

DOWN'S SYNDROME SCOTLAND

Trustee's Report and Financial Statements

For the year ended 31 March 2014

Scottish Charity Number SCO11012

Down's Syndrome Scotland is a Charitable Company Limited by Guarantee. Registered in Scotland No 356717.

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Directors	Ian Fraser Suzanne Cunningham Stephen Hughes Moira McIntosh Lesley Stalker Jane Dolan Joanne McAlpine Laura Cameron Karen Gilligan Calum MacKenzie	Chairperson Vice Chairperson Vice Chairperson Vice Chairperson
Company Secretary	Pandora Summerfield	Chief Executive
Management Team	Pandora Summerfield Sarah Van Putten Susan McKenzie Sharon Kane	Chief Executive Family Support Service Manager Finance Manager Fundraising Manager
Auditors	Geoghegans Chartered Accountants 6 St Colme Street Edinburgh EH3 6AD	
Bankers	Royal Bank of Scotland 142-144 Princes Street Edinburgh EH2 4EQ Charities Aid Foundation 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Julian Hodge Bank 29 Windsor Place Cardiff CF10 3BZ	
Solicitors	Lindsays WS Caledonian Exchange 19a Canning Street Edinburgh EH3 8HE	
Registered Office	158-160 Balgreen Road Edinburgh EH11 3AU	
Charity registration number	SC 011012	
Company registration number	SC356717	

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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 2014.

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

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

Elected members

Suzanne Cunningham
Jane Dolan
Ian Fraser
Karen Gilligan
Joanne McAlpine
Moir McIntosh
Calum MacKenzie
Lesley Stalker
Laura Cameron

Appointed members

Stephen Hughes
2 Vacancies

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c) Chief Executive

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 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 16 members of staff (14.3 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 operating premises, 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.

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2. 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.

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3. ACHIEVEMENTS AND PERFORMANCE

The report on Achievement and performance is reported over the charity's principal activities.

RELIEVE THE NEEDS OF PEOPLE WITH DOWN'S SYNDROME AND THEIR PARENTS, RELATIVES AND CARERS

a) Providing Family Support and Information

The provision of our Family Support Service continues to be a critical part of what we do and is at the heart of the organisation. Over the last year, the Family Support Service expanded and is now made up of four part-time Family Support Service Officers, one of which is a senior worker. Each officer is dedicated to covering a specific geographic territory. The team is headed up by a full-time manager. Together they provide information and support to families throughout Scotland.

This year:

- 818 parents received support on various issues (2013 – 769 parents)
- 247 families received ongoing personal support for complex issues (2013 – 208 families)

The service offers 'all through life' support. Enquiries cover developmental milestones such as feeding, weaning, learning to walk, nursery and school education particularly around transition periods. Medical issues cross all ages and typical enquiries are around sleep disturbance, tonsils, sleep apnoea, heart surgery, thyroid, diet, weight and exercise.

The link between Down's syndrome and dementia cannot be underestimated with 50 percent of people with Down's syndrome developing dementia and usually earlier in life than the population without Down's syndrome.

This year we have supported parents and/or siblings who are the main carers for adults with Down's syndrome. Increasingly, families are approaching us about transition to adulthood, community care issues, moving their son/daughter into their own home and thinking about what will happen on their death as well as issues of guardianship, power of attorney, wills and trusts.

Our impact

At present we measure the success or impact of our service through gathering feedback contained in letters, telephone messages and e-mails. Informal comments from parents and professionals have been recorded in order to help us evaluate our practice.

Case study:

In September 2013, a much loved baby boy joined a loving family in Edinburgh. His diagnosis of Down's syndrome was a shock for both his parents who also had the task of telling his big sister. Like 25 percent of babies with Down's syndrome, he also had a congenital heart defect, which required surgery within the first few months of his life. The family received a home visit from a Family Support Service Officer shortly after arriving home from hospital and were provided with information and support as well as being referred on for counselling. The family were put in touch with a Parent Contact Volunteer whose daughter had undergone surgery a couple of years earlier and they continue to keep in touch with each other. The Family Support Service Officer ensured that accommodation referrals were made for when the child would be in Yorkhill Hospital. Unfortunately, this first appointment was cancelled due to the wee boy's health.

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During the next couple of months, the Family Support Service Officer kept in touch with the family and supported them to complete their successful DLA application as well as prepare for their son's admission to Yorkhill. He was admitted for surgery and after a couple of weeks stay in hospital, is now making a good recovery.

b) Provision of Branch Activities

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

In addition, our branches fundraise in order to organise activities and trips for their members. The branch committees are always trying to think of new fun things for members to do, which can be challenging at times as they are providing activities for children and adults with Down's syndrome as well as social activities for parents and carers to network and come together in a relaxed environment. Below is a brief summary of each branch's activity over the last year.

Ayrshire

Our Ayrshire Branch continued to hold monthly meetings in Kilmarnock. Some members were involved in a music and drama group. This has proved to be a great confidence builder for many members and a chance for the more confident to show their skills and talents.

The branch also provides a yearly weekend excursion. This was a popular event which included many children with more complex needs taking part in the fun. It also allowed siblings to attend and share the experience as well as allowing fathers a chance to share their experiences.

Central

Our Central Branch continued to run the popular Activities Club for all ages. People with Down's syndrome and their siblings enjoyed ball games, board games, pool and toys. Individual music sessions with a music specialist were provided. The branch also provided a Parent, Baby and Toddler Group where parents can share experiences while the children play.

Other events have been ten pin bowling outings that promoted socialising and exercise as well as the branch's annual trip to Blair Drummond Safari Park, which was attended by 34 members. The branch's annual Christmas Party was attended by 50 members of all ages and 38 people attended a Christmas pantomime. The branch celebrated Down's Syndrome Awareness Week in March by holding an Open Day at the Activities Club with a banner making workshop with Artlink Central. Information leaflets and newsletters were available to all who attended.

People who attended the above events received support from others, opportunities to socialise, exercise, learning new skills, confidence building and sharing best practices.

Edinburgh and the Lothians

The Edinburgh and Lothians Branch held several groups throughout the year for parents, adults and children with Down's syndrome. The Parent, Baby and Toddler group was attended by 15 members. The

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group has provided a lifeline for families as they come to terms with Down's syndrome. A physiotherapist also attended once a month to offer advice. The popular Boogie Bunch for adults with Down's syndrome enjoyed Zumba classes and other activities. This group had 15 regular members and is currently looking for helpers to supervise future group trips. A new group, Magic Stars, for young people aged 10 to 18 started. Magic Stars encourages healthy living choices and includes making healthy snacks and an inclusive physical activity such as dancing, football and dodgeball. There were seven regular attendees.

The branch also held Christmas events – an annual Christmas party and a branch outing to see a Christmas pantomime. The Christmas party was opened up to also include children aged 12-16 years old and resulted in 60 children attending. There were 80 branch members ranging from ages 2 to 80 who attended the Christmas pantomime.

Grampian

The Grampian Branch continued to hold its successful Parent and Toddlers Group and Pool Group for adults with Down's syndrome. The Pool Group met once a month in an Aberdeen city centre pool club and those attending played pool, watched TV and/or had drinks at the bar while meeting new and old friends.

The branch also held a two day Makaton course on a Saturday over two weekends so that working parents and education professionals could attend. It was well attended and the attendees felt that they received plenty of information.

A Christmas Disco for teenagers and adults was held for the first time in five years. It was held at the local cricket club and was attended by about 40 adults with Down's syndrome and their parents/carers. It was very popular and the branch is considering having this as an annual event.

Tayside and Fife

The Tayside and Fife Branch continued to provide three regular groups: Swing 'n' Sing, Ups and Down's Group and Beat It Out Drumming Sessions. These groups usually take place once a month throughout the year. The Swing 'n' Sing group in Newport allows parents to support each other and share their experiences while the children enjoyed the music and singing sessions. The Ups and Down's group in St Madoes (formerly for children under five years old) is an informal group for parents and primary school-age children with Down's syndrome as well as their relatives and siblings. The group provides a mixture of play, song and sign for the children while the parents can chat and share their experiences over a coffee. The Beat it Out Drumming sessions, for branch's members who are 12 years and older, provided further musical activities for those who have outgrown Swing 'n' Sing. Five members regularly attended during the year.

The branch organised a few special events during the year. A family outing to Active Kids, Stanley, was a great success in the summer of 2013 with a good attendance of branch members who all enjoyed the outdoor play and picnic lunch. The branch also organised a visit to St Madoes Community Centre with the BarrowBand to celebrate Down's Syndrome Awareness Week, where families enjoyed the live music and singing and dancing to songs about fruit and vegetables. A family Party Day is being planned for later in 2014 to raise funds and awareness about Down's syndrome and the local branch.

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West of Scotland

The West of Scotland Branch provided four regular groups for various age groups: Parent and Toddler Group, Drama Groups, Saturday Sociables and Ten-Pin Bowling Group. There were two Parent and Toddler Groups: in the Newton Mearns group children could have a music, movement and dance session with Jo Jiingles and in Motherwell where there is a Sing and Sign session for parents and children to learn and expand Makaton signing. A new sports group for children with Down's syndrome aged 5-12 and their siblings started in the autumn. It is run by sports coaches from East Renfrewshire Council and runs at the same time as the Newton Mearns Parent and Toddler Group in the same building so children from the same family can attend whichever group best suits them.

The Drama Groups were provided to young people and adults with Down's syndrome. A total of 18 people attended the groups regularly. Saturday Sociables, a group for adults with Down's syndrome, ran a range of social activities. Adults could meet new and old friends while enjoying arts, sports, cooking and day trips. The Ten Pin Bowling Group in Kirkintilloch was also popular for people with Down's syndrome 14 years and older.

The branch also organised special events throughout the year: a well-attended ceilidh in Glasgow City Centre in June, a Christmas pantomime trip to Motherwell and a curry karaoke trip in February.

Our impact

"I like to chat to other parents and share ideas." – Parent who attends the Activities Group through our Central Branch.

"I love playing the drums at the club." – Adult with Down's syndrome who attends the Activities Group through Central Branch.

"It's great to meet fellow parents and to see the physio in an informal setting as in appointments I forget to ask questions" Aoife – Parent who attends the Parent and Toddler Group through the Edinburgh and Lothians Branch.

"The monthly Ups and Down's sessions are joyful occasions for the kids, their siblings and the adults alike. To have a platform to join together and celebrate our diverse and unique children is vital and cherished by our family. A place to relax, share, laugh and support without fear of prejudice or discrimination." – Mum who attends the Tayside and Fife Branch Ups and Down's Group.

c) Communication and Information Resources

Digital Developments

We continued to make constant updates to our web site, which was launched in 2009. As the charity has seen rapid growth in the services that it provides, we will be redeveloping our website during 2014 with updated functionality and architecture but in an informative and accessible way. New additions to the current website were: the Keys to Life: Time for You Fund, Policy Centre, Communications Skills Workshops, fundraising registration and information pages for Race 21, Aberdeen Dinner and Firewalk events.

During the year, our web site received traffic from 129 countries (2013 – 115 countries) and received 29,921 new visitors (2013 – 18,992).

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Alongside our web site, we continued to produce our monthly e-bulletin. It is vibrant and easy to read and has been complimented by other organisations. This service is continually growing steadily each year; this year we received 155 new subscribers. We continue to be a success story for our e-bulletin company.

We have maintained our presence on social media sites Twitter, Facebook and YouTube page. Although our target audiences for Twitter are related organisations and professionals and parents and family members of people with Down's syndrome for Facebook, we have continued to see and welcome some cross over between the two sites. Our YouTube page is used to post videos of our events or to raise awareness of Down's syndrome through parents' videos.

Our social media profiles have been raised among families with our monthly Facebook and Twitter Question and Answer Hour. This allows families to send an instant query to our Family Support Service Officers who will respond straight away with either the information or a follow up. In July, we introduced a Speech and Language Facebook Hour with our new Speech and Language Therapist, which has become popular. Throughout the year, we received a total of 246 Facebook queries (2013 – 339 queries), 196 Facebook likes (2013 – 132 likes) and 14 tweets (2013 - 39 tweets) during the monthly Facebook and Twitter Hours.

Our impact

"Just wanted to say well done! The magazine is fantastic again! Very impressed – such a great read."
– Parent of a child with Down's syndrome in Edinburgh.

"Down's Syndrome Scotland's Facebook monthly Q&A sessions are amazing and really convenient for me now that we live in Spain. You can leave a question, and DS Scotland will always answer it and you can get on with your day and go back for the answer when you have time." – Facebook fan.

d) Grants for parents and carers

We currently oversee two grants programmes for parents/unpaid carers who have a significant caring role for an adult or child with Down's syndrome living with them. Both grants are run in conjunction with Shared Care Scotland on behalf of the Short Breaks Fund. We received a second batch of Creative Breaks funding, which runs from early November 13 to early October 2014. We have also been awarded the Keys to Life: Time for You fund, which runs from December 2013 to April 2015.

The grants, in the range of £300-£500, are used to provide a break for the parent/unpaid carer whether it is a short break, gym/spa memberships, or a bike or garden furniture to provide themselves and family members with many hours of relaxation. This results in relief of stress and increased quality of life. We have awarded £18,205 to 56 carers of adults with Down's syndrome and £17,035 to 44 carers of children with Down's syndrome.

Our impact

"The dance therapy has proven to have a positive effect on my daughter's health and wellbeing. This in turn has had an impact on my quality of life and relieving the stress." – Mum and carer of 20 year old daughter was granted cost of one term of dance therapy sessions for her daughter.

"Cycling has given me such a sense of freedom and my new bike will make it much easier as it is bang up to date." – Parent and carer.

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e) Communication and Information Resources

Publications

Our bi-annual magazine, *Full Potential*, was in its fourth year of print and is delivered to our members every spring and autumn. Articles focused on: news, lifestyle, family, health, research, fundraising, events, opinion and are written by members, supporters, medical specialists and researchers. The four page supplement, *Fundraising Focus*, provides fundraising-related news, thank yous, activities and tips for our fundraisers. Our total magazine subscribers goes out to over 1,100 subscribers throughout the UK and abroad.

Our publications are very popular among families and professionals in the UK and abroad. The publications are currently under review with the aim to produce updated, relevant publications.

Our impact

"I cannot thank you enough. I am working with a family that has a 51 year old daughter with Down's syndrome and your publication on dementia will be very useful for them." – Care professional from USA

Library

Our library resources are full of information for individuals with Down's syndrome and for their parents/carers and professionals. We publicised our library services, which is free to members, through our e-bulletins and magazine. Our Family Support Service promotes the library services to parents and professionals that they meet. This year we added 27 books and 10 DVDs to our library. These resources cover: education, language, bereavement, adolescence, ageing, Alzheimer's disease, health and development.

f) Awareness and Fundraising

Our Annual Conference was once again held in November. The event was successful with 93 delegates (2013 – 121 delegates due to high profile keynote speaker Sue Buckley) and 21 children (2013 – 18 children) in attendance. Workshops focused on a range of topics: apps, planning for your future, liaison nursing service, managing behaviour, education transitions, improving communication skills, access to work, a dad's workshop and arts and crafts.

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HELP TO FACILITATE THE PERSONAL DEVELOPMENT OF PEOPLE WITH DOWN'S SYNDROME IN ORDER THAT THEY MAY REALISE THEIR FULL POTENTIAL

g) Training for young people and adults with Down's syndrome

Our Making Your Way Through Life (MYWTL) project, which is funded by the Big Lottery for five years until July 2014, delivers life skill courses and The Big Plan programme to young people and adults with Down's syndrome. These courses develop practical and social skills, increase confidence and independence and make plans for the future. The MYWTL project held four Health, Heart and Happiness courses – one in Edinburgh and, due to demand, three in Fife. The course used fun activities to help attendees understand healthy eating topics such as: sugar, fats and the importance of eating fruit and vegetables. It also covered exercise and looking after yourself. There were 29 young people and adults who took part in the courses.

The Big Plan gives young people and adults with Down's syndrome the opportunity to think about what they want in their lives. Participants explored what they are good at, their interests, hobbies and gifts through five sessions. With the help of their families and friends, they put together action steps to work towards a person-centred plan for their life. They came together again in a follow up meeting three months later and shared their achievements. One Big Plan programme was held in Aberdeen where seven families took part and a Big Plan has started in Glasgow, finishing early April. Six families took part in Glasgow. The MYWTL project employed five sessional trainers with Down's syndrome. The trainers continued to support the delivery of courses and to improve their training skills.

Our impact

"A great idea to help young people think about what they would like to do and achieve. Well organised and very welcoming – a really good atmosphere." - Big Plan Aberdeen attendee.

"I am always very excited to come to the Big Plan. All the people are really nice. I like to do the writing and posters, nice to think about my work. Good to meet new friends. I like hearing other people's ideas – good luck. Good fun." - Big Plan Aberdeen attendee.

"I have done well on healthy eating now for two days and also I liked the course very much." - Health, Heart and Happiness course attendee.

"It was very good. It was good to learn about sugar and fats. The food labels were helpful. I would like to do more. I made friends too." - Health, Heart and Happiness course attendee.

h) Achieving Better Communications ("ABC") and Communications Skills Pilot

The popular ABC Groups in Edinburgh have continued. In addition to the weekly fees they pay, the parents with the support of National Office have continued to fundraise to ensure that all costs are covered. The service now has 28 children attending from aged 11 months to 17 years, coming from Edinburgh, the Lothians and Fife and seven children on a waiting list. In light of this work, we also secured funding for a new Communications Skills pilot project that started in summer 2013.

This year we received funding from RS MacDonald Charitable Trust, Equitable Charitable Trust, Children's Aid and the John Watson Charitable Trust to offer a year long pilot communications project. The project includes weekly ABC Groups in Glasgow. The groups follow the same model run in Edinburgh and they provided children and their parents with communication strategies to help the children reach their full

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potential. There were 20 children and their parents/carers who attended each week and two on the waiting list. One child received one-to-one work within his school by our Speech and Language Therapist.

The project also includes communication skills parental workshops that run in Perth, Orkney, Inverness and Aberdeen. Parents and carers attended a series of five workshops to learn about typical language development, the learning profile of their child and were given strategies to improve their child's communications skills. The children then attended a series of five practical workshops to demonstrate the strategies. 40 children and 32 parents attended. The pilot projects will be formally evaluated by the University of Strathclyde's School of Psychological Sciences and Health during summer 2014.

Our impact

"This is vital for our children as it helps them to become independent individuals. Sessions are fun and parents are given tips for developing activities at home. My son has been coming for years and loves it. He's developed strong friendships with the other children." - Parent whose 15 year old child attends the ABC Groups in Edinburgh.

"I think the aim [to give parents information about communication and how their child learns best] has been met really well. I'm absolutely delighted with the information we have received. It's everything, the quality of the information, who presents it, everything." - Parent who attends the Perth Communications Skills Workshop.

"I'm learning new ways to communicate with my child. At first I thought it would be Makaton [sign language] but I'm learning about mouth movements, it's gone beyond my expectations." - Parent of young child attending ABC Group in Glasgow.

i) Down's Syndrome Sports ("DSSports")

Our DSSports programmes continued with no significant new developments this year. Football, Dance and Karate have all continued. Our DSSports Swimmers have had a very successful year winning medals at the 2013 May Philip's Down's Syndrome International Swimming Organisation.

Our impact

"I believe the project has made a big difference to the swimmers lives, being involved in sport and big competitions encourages them to continually improve and perform to the best of their ability despite their disability. It improves not just their swimming but their wellbeing, social and communication skills" - Parent whose child attends the DSSports Swimming programme.

"I love swimming because it is exciting and good fun, achieving personal bests and goals. I love being successful and love the encouragement I get and the support."- DSSports Swimmer.

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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

j) Provision of Information to Professionals

Our Family Support Service also supports professionals, whether this is medical professionals, teachers or coaches. This year, we introduced a new training course called Improving Communication Skills of Children with Down's Syndrome that focused on their particular strengths, challenges as well as strategies to improve this. This course was designed for teachers and support staff. We delivered training courses and consultation visits to staff from 19 local authority areas.

We registered with Education Scotland as a Continued Professional Development provider. We supported community learning disability nurses particularly around dementia in adults with Down's syndrome. Other professionals such as health visitors and home visiting teachers have also contacted the organisation for support and information. Our new baby packs continue to be available in every maternity unit in Scotland.

Our Family Support Service supported a further 444 professionals during the year through dealing with their enquiries. We would like this to continue and grow further.

Our impact

At present we measure the success or impact of our service through gathering feedback contained in letters, telephone messages and e-mails. Informal comments from parents and professionals have been recorded in order to help us evaluate our practice.

"All my questions answered! I have a lot more confidence and knowledge concerning Down's syndrome now." – Primary school teacher

k) Training for professionals

The charity 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.

Activity in this area of work is primarily the responsibility of our Family Support Service Officers. Our courses received Continued Professional Development Accreditation in spring 2013. Work undertaken during the year included delivering training courses and consultation visits to staff from 19 local authority areas.

Our impact

"This has been an invaluable input for me and has reassured me that I can make a difference to Sophie's learning and development. I'm excited about having Sophie in my class." – Primary school teacher who received training from us.

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l) Policy work

Our first policy officer joined us in July 2013. The position is funded for two years by the Scottish Government's Third Sector Early Intervention Fund through the Big Fund. The aim of our policy work is to ensure that we represent the interests of people with Down's syndrome and their families to policy and decision makers. This year we have done this through consultations, creating a policy panel, holding/attending events and through work with Allied Health Professionals ("AHP").

Consultations

We have submitted evidence on various issues including screening indicators, welfare reform, the draft youth sport strategy, health care strategy, the Children and Young People (Scotland) Bill, the Blue Badge scheme and access to education.

Policy Panel

Our Policy Panel consists of family members of people with Down's syndrome and helps us gather evidence on specific topics likely to affect them. We have 10 members in the panel and we hope to increase the panel size as our policy work develops.

Events

We organised an information session for MSPs at the Scottish Parliament and a members' business debate was also held during Down's Syndrome Awareness Week. For the first time, we took part in attendance at Party Conferences which will be expanded over the next year.

AHP Care Pathways

We worked with the AHP National Lead for Children and Young People looking at the role and support offered by AHPs to children with Down's syndrome and their parents/carers. We hope that this new project will lead to the development of a nationally agreed Down's Syndrome Specific Care Pathway.

Our impact

"I commented on the youth sports strategy because it is imperative that children and young people with Down's syndrome have the full opportunity to enjoy the benefits sport brings at whatever level they want to engage. We know how much our daughter relishes her on-going involvement in sport - including her seven years (to date) of Taekwondo. Through openness among coaches and administration staff, we know that others with Down's syndrome will be able to find their way into sports, which will give them so much enjoyment and improve their sense of well-being." - Parent and member of Policy Panel.

"Down's Syndrome Scotland at Parliament. Eye opening. Inspired by Kim, her job and her independence." – Tweet from Dave Thompson MSP.

m) Awareness and Fundraising

Raising the awareness of Down's syndrome and the charity as well as raising funds is paramount to us and our mission. By raising awareness of Down's syndrome and the charity, we raise the profile of the charity and this provides an opportunity for us to reduce the stigma of Down's syndrome, advertise our services in communities throughout Scotland and promote fundraising and volunteer opportunities to new and current supporters. We currently do this through events, fundraisers, media relations, recruiting volunteers, businesses and working with our patrons.

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Events and Campaigns

This year was a very big year for our fundraising and awareness events. In September 2013, we held our first ever trek called the Big Small Isles Challenge. We had 14 fundraisers who raised over £18,000 to climb the highest peaks in Rum, Eigg, Muck and Canna over a weekend. Because of our Big Small Isles Challenge, we were shortlisted for the 2014 Scottish Adventure Awards' Charity Award. We won the Scottish Adventure Awards' Public Award out of the 52 other outstanding individuals, organisations and companies up for the award. We also held a Christmas raffle that raised over £5,000.

We organised our first Down's Syndrome Scotland fundraiser called Race 21 in early March. It was a one mile walk/jog/run through a Glasgow park. This event was sponsored by Indigo Social Media. People were in groups of three and were tied together by "chromosome" ropes. The race was a success with over 160 people taking part and raised over £3,000 (and counting). The race included all ages and abilities and we hope to make this an annual event and to grow this event throughout Scotland in the coming years.

For Down's Syndrome Awareness Week, we continued to run a month long fundraising and awareness campaign, Do a Dish for Down's Syndrome. The focus of this campaign is around inclusion and the way in which sharing food brings friends, families and communities together. The event was in its fifth year. We also took part in Down Syndrome International's Lots of Socks campaign, which was very successful with families, schools and colleagues. We had 62 people post sock selfies on our Facebook and Twitter pages, 907 people made donations through text for Lots of Socks sponsorship raising over £2,100. We also had 33 other photos posted on Facebook and Twitter for general awareness during the week and over £580 in website donations during Awareness Week.

The *Six Percent. Down's Syndrome: My Photographs, Their Stories* exhibition, which is a partnership with documentary photographer Graham Miller, was exhibited at the Eden Court Theatre in Inverness for the month of March. The exhibition included photographs and quotes showcasing intimate moments, relationships and everyday life of Scottish families with a person with Down's syndrome. The exhibition received 10 media mentions including STV Aberdeen and Moray Firth Radio. During the Inverness exhibition launch, we also announced our new Family Support Service Officer for the Highlands and Islands. In the future, we plan to provide this exhibition to other locations in Scotland.

Our last large event was held on World Down's Syndrome Day (March 21st). It was our Aberdeen Dinner. Over 150 people attended and raised over £10,000. The evening included speeches from our Chief Executive and an adult with Down's syndrome and premiered our appeal video to raise awareness of the charity and Down's syndrome.

Our impact

"Further to you sending me out the 9 Facts about Down's Syndrome flyers, I managed to display these in 3 different hairdressers. I also gave them photos of my daughter to display. They all said that they had a lot of lovely feedback and good conversations. So many of the customers had someone in their lives that had some connection with someone with Down's syndrome and those that didn't were really interested in learning about it." – A mum from Edinburgh who took part in raising awareness at local hairdressers.

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Media Relations

We work with journalists to provide news responses to issues focused on 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 the awareness of people with 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.

During the year, we had 62 press mentions (41 mentions - 2013). We also became Friends of the Scotsman, which allowed us to write six articles for the Scotsman on any topic throughout the year. We wrote about general awareness, the 2018 World Down's Syndrome Congress, the Keys to Life strategy, our Communications Skills Workshops and our Awareness Week events. We also worked with a freelance journalist for the Sun's Fabulous magazine. She was so impressed with the story and the reader's response that she wanted to work with us on another article. The next article will appear late spring/early summer 2014. During Awareness Week, we received 26 media mentions including an American talk show called The Doctors, Scotland Tonight, BBC Democracy Live, the Daily Record and the Press and Journal.

Our impact

"Just to say how amazing this week has been in relation to the awareness you have been raising and we have just watched Scotland Tonight. What a message you are sending out to people to dispel myths and increase awareness of Down's syndrome. I'm really glad we were made aware of Down's Syndrome Scotland." – Father of a child with Down's syndrome.

Volunteers

With the successful awarding of £10,000 from the Voluntary Action Fund to create a community volunteer programme, our volunteers have given some talks at local groups and associations throughout Scotland. Our volunteer opportunities include: collection can volunteers, fundraising event volunteers, in memorium volunteers and volunteer speakers with and without Down's syndrome to raise awareness of Down's syndrome and the charity at local groups and associations. Our new Community Fundraiser will be focusing on the Volunteer Speaker programme to grow the number of volunteers and talks throughout Scotland in the future.

Charity patrons

Our patron, John Barrowman, of Doctor Who and Torchwood fame, secured collections for us at the SECC in Glasgow after his Christmas pantomime. These collections raised over £17,300 for the charity. Our patron, Gary Coupland from the Singing Kettle, donated tickets to the Singing Kettle for a coffee morning raffle during awareness week and he drew the winning Christmas Raffle tickets from the Singing Kettle, which raised over £5,000.

**DOWN'S SYNDROME SCOTLAND
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PROMOTE AND SUPPORT RESEARCH OF BENEFIT TO PEOPLE WITH DOWN'S SYNDROME AND PUBLISH THE RESULTS OF SUCH RESEARCH

n) Supporting Research of benefit to people with Down's syndrome

During the last year we have continued to support a variety of small research projects being conducted by students completing PhDs. We have also supported three significant projects which are detailed below.

- University of Edinburgh where we continue to support the sleep apnoea research;
- University of Glasgow where we have continued our work in relation to Down's syndrome and dementia development;
- University of Bristol in supporting their set-up of Feeding and Autoimmunity in Downs syndrome Evaluation study (FADES). This should receive ethics approval and commence summer 2015;

Down's Syndrome Scotland continue to work with Down's syndrome Medical Interest group ("DSMIG") and hope to see this relationship grow over the next year.

OTHER

o) 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. We have continued to represent the interests of individuals with Down's syndrome to the following organisations and committees:

Scottish Council for Voluntary Organisations (SCVO) and the Glasgow City Marketing Board (GCMB)

During summer 2013, we worked with SCVO and GCMB to produce a successful bid for the 2018 World Down Syndrome Congress to be held in Glasgow. It is the first time that the congress will be held in Scotland. We will be working alongside SCVO, GCMB and Down Syndrome International in the next few years to ensure a quality event is created for families, professionals, researchers and adults with Down's syndrome as well as members of the public.

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 policy 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 Multiple Impairment Service (PAMIS), Quality Action Group, University of Dundee, University of Glasgow and University of St Andrews. The charity's Chief Executive is a director 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.

Cross Party Group on Learning Disability

We are members of this group, chaired by two MSPs, raising issues pertinent to Down's syndrome and working with other members on taking issues forward.

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Keys to Life Implementation Group

This group was set up by the government to ensure that the Keys to Life strategy for people with learning disabilities is implemented throughout the next 10 years. The charity's Chief Executive is a member of the Keys to Life Implementation Group.

Communication Forum Scotland

This is an informal grouping of a number of organisations in Scotland with an interest in improving communication skills in children and adults who have some impairment in communication.

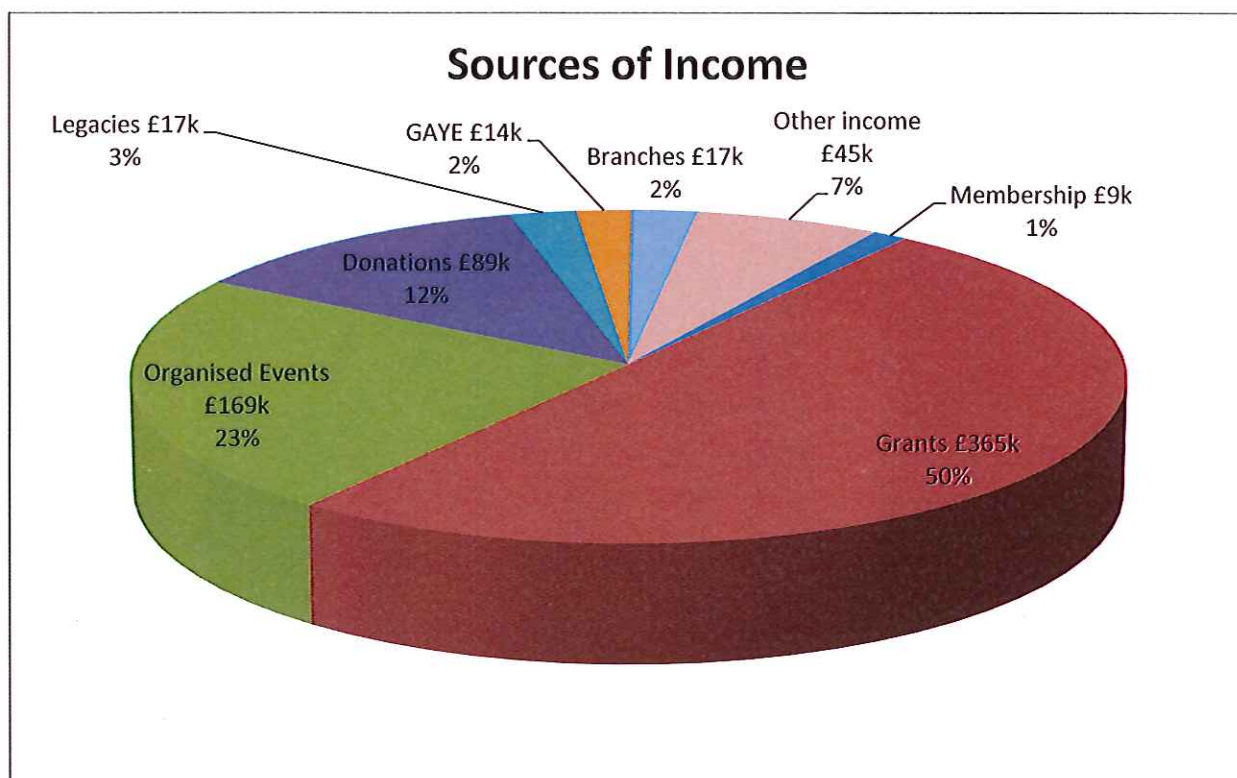
**DOWN'S SYNDROME SCOTLAND
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4. FINANCIAL PERFORMANCE

The Statement of Financial Activities (SoFA) shows the net movement in funds of £94,258 (2013: £128,918). This surplus can be broken down further into a net surplus before transfers on the movement of unrestricted funds of £23,586 (2013: £54,170) and a net surplus on the movement of restricted funds of £70,672 (2013: £74,748).

In 2013-4 94% (2013: 94%) of the Charity's income came through Voluntary Income and Activities for Generating Funds, representing a 15% increase on 2013 (£590k) and is due largely to the success in securing additional grant income for the following restricted activities:

- The Third Sector Early Intervention Fund (run by Big Fund for the Scottish Government) has funded a full-time Policy Officer for two years to help us have an impact on policy matters;
- Scottish Government s10 grant which has increased the size of the Family Support Service;
- Additional funding from the Short Breaks Fund (funded by the Scottish Government and managed by Shared Care Scotland) to allow allocation of funds to carers of adults or children with Down's syndrome who would benefit from increased respite care or are in need of a break;
- Securing of funding to deliver a Communication Skills pilot whereby workshops are offered in various locations throughout Scotland to provide speech and language services.



The Charity relies heavily on generated funds and recognising the increasing activity in these areas the Charity made a number of staffing changes in March 2014. A Community Fundraiser was appointed who will work closely with the Fundraising Manager in order to support raising awareness and volunteer engagement. The importance of Trust fund income to the charity was also recognised with an extension to the Trust Administrator's working hours.

**DOWN'S SYNDROME SCOTLAND
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We will continue to tightly control costs whilst striving to provide the high level of support needed by our members and supporters.

We refer below to our plans for 2014-15 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 following who generously gave funding during 2013-14:

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

AM Pilkington Charitable Trust	Shared Care Scotland
Andrew Paton's Charitable Trust	Souter Charitable Trust
Big Lottery Fund	Templeton Goodwill Trust
Children's Aid (Scotland) Ltd	The Enzo Londei Trust
Communities and Families Fund Grant	The Equitable Charitable Trust
Cruden Foundation	The Hugh Fraser Foundation
Henry Duncan Awards	The John Watson's Trust
Martin Connell Charitable Trust	The Nancie Massey Charitable Trust
Miss BW Muirhead's Charitable Trust	The Nigel Bruce Charitable Trust
Miss Caroline Jane Spence's Fund	The Robertson Trust
Miss EC Hendry's Charitable Trust	The RS MacDonald Charitable Trust
Northwood Charitable Trust	The William S. Phillips' Fund
P F Charitable Trust	Widowers Childrens Home Trust
Scottish Government	

Business donations and sponsorship (listed in alphabetical order)

Asda	Safestore
Indigo Social Media	Scottish Consortium for Learning Disability
Lothian Buses	The Royal Bank of Scotland
Rolls Royce	

Legacies (listed in alphabetical order)

Barbara Helen McAlpine	Miss Margaret Barr
Helen B Johnston	Philip Rocco Rizza

Individual donations and fundraising

In 2013/14 Down's Syndrome Scotland received almost £297k from membership subscriptions, donations and both national and local fundraising events (2013: £311k). Our thanks go to all those who gave of their time or money to support us.

**DOWN'S SYNDROME SCOTLAND
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a) Plans for 2014-15

We will continue to monitor the fundraising, grant and trust growth as the Grants Administrator and new Community Fundraiser settle into their posts. This would be an area we hope to see grow and provide us with more stability. We will continue to pro-actively focus on fundraising through our fundraising team and through our Family Support Service.

Our RS MacDonald funded Communications Skills Workshops programme ends in June 2014 and we eagerly await the independent evaluation by the University of Strathclyde. We hope once we receive this to be able to make significant funding applications for a three year programme to offer more stability to the families and children using this service. In the meantime, we have funding applications outstanding, which will hopefully enable us to offer some support in this area between July 2014 and April 2015. We should hear about this interim funding during summer 2014.

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. We would hope to see a more personalised service with an increase in enquiries and casework as the new, larger Family Support Service team settles into their new geographic areas.

Our Making Your Way Through Life project will be ending its five year projected, funded by the Big Lottery, in July 2014. We have submitted another Big Lottery funding application for a friendship project and expect the result in autumn 2014. This will be a three year project and will be offered to young people and adults with Down's syndrome.

We will continue to market the *Six Percent. Down's Syndrome: My Photographs, Their Stories* as the all proceeds from the first 500 copies are donated to the charity. We hope to sell these at our 2014 conference and plan to publicise them in learning disability journals and related organisations' publications. We plan to tour the *Six Percent* exhibition and will be looking into other venues in Perth and Glasgow for potential exhibitions in 2015.

Our volunteer recruitment will continue for collection can collectors and administrators, fundraising event volunteers and in memoriam volunteers. We will continue training our volunteer speakers throughout 2014 and hope to increase the number of talks to local groups and associations over the next year.

b) Reserves Policy

Down's Syndrome Scotland maintains three types of Reserves:

1. Restricted Funds
2. Unrestricted Reserve Funds
3. Designated Funds

The charity does not hold any endowment funds.

**DOWN'S SYNDROME SCOTLAND
TRUSTEE'S REPORT AND ACCOUNTS
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1. Restricted Funds

Where a 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. The following Restricted Funds are held by the charity and have been grouped together in order to match the objectives of the charity.

2. 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 2014 the free reserve balance on the General Reserve Fund was £130k as against the target set under this policy of £160k.

3. 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 which will allow the periodic replacement of office equipment and fixtures and fittings.
- b) Minimise the impact of the pension deficit being recognised on the Balance Sheet in 2015/16 – we will be required to show any potential shortfall on pension scheme in line with FRS102. It is our policy to set aside £15,000 each year to minimise the impact of this liability when we are required to recognise it from April 2015;
- c) 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.
- d) Represent the funds held on behalf of the branches - Down's Syndrome Scotland has a network of six branches throughout Scotland each of which fundraise for their own activities.

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.

c) 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

**DOWN'S SYNDROME SCOTLAND
TRUSTEE'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

charity on a regular basis and have a detailed risk register with documented responsibilities and actions required. Key risk areas highlighted in the risk register include:

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

**DOWN'S SYNDROME SCOTLAND
TRUSTEE'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

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.

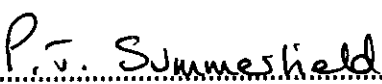
The Directors are responsible for keeping proper accounting records and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (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 (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 and signed on its behalf by:


.....
Ian Fraser
Chairperson


.....
Pandora Summerfield
Company Secretary

Date: 24.06.2014

**DOWN'S SYNDROME SCOTLAND
TRUSTEE'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

**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 2014 which comprise the Statement of Financial Activities (incorporating the 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 the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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
TRUSTEE'S REPORT AND ACCOUNTS
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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 2014 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 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 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.



Michael Crerar (Senior Statutory Auditor)

Date: 24 Mar 2014

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

**DOWN'S SYNDROME SCOTLAND
TRUSTEE'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

**STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)
For the Year ended 31 March 2014**

	Notes	Unrestricted	Restricted	2014	2013
		£	£	£	£
INCOMING RESOURCES					
<i>INCOMING RESOURCES FROM GENERATED FUNDS</i>					
<i>Voluntary Income</i>					
Grants and Trusts		7,700	357,473	365,173	239,018
Donations and Gifts		88,317	1,070	89,387	84,235
Legacies		17,009	-	17,009	39,273
Give as you earn donations		13,787	-	13,787	11,748
Membership Subscriptions		8,672	-	8,672	8,799
<i>Activities for Generating Funds</i>					
Organised Events		168,864	400	169,264	199,215
Branch Activities		16,735	-	16,735	7,322
Conferences and Literature		7,234	9,387	16,621	10,169
Other Income		14,453	14,266	28,719	23,202
<i>Investment Income</i>					
Bank Interest Received		1,738	-	1,738	1,574
		344,509	382,596	727,105	624,555
RESOURCES EXPENDED					
Cost of Generating Funds	3	98,056	-	98,056	99,754
Charitable Activities	3	204,339	311,924	516,263	376,791
Governance Costs	3	18,528	-	18,528	19,092
		320,923	311,924	632,847	495,637
Net incoming resources before transfers		23,586	70,672	94,258	128,918
Gross transfers between reserves		23,415	(23,415)	-	-
Net movement in funds in the year		47,001	47,257	94,258	128,918
Fund Balances brought forward at 1 April 2013		312,294	130,101	442,395	313,477
Fund Balances carried forward at 31 March 2014		359,295	177,358	536,653	442,395

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

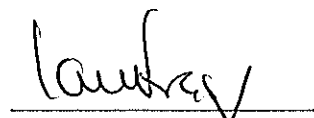
**DOWN'S SYNDROME SCOTLAND
TRUSTEE'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

**BALANCE SHEET
As at 31 March 2014**

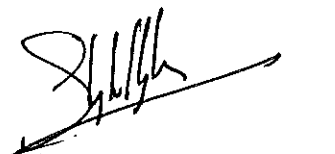
	Notes	2014	2013
		£	£
Fixed Assets			
Tangible Assets	6	89,616	<u>81,934</u>
Current Assets			
Debtors	7	21,950	53,033
Cash and Bank and in Hand	8	<u>458,069</u>	<u>340,610</u>
		480,019	393,643
Creditors: amounts falling due within one year	9	<u>(32,982)</u>	<u>(33,182)</u>
Net Current Assets		<u>447,037</u>	<u>360,461</u>
Net Assets		<u>536,653</u>	<u>442,395</u>
Funds			
Restricted Funds	11	177,358	130,101
<u>Unrestricted Funds</u>			
General	11	130,329	190,994
Designated Funds	11	<u>228,966</u>	<u>121,300</u>
		<u>536,653</u>	<u>442,395</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The Accounts were approved and authorised for issue by the Board of Trustees on 24 JUNE 2014 and signed on its behalf by:



**Ian Fraser
Chairperson**



**Stephen Hughes
Director**

The notes on pages 31 to 40 form part of these accounts.
Company Registration Number: SC356717

**DOWN'S SYNDROME SCOTLAND
TRUSTEE'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31 MARCH 2014**

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 applicable accounting standards, the Companies Act 2006, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Statement of Recommended Practice: Accounting and Reporting for Charities (SORP 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008).

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.

The accounts are prepared on a going concern basis.

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.

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.

DOWN'S SYNDROME SCOTLAND TRUSTEE'S REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

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.

Activities for Generating funds

Activities for generating funds is made up of income 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 represents a number of different sources of voluntary income raised by and for branches.

Investment income

Investment income is made up of 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

1.4 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.

1.5 Pension Scheme

The charity 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.

The Charity is also a member of the Scottish Voluntary Sector Pension Scheme (the Scheme), which is a multi-employer defined benefit pension 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 period.

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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.

3. Analysis of Total Resources Expended

	Direct Costs	Support Costs	2014 Total	2013 Total
	£	£	£	£
Cost of Generating Funds	98,056	-	98,056	99,754
<u>Charitable Activities</u>				
Family Support Services	168,670	185,044	353,714	300,866
Person centred Development	66,442	-	66,442	50,629
Communication skills	35,980	-	35,980	-
Education, policy and outreach	40,832	-	40,832	-
Local branch activities	19,295	-	19,295	25,296
	<u>331,219</u>	<u>185,044</u>	<u>516,263</u>	<u>376,791</u>
Governance	18,528	-	18,528	19,092
	<u>447,803</u>	<u>185,044</u>	<u>632,847</u>	<u>495,637</u>

Details of Charitable Support Costs:

Insurance and rates	4,633	4,445
Repairs and maintenance	6,485	1,970
Utilities and cleaning	4,285	3,622
ICT software, licences and support	11,898	11,702
Depreciation	5,807	6,632
Telephone & postage	8,652	10,160
Resources/printing/publications	1,622	11,989
Stationery/photocopying	7,820	11,309
Events/venue hire	19,582	17,124
Professional fees	16,085	19,435
Sundry expenses	3,367	196
Storage costs	1,820	1,820
Loss on disposal of fixed assets	1,569	-
Finance and admin staff costs	127,335	117,271
Death in Service	1,205	622
Fundraising costs	-	27,416
Book and exhibition	-	10,799
Caravan	5,109	-
Recharged costs	(42,230)	-
	<u>185,044</u>	<u>256,512</u>

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4. Staff Costs

	2014	2013
	£	£
Wages and Salaries	311,512	245,861
Social Security Costs	28,392	22,098
Pension Costs	13,781	13,602
	<u>353,685</u>	<u>281,561</u>
<u>Accounted for within:</u>		
Restricted Funds	179,235	123,316
Unrestricted Funds (of which £47,115 relates to fundraising activity)	174,450	158,245
	<u>353,685</u>	<u>281,561</u>

The average number of employees, analysed by function was:

Direct charitable function	6.0	3.7
Fundraising, management and administration	5.3	4.7
	<u>11.3</u>	<u>8.4</u>

In 2014 the number of employees earning £60,000 or more was Nil (2013: Nil). During the year a total of £310 (2013: £248) was paid to 3 (2013: 2) Directors in respect of reimbursement of travel, subsistence and other business related expenses. None of these Directors received any remuneration during the period.

5. Governance Costs

	2014	2013
	£	£
Audit Fee	4,500	7,206
Legal & Professional Fees	-	445
Director's Expenses	804	248
Meeting Costs	1,029	2,193
National Office Staff Costs	12,195	9,000
	<u>18,528</u>	<u>19,092</u>

6. Fixed Assets

	Heritable Property £	Fixtures & Fittings £	Office Equipment £	2014 TOTAL £
Cost				
Cost as at 1 April 2013	80,000	20,162	80,201	180,363
Additions	-	3,960	11,098	15,058
Disposals	-	(9,537)	(22,321)	(31,858)
Cost as at 31 March 2014	<u>80,000</u>	<u>14,585</u>	<u>68,978</u>	<u>163,563</u>
Depreciation				
Depreciation as at 1 April 2013	8,000	19,274	71,155	98,429
Charge for the year	2,000	594	3,213	5,807
Disposals	-	(9,441)	(20,848)	(30,289)
Depreciation as at 31 March 2014	<u>10,000</u>	<u>10,427</u>	<u>53,520</u>	<u>73,947</u>
Net Book Value as at 31 March 2014	<u>70,000</u>	<u>4,158</u>	<u>15,458</u>	<u>89,616</u>
Net Book Value as at 31 March 2013	<u>72,000</u>	<u>888</u>	<u>9,046</u>	<u>81,934</u>

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7. Debtors

	2014	2013
	£	£
Other Debtors	17,480	50,448
Prepayments	4,470	2,585
	<u>21,950</u>	<u>53,033</u>

8. Cash at bank and in hand

	2014	2013
	£	£
High Interest accounts	299,276	236,377
Deposit	75,000	75,000
Current accounts	83,643	27,713
Petty Cash	150	1,520
	<u>458,069</u>	<u>340,610</u>

9. Creditors

	2014	2013
	£	£
Other Creditors	25,741	25,982
Accruals	7,241	7,200
	<u>32,982</u>	<u>33,182</u>

10. Financial Commitments

At 31 March 2014 the charity had annual commitments under a non-charitable operating equipment lease as follows:

	2014	2013
	£	£
Within one year	-	-
Between one and five years	1,632	-
	<u>1,632</u>	<u>-</u>

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11. Movement on Funds		Balance at 1 April 2013	Income	Salary costs	Other costs	Total Expenditure	Net	Transfers during year	Balance at 31 March 2014	
		£	£	£	£	£	£	£	£	
RESTRICTED FUNDS										
Family Support Services		35,000	120,134	(83,413)	(12,932)	(96,345)	23,789	5,409	64,198	
Parent Contact Support Service		5,409	-	-	-	-	-	(5,409)	-	
West of Scotland Toddler Group		292	-	-	-	-	-	(292)	-	
Library		-	4,100	(1,832)	(333)	(2,165)	1,935	-	1,935	
ABC Group Lothian		7,746	12,255	(6,710)	(3,754)	(10,464)	1,791	-	9,537	
Inverclyde ABC		1,350	4,438	(3,830)	(757)	(4,587)	(149)	-	1,201	
Short Breaks Fund		13,745	74,108	(2,106)	(37,642)	(39,748)	34,360	-	48,105	
Core Communications		5,000	7,700	-	(12,700)	(12,700)	(5,000)	10,000	10,000	
Volunteer Development		2,661	-	-	(2,661)	(2,661)	(2,661)	-	-	
Making Your Way Through Life Project		71,203	222,735	(97,891)	(70,779)	(168,670)	54,065	9,708	134,976	
Communication Skills pilot programme		25,775	63,742	(40,264)	(26,178)	(66,442)	(2,700)	-	23,075	
The Third Sector Early Intervention Fund		10,000	50,043	(23,406)	(12,574)	(35,980)	14,063	(10,000)	14,063	
Fixed Assets reserve		-	46,076	(17,674)	(23,158)	(40,832)	5,244	-	5,244	
TOTAL RESTRICTED		23,123	-	-	-	-	-	(23,123)	-	
		130,101	382,596	(179,235)	(132,689)	(311,924)	70,672	(23,415)	177,358	
UNRESTRICTED FUNDS										
General		190,994	327,774	(174,450)	(127,178)	(301,628)	26,146	(86,811)	130,329	
Capital renewal		18,368	-	-	-	-	-	2,318	20,686	
Fixed Assets NBV		-	-	-	-	-	-	89,616	89,616	
Pension deficit		29,273	-	-	-	-	-	15,000	44,273	
Branch		73,659	16,735	-	(19,295)	(19,295)	(2,560)	3,292	74,391	
Total Designated Funds		121,300	16,735	-	(19,295)	(19,295)	(2,560)	111,226	228,966	
TOTAL UNRESTRICTED		312,294	344,509	(174,450)	(146,473)	(320,923)	23,586	23,415	359,295	
TOTAL RESERVES		442,395	727,105	(353,685)	(279,162)	(632,847)	94,258	-	536,653	

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

FAMILY SUPPORT SERVICES

- i) Family Support Services - Down's Syndrome Scotland provides "all through life" support across Scotland. We deal with enquiries from parents and professionals.
- ii) Parent Contact Support Service - Funding was received in 2010-11 to cover training, development and support of the volunteer parent contacts which is now delivered through the Family Support Service.
- iii) West of Scotland Toddler Group - To support the children's toddler group operating in the West of Scotland. These funds have now been amalgamated within branch funds.
- iv) Library - To provide a library facility – this is done jointly with Scottish Consortium for Learning Disabilities.
- v) ABC Groups - This relates to the Achieving Better Communication Group, managed by the National Office and operating in Lothian and Inverclyde.
- vi) 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.
- vii) Core Communications - Funding was received from The Hugh Fraser Foundation in 2012/13 towards the costs of our Communications Officer.
- viii) Volunteer Development - Funding was received from Voluntary Action Fund in 2012/13 to develop volunteer policies and procedures and to launch our volunteer speaker programme involving adults with Down's syndrome.

PERSON CENTRED DEVELOPMENT

- ix) Making Your Way Through Life Project - Funded by the Big Lottery fund, this project 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.

COMMUNICATION SKILLS

- x) Communication Skills pilot programme - Funding was received for a pilot programme supporting communication skills in children with Down's syndrome. The project starts in July 2013.

EDUCATION, POLICY AND OUTREACH

- xi) The Third Sector Early Intervention Fund - Two year project funding from the Third Sector Early Intervention fund (run by Big Fund - the non-Lottery arm of the Big Lottery Fund - for Scottish Government) was successful in July 2013 and aims to influence national policy and help local authorities' delivery of best practice.

DESIGNATED FUNDS

- xii) Capital Renewal - Funds are set aside to allow for the periodic replacement of office equipment and fixtures and fittings.
- xiii) Fixed Assets NBV - The amount equal to the net book value of the fixed assets, representing the amount of unrestricted reserves invested in tangible fixed assets.
- xiv) Pension deficit - Amounts set aside in order to minimise the impact of the pension deficit being recognised on the balance sheet in 2015/16.
- xv) Branch - Amounts representing the funds held on behalf of the branches.

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12. Analysis of Funds Net Assets

	Fixed Assets	Current Assets	2014 Total	2013 Total
	£	£	£	£
Restricted Funds	-	177,358	177,358	130,101
Unrestricted - General Reserves	-	130,329	130,329	190,994
Unrestricted – Designated Fund – Fixed Assets NBV	89,616	-	89,616	-
Unrestricted - Designated Fund – Capital	-	20,686	20,686	18,368
Unrestricted – Designated Fund – Pension	-	44,273	44,273	29,273
Unrestricted - Designated Branch Reserves	-	74,391	74,391	73,659
	89,616	447,037	536,653	442,395

13. Related Party Transactions

During the year, the charity distributed grants from the Keys to Life – Time for You Fund to people living with and caring for an adult or child with Down's syndrome. This fund allows carers to benefit from more respite care or give carers a break from their caring role. Grants of up to £500 are awarded to parents/unpaid carers who have a significant caring role for a child or adult with Down's syndrome living with them.

Grants are awarded by a panel comprised a staff member and two independent individuals.

During 2013-14, two separate awards were made to Trustees which totalled £800 (2013: £Nil).

14. Cashflow

	2014	2013
	£	£
Net cash inflow/(outflow) from operating activities	94,258	128,918
Depreciation during year	5,807	6,632
Decrease/(increase) in debtors	31,083	(9,546)
(Decrease)/increase in creditors	(200)	10,396
	36,690	7,482
Capital movements		
Payments to acquire tangible fixed assets	(15,058)	(7,616)
Disposals of tangible fixed assets	1,569	0
	(13,489)	(7,616)
Increase in cash	117,459	128,784
Analysis of changes in cash during year		
Opening balance as at 1 April	340,610	211,826
Net cash inflow during the year	117,459	128,784
Closing balance as at 31 March	458,069	340,610

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15. Pension Commitments

Defined contribution pension arrangements

Down's Syndrome Scotland operates a group personal pension scheme on a defined contribution basis. Employer contributions are paid at 4% of pensionable salaries while employee contributions are also 4% of pensionable salaries. Employer pension contributions paid in the year were £7,698(2013: £5,961)

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 1/60th accrual rate until 30 September 2007. From October 2007 there were two benefit structures available, final salary with 1/60th accrual rate and final salary with 1/80th 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 Scheme, the accounting charge for the period under the FRSS (effective April 2008) represents the employer contribution payable.

The last formal valuation of the Scheme was performed as at 30 September 2011 by a professionally qualified actuary using the Projected Unit Method. The market value of the Scheme's assets at the 30 September 2011 was £66.2 million. The valuation revealed a shortfall of assets compared with the value of liabilities of £28.8 million (equivalent to a past service funding level of 69.7%).

The financial assumptions underlying the valuation as at 30 September 2011 were as follows:

	%pa
• Investment return pre retirement	5.8
• Investment return post retirement	4.0
• Rate of salary increase	4.4
• Rate of pension increases:	
For pensionable service pre 6 April 2005	2.4
For pensionable service post 5 April 2005	1.9
• Rate of price inflation (CPI)	2.4

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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.

From 1 April 2013 a new recovery plan came into effect, following the finalisation of the 2011 valuation. Payments for the year to 31 March 2014 were £6,083 (2013 - £7,635) increasing to £6,103 next year and increasing by 3% per year thereafter.

If the valuation assumptions are borne out in practice this pattern of contributions should be sufficient to eliminate the entire funding shortfall by 31 March 2028.

A copy of the recovery plan must be sent to the Pensions Regulator after each valuation is finalised. 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 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 2011 valuation has been submitted to the Pensions Regulator.

The Scheme Actuary has prepared an Actuarial Report that provides an approximate update on the funding position of the Scheme as at 30 September 2013. Such a report is required by legislation for years in which a full actuarial valuation is not carried out. The funding update revealed an increase in the assets of the Scheme to £81 million (from £73m at 30 September 2012) and indicated a decrease in the shortfall of assets compared to liabilities to approximately £34 million (from £36m at 30 September 2012), equivalent to a past service funding level of 71% (from 67.2% at 30 September 2012).

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 becoming insolvent or 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. Therefore, the amount of the debt 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 be volatile over time.

Down's Syndrome Scotland has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Scheme based on the financial position of the Scheme as at 30 September 2013. As of this date the estimated employer debt for Down's Syndrome Scotland was £161,155 (2012: £181,701).