

# Down's Syndrome Scotland



## Directors' Report and Audited Financial Statements

For the year ended 31 March 2011

## **DOWN'S SYNDROME SCOTLAND**

<b>Directors</b>	Lesley Stalker Michelle Ferguson Samuel Campbell Suzanne Cunningham Ian Fraser Stephen Hughes	Chairperson Vice Chairperson
------------------	--	---------------------------------

<b>Company Secretary</b>	Pandora Summerfield	Chief Executive
--------------------------	---------------------	-----------------

<b>Auditors</b>	Geoghegans Chartered Accountants 6 St Colme Street Edinburgh EH3 6AD
-----------------	--

<b>Bankers</b>	Royal Bank of Scotland 142-144 Princes Street Edinburgh EH2 4EQ
----------------	--

<b>Solicitors</b>	Lindsays WS Caledonian Exchange 19a Canning Street Edinburgh EH3 8HE
-------------------	--

<b>Registered Office</b>	158-160 Balgreen Road Edinburgh EH11 3AU
--------------------------	--

<b>Charity registration number</b>	SC 011012
<b>Company registration number</b>	SC356717

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

The Directors of the company, who are also trustees for the purposes of charity law, present their report and the audited financial statements for the year ended 31 March 2011.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

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

**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.

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.

**Responsibilities of the Directors**

Directors hold regular meetings (approximately every 10 weeks) between annual general meetings. They have general responsibility for the overall control of the Charity and agree policies and strategy. In particular, they are responsible for monitoring the financial position of the Charity and are the Charity's trustees.

The Directors who served during the year are:

Lesley Stalker  
Michelle Ferguson  
Kenneth McAlpine (resigned 13 November 2010)  
Samuel Campbell  
Rona Hamilton (resigned 15 April 2011)  
Suzanne Cunningham  
Ian Fraser (appointed 13 November 2010)  
Stephen Hughes (appointed 15 April 2011)

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

**Chief Executive**

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

There are 11 members of staff (7 whole time equivalent) and during the year we undertook a restructuring of the way we deliver support to families and people with Down's syndrome. Instead of 2 full time members of staff, we now have 1 full time and 2 part time staff working with families and people with Down's syndrome. (Further details below)

**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 operating premises, no such investments are presently held.

**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 grant making body and during the year no such grants were made.

**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 professionally involved in Scotland about 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.

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

We do this through:

**Providing support and information** to parents, families, professionals, the public and for children and adults with Down's syndrome, from a team of specialist staff in our Family Support Service.

**Providing training courses** both for adults with Down's syndrome and for professionals and parents.

**Providing Branch Activities** by mainly parent volunteers, to enhance leisure and social opportunities for children and adults with Down's syndrome and their families.

During the period, we developed and agreed a Strategic Framework from which staff devise areas of activity undertaken and by which we achieve our Principal Activities and Objects.

### **ACHIEVEMENTS AND PERFORMANCE**

This year's and the coming year's key objectives, together with our achievements for this year, are summarised as follows:

#### ***Providing Family Support and Information***

This continues to be a critical part of what we do and is at the heart of the organisation. During the year, the Service has undergone a reorganisation with a new Family Support Service Manager being appointed in July 2010 and 2 new Family Support Officers joining the organisation at the end of the period in February 2011. These have been exciting changes that are moving us on our path to be closer to members across Scotland, with the 2 new workers covering different geographic patches and our first non Edinburgh based staff member.

This year we have:

- Responded to 308 enquiries from parents,
- Attended 3 parent/carer information days
- Supported 21 parents for individual case work involving more than one meeting
- Met more than 85 parents within group settings
- Responded formally to both The Blue Badge and reform of Disability Living Allowance Consultations, ensuring the views of parents/carers and adults with Down's syndromes' views and interests were represented.

In the period October to March 2011 we have seen enquiries continue to climb with March 2011 being the busiest month to date and an increase in the provision of individual support to families.

The service now offers 'all through life support' and enquiries this year have covered many different aspects. We continue to support families during pregnancy and after the birth of their baby, through the early years and onto school. We are often involved when parents are deciding on nurseries and education provision, as well as providing support during the school years on language development, friendships, behaviour, puberty, transitions and many other topics.

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

We are often contacted when parents begin to think about their son/daughter moving on and moving out and we have supported parents through this.

The link between Down's syndrome and dementia cannot be underestimated and this year we have supported parents and/or siblings who are the main carers for adults with Down's syndrome who have also developed dementia.

**Provision of Information to Professionals**

It is equally important that we offer information to professionals as we appreciate the significant role they play in the lives of the individuals and families we support.

This year we have:

- Responded to 232 enquiries from professionals
- Provided 15 formal consultation visits to schools.
- Provided 8 informal visits to schools via reviews/transition meetings and to support parents.

Enquiries from professionals cover all ages and stages. However the majority continue to come from education and nursery staff on inclusion, friendships, the specific learning profile of children with Down's syndrome and behaviour management. We have supported community learning disability nurses, particularly to do with dementia in adults with Down's syndrome. Other professionals such as health visitors and home visiting teachers have also contacted the Charity for support and information.

**Our Impact**

At present we measure the success or impact of our service through gathering letters, telephone messages and emails. Informal comments from parents and professionals have been recorded in order to help us evaluate our practice. Current feedback has indicated that:

- Parents value the support and feel more able to deal with things, thus improving the outcomes for their child – such as better understanding from education professionals, better healthcare treatment and increased knowledge of how to support their child's development at home.
- Increased Welfare benefits, giving financial resources to assist in meeting support needs. We have supported 2 families through the appeals process to a successful completion. We have also supported another 2 families to successfully submit first time claims for Disability Living Allowance.

Here are some quotes and communications from parents:

“DLA received – THANK YOU VERY MUCH!”

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

"DS Scotland is the first place I phone in a crisis, my mum doesn't know about entitlements or policies."

"Recently, I felt I had reached some sort of crossroads and realised I had to give serious consideration to my daughter's future without me as her main carer. I wanted to ensure that she would be provided with good quality care whilst living away from home, in her own accommodation. As I had felt quite isolated, due to my having had to make that decision on my own, I decided to contact DS Scotland again for guidance, advice and support, before taking, what for me, was the huge step of contacting Social Services. I am so glad that I did, as they listened, were non judgemental and started the ball rolling for me. After that I felt a huge weight had been lifted and also my feeling of isolation too. They give both practical and moral support, which is ongoing. I have been allocated a Family Support Officer, who visits me regularly, liaises with Social Services and is always contactable. I can't emphasise enough how valuable her input has been. I feel that anyone in a similar position to me could only benefit from contacting the Family Support Service. At the very least, there will be someone there to listen to you, and to provide support any time you felt at a loss as to which way to turn" – from a parent of a 26year old from the Dundee area.

Formal training evaluations are completed by all participants

- 98% stated that the training was very useful and had increased their knowledge
- 95% stated that they would alter their practice as a result of the training or had identified a strategy to implement.

Here are some quotes from the evaluation forms:

"Good, relevant, realistic information provided, excellent session." – Speech and Language Therapist in Ayr

"A lot of very useful information and great to know about their availability of information and resources" – teacher from Perth and Kinross.

"Great, feeling more confident about going back into the classroom" – teacher from Perth and Kinross

It is planned to formally evaluate the service to parents and professionals in February 2012 in preparation for the year ending 31 March 2012. This evaluation will take the form of questionnaires with individuals, giving the choice of postal or online completion to suit different preferences. This will be sent to everyone who has made an enquiry to the service in the first 12 months of the appointment of the 2 Family Support Officers.

**Other work this year**

This year has also seen an exciting development in relation to sports provision with the launch of DSSports. Our first partnership is with Celtic Football Club and in January 2011 the vision became a

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

reality when 25 young people took part in an eight week pilot programme. This proved so successful that phase 2 is now underway. It is hoped that during 2011-12 more clubs and different sports will join this development.

We have continued to progress our desire to re-launch our Parent Contact Service and focussed on fundraising for this and are grateful to The Rotary Club of Corstorphine, W Mann Charitable Trust, Talteg Foundation, JK Young Endowment Fund and the JTH Charitable Trust for their contributions that will make this a reality during 2011/12. The Service design, information and volunteer role descriptors are now complete and we will be advertising for parent contact volunteers from April 2011.

In October 2010 we took over the running of the ABC (Achieving better Communication) Groups in Edinburgh from the parents' group that were organising them. The reason for the transfer was that the parents' group was finding the group financially unsustainable. The Service was redesigned to make it more financially affordable through changing from Speech and Language Therapist led sessions to 'co-worker' led sessions. This has been a challenging time for the service and the children and families who use it. A formal evaluation will take place in April 2011 which will allow us to evaluate the successful aspects and to identify areas for improvement.

In addition to this work we have also begun to become involved in research when we are persuaded that this will benefit children or adults with Down's syndrome. This year we have been involved in work with the Royal Infirmary of Edinburgh's Department of Sleep medicine regarding the incidence and treatment of sleep apnoea in adults with Down's syndrome. Over the next year we hope to see our involvement in relevant research increase.

***Provision of Training***

The charity provides training and support for children, young people, parents, carers and staff working in mainstream and special schools, family centres, out of school care provisions and leisure/social facilities.

Activity in this area of work is primarily the responsibility of our Family Support Service Officers. This work has been partially funded by the RS Macdonald Trust. Work undertaken during the year included:

- Providing 11 training sessions to professionals including education staff, play workers, support staff and health service staff.
- Providing 2 lectures to medical and nursing students on 'Breaking the News and Down's syndrome Awareness'.
- Providing training to 19 Football coaches as part of the launch of DS Sports in partnership with Celtic Football Club.
- Provided 4 training sessions to parents and carers

The Making your way through life is a five year training project funded by The Big Lottery Fund's '21<sup>st</sup> Century Life' and started in July 2009.



**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

It has run 4 courses during 2010 – 2011: Taking part in Meetings (Glasgow and Inverness) and Being Confident and Speaking Up (Edinburgh and Aberdeen). The project supports and utilises the skills of 6 trainers with Down's syndrome.

Changes to the project were suggested to the Lottery in December 2010 and agreed in January 2011. The project is now running The Big Plan programme throughout Scotland starting in April 2011 in Edinburgh. The Big Plan replaces two courses 'Being part of your community' and 'Planning for the future'. We provide the Big Plan under licence agreement with the copyright holders.

The Big Plan brings together a group of people with Down's syndrome and their families to plan for a good life. People can invite whoever they want to help them with this and be on their Big Plan "team". This could involve family members, friends, work colleagues and people they know from their local community to join in. They can also ask any professionals they think might be able to help. Over a series of meetings each person works on a person centred plan for their life. The sessions involve lots of activities and ideas giving people the opportunity to share their insights with the whole group. At the end of the Big Plan, everyone will have put together a plan which includes action steps and a group of people around them to help and support them to take those steps.

The Big Plan is built around the question:

- ***What would it take for this person to have an interesting, fulfilling life where they could meet people who would become their friends and are able to make their contribution to their local community?***

The main advantages The Big Plan provides over the 2 courses it replaces are:

Individuals leave The Big Plan programme with a plan and clear actions steps. This would be difficult to achieve in the original courses as participants attend on their own and would require additional support to be able to do this.

Individuals have 'a team' involved in the sessions who can support and help them plan for their future, work through their actions steps and achieve the things they want to change or plan for in their life. This way of working can also help individual's family and those around them listen to what they want get a real understanding of their dreams and aspirations.

The project will also continue to run 2 separate courses: Taking Part in Meetings and Being Confident and Speaking Up.

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

***Communication and Information resources***

**Digital Developments**

Since our new website was launched in 2009 we have made constant updates and additions to our web pages to make it user-friendly, accessible and informative. New additions to the web site have been our Christmas Card Shop and Conference Booking Shop. We have also concentrated on making our home page more user-friendly by creating additional quick links to aid navigation and graphics that allow our users to sign up for membership and bulletins as well as browse our publication shop.

Our website receives traffic from 117 countries and received 16,977 unique visitors from 1 April 2010 to 31 March 2011. This is 23% more visitors than those viewing for the previous 12 months. We continue to receive compliments from parents as well as professionals from around the world.

Alongside our website we continue to produce our monthly e-bulletin. This allows us to communicate more efficiently and effectively with our members by providing them with the latest news, events, activities and policy updates throughout Scotland. It is vibrant and easy to read and has been complemented by other organisations. It is sent to subscribers at least once a month with special e-bulletins sent to announce Down's syndrome Awareness Week and our Annual Conference. From 1 April 2010 to 31 March 2011 we received 238 new subscribers, which raised our total number of subscribers to 682 by the end of March 2011.

We have maintained our presence on social media sites: twitter and facebook. Our target audiences for twitter are related organisations and professionals while our facebook audience is parents and family members of people with Down's syndrome.

Our social media profiles have been raised with both playing an important part during our awareness week in March. During Down's syndrome Awareness Week (21-27 March 2011), we tweeted facts about Down's syndrome to prominent UK and world leaders and public figures. Sarah Brown and MSP Nicola Sturgeon both retweeted our tweets, which reached their combined total of over 1.1 million followers.

On Facebook we asked our fans to change their profile photo to their favourite memory with family and/or friends. We then urged that they change their status update announcing that it was Down's syndrome Awareness Week and requesting that others change their photo in honour of the week. Many of our fans posted on our Facebook wall with

- Updates about their own awareness week fundraising events;
- Supporting statements regarding others' fundraising events
- Comments on our awareness posts
- Awareness and questions for the Facebook Lunch Hour

The facebook and twitter Lunch Hour was introduced during Down's syndrome Awareness Week (21 March 2011). This provides a quick alternative way for families, carers and professionals to ask

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

a question to our Family Support Service team. Ten people asked questions regarding toddler tantrums, fundraising and awareness that day. Since March the facebook and twitter Lunch hour takes place on the 21<sup>st</sup> of each month (or the Friday before if the 21<sup>st</sup> is at the weekend) to allow questions to be raised with the family Support Service team.

**Events and Campaigns**

Our biggest event this year was our Annual Conference November 2010. The event was successful; with 100 adults and 12 children in attendance and featured our keynote speaker from Canada, Dave Hingsburger - a world-renowned professional in the sector. Workshops focussed on a range of topics on education, safety, behaviour, bullying, storytelling, health, sexuality and relationships. The organisation and style of the conference represented a major step up for this annual event and of the 22 people who had attended previous conferences, 72% preferred the 2010 conference to those before.

For Down's Syndrome Awareness Week, we ran a month long fundraising and awareness campaign, 'Do-A-Dish for Down's syndrome'. The focus of this campaign was around inclusion and the way in which sharing food brings friends, families and communities together. This involved people making something for others to eat, either in their home, workplace, school or elsewhere in exchange for a donation.

While supporting our Do a Dish fundraisers, we publicised awareness throughout the month. Our homepage featured facts, awareness and fundraising tips during the week; our office windows were covered with people of all ages with Down's syndrome; we publicised information on Facebook and twitter (see above) and we worked with journalists and featured members to have 3 articles on Down's syndrome featured in the Aberdeen press and Journal, the Daily record and the Edinburgh evening News.

Donations are still coming in, with some schools holding events later in the year due to scheduling conflicts. Our current total raised for this campaign is £4,358.

**Media relations**

During the 12 months to 31 March 2011 our organisation received 15 mentions in the press, which included the following newspapers:

- The Herald
- The Scotsman
- The Daily Record
- The Edinburgh Evening News
- The Edinburgh Reporter
- Scottish Daily Mail
- The Daily Express
- The Perthshire Advertiser
- The Courier

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

As well as online sources including Celtic Football Club web site and Workplace Giving UK

During the first quarter of 2011, we received 3 two-page feature articles in the Daily record and the Edinburgh evening News. Newsworthy feature articles included topics on:

- Our newly launched Down's Syndrome Sports Initiative with the Celtic foundation
- Achieving Better Communications (ABC) Group in Edinburgh
- Down's Syndrome Awareness Week

In total we had 7 feature articles and 9 news articles. The news articles included official statements regarding:

- Frankie Boyles' comments on Down's syndrome;
- The Down's Syndrome Sports Football Initiative
- A study's finding of what causes older mothers to have babies with Down's syndrome
- The use of IVF to ensure genetic conditions are not included in implantation
- The Nuchal translucency Scan

### **Publications**

After reviewing our quarterly newsletter during 2010, we decided on a re-design. The final result was a 28 page bi-annual magazine that presents news, events, lifestyle, health, fitness, family, education and opinion articles from various contributors, including the Family Support team, Members of the Charity and professionals. The design and layout is now completed in-house and saves on design costs. Our STARS publication is currently under review but in the meantime our magazine is sent to all people with Down's syndrome. Every issue of the magazine features one person who is reaching their full potential. Magazine feedback has been positive with many members passing on their issues to their child's school.

Our publications are currently under review with the aim to produce updated, relevant publications beginning with our popular baby publications.

### **Library**

We have spent time reviewing our library stocks and have spent in excess of £300 this year replacing videos with relevant DVDs and new books which are more up to date. We have increased publicity of this service both through our own communication systems but also through raising its profile when we are meeting parents and professionals. This has seen a rise in borrowing since January 2011. This is something we expect to develop further in 2011/12.

### ***Provision of Branch Activities***

Members of the charity automatically become members of their local branch. We currently have 6 branches through which we provide local contact and support to members who are parents of people with Down's syndrome as well as the adults and children themselves. Our branches

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

fundraise in order to organise activities and trips for their members. Below is a brief summary of each branch's activity over the last year.

**Ayrshire:** The Ayrshire Branch held a fundraising evening in Kilmarnock. The funds raised allowed members and their families to take part in day trips, visits throughout the year as well as Christmas parties and a weekend visit to the Arran Adventure Centre. The night included a fashion show and entertainment from the branch's successful drama group Centre Stage. The Centre Stage drama group continued to be well attended. The branch's special events included bag packing at Marks and Spencer in Ayr as the branch was the nominated charity and a summer trip to the Edinburgh Zoo.

**Central:** The Central Branch has a well established activities club, which takes place fortnightly on a Saturday afternoon. Here members can take part in ball games, board games, arts and crafts and play pool. Music sessions are provided by a music specialist. The branch organised popular Art-Link workshops starting in September. Several outings were arranged throughout the year to: Zoolab, Kidz World, Blairdrummond Safari Park, Christmas party, ten pin bowling and soft play outings.

**Edinburgh and Lothian:** The branch runs a fortnightly session for young people and adults with Down's syndrome (aged 15 and above) who love to dance – The Boogie Bunch. This is very popular among the members and the group goes on cinema and bowling outings. The group showcases its talent in a Christmas performance. In addition, the Parent and Toddler Group (newborn to two years old) and Saturday Sunflowers (ages two to 12) are continuing to provide support to new parents and activities for children. The branch has arranged special branch outings on a boat cruise down the Union Canal and a Christmas party.

**Grampian:** The Grampian Branch continued its successful Parent and Toddler Group, which gives parents a chance to meet each other and share stories while the children enjoy playing together. The branch arranged its annual Children's Christmas party, which is quite popular. To celebrate Down's syndrome Awareness Week, the branch held a ceilidh on 27 March. The ceilidh was a successful and sold-out event and promoted The Big Raffle, which was a great success by selling tickets throughout Scotland.

**Tayside and Northeast Fife:** The Tayside Branch continued its successful Swing and Sing Group. This is a mixture of music, dance, puppets and instruments for our younger members. These sessions have run on a monthly basis provided by a qualified music teacher. They are well attended by members and give parents a chance to meet each other. A local photographer attended several of the Swing and Sing Group sessions to take photographs of children and parents, which captured the relationship between parent and child. He is now working closely with National Office to develop a book for publication during 2012, the charity's 30<sup>th</sup> Anniversary year. The branch's special outings included: bowling, Deep Sea World, Singing Kettle, ceramic workshop and a Christmas Pantomime.

**West of Scotland:** The West of Scotland Branch runs a monthly Family and Toddler group and a monthly Sports Group for parents, children and siblings and a regular Swimming Group, which was

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

very successful at the World Championships in October 2010 and at UK and European Down's Syndrome Swimming Championships in 2011. Drama groups for teenagers and adults have been successfully piloted.

***Working with other professionals***

We maintain a strong commitment to working closely with other organisations where this can add to what we do and when resources allow. This year due to the time taken on restructuring and recruitment in our own organisation, we have had to pull back on some aspects of this work.

**Scottish Consortium on Learning Disability (SCLD)**

We are formal partners in this consortium of organisations that was formed in order to bid to be the learning disability Centre of Excellence in Scotland, as recommended in the document Same As You. The other partners are the Association for Real Change (ARC), Badaguish Outdoor Centre, British Institute for Learning Disabilities, Capability Scotland, Enable, Key Housing, Profound and Multiples Impairment Service (PAMIS), Quality Action Group, University of Dundee, University of Glasgow, University of St Andrews.

The Chief Executive and one of our Trustees are directors of SCLD, a charitable company.

**Learning Disability Alliance Scotland (LDAS)**

This organisation brings together people with learning disabilities and staff from its member organisations. It is an active campaigning organisation, helping people with learning disabilities to have a voice and make it be heard.

**FINANCIAL PERFORMANCE**

The Statement of Financial Activities (SoFA) set out on page 19 shows that the net movement in funds for the period was £7,418. This surplus can be broken down further into a net deficit on the movement of unrestricted funds of (£876) and a net surplus on the movement of restricted funds of £8,294.

At the beginning of the period the forecast budget for the year showed a deficit of (£48,223), as like many similar charities we were facing a time of recession and uncertain income streams. We have been delighted and encouraged by the support of our members and staff, in particular with their fundraising efforts which continue to grow (£124,583 compared to £100,327 in 2010 and £49,583 in 2009)

We refer below to our plans for 2011-12 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.



**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

**Plans for 2011-12**

As we anticipate no real change in the economic situation, we will continue to tightly control costs, whilst pro-actively focussing on fundraising. To this end we have considered whether we should employ a member of staff with a specific fundraising background. Ultimately, we decided that we should contract with a sector specific fundraising consultancy, that can support us with applications to trusts, comes with a substantial body of knowledge about trusts and is cheaper than employing a member of staff direct.

We plan to recruit for our planned and revamped Parent Contact Service and will be providing training for those parents selected to become the Service Contacts.

Whilst we have plans for developing ABC groups on a national basis, this will only happen when sufficient dedicated funding is in place and so may not be achieved during 2011-12.

As a very large part of what we do is reactive and dependent on the requests for support that come to us from families and professionals alike, we will continue to ensure that we are as ready as we can be to provide an excellent and comprehensive service. The changes we have introduced in terms of our staffing, structure and services provided need time to be embedded and developed to optimum performance.

**Reserves Policy**

Down's Syndrome Scotland maintains three types of Reserves:

1. Restricted Funds (Branch and General)
2. Designated Fund
3. Unrestricted Reserve Funds (Branch and General)

Details of those funds, which may consist of cash or a mixture of cash and fixed assets, and the reasons for which they are held are shown as Notes 9 and 10 to the Accounts.

**Designated Funds** were created to build up funds which may be used in future periods to help defray the impact of expenditure on capital items such as the renewal of our IT systems and property.

**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. 92% of our total income comes from voluntary donations and fundraised income and is therefore very vulnerable to fluctuations to these sources. As a result our policy is that reserves of the equivalent of twelve months average unrestricted expenditure (not including branch unrestricted expenditure) 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 under 6 months: as at 31 March 2011 the balance on the General Reserve Fund was £95,850 as against the required holding under this policy of £203,555.

**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

***Funds held by Branches***

Down's Syndrome Scotland has a network of six branches throughout Scotland each of which fundraise for their own activities. Each branch produces accounts, which are then consolidated with the national office accounts to produce the full accounts of the charity. Funds held by branches can also be either restricted or unrestricted. Branch restricted funds are included in Notes 9 and 10 to the accounts.

Each branch is run wholly by volunteers and undertakes a variety of outreach activities. The voluntary and fragmented nature of this type of organisation makes it harder to ensure a regular flow of funds into each branch and the trustees' policy on levels of free reserves to be held recognises this potential difficulty. The policy is that each branch should maintain cash reserves representing 12 months average monthly costs.

**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;
- 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. 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.



**DOWN'S SYNDROME SCOTLAND  
DIRECTORS' REPORT  
YEAR TO 31 MARCH 2011**

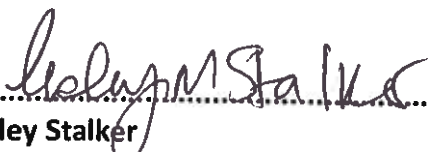
**Statement of disclosure to the auditor**


- So far as the directors are aware, there is no relevant audit information of which the company's auditors are unaware; and
- they have taken all the steps they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**Small Company Exemptions**

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) 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 on 9 September 2011 and signed on its behalf by:

  
.....  
**Lesley Stalker**  
**Chairperson**

  
.....  
**Director**

## **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 2011 which comprise the Statement of Financial Activities (including Income and Expenditure Account), the Balance Sheet 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).

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 Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and the directors 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, its members as a body, and the directors 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 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 auditors 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 accounts**

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. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

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

**Opinion on accounts**

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 2011 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 properly prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

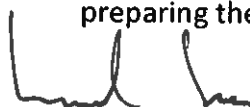
**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (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 or 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 available in preparing the Directors Report.



**Michael Crerar (Senior Statutory Auditor)**

**For and on behalf of Geoghegans, Statutory Auditor**

6 St Colme Street  
Edinburgh  
EH3 6AD

9 September 2011

**DOWN'S SYNDROME SCOTLAND**

**STATEMENT OF FINANCIAL ACTIVITIES**

For the Year ended 31 March 2011

	Notes	Un- Restricted £	Restricted £	2011 £	2010 £
<b>INCOMING RESOURCES</b>					
<i>Voluntary Income</i>					
Donations and Gifts		65,047	14,217	79,264	64,105
Grants and Trusts		9,732	130,183	139,915	150,243
Legacies		30,000	-	30,000	34,953
Membership Subscriptions		8,094	-	8,094	6,385
Give as you earn donations		16,746	-	16,746	17,002
<i>Activities for Generating Funds</i>					
Organised Events		86,130	38,453	124,583	100,327
Branch Activities		1,214	3,481	4,695	4,295
Conferences and Literature		10,941	-	10,941	4,848
Other Income		10,102	3,732	13,834	8,577
<i>Investment Income</i>					
Bank Interest Received		431	20	451	543
<i>Other Income</i>					
Transfer of Net Assets on Incorporation		-	-	-	375,771
		<u>238,437</u>	<u>190,086</u>	<u>428,523</u>	<u>767,050</u>
<b>RESOURCES EXPENDED</b>					
Cost of Generating Funds	3	60,004	1,083	61,087	50,472
Charitable Activities	3	151,126	185,599	336,725	315,128
Governance Costs	3	23,293	-	23,293	18,399
		<u>234,423</u>	<u>186,682</u>	<u>421,105</u>	<u>383,999</u>
<b>Net incoming resources before transfer</b>					
		4,014	3,404	7,418	383,050
Transfers between funds	9/10	(4,890)	4,890	-	-
<b>Net Movement in Funds for the year</b>					
		(876)	8,294	7,418	383,050
Fund Balances brought forward at 1 April 2010		278,853	104,197	383,050	-
<b>Fund Balances carried forward at 31 March 2011</b>					
		<u>277,977</u>	<u>112,491</u>	<u>390,468</u>	<u>383,050</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**BALANCE SHEET**  
As at 31 March 2011

	Notes	2011 £	2010 £
<b>Fixed assets</b>			
Tangible Assets	6	81,105	<u>87,293</u>
<b>Current Assets</b>			
Debtors	7	44,162	18,956
Cash at Bank and in Hand		<u>282,626</u>	<u>298,518</u>
		326,788	317,474
<b>Creditors: amounts falling due within one year</b>	8	<u>(17,425)</u>	<u>(21,717)</u>
<b>Net Current Assets</b>		<u>309,363</u>	<u>295,757</u>
<b>Net Assets</b>		<u><u>390,468</u></u>	<u><u>383,050</u></u>
<b>Funds</b>			
Restricted Funds	9	112,491	104,197
Designated Funds	10	29,229	21,622
Unrestricted Funds	10	<u>248,748</u>	<u>257,231</u>
		<u><u>390,468</u></u>	<u><u>383,050</u></u>

The accounts on pages 19 to 30 were approved and authorised for issue by the Board of Directors on behalf of the Trustees on 9th September 2011 and are signed on their behalf.



Lesley Stalker  
Chairperson



S J HUGHES.

Trustee

Company Registration Number: SC356717

## DOWN'S SYNDROME SCOTLAND

### Notes to the Financial Statements for the year ending 31 March 2011

---

#### 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 Statement of Recommended Practice – Accounting and Reporting for Charities (SORP 2005) and the Charities Accounts (Scotland) Regulations 2006.

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 six branches are consolidated with the results from the national office to produce the full accounts of the charity.

##### Cash Flow Statements

Down's Syndrome Scotland has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

##### 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 Executive Committee in furtherance of the objects of Down's Syndrome Scotland. A transfer is made from unrestricted funds to restricted funds to compensate fully all restricted funds which would otherwise be in deficit at the accounting date.

- Designated Funds

Designated funds are unrestricted funds that have been earmarked by the trustees for a specific purpose.

##### Gift Aid / Deeds of Covenant

Income from Gift Aid donations and Deeds of Covenant 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

Voluntary income and donations are accounted for as receivable by the charity. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs. No permanent endowments have been received in the period.

##### 1.3 Grants

Revenue grants receivable are recognised in the period to which they relate. Capital grants are accounted for as restricted funds when received

## DOWN'S SYNDROME SCOTLAND

### Notes to the Financial Statements for the year ending 31 March 2011 contd.

---

#### 1.4 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

#### 1.5 Resources Expended

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:

- Cost of generating 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.

#### 1.6 Pension Scheme

The Charity is a member of the Scottish Voluntary Sector Pension Scheme (the Scheme), which is a multiple employer defined benefit scheme. This Scheme closed to future accrual on 31 March 2010. As it is not possible to confirm the charity's share of underlying assets and liabilities of the Scheme it is accounted for as a defined contribution scheme with costs equal to the contributions made for the accounting period.

The charity 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 falling within section 505 of the Taxes Act 1988 and section 258 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable purposes. No tax charges have arisen in the Charity.

DOWN'S SYNDROME SCOTLAND

Notes to the Financial Statements for the year ended 31 March 2011

3. Analysis of Total Resources Expended

	Direct Staff Costs £	Other Direct Costs £	Support Costs £	2011 Total £	2010 Total £
Cost of Generating Funds	20,160	23,754	17,173	61,087	50,472
Charitable Activities costs in furtherance of the charity's objectives:					
Family Support Services	92,419	6,471	77,077	175,967	165,886
Training Development	46,354	2,184	39,510	88,048	68,576
Branch Activities	-	72,710	-	72,710	80,666
	138,773	81,365	116,587	336,725	315,128
Governance	4,627	14,714	3,952	23,293	18,399
	163,560	119,833	137,712	421,105	383,999

Detail of Charitable Support Costs	2011 £	2010 £
Insurance and Rates	4,641	4,782
Repairs/Maintenance	1,101	6,630
Utilities & Cleaning	2,535	2,722
ICT Software, licences & Support	8,661	14,062
Depreciation	9,705	8,570
Telephone & Postage	6,420	5,703
Resources/Printing/Publications	6,328	5,374
Stationery/Photocopying	6,398	5,314
Events/Venue Hire	12,456	5,811
Professional Fees	2,491	276
Sundry expenses	1,404	1,019
Storage costs	1,820	1,820
Finance and Admin staff costs	73,752	46,163
	137,712	108,245

Support Costs allocated to Core Activities on staff time basis



**DOWN'S SYNDROME SCOTLAND**

**Notes to the Financial Statements for the year ended 31 March 2011 (continued)**

<b>4. Staff Costs</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Wages and Salaries	182,420	174,287
Social Security Costs	17,094	14,777
Pension Costs	9,584	10,081
	<u>209,098</u>	<u>199,145</u>

No employee earned £60,000 or more

The average number of employees, analysed by function, was:	<b>2011</b>	<b>2010</b>
Direct charitable function	3.4	4
Fundraising, management and administration	3.6	2.5
	<u>7</u>	<u>6.5</u>

During the year a total of £102 ( 2010 - £301) was paid to 1 (2010 - 3 ) Director in respect of reimbursement of travel and subsistence expenses. None of these Directors received any remuneration during the period.

<b>5. Governance Costs</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Audit fee	3,901	3,800
Legal Fees	9,181	6,155
Director's Expenses	102	301
Meeting Costs	1,535	545
National Office Staff & Support Costs	8,574	7,598
	<u>23,293</u>	<u>18,399</u>

<b>6. Fixed Assets</b>	<b>Heritable Property</b>	<b>Fixtures &amp; Fittings</b>	<b>Office Equipment</b>	<b>2011 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
Cost Bfwd at 1 April 2010	80,000	20,162	69,421	169,583
Additions	-	-	3,930	3,930
Disposals	-	-	-	-
At 31 March 2011	<u>80,000</u>	<u>20,162</u>	<u>73,351</u>	<u>173,513</u>
<b>Depreciation</b>				
Depreciation bfwd at 1 April 2010	2,000	17,562	62,728	82,290
Charge for the year	2,000	571	7,547	10,118
At 31 March 2011	<u>4,000</u>	<u>18,133</u>	<u>70,275</u>	<u>92,408</u>
Net Book Value at 31 March 2010	<u>78,000</u>	<u>2,600</u>	<u>6,693</u>	<u>87,293</u>
<b>Net Book Value at 31 March 2011</b>	<u>76,000</u>	<u>2,029</u>	<u>3,076</u>	<u>81,105</u>

**DOWN'S SYNDROME SCOTLAND**

**Notes to the Financial Statements for the year ended 31 March 2011 (continued)**

<b>7. Debtors</b>	<b>2011</b>	<b>2010</b>
	£	£
Other Debtors	40,662	14,436
Prepayments	3,500	4,520
	<u>44,162</u>	<u>18,956</u>

<b>8. Creditors: Amounts falling due within one year</b>	<b>2011</b>	<b>2010</b>
	£	£
Other Creditors	6,043	8,394
Accruals	11,382	13,323
	<u>17,425</u>	<u>21,717</u>

**Financial Commitments**

At 31 March 2011 the charity had annual commitments under a non-cancellable operating equipment lease as follows:

Expiry date:	<b>2011</b>	<b>2010</b>
	£	£
Between one and five years	3,350	3,211
	<u>3,350</u>	<u>3,211</u>

**9. Restricted Funds**

	Balance at	Movement in Resources		Transfer from	Balance at
	01/04/2010	Incoming	Outgoing	Unrestricted Funds	31/03/2011
	£	£	£	£	£
Making Your Way Project ( <i>Big Lottery Fund</i> )	10,293	58,983	(54,560)	-	14,716
Family Support Services	15,000	30,000	(30,500)	-	14,500
West of Scotland Toddler Group	292	-	-	-	292
Library	-	2,000	(2,000)	-	-
Fixed Assets reserve	34,761	-	(7,586)	-	27,175
Information Resources ( <i>Scottish Gov</i> )	-	34,950	(34,950)	-	-
Committee rep adults with Down's syndrome	4,000	-	-	-	4,000
ABC Service - run by DSS	-	7,919	(12,809)	4,890	-
Parent Contact Support Service	-	8,250	-	-	8,250
	<u>64,346</u>	<u>142,102</u>	<u>(142,405)</u>	<u>4,890</u>	<u>68,933</u>
<b>Branch restricted Funds</b>					
Lothian - ABC Group	5,585	5,202	(10,330)	-	457
Ups and Down's-Theatre Group	34,266	42,782	(33,947)	-	43,101
	<u>39,851</u>	<u>47,984</u>	<u>(44,277)</u>	<u>-</u>	<u>43,558</u>
<b>Total Restricted Funds</b>	<u>104,197</u>	<u>190,086</u>	<u>(186,682)</u>	<u>4,890</u>	<u>112,491</u>

## DOWN'S SYNDROME SCOTLAND

### Notes to the Financial Statements for the year ended 31 March 2011 (continued)

#### Restricted Funds (continued)

##### Making Your Way Through Life Project

This project is funded by the Big Lottery Fund and works to increase the confidence and self-esteem of people with Down's syndrome by providing them with necessary skills. This project is for 5 years commencing July 2009

##### Family Support Services

This relates to funding received for contributions towards the costs of employing a Senior Family Support Officer. Key Funders this year were the RS Macdonald Charitable Trust and the Agnes McCallum Charitable Trust.

##### West of Scotland Toddler Group

To support the children's toddler group operating in the West of Scotland

##### Library

To jointly provide an online library facility with the Scottish Consortium for Learning Disabilities

##### Fixed Assets Reserves

Represents the net book value of premises and tangible fixed assets acquired with restricted funds

##### Information Resources

This relates to funding received from the Scottish Government for contributions towards the costs of reviewing and implementing the information service in all of its aspects.

##### Adults with Down's syndrome

This relates to funding received from a number of sources, including the Hugh Fraser Charitable Trust, the JK Young Charitable Trust and the PK Charitable Trust to carry out a fact-finding exercise on how adults with Down's syndrome would be able to contribute to the policy making of the Charity.

##### ABC Group run by Downs Syndrome Scotland

This relates to the Achieving Better Communication Group now managed from the National Office in Edinburgh.

##### Parent Contact Support Service

This represents funding from a variety of sources, including the Rotary Club Corstorphine and other charitable trusts. The previous service will be updated and enlarged and relaunched during 2011/12. The costs involved include training, development and support of the new volunteers.

##### Branch Restricted Funds

These relate to funds received at the branches restricted to a certain activity.

10. Unrestricted Funds	Balance at 01/04/2010 £	Movement in Incoming £	Resources Outgoing £	Transfers £	Balance at 31/03/2011 £
General Reserves (unrestricted)	175,260	192,057	(203,555)	(14,110)	149,652
Designated Fund Capital Renewal	15,780	-	-	9,220	25,000
Designated Fund -Branch Caravan fund	5,842	3,555	(5,168)	-	4,229
Branch Reserves (unrestricted)	81,971	42,825	(25,700)	-	99,096
<b>Total Unrestricted Funds</b>	<b>278,853</b>	<b>238,437</b>	<b>(234,423)</b>	<b>(4,890)</b>	<b>277,977</b>

##### Designated Fund - Capital Renewal

This fund represents funds designated by the Directors to help defray the impact of future expenditure on capital items (Property and Computer Equipment)

##### Designated Fund - Branch Caravan Fund

This fund represents funds designated by the Directors for the continued upkeep of the caravan made available for families of children with Down's syndrome.

**DOWN'S SYNDROME SCOTLAND**

**Notes to the Financial Statements for the year ended 31 March 2011 (continued)**

---

**11. Analysis of Funds Net Assets**

	<b>Fixed Assets £</b>	<b>Current Assets £</b>	<b>Total £</b>
Restricted Funds	27,175	41,758	68,933
Branch Restricted Funds	-	43,558	43,558
Unrestricted General Funds	53,802	95,850	149,652
Unrestricted Branch Funds	128	98,968	99,096
Designated Funds	-	29,229	29,229
	<u>81,105</u>	<u>309,363</u>	<u>390,468</u>

**12. Pension Scheme**

**12.1 Defined contribution pension arrangements**

The charity operates a group personal pension scheme on a defined contribution basis. Employer contributions are paid up to 4% of pensionable salaries, if matched by employee contributions. Employer pension contributions payable in the year were £2,572. The contributions payable are charged to the Statement of Financial Activities in the period to which they relate.

**12.2 Defined benefit pension arrangements**

Down's Syndrome Scotland participates in the Scottish Voluntary Sector Pension Scheme (the Scheme). The Scheme is a multi-employer defined benefit scheme. The Scheme is funded and was contracted out of the state scheme until 31 March 2010, when the Scheme was closed to future accrual.

The Scheme operated a single benefit structure, final salary with a 1/60<sup>th</sup> accrual rate until 30 September 2007. From October 2007 there were two benefit structures available, final salary with 1/60<sup>th</sup> accrual rate and final salary with 1/80<sup>th</sup> accrual rate, until the date of the Scheme closure on 31 March 2010.

The Scheme closed to future accrual on 31 March 2010. There is currently no intention to wind-up the Scottish Voluntary Sector Pension Scheme and it continues in paid-up form.

The Trustee commissions an actuarial valuation of the Scheme every 3 years. The main purpose of the valuation is to determine the financial position of the Scheme in order to determine the level of future contributions required so that the Scheme can meet its pension obligations as they fall due.

The actuarial valuation assesses whether the Scheme's assets at the valuation date are likely to be sufficient to pay the pension benefits accrued by members as at the valuation date. Asset values are calculated by reference to market levels. Accrued pension benefits are valued by discounting expected future benefit payments using a discount rate calculated by reference to the expected future investment returns.

It is not possible in the normal course of events to identify the share of underlying assets and liabilities belonging to individual participating employers. This is because the scheme is a multi-employer scheme where the scheme assets are co-mingled for investment purposes and benefits are paid from total scheme assets. Accordingly, due to the nature of the Plan, the accounting charge for the period under the FRS 17 represents the employer contribution payable.

The last formal valuation of the Scheme was performed as at 30 September 2008, by a professionally qualified actuary using the Projected Unit Method. The market value of the Scheme's assets at the 30 September 2008 was £45.1 million. The valuation revealed a shortfall of assets compared with the value of liabilities of £20.438 million (equivalent to a past service funding level of 68.8%).

## DOWN'S SYNDROME SCOTLAND

### Notes to the Financial Statements for the year ending 31 March 2011 cont.

---

The financial assumptions underlying the valuation as at 30 September 2008 were as follows:

	%pa	
• Investment return pre retirement	6.8	
• Investment return post retirement	4.6	
• Rate of salary increase	4.2	for five years and
	4.7	thereafter
• Rate of pension increases:		
For pensionable service pre 6 April 2005	3.0	
For pensionable service post 5 April 2005	2.3	
• Rate of price inflation	3.2	

The funding update at 30 September 2010 revealed that the estimated past service funding level has increased to 81.0%, and the shortfall of assets compared with the value of liabilities has fallen to an estimated £15.12m. This is primarily due to positive investment returns over the period concerned, the settlement of employer debts on leaving, the change in basis of pension increases from RPI to CPI and the changes in actuarial assumptions.

If an actuarial valuation reveals a shortfall of assets compared to liabilities the Trustee must prepare a recovery plan setting out the steps to be taken to make up the shortfall.

It was agreed that the following joint contribution rates would be payable until 31 March 2010:

Benefit structure	<i>joint contribution rate (% of pensionable salaries)</i>
Final salary 1/60th accrual rate	22.7% Comprising employer contributions of 15.2% and member contributions of 7.5 %

From 1 April 2010 contributions in respect of future service have ceased.

From 1 April 2010 a new recovery plan came into effect, following the finalisation of the 2008 valuation. Under the recovery plan Down's Syndrome Scotland is required to make lump sum payments of £7,032p.a. increasing annually in line with the salary assumption used in the valuation.

If the valuation assumptions are borne out in practice this pattern of contributions should be sufficient to eliminate the past service deficit arising from the 2005 and 2008 valuations, on an on-going funding basis, by 31 March 2022. The required level of deficit contributions will fall from 30 September 2018.

A copy of the recovery plan must be sent to the Pensions Regulator. The Regulator has the power under Part 3 of the Pensions Act 2004 to issue scheme funding directions where it believes that the actuarial valuation assumptions and/or recovery plan are inappropriate. For example the Regulator could require

## DOWN'S SYNDROME SCOTLAND

### Notes to the Financial Statements for the year ending 31 March 2011 cont.

---

that the Trustee strengthens the actuarial assumptions (which would increase the scheme liabilities and hence impact on the recovery plan) or impose a schedule of contributions on the Scheme (which would effectively amend the terms of the recovery plan).

The recovery plan from the 2008 valuation has been submitted to the Pensions Regulator. The next full actuarial valuation will be carried out as at 30 September 2011.

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Scheme. The debt is due in the event of the employer ceasing to participate in the Scheme or the Scheme winding up.

The debt for the Scheme as a whole is calculated by comparing the liabilities for the Scheme (calculated on a buyout basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Scheme. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Scheme's liability attributable to employment with the leaving employer compared to the total amount of the Scheme's liabilities (relating to employment with all the currently participating employers). The leaving employer's debt therefore includes a share of any "orphan" liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Scheme liabilities, Scheme investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

Down's Syndrome Scotland has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Scheme as at 31 March 2010. As of this date the estimated employer debt for Down's Syndrome Scotland was £100,000.