

Vice Chairman

Jackie Rose

The last 18 months has been a challenging time for everyone, but for our members in particular it has been a tough journey. I feel humbled by the on-going support and commitment shown by all the carer's to their loved one's despite all the hardships. In the words of Bob Riley "It is during the hard times when the 'hero' within us is revealed." You, the carer's are hero's, each and every one.

I would also like to pay tribute to all our group leaders and volunteers who throughout the 18 months strived to keep in contact with members. Telephone calls, Zoom meetings, takeaway afternoon teas, Christmas hamper deliveries, Easter treats, outdoor meetings, you name we tried it. Many members have since expressed their gratitude for the kindness shown by all the day clubs during the various lockdowns, FMN really did make a difference!

While it's difficult to be entirely optimistic, we must believe that the pandemic will pass and **as** we emerge from all the various restrictions be hopeful for the future and I'm delighted to say that the Forget Me Not Clubs have begun that journey. As the saying goes, life isn't about waiting for the storm to pass it's about learning how to dance in the rain.

So, starting slowly with reduced numbers and all the various precautions to protect each other and our members our day clubs have returned and already we have been out for group lunches and organised some day trips.

I sincerely hope that the year ahead will be a very different one for us all with a full return to the friendship, support and care of 'The Forget Me Not Day Clubs'

**FORGET-ME-NOT DEMENTIA DAY CLUBS**  
**BALANCE STATEMENT as at 31 March 2021**

**Year ended 31 March 2020**

**Year ended 31 March 2021**

**Cash summary book (main account)**

Balance b/f	£ 50,791.30	
Receipts	<u>£ 11,350.45</u>	
	£ 62,141.75	
Payments	<u>£ 14,945.06</u>	
Balance at Barclays Bank	£ 47,196.69	£ 47,196.69

**Virgin Money Deposit Account**

Balance b/f	£ 84,234.04	
Interest May/Nov 2020	<u>£ 414.21</u>	
Balance	£ 84,648.25	£ 84,648.25

**CAF/Shawbrook Bond**

Balance b/f	£ 85,605.72	
Interest Feb 2021	<u>£ 1,198.48</u>	
Balance	£ 86,804.20	£ 86,804.20

**Clubs (cash held)**

Balance held at all seven clubs	£ 1,627.42	£ 1,627.42
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Balance of cash held at clubs	£ 2,180.79	
Total balances c/f to 2020/21	£222,811.85	£220,276.56
Total balances carried forward		



FORGET-ME-NOT DEMENTIA DAY CLUBS  
Income and Expenditure as at 31 March 2021  
MAIN ACCOUNT

INCOME

Donations from individuals	£ 1,022.00
Donations from organisations	£ 857.00
Donations from funerals	£ 3,653.51
Collection boxes	£ 231.33
Gift Aid	£ 556.61
Refunds	£ 30.00
Bequest	£ 5,000.00

Total income  
b/f from March 2020

£11,350.45  
£50,791.30  
£62,141.75

EXPENDITURE

Rent	£ 2,400.00
Telephone	£ 578.25
Printing/stationery/postage	£ 1,120.00
Insurance	£ 662.70
Equipment	£ 959.88
Cash transfers to clubs	£ 150.00
Christmas gifts and expenses	£ 6,619.98
Entertainment	£ 2,286.25
Miscellaneous	£ 168.00
Total expenditure	£14,945.06
Excess income over expenditure	£47,196.69
	£62,141.75

CLUBS

INCOME

Gorseinon	£ nil
Killay (2 clubs)	£ 100.00
Mumbles	£ nil
Sketty	£ nil
West Cross	£ nil
Llangyfelach	£ 250.00

b/f from March 2020

£ 350.00  
£2,180.79  
£2,530.79

EXPENDITURE

Gorseinon	£ 59.97
Killay (2 clubs)	£ 196.15
Mumbles	£ nil
Sketty	£ nil
West Cross	£ 42.35
Llangyfelach	£ 604.90

Excess income over expenditure

£ 903.37  
£1,627.42  
£2,530.79



## Final Forget Me Not- Financial Inspection for Period 1<sup>st</sup> April 2020-31<sup>st</sup> March 2021

Notes on examination undertaken of financial records for the above mentioned period, issued raised and responses received.

Examination has been carried out as follows

Examination of records/vouchers/receipts for income and expenditure, crosschecking/ comparing paying in and cheque books with bank statement entries /invoices/receipts

Examination of HMRC/Gift Aid records and comparison with Bank Statements

Confirming that any Cheque Numbers cancelled had not been presented

Comparing bank balances with balances quoted on Financial Summary

Checking additions on listings

Checking figures carried forward to Summary/Report for period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020

Visiting For Get Me Not entry on Charities Commission Web Site

Discussions with Forget Me Not Treasurer

### General Observations and Responses

1. During examination of account summaries for previous years it was identified that there were substantial funds held on "savings" accounts- and that there were no any plans for expenditure at that time. From subsequent discussions with Secretary and Treasurer during last financial inspection, it was advised that there were still plans to look at possibility of creating some type of support packages, or creating Bursaries to support Medical Study. No progress was made with Medical Study funding, but a pilot Respite Grant Scheme was set up in April 2019 to support members direct and during this period 2 payments totalling £504 have been made via Social Care at C&C of Swansea

In view of the various levels experienced during the period covered by these accounts it is understandable that no progress has been made in identifying potential schemes.

It is suggested that the levels of funding held for a number of years be discussed by Trustees as soon as possible to suggest a way forward. **This has been discussed with Treasurer who confirms that matter will be discussed with Trustees when next meeting can be arranged**

2. Previously discussed the benefits of putting some financial guidelines in place, particularly where cash in collected and spend at all Centres. Copy of the revised guidelines dated October 1<sup>st</sup> 2020 made available for this inspection.
3. Interest earned on Virgin Money Deposit Account entered into accounts following discussions with Virgin and cannot be confirmed.
4. I visited Charities Commission web site and confirmed that submission of Forget Me Not report for year ending 31<sup>st</sup> March 2020 was made on time (31<sup>st</sup> January 2021).



## Bank and Investment Account Balances (excluding Petty Cash balances held on sites)

Barclays Bank Account	£47196.69
Virgin Money Deposit Account	£84648.25
CAF/Shawbrook Bond	£86804.20

**Total Balances held £218649.14**

## Bank Payments-Levels of Supporting evidence good.

Cheque no 659 dated 28<sup>th</sup> February 2021 for £45.01 i.f.o. Sue Williams – Explanatory note attached to payment details re Marks and Spencer payment adjustments for purchase of Gift Vouchers when original order for hampers were not fulfilled by Marks and Spencer

## Replacement Cheques Issue

Cheque no. 645 for £ £34.56 dated 16<sup>th</sup> November 2020, i.f.o. J R Events to replace cheque no.628 dated 2<sup>nd</sup> March 2020 which had become out of date.

Cheque no.657 for £312.75 dated 15<sup>th</sup> January 2020 i.f.o. Busy Be Catering to replace cheque no.612 dated 19<sup>th</sup> December 2019 which had been lost.

I have confirmed that neither of the original cheques have been presented for payment and paid

## Bank Receipts

This year's records/ correspondence relating to bank receipts have been made available to assist with inspection.

**Petty Cash-Levels of supporting evidence – Discussed with Treasurer who explained that as clubs have not operated during the period and second signatories for some Petty Cash vouchers have not always been available.**

## Petty Cash Observations

### Gorseinon

14<sup>th</sup> April 2020 Petty Cash Voucher for £1.99 Sundries- No Receipt attached  
No Date – Petty Cash Voucher for £25.00 Funeral Flowers – No Receipt, only one signature on Voucher  
14<sup>th</sup> April 2020 Petty Cash Voucher for £32.98 Flowers – Only one Signature on voucher

### Killay

13<sup>th</sup> July 2020 Petty Cash Voucher for £9.19 Stationery -1 signature only  
18<sup>th</sup> September 2020 Petty Cash Voucher for £32.84 Gifts-1 signature only  
8<sup>th</sup> October 2020 Petty Cash Voucher for £12.36 Postage-1 signature only  
30<sup>th</sup> November 2020 Petty Cash Voucher for £100.00 Christmas Lights at Siloam -1 signature only  
28<sup>th</sup> December 2020 Petty Cash Voucher for £7.80 Stamps-1 signature only  
12<sup>th</sup> February 2021 Petty Cash Voucher for £3.96 Stamps-1 signature only

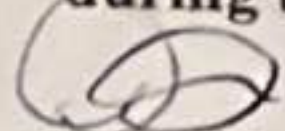
### West Cross

15<sup>th</sup> January 2021 Petty Cash Voucher for £20.00 Flowers -1 signature only

### Llangyfelach

2<sup>nd</sup> May 2020 Petty Cash Voucher for 7.80 Stamps --1 signature only

From the records, summaries, vouchers and explanations provided, I am happy that the attached Report reflects a true and accurate summary /position of the financial activity for Forget Me Not during the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.



J.LDyer

A.C.I.B Dip. RSA

JLD August 2021



# FORGET-ME-NOT DEMENTIA DAY CLUBS



Charity reporting is up to date (on time)

Charity number: 1143961

- Charity overview
- What, who, how, where
- Governance
- Trustees
- Financial history
- Accounts and annual returns
- Governing document
- Contact information

This table shows the charity's record of submitting annual returns, accounts and trustees' annual report (TAR) for the last five financial periods.

Title	Reporting year	Date received	Received	Download
Annual return	31 March 2020	13 January 2021	On time	
Accounts and TAR	31 March 2020	13 January 2021	On time	Download
Annual return	31 March 2019	19 January 2020	On time	
Accounts and TAR	31 March 2019	19 January 2020	On time	Download
Annual return	31 March 2018	15 December 2018	On time	
Accounts and TAR	31 March 2018	15 December 2018	On time	Download
Annual return	31 March 2017	11 January 2018	On time	