



Ymddiriedolaeth Tai Gwalia
Gwalia Housing Trust



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

Forget Me Not
Dementia Day Clubs

12th Annual Report



HONORARY PRESIDENT



Mrs Rebecca Evans, MS
Member of the Senedd for Gower

The World Health Organisation describes age-friendly communities as being places in which older people, communities, policies, services, settings, and structures work together in partnership to support and enable us all to age well.

For me, that means a place where we all feel valued, included and respected; where we can get out and about; do things that we want to do; lead healthy and active lives; access information; and make our voices heard. That is the kind of age-friendly Wales I want to see, and why it is so important that we actively consider the needs of older people in the development of all of our policies, from housing and town regeneration to transport and social care.

Our wonderful third sector is a vital part of that vibrant and age-friendly Wales. I'd like to say a big 'thank you' to everyone involved in making the Forget Me Not clubs so successful, offering a warm and friendly welcome to everyone.

Last year, I wrote about the Cost of Living crisis. I know that things are still very difficult for many people. I recently met with the Older Person's Commissioner where we talked about the importance of helping people claim all the support that is available. We know that pensioners in Wales are missing out on more than £200 million worth of support because they are not claiming the Pension Credit that they are eligible for. That is a huge amount of money which could otherwise be spent helping with bills and supporting local businesses.

Pension Credit is separate from your State Pension. You can get Pension Credit even if you have other income, savings or own your own home. If you get Pension Credit you can also get other help, such as Housing Benefit, or a free TV license if you are over 75. If you want to find out more, please get in touch with my office.

As ever, my office is here to help you in any way we can, working closely with Julie James, Member of the Senedd for Swansea West, and Mike Hedges, Member of the Senedd for Swansea East. This year, my office was joined by Tonia Antoniazzi MP's staff for refresher Dementia Friends training, so that we can all be confident of providing an informed and sensitive service to people with dementia and their loved ones.

HONORARY CHAIRMAN



Mr Hywel J Powell

As I approach my fifth and final year as Chairman, I look back at the last four years with pride at the way the charity has maintained its sustainability in the wake of the covid pandemic.

Due to ill health unfortunately Ron Williams, leader of the Gorseinon Day Club and a loyal trustee has resigned. We send him and his partner Pam our best wishes.

Seven clubs are continuing to run and I would like to thank the club leaders and volunteers for all their hard work over the last year.

The loss of our dear secretary David Moss has left a huge gap, but with the support from Jackie Rose, Amelia Michael and the total commitment of the management committee the charity has continued to thrive. My thanks to all those individuals.

Finally my thanks to all the people with dementia, their carer's, ex carer's and volunteers for their on-going support to the Forget Me Not Charity.

HONORARY TREASURER



Mrs Amelia Michael

I would like to take this opportunity, as always, to thank everyone concerned with Forget-Me-Not, not only the officers, committee members and volunteers but also all those individuals and organisations who have kindly given donations or raised money through sponsored runs and various other ways, for their help in making the clubs so successful over the last 12 years. From a quiet start in 2011 with only three clubs, we now have seven clubs and membership has grown to a yearly average of 220 people. Over previous years we have been very fortunate to have benefitted from some wonderful donations which have helped considerably in providing Forget-Me-Not with an income each year and have also enabled us to keep some savings in reserve.

In the main account a balance of £51,147.07 was brought forward from the previous year and income for the year April 2022 to March 2023 totalled £28,104.94. More than half this amount, £15,098.06 came through donations from individuals, organisations and funerals, with a further £4,501.08 raised from other sources. The remaining £8,485.79 was received from the Co-op Community Grant Scheme to cover the work carried out in creating the Forget-Me-Not garden at Siloam.

As for expenditure, necessary annual costs such as rents, telephone, printing and stationery, insurance, equipment and training, amounted to £8,927.44. The main expenditure of £12,378.57 was for the benefit of all Club members and covered

£12,378.57 was for the benefit of all Club members and covered entertainment, lunches, occasional trips throughout the year, Jubilee parties and Christmas dinners and parties. A further £1,505.34 covered miscellaneous expenses such as gifts, fees, petty cash top-ups for clubs, etc. The cost of the garden project amounted to £8,448.00 which, as mentioned previously, was covered by a grant received from the Co-op Community Grant Scheme.

Total expenditure for the year, therefore, amounted to £31,259.35, making a deficit between income and expenditure of £3,154.41. This left a balance of £47,992.66 to be carried forward to 2023/24.

The seven clubs continue to thrive, are well attended and provide support and friendship with various activities taking place, occasional entertainment provided, and luncheon trips to local restaurants. Income for the clubs is generated through small membership subscriptions and occasional individual donations. In April 2022 total cash held at all clubs from the previous year amounted to £2,006.74. The combined income of all the clubs for the year amounted to £8,180.20 and combined expenditure amounted to £8,392.31 leaving a figure of £1,794.63 to carry forward to April 2023. Individual income and expenditure figures for each club can be provided.

We continue to hold Reserve savings of £172,788.63 with Virgin Money and Shawbrook Bank, bringing our overall total balance to a healthy £222,575.92. The cost of living generally has increased substantially over the past two years and understandably everyone is now having to be more careful with their finances. This may reflect on our future income so we are very fortunate to have such good reserve savings to enable us to continue providing our services in the foreseeable future.

I would also like to take this opportunity to express Forget-Me-Not's grateful thanks to Mr Jon Dyer who has carried out the examination of our annual accounts for the past 12 years, but who is now regretfully relinquishing this role. His hard work and helpful suggestions have been greatly appreciated.

ANNUAL ACCOUNTS

FORGET-ME-NOT DEMENTIA DAY CLUBS Income and Expenditure as at 31st March 2023

MAIN ACCOUNT

INCOME	EXPENDITURE	C/f to April 2023
Donations from individuals	Rent/telephone	£ 6,366.26
Donations from organisations	Printing/stationery	£ 996.00
Donations from funerals	Insurance	£ 745.53
Donation (Solicitors)	Equipment/training	£ 819.65
Grants	Respite grant	£ 342.86
Church/box collections	Garden project	£ 8,448.00
Sponsored runs	Parties, lunches	£ 7,291.43
Members contributions (lunches)	Christmas lunches /expenses	£ 5,087.14
Transfers from clubs	Cash transfers to clubs	£ 800.00
Miscellaneous	Miscellaneous	£ 362.48
Total income	Total expenditure	£ 31,259.35
Balance b/f from March 2022		
Less total expenditure		
Carried forward to April 2023		£ 47,992.66

ALL CLUBS (Cash held)

INCOME	EXPENDITURE	
Subscriptions	Rent	£ 840.00
Donations	Provisions	£ 2,210.61
Member contributions (lunches)	Entertainment/Lunches	£ 3,142.31
Cash transfers from main account	Materials	£ 587.37
	Transfers to main account	£ 1,100.00
	Miscellaneous	£ 512.02
Total income	Total expenditure	£ 8,392.31
Balances b/f from March 2022		
Less total expenditure		
Carried forward to April 2023		£ 1,794.63

ANNUAL ACCOUNTS

FORGET-ME-NOT DEMENTIA DAY CLUBS

BALANCE STATEMENT as at 31 March 2023

Year ended 31 March 2022	Year ended 31 March 2023
	Main account
	Balance b/f £ 51,147.07
	Income £ 28,104.94
	£ 79,252.01
	Payments £ 31,259.35
	£ 47,992.66
Balance at Bardlays Bank £ 51,147.07	£ 47,992.66
	Virgin Money Deposit Account
	Balance b/f £ 84,760.65
	Interest May/November <u>222.80</u>
Balance at Virgin Money £ 84,760.65	£ 84,983.45
	CAF/Shawbrook Bond
	Balance b/f £ 87,194.82
	Interest Feb 2023 <u>610.36</u>
Balance at CAF/Shawbrook £ 87,194.82	£ 87,805.18
	Clubs (cash held)
Balance of cash held at clubs £ 2,006.74	£ 1,794.63
Total balances c/f to April 2022 £225,109.28	Total balances c/f to April 2023 £222,575.92



Forget Me Not Donations



Pancake Day



Drumming Class



Elvis in the building



Party time



Exercise Class



Thanks to amazing friends

VICE CHAIRMAN



Jackie Rose

Leader - Killay (Wednesday) Club

I can't believe another year has gone and it's been a heartening to see that despite all the challenges with the cost of living, the Forget Me Not Clubs are continuing to provide a service to the Swansea Communities.

It doesn't come easy. Several long standing volunteers including club leaders have retired this year. Our chairman Mr Hywel Powell and other volunteers have been filling in the gaps. A big thank you to those individuals. We continue to look for additional volunteers and remain hopeful that this issue will soon be resolved.

The management committee has completed an update of all our policies and procedures. Elaine James was a huge support with this process, we are very grateful for the fundamental role she played.

Over the past year our volunteers have attended a training day which included first aid and safeguarding. They have also been provided with a volunteers handbook to support them in the volunteering role.

All of the day clubs have enjoyed various lunches and

entertainment, including exercise classes, drumming classes and even flower arranging!

Coronation day was also celebrated, with all our day clubs enjoying a party with entertainment or a Coronation Lunch out.

The Forget Me Not Clubs will continue to provide a valuable service to many individuals. We are forever grateful to all our volunteers who provide their time and support. It really is a team effort with everyone playing their part.

Finally.....to all our members. Thank you for your on-going support. The journey through dementia is tough and we hope that the Forget Me Not Charity provides some respite, shines a light and makes a difference to your day.



*Celebrations for the
Coronation of King Charles II*



ELECTED MEMBERS & CO-OPTED MEMBERS

2023 to 2024

The Management Committee shall consist of the Chairman,
Secretary, Treasurer, Vice Chairman
and up to 10 other members.

Honorary Chairman	Mr. Hywel John Powell <i>Nominated by Mr. Chris Jones</i> <i>Seconded by Elaine James</i>
Honorary Vice Chairman	Mrs. Jackie Rose <i>Nominated by Hywel Powell</i> <i>Seconded by Mr. Chris Jones</i>
Honorary Treasurer	Mrs. Amelia Michael <i>Nominated by Mrs. Jackie Rose</i> <i>Seconded by Ms. Lowri Jones</i>
Honorary Solicitor	Mr. David Jones <i>Proposed by Ms. Lowri Jones</i> <i>Seconded by Keith Davies</i>
Honorary Auditor	To be appointed

Committee

Mrs. Helen Hunter, Mrs. Elaine James, Mrs. Sue John,
Mr. Chris Jones, Ms. Lowri Jones, Mr. Richard Nedin,
Mrs. Julie Rees, Mrs. Valerie Streater

Co-opted Members

Mrs. Debbie Matthew, Mrs. Elaine Rees

*Election of committee and co-opted committee proposed
by Lowri Jones. Seconded by Jackie Rose.*

Honorary President
Mrs Rebecca Evans, MS

Honorary Vice Presidents
Dr. Liz Clarke-Smith, Mrs. Edwina Hart, MBE
Dr. Chris Johns, Dr. Dai Lloyd, MS, Dr. Nia Rice,
Cllr. Gareth Sullivan, Dr. Don Williams, Prof. Michael Williams,

Honorary Solicitor
Mr. David Jones, Beor Wilson & Lloyd

Clubs and Leaders

Monday

Bethany Church Hall, West Cross.
2pm - 4pm

Leaders

Val Streater and Helen Hunter

Tuesday

Linden Christian Centre, West Cross.
1.30pm - 3.30pm

Leaders

To be appointed

Tuesday

Llangyfelach Parish Church Hall
2pm - 4pm

Leaders

Elaine Rees and Elaine James

Wednesday

Siloam Church, Killay
2pm - 4pm

Leader

Jackie Rose

Wednesday

The New Lodge, Gorseinon
10am - 1pm

Leaders

Meryl Evans and Debbie Matthews

Thursday

Siloam Church, Killay
10.30am - 12.30pm

Leaders

Sue Williams and Amelia Michael

Friday

Sketty Community Church, Carnglas Road
1.30pm - 3.30pm

Leader

Julie Rees

Registered Address: Siloam Baptist Chapel, Killay, Swansea SA2 7SG

Registered Charity No. 1143961

Tel No. 01792 448805 **Email:** contact@forgetmenotclubs.com

FORGET-ME-NOT DEMENTIA DAY CLUBS
Income and Expenditure as at 31st March 2023

MAIN ACCOUNT

INCOME		EXPENDITURE		C/f to April 2023
Donations from individuals	£ 3,135.55	Rent/telephone	£ 6,366.26	
Donations from organisations	£ 4,898.47	Printing/stationery	£ 996.00	
Donations from funerals	£ 5,046.65	Insurance	£ 745.53	
Donation (Solicitors)	£ 2,017.39	Equipment/training	£ 819.65	
Grants	£ 8,735.79	Respite grant	£ 342.86	
Church/box collections	£ 494.69	Garden project	£ 8,448.00	
Sponsored runs	£ 1,276.00	Parties, lunches	£ 7,291.43	
Members contributions (lunches)	£ 993.40	Christmas lunches /expenses	£ 5,087.14	
Transfers from clubs	£ 1,100.00	Cash transfers to clubs	£ 800.00	
Miscellaneous	£ 407.00	Miscellaneous	£ 362.48	
Total income	£ 28,104.94	Total expenditure	£ 31,259.35	
Balance b/f from March 2022	<u>£ 51,147.07</u>			
	£ 79,252.01			
Less total expenditure	<u>£ 31,259.35</u>			
Carried forward to April 2023	£ 47,992.66			£ 47,992.66

ALL CLUBS (Cash held)

INCOME		EXPENDITURE		
Subscriptions	£ 6,262.60	Rent	£ 840.00	
Donations	£ 532.60	Provisions	£ 2,210.61	
Member contributions (lunches)	£ 585.00	Entertainment/Lunches	£ 3,142.31	
Cash transfers from main account	£ 800.00	Materials	£ 587.37	
		Transfers to main account	£ 1,100.00	
		Miscellaneous	£ 512.02	
Total income	£ 8,180.20	Total expenditure	£ 8,392.31	
Balances b/f from March 2022	<u>£ 2,006.74</u>			
	£ 10,186.94			
Less total expenditure	<u>£ 8,392.31</u>			
Carried forward to April 2023	£ 1,794.63			£ 1,794.63

FORGET-ME-NOT DEMENTIA DAY CLUBS

BALANCE STATEMENT as at 31 March 2023

Year ended 31 March 2022

Year ended 31 March 2023

Main account

		Balance b/f	£ 51,147.07	
		Income	<u>£ 28,104.94</u>	
			£ 79,252.01	
		Payments	<u>£ 31,259.35</u>	
Balance at Barclays Bank	£ 51,147.07		£ 47,992.66	£ 47,992.66

Virgin Money Deposit Account

		Balance b/f	£ 84,760.65	
		Interest May/November	<u>222.80</u>	
Balance at Virgin Money	£ 84,760.65		£ 84,983.45	£ 84,983.45

CAF/Shawbrook Bond

		Balance b/f	£ 87,194.82	
		Interest Feb 2023	<u>£ 610.36</u>	
Balance at CAF/Shawbrook	£ 87,194.82	Balance	£ 87,805.18	£ 87,805.18

Clubs (cash held)

Balance of cash held at clubs	£ 2,006.74	Balance held at all clubs	£ 1,794.63	£ 1,794.63
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Total balances c/f to April 2022	£225,109.28	Total balances c/f to April 2023	£222,575.92	
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Final Forget Me Not- Financial Inspection for Period 1st April 2022-31st March 2023

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

Confirming that any Cheque Numbers cancelled/stopped 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 1st April 2021 to 31st March 2022

Visiting Forget Me Not entry on Charities Commission and Companies House Web Sites

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 Treasurer, 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

In view of the various levels of disruption experienced during the last few years it is understandable that there has been no progress has been made in identifying potential schemes.

From Discussion with Treasurer, it was confirmed that Trustees remain aware of this issue, and will continue to investigate potential for use of some of the funds held .

- 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 for petty cash 2023/24 have been circulated, and a copy made available.

- 3.**At last inspection it was noted that Cheque No. 100666 dated 11th May 2021 for £150 Payable to Companies House representing a Penalty Fee and it was questioned as to whether this is an eligible cost to be met by the Charity. It has since been explained that this company, formed to protect Forget me Not name, has now been categorised as dormant as there are no accounts to prepare or submit and will not incur any further such charges.

- 4.**Confirmed that Submission to charities Commission to March 2022

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

Barclays Bank Account	£ 47992.66
Virgin Money Deposit Account	£ 84983.45
CAF/Shawbrook Bond	£87805.18
Total Balances held	£220,781.29

Bank Payments-Levels of Supporting evidence good.

Unrepresented/Cancelled Cheques

Confirmed that cancelled cheque numbers 758 and 804 had not been presented to bank for payment.

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.

Petty Cash Observations- Treasurer has confirmed that they have stressed the importance of requiring two signatures on all Petty Cash vouchers and that they will continue to monitor the situation.

Gorseinon

24/08/22	for £14.20	<i>Only 1 Signature on Petty Cash Voucher</i>
07/09/22	for £17.00	<i>No signatures on Petty Cash Voucher</i>
21/09/22	for £50.00	<i>Only 1 Signature on Petty Cash Voucher</i>
5/10/22	for £13.89	<i>Only 1 Signature on Petty Cash Voucher</i>
27/11/22	for £50.00	<i>No signatures on Petty Cash Voucher</i>
1/2/23	for £40.00	<i>No signatures on Petty Cash Voucher</i>
8/2/23	for £8.65	<i>Only 1 Signature on Petty Cash Voucher</i>
1/3/23	for £40.00	<i>No signatures on Petty Cash Voucher</i>

Killay

Folio 3	£60.00	<i>Only 1 Signature on Petty Cash Voucher</i>
Folio 28	£11.20	<i>No Receipt -Coop unable to print</i>
Folio 39	£5.44	<i>Only 1 Signature on Petty Cash Voucher</i>
Folio 41	£11.14	<i>Only 1 Signature on Petty Cash Voucher</i>
Folio 50	£7.34	<i>Only 1 Signature on Petty Cash Voucher</i>
Folio 60	£50.00	<i>Only 1 Signature on Petty Cash Voucher</i>
Folio 67	£100.00	<i>Only 1 Signature on Petty Cash Voucher</i>
Folio 69	£ 5.44	<i>Only 1 Signature on Petty Cash Voucher</i>

Folio 70	£100.00	Only 1 Signature on Petty Cash Voucher
Folio 74	£3.40	Only 1 Signature on Petty Cash Voucher
Folio 78	£50.00	Only 1 Signature on Petty Cash Voucher
Folio 80	£7.34	Only 1 Signature on Petty Cash Voucher
Folio 97	£9.24	Only 1 Signature on Petty Cash Voucher

Mumbles

Folio No 21	for £50.00	No signatures on Petty Cash Voucher
Folio No 27	for £65.00	No signatures on Petty Cash Voucher
Folio No 38	for £50.00	No signatures on Petty Cash Voucher
Sketty		
Folio No 8	for £1-35	No receipt
Folio No 12A	for £20.00	No Receipt
Folio 36	for £30.00	No signatures on Petty Cash Voucher

West Cross

Folio No 18	for £20.99	Only 1 Signature on Petty Cash Voucher
Folio No 19	for £247.50	Only 1 Signature on Petty Cash Voucher
Folio No 20	for £19.30	Only 1 Signature on Petty Cash Voucher
Folio No 21	for £35.00	Only 1 Signature on Petty Cash Voucher

Llangyfelach

Folio No 48	for £21.10	One signature on Petty Cash Voucher
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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 1st April 2022 to 31st March 2023

J.LDyer
A.C.I.B Dip. RSA
JLD October 2023