

DOWN'S SYNDROME SCOTLAND

Directors' Report and Financial Statements

For the year ended 31 March 2017

Scottish Charity Number SC011012

Company Number SC356717

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

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502 Gorgie Road
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Charity registration number SC011012

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DIRECTORS REPORT

The Directors of the company, who are also trustees for the purposes of charity law, present their report and the financial statements for the year ended 31 March 2017.

1. OBJECTS, OBJECTIVES AND PRINCIPAL ACTIVITIES OF THE CHARITY

The objects for which the Charity is established are to improve the quality of life for everyone in Scotland with Down's syndrome by:

1. The advancement of education
2. The advancement of health
3. The advancement of citizenship
4. The relief of those in need by reason of disability

In furtherance of these objects the Charity undertakes the following principal activities:

- Relieve the needs of people with Down's syndrome and their parents, relatives and carers;
- Help to facilitate the personal development of people with Down's syndrome in order that they may realise their full potential;
- Advance the education of the general public and people in Scotland professionally involved with Down's syndrome, and the capability and right of people with Down's syndrome to lead rewarding and independent lives;
- Promote and support research of benefit to people with Down's syndrome and publish the results of such research.

2. ACHIEVEMENTS AND PERFORMANCE

The report on achievement and performance is reported against the strategic goals set in November 2015 for the coming three years, in order to enable comparatives to be drawn against previous years and so that progress against the strategic framework can be easily evidenced in future years.

Support

It is the main priority of Down's Syndrome Scotland to ensure that we respond to the needs of people with Down's syndrome, their families and carers through every age and stage of their life.

a) Providing Family Support and Information

The provision of our Family Support Service is at the heart of the organisation and continues to be a crucial part of what we do. The Family Support Service is made up of five part-time Family Support Service Officers. Each officer is dedicated to covering a specific geographic territory. One of the part-time workers is a senior worker and the team is headed up by a full-time manager. Together they provide information and support to families throughout Scotland.

This year:

- 794 parents received support on a multitude of issues.

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- 170 families received ongoing personal support for complex issues (i.e. more than three hours, not including travelling time).

The service offers 'all through life' support with enquires regarding screening, new diagnosis, through early years milestones such as feeding, weaning, learning to walk, nursery and behaviour management, then onto school education particularly around classroom support, transition periods and social inclusion. Medical enquiries we receive are spread across all ages; typical enquiries are around sleep disturbance, tonsils, sleep apnoea, heart surgery, thyroid, diet, weight and exercise. Increasingly, families are approaching us about transition to adulthood, community care issues, dementia, behaviour, moving their son/daughter into their own home, as well as issues of guardianship, power of attorney, wills and trusts. Through this work we have supported parents and/or siblings who are the main carers for adults with Down's syndrome.

This year also saw the team continue the delivery of parental workshops, adding to the previous topics on offer 'supporting your child with numbers' and 'supporting your child with reading' and the piloting of a 'preparing for puberty' workshop. Across Scotland, 15 parental workshops were delivered, which 113 parents attended.

Our Impact

Case study:

Jo was first introduced to our family back in 2013 whilst Grace was attending a local mainstream nursery. The nursery manager had sought advice from Downs Syndrome Scotland and Jo had visited the nursery to observe Grace and provide them with some valuable information to assist them in supporting Grace better. It was deemed beneficial for Jo also to also do a home visit and that was our first meeting.

The relationship we have with Jo as a family has grown from that first meeting. Jo supported Grace's nursery with information and guidance on supporting her learning and development, she provided support with her transition planning to start mainstream primary school in 2014 and continues to provide guidance and support in several areas to the school where Grace is currently in primary 3 and doing well. Jo regularly attends review meetings for Grace and has also provided regular training and advice to the teaching staff at Grace's school. I know that the school find Jo's experience and strategies extremely helpful and they are in regular contact with her for ongoing advice and literature to help support Graces learning.

On a personal basis Jo has supported me in times of crisis and self-doubt and I find her support and advice invaluable; her experience and knowledge in relation to raising and supporting a child who has Down's syndrome is of great comfort to me. If I have any questions or just need a shoulder to cry on, Jo is always there.....no matter what. Jo never judges me and always finds a positive in any situation (and at times I need this!). I honestly don't know how other families cope without the support of a family support service officer from Downs Syndrome Scotland and I frequently recommend them to friends and other parents. I honestly don't know how I would cope without her. - Alison Raby, parent

"Thank you so much. I would have been lost without your help; you give me strength to carry this through. Thank you again from David and I." Marjorie, sibling, Aberdeenshire

"Thank you for keeping me on track with everything – I get so overwhelmed sometimes with all the things I need to think about and it is good to know you're always a step ahead!" Lorraine, mum

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"Very helpful and interesting, looking forward to the next workshop"- Mark, Dad

b) Grants for parents and carers

The financial year spanned two separate Creative Breaks funding programmes which we managed for parents/carers who have a significant caring role for an adult with Down's syndrome living with them. The Creative Breaks Fund is run in conjunction with shared Care Scotland on behalf of the Short Breaks Fund. The first funding round opened in November 2015 and closed in October 2016. The second opened in November 2016 and closed in March 2017.

Parents/unpaid carers are encouraged to be as creative as they like and apply for funding up to a maximum of £300 towards something that will give them a break from their caring role, whether it be a short holiday, gym/spa membership, sports equipment or garden furniture. This results in relief from stress and aims to help the parent/carer feel more able to continue to cope with their caring role.

This year we awarded £17,900 to help provide breaks for 62 parents/carers.

Our impact

Parents of a young man with Down's syndrome were able to take a holiday together whilst their son visited and was cared for by, his Aunt and Uncle. Mum said *"We were able to relax fully and not be worrying about our Son all of the time...We feel refreshed and had a lovely time and have good memories of our break. There was plenty of rest and relaxation and time to do what we wanted to do... My Son enjoyed himself very much with his Aunt and Uncle and is planning on going back next year."* Mum said the highlight was *"being away and spending time together. It was good to be like any other couple with a grown up family and be away on our own. Also meeting other couples and doing the activities we enjoy doing ourselves – walking in the hills and sightseeing"*.

Father of a 47 year old man with Down's syndrome bought a Season ticket for their favourite football team's home matches. *"My Son and I are football fanatics. We are enjoying the matches and revel in the high and lows of our team's fortunes. We look at the forthcoming fixtures and plan in advance so my Son knows when the matches are. He looks forward to them and we discuss who will be playing and the likely scores. This all adds to our enjoyment. After the matches my Son writes to the Manager. My Wife and I are getting older and seeing the enjoyment my Son gets from supporting his Club helps us relax. Our trips to the matches also allow my Wife to have some peace and quiet and time to relax."*

Mum travelled to watch her Son compete in the Down's Syndrome Swimming Championships. Mum also has a caring role for her husband. Mum said *"I feel more able to continue with my role having been away just myself and my son. I am very proud as he did well in his swimming. Thank you all very much."*

c) Work with young people and adults with Down's syndrome

Our Friends Connect project is funded for 3 years, August 2014 to August 2017 by The National Lottery through the Big Lottery Fund. The main aim of the project is to support 64 adults with Down's syndrome to develop and sustain friendships with each other and access social and mainstream community activities.

Members in the Friends Groups are matched with each other according to hobbies and interests and have a volunteer mentor, to support them meeting up, finding out what's going on in their local areas, using local amenities and being better connected to their local communities.

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Making friends and keeping the friendship going can be an issue for many people with Down's syndrome who need support. Going along to social activities and meeting new people can be hard for anyone but it's much easier if you have a friend with you. Through the project and with the help of volunteer mentors, members get support with practical meet up arrangements, increase their confidence and social skills, meet new people and enjoy activities with their new friends. The volunteers also work 1:1 with some members helping them to get out and about more, getting involved and taking part in activities, find out about what's going on in their local areas and connecting with community activities or events.

Friends Connect has set up Friends Group's in Edinburgh, Glasgow, Fife, Dundee and Aberdeen.

By the end of the project we will have utilised the skills of 32-40 volunteers.

Our impact

"Susy and I have been meeting for ages. She is a good friend and I get on with her. I like meeting her."- Friends Group Member.

"I feel the project is encouraging Christine to try new things that she wouldn't normally do."
- parent of Friends Group Member.

"The project has given him the opportunity to grow in confidence and enjoy himself at the same time"- parent of Friends Group Member.

"Group meetings were fun and encouraging and a great opportunity to hear advice and discuss meet up ideas with other volunteers and mentees" – Volunteer.

"It provides the opportunity for greater independence from us with a 'peer' which is absolutely terrific for him." - Parent of Friends Group Member.

"I feel more confident. I like going out and trying new things." - Friends Group Member.

d) Communications Skills Programme - Achieving Better Communications (ABC)

This year saw the continued delivery of our Communications Skills Programme thanks to further funding from RS MacDonald Charitable Trust and The Scottish Government who have jointly funded the service moving forward.

We now deliver weekly ABC groups in Edinburgh, Glasgow, Aberdeen, Orkney and a fortnightly service in Angus and Perth through our team of 5 co-workers and one part-time Speech and Language therapist. In addition we have delivered parental workshops in East/Midlothian in May 2016 and in September/October 2016 in Inverness, where the workshop proved very popular, and they are now requesting a possible ABC group in this area. This will be considered in future funding applications for the service.

This year a total of 89 children have benefitted from weekly ABC groups.

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Our impact

"Logan enjoys coming to the ABC group and is learning many valuable things such as turn taking and listening to others. He has also managed to work on a lot of aspects of his speech and pronunciation.

He has been a lot more chatty, and also can say a few things much clearer. It is great getting this time to focus just on communication, especially since he isn't seen often by our local speech therapist. - Jacqueline, Parent from Angus.

"The benefits are huge and cannot be over stated. My daughter's speech has improved immensely. It's is clearer, she has a constantly improving range of vocabulary and is forming short sentences. This impacts positively on so many areas of her life. For instance, because she can express herself better, she is less frustrated when mixing with her peers and therefore does not resort to hitting. It benefits me as a parent as it demonstrates ways of using play and simple games to help develop her language. I can put this into practice outside of the class so while the class is an hour in the week; the impact is much more significant." – Jane, Parent from Glasgow

Information

Quality information can truly empower people, especially at crucial moments in their life.

e) Digital Communication

This year our website has been viewed in 132 different countries and received 35,974 visitors, of which 11,790 were new visitors. We have continued to adapt and expand our website to provide easier communication of up to date information to site users.

We continue to produce our monthly e-bulletin, which we use to communicate news and updates with our 2,370 subscribers. This service continues to grow with 161 new subscribers this year. Our open rate continues to be above the average industry rate (21%) at 42%.

Our social media sites, Twitter, Facebook, YouTube, Pinterest and now Instagram, continue to grow. Through our Twitter and Facebook pages we share updates about our work and positive stories about Down's syndrome from around the world. This year we gained 227 new followers on Twitter. Facebook continues to be our main social media site, with 1,514 new likes. We now have 6,909 likes with over 720 new likes alone between January and March 2017. Our YouTube channel is used to post videos which raise awareness and showcase our work. Our Pinterest allows our followers to view collections of news articles about Down's syndrome and interesting links from other services. On our newest platform Instagram followers can see pictures from our events, as well as updates on our services.

We continue to provide our monthly 'Live Hour' on Facebook and Twitter; this continues to be a useful resource for parents and carers to get their questions answered by our Family Support Service Staff. We have also started a monthly 'Thank you Thursday' on Facebook to recognise our supporters and fundraisers. These posts have received high engagements and are popular with our followers.

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"Thanks for sending over your e-bulletin, it is always interesting and informative." Karen, Chip+ (Children in the Highlands Information Point).

f) Information Resources and Publications

Our bi-annual magazine, Full Potential, is now in its eighth year of print and is delivered to our members every spring and autumn. It features a range of articles on health, lifestyle, research, family and policy written by members, supporters, medical specialists and researchers. There is also a six page supplement, Fundraising Focus, which updates supporters on fundraising related news, activities and stories from our fundraisers. This year we have also trialled a new magazine entitled 'Limitless' specifically for Adults with Down's syndrome. This features articles from our members in Easy Read format. Our magazines go out to over 1,486 readers throughout the UK and further afield.

Our library is full of information for individuals with Down's syndrome and for their parents/carers, siblings and professionals. We publicise our library service, which is free to members, through our e-bulletins and magazine. Our Family Support Service also promotes the library service to parents and professionals that they meet. These resources cover: education, language, development adolescence, ageing, Alzheimer's disease, health and other parent's stories.

Our impact

"Love the new magazine and the separate Fundraising Focus. It's great to read about all the people who have raised money in various ways! Well done" Morna, parent of a child with Down's syndrome.

"Your language guide is great. I'm always correcting people about 'child' first language. If we can get people to change this they will think about the child first and condition thereafter. Thank you." Maj, mother of a child with Down's syndrome.

g) Awareness

We once again focussed a lot of our energies during and around Down's Syndrome Awareness Week which took place between 20th and 26th March 2017.

We received a grant from the Scottish Government through Section 10 and this enabled us to work with Flock Creative to create a national awareness week campaign. The central part of this was a TV advert which aired on STV throughout awareness week. The advert featured one of our members with Down's syndrome and was aimed at the general public raising awareness and challenging the stigma around Down's syndrome. For this week we also created new information pages for our website, giving users awareness information and downloadable information posters to share.

In addition Flock Creative supported us to secure 22 press mentions throughout Awareness week. Sixteen of these were print media, 6 radio segments and a feature on BBC Reporting Scotland. These allowed us to share family's stories and experiences in both local and national media.

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"Great advert! Everyone involved did a great job! Tash is thrilled. Many thanks for giving her the opportunity." Andi, mother of our Awareness Week advert star.

"Well done, your ad is fab! Excellent to see it during peak time too!" Vikki, supporter via Facebook.

"Well done Natasha, you were brilliant a star is born" Lorraine, supporter via Facebook.

h) Media Relations

We work with journalists to provide news responses to issues relating to people with Down's syndrome and their families. We also pitch in-depth feature stories to journalists about people with Down's syndrome and their family, which we hope will increase awareness of Down's syndrome to the general public. We encourage our members and branches throughout Scotland to promote fundraisers' events and profile stories to their local papers.

A big focus in the media during this past year has been pre-natal screening and the non-invasive pre-natal test. We have responded to 12 enquires from journalists regarding this topic.

Overall this year we have had 42 press mentions (33 in 2015/16). These have covered a range of mediums including radio, TV and printed press. We have had a presence both nationally and regionally including BBC Radio Scotland, STV, The Daily Mail and the Sunday Herald. We have continued contributing to the Scotsman newspaper through our Friends of the Scotsman membership which allows us to write articles six times a year, regularly securing the main feature on this page. All of our features have gained positive feedback from our supporters and the wider public.

Our impact

"Your recent radio piece with Stuart and Emma was brilliant. They all made some great points and everyone came across really well." Lisa, parent of a child.

Inclusion

A person's life and the impact of having Down's syndrome can be exaggerated when professionals and society hold outdated and discriminatory opinions.

i) Provision of Information and training to Professionals

Our Family Support Service supports professionals, whether this is medical professionals, education staff or support staff. Other professionals such as health visitors and home visiting teachers have also contacted the organisation for support and information. The service has supported 371 professionals during the year.

The charity also provides training and support to staff working in mainstream and special schools, family centres, out-of-school care provisions, leisure/social facilities and hospital/health staff. We are registered with Education Scotland as a Continued Professional Development provider and our courses are accredited CPD. This year, we have continued to deliver our suite of courses which focus on the particular learning strengths and challenges that children with Down's syndrome experience as well as strategies to teach these particular skills.

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Training and/or consultation visits have taken place in 23 local authority areas of Scotland, from Orkney to Dumfries and Galloway. We delivered a total 41 training courses, 32 out and about in local authorities and a further 9 centrally, with attendees coming from across Scotland. In addition we provided 17 consultation visits to a range of professionals.

Our impact

"Extremely interesting and very informative. Enjoyed every minute!!!" – Primary school teacher, Renfrewshire.

"This course has broadened my knowledge and understanding of what I need to do to ensure my pupils reach their potential; this has been one of the best in-set days I've attended in 25 years!" – Nursery teacher, Dumfries and Galloway.

"Excellent course, picked up loads of useful tips, strategies" – Teacher, Lossiemouth.

"Very helpful, has helped me understand my pupils behaviour and learning style" - High school teacher, Glasgow.

"This course helped me see a child with Downs syndrome in a new light" – Teacher in a Secondary school, South Lanarkshire

j) Supporting Research which may benefit people with Down's syndrome

During the last year we have continued to support a variety of small research projects. We have also supported other significant projects which are detailed below.

- We have continued to promote involvement of new families with the University of Bristol in their Feeding and Autoimmunity in Down's syndrome Evaluation study (FADES) after it gained ethical approval in 2015.
- We have continued to support the University of Edinburgh, School of Education in their DS-ROAR Project - The Role of Attention in Reading in Children with Down's syndrome and look forward to hearing how this progresses over the next few years.
- We are supporting an ethics application for a new research project in conjunction with the Patrick Wild Centre surrounding whether there is a gene that could be associated with obesity in people with Ds. If ethics approval gained recruitment for this research will take place during autumn 2017.

k) Policy work

This is the first year of funding from the CYPFEIF & ALEC Fund and we continue to work towards a fairer and more inclusive Scotland for people with Down's syndrome (Ds) and their families.

We continue to work closely with the Scottish Government in delivering the Keys to Life implementation framework and to share feedback from members with civil servants on a wide range of issues to improve services throughout the country. The new funding has also allowed us to further develop partnerships with public agencies like NHS Health Scotland and other third sector organisations such as the Coalition of Care Providers in Scotland (CCPS). Overall for the past 12 months we have increased opportunities for the voices

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of children and young people with Down's syndrome and their families to be heard at national and local level and worked towards improving the quality of life of children and adults with Ds. We have also increased awareness of the issues affecting our members with the public and professionals through various activities in the past year including the publication of our new report '*Listen to me, I have a voice*' on the healthcare experiences of children and adults with Ds and their families in Scotland.

Key achievements in our policy work this year include:

- **'Listen to me, I have a voice' report:** A major piece of work over the last year has been to gather and analyse evidence from our membership on their experiences with healthcare professionals and services. This led to the publication of a report '*Listen to me, I have a voice*', 418 members including 201 adults with Ds sent back answers to our questionnaire - this represents a 39% response rate which is a significant milestone for our charity. It clearly demonstrates the relevance to our members as well as their willingness to share their experiences and thoughts with the hope that it will help improve services. We shared the findings at an event the Scottish Parliament during awareness week 2017 - it was attended by MSPs, representatives from other charities and Maureen Watt, Minister for Mental Health. The event was sponsored by Jeremy Balfour MSP. The report led to significant media coverage with 4 articles in newspapers including the Scotsman and 1 item on BBC Reporting Scotland on Friday 24th March- a shorter version was also added to BBC website for a few days afterwards.
- **Blue Badge Pilot Scheme:** April 2016 saw the pilot extension project to Blue Badge criteria go live, during the year we asked members to give us feedback on their experience with the new scheme in order to provide evidence to Scottish Government. 13 members shared their experience with us on the application process and/or on how a Blue Badge affects their daily life. Further to their evaluation, the Scottish Government has decided to extend the scheme for another 6 months and we will continue to monitor this issue as it progresses.
- **AHP Care Pathway:** Our work with NHS Education Scotland on an AHP care pathway is progressing well; a set of postcards for new parents was launched in April 2017 and will be added to our baby packs delivered to all maternity units across Scotland. The postcards aim to help parents identify when they and their baby may need extra support from specialists like physiotherapists, occupational therapists etc. We hope that this project will lead to improved practice and better healthcare for our youngest members.
- **Pregnancy Screening:** We sent a briefing on the new Non-Invasive Prenatal Test (NIPT) to all MSPs as well as Chief Medical and Chief Nursing Officers and provided feedback to the Nuffield Bioethics Committee. We are commencing work in 2017 with the Royal College of Obstetricians & Gynaecologists (RCOG) on a proposal for a new eLearning resource with the aim of helping professionals working with pregnant women to provide balanced and accurate information about Ds. We were contacted by NHS Health Scotland team in charge of redesigning the pregnancy screening leaflet and were encouraged to provide feedback on the new publication. We were pleased to see that some of the points raised were considered in the final publication.
- **National Advisory Groups:** We have been invited to take part in a development group that will review the pregnancy and newborn screening standards; work is expected to begin autumn 2017. We are also a member of the Learning Disability Employment Task Group which remit is deliver a plan to take forward the recommendations in *Mapping the Employability Landscape for People with Learning Disabilities in Scotland* published by SCLD last Summer. During awareness week, our

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Policy Officer also took part in the Kaye Adams show on BBC Radio Scotland to talk about the issue of employment for young people with Ds.

- **Consultations/Calls for Evidence:** We submitted responses to 5 consultations/calls for evidence on a wide range of issues including national health & social care standards, mental health and social security.

Community

We seek to work together with the community across Scotland and Down's syndrome communities across the world to raise awareness and foster inclusion.

I) Provision of Branch Activities

Members of the charity have the opportunity to become involved with their local branch. We currently have eight branches through which we provide local contact and support to members who are parents and or carers of people with Down's syndrome, as well as adults and children with Down's syndrome.

Our branches also contribute to the overall income of the charity through fundraising activities, this enables them to organise activities and trips for their members. The branch committees are always trying to think of new fun activities for both children and adults with Down's syndrome to do, as well as social activities for their parents and carers. Below is a brief summary of each branch's activity over the last year.

Angus

The Angus Branch continues to run two groups, 'Down Right Fun' and a regular 'Cinema Club'. In addition the branch has planned parties in the summer and at Christmas and has had several outings for its members. Activities at the group have included Paint box Party, Zoolab, and Eden's Garden

Ayrshire

The Ayrshire branch holds monthly meetings, often with guest speakers, at venues in Irvine and Kilmarnock. The group for babies and toddlers has involved delivery of Jo Jingles sessions, as well as time to catch up socially. The annual outward bound trip to Whithaugh Park at Newcastleton took place and was a great success, with everyone enjoying a range of outdoor activities. In addition to this, a fun filled Christmas party was attended by lots of members.

Central

Central Branch continues to run a popular Activities club for all ages on a Saturday afternoon, fortnightly during school term time. There are lots of activities available including ball games, pool, board games and arts and crafts. Members with Down's syndrome also have the opportunity to enjoy individual music sessions with our paid music specialist. Everyone enjoys the socialising and support at the group. In addition we had our annual outing to Blair Drummond Safari Park in the summer. Central Branch Christmas party, included a disco, buffet, raffle and a visit from Santa, and was enjoyed by members.

Edinburgh and the Lothians

The Branch continued to run several groups throughout the year. The monthly Parent & Toddler Group was well attended, providing a welcome social hub as well as invaluable input from community therapists. Magic Stars continued to be a popular group with 10-16 year olds, it emphasises making healthy choices, exercise, and sporting activities, as well as occasional outings to bowling or the cinema. The Boogie Bunch

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continued to provide a chance for adults with Down's syndrome to meet up regularly and take part in dancing, and listening to music, as well as enjoying occasional social gatherings.

In addition to these groups the branch this year introduced a new monthly group for primary school aged children and their families and organised its ever popular Christmas party and pantomime trip.

Grampian

The Grampian branch continues to run groups for children and adults as well as providing education and information to parents and professionals in their area. The Sunday Group meets once a month and provides families a valuable chance to meet, chat and socialise. There is also a regular 'Pool group' and 'ten pin bowling' sessions for young people and adults with Down's syndrome which offers them the opportunity to socialise and enjoy themselves. There was also a Christmas Party with food, dancing and a visit from Santa which was enjoyed by 100 people.

To support parents the branch organised a Dads' Night Out and Ladies Afternoon Tea which were well attended and ran Makaton training courses.

Highlands and Islands

The Highlands and Islands branch covers a large geographical area and continues to hold monthly Saturday meetings for all ages.

Although the group caters for everyone and provides a range of activities, most attendees are younger children. Activities have included Sing and Sign, Moo music, arts and crafts. There have also been information talks, including sessions from Helen Hayes from the communication skills project. The Family Support Officer for the area, Shona Robertson, attends whenever possible to meet and chat to parents.

Tayside and Fife

The Tayside and Fife Branch continues to provide the Ups and Down's Group, this group usually take place once a month throughout the year in St Madoes and is an informal group for parents of babies and primary school-age children with Down's syndrome as well as their relatives and siblings. During the year, the group have enjoyed a variety of different sessions. Around 16 families regularly attend Ups and Down's.

The branch also organised trips for its members and a Christmas party with a visit from Santa.

West of Scotland

The West of Scotland Branch continues to provide support and social opportunities for people of all ages. There are regular groups to cater for all ages and interests; a Parent and Toddler Group, alongside a sports group run by sports coaches from Renfrewshire Council for children with Down's syndrome aged 5-12 and their siblings; two Drama Groups 'ShowDowns!' and 'ShowDowns! Seniors', a Ten-Pin Bowling Group for people with Down's syndrome 14 years and older and a monthly Saturday Club for early teens.

m) Fundraising

By raising awareness of Down's syndrome we work to challenge some of the stigmas that still remain in communities, which is a core part of our mission. We currently do this through fundraising in local communities and organising events, both of which are aimed at awareness raising and fundraising. We additionally meet this goal through the support of companies and individual donors.

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Events and Campaigns

Once again we have been astounded by the generosity and kindness that people have shown when fundraising for us.

In October, the Leese family from Perth along with Katrina's colleagues from Stagecoach Group Plc held a fundraising ball and raised over £15,000, this total was matched funded by the Stagecoach Group Charitable Committee bringing the total raised to a phenomenal £30,304. While over in the West Coast, Mark McDougall took on the immense challenge of walking the West Highland Way and back in 7 days, raising over £2,000. In October on a gorgeous Autumnal day we had 15 brave people take part in the Forth Rail Bridge Abseil, raising over £10,000.

In March 2016 we held our bi annual Forever 21 Fundraising Ball which saw over 300 people join us at the Glasgow Hilton Hotel for an evening of celebration and fundraising. Thanks to the generosity of all those there on the evening the Ball raised over £66,000.

We held several campaigns during the course of the year. In December we ran a successful digital campaign called BORN21, asking people to text a donation to celebrate all those born with an extra chromosome, and we had over 100 people text to donate. Our Drop a Dress Size campaign in January gained momentum this year when Scottish Slimmer's came on board to offer a discount to our fundraisers who signed up to diet with them. This was the most successful year yet with over £1,000 being raised.

We were unfortunate not to receive any legacy income during the financial year. Legacy donations make an ever lasting impact to our charity as they help us to plan for the future and direct the money to where it is needed most in the organisation.

As well as running our two main campaigns this Down's Syndrome Awareness Week we also benefited from our nationwide "Can you see past my Down's syndrome" advertising campaign. In 2017 we changed our previous campaign of Do a Dish to a new campaign called Tea for 21, asking members and supporters across the country to host a tea party or afternoon tea. Our long standing Lots of Socks campaign was another success this year and is aimed at raising awareness of the extra chromosome that causes Down's syndrome to groups, schools and businesses. We had over 40 schools, organisations and companies take part in Lots of Socks on World Down's Syndrome Day. We were delighted to have bucket collections in 8 Tesco stores and 1 Dobbies Garden Centre, each collection point featured our campaign pull up banner. Together with our volunteers and our marketing materials backing up the overall campaign message, this helped us get in to the community and meet new people who hadn't previously heard of Down's Syndrome Scotland. These collections raised just under £5,000.

Our impact

"Down's Syndrome Scotland have always been there to provide support when needed and I wanted to give something back in return. In April I walked the West Highland way, solo and unsupported there and back within a week.... I am delighted to have completed the challenge and raised a lot of awareness and over £2,000 thanks to the kindness and support of all my donors."
Mark McDougall

"This is a charity really close to my heart as my nephew, who is 9, has Down's syndrome and this charity have been fantastic help and support to Jack and his family. When I found out that they receive no guaranteed statutory funding I knew I wanted to do all I could to raise some much needed funds for them." Katrina Tilston

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

n) World Down's Syndrome Congress 2018

In 2013, our bid won the right to host the 13th World Down Syndrome Congress, which will be held in Glasgow in 2018. This year has seen the commencement of work on all aspects of planning and delivery of a successful event. Together with SCVO and our chosen professional conference organiser Hampton Medical, we look forward to hosting a great event.

Summer 2017 will see the call for abstracts being opened and the commencement of delegate bookings.

The three lead commissioners (adults with Ds) have been busy defining their roles and that of the other commissioners and designing the advertising, application and selection process for the other commissioners which goes live May 2017.

Other

o) Working with other Organisations

We maintain a strong commitment to working closely with other organisations where this can add to what we do and when resources allow. We have continued to represent the interests of individuals with Down's syndrome to the following organisations and committees not already mentioned within the report:

Down's Syndrome Medical Interest Group (DSMIG)

Down's Syndrome Scotland continue to work with Down's Syndrome Medical Interest group ("DSMIG") and have benefitted from their medical updates and research meetings, helping to ensure that the Family Support Service Team are up to date with new and emerging medical advances.

Scottish Commission for Learning Disability (SCLD)

We continue to work closely with SCLD in its role as a strategic partner of the Scottish Government, assisting them on the implementation of their Key's to Life Learning Disability Policy. Our Chief Executive Pandora Summerfield continues as a Trustee in her personal capacity.

3. FINANCIAL PERFORMANCE

The Statement of Financial Activities (SoFA) shows the net movement in funds as a surplus for the year of £39,241 (2016 surplus £82,237).

This surplus can be broken down further into net surplus on the movement of unrestricted general funds of £36,876 and a net surplus on the movement of restricted funds of £2,365 which is the result of funds being received but not yet expended on services during this financial year.

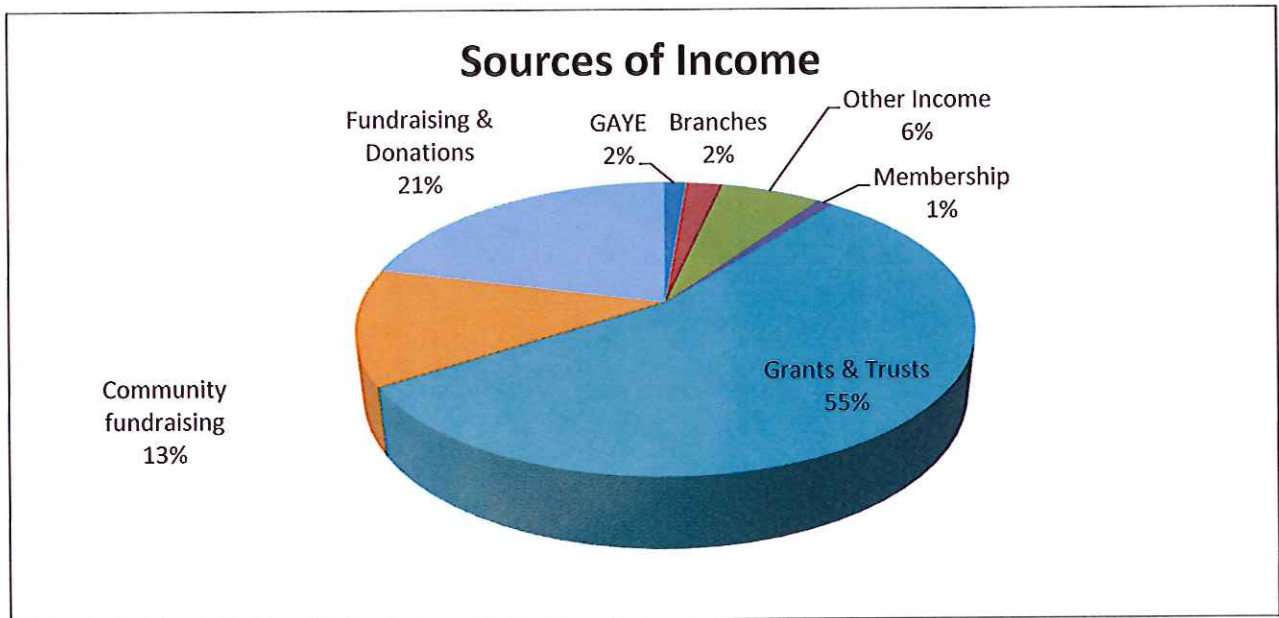
Net in year branch income and expenditure resulted in a surplus of £10,537.

In 2017 the Charity's income that came through Voluntary Income and Activities for Raising Funds amounted to £772K which represents 84% of total income (2016 £723K and 86%) this is a 2% decrease on 2016.

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

During 2016-17 the charity secured funding:

- to continue delivery of the Family Support Service;
- to continue to fund a full-time Policy Officer for a further 3 years to help us influence policy matters;
- to continue allowing allocation of funds to carers of adults with Down's syndrome who would benefit from increased respite care or are in need of a break;
- to continue delivery of the Communication Skills project offered in various locations throughout Scotland;
- to continue our Friends Connect project which will support 64 adults with down's syndrome to develop and maintain friendships
- to deliver the Commissioners Programme during the World Down Syndrome Congress which will take place in Glasgow in 2018.



We will continue to tightly control costs whilst striving to provide the high level of support needed by our members and supporters.

We refer to our plans for 2017-18 and we would urge our members and supporters to continue to give regularly and fundraise if we are to meet these goals. If we all work together we can continue to support everyone in our unique community in Scotland.

Thank you to all our supporters who generously gave funding during 2016-17:

Charitable Trusts, foundations and other grant-giving bodies/funders (in alphabetical order)

- | | |
|---------------------------------|----------------------------------|
| Agnes Hunter Trust | Northwood |
| AM Pilkington Charitable Trust | Scottish Government |
| Andrew Paton's Charitable Trust | Scottish Government (CYPFIEF) |
| BBC Children in Need | Shared Care Scotland |
| Big Lottery Fund | Sir James Miller Edinburgh Trust |
| Children's Aid (Scotland) Ltd | Souter Charitable Trust |

**DOWN'S SYNDROME SCOTLAND
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FOR THE YEAR ENDED 31 MARCH 2017**

Cruden Foundation
Garfield Weston
Geoffrey Clark Charitable Trust
Martin Connell Charitable Trust
Miss BW Muirhead Charitable Trust
Miss EC Hendry's Charitable Trust
MFR Radio
Nancie Massey Trust

Tartan Army Children's Charity
Templeton Goodwill Trust
The Enzo Londei Trust
The Hospital Saturday Fund
The Hugh Fraser Foundation
The Robertson Trust
The RS MacDonald Charitable Trust
The Stafford Trust
Widowers Childrens Home Trust

Business donations and sponsorship (listed in alphabetical order)

Blackrock
Craig Corporate

Safestore
Scottish Equity Partners (SEP)

Individual donations and fundraising

In 2016/17 Down's Syndrome Scotland received over £406k from membership subscriptions, donations and both national and local fundraising events (2016: £355k). Our thanks go to all those who gave of their time or money to support us.

4. Reserves Policy

Down's Syndrome Scotland maintains three types of Reserves:

Restricted Funds
Unrestricted Funds
Designated Funds

The charity does not hold any endowment funds.

Restricted Funds

Where as a result of an appeal or a donor specifically expresses a wish for funds to be utilised for a particular purpose, these are held as a Restricted Fund.

Unrestricted Funds

The General Unrestricted Reserve Fund represents the free unrestricted funds of the charity not designated or invested in tangible fixed assets. These are held to meet general current and future running costs of the charity and to fund activities for which it does not prove possible to obtain specific funding.

Our policy is that reserves of the equivalent of six months average unrestricted expenditure (not including branch reserves) should be held in the General Reserve Fund to provide sufficient time to replace any lost funding or to make the necessary alterations to activities. Maintaining this level of reserves is regarded as good practice and one we strive towards, although currently we have reserves of less than 6 months.

As at 31 March 2017 the free reserve balance on the General Reserve Fund was £169k as against the target set under this policy of £212k.

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

Designated Funds

Designated Funds were created to build up funds which may be used in future periods to help defray the impact of expenditure. This includes the following categories of spend to set aside amounts in order to:

- a) Replace capital items such as IT systems and property – it is our policy to transfer £10,000 into the Capital Renewal Fund each year as surpluses allow, which will enable the periodic replacement of office equipment and fixtures and fittings.
- b) Represent the amount of unrestricted reserves invested in tangible fixed assets – this is the amount equal to the Net Book Value of the Fixed Assets.
- c) Represents the funds held to underwrite the World Down's Syndrome Congress which will take place in July 18.
- d) Represent the funds held on behalf of the branches - Down's Syndrome Scotland currently has a network of eight branches throughout Scotland. Each branch is run wholly by volunteers and undertakes a variety of social activities. It is recommended that each branch should maintain cash reserves representing 12 months average monthly costs. At 31 March 2017 each branch has reserve close to or greater than 12 months average expenditure

5. Plans for 2017-18

Our four strategic goals remain unchanged and are taken from our 2016-2019 Strategic Framework and are detailed below and are mapped back to our principle activities.

- Goal One: Support – this would include work that relieves the needs of people with Down's syndrome and their parents, relatives and carers; and work that helps to facilitate the personal development of people with Down's syndrome in order that they may realise their full potential, through delivery of the Family Support Service, the Communication Skills Programme and the Friends Connect Project (which ends in the summer 2017). In addition we will begin work on the new Parental Learning Hub.
- Goal 2: Inclusion – would include work that advances the education of the general public and people in Scotland professionally involved with Down's syndrome, and the capability and right of people with Down's syndrome to lead rewarding and independent lives; and promotes and supports research of benefit to people with Down's syndrome and publishing the results of such research. We aim to achieve this through our training and support of professionals, our awareness raising activities and our policy work.
- Goal 3: Information – includes our publications, magazine, library resource and digital media and through the production of these resources we work towards all of the principle activities of the charity. We expect this to be an area of growth over the next year.
- Goal 4: Community – this would include work that delivers activities locally through our branch network and also the delivery of the World Down Syndrome Congress (WDSC) in 2018, again this work advances each of our principle activities. Work towards delivering the 2018 WDSC will be a growing feature over the next 12 months and associated with this will be the delivery of the Commissioners project supporting in this year 12 adults with Ds with a further 12 joining in 2018.

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

Our fundraising team will continue the work commenced on diversifying our fundraising under seven strategic priorities with both legacy funding and corporate partnerships being two areas of focus.

6. STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation (herein after called the Charity) is a registered charity and company limited by guarantee. There are four classes of membership: Life - for people with Down's syndrome and annual for Families, Individuals and Professionals.

a) Recruitment and Appointment of Directors

A Board of Directors governs the charity. The charity's Memorandum and Articles determine that the maximum number of directors is 12 and the minimum 3. Up to 9 directors are elected by and from the membership and the remaining 3 are able to be appointed by the Board on the basis that he/she has specialist experience and/or skills which could be of assistance to the Board. The Directors may co-opt from the membership between Annual General Meetings, any member who is willing to act to be a director in order to fill a vacancy, provided that the co-option does not cause the number of elected/co-opted directors to exceed 9.

A person is not eligible for election or appointment unless they are a member of the company. Elected directors are entitled to hold office for 3 years and are then eligible for re-election for a further 3-year period. The maximum period a director can serve is 9 years, unless agreed otherwise by the directors. Appointed directors hold office until the next annual general meeting after their appointment. They may then be re-appointed and may at any time, be removed from office by resolution of the Board of Directors.

b) Responsibilities of the Directors

Directors hold regular meetings (approximately every 3 months) between annual general meetings. They have general responsibility for the overall control of the Charity and agree policies and strategy. At least once a year they review each operational area of the charity. In particular, they are responsible for monitoring the financial position of the Charity and ensuring the charity works to achieve its charitable objectives. The Directors who served during the period were:

Elected members	Appointed Members
Ian Fraser	Stephen Hughes
Karen Gilligan	James Batchelor Appointed 20/02/2017
Moira McIntosh	Dr Patricia McClure Appointed 15/06/2017
Lesley Stalker	
Mark Docherty	
Nicola Kerr	
Theresa McDaid	
Sharon Bandeen	
Stuart McCusker	Appointed 07/04/2017

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

c) Key Management

The Chief Executive has overall responsibility for the day to day management of the Charity's affairs and for implementing policies and strategies agreed by the Board. She leads the Senior Management Team, which is comprised of the Chief Executive, the Family Support Service Manager, the Finance Manager and the Fundraising Manager.

At the year-end there were 26 members of staff (17.5 whole time equivalent).

d) Investment Powers

The Memorandum of Association allows the Company to invest funds not immediately required in such investments, securities or property as may be considered appropriate. Other than ownership of the Charity's investment property, no such investments are presently held.

e) Research Grant Making

The Memorandum of Association authorises the trustees to promote and support research of benefit to people with Down's syndrome. The Charity, however, is not primarily a research grant making body and during the year no such research grants were made.

7. Risk assessment

The Board of Trustees has assessed the major risks to which the charity is exposed and systems have been established to mitigate these risks. The Board and the Finance committee review the risks facing the charity on a regular basis and have a detailed risk register with documented responsibilities and actions required. Key potential risk areas highlighted in the risk register include:

- Protection of vulnerable individuals;
- Significant additional annual contributions to the pension fund;
- Significant reductions in voluntary income;
- Delivery of the Down's syndrome World Congress in 2018;

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

DIRECTORS' RESPONSIBILITIES STATEMENT

The Directors (who are also Trustees for the purposes of Charity Law) are responsible for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure, of the company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Directors are responsible for keeping proper accounting records and 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, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Exemptions

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (effective 1 January 2015) Charities SORP (FRS 102) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board of Directors and signed on its behalf by:


.....

Ian Fraser
Chairperson


.....

Ed Cubitt
Company Secretary

Date: 21 June 2017

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

**INDEPENDENT AUDITORS' REPORT TO THE DIRECTORS AND MEMBERS OF
DOWN'S SYNDROME SCOTLAND**

We have audited the financial statements of Down's Syndrome Scotland for the year ended 31 March 2017 which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet, a Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Financial statements (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement, the directors (who are also the trustees of the charitable company for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards of Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Financial statements (Scotland) Regulations 2006 (as amended).

Opinion on other matter prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of the audit:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatement in the Directors' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Financial statements (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Directors' Annual Report and the requirement to prepare a strategic report.



Michael Crerar (Senior Statutory Auditor)

Date: 21 June 2017

for and on behalf of Geoghegans
Chartered Accountants and Statutory Auditor
6 St Colme Street
Edinburgh
EH3 6AD

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

**STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)
For the Year ended 31 March 2017**

	Notes	Unrestricted £	Restricted £	2017 £	2016 £
INCOME					
Donations and legacies	3	416,252	441,795	858,047	790,490
Income from charitable activities	4	8,779	27,726	36,505	34,542
Other trading activities	5	17,460	-	17,460	12,767
Investment income	6	3,173	-	3,173	1,837
		<u>445,664</u>	<u>469,521</u>	<u>915,185</u>	<u>839,636</u>
EXPENDITURE					
Raising funds	7	141,543	-	141,543	91,779
Charitable activities	7	322,183	467,156	789,339	667,218
		<u>463,726</u>	<u>467,156</u>	<u>930,882</u>	<u>758,997</u>
Net income/(expenditure) before net gains on investments		(18,062)	2,365	(15,697)	80,639
Net gain on investments	11	59,000	-	59,000	80,639
Net income/(expenditure)		40,938	2,365	43,303	80,639
Other recognised gains/(losses):					
Actuarial gains/(losses) on defined benefit pension schemes		(4,062)	-	(4,062)	1,598
Net movement in funds		36,876	2,365	39,241	82,237
Fund Balances brought forward at 1 April 2016		<u>265,037</u>	<u>208,471</u>	<u>473,508</u>	<u>391,271</u>
Fund Balances carried forward at 31 March 2017		<u>301,913</u>	<u>210,836</u>	<u>512,749</u>	<u>473,508</u>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

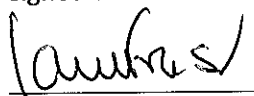
**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

**BALANCE SHEET
As at 31 March 2017**

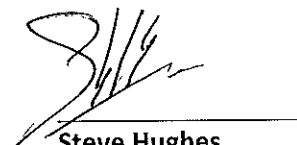
	Notes	£	2017 £	2016 £
Fixed assets				
Tangible assets	10		44,634	74,951
Investment property	11		125,000	-
			<u>169,634</u>	<u>74,951</u>
Debtors	12	49,427		48,181
Cash and bank and in hand	13	458,294		468,279
				<u>516,460</u>
Creditors: amounts falling due within one year	14	(69,951)		(33,248)
Net Current Assets			437,770	483,212
Creditors: amounts falling due more than one year				
Property dilapidation provision			(10,000)	-
Net assets excluding pension liability			597,404	558,163
Defined benefit pension scheme liability	19		(84,655)	(84,655)
Net assets			<u>512,749</u>	<u>473,508</u>
The funds of the charity				
Restricted funds	16		210,836	208,471
<u>Unrestricted funds</u>				
General	16		168,765	91,423
Designated funds	16		133,148	173,614
			<u>512,749</u>	<u>473,508</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The Accounts were approved and authorised for issue by the Board of Trustees on 21 June 2017 and signed on its behalf by:



**Ian Fraser
Chairperson**



**Steve Hughes
Director**

The notes on pages 29 to 39 form part of these accounts.
Company Registration Number: SC356717

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

**RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES
For the Year ended 31 March 2017**

	2017	2016
	£	£
Net income/(expenditure) for the year (as per the SOFA)	43,303	80,639
Adjustments for:		
Actuarial gains/(losses)	(4,062)	1,598
Gains on investments - property	(59,000)	-
Depreciation during year	10,880	8,405
Bank interest	(1,405)	(1,837)
(Increase) in debtors	(1,246)	(7,131)
Increase/(decrease) in creditors	46,703	16,833
	<u>35,173</u>	<u>98,507</u>

**STATEMENT OF CASH FLOWS
For the Year ended 31 March 2017**

	2017	2016
	£	£
Cash flows from operating activities:		
Net cash provided by operating activities	35,173	98,507
Cash Flows from investing activities:		
Bank interest	1,405	1,837
Payments to acquire tangible fixed assets	(46,563)	-
Net cash flow provided by investment activities	<u>(45,158)</u>	<u>1,837</u>
Change in cash and cash equivalents in the year	(9,985)	100,344
Cash and cash equivalents at the beginning of the year	<u>468,279</u>	<u>367,935</u>
Cash and cash equivalents at the end of the year	<u>458,294</u>	<u>468,279</u>

**DOWN'S SYNDROME SCOTLAND
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31 MARCH 2017**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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 (FRS 102) issued on 16 July 2014, the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) as read with the update bulletin entitled "Charities SORP RFS 102 Update Bulletin" published on 2 February 2016.

They include the results of Down's Syndrome Scotland's operations as described in the Trustees' Report and all of which are continuing. The financial results of the eight branches are consolidated with the results from the national office to produce the full accounts of the charity.

The accounts are prepared on a going concern basis.

Down's Syndrome Scotland meets the definition of a public benefit entity under FRS 102.

Funds

All income and expenditure is dealt with through the Statement of Financial Activities. Funds are classified as restricted funds, unrestricted funds or designated funds, defined as follows:

- Restricted Funds - Restricted funds are funds subject to specific trusts or conditions, which may be declared by the donor or with their authority (e.g. by the restrictive wording of an appeal). Restricted funds can be either income funds or capital funds;
- Unrestricted Funds - Unrestricted funds are expendable at the discretion of the Trustees in furtherance of the objects of Down's Syndrome Scotland;
- Designated Funds - Designated funds are unrestricted funds that have been earmarked by the trustees for a specific purpose.

Gift Aid

Income from Gift Aid donations include the received or receivable associated tax credit.

Leasing Commitments

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.2 Income

Grants and Trusts

Grants and Trusts receivable are credited to the Statement of Financial Activities in the year in which they are receivable; being when the charity is entitled to the income and it is virtually certain it will be received. Grants receivable for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until the conditions for receipt have been met.

DOWN'S SYNDROME SCOTLAND DIRECTORS' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Donations and Gifts

Donations, legacies and voluntary income are credited to the Statement of Financial Activities in the year in which they are receivable; being when the charity is entitled to the income and it is virtually certain it will be received. Gifts in kind are valued at market rates.

Legacies

Legacies receivable are credited to the Statement of Financial Activities in the year in which they are receivable; being when the charity is entitled to the income, it is virtually certain it will be received and the amount can be measured accurately.

Charitable Activities

Charitable activities income is generated by individuals and groups who fundraise on our behalf. This income is recognised in the period in which it is generated and therefore receivable by the charity.

Branch activities represent a number of different sources of voluntary income raised by and for branches.

Investment income

Investment income is made up of rent and interest receivable, and is recognised in the period in which it is earned.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised and their cost written off over a period depending on the type of asset as shown below.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

	%	Basis
Heritable property	2.5	straight line
Office equipment	25	straight line
Fixtures & Fittings	10	straight line
Tenants improvements	10	Straight line (lease term)

1.4 Expenditure recognition

Expenditure is recognised on an accruals basis as a liability is incurred. The charity is not registered for VAT and expenditure is therefore inclusive of any irrecoverable VAT, which is reported as part of the expenditure to which it relates:

- Raising funds comprises costs incurred in applying to people and organisations to contribute financially to the charity's work. This includes the costs of staging special fundraising events and salaries of staff involved in fundraising work.
- The cost of charitable activities is those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on the basis of time spent on each activity.

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1.5 Pension Scheme

DSS is a member of the Scottish Voluntary Sector Pension Scheme (The Scheme) which is a multi-employer defined benefit scheme. This Scheme closed to future accrual on 31 March 2010 and it is not possible to confirm DSS's share of underlying assets and liabilities of the Scheme and is therefore accounted for as a defined contribution scheme. The Scheme is currently in deficit and a deficit funding arrangement is in place with DSS. The net present value of the deficit reduction contributions payable under the agreement are reflected as a provision on the balance sheet and the movements on this provision in each period charged or credited through the Statement of Financial Activities.

DSS also operates a group personal pension scheme on a defined contribution basis. The contributions payable are charged to the Statement of Financial Activities in the period to which they relate.

2. Taxation

As a charity, Down's Syndrome Scotland is exempt from tax on income and gains to the extent that these are applied to its charitable purposes. No tax charges have arisen in the Charity.

3. Income from donations and legacies

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Grants and trusts	69,201	436,559	505,760	482,398
Fundraising and Donations	187,171	5,236	192,407	78,313
Legacies	-	-	-	48,282
Give as you earn	12,178	-	12,178	11,996
Membership subscriptions	9,243	-	9,243	9,325
Community Fundraising	117,959	-	117,959	125,350
Branch fundraising activities	20,500	-	20,500	34,826
	<u>416,252</u>	<u>441,795</u>	<u>858,047</u>	<u>790,490</u>

Income from donations and legacies in 2016 was £790,490 of which £345,274 was unrestricted and £445,216 was restricted.

4. Income from charitable activities

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Conferences and literature	3,881	13,947	17,828	15,329
Other income	4,898	13,779	18,677	19,213
	<u>8,779</u>	<u>27,726</u>	<u>36,505</u>	<u>34,542</u>

Income from charitable activities in 2016 was £34,542 of which £9,115 was unrestricted and £25,427 was restricted.

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5. Other trading activities

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Direct mailing (raffle)	7,911	-	7,911	5,375
Christmas card sales	7,943	-	7,943	6,739
Other merchandise sales	1,606	-	1,606	653
	<u>17,228</u>	<u>-</u>	<u>17,460</u>	<u>12,767</u>

Income from trading activities in 2016 was £12,767 all of which was unrestricted.

6. Investment Income

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Bank interest	1,405	-	1,405	1,837
Rent receivable	1,768	-	1,768	-
	<u>3,173</u>	<u>-</u>	<u>3,173</u>	<u>1,837</u>

Income from investments of £1,837 in 2016 was all unrestricted.

7. Analysis of Total Expenditure

	Direct Costs	Support Costs	2017 Total	2016 Total
	£	£	£	£
Cost of Raising Funds	<u>141,543</u>	<u>-</u>	<u>141,543</u>	<u>91,779</u>
<u>Charitable Activities</u>				
Family Support Services	250,490	271,970	522,460	410,012
Person centred Development – (Friends Connect)	86,623	-	86,623	84,628
Communication skills	85,042	-	85,042	77,524
Policy	45,000	-	45,000	48,129
Local branch activities	28,964	-	28,964	29,832
Governance	21,250	-	21,250	17,093
	<u>517,369</u>	<u>271,970</u>	<u>789,339</u>	<u>667,218</u>
	<u>658,912</u>	<u>271,970</u>	<u>930,882</u>	<u>758,997</u>

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Details of Charitable Support Costs:

	2017	2016
	£	£
Insurance, rent and rates	56,747	6,903
Fit out and removal	12,492	-
Repairs and maintenance	6,056	2,708
Utilities and cleaning	7,027	4,282
ICT software, licences and support	18,194	19,082
Depreciation	10,880	8,405
Telephone & postage	12,300	9,735
Resources/printing/publications	3,274	4,662
Stationery/photocopying	10,839	9,892
Events/venue hire	7,071	15,174
Professional fees	21,153	4,690
Sundry expenses	4,042	4,001
Storage costs	1,820	1,820
Finance and admin staff costs	150,036	164,115
Death in Service	2,069	2,016
Caravan	6,643	4,784
Recharged costs	<u>(58,673)</u>	<u>(50,644)</u>
	<u>271,970</u>	<u>211,625</u>

Expenditure on raising funds of £141,543 in 2017 and £91,779 in 2016 was all unrestricted. Expenditure on charitable activities was £779,340 (2016: £667,218) of which £312,183 (2016: £258,548) was unrestricted and £467,156 (£2016: £408,670) was restricted.

8. Governance Costs

	2017	2016
	£	£
Audit Fee	5,630	5,274
Director's Expenses	266	347
Subscriptions	497	-
Conference/AGM	3,712	468
Meeting Costs	645	428
National Office Staff Costs	<u>10,500</u>	<u>10,577</u>
	<u>21,250</u>	<u>17,094</u>

9. Staff Costs

	2017	2016
	£	£
Wages and Salaries	471,290	432,068
Social Security Costs	27,115	33,721
Pension Costs	15,859	14,308
Provision for pension deficit	<u>-</u>	<u>15,209</u>

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	514,264	495,306
<u>Accounted for within:</u>		
Restricted Funds	284,406	275,524
Unrestricted Funds (of which £82,369 relates to fundraising activity)	229,858	219,782
	514,264	495,306

The average number of full time equivalent employees, analysed by function was:

	2017	2016
Direct charitable function	12.4	12.0
Fundraising, management and administration	5.1	4.9
	17.5	16.9

In 2017 the number of employees earning £60,000 or more was Nil (2016: Nil). The Total amount of employee benefits received by key management personnel was £156,510 (2016: £154,152). The key management personnel comprise the Chief Executive, Depute CEO and Family Support Service Manager, the Finance Manager and the Fundraising Manager. During the year a total of £266 (2016: £347) was paid to 2 (2016: 3) Directors in respect of reimbursement of travel, subsistence and other business related expenses. None of these Directors received any remuneration during the period.

10. Fixed Assets

	Heritable Property £	Fixtures & Fittings £	Tenants Improvements £	Office Equipment £	2017 TOTAL £
Cost					
Cost as at 1 April 2016	80,000	14,585	-	72,355	166,940
Additions	-	13,643	29,626	3,294	46,563
Disposals	-	-	-	-	-
Transfer to Investment Property	(80,000)	-	-	-	(80,000)
Cost as at 31 March 2017	-	28,228	29,626	75,649	133,503
Depreciation					
Depreciation as at 1 April 2016	14,000	11,615	-	66,374	91,989
Charge for the year	-	1,958	2,963	5,959	10,880
Disposals	-	-	-	-	-
Transfer to Investment Property	(14,000)	-	-	-	(14,000)
Depreciation as at 31 March 2017	-	13,573	2,963	72,333	88,869
Net Book Value as at 31 March 2017	-	14,655	26,663	3,316	44,634
Net Book Value as at 31 March 2016	66,000	2,970	-	5,981	74,951

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11. Investment Property

	2017
	£
Balance as at 1 April 2016	-
Transfer from Fixed Assets	66,000
Revaluation of Investment Property	<u>59,000</u>
Balance as at 31 March 2017	<u>125,000</u>

12. Debtors

	2017	2016
	£	£
Other debtors	37,018	40,131
Prepayments	<u>12,409</u>	<u>8,050</u>
	<u>49,427</u>	<u>48,181</u>

13. Cash at bank and in hand

	2017	2016
	£	£
High Interest accounts	349,868	375,102
Deposit	75,000	75,000
Current accounts	33,276	18,027
Petty Cash	<u>150</u>	<u>150</u>
	<u>458,294</u>	<u>468,279</u>

14. Creditors: amounts falling due within one year

	2017	2016
	£	£
Other Creditors	30,031	10,966
Accruals	<u>39,920</u>	<u>22,282</u>
	<u>69,951</u>	<u>33,248</u>

15. Financial Commitments

At 31 March 2017 the charity had annual commitments under a non-charitable operating equipment lease as follows:

	2017	2016
	£	£
Within one year	790	-
Between one and five years	-	1,843
More than five years	<u>327,927</u>	<u>1,843</u>
	<u>328,717</u>	<u>1,843</u>

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16. Movement on Funds

	Balance at 1 April 2016 £	Income £	Salary costs £	Other costs £	Total Expenditure £	Net £	Other Recognised Gains £	Net Movement £	Transfers during year £	Balance at 31 March 2017 £
RESTRICTED FUNDS										
Family Support Services Library	88,053 4,967	-	-99,106	-43,801	-142,907	372	-	372	4,967	93,392
Short Breaks Fund	6,036	12,623	-2,477	-16,182	-18,659	-6,036	-	-6,036	-4,967	-
Core Communications	-	51,847	-27,848	-23,999	-51,847	-	-	-	-	-
Congress	46,621	-	-	-6,456	-6,456	-6,456	-	-6,456	-36,300	3,865
Commissioners	-	38,909	-5,983	-24,638	-30,621	8,288	-	8,288	36,300	44,588
Friends Connect	43,211	89,620	-61,491	-25,132	-86,623	2,997	-	2,997	-	46,208
Communication Skills pilot programme	19,583	88,243	-54,416	-30,627	-85,043	3,200	-	3,200	-	22,783
Policy - CYPF Early Intervention Fund	-	45,000	-33,086	-11,914	-45,000	-	-	-	-	-
TOTAL RESTRICTED	208,471	469,521	-284,407	-182,749	-467,156	2,365	-	2,365	-	210,836
UNRESTRICTED FUNDS										
General	91,423	465,163	-229,857	-204,905	-434,762	30,401	-4,062	26,339	51,003	168,765
Capital renewal	20,686	-	-	-	-	-	-	-	-20,686	-
Tangible Fixed Assets	74,951	-	-	-	-	-	-	-	-30,317	44,634
Congress Provision Branch	10,000 67,977	-	-	-	-	-	-	-	-	10,000
Total Designated Funds	173,614	39,501	-	-28,964	-28,964	10,537	-	10,537	-	78,514
TOTAL UNRESTRICTED	265,037	504,664	-229,857	-233,869	-463,726	40,938	4,062	36,876	-51,003	133,148
TOTAL RESERVES	473,508	974,185	-514,264	-416,618	-930,882	43,303	-4,062	39,241	-	512,749

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The charity received section 10 grant from the Scottish Government amounting to £143,415 and this has been allocated to the appropriate services in line with the grant application.

Details of Restricted funds and the reasons for which they are held are shown below.

i) Family Support Services - Down's Syndrome Scotland provides "all through life" support across Scotland. We deal with enquiries from parents and professionals. The library is now managed as part of the service provided by the family support team. The Big Lottery fund the West of Scotland Family Support Officer.

ii) Short Breaks Fund - Funding was received to facilitate breaks for carers. Funding was received from the Short Breaks Fund which is funded by the Scottish Government and managed by Shared Care Scotland. This is the last year of the fund and in the financial year all carers grants were awarded.

iii) Core Communications - Funding was received from The Hugh Fraser Foundation towards the costs of our Communications Officer.

iv) Congress and Commissioners Programme – Funding was received from the Scottish Government to fund a project to support 12 adults with Ds become Commissioners for the WDSC in Glasgow in 2018. This project has commenced with the 3 lead commissioners being supported and this will be a growing piece of work over the coming 12 months.

v) Friends Connect Project - Funded by The Big Lottery Fund from August 2015 to July 2018. This project will support 64 adults with Down's syndrome to develop and maintain friendships.

vi) Communication Skills – Funding received from the Scottish Government and Rs MacDonald to deliver ABC groups across Scotland.

vii) The CYPF Early Intervention Fund – Year one of a three year project from the Third Sector Early Intervention Fund.

viii) The World Down's Syndrome Congress will be held in Glasgow in July 2018 and £10,000 has been set aside towards this.

ix) Capital Renewal – this fund was used to help facilitate the move to the new office and as funds allow will be reinstated.

x) Tangible Assets - The amount equal to the net book value of the fixed assets, representing the amount of unrestricted reserves invested in tangible fixed assets.

xi) Branch - Amounts representing the funds held on behalf of the branches.

17. Analysis of Funds Net Assets

	Fixed assets £	Current assets/ (liabilities) £	Pension Scheme liability £	2017 Total £	2016 Total £
Restricted Funds	-	210,836	-	210,836	208,471
Unrestricted General Reserves	125,000	128,420	(84,655)	168,765	91,423
Designated Fund – Tangible Fixed Assets	44,634	-	-	44,634	74,951
Designated Fund – Capital	-	-	-	-	20,686
Designated Fund – Congress Provision	-	10,000	-	10,000	10,000
Designated Fund - Branch Reserves	-	78,514	-	78,514	67,977
	<u>169,634</u>	<u>427,770</u>	<u>(84,655)</u>	<u>512,749</u>	<u>473,508</u>

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18. Related Party Transactions

There were no related party transactions in the year (2016 £nil)

19. Pension Commitments

(a) Defined contribution pension arrangements

DSS operates a group personal pension scheme on a defined contribution basis. Employer contributions are paid in the range of 1% to 4% of pensionable salaries while employee contributions are a minimum 1% of pensionable salaries. Employer pension contributions payable in the year were £15,859 (2016: £14,308). The amount included within creditors at the year-end is £3,117 (2016: £Nil).

(b) Defined benefit pension arrangements

The company participates in the Scottish Voluntary Sector Pension Scheme, a multi-employer scheme which provides benefits to some 95 non-associated employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2014. This valuation showed assets of £88.22m, liabilities of £122.15m and a deficit of £33.93m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1 April 2016 to 31 October 2029: £1,703,000 per annum
(payable monthly and increasing by 3% each on 1st April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the scheme liabilities.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2011; this valuation showed assets of £66.21m, liabilities of £95.04m and a deficit of £28.83m. To eliminate this funding shortfall, payments consisted of £1,490,000 per annum, increasing by 3% each 1st April until 31 March 2028.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

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PRESENT VALUES OF PROVISION

	31 March 2017	31 March 2016	31 March 2015
Present value of provision	<u>£84,655</u>	<u>£84,655</u>	<u>£75,000</u>

RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	2017	2016
Provision at start of year	84,655	75,000
Unwinding of the discount factor (interest expense)	2,069	1,644
Deficit contribution paid	(6,131)	(5,600)
Re-measurements - impact of any change in assumptions	4,062	(1,598)
Re-measurements - amendments to the contribution schedule	<u>-</u>	<u>15,209</u>
Provision at end of year	<u>£ 84,655</u>	<u>£ 84,655</u>

INCOME AND EXPENDITURE IMPACT

	2017	2016
Interest expense	2,069	1,644
Re-measurements – impact of any change in assumptions	4,062	(1,598)
Re-measurements – amendments to the contribution schedule	<u>-</u>	<u>£15,209</u>

ASSUMPTIONS

	2017 % per annum	2016 % per annum	2015 % per annum
Rate of discount	<u>1.76</u>	<u>2.55</u>	<u>2.27</u>

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same result as using a full AA corporate bond yield curve to discount the same recovery plan contributions.