



Care and Support for Life



## **Annual Report and Accounts**

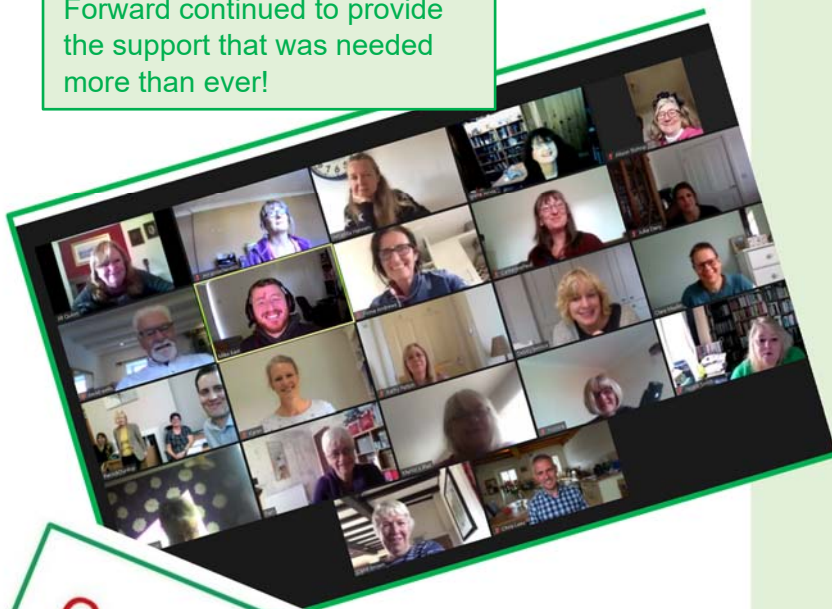
For the year ended 31 March 2021

*Leading North Yorkshire Dementia Charity*

Company Registration number 08010259

Charity Registration Number 1148225

This year has sadly been dominated by Covid but we are proud of the way Dementia Forward continued to provide the support that was needed more than ever!



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The Trustees of the Charity are also the Directors of the Company.

The Trustees present their report and financial statements for the year ended 31 March 2021.

## Trustees' Review

This year was extraordinary. As the world was gripped by the Covid-19 pandemic, we – like so many – faced a new reality that was entirely unfamiliar and challenged the core of the services we provide to our clients: face to face support.

We responded quickly to keep our clients, staff and volunteers safe, whilst doing everything we could think of to provide the best possible support. We put in place a wide range of adaptations to our usual operating model, including focussing on calls to keep in touch and check-in with our clients, and moving to a remove-working model.

At the same time, the demand for our services grew. The team responded admirably, and many great ideas and innovations were shared leading to new ways of connecting with our clients and meeting their need for help and support.

At the start of the year, we had just begun the planning process for our strategy for the next five years. However, we quickly realized that the pandemic presented such great uncertainty that it was impractical to plan so far ahead. Instead, an interim strategy was adopted which allowed our team to remain focussed in the face of uncertainty.

We are grateful for the support and flexibility shown by our partners and donors. This has played an important role in allowing us to continue to operate effectively.

We are also grateful to our staff and volunteers who have shown courage, resilience, and creativity in the face of this uncertainty

Whilst the future is by no means clear, we nonetheless look forward – with the benefit of experience gained and gradually reducing impact of the pandemic – to being able to meet in-person with our clients once again as we re-open our face-to-face services, and building on what we have all learned.

When a person is concerned about their memory, or has been diagnosed with dementia, they will continue to live well, along with their families and local communities. They will feel supported, informed and included.

To deliver a comprehensive range of services that support people to live well with dementia in our local communities across North Yorkshire.

|                   |  |
|-------------------|--|
| <b>Passion</b>    | Putting our hearts and minds into everything we do                                   |
| <b>Quality</b>    | Ensuring that we do everything to a high standard                                    |
| <b>Innovation</b> | Bringing new creative ideas that have the potential to change the dementia landscape |
| <b>Community</b>  | Working in partnership and making our contribution                                   |
| <b>Difference</b> | Being pioneers in the transformation of dementia services by championing change      |

Heat Map showing spread of Dementia Forward referrals

A map of Yorkshire and the Humber region, England, illustrating the prevalence of dementia. The map uses a color scale from blue (low prevalence) to red (high prevalence) to identify 'hotspots'. Major cities and towns labeled include Hartlepool, Redcar, Middlesbrough, Darlington, Richmond, Northallerton, Pickering, Scarborough, Harrogate, York, Selby, Beverley, Hull, Wakefield, Huddersfield, Halifax, Bradford, Leeds, Nelson, Burnley, Accrington, Rawtenstall, Clitheroe, and Clitheroe. National Parks shown are North York Moors and Yorkshire Dales. A callout box in the top right corner provides contact information: 'HELPLINE Mon - Fri' with a cloud icon, an illustration of a yellow and black helicopter, and the text 'Dementia Forward 03300'.



## CEO Message

We had planned 2020/21 with excitement. We were beginning to see progress with fund raising and we had secured a Big Lottery grant to expand our Young Onset Day services. The development of hubs across North Yorkshire that we had in our strategy was progressing and our core work was growing rapidly with high numbers of referrals and good attendance at all our wellbeing cafes and groups across the county. However, like everyone else we had to change those plans as the reality of the Covid pandemic hit.

Part of our 2020 Vision strategy had been to strengthen the infrastructure of the charity and this planning served us well. We were able to mobilise within 24 hours of hearing about the first Covid lockdown, with staff able to pick up help line calls from home and to access client records. After a few weeks we realised we needed to extend the Help line and thanks to emergency Covid grants we increased the capacity.

We remained extremely busy and noticeably the calls gradually became more urgent and more complex. Our staff have been exemplary and have managed very distressing situations. There is no doubt that people living with dementia were some of the worst affected and we realised that the progression of the illness was noticeably faster in most of our clients.

### Cafe in a Box

Dementia Forward on your doorstep

With the help of our volunteers, we can now deliver a Cafe in a Box to your home!



The boxes will be filled with fun activities that would normally be available at our Wellbeing Cafes, and they are yours to borrow for two weeks, after which time you can request a different box.

We hope you will find some new activities to enjoy and perhaps rediscover some old favourites.

To find out more, and book your delivery, call Dementia Forward on **03300 578 592**

**Dementia Forward** | [www.dementiaforward.org.uk](http://www.dementiaforward.org.uk)  
Registered Charity Number: 1148225

This led to us designing many innovative ways to support people including: a mass mail out of hand printed post cards to remind people of the help line; a fabulous film showing all our partners passing the help line number around North Yorkshire; extending our welfare calls; activity boxes delivered to doorsteps and robotic cats and dogs, giving people comfort and companionship, thanks to Knaresborough Rotary Club and other donators.



*"It is brilliant and my husband loves it and has given it three names. He talks to it, strokes it and is not as lonely all the time. It has been a godsend, thank you so much"*

In normal times we would hold 15 Wellbeing sessions every week, all around North Yorkshire, but during Covid these ceased and our mini bus stood idle. So, we worked with another voluntary organisation, Nidderdale Plus, and were delighted that our bus was used in some of the most rural areas to take people to GP and hospital appointments and then later to take people for their vaccinations.



The Trustees and I worked to re budget and plan, and once again we made brave and passionate decisions, setting a very pessimistic budget against a backdrop of striving to meet the rising need. We continued to meet monthly on Zoom.

There were many things learnt and many silver linings. Working from home and using Zoom for team meetings and external meetings became a new norm and has shown us the way to save time and money. We were supported by a volunteer to get upskilled in the use of social media and had enormous success both in terms of raising awareness and giving support and raising funds.

Like many others we used Zoom for all sorts of activities every week, managing to keep singing going, doing arts and crafts together, even encouraging people to build their own crazy golf courses in their gardens and take part in a tournament with us!

*"I have loved talking to you this morning, it is great to know there are people like you backing me up"*



We are full of admiration for all our colleagues in the voluntary sector and the work that has supported people during the last 12 months, and very grateful to our wonderful volunteers and staff. Now, we are regrouping and starting to plan the way forward again with exciting plans for more hubs and the extension of our young Onset Dementia provision. Our pre diagnosis work has become invaluable and we are working with our statutory partners on a new project to place Dementia Care Coordinators into Primary Care in order to ensure that people needing a diagnosis are not missed, and importantly, that they are supported through the process. With waiting lists for diagnosis longer than ever this project is timely and DF is proud to be trail blazing the initiative.

## Our Strategy

Our 5 year strategy “2020 Vision – strengthening the charity” will be reviewed in 2021 but we can reflect on the progress of the last 5 years with a sense of achievement. We have:

- Built a more solid infrastructure for our charity
- Built a more robust workforce
- Addressed the many types and needs for dementia support
- Spread our service delivery across all of North Yorkshire
- Spread our Hub model across the county
- Ensured that our income generation streams are robust and balanced
- Become the leading light for dementia support in North Yorkshire



In preparation for our new strategy, during 2021 we are consulting with our stakeholders, looking outwardly to ensure that we establish the correct priorities. Within our own organisation we have already highlighted the need to:

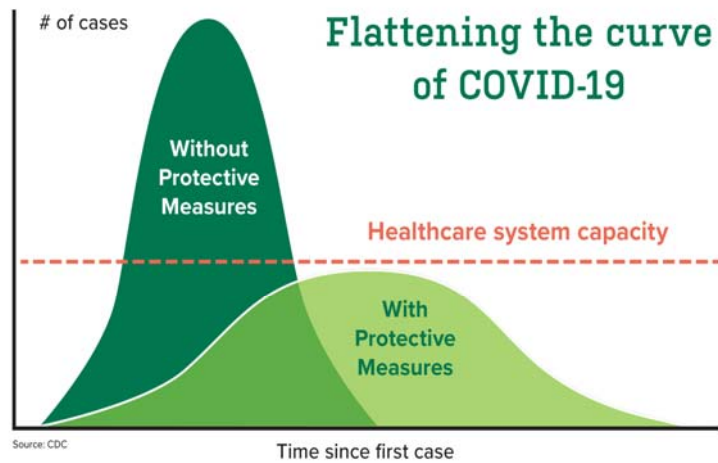
- Improve awareness and provision for Young Onset Dementia
- Provide a depth of support and service in local communities that serves to keep people living in their own homes for longer
- Share the rich data and evidence that we have gathered through our support to thousands of North Yorkshire families, so that we can influence positive change



**April 2020 – March 2021**

Received  
almost 800  
new referrals  
(768)

Made almost  
9000 Welfare  
Calls to  
clients/carers  
(8923),



Made over  
5000  
individual  
signposting  
transactions

Income from  
Fundraising  
events down  
by almost  
60%  
(59.73%)

Income from  
Client  
contributions  
down by  
nearly 98%  
(97.72%)

Income from  
Donations  
down by  
Over 20%  
(20.53%)



## Structure, Governance and Management

The Charity was established by a constitution adopted on 28 March 2012, amended on 10 July 2012, and was entered on the register of Charities effective from 20 July 2012.

The Trustees who served during the year are listed on page 10. New Trustees are appointed following application and interview by a minimum of 2 current Trustees. References are taken up and there is an induction process.

The HR sub group is responsible for the annual consideration of remuneration and National Joint Council (NJC) pay scales are used as a guide. The Charity risk register is updated annually in September and referred to regularly and approved by the full Trustee board. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) in preparing the annual report and financial statements of the Charity.

## Objectives

To relieve the needs and promote and protect the good health and wellbeing of people living with dementia, their carers and families, living in North Yorkshire, through the provision of such support activities as the Trustees see fit.

## Public Benefit

In shaping our objectives for the year and planning our activities the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance on fee charging. Dementia Forward relies on contracts, grants and the income from fees and charges to cover its operating costs. In setting the level of charges and concessions the Trustees give careful consideration to the accessibility for those on low incomes.

## Financial Review

Building the reserve has been slow year on year because the charity has reacted to the growing need and expanded year on year. 47% of the Charity's income is from Government Contracts. However, the streams of voluntary income are now becoming more robust, allowing a more consistent reserve.

Total funds amounted to £811,610 with restricted funds being £12,864 and designated funds being £528,127. Free reserves at the year end amounted to £270,619.

## Reserves Policy

The Trustees consider that the Charity should aim to maintain Free Reserves at between three and six months of general operating expenditure in order to fund any shortfalls in income. At the year end the Free Reserves represented 15 months' worth of general operating expenditure. The Contract gives ongoing sustainability and the reserves are steadily building. Reserves have been allowed to run high to provide an added buffer against uncertainty as the economy reacts to the effects of COVID-19.



Your North Yorkshire Charity  
Care and Support for Life

## Company Information

Chief Executive Officer

Jill Quinn

Trustees

David Wells - Chair

Pet Fowler-Watts MBE

Christopher Page-Hellas (resigned 21 September 2020)

Hilary Paxton

Stuart Rhodes

Christopher Tunnard (resigned 26 April 2021)

Maxine Blake

Jeremy Trigg (appointed 1 September 2020)

Neil Cutler (appointed 25 January 2021)

John McGowan (appointed 25 January 2021)

Christopher Lees

Registered Charity Number

1148225

Company Reg. No.

08010259

Company Secretary

Jill Quinn

Principal address

Community House  
Allhallowgate  
Ripon  
HG4 1LE

Independent Examiner

Adrian Rodaway  
HPH Chartered Accountants  
Conyngham Hall Business Centre  
Bond End  
Knaresborough  
HG5 9AY

## Trustees' Responsibilities for Financial Statements

Charity law requires the Trustees to prepare financial statements for each financial period which show the state of affairs of the Charity and of net income or expenditure of the charity for that period.

In preparing those financial statements the Trustees are required to :

- Select suitable accounting policies and apply them consistently
- Make judgments and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern bases unless it is inappropriate to presume that the charity will continue in operation.
- State whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable the Trustees to prepare the financial statements.

The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The Board of Trustees has supported all actions taken by the staff and management during what has been a challenging year. The growth into the new areas of North Yorkshire has gone extremely well and we now deliver our excellent services across the county.

Succession planning for the Board continues to be carefully managed and we will continue to diligently maintain our governance and strategic role in the coming year.

This report was approved by the Trustees on 25 October 2021 and is signed on their behalf by:

David Wells

Director and Trustee



## Independent Examiner's Report

I report to the Charity Trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2021.

This report is made solely to the Charitable Company's Trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and the Charitable Company's Trustees as a body in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the Charitable Company's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charitable Company, the Charitable Company's members as a body and the Charitable Company's Trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

### Responsibilities and basis of report

As the Charity's Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Rodaway, FCA, BFP, DChA  
25 October 2021

HPH, Chartered Accountants  
Conyngham Hall Business Centre  
Bond End  
Knaresborough  
HG5 9AY

**DEMENTIA FORWARD**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCOME AND EXPENDITURE ACCOUNT)**  
**YEAR ENDED 31 MARCH 2021**

|                                    | Note      | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|------------------------------------|-----------|----------------------------|--------------------------|--------------------|--------------------|
| <b>INCOME</b>                      |           |                            |                          |                    |                    |
| Donations and legacies             | 3         | 257,029                    | 52,697                   | 309,726            | 155,269            |
| Charitable activities              | 4         | 39,399                     | 375,528                  | 414,927            | 420,810            |
| Other trading activities           | 5         | 68,262                     | 5,822                    | 74,084             | 161,638            |
| Investments                        | 6         | 264                        | -                        | 264                | 394                |
| <b>TOTAL INCOME</b>                |           | <b>364,954</b>             | <b>434,047</b>           | <b>799,001</b>     | <b>738,111</b>     |
| <b>EXPENDITURE</b>                 |           |                            |                          |                    |                    |
| Costs of raising funds             |           | 758                        | -                        | 758                | 5,009              |
| Charitable activities              | 7         | 214,362                    | 422,169                  | 636,531            | 726,909            |
| <b>TOTAL EXPENDITURE</b>           |           | <b>215,120</b>             | <b>422,169</b>           | <b>637,289</b>     | <b>731,918</b>     |
| Net expenditure before transfers   |           | 149,834                    | 11,878                   | 161,712            | 6,193              |
| Transfers between funds            | 15        | -                          | -                        | -                  | -                  |
| Net movement in funds              |           | 149,834                    | 11,878                   | 161,712            | 6,193              |
| <b>Reconciliation of funds</b>     |           |                            |                          |                    |                    |
| Total funds brought forward        | 15        | 648,912                    | 986                      | 649,898            | 643,705            |
| <b>Total funds carried forward</b> | <b>15</b> | <b>£ 798,746</b>           | <b>£ 12,864</b>          | <b>£ 811,610</b>   | <b>£ 649,898</b>   |

All activities derive from continuing operations.

The notes on pages 16 to 24 form part of the accounts.

**DEMENTIA FORWARD**  
(A company limited by guarantee)  
**BALANCE SHEET**  
**AS AT 31 MARCH 2021**  
Company registration number: 08010259

|   | Note | 2021             | 2020             |
|---|------|------------------|------------------|
|   |      | £                | £                |
| <b>FIXED ASSETS</b>                                     |      |                  |                  |
| Tangible Assets   | 10   | 536,986          | 544,841          |
| <b>CURRENT ASSETS</b>                                   |      |                  |                  |
| Stock   | 11   | -                | 1,625            |
| Debtors   | 12   | 113,051          | 35,750           |
| Cash at Bank and in hand                                | 17   | 416,868          | 165,858          |
|   |      | <u>529,919</u>   | <u>203,233</u>   |
| <b>LIABILITIES: amounts falling due within one year</b> | 13   | <u>(255,295)</u> | <u>(98,176)</u>  |
| <b>NET CURRENT ASSETS</b>                               |      | 274,624          | 105,057          |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>            |      | <u>811,610</u>   | <u>649,898</u>   |
| <b>NET ASSETS</b>                                       |      | <u>£ 811,610</u> | <u>£ 649,898</u> |
| <b>THE FUNDS OF THE CHARITY</b>                         |      |                  |                  |
| Restricted Funds  | 15   | 12,864           | 986              |
| Unrestricted Funds                                      |      |                  |                  |
| - Designated Funds                                      | 15   | 528,127          | 535,711          |
| - Undesignated Funds                                    | 15   | 270,619          | 113,201          |
| <b>TOTAL FUNDS</b>                                      |      | <u>£ 811,610</u> | <u>£ 649,898</u> |

For the financial year ended 31 March 2021, the Charitable Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The Members have not required the Charitable Company to obtain an audit of its accounts for the year in question in accordance with section 476. The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies.

The notes on pages 16 to 24 form part of the accounts.

These financial statements were approved by the Trustees on 25 October 2021 and signed on their behalf by:

David Wells  
Director and Trustee



**DEMENTIA FORWARD**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021**

|  |           | 2021             | 2020             |
|--|-----------|------------------|------------------|
|  | Note      | £                | £                |
| <b>Net cash provided by / (used in) operating activities</b> | <b>16</b> | 254,339          | (23,781)         |
| <b>Cash flows from investing activities</b>                  |           |                  |                  |
| Purchase of property, plant and equipment                    |           | (3,329)          | -                |
| <b>Net cash provided by investing activities</b>             |           | (3,329)          | -                |
| <b>Change in cash and cash equivalents in the year</b>       |           | 251,010          | (23,781)         |
| Cash and cash equivalents at beginning of the year           |           | 165,858          | 189,639          |
| <b>Cash and cash equivalents at end of the year</b>          |           | <b>£ 416,868</b> | <b>£ 165,858</b> |

**DEMENTIA FORWARD**  
(A company limited by guarantee)  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 31 MARCH 2021**

**1 GENERAL INFORMATION**

The Charitable Company is a private company limited by guarantee, which is incorporated and registered in England and Wales (no.08010259). It was registered as a charity on 20 July 2012. The Charity number is 1148225.

The address of its registered office is Community House, Allhallowgate, Ripon, North Yorkshire, HG4 1LE.

**2 ACCOUNTING POLICIES**

**2.1 Basis of preparation of accounts**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102): The Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (the SORP) issued in October 2019, the Companies Act 2006 and UK Generally Accepted Accounting.

Dementia Forward meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**2.2 Going Concern policy**

Special consideration has been given to COVID-19. The Trustees have a reasonable expectation that the Charitable Company has adequate resources to continue in operational existence for the foreseeable future. They continue to adopt the going concern basis of accounting in preparing the annual financial statements.

**2.3 Limited by guarantee**

Each member's liability is limited to £1 in the case of winding up of the Charitable Company.

**2.4 Fund accounting**

The Trustees have a defined policy for identification of different types of income:

- a) Designated funds are unrestricted funds but are specifically earmarked by the Trustees for a particular purpose.
- b) Restricted funds are only to be used for the specific purpose laid down by the donor. Expenditure which meets this criteria is charged to the fund.
- c) Unrestricted funds are the residue of incoming resources receivable or generated from the objects of the Charity without further specified purposes and are available as general funds.

**2.5 Income**

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt. Except for the following:

*Grants receivable*

Grants for immediate expenditure are accounted for when they become receivable. Grants received for specific purposes are treated as restricted funds. Grants which are received for a future accounting period are deferred and recognised in those periods.

Capital Grants for specific fixed assets are included in restricted income when received. Once the asset is purchased these monies are transferred to unrestricted funds unless there is a restriction on the disposal of the asset. If so, the net book value of the asset is shown as a restricted fund.

**DEMENTIA FORWARD**  
(A company limited by guarantee)  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 31 MARCH 2021**

**2 ACCOUNTING POLICIES (continued)**

**2.6 Expenditure**

Expenditure is recognised on a cash basis. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

- |                           |   |
|---------------------------|---|
| Costs of generating funds | - costs associated with attracting voluntary income.                              |
| Charitable activities     | - costs incurred by the Charitable Company in delivering its services to clients. |
| Support costs             | - allocated to charitable activities on an equal basis.                           |

**2.7 Tangible fixed assets and depreciation**

Fixed assets for the Charitable Company to use are capitalised at cost, for items above £100. Donated assets are valued at market value on donation. They are stated in the accounts at cost/original value less depreciation.

Depreciation is 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:

|                                  |                      |
|----------------------------------|----------------------|
| Land and buildings               | No depreciation      |
| Improvements to property         | 2% reducing balance  |
| Computer equipment               | 33% straight line    |
| Fixtures, fittings and equipment | 25% reducing balance |

**2.8 Stock**

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stock. Net realisable value is based on selling price less anticipated costs to completion and selling costs.

**2.9 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**2.10 Cash at bank and in hand**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**2.11 Creditors**

Creditors are recognised where the Charitable Company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**2.12 Financial Instruments**

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**2.13 Pension costs**

The Charitable Company operates a defined contribution pension scheme. Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.



**DEMENTIA FORWARD**  
(A company limited by guarantee)  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 31 MARCH 2021**

|                                 | Unrestricted<br>Funds<br>2021<br>£ | Restricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|---------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>3 DONATIONS AND LEGACIES</b> |                                    |                                  |                             |                             |
| General donations               | 17,297                             | -                                | 17,297                      | 14,120                      |
| Regular donations               | 26,996                             | -                                | 26,996                      | 29,224                      |
| In memoriam                     | 10,359                             | -                                | 10,359                      | 25,429                      |
| Legacies                        | 3,000                              | -                                | 3,000                       | -                           |
| Gift aid                        | 4,176                              | -                                | 4,176                       | 6,119                       |
| Non-performance grants          | 131,054                            | 52,697                           | 183,751                     | 80,377                      |
| Special grants                  | 64,147                             | -                                | 64,147                      | -                           |
|                                 | <u>£ 257,029</u>                   | <u>£ 52,697</u>                  | <u>£ 309,726</u>            | <u>£ 155,269</u>            |

Restricted donations and legacies in 2020 was £11,486.

The Charitable Company also benefits from the involvement and enthusiastic support of its many volunteers. In accordance with Charities SORP, the economic contribution of general volunteers is not recognised in the accounts.

**4 INCOME FROM CHARITABLE ACTIVITIES**

|               |                 |                  |                  |                  |
|---------------|-----------------|------------------|------------------|------------------|
| Contract fees | 39,399          | 375,528          | 414,927          | 420,810          |
|               | <u>£ 39,399</u> | <u>£ 375,528</u> | <u>£ 414,927</u> | <u>£ 420,810</u> |

Income received from Government contracts totalled £414,927 (2020 - £420,810).

Restricted income from charitable activities in 2020 was £nil.

**5 INCOME FROM OTHER TRADING ACTIVITIES**

|                      |                 |                |                 |                  |
|----------------------|-----------------|----------------|-----------------|------------------|
| Fundraising events   | 67,273          | -              | 67,273          | 116,938          |
| Client contributions | 921             | -              | 921             | 40,414           |
| Training fees        | -               | -              | -               | 4,286            |
| Other income         | 68              | 5,822          | 5,890           | -                |
|                      | <u>£ 68,262</u> | <u>£ 5,822</u> | <u>£ 74,084</u> | <u>£ 161,638</u> |

Restricted income from other trading activities in 2020 was £nil.

**6 INCOME FROM INVESTMENT INCOME**

|                          |              |            |              |              |
|--------------------------|--------------|------------|--------------|--------------|
| Bank interest receivable | 264          | -          | 264          | 394          |
|                          | <u>£ 264</u> | <u>£ -</u> | <u>£ 264</u> | <u>£ 394</u> |

Restricted income from investment income in 2020 was £nil.

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**7 ANALYSIS OF TOTAL EXPENDITURE**

|                                  | Unrestricted<br>Funds<br>2021<br>£ | Restricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|----------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>7.1 Charitable activities</b> |                                    |                                  |                             |                             |
| Staff costs                      | 131,336                            | 417,900                          | 549,236                     | 556,852                     |
| Premises costs                   | 20,813                             | 2,769                            | 23,582                      | 57,678                      |
| Office costs                     | 24,905                             | 1,500                            | 26,405                      | 25,261                      |
| Volunteer costs                  | 71                                 | -                                | 71                          | 524                         |
| Membership fees                  | 46                                 | -                                | 46                          | 592                         |
| Travel and subsistence           | 15,443                             | -                                | 15,443                      | 48,858                      |
| Bad debts                        | 883                                | -                                | 883                         | -                           |
| Support costs (Note 7.2)         | 20,865                             | -                                | 20,865                      | 37,144                      |
|                                  | £ 214,362                          | £ 422,169                        | £ 636,531                   | £ 726,909                   |
| <b>7.2 Support costs</b>         |                                    |                                  |                             |                             |
| Independent Examiner's fee       | 750                                | -                                | 750                         | 731                         |
| Accountancy                      | 3,722                              | -                                | 3,722                       | 5,624                       |
| Other professional fees          | 3,500                              | -                                | 3,500                       | 12,527                      |
| Advertising                      | 1,506                              | -                                | 1,506                       | 6,228                       |
| Depreciation                     | 11,184                             | -                                | 11,184                      | 11,090                      |
| Bank charges and interest        | 203                                | -                                | 203                         | 944                         |
|                                  | £ 20,865                           | £ -                              | £ 20,865                    | £ 37,144                    |

Restricted expenditure in 2020 was £10,500.

| <b>8 TOTAL STAFF COSTS</b>     | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|--------------------------------|-------------------|-------------------|
| Wages and salaries             | 486,124           | 503,498           |
| Redundancy pay                 | 12,323            | -                 |
| Social security costs          | 33,186            | 35,664            |
| Employer pension contributions | 14,973            | 14,897            |
| Life insurance                 | 2,630             | 2,793             |
|                                | £ 549,236         | £ 556,852         |

No employee earned £60,000 per annum or more in the year (2020 - none).

**Number of employees**

The head count of employees on the payroll as at 31 March 2021 was 26 (2020 - 26).

The average number of full-time equivalent employees during the year was 26 (2020 - 20).

The key management personnel of the Charitable Charity comprise the Trustees and the senior management team. The total employee benefits of the key management personnel, with only senior management team members being paid, was £103,009 (2020 - £93,732).

**9 RELATED PARTIES**

No Trustees received remuneration or expenses during the year (2020 - £nil).

There were no related party transactions in the reporting year which require disclosure (2020 - nil).

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**10 TANGIBLE FIXED ASSETS**

|                         | Land and<br>buildings<br>£ | Improvements<br>to property | Computers<br>£ | Fixtures, fittings<br>& equipment<br>£ | Total<br>£ |
|-------------------------|----------------------------|-----------------------------|----------------|--|------------|
| <b>Cost</b>             |                            |                             |                |  |            |
| At 1 April 2020         | 145,000                    | 420,301                     | 15,566         | 18,397                                 | 599,264    |
| Additions               | -                          | -                           | 3,329          | -                                      | 3,329      |
| At 31 March 2021        | 145,000                    | 420,301                     | 18,895         | 18,397                                 | 602,593    |
| <b>Depreciation</b>     |                            |                             |                |  |            |
| At 1 April 2020         | -                          | 29,590                      | 15,265         | 9,568                                  | 54,423     |
| Charge for year         | -                          | 7,584                       | 1,391          | 2,209                                  | 11,184     |
| At 31 March 2021        | -                          | 37,174                      | 16,656         | 11,777                                 | 65,607     |
| <b>Net Book Amounts</b> |                            |                             |                |  |            |
| At 31 March 2021        | £ 145,000                  | £ 383,127                   | £ 2,239        | £ 6,620                                | £ 536,986  |
| At 31 March 2020        | £ 145,000                  | £ 390,711                   | £ 301          | £ 8,829                                | £ 544,841  |

|                 |                   |                   |
|-----------------|-------------------|-------------------|
| <b>11 STOCK</b> | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
| Stock           | £ -               | £ 1,625           |

|                   |                   |                   |
|-------------------|-------------------|-------------------|
| <b>12 DEBTORS</b> | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
| Trade debtors     | 111,064           | 31,533            |
| Prepayments       | 1,987             | 4,217             |
|                   | £ 113,051         | £ 35,750          |



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|  | 2021<br>£        | 2020<br>£       |
|--|------------------|-----------------|
| <b>13 LIABILITIES: Amounts falling due within one year</b> |                  |                 |
| Trade creditors  | 1,142            | 2,993           |
| Social security and other taxes                            | 9,410            | 9,537           |
| Pension contributions                                      | 2,356            | 2,400           |
| Accruals   | 3,453            | 2,807           |
| Deferred income  | 238,934          | 80,439          |
|  | <u>£ 255,295</u> | <u>£ 98,176</u> |
| <b>Deferred income</b>                                     |                  |                 |
| Balance brought forward                                    | 80,439           | 80,433          |
| Amount released in the year                                | (80,439)         | (80,433)        |
| Amount deferred in the year                                | 238,934          | 80,439          |
|  | <u>£ 238,934</u> | <u>£ 80,439</u> |

At the balance sheet date the Charitable Company was holding funds received in advance of providing contracted services, which will be fully released in the following financial year.

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                         | Unrestricted<br>Undesignated<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|-------------------------|--|--------------------------|--------------------------|---------------------|
| <b>Current year</b>     |  |                          |                          |                     |
| Tangible fixed assets   | 8,859                                      | 528,127                  | -                        | 536,986             |
| Current assets          | 517,055                                    | -                        | 12,864                   | 529,919             |
| Current liabilities     | (255,295)                                  | -                        | -                        | (255,295)           |
|                         | <u>£ 270,619</u>                           | <u>£ 528,127</u>         | <u>£ 12,864</u>          | <u>£ 811,610</u>    |
| At 31 March 2021        |  |                          |                          |                     |
|                         | <u>£ 270,619</u>                           | <u>£ 528,127</u>         | <u>£ 12,864</u>          | <u>£ 811,610</u>    |
| <b>Comparative year</b> |  |                          |                          |                     |
| Tangible fixed assets   | 9,130                                      | 535,711                  | -                        | 544,841             |
| Current assets          | 202,247                                    | -                        | 986                      | 203,233             |
| Current liabilities     | (98,176)                                   | -                        | -                        | (98,176)            |
|                         | <u>£ 113,201</u>                           | <u>£ 535,711</u>         | <u>£ 986</u>             | <u>£ 649,898</u>    |
| At 31 March 2020        |  |                          |                          |                     |
|                         | <u>£ 113,201</u>                           | <u>£ 535,711</u>         | <u>£ 986</u>             | <u>£ 649,898</u>    |

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**15 FUNDS**

|   | Balance at<br>1 April<br>2020<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | Balance at<br>31 March<br>2021<br>£ |
|---|------------------------------------|-------------|------------------|----------------|-------------------------------------|
| <b>Restricted Funds</b>                 |                                    |             |                  |                |                                     |
| Harrogate District<br>Community Project | 986                                | -           | -                | -              | 986                                 |
| Dementia Support Advisors               | -                                  | 361,757     | (361,757)        | -              | -                                   |
| Dementia Support Nurse                  | -                                  | 9,191       | (9,191)          | -              | -                                   |
| Dementia Care Coordinators              | -                                  | 12,398      | (12,398)         | -              | -                                   |
| Young onset Dementia                    | -                                  | 15,519      | (15,519)         | -              | -                                   |
| Café in a box                           | -                                  | 8,270       | (3,734)          | -              | 4,536                               |
| Golf in Society                         | -                                  | 2,750       | -                | -              | 2,750                               |
| Flood repairs                           | -                                  | 5,822       | (1,230)          | -              | 4,592                               |
| Coronavirus support                     | -                                  | 18,340      | (18,340)         | -              | -                                   |
|   | 986                                | 434,047     | (422,169)        | -              | 12,864                              |
| <b>Unrestricted Funds</b>               |                                    |             |                  |                |                                     |
| <b>Designated</b>                       |                                    |             |                  |                |                                     |
| Fixed Assets                            | 535,711                            | -           | (7,584)          | -              | 528,127                             |
|   | 535,711                            | -           | (7,584)          | -              | 528,127                             |
| <b>Undesignated</b>                     |                                    |             |                  |                |                                     |
| Free reserves                           | 113,201                            | 364,954     | (207,536)        | -              | 270,619                             |
| Total Unrestricted Funds                | 648,912                            | 364,954     | (215,120)        | -              | 798,746                             |
| Total Funds                             | £ 649,898                          | £ 799,001   | £ (637,289)      | £ -            | £ 811,610                           |

|   | Balance at<br>1 April<br>2019<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | Balance at<br>31 March<br>2020<br>£ |
|---|------------------------------------|-------------|------------------|----------------|-------------------------------------|
| <b>Restricted Funds</b>                 |                                    |             |                  |                |                                     |
| GA House Worker                         | -                                  | 10,500      | (10,500)         | -              | -                                   |
| Harrogate District<br>Community Project | -                                  | 986         | -                | -              | 986                                 |
|   | -                                  | 11,486      | (10,500)         | -              | 986                                 |
| <b>Unrestricted Funds</b>               |                                    |             |                  |                |                                     |
| <b>Designated</b>                       |                                    |             |                  |                |                                     |
| Fixed Assets                            | 543,449                            | -           | (7,738)          | -              | 535,711                             |
|   | 543,449                            | -           | (7,738)          | -              | 535,711                             |
| <b>Undesignated</b>                     |                                    |             |                  |                |                                     |
| Free reserves                           | 100,256                            | 726,625     | (713,680)        | -              | 113,201                             |
| Total Unrestricted Funds                | 643,705                            | 726,625     | (721,418)        | -              | 648,912                             |
| Total Funds                             | £ 643,705                          | £ 738,111   | £ (731,918)      | £ -            | £ 649,898                           |

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**15 FUNDS (continued)**

**Restricted Funds**

**Harrogate District Community Project:** This is money from Stronger Communities restricted for Harrogate district dementia friendly communities.

**Dementia Support Advisors:** This is money restricted for Dementia Support Advisors received from North Yorkshire NHS Foundation Trust and Tees, Esk and Wear Valley NHS Foundation Trust.

**Dementia Nurses:** This is money restricted for Dementia Nurses received from Vale of York NHS Foundation Trust.

**Dementia Care Co-ordinators:** This is money restricted for Dementia Care Co-ordinators from North Yorkshire NHS Foundation Trust.

**Young Onset Dementia:** This is money received from the Lottery. It is restricted for work for Young Onset Dementia care.

**Café in a box:** This is money restricted for Café in a box. This scheme was developed due to the Coronavirus pandemic where activity boxes are tailored to each individual and their interests and will involve activities like puzzles and jigsaws, books and games, jokes and sheets with activities plus tips for carers, such as varying days by not doing everything in the same room.

**Golf in Society:** This is money restricted for golf event days.

**Flood repairs:** This is money restricted for repairing the damage caused by flooding.

**Coronavirus support:** This money was restricted to negate the effects of the Coronavirus pandemic.

**GA House Worker:** This is money from Mein Charitable Trust restricted for the role of day services worker in GA House.

**Designated Funds**

The monies transferred into the Fixed Asset Fund in the year is for the net book value of the assets required to be held for the ongoing work of the Charitable Company and therefore do not form part of the distributable reserves.

**16 RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES**

|  | <b>2021</b>      | <b>2020</b>       |
|--|------------------|-------------------|
|  | <b>£</b>         | <b>£</b>          |
| <b>Net income for the reporting period</b>                   | 161,712          | 6,193             |
| <i>Adjustments for:</i>                                      |                  |                   |
| Depreciation charges   | 11,184           | 11,090            |
| Decrease / (Increase) in stock                               | 1,625            | (1,625)           |
| Increase in trade and other debtors                          | (77,301)         | (25,774)          |
| Increase / (Decrease) in trade and other creditors           | 157,119          | (13,665)          |
| <b>Net cash provided by / (used in) operating activities</b> | <b>£ 254,339</b> | <b>£ (23,781)</b> |

**17 ANALYSIS OF CASH AND CASH EQUIVALENTS**

|  |                  |                  |
|--|------------------|------------------|
| Cash in hand                           | 416,868          | 165,858          |
| <b>Total cash and cash equivalents</b> | <b>£ 416,868</b> | <b>£ 165,858</b> |

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**18 ANALYSIS OF CHANGES IN NET DEBT**

|      | At<br>01/04/2020<br>£ | Cash-flows<br>£  | At<br>31/03/2021<br>£ |
|------|-----------------------|------------------|-----------------------|
| Cash | 165,858               | 251,010          | 416,868               |
|      | <u>£ 165,858</u>      | <u>£ 251,010</u> | <u>£ 416,868</u>      |

**19 OPERATING LEASES**

The total future value of minimum lease payments is as follows:

|                         |                |                 |
|-------------------------|----------------|-----------------|
| Within one year         | 4,734          | 13,524          |
| Within one to two years | -              | 4,734           |
|                         | <u>£ 4,734</u> | <u>£ 18,258</u> |

The amount of non-cancellable operating lease payments recognised as an expense during the period was £8,424 (2020 - £13,224).