>33,231</u>	<u>5,047</u>	<u>38,278</u>	<u>35,487</u>

**8. RESTRICTED FUNDS:**

	<b>Balance at 1 April 2019</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance at 31 March 2020</b>
	£	£	£	£	£
Big Lottery Fund	-	86,658	(86,658)	-	-
The Funding Network	2,047	4,181	(6,228)	-	-
Hardship Fund	-	-	(490)	1,000	510
Operations management	-	500	(500)	-	-
Sport Works	-	7,455	(7,455)	-	-
Rent donation	3,000	-	(3,000)	-	-
	<u>5,047</u>	<u>98,794</u>	<u>(104,331)</u>	<u>1,000</u>	<u>510</u>

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

	Balance at 1 April 2018 £	Income £	Expenditure £	Balance at 31 March 2019 £
Big Lottery Fund	-	86,647	(86,647)	-
The Funding Network	-	4,181	(2,134)	<b>2,047</b>
Santander	-	5,000	(5,000)	-
Mrs Forest Hardship Fund	940	-	(940)	-
Wilton	660	-	(660)	-
Rent donation	3,000	-	-	<b>3,000</b>
NR Music Therapy	-	300	(300)	-
	<u><b>4,600</b></u>	<u><b>96,128</b></u>	<u><b>(95,681)</b></u>	<u><b>5,047</b></u>

**2019 – 2020 Purpose of funds:**

- Restricted incomes received are accounted for separately and are used for the purposes specified by the donor.
- Big Lottery Fund grant for 5 years to March 2020 covered core expenses such as therapists' fees, management and overheads.
- British Science Association has provided funding for all attendees with DS access to Science activities in British Science Week – March 2020 (deferred due to COVID-19)
- Property Race Day - PRD was a grant bid for and won to create an outside learning space at Sundial starting with a roofed area (deferred due to COVID-19)
- The Funding Network provided funding to enable young people with DS to transition towards independence and employability by developing new skills, learning about relationships, visiting a range of employers and workplaces and volunteering.
- The rent donation was received last year towards the costs of hiring the venue for the charity's activities.
- A Sport England grant enabled DEx to partner Sports Works Ltd in providing fun sports sessions for Saturday DEx children for one year (deferred due to COVID-19)
- We have received fantastic support from our funders Octopus Giving. As well as fundraising they have been incredibly generous with additional pro-bono activity ranging from providing us with volunteers and extra funding opportunities along with in-kind donations. It has continued to grow into a positive relationship & we cannot thank them enough for the contribution they make to help children with DS in London maximise their potential. This has helped to sustain and grow DEx and to develop new skills.
- We are lucky enough to receive donations from individuals who are inspired to undertake sponsored events for Downright Excellent. Some of our amazing families have set up direct debits, fill collection tubs, and host events such as quiz evenings. Families who can afford the suggested weekly contribution, continue to do so and this contributes to around 19% of expenditure.

**DOWNRIGHT EXCELLENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

**9. STAFF COSTS, TRUSTEE REMUNERATION, EXPENSES AND RELATED PARTY TRANSACTIONS**

The charity has no employees.

The charity trustees were not paid or received any other benefits from employment with the charity. Trustee travel expenses reimbursed during the year amounted to £nil (2019: £nil).

Other than donations and parental contributions as detailed below, there were no transactions with related parties in the year.

Donations and parental contributions from Trustees using the services provided by the charity totalled £4,836 (2019: £360) in the year.

**10. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR 2019**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
	£	£	£
<b>INCOME FROM</b>			
Donations & legacies	32,504	300	32,804
Income from charitable activities	63,678	95,828	159,506
Investment income	89	-	89
<b>TOTAL INCOME</b>	<u><b>96,271</b></u>	<u><b>96,128</b></u>	<u><b>192,399</b></u>
<b>EXPENDITURE ON</b>			
Raising funds	(2,301)	(1,800)	(4,101)
Charitable activities	(91,626)	(93,881)	(185,608)
<b>TOTAL EXPENDITURE</b>	<u><b>(93,927)</b></u>	<u><b>(95,681)</b></u>	<u><b>(189,608)</b></u>
<b>NET INCOME AND NET MOVEMENT IN FUNDS FOR YEAR</b>	<b>2,344</b>	<b>447</b>	<b>2,791</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	30,887	4,600	35,487
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u><b>33,231</b></u></u>	<u><u><b>5,047</b></u></u>	<u><u><b>38,278</b></u></u>