

# Sage House, Tangmere

England & Wales · Charity number 1158640

## Details

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Other names	CHICHESTER DEMENTIA SUPPORT GROUP, DEMENTIA SUPPORT, CDSG
Status	Registered
Legal form	Charitable company
Company number	<a href="#">09044373</a>
Registered	2014-09-23
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Sage House City Fields Business Park City Fields Way Tangmere Chichester West Sus
Phone	01243 888691
Email	<a href="mailto:info@dementiasupport.org.uk">info@dementiasupport.org.uk</a>
Website	<a href="http://www.dementiasupport.org.uk">www.dementiasupport.org.uk</a>

## Activities

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**Objects:** 1. THE RELIEF OF PERSONS AFFECTED BY DEMENTIA AND OTHER RELATED DISORDERS BY PROVIDING SUPPORT, INFORMATION AND CARE FOR SUCH PERSONS AND THEIR FAMILIES AND CARERS;2. THE ADVANCEMENT OF EDUCATION AMONGST CARERS AND THEIR FAMILIES AND THE GENERAL PUBLIC REGARDING DEMENTIA AND OTHER RELATED DISORDERS;3. ANY OTHER CHARITABLE PURPOSES THAT THE DIRECTORS CONSIDER INCIDENTAL TO OR ASSOCIATED WITH SUCH PURPOSES

**Activities:** Dementia Support was started by a group of local people who had been personally touched by dementia. The aim is to work alongside existing organisations to bring together and enrich their offering and the services they provide and to ultimately provide exceptional dementia care.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** Elderly/old People, The General Public/mankind

## Geography

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- West Sussex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,525,514	£1,668,127	£940,071	45
2024-03-31	£1,339,677	£1,497,604	£1,082,684	41
2023-03-31	£1,111,278	£1,299,473	£1,240,611	36
2022-03-31	£960,412	£1,054,293	£1,428,806	29
2021-03-31	£921,919	£892,821	£1,522,687	27

## Trustees

Name	Role	Appointed
<b>Philippa Nesbit</b>	Chair	2020-09-25
Adrian Faure		2022-06-16
Catherine Cannon		2023-02-17
Chris Thornhill		2020-02-14
Donna Louise Day Lafferty		2024-08-22
Ian Lockwood		2026-01-09
Mary Matthews		2021-07-15
Michael Berkeley		2026-01-09
Miranda Litchfield		2022-06-21
Peta Sampson		2026-02-26
Richard Broadribb		2021-07-15
Sally Tabbner		2026-01-01
Therese Kelly		2018-03-13

**Sage House, Tangmere**

England & Wales - Charity number 1158640

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# Accounts

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Charity registration number 1158640 (England and Wales)

Company registration number 09044373

**SAGE HOUSE TANGMERE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

# SAGE HOUSE TANGMERE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mrs C T Bogoje Mr R A Broadribb Mrs M K Matthews Ms P Nesbit Dr A Childs Mrs T M Y McCall Mr C Thornhill Mrs C M Cannon Ms M Litchfield Mr A H Faure Ms D L Day Lafferty	(Appointed 22 August 2024)
<b>Charity number</b>	1158640	
<b>Company number</b>	09044373	
<b>Registered office</b>	Sage House City Fields Way Tangmere West Sussex England PO20 2FP	
<b>Auditor</b>	Robert Sadler & Company Limited 30b Southgate Chichester West Sussex PO19 1DP	
<b>Bankers</b>	National Westminster Bank Plc Chichester Branch 5 East Street Chichester West Sussex PO19 1HH	

# SAGE HOUSE TANGMERE

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# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2025

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015). The charity's name was changed at Companies House and Charity Commission for England and Wales on 19<sup>th</sup> February 2025 from Dementia Support to Sage House Tangmere. This enables the name Dementia Support to be used for an independent charity focussed on the National Ambitions Plan.

#### Objectives and Activities

The charity (then named Chichester Dementia Support Group) was started in 2014 by a group of local people who had been personally touched by dementia.

Dementia is an umbrella term for a range of conditions affecting physical, cognitive, communication and memory abilities. It is a terminal disease developing into the complete inability to lead an independent life and brings substantial worry and responsibilities for loved ones who care for them. Dementia is the leading cause of death in the UK and there is no cure. Loved ones close to someone with dementia find themselves recast in the role of carer- trying their best to look after someone dear to them, whilst at the same time witnessing their decline. The impact on carers cannot be understated, and they require significant support themselves.

It is estimated that there are 982,000 people with dementia in the UK and this continues to grow. The total cost of care for people with dementia in the UK is £34.7billion. This is set to grow sharply over the next two decades, to £94.1billion by 2040 as prevalence grows. This is despite the huge efforts of unpaid carers, without whom the system would not be able to cope. It is estimated that 1 in 2 people will be affected by dementia in their lifetime, either by developing the disease or caring for a loved one.

Across West Sussex, we estimate that there is over 18,000 people living with dementia (West Sussex Joint Dementia Strategy, 2020-23) and this is expected to increase by 36% by 2030, as the population ages – age is the greatest risk factor in developing dementia. Chichester District has the 9<sup>th</sup> highest prevalence of dementia in the UK- 35% higher than the national average (Alzheimer's Statistics Hub).

The high prevalence of dementia in our County is not surprising given we already have an older age profile than most with 25% of the population currently 65 years old and over. The need for dementia care and support in Chichester is only going to increase.

The last Government announced that a new 10-year plan to tackle dementia which was due to be published late in 2022, yet no specific plan for the condition has been released.

In January 2023, dementia appeared in the publication of the Major Conditions Strategy, along with a host of other conditions and although the new government made commitments in their manifesto to improve the NHS in England, we are yet to hear what plans will be put in place to ensure people living with dementia have access to consistent, reliable services and support.

The charity's 2014 feasibility study revealed that navigating the complex journey of dementia care was extremely difficult. Interviews at local support groups highlighted the need for a collaborative service and a clear desire among those affected to keep active and remain at home. This research also revealed that the provision of services locally was fragmented. It was agreed that significant benefits could be derived from offering a dedicated, purpose-built facility that would allow all aspects of care to be provided and coordinated from a central location- which became Sage House. In addition, people expressed the wish for a "buddy" system that could help them navigate the journey. A concept which led to the creation of our Wayfinder service.

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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From the beginning, Sage House has been built upon and embraces a culture of collaboration. We invite other services to work closely with us to join up provision locally. Our aim to provide excellent dementia support across West Sussex- including Chichester, Bognor Regis, Selsey and the Witterings to the South, Emsworth up to Midhurst in the West, Petworth, Billingshurst, Littlehampton and Rustington, in the east.

Dementia Support entered into a fundraising campaign in early 2016 to renovate an old call centre in Tangmere near Chichester in West Sussex with a target of raising £1.74 million and Sage House, was officially opened by HRH The Countess of Wessex on the 8th of May 2018.

Sage House is a first of its kind dementia hub, helping those with dementia to navigate the services they need, live independently for longer and to make the best of each day through a holistic range of services. We provide personalised, practical, and emotional support at every stage of the dementia journey, from pre-diagnosis to end of life care and support following a loss - support not available anywhere else.

Since 2018 Sage House has offered a full range of dementia-specific services. The building has been specially designed to meet the needs of people with dementia, with colour-coded zones for the different services we offer. Services include our Wayfinding advice service, well-being activities, Day Breaks respite care, well-being course for carers, personal care such as assisted bathing or dementia friendly hairdresser, Smart Zone technology area for independent living and a dementia-friendly community café.

Most customers first interaction is through our Wayfinding service, often soon after receiving a dementia diagnosis when families need both practical advice and emotional support to make sense of the journey ahead. It also acts as a central service that almost all customers use and is one of the key pillars of Sage House and Dementia Support.

Our services wrap around the needs of the person living with dementia and their carers to ensure they are supported in the best way possible. Each person experiences dementia differently, leaving each person needing individualised support. Our seamless, holistic care now ensures over 2,800 people a year, an increase of 70% since 2020, can make the best of each day, connect with the services they need, cope with new challenges, minimise the chance of crises, delay the decline in the person with dementia, reduce social isolation and loneliness. The results from our academic evaluation, carried out by University of Chichester are testament to the work of the charity, demonstrating that our model is more cost effective and provides better outcomes for the people affected than the usual care provided.

### **Achievements and performance**

#### **Day Breaks**

This year has seen a rapid expansion of our Day Breaks service in response to the need of our customers. As our waiting list grew, we knew we could not leave people waiting for respite care. Previously we have welcomed 15 people each day but have now grown to have 26 people on three days, and 16 on two days each week in our Day Breaks. This means we offer a total of 110 places each week.

Our Day Breaks is designed to be a sociable and stimulating environment- packed with meaningful activities that engage people and keep them active. We provide excellent care with a 1:3 ratio meaning we can accommodate people's needs including personal care, medication and supporting those with mobility difficulties.

Day Breaks provides carers with vital respite from the responsibilities of caring for a loved one with dementia. It enables people to take a break and look after themselves or in some instances continue working. This enables families to keep their loved one living at home for as long as possible.

**151 people attended Day Break sessions in the past 12 months, meaning over 151 carers benefitted from some respite and we have provided 4,459 days of respite care.**

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

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### **Wellbeing Activities**

Our activity program, offered free of charge, aims to engage people living with dementia in meaningful activities designed to promote cognitive stimulation. With an evolving programme, and new activities to keep life connected, purposeful and joyful.

Over the past year we have introduced bowling, gardening, quizzes and games. These are in addition to existing well-loved activities such as Singing for the Soul, Bingo, Painting for Fun and more. The program has been designed to provide a combination of physical activity and cognitive stimulation.

The expansion of Day Breaks into the activity room, has changed the way we deliver our activities utilising the Smart Zone and Café to continue providing a high-quality program.

Since November 2022 we have provided the service free of charge, with an optional voluntary donation from attendees to ensure accessibility to all. This aligns to our community warm space initiative ensuring people have a warm, welcoming and engaging space to use during the day.

Our total attendance increased at our activities in 2024/25, with 6,286 attendances. Including our Chatter Tables we provided 699 sessions.

### **Cognitive Stimulation Therapy (CST)**

Cognitive Stimulation Therapy (CST) is an evidence-based intervention that aims to help people living with dementia to improve their recall and thinking skills. Our CST groups have shown clear improvements in concentration, remembering people, clarity of thoughts, decision making and confidence.

Each group participates in a six-week block of activities, following a set program. Using techniques such as guided reminiscence, facilitated discussions and functional activities we support people to be more independent and increase their confidence in daily tasks.

All participants go through a careful suitability process to ensure it is the right intervention for them and we continuously evaluate participants to measure their progress. Topics covered include sound & vision, early years, digital familiarisation, currency and money, travel and holidays and current affairs. The person living with dementia attends without a carer or loved one to help increase their confidence and independence.

### **Supporting Carers- Empowering Carers**

Empowering Carers is our series of education workshops for carers that aim to provide information on a range of topics that are important for carers to understand when caring for a loved one with dementia.

Led by our Wayfinders, we deliver these concurrently with our Cognitive Stimulation Therapy sessions enabling the carer to take part whilst their loved one is engaged in the beneficial CST sessions. Each course runs over 4 weeks with 4 different 2-hour sessions. Sessions cover the following topics:

- Advice and support for carers who are family/friends
- A chance to enhance knowledge of dementia
- Practical tips and strategies for managing dementia
- An insight into what it is like for people living with dementia symptoms
- An opportunity for discussion about being a dementia carer
- Exploring different ways of getting dementia support and maintaining health and wellbeing
- A chance to meet the dementia support professionals and ask questions

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

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### Support groups and training

As the need for Wayfinding support has grown, we have needed to find new ways to support everyone who needs our help. Through the group sessions we provide people with an increased understanding of different aspects of dementia- dependent on their needs.

We also aim to unlock the power of peer support by creating new connections and bringing people together through shared experiences and challenges. This has created ongoing friendships and support networks to be formed, which last long beyond our facilitation, meaning people have others to call on when they need it for support. Our first Grief Café group from 2022 continue to meet regularly to support each other.

**The total attendance is 340, with people joining groups including:**

- Carers Support
- Empowering people living with dementia
- Couples' conversations – learning and living with dementia
- Bereavement support

### Wayfinding

At the heart of our approach is our unique Wayfinding service that aims to change the way people with dementia, their families, and carers are supported. Each family has a named Wayfinder providing 1:1 ongoing advice and emotional support. Crucially, the same Wayfinder supports the family through the entire dementia journey, meaning those in need can always speak to someone who understands their story and can help guide them through all the challenges that dementia brings. We support people face to face at Sage House or in the community, on the phone, by email, or as part of our Support Groups. Vitally, the service provides emotional support, alongside practical advice, ensuring people have access to a listening ear who can help them cope with the emotional challenges they face.

The service is provided completely free of charge at every stage of the dementia journey. Support is available pre-diagnosis, meaning people are helped earlier and through to end of life, with the family supported through the grieving process. There are no formal referral requirements (other than being affected by memory loss) so people are never left without support – this was particularly important whilst the NHS paused their assessments.

*"It is very reassuring to know that I now have a real person out there who knows what's going on and can give me advice and contact information. I am hugely grateful and relieved. I have felt quite alone with the dementia problem, and I now feel I have support to help me"*

**Over the past 12 months, the Wayfinding team increased to 8 members and supported 3,198 people affected by dementia. Currently they are supporting over 1,200 families.**

### Personal Care

Within Sage House we have specially designed therapy, hairdressing and bathing rooms which assist people living with dementia with daily personal care activities that often become a challenge. Supported by volunteers and specialists from local services, we are able to offer chiropody, massage and hairdressing.

Crucially, we also have an adapted bathroom with a hoisted chair for those with limited mobility. Our staff offer assisted baths, helping families to maintain personal hygiene for their loved whilst preserving dignity for all.

**In the past year we have provided 855 personal care appointments, an increase on previous years.**

### Outreach – Sage Communities

Our Community Outreach venues bring our dementia services to local communities across West Sussex. We aim to reach more people and make dementia support more accessible by delivering activities and group support sessions, with Wayfinders on hand to provide advice and emotional support.

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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Each sessions include beneficial activities and a Wayfinder is on hand to provide free advice, guidance and emotional support. Typically, we will have a facilitated group discussion which could be guided reminiscence, educating attendees about dementia or just discussing current affairs. We are currently exploring opportunities to reach more communities to provide support, bring people together and enable peer support.

Over the course of this year, we have been expanding our community provision.

We run regular sessions in Felpham, Parklands, Southbourne, Yapton, Rustington and Wittering's.

**In the last 12 months, providing 225 sessions with a total attendance of 4,367.**

#### **Daisy's Community Café**

Daisy's café is a integral part of the Sage House approach. It provides a warm welcome to everyone and is a focal point of our hub. Daisy's Café is open to all and is a community café that aims to break down the barriers and reduce the stigma of dementia. Often, it can be a way for families to bring their loved one to Sage House, for tea and cake, without "labelling" them. It provides a source of income for the Charity but supports our mission of creating a welcoming environment that is fully accessible to people living with dementia.

In 2024/25 we have been able to establish a regular calendar of events and entertainment within the café. Often offered as an afternoon tea, with entertainment kindly funded by Boxgrove Arts Society, we have had singers a Harpist, and impressionist. Every event is fully booked within days of being advertised and helps generate income, whilst providing our customers with a unique and special experience.

Throughout winter 2024/25, Daisy's Café acted as a warm space for the local community for those in need. We offered soup and a roll for £1, continued to stock "Daisy's Larder" (our small food bank) and offer a "Pay It Forward" scheme, where people can pay for a meal which can be redeemed by someone else who needs it.

#### **Dementia Supporter Programme**

In order to support the growth of our Dementia Supporter program, we employed an Education and Learning Coordinator who took post in May 2023.

We recognise that alongside support received within Sage House and through our Wayfinding and Outreach services, there are still many areas of everyday life where people living with dementia feel uncomfortable, unwelcome or find daily tasks too challenging. This reduces independence, increases isolation and has a negative impact on their quality of life and wellbeing. As part of our vision "a society where dementia is wholly understood and accepted, enabling people living with dementia to be fully supported throughout the whole of their journey", we wanted to help people in the wider community feel accepted and supported.

We created Dementia Supporter training to address this need. If we want dementia to be wholly understood and accepted in society, it is vital that we educate the local community and the public about dementia. Through this program we aim to increase understanding, reduce stigma, and help people to make changes that will see our community be truly welcoming and accessible for people living with dementia.

Each session lasts for 45 minutes and provides an overview of dementia, as well as practical learnings that will make a meaningful difference to the experience of those affected. We offer the training to local businesses, as well as statutory services. This has led to closer partnerships with Sussex Police, Fire & Rescue and many GP surgeries in our local area.

We have now expanded our offer to include our Dementia Distinction programme, which aims to support professional carers working in the social care sector to have a better understanding of how to support customers living with dementia.

#### **Centre of Excellence**

Sage House prides itself on the range and quality of services provided within the local community.

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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Dementia is at the forefront of what we do, providing a person-centred approach which includes both the person living with dementia, their carers, and families.

Sage House is unique in its approach, people tell their story once and know that there is someone there to support them through their journey for as long as they need it. We work closely in partnership with other charities and organisations to ensure a warm handover smooths the way for those accessing support outside of Sage House.

Our role is to fill gaps locally and not duplicate where others have the expertise and for this reason many charities are co-located within Sage House.

We have a high staff retention rate as we operate a Values Based Recruitment philosophy – the vast majority of our team have lived experience and share our passion to provide excellent services for those effected by dementia.

You do not need to have a diagnosis to access any of the services provided by Sage House, there is no eligibility criteria.

#### **National Ambitions Programme – Dementia Support**

Given the impact of Sage House on the local service provision for people living dementia, October 2021, saw the initiation of the National Ambitions Programme with the vision to identify a way in which the Sage House Model of integrated Dementia Support could be replicated elsewhere. The charity recruited programme support to aid the CEO with this undertaking.

The interim results of the academic evaluation being undertaken by the University of Chichester delivered its interim findings in January 2024. The full evaluation results, including the much-awaited comparative study, were released in May 2024.

The evaluation comprised an 18-month study of the services delivered by Sage House to identify the efficacy of the service, the benefit to customers in terms of mental health, quality of life and also identify the tangible savings to the health and social care economy, local economy and community impact in terms of reducing stigma and increasing knowledge of dementia.

The final results of the academic evaluation were launched in the Houses of Parliament at an event in May 2024 and they identified.

The Sage House Model is more cost effective than the “usual” care comparator. **Across the 3-month comparative study, people with dementia who used Sage House saved the local NHS and social care an average of £430.50 - a saving of £1,722 per person per year.**

In addition:

- People living with dementia who have access to Sage House experience 20% greater life satisfaction – their quality of life and wellbeing is also statistically significantly higher than the comparator group
- Care partners with access to Sage House demonstrate better access to information and support which leads to significantly greater quality of life.
- 74% agreed that this also has positively impacted their mental health

#### **Replicators**

Work continued with supporting the West Berkshire replication model throughout the year alongside onboarding two new geographical areas – Guildford and West Midlands.

Following advice an application was made to the Charity Commission to set up a new charity, with an independent Governance and Reporting Structure. Charity number 1211304 was formed in December 2024 with a view to separating the work of Sage House and Dementia Support as independent from one another. The separation of the charities was completed on 1<sup>st</sup> April 2025.

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### Fundraising Activities

In March 2023 the Board of Trustees approved a refreshed three-year fundraising strategy with a focus on generating sustainable income sources for the Charity. Fundraising makes up 80% of our annual income and we receive less than 2% of our funds from statutory sources to run Sage House. As a young charity, we cannot rely on historical legacies or large investments.

We continue to grow our fundraising across all streams including grants from charitable trusts, individual donations and regular giving, local businesses, and community fundraising initiatives. Highlights in the past financial year have included our Charity Partnership with Goodwood Estate, in-aid of events including a Clay Shoot and Winter Ball, and the launch of our first Sportive cycling event.

Grants and donations from charitable trusts continue to be an important source of funding for the charity. Whilst the external environment has become increasingly challenging, we remain incredibly grateful for the partnerships we have developed with our charitable trust funders, many of whom are named below – thank you. We also wish to thank our supporters who wish to remain anonymous.

Age Sentinel Trust	Lord Barnby's Foundation
Arnold Clark Community Fund	Lord Faringdon Charitable Trust
Arthur Williams Charitable Trust	Marsh Charitable Trust
B & Q Foundation	Masonic Charitable Foundation
Bassil Shippam and Alsford Trust	McLay Dementia Trust
Bernadette Charitable Trust	Michael & Anna Wix Charitable Trust
Boltini Trust	North Mundham Parish Council
Bothwell Charitable Trust	OptiGene Foundation
Chapman Charitable Trust	Pagham Pram Race
CMS Foundation	Patricia Routledge Foundation
Co-op Local Community Fund	Peacock Charitable Trust
Dyers Company	Rest-Harrow Trust
Edgar E Lawley Foundation	Rustington Parish Council
EF and MG Hall Charitable Trust	Selsey Town Council
Eleanor Grace Foundation	Sir Jules Thorn Charitable Trust
Elise Pilkington Charitable Trust	Skipton Building Society Charitable Foundation
Ernest Kleinwort Charitable Trust	Souter Charitable Trust
F Glenister Woodger Trust	Southbourne Parish Council
February Foundation	St James's Place Charitable Foundation
Francis Winham Foundation	Stagecoach Giving for Good Community Fund
Friarsgate Trust	Stella Symons Charitable Trust
Friends of Midhurst Community Hospital and Riverbank	Sussex Community Foundation
Medical Centre	Sussex Masonic Charities
Gallus Trust	Three Oaks Trust
Garfield Weston Foundation	VLM Foundation
Gerald Micklem Charitable Trust	Vulcan Settlement
Homity Trust	Warburtons Community Fund
Ian Askew Charitable Trust	West Sussex Travel Society
Jectus Charitable Foundation	William Allen Young Charitable Trust
Kathleen And Sidney Linkins Memorial Trust	

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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#### Trustees, Staffing & Volunteers

Sage House Tangmere started the year with a staff team of 46 (28 Part time, 18 fulltime) as of 31<sup>st</sup> March 2025 this has remained the same with the addition of 3 bank members of staff.

The charity's operational affairs continue to be managed by Chief Executive, Sally Tabbner and Chief Operating Officer Emma Radley.

Our volunteers are very important to the work that we do, and our volunteer base has grown in the last financial year and we now have 118 volunteers providing support to the Charity.

Volunteers carry out a wide variety of roles within the charity including administration, leading or supporting activities, serving in Daisy's Café and fundraising. During 2024 our volunteers supported our afternoon events in Daisy's café, Outreach sessions and fundraising events such as the Arundel festival and at village fairs.

Volunteers are essential to the operation of Sage House, and we could not provide the services we do, nor fundraise what we need to continue, without them. The Trustees would like to formally record their sincere thanks and appreciation for the vast contribution that our volunteers make.

#### Financial review

##### Principal funding sources

The charity relies heavily on donations for its income, of which in the year 85% were unrestricted voluntary donations and 15% were restricted grants from trusts and foundations.

In 2024/25 donations from Corporate and Community activities was above budget, reflecting the strong business and community ties in our area of operation.

The balance of the income is raised from our charitable activities and trading. Maintaining our affordability and open access to our services is critical to our mission. Our café supports our ethos by providing hearty meals to our daybreak customers as well as a warm and vibrant environment for the wider community of volunteers, neighbours and carers.

All areas of income showed an improvement over the prior year, reflecting the target expenditure we knew we needed to support demand for our services and effective delivery of those services.

##### Expenditure

Expenditure was largely within budget constraints, although our direct costs suffered from inflationary impacts around food costs and event costs. Our administration cost base is mostly fixed and 83% of our cost base relates to staff costs; critical to maintaining the level of service and our 3:1 customer to staff ratio.

##### Investment policy and objectives

The trustees have considered the most appropriate policy for investing surplus funds, is by depositing some of its reserves into two investment accounts.

The trustees have considered the future funding needs and commitments of the charity and deem it prudent to aim to hold general unrestricted reserves equivalent to 6 months overheads at any time.

##### Fund activity

At the end of the year the charity had closing funds of £940,071 (2024:£1,082,684) of which £884,504 (2024: £1,050,048) were unrestricted general funds and £55,567 (2024: £32,636) were restricted towards the staffing of the Dementia Hub.

##### Reserves policy

The trustees have considered the future funding needs and commitments of the charity and deem it prudent to hold general unrestricted reserves equivalent to 6 months overheads at any time.

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

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### **Major risks**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Future Plans**

#### **Sage House**

The charity continues to be focused on the development of Sage House as a centre of excellent, providing exceptional services both within the main hub and the local community. Future plans for 2025/26 include:

Further growth of our Day Breaks service, to include a shorter breaks service to run alongside Day Breaks offering 2 hour flexible bookable sessions for respite support.

Continue to innovate in our activity programme – providing both regular and one-off activities that engage and stimulate our customers.

Develop our 'Talk to a Wayfinder' signposting and information platform enabling greater access to trusted dementia advice.

Expand the number of people reached with energy advice through our partnership with SGN.

Launch our Wayfinding Bus to support those living in hard-to-reach rural communities and to support our Outreach services with Wayfinding and energy advice.

Increase the number of Outreach venues by two, launching a new weekly session in the Aldwick and fortnightly session in Emsworth.

### **Future Plans – National Ambitions & Dementia Support**

The replication of the Sage House Model now sits with Charity number 1211304 and separate filing arrangements and reporting are in place.

### **Structure, governance and management**

The charity is a limited company, limited by guarantee, as defined by the Companies Act 2006. It is controlled and governed by its Memorandum and Articles of Association.

The charity was incorporated on 16 May 2014 and registered as a charity on 23 September 2014. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs C T Bogoje

Mr R A Broadribb

Mrs M K Matthews

Ms P Nesbit

Dr A Childs

Mrs T M Y McCall

Mr C Thornhill

Mrs C M Cannon

Ms M Litchfield

Mr A H Faure

Ms D L Day Lafferty

(Appointed 22 August 2024)

No trustee had any beneficial interest in the company.

#### **Recruitment and appointment of trustees**

The directors of the charity are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association, a third of all directors must retire from office each year. They may be re-elected, and the directors may also appoint new directors pursuant to the provisions of the Articles of Association.

The work of the charity is almost entirely devoted to those effected by dementia. As a result, the board of trustees seek to ensure that representatives from this group and from those who assist them, are members of the board. In addition, every effort is made to include a wide skill set including those with business and general medical and social care skills on the board.

#### **Organisational structure**

The charity's Memorandum and Articles of Association stipulate that there should be no less than three trustee directors but does not restrict to a maximum.

The day to day running of the charitable company is overseen by the Chief Executive Officer who reports to the board of trustees.

#### **Induction and training of trustees**

Any individual wishing to be a trustee director must complete and sign a declaration of their willingness to be appointed, must be over the age of 18 years, and not be disqualified from being a director or trustee.

Potential trustee directors are invited to attend a regular board meeting and are welcome to ask questions about any aspect of the charity's work. They are invited to make a short presentation on the skills they would bring to the Board and how they would contribute to its deliberations and decision making. They are also provided with copies of the Charity's published literature and a copy of the Memorandum and Articles of Association.

# SAGE HOUSE TANGMERE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### Risk management

The Board of Trustees are responsible for overseeing the charity's risk management activities, but these are identified, reviewed and monitored by our committees. The Board manages the process through a Strategic Risk Register which is updated on an ongoing basis by the CEO and COO and reviewed at each Committee and Board of Trustee meeting.

Strategic Risks are identified by committees to review mitigations and consider new risks which include those of external influence. These are the high-level risks that could prevent Dementia Support from meeting its overall objectives. Each risk is described, giving the scenario under which, it may occur and assessed in terms of the impact it would have on the organisation and the likelihood of it occurring, given the current controls and mitigation plans in place. Actions required to further mitigate the risk are identified.

All risks and actions are assigned to a committee. The 'risk appetite' of the charity is described by the rating attributed - risks with an Impact-Likelihood score above the threshold are priority risks and require immediate action and close monitoring at both committee and Board of Trustee level. Risks sitting below the threshold are of lower priority but continue to be monitored and assessed throughout the year by the committee.

### Review of public benefit

In setting out our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on fee charging.

### Auditor

The auditors, Robert Sadler and Company Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

The trustees' report was approved by the Board of Trustees.

*Philippa Nesbit*

.....

Ms P Nesbit

**Chair of Trustees**

17 / 12 / 2025

Date: .....

# SAGE HOUSE TANGMERE

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

**FOR THE YEAR ENDED 31 MARCH 2025**

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The trustees, who are also the directors of Sage House Tangmere for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 operation.

The trustees are responsible for keeping adequate accounting records that 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. 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

# SAGE HOUSE TANGMERE

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF SAGE HOUSE TANGMERE

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#### Opinion

We have audited the financial statements of Sage House Tangmere for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2025 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

# SAGE HOUSE TANGMERE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF SAGE HOUSE TANGMERE

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#### Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.


A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Robert Alistair Sadler FCA (Senior Statutory Auditor)**  
for and on behalf of Robert Sadler & Company Limited

**Chartered Accountants**  
**Statutory Auditor**

  
.....  
17 / 12 / 2025

30b Southgate  
Chichester  
West Sussex  
PO19 1DP

Robert Sadler & Company Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

# SAGE HOUSE TANGMERE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2025**

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	<b>Notes</b>						
<b>Income from:</b>							
Donations and legacies	3	977,362	175,105	1,152,467	920,202	95,626	1,015,828
Charitable activities	4	251,157	-	251,157	229,556	-	229,556
Other trading activities	5	108,959	-	108,959	82,878	-	82,878
Investments	6	12,931	-	12,931	11,415	-	11,415
<b>Total income</b>		<u>1,350,409</u>	<u>175,105</u>	<u>1,525,514</u>	<u>1,244,051</u>	<u>95,626</u>	<u>1,339,677</u>
<b>Expenditure on:</b>							
Raising funds	7	308,472	-	308,472	282,223	-	282,223
Charitable activities	8	1,207,481	152,174	1,359,655	1,117,397	97,984	1,215,381
<b>Total expenditure</b>		<u>1,515,953</u>	<u>152,174</u>	<u>1,668,127</u>	<u>1,399,620</u>	<u>97,984</u>	<u>1,497,604</u>
<b>Net income/(expenditure)</b>		(165,544)	22,931	(142,613)	(155,569)	(2,358)	(157,927)
Transfers between funds		-	-	-	(933)	933	-
<b>Net movement in funds</b>	10	(165,544)	22,931	(142,613)	(156,502)	(1,425)	(157,927)
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2024		1,050,048	32,636	1,082,684	1,206,550	34,061	1,240,611
<b>Fund balances at 31 March 2025</b>		<u>884,504</u>	<u>55,567</u>	<u>940,071</u>	<u>1,050,048</u>	<u>32,636</u>	<u>1,082,684</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# SAGE HOUSE TANGMERE

## BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
<b>Fixed assets</b>					
Tangible assets	14		596,265		627,057
<b>Current assets</b>					
Debtors	15	135,210		205,690	
Cash at bank and in hand		372,053		429,983	
		<u>507,263</u>		<u>635,673</u>	
<b>Creditors: amounts falling due within one year</b>	16	<u>(163,457)</u>		<u>(180,046)</u>	
<b>Net current assets</b>			<u>343,806</u>		<u>455,627</u>
<b>Total assets less current liabilities</b>			<u>940,071</u>		<u>1,082,684</u>
<b>The funds of the charity</b>					
Restricted income funds	19		55,567		32,636
Unrestricted funds	20		884,504		1,050,048
			<u>940,071</u>		<u>1,082,684</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

17 / 12 / 2025

The financial statements were approved by the trustees on .....

*Philippa Nesbit*

Ms P Nesbit

Chair of Trustees

Company registration number 09044373 (England and Wales)

# SAGE HOUSE TANGMERE

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

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	Notes	2025 £	£	2024 £	£
<b>Cash flows from operating activities</b>					
Cash absorbed by operations	26		(50,137)		(232,554)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(20,724)		(19,851)	
Investment income received		12,931		11,415	
<b>Net cash used in investing activities</b>			(7,793)		(8,436)
<b>Net cash generated from financing activities</b>			-		-
<b>Net decrease in cash and cash equivalents</b>			(57,930)		(240,990)
Cash and cash equivalents at beginning of year			429,983		670,973
<b>Cash and cash equivalents at end of year</b>			372,053		429,983

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# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2025

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#### 1 Accounting policies

##### Charity information

Sage House Tangmere is a private company limited by guarantee incorporated in England and Wales. The registered office is Sage House, City Fields Way, Tangmere, West Sussex, PO20 2FP, England.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted, but deemed to have a specific purpose by the trustees and therefore kept separate from the general unrestricted funds. The charity identifies its capital reserve as being as being funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Donations in kind are accounted for at a reasonable estimate of their value to the charity or the actual amount actually realised. Donations in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Donations in kind for use by the charity are included in the Statement of Financial Activities as incoming resources when receivable.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### 1 Accounting policies

(Continued)

Investment income is recognised when receivable.

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure on charitable activities includes all expenditure directly relating to the objects of the charity. Expenditure on the raising of funds represents expenditure incurred in generating income to finance the charity's activities and governance.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	In line with the lease term (see below)
Fixtures and fittings	5 years straight line
Computers	3 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

All computer software purchased by the charitable company is treated as revenue expenditure in the period in which it is incurred given that it is deemed to have no redeemable future value.

The improvements to the property leased by the charitable company are depreciated in line with the remaining lease term. The lease for Sage House started in June 2016 and has a term of 25 years. The lease for the additional parking at Sage House commenced from 8th December 2022 and has a term that runs concurrently with that of Sage House.

It is the charitable company's policy to capitalise assets with initial costs in excess of £250 only.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### 1 Accounting policies

(Continued)

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Taxation

The charity is exempt from corporation tax on its charitable activities.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### 3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	976,362	175,105	1,151,467	918,202	95,626	1,013,828
Legacies	1,000	-	1,000	2,000	-	2,000
	<u>977,362</u>	<u>175,105</u>	<u>1,152,467</u>	<u>920,202</u>	<u>95,626</u>	<u>1,015,828</u>

#### 4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
<b>Charitable activities</b>		
Provision of services	251,157	229,556
	<u>251,157</u>	<u>229,556</u>

#### 5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Trading income	108,959	82,878
	<u>108,959</u>	<u>82,878</u>

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 6 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Rental income	1,875	3,750
Interest receivable	11,056	7,665
	<u>12,931</u>	<u>11,415</u>

### 7 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
<b>Fundraising and publicity</b>		
Advertising	6,037	8,607
Other fundraising costs	30,710	32,310
Staff costs	186,243	160,236
	<u>222,990</u>	<u>201,153</u>
<b>Trading costs</b>		
Trading operational costs	25,022	31,651
Staff costs	60,460	49,419
	<u>85,482</u>	<u>81,070</u>
Total costs	<u>308,472</u>	<u>282,223</u>

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 8 Expenditure on charitable activities

	Charitable activities 2025 £	Charitable activities 2024 £
<b>Direct costs</b>		
Staff costs	566,506	624,323
Activities, workshops and materials	21,463	23,810
	<u>587,969</u>	<u>648,133</u>
<b>Share of support and governance costs (see note 9)</b>		
Support	767,247	563,915
Governance	4,439	3,333
	<u>1,359,655</u>	<u>1,215,381</u>
<b>Analysis by fund</b>		
Unrestricted funds	1,207,481	1,117,397
Restricted funds	152,174	97,984
	<u>1,359,655</u>	<u>1,215,381</u>

### 9 Support costs allocated to activities

	2025 £	2024 £
Staff costs	450,611	266,508
Depreciation	51,516	51,511
Operating lease charges	111,554	110,216
Utilities	23,143	22,625
Insurance	13,697	12,961
Office costs	42,976	39,075
Advertising	11,420	7,129
Repairs and maintenance	37,319	34,981
Travel and subsistence	7,030	5,170
Subscriptions	7,602	4,440
Bank charges	10,379	9,299
Governance costs	4,439	3,333
	<u>771,686</u>	<u>567,248</u>
<b>Analysed between:</b>		
Charitable activities	<u>771,686</u>	<u>567,248</u>

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

<b>10</b>	<b>Net movement in funds</b>	<b>2025</b>	<b>2024</b>
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the audit of the charity's financial statements	3,225	3,333
	Depreciation of owned tangible fixed assets	51,516	51,511
	Operating lease charges	111,554	110,216
		<u>          </u>	<u>          </u>

### 11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 12 Employees

The average monthly number of employees during the year was:

	<b>2025</b>	<b>2024</b>
	<b>Number</b>	<b>Number</b>
Care, activities and outreach	15	14
Finance and administration	9	9
Fundraising	9	8
Catering	4	4
Wayfinding	8	6
	<u>          </u>	<u>          </u>
Total	45	41
	<u>          </u>	<u>          </u>

<b>Employment costs</b>	<b>2025</b>	<b>2024</b>
	£	£
Wages and salaries	1,122,527	999,652
Social security costs	91,774	80,476
Other pension costs	22,086	19,821
	<u>          </u>	<u>          </u>
	1,236,387	1,099,949
	<u>          </u>	<u>          </u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	<b>2025</b>	<b>2024</b>
	<b>Number</b>	<b>Number</b>
£60,000 to £70,000	-	1
£70,000 to £80,000	1	-
	<u>          </u>	<u>          </u>

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

#### 14 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Computers	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2024	871,400	86,678	63,842	1,021,920
Additions	-	10,141	10,583	20,724
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2025	871,400	96,819	74,425	1,042,644
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation and impairment</b>				
At 1 April 2024	267,514	71,263	56,086	394,863
Depreciation charged in the year	35,136	9,182	7,198	51,516
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2025	302,650	80,445	63,284	446,379
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Carrying amount</b>				
At 31 March 2025	568,750	16,374	11,141	596,265
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2024	603,886	15,415	7,756	627,057
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

#### 15 Debtors

	2025	2024
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	47,871	45,066
Other debtors	41,829	109,349
Prepayments and accrued income	45,510	51,275
	<hr/>	<hr/>
	135,210	205,690
	<hr/> <hr/>	<hr/> <hr/>

#### 16 Creditors: amounts falling due within one year

	Notes	2025	2024
		£	£
Other taxation and social security		21,080	20,452
Deferred income	17	69,935	117,458
Trade creditors		45,801	19,338
Other creditors		7,544	6,858
Accruals		19,097	15,940
		<hr/>	<hr/>
		163,457	180,046
		<hr/> <hr/>	<hr/> <hr/>

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 17 Deferred income

	2025	2024
	£	£
Other deferred income	69,935	117,458

Deferred income is included in the financial statements as follows:

	2025	2024
	£	£
Deferred income is included within:		
Current liabilities	69,935	117,458
Movements in the year:		
Deferred income at 1 April 2024	117,458	157,968
Released from previous periods	(123,183)	(157,968)
Resources deferred in the year	75,660	117,458
Deferred income at 31 March 2025	69,935	117,458

### 18 Retirement benefit schemes

	2025	2024
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	22,086	19,821

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
The Friarsgate Trust	8,333	10,000	(9,166)	-	9,167
Masonic Charitable Foundation	3,803	23,275	(27,078)	-	-
University of Oxford	-	17,543	(17,543)	-	-
The Gerald Micklam Charitable Trust	11,250	30,000	(22,083)	-	19,167
Carer's Trust East Midlands (WSCC)	-	27,771	(27,771)	-	-
Community Hospital and Riverbank Medical Centre	-	10,000	(10,000)	-	-
Amounts received under £10,000	9,250	56,516	(38,533)	-	27,233
	<u>32,636</u>	<u>175,105</u>	<u>(152,174)</u>	<u>-</u>	<u>55,567</u>

Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
The Friarsgate Trust	-	10,000	(1,667)	-	8,333
Masonic Charitable Foundation	-	22,819	(19,016)	-	3,803
The Gerald Micklam Charitable Trust	9,000	15,000	(12,750)	-	11,250
Francis Winham Foundation	5,929	-	(5,929)	-	-
Crawley Borough Council	4,682	-	(4,682)	-	-
Amounts received under £10,000	14,450	47,807	(53,940)	933	9,250
	<u>34,061</u>	<u>95,626</u>	<u>(97,984)</u>	<u>933</u>	<u>32,636</u>

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
Capital reserve	627,057	20,724	(51,516)	-	596,265
General funds	422,991	1,329,685	(1,464,437)	-	288,239
	<u>1,050,048</u>	<u>1,350,409</u>	<u>(1,515,953)</u>	<u>-</u>	<u>884,504</u>
<b>Previous year:</b>	<b>At 1 April 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2024</b>
	£	£	£	£	£
Capital reserve	658,716	19,852	(51,511)	-	627,057
General funds	547,834	1,224,199	(1,348,109)	(933)	422,991
	<u>1,206,550</u>	<u>1,244,051</u>	<u>(1,399,620)</u>	<u>(933)</u>	<u>1,050,048</u>

#### Capital reserve

These are funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

#### 21 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2025	2025	2025
	£	£	£
<b>At 31 March 2025:</b>			
Tangible assets	592,617	3,648	596,265
Current assets/(liabilities)	291,887	51,919	343,806
	<u>884,504</u>	<u>55,567</u>	<u>940,071</u>

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 21 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>At 31 March 2024:</b>			
Tangible assets	627,057	-	627,057
Current assets/(liabilities)	422,991	32,636	455,627
	<u>1,050,048</u>	<u>32,636</u>	<u>1,082,684</u>

### 22 Operating lease commitments

The charity leases its premises and the associated parking under separate leases that both end on 31st May 2041, the leases have break clauses that may be exercised (subject to conditions and appropriate notice being given) on 31st May 2026 and 31st May 2031. The remaining lease term as at 31st March 2025 is 16 years and two months. At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
<b>Land and buildings</b>		
Within one year	111,554	111,554
Between two and five years	446,217	446,217
In over five years	1,245,689	1,357,243
	<u>1,803,460</u>	<u>1,915,014</u>
	2025 £	2024 £
<b>Vehicle leasing costs</b>		
Within one year	3,639	-
Between two and five years	606	-
	<u>4,245</u>	<u>-</u>

### 23 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

### 24 Ultimate controlling party

The charitable company is under the control of its members. No one member has sufficient voting rights to control the charitable company.

# SAGE HOUSE TANGMERE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### 25 Legal status

The charity is incorporated as a company limited by guarantee having no share capital and, in accordance with the Memorandum of Association every member is liable to contribute £1 in the event of the company being wound up.

26 Cash absorbed by operations	2025	2024
	£	£
Deficit for the year	(142,613)	(157,927)
<b>Adjustments for:</b>		
Investment income recognised in statement of financial activities	(12,931)	(11,415)
Depreciation and impairment of tangible fixed assets	51,516	51,511
<b>Movements in working capital:</b>		
Decrease/(increase) in debtors	70,480	(102,671)
Increase in creditors	30,934	28,458
(Decrease) in deferred income	(47,523)	(40,510)
<b>Cash absorbed by operations</b>	<u>(50,137)</u>	<u>(232,554)</u>

### 27 Analysis of changes in net funds

The charity had no debt during the year.

**Sage House, Tangmere**

England & Wales - Charity number 1158640

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# Accounts

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Charity registration number 1158640 (England and Wales)

Company registration number 09044373

**DEMENTIA SUPPORT**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# DEMENTIA SUPPORT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mrs C T Bogoje Mr R A Broadribb Mrs M K Matthews Ms P Nesbit Dr A Childs Mrs T M Y Kelly Mr C Thornhill Mrs C M Cannon Ms M Litchfield Mr A H Faure Ms D L Day Lafferty	(Appointed 22 August 2024)
<b>Charity number</b>	1158640	
<b>Company number</b>	09044373	
<b>Registered office</b>	Sage House City Fields Way Tangmere West Sussex England PO20 2FP	
<b>Auditor</b>	Robert Sadler & Company Limited 30b Southgate Chichester West Sussex PO19 1DP	

# DEMENTIA SUPPORT

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Balance sheet	16
Statement of cash flows	17
Notes to the financial statements	18 - 30

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### Objectives and Activities

The charity (then named Chichester Dementia Support Group) was started in 2014 by a group of local people who had been personally touched by dementia.

Dementia is an umbrella term for a range of conditions affecting physical, cognitive, communication and memory abilities. It is a terminal disease developing into the complete inability to lead an independent life and brings substantial worry and responsibilities for loved ones who care for them. Dementia is the leading cause of death in the UK and there is no cure. Loved ones close to someone with dementia find themselves recast in the role of carer- trying their best to look after someone dear to them, whilst at the same time witnessing their decline. The impact on carers cannot be understated and they require significant support themselves.

It is estimated that there are 982,000 people with dementia in the UK and this continues to grow. The total cost of care for people with dementia in the UK is £34.7billion. This is set to grow sharply over the next two decades, to £94.1billion by 2040 as prevalence grows. This is despite the huge efforts of unpaid carers, without whom the system would not be able to cope. It is estimated that 1 in 2 people will be affected by dementia in their lifetime, either by developing the disease or caring for a loved one.

Across West Sussex, we estimate that there is over 18,000 people living with dementia (West Sussex Joint Dementia Strategy, 2020-23) and this is expected to increase by 36% by 2030, as the population ages – age is the greatest risk factor in developing dementia. Chichester District has the 9<sup>th</sup> highest prevalence of dementia in the UK- 35% higher than the national average (Alzheimers Statistics Hub).

The high prevalence of dementia in our County is not surprising given we already have an older age profile than most with 25% of the population currently 65 years old and over. The need for dementia care and support in Chichester is only going to increase.

The last Government announced that a new 10-year plan to tackle dementia which was due to be published late in 2022, yet no specific plan for the condition has been released.

In January 2023, dementia appeared in the publication of the Major Conditions Strategy, along with a host of other conditions and although the new government made commitments in their manifesto to improve the NHS in England, we are yet to hear what plans will be put in place to ensure people living with dementia have access to consistent, reliable services and support.

The charity's 2014 feasibility study revealed that navigating the complex journey of dementia care was extremely difficult. Interviews at local support groups highlighted the need for a collaborative service and a clear desire among those affected to keep active and remain at home. This research also revealed that the provision of services locally was fragmented. It was agreed that significant benefits could be derived from offering a dedicated, purpose-built facility that would allow all aspects of care to be provided and coordinated from a central location- which became Sage House. In addition, people expressed the wish for a "buddy" system that could help them navigate the journey. A concept which led to the creation of our Wayfinder service.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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From the beginning, Sage House has been built upon and embraces a culture of collaboration. We invite our services to work closely with us to join up provision locally. Our aim to provide excellent dementia support across West Sussex- including Chichester, Bognor Regis, Selsey and the Witterings to the South, Emsworth up to Midhurst in the West, Petworth, Billingshurst, Littlehampton and Rustington.

Dementia Support entered into a fundraising campaign in early 2016 to renovate an old call centre in Tangmere near Chichester in West Sussex with a target of raising £1.74 million and Sage House, was officially opened by HRH The Countess of Wessex on the 8th of May 2018.

Sage House is a first of its kind dementia hub, helping those with dementia to navigate the services they need, live independently for longer and to make the best of each day through a holistic range of services. We provide personalised, practical, and emotional support at every stage of the dementia journey, from pre-diagnosis to end of life care and support following a loss - support not available anywhere else.

Since 2018 Sage House has offered a full range of dementia-specific services. The building has been specially designed to meet the needs of people with dementia, with colour-coded zones for the different services we offer. Services include our Wayfinding advice service, well-being activities, Day Breaks respite care, well-being course for carers, personal care such as assisted bathing or dementia friendly hairdresser, Smart Zone technology area for independent living and a dementia-friendly community café.

Most customers first interaction is through our Wayfinding service, often soon after receiving a dementia diagnosis when families need both practical advice and emotional support to make sense of the journey ahead. It also acts as a central service that almost all customers use and is one of the key pillars of Sage House and Dementia Support.

In March 24, Dementia Support was a Finalist in the Markel 3<sup>rd</sup> Sector Care Awards in both the 'Dementia Care' and 'Collaboration' categories.

Our services wrap around the needs of the person living with dementia and their carers to ensure they are supported in the best way possible. Each person experiences dementia differently, leaving each person needing individualised support. Our seamless, holistic care now ensure over 2,800 people a year, an increase of 70% since 2020, can make the best of each day, connect with the services they need, cope with the new challenges, minimise the chance of crises, delay the decline in the person with dementia, reduce social isolation and loneliness. The results from our academic evaluation, carried out by University of Chichester are testament to the work of the charity, demonstrating that our model is more cost effective and provides better outcomes for the people affected than the usual care provided.

#### **Achievements and performance**

##### **Day Breaks**

Day Breaks is our specialist dementia respite service, providing day care for people living with dementia. Our Day Breaks is designed to be a sociable and stimulating environment, packed with meaningful activities that engage people and keep them active. We provide excellent care with a 1:3 ratio meaning we can accommodate people's needs including personal care, medication and supporting those with mobility difficulties. In addition, we can provide a range of personal care services such as assisted bathing as part of our Day Breaks.

Day Breaks provides carers with vital respite from the responsibilities of caring for a loved one with dementia. It provides people the opportunity to take a break and look after themselves or in some instances continue working. Long term this enables families to keep their loved one living at home for as long as possible and helps to reduce the risk of carer breakdown and burnout.

In February of this year we have had to once again increase capacity within the Day Breaks service due to rising need. Our waiting list peaked at 48 people needing a place. As our list grew, we knew we could not leave people waiting for respite care, particularly at the risk of having to put their loved one into residential care. Previously we have welcomed 15 people each day but have now grown to have 22 people on Monday-Wednesday each week, and 16 on Thursday and Fridays in our Day Breaks. This means we offer a total of 98 places each week.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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To accommodate this increase, we have had to utilise our large activity room on 3 days per week for Day Breaks. We were fortunate to receive a grant from the Valerie E Munday Day Centre Trust to purchase the additional furniture we needed to increase capacity. We have relocated some of our activities into the "Smart Zone" to enable this to take place.

Over the past 12 months we have supported 136 individuals through our Day Breaks service, meaning over 136 carers were able to benefit from some respite. We have provided 3,619 places within the service. Our current capacity has further grown to 4,900 places in a year, although we continue to look at ways of increasing capacity further as our waiting list is rising once more.

We charge a means tested rate, based on an individual's financial position, thus ensuring that anyone is able to access the service no matter their financial position. For a day's care we charge between £20 - £65 (which includes a 2-course home cooked meal and refreshments throughout the day). At all 3 levels the charity provides some subsidy towards the full cost.

#### **Wellbeing Activities**

Our activity program, offered free of charge, aims to engage people living with dementia in meaningful activities designed to promote cognitive stimulation. We aim to deliver a range of engaging activities including music and singing, painting, crafts, exercise, reminiscence and social chatter tables. Our activities bring people together for fun and socialising, reduce loneliness and anxiety and help to keep minds active.

With the expansion of Day Breaks into the activity room, we have had to change the way we deliver our activities utilising the Smart Zone and Café to continue providing a high-quality program. Singing and our Painting sessions continue to be extremely popular.

Since November 2022 we have provided the service free of charge, with an optional voluntary donation from attendees to ensure accessibility to all. This aligns to our community warm space initiative ensuring people have a warm, welcoming and engaging space to use during the day.

Our total attendance increased at our activities in 2023/24, with 5,366 attendances. Including our Chatter Tables we provided 596 activities- averaging 11 sessions each week.

#### **Cognitive Stimulation Therapy (CST)**

Cognitive Stimulation Therapy (CST) is an evidence-based intervention that aims to help people living with dementia to improve their recall and thinking skills. Our CST groups have shown clear improvements in concentration, remembering people, clarity of thoughts, decision making and confidence.

Each group participates in a six-week block of activities, following a set program. Using techniques such as guided reminiscence, facilitated discussions and functional activities we support people to be more independent and increase their confidence in daily tasks.

All participants go through a careful suitability process to ensure it is the right intervention for them and we continuously evaluate participants to measure their progress. Topics covered include sound & vision, early years, digital familiarisation, currency and money, travel and holidays and current affairs. The person living with dementia attends without a carer or loved one to help increase their confidence and independence.

#### **Supporting Carers- Empowering Carers**

Empowering Carers is our series of education workshops for carers that aim to provide information on a range of topics that are important for carers to understand when caring for a loved one with dementia.

Led by our Wayfinders, we deliver these concurrently with our Cognitive Stimulation Therapy sessions enabling the carer to take part whilst their loved one is engaged in the beneficial CST sessions.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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Each course runs over 4 weeks with 4 different 2-hour sessions. Sessions cover the following topics:

- Advice and support for carers who are family/friends
- A chance to enhance knowledge of dementia
- Practical tips and strategies for managing dementia
- An insight into what it is like for people living with dementia symptoms
- An opportunity for discussion about being a dementia carer
- Exploring different ways of getting dementia support and maintaining health and wellbeing
- A chance to meet the dementia support professionals and ask questions

#### Support groups and training

As the need for Wayfinding support has grown, we have needed to find new ways to support everyone who needs our help. Through the group sessions we provide people with an increased understanding of different aspects of dementia- dependent on their needs.

We also aim to unlock the power of peer support by creating new connections and bringing people together through shared experiences and challenges. This has created ongoing friendships and support networks to be formed, which last long beyond our facilitation, meaning people have others to call on when they need it for support. Our first Grief Café group from 2022 continue to meet regularly to support each other.

Groups provided include:

- Male carers
- Holistic approach to dementia
- Grief Café
- Newly Diagnosed

#### Wayfinding

At the heart of our approach is our unique Wayfinding service that aims to change the way people with dementia, their families, and carers are supported. Each family has a named Wayfinder providing 1:1 ongoing advice and emotional support. Crucially, the same Wayfinder supports the family through the entire dementia journey, meaning those in need can always speak to someone who understands their story and can help guide them through all the challenges that dementia brings. We support people face to face at Sage House or in the community, on the phone, by email, or as part of our Support Groups. Vitally, the service provides emotional support, alongside practical advice, ensuring people have access to a listening ear who can help them cope with the emotional challenges they face.

The service is provided completely free of charge at every stage of the dementia journey. Support is available pre-diagnosis, meaning people are helped earlier and through to end of life, with the family supported through the grieving process. There are no formal referral requirements (other than being affected by memory loss) so people are never left without support – this was particularly important whilst the NHS paused their assessments.

As previously highlighted, the final quarter of 2023/24 coincided with the temporary closure of the Dementia Assessment Service. This led to a significant increase in need with contacts doubling throughout. During 2023/24 we were able to expand the service further, supported by specific grants to help grow the service. At the end of March 2024, we had 7 Wayfinders, including a Community Wayfinder, a new post funded entirely by the Masonic Charitable Foundation.

In the past 12 months the Wayfinders have made 6,536 contacts and supported 2,838 individuals affected by dementia.

#### Personal Care

Within Sage House we have specially designed therapy, hairdressing and bathing rooms which assist people living with dementia with daily personal care activities that often become a challenge. Supported by volunteers and specialists from local services, we are able to offer chiropody, massage and hairdressing.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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Crucially, we also have an adapted bathroom with a hoisted chair for those with limited mobility. Our staff offer assisted baths, helping families to maintain personal hygiene for their loved whilst preserving dignity for all.

In the past year we have provided 740 personal care appointments, an increase on previous years.

#### **Outreach – Sage Communities**

Our Outreach Program is an area we have strategically expanded and have seen significant growth over the year. The service has grown from 3 venues in 2022/23 to now being delivered in 7 community venues. We now run regular sessions in 7 locations: Billingshurst, Chichester, Bognor Regis, Southbourne, Rustington, Yapton and Wittering's, running 186 sessions with a total attendance of 2,575.

Each sessions include beneficial activities and a Wayfinder is on hand to provide free advice, guidance and emotional support. Typically, we will have a facilitated group discussion which could be guided reminiscence, educating attendees about dementia or just discussing current affairs. We are currently exploring opportunities to reach more communities to provide support, bring people together and enable peer support.

#### **Daisy's Community Café**

Daisy's café is a integral part of the Sage House approach. It provides a warm welcome to everyone and is a focal point of our hub. Daisy's Café is open to all and is a community café that aims to break down the barriers and reduce the stigma of dementia. Often, it can be a way for families to bring their loved one to Sage House, for tea and cake, without "labelling" them. It provides a source of income for the Charity but supports our mission of creating a welcoming environment that is fully accessible to people living with dementia.

In 2023/24 we have been able to establish a regular calendar of events and entertainment within the café. Often offered as an afternoon tea, with entertainment kindly funded by Boxgrove Arts Society, we have had a magician, singers, and a Henry VIII impersonator. Every event is fully booked within days of being advertised and helps generate income, whilst providing our customers with a unique and special experience.

Throughout winter 2023/24, Daisy's Café acted as a warm space for the local community for those in need. We offered soup and a roll for £1, continued to stock "Daisy's Larder" (our small food bank) and offer a "Pay It Forward" scheme, where people can pay for a meal which can be redeemed by someone else who needs it.

#### **Dementia Supporter Programme**

In order to support the growth of our Dementia Supporter program, we employed an Education and Learning Coordinator who took post in May 2023.

We recognise that alongside support received within Sage House and through our Wayfinding and Outreach services, there are still many areas of everyday life where people living with dementia feel uncomfortable, unwelcome or find daily tasks too challenging. This reduces independence, increases isolation and has a negative impact on their quality of life and wellbeing. As part of our vision "a society where dementia is wholly understood and accepted, enabling people living with dementia to be fully supported throughout the whole of their journey", we wanted to help people in the wider community feel accepted and supported.

We created Dementia Supporter training to address this need. If we want dementia to be wholly understood and accepted in society, it is vital that we educate the local community and the public about dementia. Through this program we aim to increase understanding, reduce stigma, and help people to make changes that will see our community be truly welcoming and accessible for people living with dementia.

Each session lasts for 45 minutes and provides an overview of dementia, as well as practical learnings that will make a meaningful difference to the experience of those affected. We offer the training to local businesses, as well as statutory services. This has led to closer partnerships with Sussex Police, Fire & Rescue and many GP surgeries in our local area.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### Temporary Closure of NHS Dementia Assessment Service

In December 2023, Sussex Partnership Foundation Trust took the unprecedented step of announcing the temporary closure of their Dementia Assessment Service due to winter pressure. This meant a pause on all new assessments from 1<sup>st</sup> January 2024 until April 2024. This meant that anyone referred for a dementia assessment by their GP was not able to see a specialist until at least April 2024. Initial estimates suggested this led to over 1,000 local families affected by dementia waiting many months more to receive a diagnosis of dementia.

It was extremely concerning to see this reduction in NHS services, knowing the significant impact it would have on those in need. We moved quickly to develop a comprehensive response plan both operationally, but also to ensure that as many of those affected as possible could find us for support. This included initiating additional Wayfinder sessions over the phone, online and face to face to meet growing demand. We redeployed staff from other services to provide additional cover ensuring that nobody had to wait to speak to a Wayfinder. To increase awareness, we deployed targeted social media ads encouraging people in need to reach out. We wrote to every GP surgery in our catchment with a letter detailing the support available as well as flyers and posters to display. In January 2024 we saw a 96% increase in new referrals to our Wayfinding service. In addition, we expanded our support into the Crawley and Horsham area- with a new support group and targeted promotion of the Wayfinding service.

Our message throughout this challenging time was clear: 'We're always here for anyone concerned about dementia and we will help before, during and after a diagnosis. We will do everything we can to support our local communities in West Sussex.'

#### Centre of Excellence

Sage House prides itself on the range and quality of services provided within the local community.

Dementia is at the forefront of what we do, providing a person-centred approach which includes both the person living with dementia, their carers, and families.

Sage House is unique in its approach, people tell their story once and know that there is someone there to support them through their journey for as long as they need it. We work closely in partnership with other charities and organisations to ensure a warm handover smooths the way for those accessing support outside of Sage House.

Our role is to fill gaps locally and not duplicate where others have the expertise and for this reason many charities are co-located within Sage House.

We have a high staff retention rate as we operate a Values Based Recruitment philosophy – the vast majority of our team have lived experience and share our passion to provide excellent services for those effected by dementia.

You do not need to have a diagnosis to access any of the services provided by Sage House, there is no eligibility criteria.

#### National Ambitions Programme

Given the impact of Sage House on the local service provision for people living dementia, October 2021, saw the initiation of the National Ambitions Programme with the vision to identify a way in which the Sage House Model of integrated Dementia Support could be replicated elsewhere. The charity recruited programme support to aid the CEO with this undertaking.

The interim results of the academic evaluation being undertaken by the University of Chichester delivered its interim findings in January 2024. The full evaluation results, including the much-awaited comparative study, were released in May, 2024.

The evaluation comprises of an 18-month study of the services delivered by Sage House to identify the efficacy of the service, the benefit to customers in terms of mental health, quality of life and also identify the tangible savings to the health and social care economy, local economy and community impact in terms of reducing stigma and increasing knowledge of dementia.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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The interim results of the evaluation identified;

- 88% of respondents agreed or strongly agreed that accessing Sage House had positively impacted their Quality of Life and 81% agreed or strongly agreed that having access to Sage House had positively impacted their Mental Health
- 45% of the sample that agreed that they were accessing services offered by Sage House that otherwise they would have needed to access the NHS.
- 65% agreed that they were accessing services at Sage House that they would otherwise need to access Social Care.
- 93% agreed or strongly agreed that they were satisfied with the services offered by Sage House
- 100% agreed or strongly agreed that they would recommend Sage House to close family or friends
- Participants highlighted some of benefits associated with the integrated approach. This included improved accessibility to services, the ability to personalise the services due to variety, the continuity of staff and environment and the impact on the style of support provided. - "So that's why this place is just a haven, because it supplies all his needs and mine really" (Jill, Care Partner)
- Participants expressed a sense of belonging, community and positive connections to the centre itself. This was underpinned by authentic understanding that was generated through shared lived experience and expertise - "But here at the coffee morning, it's like everybody understood." (Jackie Care Partner)

Alongside working on the evaluation, the programme scoped throughout the year the blueprint of the model and developed the toolkits needed to support others with replicating the Sage House Model elsewhere from both a service delivery, marketing and sustainability perspective. The toolkit now includes quality standards to ensure any future replicators are fully conversant and able to ensure that the Sage House Model is developed with the culture and notable high standards of care and support offered by the Centre of Excellence in Tangmere.

Work continued with an organisation in West Berkshire. A local NHS Trust has identified some land which they may be prepared to lease on a long-term basis, enabling a local Charitable Trust, who have indicated a willingness to build a new Sage House in the Thatcham area.

Stakeholder Engagement workshops have commenced in the Horsham and Crawley areas of West Sussex. The current position in these neighbouring districts means that often people are waiting for more than 12 months for a diagnosis of dementia (compared to Sage House Tangmere where wait times are reduced to an average of 3 months). There is little to no post-diagnostic provision or ongoing support and help for individuals in the area. The charity is therefore in the initial stages of identifying the feasibility for replication of the Sage House Model.

It has been agreed that the future implementation of the Sage House Model in other areas will be undertaken under a Social Franchise license agreement between Dementia Support and future replicators. In order to safeguard the local Sage House provision a new charity is being set up to take forward this wider national approach as the articles of association will need to address wider national strategic aims.

The trustees continue to ensure that records of activity and financial resource are clearly defined and transparent in terms of the expenditure relating to the National Ambitions Programme and that of Sage House running.

#### **Fundraising Activities**

In March 2023 the Board of Trustees approved a refreshed three-year fundraising strategy with a focus on generating sustainable income sources for the Charity. Fundraising makes up 80% of our annual income and we receive less than 2% of our funds from statutory sources to run Sage House. As a young charity, we cannot rely on historical legacies or large investments.

We continue to grow our fundraising across all streams including grants from charitable trusts, individual donations and regular giving, local businesses, and community fundraising initiatives. Highlights in the past financial year have included our Charity Partnership with Goodwood Estate, in-aid of events including a Clay Shoot and Winter Ball, and the launch of our first Sportive cycling event.

## DEMENTIA SUPPORT

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

Grants and donations from charitable trusts continue to be an important source of funding for the charity. Whilst the external environment has become increasingly challenging, we remain incredibly grateful for the partnerships we have developed with our charitable trust funders.

We wish to acknowledge the following trusts and we are grateful for their support during this financial year:

Age Sentinel Trust	Ian Askew Charitable Trust
Ardwick Trust	J C Robinson Trust No 3
Arthur Williams Charitable Trust	John Young Charitable Settlement
Asda Foundation	Kathleen And Sidney Linkins Memorial Trust
Ashfield Trust	Lockett Trust
Bassil Shippam and Alsford Trust	Lord Faringdon Charitable Trust
Bates Wells Foundation	Marsh Charitable Trust
Big Give Trust	Masonic Charitable Foundation
Bill Brown's Charitable Settlement Of 1989	McLay Dementia Trust
Blakemore Foundation	Miles Foundation
Bothwell Charitable Trust	Morrisons Foundation
C P F Trust	Optigene Foundation
Carpenter Box Charitable Foundation	Patricia Routledge Foundation
Childwick Trust	Peacock Charitable Trust
CMS Cameron Mckenna Nabarro Olswang LLP	Rest-Harrow Trust
Co-op Local Community Fund - Tangmere	Richard Radcliffe Trust
David Hunt Trust	Selsey Town Council
Dyers Company	Shanly Foundation
Ernest Kleinwort Charitable Trust	Sir Jules Thorn Charitable Trust
F Glenister Woodger Trust	Souter Charitable Trust
Friarsgate Trust, The	Sport England
Frogna Trust	St James's Place Charitable Foundation
Garfield Weston Foundation	Stella Symons Charitable Trust
Gerald Micklem Charitable Trust	Tesco Community Fund
Hall Charitable Trust	Thomas Roberts Trust
Haramead Trust	Three Oaks Trust
Hobson Charity Ltd	Valerie Emily Munday Day Centre Trust
Hollyhock Charitable Trust	VLM Foundation
Homity Trust	West Sussex Travel Society
Hummingbird Charitable Trust	

#### Staffing and Volunteers

Dementia Support started the year with a staff team of 35 (16 Part time, 19 fulltime) as of 1<sup>st</sup> April which increased to 43 (24 part time, 19 full time) as at 31<sup>st</sup> March.

The charity's operational affairs continue to be managed by Chief Executive, Sally Tabbner and Chief Operating Officer Emma Radley.

Our volunteers are very important to the work that we do, and our volunteer base has grown significantly in the last financial year and we now have 106 volunteers providing support to the Charity.

Volunteers carry out a wide variety of roles within the charity including administration, leading or supporting activities, serving in Daisy's Café and fundraising. During 2023 the Goodwood Charity Partnership required a huge amount of support from volunteers. In total 64 different volunteers attended one of our 18 collection days at Goodwood Racecourse and Motor Circuit, including 21 volunteers who were new to the charity.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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Volunteers are essential to the operation of Sage House, and we could not provide the services we do, nor fundraise what we need to continue, without them. The Trustees would like to formally record their sincere thanks and appreciation for the vast contribution that our volunteers make.

#### Financial review

##### Principal funding sources

The charity's funding is dependent on the donations received because of its fundraising activities. The charity has appointed a small fundraising team to help achieve its funding goals and seek out parties willing to make donations towards the charity's objectives and activities.

##### Investment policy and objectives

The trustees have considered the most appropriate policy for investing surplus funds, is by depositing some of its reserves into two investment accounts.

##### Reserves policy

The trustees have considered the future funding needs and commitments of the charity and deem it prudent to hold general unrestricted reserves equivalent to 6 months overheads at any time.

##### Fund activity

At the end of the year the charity had closing funds of £1,082,684 (2023: £1,240,611) of which £1,050,048 (2023: £1,206,550) were unrestricted general funds and £32,636 (2023: £34,061) were restricted towards the staffing of the Dementia Hub.

##### Major risks

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

##### Future Plans

##### Sage House

The charity continues to be focused on the development of Sage House as a centre of excellent, providing exceptional services both within the main hub and the local community. Future plans for 2024/25 include:

Further growth of our Day Breaks service, fully utilising the space within the Activities Zone to welcome a total of 28 people on each day Monday-Wednesday. This is in response to a growing need and waiting list for this service. Whilst it is important to meet this need, it remains vital for Sage House to continue providing a hub for all, and therefore a review of our Activity Program to ensure we are maintaining the quantity, quality and variety of activities that our customers want, will be undertaken alongside.

We have exciting plans, following the commencement of a new partnership with SGN, to expand the breadth of advice our Wayfinders offer to include energy safety and security. The partnership includes funding for an additional Wayfinder to provide capacity for more people to access the service and to expand the advice given. Support will include home energy safeguarding and the provision of fuel vouchers and warm "grab bags" for those with financial challenges.

Alongside our Community Outreach programme, we want to continue reaching people in rural, coastal and isolated communities. We have been fundraising to launch a new "Wayfinder Bus" service that will take our Wayfinding advice out to new communities, enabling them to access advice and emotional support in an accessible way.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### National Ambitions Programme - Academic Evaluation

The final results of the 18-month evaluation of Sage House will be available in May, 2024. This will determine the impact and cost effectiveness of our services. At the time of writing, the results are now available and were launched in the Houses of Parliament. It has been found that the Sage House Model is more cost effective than the “usual” care comparator. Across the 3-month comparative study, people with dementia who used Sage House saved the local NHS and social care an average of £430.50 - a saving of £1,722 per person per year.

In addition:

- People living with dementia who have access to Sage House experience 20% greater life satisfaction – their quality of life and wellbeing is also statistically significantly higher than the comparator group
- Care partners with access to Sage House demonstrate better access to information and support which leads to significantly greater quality of life.
- 74% agreed that this also has positively impacted their mental health

#### National Ambitions Programme - Replicators

Work will continue to support the West Berkshire replication model throughout the year and a Memorandum of Understanding has been entered into. The output from this work, along with other early adopters, will be utilised to finalise the Operations, Fundraising and Marketing toolkits for use with further replicators elsewhere in the Country.

Legal advice will continue into the year and a detailed plan regarding changes in structure and governance, affecting both Sage House and the wider programme of work nationally will be implemented.

#### Structure, governance and management

The charity is a limited company, limited by guarantee, as defined by the Companies Act 2006. It is controlled and governed by its Memorandum and Articles of Association.

The charity was incorporated on 16 May 2014 and registered as a charity on 23 September 2014. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr K A Coppard	(Resigned 20 April 2023)
Mr A J Wickins	(Resigned 20 April 2023)
Mrs C T Bogoje	
Mr R A Broadribb	
Mrs M K Matthews	
Ms P Nesbit	
Dr A Childs	
Mr M E Harris	(Resigned 20 April 2023)
Mrs T M Y Kelly	
Mr K A Watson	(Resigned 31 December 2023)
Mr C Thornhill	
Mrs C M Cannon	
Ms M Litchfield	
Mr A H Faure	
Ms D L Day Lafferty	(Appointed 22 August 2024)

No trustee had any beneficial interest in the company.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### Recruitment and appointment of trustees

The directors of the charity are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association, a third of all directors must retire from office each year. They may be re-elected, and the directors may also appoint new directors pursuant to the provisions of the Articles of Association.

The work of the charity is almost entirely devoted to those effected by dementia. As a result, the board of trustees seek to ensure that representatives from this group and from those who assist them, are members of the board. In addition, every effort is made to include a wide skill set including those with business and general medical and social care skills on the board.

#### Organisational structure

The charity's Memorandum and Articles of Association stipulate that there should be no less than three trustee directors but does not restrict to a maximum.

The day to day running of the charitable company is overseen by the Chief Executive Officer who reports to the board of trustees.

#### Induction and training of trustees

Any individual wishing to be a trustee director must complete and sign a declaration of their willingness to be appointed, must be over the age of 18 years, and not be disqualified from being a director or trustee.

Potential trustee directors are invited to attend a regular board meeting and are welcome to ask questions about any aspect of the charity's work. They are invited to make a short presentation on the skills they would bring to the Board and how they would contribute to its deliberations and decision making. They are also provided with copies of the Charity's published literature and a copy of the Memorandum and Articles of Association.

#### Risk management

The Board of Trustees are responsible for overseeing the charity's risk management activities, but these are identified, reviewed and monitored by our committees. The Board manages the process through a Strategic Risk Register which is updated on an ongoing basis by the CEO and COO and reviewed at each Committee and Board of Trustee meeting.

Strategic Risks are identified by committees to review mitigations and consider new risks which include those of external influence. These are the high-level risks that could prevent Dementia Support from meeting its overall objectives. Each risk is described, giving the scenario under which, it may occur and assessed in terms of the impact it would have on the organisation and the likelihood of it occurring, given the current controls and mitigation plans in place. Actions required to further mitigate the risk are identified.

All risks and actions are assigned to a committee. The 'risk appetite' of the charity is described by the rating attributed - risks with an Impact-Likelihood score above the threshold are priority risks and require immediate action and close monitoring at both committee and Board of Trustee level. Risks sitting below the threshold are of lower priority but continue to be monitored and assessed throughout the year by the committee.

#### Review of public benefit

In setting out our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on fee charging.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### Statement of trustees' responsibilities

The trustees, who are also the directors of Dementia Support for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 operation.

The trustees are responsible for keeping adequate accounting records that 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. 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

### Auditor

The auditors, Robert Sadler and Company Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

The trustees' report was approved by the Board of Trustees.

*Philippa Nesbit*

Ms P Nesbit

**Chair of Trustees**

19 December 2024

# DEMENTIA SUPPORT

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF DEMENTIA SUPPORT

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#### Opinion

We have audited the financial statements of Dementia Support for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

# DEMENTIA SUPPORT

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF DEMENTIA SUPPORT

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#### Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Robert Alistair Sadler FCA (Senior Statutory Auditor)**  
for and on behalf of Robert Sadler & Company Limited

19 December 2024

**Chartered Accountants**  
**Statutory Auditor**

30b Southgate  
Chichester  
West Sussex  
PO19 1DP

Robert Sadler & Company Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

## DEMENTIA SUPPORT

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2024**

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	920,202	95,626	1,015,828	729,234	90,970	820,204
Charitable activities	4	229,556	-	229,556	188,696	26,854	215,550
Other trading activities	5	82,878	-	82,878	68,640	-	68,640
Investments	6	11,415	-	11,415	6,884	-	6,884
<b>Total income</b>		<u>1,244,051</u>	<u>95,626</u>	<u>1,339,677</u>	<u>993,454</u>	<u>117,824</u>	<u>1,111,278</u>
<b>Expenditure on:</b>							
Raising funds	7	282,223	-	282,223	215,693	-	215,693
Charitable activities	8	1,117,397	97,984	1,215,381	927,445	156,335	1,083,780
<b>Total expenditure</b>		<u>1,399,620</u>	<u>97,984</u>	<u>1,497,604</u>	<u>1,143,138</u>	<u>156,335</u>	<u>1,299,473</u>
<b>Net expenditure</b>		(155,569)	(2,358)	(157,927)	(149,684)	(38,511)	(188,195)
Transfers between funds		(933)	933	-	-	-	-
<b>Net movement in funds</b>	10	<u>(156,502)</u>	<u>(1,425)</u>	<u>(157,927)</u>	<u>(149,684)</u>	<u>(38,511)</u>	<u>(188,195)</u>
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2023		<u>1,206,550</u>	<u>34,061</u>	<u>1,240,611</u>	<u>1,356,234</u>	<u>72,572</u>	<u>1,428,806</u>
<b>Fund balances at 31 March 2024</b>		<u>1,050,048</u>	<u>32,636</u>	<u>1,082,684</u>	<u>1,206,550</u>	<u>34,061</u>	<u>1,240,611</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# DEMENTIA SUPPORT

## BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	14		627,057		658,716
<b>Current assets</b>					
Debtors	15	205,690		103,020	
Cash at bank and in hand		429,983		670,973	
		635,673		773,993	
<b>Creditors: amounts falling due within one year</b>	16	(180,046)		(192,098)	
<b>Net current assets</b>			455,627		581,895
<b>Total assets less current liabilities</b>			1,082,684		1,240,611
<b>The funds of the charity</b>					
Restricted income funds	19		32,636		34,061
Unrestricted funds	20		1,050,048		1,206,550
			1,082,684		1,240,611

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 19 December 2024

*Philippa Nesbit*

Ms P Nesbit  
Chair of Trustees

Company registration number 09044373 (England and Wales)

# DEMENTIA SUPPORT

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

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	Notes	2024 £	£	2023 £	£
<b>Cash flows from operating activities</b>					
Cash absorbed by operations	26		(232,554)		(50,377)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(19,851)		(10,527)	
Investment income received		11,415		6,884	
<b>Net cash used in investing activities</b>			(8,436)		(3,643)
<b>Net cash generated from financing activities</b>			-		-
<b>Net decrease in cash and cash equivalents</b>			(240,990)		(54,020)
Cash and cash equivalents at beginning of year			670,973		724,993
<b>Cash and cash equivalents at end of year</b>			429,983		670,973

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

##### Charity information

Dementia Support is a private company limited by guarantee incorporated in England and Wales. The registered office is Sage House, City Fields Way, Tangmere, West Sussex, PO20 2FP, England.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted, but deemed to have a specific purpose by the trustees and therefore kept separate from the general unrestricted funds. The charity identifies its capital reserve as being as being funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Donations in kind are accounted for at a reasonable estimate of their value to the charity or the actual amount actually realised. Donations in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Donations in kind for use by the charity are included in the Statement of Financial Activities as incoming resources when receivable.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

---

#### 1 Accounting policies

(Continued)

Investment income is recognised when receivable.

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure on charitable activities includes all expenditure directly relating to the objects of the charity. Expenditure on the raising of funds represents expenditure incurred in generating income to finance the charity's activities and governance.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	In line with the lease term (see below)
Fixtures and fittings	5 years straight line
Computers	3 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

All computer software purchased by the charitable company is treated as revenue expenditure in the period in which it is incurred given that it is deemed to have no redeemable future value.

The improvements to the property leased by the charitable company are depreciated in line with the remaining lease term. The lease for Sage House started in June 2016 and has a term of 25 years. The lease for the additional parking at Sage House commenced from 8th December 2022 and has a term that runs concurrently with that of Sage House.

It is the charitable company's policy to capitalise assets with initial costs in excess of £250 only.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

(Continued)

##### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

##### 1.10 Taxation

The charity is exempt from corporation tax on its charitable activities.

##### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

##### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations and gifts	918,202	95,626	1,013,828	622,638	90,970	713,608
Legacies receivable	2,000	-	2,000	106,596	-	106,596
	<u>920,202</u>	<u>95,626</u>	<u>1,015,828</u>	<u>729,234</u>	<u>90,970</u>	<u>820,204</u>

#### 4 Income from charitable activities

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
<b>Charitable activities</b>						
Provision of services	229,556	-	229,556	204,957	25,354	230,311
Grants	-	-	-	(16,261)	1,500	(14,761)
	<u>229,556</u>	<u>-</u>	<u>229,556</u>	<u>188,696</u>	<u>26,854</u>	<u>215,550</u>

#### 5 Income from other trading activities

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Trading income	<u>82,878</u>	<u>68,640</u>

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Rental income	3,750	3,750
Interest receivable	7,665	3,134
	<u>11,415</u>	<u>6,884</u>

### 7 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Fundraising and publicity</b>		
Advertising	8,607	33,220
Other fundraising costs	32,310	2,946
Staff costs	160,236	122,354
	<u>201,153</u>	<u>158,520</u>
<b>Trading costs</b>		
Trading operational costs	31,651	22,909
Staff costs	49,419	34,264
	<u>81,070</u>	<u>57,173</u>
Total costs	<u>282,223</u>	<u>215,693</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

#### 8 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
<b>Direct costs</b>		
Staff costs	624,323	381,341
Activities, workshops and materials	23,810	10,371
	<u>648,133</u>	<u>391,712</u>
<b>Share of support and governance costs (see note 9)</b>		
Support	563,915	678,143
Governance	3,333	13,925
	<u>1,215,381</u>	<u>1,083,780</u>
<b>Analysis by fund</b>		
Unrestricted funds	1,117,397	927,445
Restricted funds	97,984	156,335
	<u>1,215,381</u>	<u>1,083,780</u>

#### 9 Support costs allocated to activities

	2024 £	2023 £
Staff costs	266,508	400,837
Depreciation	51,511	53,074
Operating lease charges	110,216	98,513
Utilities	22,625	24,881
Insurance	12,961	9,982
Office costs	39,075	34,858
Advertising	7,129	8,367
Repairs and maintenance	34,981	27,485
Travel and subsistence	5,170	1,787
Subscriptions	4,440	3,703
Bank charges	9,299	4,539
VAT unreclaimable	-	10,117
Governance costs	3,333	13,925
	<u>567,248</u>	<u>692,068</u>
<b>Analysed between:</b>		
Charitable activities	<u>567,248</u>	<u>692,068</u>

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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<b>10</b>	<b>Net movement in funds</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the audit of the charity's financial statements	3,333	2,500
	Depreciation of owned tangible fixed assets	51,511	53,074
	Operating lease charges	110,216	98,513
		<u>110,216</u>	<u>98,513</u>

### 11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 12 Employees

The average monthly number of employees during the year was:

	<b>2024</b>	<b>2023</b>
	<b>Number</b>	<b>Number</b>
Care, activities and outreach	14	11
Finance and administration	9	8
Fundraising	8	8
Catering	4	3
Wayfinding	6	6
Total	<u>41</u>	<u>36</u>

### Employment costs

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	999,652	825,173
Social security costs	80,476	66,725
Other pension costs	19,821	15,099
	<u>1,099,949</u>	<u>906,997</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	<b>2024</b>	<b>2023</b>
	<b>Number</b>	<b>Number</b>
£60,000 to £70,000	<u>1</u>	<u>1</u>

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

#### 14 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Computers	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2023	871,400	70,885	59,784	1,002,069
Additions	-	15,793	4,058	19,851
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2024	871,400	86,678	63,842	1,021,920
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation and impairment</b>				
At 1 April 2023	229,293	67,048	47,011	343,352
Depreciation charged in the year	38,221	4,216	9,074	51,511
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2024	267,514	71,264	56,085	394,863
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Carrying amount</b>				
At 31 March 2024	603,886	15,414	7,757	627,057
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2023	642,107	3,837	12,772	658,716
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

#### 15 Debtors

	2024	2023
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	45,066	21,071
Other debtors	109,349	40,887
Prepayments and accrued income	51,275	41,062
	<hr/>	<hr/>
	205,690	103,020
	<hr/> <hr/>	<hr/> <hr/>

#### 16 Creditors: amounts falling due within one year

	Notes	2024	2023
		£	£
Other taxation and social security		20,452	-
Deferred income	17	117,458	157,968
Trade creditors		19,338	9,617
Other creditors		6,858	9,041
Accruals		15,940	15,472
		<hr/>	<hr/>
		180,046	192,098
		<hr/> <hr/>	<hr/> <hr/>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

#### 17 Deferred income

	<b>2024</b>	<b>2023</b>
	£	£
Other deferred income	117,458	157,968

Deferred income is included in the financial statements as follows:

	<b>2024</b>	<b>2023</b>
	£	£
Deferred income is included within:		
Current liabilities	117,458	157,968
Movements in the year:		
Deferred income at 1 April 2023	157,968	38,750
Released from previous periods	(157,968)	(38,750)
Resources deferred in the year	117,458	157,968
Deferred income at 31 March 2024	117,458	157,968

#### 18 Retirement benefit schemes

	<b>2024</b>	<b>2023</b>
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	19,821	15,099

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

#### 19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
The Friarsgate Trust	-	10,000	(1,667)	-	8,333
Masonic Charitable Foundation	-	22,819	(19,016)	-	3,803
The Gerald Micklam Charitable Trust	9,000	15,000	(12,750)	-	11,250
Francis Winham Foundation	5,929	-	(5,929)	-	-
Crawley Borough Council	4,682	-	(4,682)	-	-
Amounts received under £10,000	14,450	47,807	(53,940)	933	9,250
	<u>34,061</u>	<u>95,626</u>	<u>(97,984)</u>	<u>933</u>	<u>32,636</u>
<b>Previous year:</b>	<b>At 1 April 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2023</b>
	£	£	£	£	£
The Gerald Micklam Charitable Trust	8,333	12,000	(11,333)	-	9,000
Francis Winham Foundation	4,343	10,000	(8,414)	-	5,929
The Sussex Community Foundation	6,667	-	(6,667)	-	-
The Childwick Trust Day Breaks	16,667	-	(16,667)	-	-
Linder Foundation	10,000	-	(10,000)	-	-
Crawley Borough Council	-	20,854	(16,172)	-	4,682
Friday Holdings	-	35,000	(35,000)	-	-
Amounts received under £10,000	26,562	39,970	(52,082)	-	14,450
	<u>72,572</u>	<u>117,824</u>	<u>(156,335)</u>	<u>-</u>	<u>34,061</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

#### 20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	<b>At 1 April 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2024</b>
	£	£	£	£	£
Capital reserve	658,716	19,852	(51,511)	-	627,057
General funds	547,834	1,224,199	(1,348,109)	(933)	422,991
	<u>1,206,550</u>	<u>1,244,051</u>	<u>(1,399,620)</u>	<u>(933)</u>	<u>1,050,048</u>
<b>Previous year:</b>	<b>At 1 April 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2023</b>
	£	£	£	£	£
Capital reserve	701,263	10,527	(53,074)	-	658,716
General funds	654,971	982,927	(1,090,064)	-	547,834
	<u>1,356,234</u>	<u>993,454</u>	<u>(1,143,138)</u>	<u>-</u>	<u>1,206,550</u>

#### Capital reserve

These are funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

#### 21 Analysis of net assets between funds

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>2024</b>	<b>2024</b>	<b>2024</b>
	£	£	£
<b>At 31 March 2024:</b>			
Tangible assets	627,057	-	627,057
Current assets/(liabilities)	422,991	32,636	455,627
	<u>1,050,048</u>	<u>32,636</u>	<u>1,082,684</u>

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 21 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>At 31 March 2023:</b>			
Tangible assets	658,716	-	658,716
Current assets/(liabilities)	547,834	34,061	581,895
	<u>1,206,550</u>	<u>34,061</u>	<u>1,240,611</u>

#### 22 Operating lease commitments

The charity leases its premises and the associated parking under separate leases that both end on 31st May 2041, the leases have break clauses that may be exercised (subject to conditions and appropriate notice being given) on 31st May 2026 and 31st May 2031. The remaining lease term as at 31st March 2024 is 17 years and two months. The properties were leased from a related party, Friday Estates Ltd, this ceased on 13th January 2023 when the property was sold to an unrelated party. At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	111,554	111,554
Between two and five years	446,217	446,217
In over five years	1,357,243	1,468,797
	<u>1,915,014</u>	<u>2,026,568</u>

#### 23 Related party transactions

Friday Estates Ltd is a company under the control of the trustee, Mr A J Wickins (who resigned as a trustee on 20th April 2023). Friday Estates Ltd was, up to 13th January 2023, the freehold owner of Sage House and the car park, which are the premises from which the charity operates. The charity paid Friday Estates Ltd rent of £84,538 in the period up to the date that the property was sold to an unrelated third party, this was an apportionment of the open market rent payable for the year.

#### 24 Ultimate controlling party

The charitable company is under the control of its members. No one member has sufficient voting rights to control the charitable company.

#### 25 Legal status

The charity is incorporated as a company limited by guarantee having no share capital and, in accordance with the Memorandum of Association every member is liable to contribute £1 in the event of the company being wound up.

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

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26	Cash absorbed by operations	2024 £	2023 £
	Deficit for the year	(157,927)	(188,195)
	<b>Adjustments for:</b>		
	Investment income recognised in statement of financial activities	(11,415)	(6,884)
	Depreciation and impairment of tangible fixed assets	51,511	53,074
	<b>Movements in working capital:</b>		
	(Increase) in debtors	(102,671)	(3,340)
	Increase/(decrease) in creditors	28,458	(24,250)
	(Decrease)/increase in deferred income	(40,510)	119,218
	<b>Cash absorbed by operations</b>	<u>(232,554)</u>	<u>(50,377)</u>

#### 27 Analysis of changes in net funds

The charity had no debt during the year.

<b>Title</b>	Amended Financial Statements 2024 for Approval - Dementia...
<b>File name</b>	Final_Accounts_20...entia_Support.pdf
<b>Document ID</b>	9a9c8f6f59864cc47eb922fd41c0e515075d341f
<b>Audit trail date format</b>	DD / MM / YYYY
<b>Status</b>	● Signed

### Document history

 SENT	<b>20 / 12 / 2024</b> 10:43:52 UTC	Sent for signature to Philippa Nesbit (philippa.nesbit@dementiasupport.org.uk) and Robert Saddler (robert@robertsadler.com) from oliver@jamestoddandco.co.uk IP: 185.175.36.158
 VIEWED	<b>21 / 12 / 2024</b> 09:20:54 UTC	Viewed by Robert Saddler (robert@robertsadler.com) IP: 81.133.69.242
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 SIGNED	<b>21 / 12 / 2024</b> 09:24:24 UTC	Signed by Philippa Nesbit (philippa.nesbit@dementiasupport.org.uk) IP: 90.209.133.42
 SIGNED	<b>21 / 12 / 2024</b> 12:32:49 UTC	Signed by Robert Saddler (robert@robertsadler.com) IP: 81.133.69.242
 COMPLETED	<b>21 / 12 / 2024</b> 12:32:49 UTC	The document has been completed.

**Sage House, Tangmere**

England & Wales - Charity number 1158640

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# Accounts

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Charity registration number 1158640

Company registration number 09044373 (England and Wales)

**DEMENTIA SUPPORT**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# DEMENTIA SUPPORT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mrs C T Bogoje Mr R A Broadribb Mrs M K Matthews Ms P Nesbit Dr A Childs Mrs T M Y Kelly Mr K A Watson Mr C Thornhill Mrs C M Cannon Ms M Litchfield	(Appointed 17 February 2023) (Appointed 21 April 2022)
<b>Charity number</b>	1158640	
<b>Company number</b>	09044373	
<b>Registered office</b>	Sage House City Fields Way Tangmere West Sussex England PO20 2FP	
<b>Auditor</b>	Robert Sadler & Company Limited 30b Southgate Chichester West Sussex PO19 1DP	

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# DEMENTIA SUPPORT

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# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2023

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **Objectives and activities**

The charity (then named Chichester Dementia Support Group) was started in 2014 by a group of local people who had been personally touched by dementia.

Dementia is one of the main causes of disability later in life, ahead of cancer, cardiovascular disease, and stroke. As a country we spend much less on dementia than on these other conditions. One million people in the UK will have dementia by 2025 and this will increase to 1.6 million by 2040. 1 in 3 people born this year will develop dementia in their lifetime. Dementia has a devastating impact, often causing difficulties completing simple tasks or maintaining relationships. The whole family is impacted as they watch their loved one decline and lose their independence. As dementia progresses, families need to access a full range of support. The health and social care system can be fragmented, complex and challenging to navigate. The charity exists to ensure people get the help and support they need at one of the most challenging times in their lives.

According to the Department of Health there are 940,000 people with dementia in the UK.

At the heart of the Government's National Dementia Strategy from 2014 was a drive to raise awareness of the disease, deliver early diagnosis and provide support to individuals and collaboration with a wide range of organisations. The Government announced that a new 10-year plan to tackle dementia would be published in late 2022 however at the time of writing no specific plan for the condition has been forthcoming. Dementia has however appeared in the recent publication of the Major Conditions Strategy along with a host of other conditions although no real shift has been seen in priority areas identified in 2014 or funding which might support the agenda, despite the growing need.

The results of the Charity's feasibility study in 2014 into the provision of Dementia Care Services in the local area revealed that people living with dementia, their carers, and families felt that navigating the complex journey created by the early stages of dementia care was extremely difficult. Interviews at local support groups highlighted the need for a collaborative service and a clear desire among those affected to keep active and remain at home, close to their families, for as long as possible. This research also revealed that the provision of dementia services locally was fragmented. Following a consultation process, it was agreed that significant benefits could be derived from offering a dedicated, purpose-built facility that would allow all aspects of dementia care to be provided and coordinated from a central location. The concept of Sage House was created.

The aim was, and remains, to work alongside existing organisations to bring together and enrich their offering and the services they provide and to ultimately provide exceptional dementia care in the West Sussex area including Chichester, Bognor Regis, Selsey and the Witterings to the South, Emsworth up to Midhurst in the West, Petworth, Billingshurst, Littlehampton and Rustington.

Our goal was to develop a definitive integrated model in continuing care for people with dementia as well as provide full support for families and carers.

Dementia Support entered into a fundraising campaign in early 2016 to renovate an old call centre in Tangmere near Chichester in West Sussex with a target of raising £1.74 million and Sage House, was officially opened by HRH The Countess of Wessex on the 8th of May 2018.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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Sage House has transformed the way that people living with dementia are supported locally. We are pioneering a new form of dementia support providing a full range of dementia services in one welcoming, accessible, and inclusive community hub. Uniquely, our model brings the NHS Dementia Assessment Service and other partners into the same building as well our own full range of services. Together, we provide seamless support from pre-diagnosis throughout the entire dementia journey supporting people with every aspect of their lives:

- Wayfinding service offering practical information and advice together with emotional support from a personal professional Wayfinder advisor.
- Day Breaks specialist respite day care providing meaningful activities built on personal interests and promoting cognitive stimulation.
- Carers support including specialist carers' support courses, peer support groups and a space to relax and have their own time.
- Wellbeing activities for mind and body – a full programme of art sessions, singing, Chairobics, Move2Music, Pilates, as well as guided reminiscence and topical discussions.
- Personal care – dementia friendly hairdresser, complementary therapies, assisted bathing facilities.
- Smart zone - advice on the latest technology available to help people live safely at home with dementia.
- Dementia friendly café for people to relax in a space where everyone understands the challenges of living with dementia.

Given each person experiences dementia differently depending on which part of the brain is affected, our support is as individual as each person's dementia. Over 2,000 people a year have the help they need to live life with dementia as independently and as well as possible. Support which helps people stay connected with family, friends and community; stay active; keep learning; stay engaged with the world around them – all essential to wellbeing and quality of life.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

##### **Day Breaks**

Our Day Breaks service provides specialist day care for people living with dementia. People enjoy sociable, creative, and musical activities helping to reduce isolation and improve wellbeing. The service not only benefits the individual with dementia but provides a much-needed break for carers and families. Long term, our breaks help ensure people remain living in the familiarity of their own home for as long as possible. We do this by reducing cognitive decline through activities and social interaction, whilst reducing the load on families and carers.

Over the last year, we have increased the capacity in our Day Breaks service. We now support 15 people each day, (75 each week). The need for this service has grown substantially throughout 2022/2023 and a waiting list for available placements has sadly started to form with the current number of 5 people at year end and another 13 people wanting additional placements. The charity is exploring opportunities to increase capacity to help manage this as it is limited by floorspace as to the capacity.

In the past 12 months, 148 individuals have attended a session, meaning these carers have been able to access some respite. We have provided 3,660 placements. This will increase in the next 12 months as plans to grow the service will come to fruition to accommodate the growing need.

The cost for a whole day is £18 - £62 (which includes a 2-course home cooked meal and refreshments throughout the day) – the charge levied is dependent upon an individual's financial ability to pay with the balance subsidised by the charity. We provide a range of personal care services such as assisted bathing, feeding and medication administration and ensure our staffing ratios are maintained at one member of staff for three customers, although for those with more intensive needs a higher ratio is often needed.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### Wellbeing Activities

Our free activity programme has something for everyone including music and singing, gentle exercise, painting workshops, reminiscence, mindfulness sessions and 'chatter tables' - helping keep minds active, reducing anxiety and offering opportunities for fun and socialising.

At its Trustee Strategy Day in October 2022, and in response to the cost-of-living crisis in 2022, the decision was taken to offer activities for free (with donations welcomed towards them) so as to ensure they were accessible to all, and that people had somewhere they could come which was warm as the colder period hit.

Our total activity attendance last year was 3,162 people, across 433 sessions. This does not include the less formal social groups such as our Daily Chatter Tables, Sport Talks and Reading Friends groups which are all well attended.

#### Cognitive Stimulation Therapy (CST)

Cognitive Stimulation Therapy (CST) has been shown in studies to help with recall, memory, and thinking skills for people living with dementia. Run as six-week blocks, and led by our activities team, we use guided reminiscence through facilitated discussions about past memories. We evaluate participants pre and post attendance asking for self-assessment on whether they feel cheerful, anxious, confident, sad and lonely. We also monitor concentration, remembering people, clarity of thoughts and decision making. We have seen significant improvements in all attendees across these areas.

#### Supporting Carers- Empowering Carers

We have held a series of free Empowering Carers workshops on a range of topics that affect carers of people living with dementia. These ran at the same time as our Cognitive Stimulation Therapy so that both the person with dementia and their carer could benefit from meaningful activities. We offer a four-week informational dementia carers course (2hrs per week) covering advice and support for carers who are family/friends; enhanced knowledge of dementia; practical tips and strategies for managing dementia; an insight into what it is like for people living with dementia symptoms; exploring different ways of getting dementia support and maintaining health and wellbeing.

#### Support groups and training

We launched a range of new support groups to help people with shared experiences of dementia come together and get support. This includes educational workshops as well as facilitating peer support. Groups include male carers, newly diagnosed dementia, young onset dementia, grief, and living grief (anticipatory grief felt before someone passes away). These groups enable people to have a better understanding of dementia and access specific support for issues they may be facing. The peer support aspect often leads to the formation of friendships which continue without the facilitation of our services providing individuals with social ongoing connection.

#### Wayfinding

Our free of charge Wayfinding service provides both practical advice and emotional support to make sense of the journey ahead. Appointments are offered in-person, or over the phone, and families speak to the same Wayfinder every time - providing a familiar voice from someone who understands their specific needs.

The Wayfinding Service has continued to grow through 2022/2023. Numbers of new individuals approaching for support ranged from 34 in one month (December) to 107 in August and these have included some highly complex cases, including cases classified as an immediate crisis such as violent and aggressive behaviour, missing persons and suicide threats.

We have responded to this increasing need by expanding our Wayfinding team from 4 Wayfinders in March 2022 to 5 at the end of the financial year. This means that we can continue to support more people each month with the advice, guidance and support that they need to live well with dementia.

In the past 12 months, 1,766 individuals with a diagnosis have accessed Wayfinding support (which does not include the many family members and carers), with 6,646 contacts – an increase of over 70% on the previous year. This included 843 new customers who had not previously accessed our service.

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# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### Personal Care

Sage House hosts a range of Wellbeing and personal care services for people living with dementia. This includes assisted bathing, dementia friendly hairdressing, and therapies such as massage and chiropody. These are a vital service in improving the mental and emotional wellbeing of our beneficiaries and helps them to maintain self-esteem.

In the past year we have provided 170 baths, 403 haircuts and 129 therapy appointments.

#### Outreach – Sage Communities

Since 2021 we have been working to expand our services to reach those in the community unable to access services at Sage House. Community brings our dementia services into the community, reducing isolation, widening access to services, and removing barriers to support.

We have successfully launched Community by Sage House in 3 areas across West Sussex- Rustington, Southbourne and Witterings. At each venue we offer dementia friendly activities including arts, singing, and physical activities, with a Wayfinder on hand to provide free, personalised advice throughout their journey.

#### Daisy's Community Café

Daisy's café is at the heart of Sage House and we have worked hard to create a community café that helps to break down the barriers associated with dementia. As well as providing a source of income generation for the charity, the café is important in achieving our aim of creating a dementia friendly community.

#### Dementia Supporter Programme

We believe that the support we provide to the community and local businesses is vital for them to breakdown the stigma of the condition and to support people living with dementia in the community. The Dementia Supporter programme was transformed in early 2023 and is offered to local businesses and community groups.

#### Centre of Excellence

The culmination of each activity has led to a position where Sage House is now locally known and respected for it's;

- Built environment with Dementia at the forefront.
- Person centric approach – including Carers & Family.
- Relational practice – where people only have to tell their story once and can be safe in the knowledge that they will have a named person to handhold them through the journey.
- Warm handovers to others where services are required outside of Sage House.
- Co-location of sector specific professionals.
- Experienced and invested, dementia trained staff.
- Ability and agility to fill gaps locally – working in partnership with other Voluntary and Commercial Sector. partners to avoid duplication.
- Ability to collaborate and not compete.
- Open access to everyone - no diagnosis required and financial status not a consideration.
- No time-limits imposed on accessible services.

This has led to feedback from our customers that the services have led to an improvement in personal health, a reduction in loneliness and increased resilience and social connectedness. Carers have reported that they feel more able to cope, reducing the risk of crisis and families are able to better plan for the future.

In addition, the increased wellbeing felt is leading to longer term independence and reduced intervention from primary and statutory care providers.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### National Ambitions Programme

Given the impact of Sage House on the local service provision for people living dementia, October 2021, saw the initiation of the National Ambitions Programme with the vision to identify a way in which the Sage House Model of integrated Dementia Support could be replicated elsewhere. The charity recruited a programme manager to support the CEO with this undertaking.

An academic evaluation is now underway which is being undertaken by the University of Chichester which involves an 18 month study of the services delivered by Sage House to identify the efficacy of the service, the benefit to customers in terms of mental health, quality of life and quality added life years, and also identify the tangible savings to the health and social care economy, local economy and community impact in terms of reducing stigma and increasing knowledge of dementia.

Alongside the evaluation, the programme scoped throughout the year the blueprint of the model and developed the toolkits needed to support others with replicating the Sage House model elsewhere from both a service delivery, marketing, and sustainability perspective.

Work commenced with an organisation in West Berkshire to pilot the replication process.

Pro-bono legal support has been sourced who are advising around what future structures of governance would be best placed to achieve the replication of the Sage House model. Agreement has been reached by trustees that this should be undertaken under a Social Franchise license agreement between Dementia Support and future replicators. In order to safeguard the local Sage House provision a new charity is being considered to take forward this wider national approach as the articles of association will need to address wider national strategic aims.

The trustees continue to ensure that records of activity and financial resource are clearly defined and transparent in terms of the expenditure relating to the National Ambitions Programme and that of Sage House running.

#### Fundraising Activities

We have a three-year fundraising strategy in place that is reviewed and adapted on an annual basis to accommodate the macro environment as it changes. We fundraise from a wide range of sources including grants from charitable trusts, individual donations and regular giving, local businesses, events and community fundraising initiatives.

We would like to acknowledge all the hard work done by volunteers giving freely of their time in organising or hosting a myriad of events in aid of the charity, their hard work, much of which is unseen, is greatly appreciated.

Support from individuals donating to the Charity in memory, in response to direct marketing appeals or through our monthly regular giving programme are fundamental to achieving income growth. This is a growing area of Charity's fundraising strategy where more focus will be given in the coming year.

Timothy Roe Fine Jewellery Ltd of Chichester have very kindly made and donated a bespoke jewelled pomander and gold casket for the charity, this will be auctioned to raise funds in February 2024. The making of this can be viewed on Timothy Roe's website under "special commissions" it is quite something!

## DEMENTIA SUPPORT

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

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Donations from charitable trusts continue to be an important source of funding for the charity and securing these has become more challenging given the environment within which the Voluntary Sector finds itself. We highly value the partnerships we have developed with our charitable trust funders and would like to thank;

- 29th May 1961 Charitable Trust
- Age Sentinel Trust
- Arnold Clark Community Fund
- Arthur Williams Charitable Trust
- Astor Foundation
- Bassil Shippam and Alford Trust
- Bellasis Trust
- Bernadette Charitable Trust
- Big Give Trust
- Boltini Trust, The
- Chichester District Council
- D'Oyly Carte Charitable Trust
- Dyers Company
- Eleanor Grace Foundation
- Ernest Kleinwort Charitable Trust
- Evelyn May Trust
- Peacock Charitable Trust
- Rest-Harrow Trust
- Sir Jules Thorn Charitable Trust
- Souter Charitable Trust
- St Pancras Corporation Charity Society
- Stella Symons Charitable Trust
- Sussex Community Foundation
- Thomas Roberts Trust
- VLM Foundation
- W G Edwards Foundation
- Wates Foundation
- West Sussex Travel Society
- Worshipful Company of Gardeners
- Yorkshire Building Society
- F Glenister Woodger Trust
- February Foundation
- Friarsgate Trust, The
- Gerald Micklem Charitable Trust
- Hall Charitable Trust
- Homity Trust
- Hummingbird Charitable Trust
- Kathleen And Sidney Linkins Memorial Trust
- Lord Faringdon Charitable Trust
- Marsh Charitable Trust
- McLay Dementia Trust
- Michael & Anna Wix Charitable Trust
- Odin Charitable Trust
- Pagham Pram Race
- Patricia Routledge Charitable Trust

We also extend our thanks to those Charitable Trusts who have requested to stay anonymous, we are very grateful for their support.

The Charity, through the fundraising team and Senior Management will continue to prioritise the excellent donor and supporter stewardship programme that it has developed which includes personalised donor journeys to maximise the retention of its supporters into the future.

Risk Assessments, health and safety and legal regulations for fundraising events undertaken by the charity are overseen and implemented by the Fundraising Team, and where community fundraising activity is carried out "in aid of the charity", where the charity is notified of such, the team are able to support with guidance on safety, legal and risk measures to ensure compliant fundraising.

The Charity is a member of the Fundraising Regulator which means that the Fundraising Code of Practice is followed, and high standards of fundraising are maintained at all times.

The aim of the Charity is to ensure that each of our supporters have a good experience and that each of them is treated fairly including those who may be more vulnerable. Each of the fundraising team has received training in regard to dementia awareness and safeguarding.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### **Trustees, Staffing & Volunteers**

Dementia Support started the year with a staff team of 33 (29 Full Time Equivalent) as at 1<sup>st</sup> April which increased to 35 (14 Full Time Equivalent) as at 31<sup>st</sup> March.

The charity's operational affairs continue to be managed by Chief Executive, Sally Tabbner who was joined by Chief Operating Officer Emma Radley, August, 2022.

Our volunteers are very important to the work that we do, and our volunteer base has grown significantly in the last financial year from 39 to 73 active volunteers providing support to the Charity.

Volunteers continue as we write this to do so much for the charity and have a thorough induction and training programme, a full suite of policies and a volunteer handbook.

The Trustees would like to record their genuine appreciation and thanks for the vast contribution made by the volunteers that are registered with Sage House. Volunteers provide support throughout Sage House in the café, reception & administration roles, by offering support and advice in Wayfinding as well as leading or supporting various activities, attending Committees or Board Meetings. The charity cannot emphasise enough that without our volunteers' efforts, the charity would not be able to provide the range and quality of the services that it does.

#### **Financial review**

##### **Principal funding sources**

The charity's funding is dependent on the donations received as a result of its fundraising activities. The charity has appointed a small fundraising team to help achieve its funding goals and seek out parties willing to make donations towards the charity's objectives and activities.

##### **Investment policy and objectives**

The trustees have considered the most appropriate policy for investing surplus funds and has decided that bank deposits are the most appropriate for the charity's current needs at this time.

##### **Reserves policy**

The trustees have considered the future funding needs and commitments of the charity and deem it prudent to hold general unrestricted reserves equivalent to 6 months overheads at any time.

##### **Fund activity**

At the end of the year the charity had closing funds of £1,240,611 (2022: £1,428,806) of which £1,206,550 (2022: £1,356,234) were unrestricted general funds and £34,061 (2022: £72,572) were restricted towards the staffing of the Dementia Hub.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### Plans for future periods

##### Future Plans – Sage House

The charity's aim was to make a positive difference and improve outcomes for people living with dementia which it is successfully achieving at Sage House in West Sussex. Future plans for 2023/2024 will include how we grow the Day Breaks service to accommodate the growing need and address the waiting list, which will include a pilot of opening at Weekends and a full audit of space usage throughout the year to accommodate the growth of the Day Breaks service.

As service uptake has now settled following the Coronavirus Pandemic, a strategic review and development plan can be established utilising the stable data and information now available. Given the increase in uptake of the Wayfinder Service, activity is already underway to recruit a further 2 team members to support the growing need for information, advice and emotional support.

The Community Outreach Programme, which was successfully launched during 2022, will continue to grow as emerging local areas of need are identified. Billingshurst, Yapton and Petworth have already been identified as areas where there is a service lacking for people living with dementia and a new outreach service will be commencing during 2023/2024 in at least these three areas.

##### Future Plans – National Ambitions Programme

Work to support the pilot of the West Berkshire replication model will continue throughout the year and a Memorandum of Understanding has been entered into with Age Concern Newbury & District. The output from this work will be utilised to finalise the Operations, Fundraising and Marketing toolkits for use with further replicators elsewhere in the Country.

Alongside the toolkits, quality standards will be developed to ensure any further replicators are fully conversant and able to ensure that the Sage House Model replication is undertaken with the culture and notable high standards of care and support offered by the Centre of Excellence in Tangmere.

Legal advice will continue into the year and detailed plan regarding changes in structure and governance, affecting both Sage House and the wider programme of work nationally will be agreed and implemented.

The interim results of the academic evaluation will be published in early Summer and the full results will be available at the beginning of 2024.

##### Structure, governance and management

The charity is a limited company, limited by guarantee, as defined by the Companies Act 2006. It is controlled and governed by its Memorandum and Articles of Association.

The charity was incorporated on 16 May 2014 and registered as a charity on 23 September 2014. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

## DEMENTIA SUPPORT

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr K A Coppard	(Resigned 20 April 2023)
Mr A J Wickins	(Resigned 20 April 2023)
Mrs C T Bogoje	
Mr R A Broadribb	
Mrs M K Matthews	
Ms P Nesbit	
Mrs S M Ahern	(Resigned 21 April 2022)
Dr A Childs	
Mr M E Harris	(Resigned 20 April 2023)
Dr S Kelly	(Resigned 16 June 2022)
Mrs T M Y Kelly	
Mr K A Watson	
Mr C Thornhill	
Mrs C M Cannon	(Appointed 17 February 2023)
Ms M Litchfield	(Appointed 21 April 2022)

The directors of the charity are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association, a third of all directors must retire from office each year. They may be re-elected, and the directors may also appoint new directors pursuant to the provisions of the Articles of Association.

The work of the charity is almost entirely devoted to those effected by dementia. As a result, the board of trustees seek to ensure that representatives from this group and from those who assist them, are members of the board. In addition, every effort is made to include a wide skill set including those with business and general medical and social care skills on the board.

No trustee has any beneficial interest in the company.

The charity's Memorandum and Articles of Association stipulate that there should be no less than three trustee directors but does not restrict to a maximum.

The day to day running of the charitable company is overseen by the Chief Executive Officer who reports to the board of trustees.

Any individual wishing to be a trustee director must complete and sign a declaration of their willingness to be appointed, must be over the age of 18 years, and not be disqualified from being a director or trustee.

Potential trustee directors are invited to attend a regular board meeting and are welcome to ask questions about any aspect of the charity's work. They are invited to make a short presentation on the skills they would bring to the Board and how they would contribute to its deliberations and decision making. They are also provided with copies of the Charity's published literature and a copy of the Memorandum and Articles of Association.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **Risk management**

The Board of Trustees are responsible for overseeing the charity's risk management activities, but these are identified, reviewed and monitored by our committees. The Board manages the process through a Strategic Risk Register which is updated on an ongoing basis by the CEO and COO and reviewed at each Committee and Board of Trustee meeting.

Strategic Risks are identified by committees to review mitigations and consider new risks which include those of external influence. These are the high-level risks that could prevent Dementia Support from meeting its overall objectives. Each risk is described, giving the scenario under which, it may occur and assessed in terms of the impact it would have on the organisation and the likelihood of it occurring, given the current controls and mitigation plans in place. Actions required to further mitigate the risk are identified.

All risks and actions are assigned to a committee. The 'risk appetite' of the charity is described by the rating attributed - risks with an Impact-Likelihood score above the threshold are priority risks and require immediate action and close monitoring at both committee and Board of Trustee level. Risks sitting below the threshold are of lower priority but continue to be monitored and assessed throughout the year by the committee.

### **Review of public benefit**

In setting out our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on fee charging.

### **Auditor**

The auditors, Robert Sadler and Company Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

The trustees' report was approved by the Board of Trustees.

Ms P Nesbit

**Chair of Trustees**

21 December 2023

# DEMENTIA SUPPORT

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

### *FOR THE YEAR ENDED 31 MARCH 2023*

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The trustees, who are also the directors of Dementia Support for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 operation.

The trustees are responsible for keeping adequate accounting records that 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. 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

# DEMENTIA SUPPORT

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF DEMENTIA SUPPORT

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#### Opinion

We have audited the financial statements of Dementia Support for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

# DEMENTIA SUPPORT

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF DEMENTIA SUPPORT

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#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Robert Alistair Sadler FCA (Senior Statutory Auditor)**  
**for and on behalf of Robert Sadler & Company Limited**

21 December 2023

**Chartered Accountants**  
**Statutory Auditor**

30b Southgate  
Chichester  
West Sussex  
PO19 1DP

Robert Sadler & Company Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

## DEMENTIA SUPPORT

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>Income and endowments from:</b>							
Donations and legacies	<b>3</b>	729,234	90,970	820,204	670,667	87,348	758,015
Charitable activities	<b>4</b>	188,696	26,854	215,550	119,163	37,092	156,255
Other trading activities	<b>5</b>	68,640	-	68,640	41,479	-	41,479
Investments	<b>6</b>	6,884	-	6,884	3,816	-	3,816
Government grants	<b>7</b>	-	-	-	847	-	847
<b>Total income</b>		<u>993,454</u>	<u>117,824</u>	<u>1,111,278</u>	<u>835,972</u>	<u>124,440</u>	<u>960,412</u>
<b>Expenditure on:</b>							
Raising funds	<b>8</b>	<u>215,693</u>	<u>-</u>	<u>215,693</u>	<u>234,270</u>	<u>-</u>	<u>234,270</u>
Charitable activities	<b>9</b>	<u>927,445</u>	<u>156,335</u>	<u>1,083,780</u>	<u>700,231</u>	<u>119,792</u>	<u>820,023</u>
<b>Total expenditure</b>		<u>1,143,138</u>	<u>156,335</u>	<u>1,299,473</u>	<u>934,501</u>	<u>119,792</u>	<u>1,054,293</u>
Gross transfers between funds		-	-	-	126,261	(126,261)	-
<b>Net expenditure for the year/ Net movement in funds</b>		(149,684)	(38,511)	(188,195)	27,732	(121,613)	(93,881)
Fund balances at 1 April 2022		<u>1,356,234</u>	<u>72,572</u>	<u>1,428,806</u>	<u>1,328,502</u>	<u>194,185</u>	<u>1,522,687</u>
<b>Fund balances at 31 March 2023</b>		<u><u>1,206,550</u></u>	<u><u>34,061</u></u>	<u><u>1,240,611</u></u>	<u><u>1,356,234</u></u>	<u><u>72,572</u></u>	<u><u>1,428,806</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# DEMENTIA SUPPORT

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	14		658,716		701,263
<b>Current assets</b>					
Debtors	15	103,020		99,680	
Cash at bank and in hand		670,973		724,993	
		<u>773,993</u>		<u>824,673</u>	
<b>Creditors: amounts falling due within one year</b>	16	<u>(192,098)</u>		<u>(97,130)</u>	
Net current assets			581,895		727,543
<b>Total assets less current liabilities</b>			<u>1,240,611</u>		<u>1,428,806</u>
<b>Income funds</b>					
Restricted funds	18		34,061		72,572
<u>Unrestricted funds</u>					
Designated funds	19	658,716		701,263	
General unrestricted funds		<u>547,834</u>		<u>654,971</u>	
			<u>1,206,550</u>		<u>1,356,234</u>
			<u>1,240,611</u>		<u>1,428,806</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 21 December 2023

Ms P Nesbit  
Trustee

Company registration number 09044373

## DEMENTIA SUPPORT

### STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

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	Notes	2023 £	£	2022 £	£
<b>Cash flows from operating activities</b>					
Cash absorbed by operations	25		(50,377)		(46,940)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(10,527)		(9,721)	
Investment income received		6,884		3,816	
<b>Net cash used in investing activities</b>			(3,643)		(5,905)
<b>Net cash used in financing activities</b>			-		-
<b>Net decrease in cash and cash equivalents</b>			(54,020)		(52,845)
Cash and cash equivalents at beginning of year			724,993		777,838
<b>Cash and cash equivalents at end of year</b>			670,973		724,993

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# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2023

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#### 1 Accounting policies

##### Charity information

Dementia Support is a private company limited by guarantee incorporated in England and Wales. The registered office is Sage House, City Fields Way, Tangmere, West Sussex, PO20 2FP, England.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted, but deemed to have a specific purpose by the trustees and therefore kept separate from the general unrestricted funds. The charity identifies its capital reserve as being as being funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Donations in kind are accounted for at a reasonable estimate of their value to the charity or the actual amount actually realised. Donations in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Donations in kind for use by the charity are included in the Statement of Financial Activities as incoming resources when receivable.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### 1 Accounting policies

(Continued)

Investment income is recognised when receivable.

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure on charitable activities includes all expenditure directly relating to the objects of the charity. Expenditure on the raising of funds represents expenditure incurred in generating income to finance the charity's activities and governance.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	In line with the lease term (see below)
Fixtures and fittings	5 years straight line
Computers	3 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

All computer software purchased by the charitable company is treated as revenue expenditure in the period in which it is incurred given that it is deemed to have no redeemable future value.

The improvements to the property leased by the charitable company are depreciated in line with the remaining lease term. The lease for Sage House started in June 2016 and has a term of 25 years. The lease for the additional parking at Sage House commenced from 8th December 2022 and has a term that runs concurrently with that of Sage House.

It is the charitable company's policy to capitalise assets with initial costs in excess of £250 only.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

(Continued)

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Taxation

The charity is exempt from corporation tax on its charitable activities.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations and gifts	622,638	90,970	713,608	669,126	87,348	756,474
Legacies receivable	106,596	-	106,596	1,541	-	1,541
	<u>729,234</u>	<u>90,970</u>	<u>820,204</u>	<u>670,667</u>	<u>87,348</u>	<u>758,015</u>

#### 4 Charitable activities

	Dementia support service 2023	Dementia support service 2022
	£	£
Sales within charitable activities	230,311	125,843
Performance related grants	(14,761)	30,412
	<u>215,550</u>	<u>156,255</u>
<b>Analysis by fund</b>		
Unrestricted funds	188,696	119,163
Restricted funds	26,854	37,092
	<u>215,550</u>	<u>156,255</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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#### 5 Other trading activities

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Café, shop, hairdressers and facilities hire	68,640	41,379
Other income	-	100
	<hr/>	<hr/>
Other trading activities	68,640	41,479
	<hr/> <hr/>	<hr/> <hr/>

#### 6 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Rental income	3,750	3,750
Interest receivable	3,134	66
	<hr/>	<hr/>
	6,884	3,816
	<hr/> <hr/>	<hr/> <hr/>

#### 7 Government grants

	Total	Unrestricted funds
	2023	2022
	£	£
Coronavirus Job Retention Scheme	-	847
	<hr/> <hr/>	<hr/> <hr/>

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 8 Raising funds

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
<u>Fundraising and publicity</u>		
Advertising	33,220	801
Other fundraising costs	2,946	38,507
Staff costs	122,354	160,977
	<hr/>	<hr/>
Fundraising and publicity	158,520	200,285
	<hr/>	<hr/>
<u>Trading costs</u>		
Café supplies	22,909	10,145
Staff costs	34,264	23,840
	<hr/>	<hr/>
Trading costs	57,173	33,985
	<hr/>	<hr/>
	215,693	234,270
	<hr/> <hr/>	<hr/> <hr/>

### 9 Charitable activities

	Dementia support service	Dementia support service
	2023	2022
	£	£
Staff costs	381,341	293,997
Day care, therapy sessions and workshops	10,371	19,948
	<hr/>	<hr/>
	391,712	313,945
	<hr/>	<hr/>
Share of support costs (see note 10)	678,143	494,600
Share of governance costs (see note 10)	13,925	11,478
	<hr/>	<hr/>
	1,083,780	820,023
	<hr/> <hr/>	<hr/> <hr/>
<b>Analysis by fund</b>		
Unrestricted funds	927,445	700,231
Restricted funds	156,335	119,792
	<hr/>	<hr/>
	1,083,780	820,023
	<hr/> <hr/>	<hr/> <hr/>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

#### 10 Support costs

	Support costs	Governance costs	2023 Support costs	Governance costs	2022
	£	£	£	£	£
Staff costs	400,837	-	400,837	282,015	282,015
Depreciation	53,074	-	53,074	62,732	62,732
Operating lease charges	98,513	-	98,513	63,438	63,438
Utilities	24,881	-	24,881	16,271	16,271
Insurance	9,982	-	9,982	6,692	6,692
Office costs	34,858	-	34,858	27,308	27,308
Advertising	8,367	-	8,367	6,134	6,134
Repairs and maintenance	27,485	-	27,485	23,055	23,055
Travel and subsistence	1,787	-	1,787	275	275
Subscriptions	3,703	-	3,703	5,180	5,180
Bank charges	4,539	-	4,539	2,986	2,986
VAT unreclaimable	10,117	-	10,117	(1,486)	(1,486)
Audit fees	-	2,500	2,500	-	2,500
Legal and professional	-	9,011	9,011	-	3,273
Recruitment	-	2,414	2,414	-	5,705
	<u>678,143</u>	<u>13,925</u>	<u>692,068</u>	<u>494,600</u>	<u>506,078</u>
Analysed between					
Charitable activities	<u>678,143</u>	<u>13,925</u>	<u>692,068</u>	<u>494,600</u>	<u>506,078</u>

#### 11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

#### 12 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Care, activities and outreach	11	12
Finance and administration	8	6
Fundraising	8	6
Catering	3	2
Wayfinding	6	3
Total	<u>36</u>	<u>29</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

12 Employees	(Continued)	
Employment costs	2023	2022
	£	£
Wages and salaries	825,173	688,732
Social security costs	66,725	56,618
Other pension costs	15,099	13,032
	<u>906,997</u>	<u>758,382</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2023	2022
	Number	Number
£60,000 to £70,000	<u>1</u>	<u>-</u>

#### 13 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

#### 14 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Computers	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2022	871,400	68,590	51,551	991,541
Additions	-	2,295	8,232	10,527
	<u>871,400</u>	<u>70,885</u>	<u>59,783</u>	<u>1,002,068</u>
<b>Depreciation and impairment</b>				
At 1 April 2022	189,434	63,947	36,897	290,278
Depreciation charged in the year	39,859	3,101	10,114	53,074
	<u>229,293</u>	<u>67,048</u>	<u>47,011</u>	<u>343,352</u>
<b>Carrying amount</b>				
At 31 March 2023	<u>642,107</u>	<u>3,837</u>	<u>12,772</u>	<u>658,716</u>
At 31 March 2022	<u>681,966</u>	<u>4,643</u>	<u>14,654</u>	<u>701,263</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

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15 Debtors		2023	2022
		£	£
Amounts falling due within one year:			
Trade debtors		21,071	47,251
Other debtors		40,887	25,239
Prepayments and accrued income		41,062	27,190
		<u>103,020</u>	<u>99,680</u>

16 Creditors: amounts falling due within one year		2023	2022
	Notes	£	£
Other taxation and social security		-	16,384
Deferred income	17	157,968	38,750
Trade creditors		9,617	29,736
Other creditors		9,041	4,078
Accruals and deferred income		15,472	8,182
		<u>192,098</u>	<u>97,130</u>

17 Deferred income		2023	2022
		£	£
Other deferred income		<u>157,968</u>	<u>38,750</u>

Deferred income is included in the financial statements as follows:

	2023	2022
	£	£
Deferred income is included within:		
Current liabilities	<u>157,968</u>	<u>38,750</u>
Movements in the year:		
Deferred income at 1 April 2022	38,750	-
Released from previous periods	(38,750)	-
Resources deferred in the year	<u>157,968</u>	<u>38,750</u>
Deferred income at 31 March 2023	<u>157,968</u>	<u>38,750</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

#### 18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2021		Movement in funds		Transfers		Balance at 1 April 2022		Movement in funds		Balance at 31 March 2023	
	£	£	Incoming resources	Resources expended	£	£	£	£	Incoming resources	Resources expended	£	£
Ernest Kleinwort	-	20,000	20,000	(20,000)	-	-	-	-	-	-	-	-
Hummingbird Trust	50,000	-	-	-	(50,000)	-	-	-	-	-	-	-
Lottery Grant	44,185	-	-	(27,924)	(16,261)	-	-	-	-	-	-	-
The Gerald Micklam Charitable Trust	10,000	10,000	10,000	(11,667)	-	8,333	12,000	(11,333)	9,000			
Francis Winham Foundation	10,000	10,000	10,000	(5,657)	(10,000)	4,343	10,000	(8,414)	5,929			
The Sussex Community Foundation	-	10,000	10,000	(3,333)	-	6,667	-	(6,667)	-			
National Lottery Community Fund	10,000	-	-	(10,000)	-	-	-	-	-			
Garfield Weston Foundation	50,000	-	-	-	(50,000)	-	-	-	-			
The Peacock Charitable Trust	20,000	-	-	(20,000)	-	-	-	-	-			
The Childwick Trust Day Breaks	-	20,000	20,000	(3,333)	-	16,667	-	(16,667)	-			
Linder Foundation	-	10,000	10,000	-	-	10,000	-	(10,000)	-			
Crawley Borough Council	-	-	-	-	-	-	20,854	(16,172)	4,682			
Friday Holdings	-	-	-	-	-	-	35,000	(35,000)	-			
Amounts received under £10,000	-	44,440	44,440	(17,878)	-	26,562	39,970	(52,082)	14,450			
	194,185	124,440	124,440	(119,792)	(126,261)	72,572	117,824	(156,335)	34,061			

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

#### 19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 March 2023 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	
Capital reserve	754,274	9,721	(62,732)	701,263	10,527	(53,074)	658,716
	<u>754,274</u>	<u>9,721</u>	<u>(62,732)</u>	<u>701,263</u>	<u>10,527</u>	<u>(53,074)</u>	<u>658,716</u>

#### Capital reserve

These are funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

#### 20 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:						
Tangible assets	658,716	-	658,716	701,263	-	701,263
Current assets/(liabilities)	547,834	34,061	581,895	618,843	108,700	727,543
	<u>1,206,550</u>	<u>34,061</u>	<u>1,240,611</u>	<u>1,320,106</u>	<u>108,700</u>	<u>1,428,806</u>

#### 21 Operating lease commitments

The charity leases its premises and the associated parking under separate leases that both end on 31st May 2041, the leases have break clauses that may be exercised (subject to conditions and appropriate notice being given) on 31st May 2026 and 31st May 2031. The remaining lease term as at 31st March 2023 is 18 years and two months. The properties were leased from a related party, Friday Estates Ltd (see note 22) , this ceased on 13th January 2023 when the property was sold to an unrelated party. At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Between two and five years	-	3,750
In over five years	107,140	60,000
	<u>107,140</u>	<u>63,750</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

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#### 22 Related party transactions

Friday Estates Ltd is a company under the control of the trustee, Mr A J Wickins (who resigned as a trustee on 20th April 2023). Friday Estates Ltd was, up to 13th January 2023, the freehold owner of Sage House and the car park, which are the premises from which the charity operates. The charity paid Friday Estates Ltd rent of £84,538 in the period up to the date that the property was sold to an unrelated third party, this was an apportionment of the open market rent payable for the year.

#### 23 Ultimate controlling party

The charitable company is under the control of its members. No one member has sufficient voting rights to control the charitable company.

#### 24 Legal status

The charity is incorporated as a company limited by guarantee having no share capital and, in accordance with the Memorandum of Association every member is liable to contribute £1 in the event of the company being wound up.

25 Cash generated from operations	2023	2022
	£	£
Deficit for the year	(188,195)	(93,881)
Adjustments for:		
Investment income recognised in statement of financial activities	(6,884)	(3,816)
Depreciation and impairment of tangible fixed assets	53,074	62,732
Movements in working capital:		
(Increase) in debtors	(3,340)	(44,039)
(Decrease) in creditors	(24,250)	(6,686)
Increase in deferred income	119,218	38,750
<b>Cash absorbed by operations</b>	<b>(50,377)</b>	<b>(46,940)</b>

#### 26 Analysis of changes in net funds

The charity had no debt during the year.

**Sage House, Tangmere**

England & Wales - Charity number 1158640

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# Accounts

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Charity registration number 1158640

Company registration number 09044373 (England and Wales)

**DEMENTIA SUPPORT**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# DEMENTIA SUPPORT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr K A Coppard Mr A J Wickins Mrs C T Bogoje Mr R A Broadribb (Appointed 3 August 2021) Mrs M K Matthews (Appointed 3 August 2021) Ms P Nesbit Dr A Childs Mr M E Harris Dr S Kelly Mrs T M Y Kelly Mr K A Watson Mr C Thornhill
<b>Secretary</b>	Mr K A Coppard
<b>Charity number</b>	1158640
<b>Company number</b>	09044373
<b>Registered office</b>	Sage House City Fields Way Tangmere West Sussex England PO20 2FP
<b>Auditor</b>	Robert Sadler & Company Limited 30b Southgate Chichester West Sussex PO19 1DP

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# DEMENTIA SUPPORT

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# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The charity (then named Chichester Dementia Support Group) was started in 2014 by a group of local people who had been personally touched by dementia.

Dementia is one of the main causes of disability later in life, ahead of cancer, cardiovascular disease, and stroke. As a country we spend much less on dementia than on these other conditions. One million people in the UK will have dementia by 2025 and this will increase to 2 million by 2050. 1 in 3 people born this year will develop dementia in their lifetime. Dementia has a devastating impact, often causing difficulties completing simple tasks or maintaining relationships. The whole family is impacted as they watch their loved one decline and lose their independence. As dementia progresses, families need to access a full range of support. The health and social care system can be fragmented, complex and challenging to navigate. We are there to help people get the support they need.

According to the Department of Health there are 940,000 people with dementia in the UK. The total cost of care for people with dementia in the UK is £34.7 billion. This is set to grow sharply over the next two decades, to £94.1 billion by 2040. The cost of social care for people with dementia is set to nearly treble by 2040, increasing from £15.7 billion to £45.4 billion.

At the heart of the Government's National Dementia Strategy is a drive to raise awareness of the disease, deliver early diagnosis and support to individuals and collaboration with a wide range of organisations.

The results of the Charity's feasibility study in 2014 into the provision of Dementia Care Services in the local area revealed that people living with dementia, their carers and families felt that navigating the complex journey created by the early stages of dementia care was extremely difficult. Interviews at local support groups highlighted the need for a collaborative service and a clear desire among those affected to keep active and remain at home, close to their families, for as long as possible. This research also revealed that the provision of dementia services locally was fragmented. Following a consultation process, it was agreed that significant benefits could be derived from offering a dedicated, purpose-built facility that would allow all aspects of dementia care to be provided and coordinated from a central location. The concept of Sage House was created.

The aim was, and remains, to work alongside existing organisations to bring together and enrich their offering and the services they provide and to ultimately provide exceptional dementia care in the West Sussex area including Chichester, Bognor Regis, Selsey and the Witterings to the South, Emsworth up to Midhurst in the West, Petworth and bordering along the River Arun down to the West of Littlehampton.

Our goal was to develop a definitive integrated model in continuing care for people with dementia as well as provide full support for families and carers.

Dementia Support entered into a fundraising campaign in early 2016 to renovate an old call centre in Tangmere near Chichester in West Sussex with a target of raising £1.74 million and Sage House, was officially opened by HRH The Countess of Wessex on the 8th May 2018.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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Our Vision is a society where dementia is wholly understood and accepted, enabling people living with dementia to be fully supported throughout the whole of their journey from pre-diagnosis to end of life.

The charity aims to make a positive difference and improve outcomes for people living with dementia in Chichester and West Sussex initially with the ultimate aim to set in place a template that can be replicated across the Country.

The 2021-2022 year was a challenge with the lifting of COVID-19 restrictions at different times, however at the end of the financial year the charity was back to being able to provide all of its services back at full capacity.

#### **Achievements and performance**

Throughout 2021 and the start of 2022 we have continued to provide vital support to people living with dementia. With the easing of Covid-19 restrictions, we have been able to return to some pre-pandemic normality in the services at Sage House.

Following the impact of Covid-19, we have seen increasing need from across the community. The impact of Covid-19 on people living with dementia was terrible with many people's dementia progressing faster than expected. We have worked hard to reopen our face to face services and increase capacity in all areas to ensure we are able to meet this need. This includes expanding our Wayfinding team, from 2 in June 2021, to 6. We have also expanded our Day Breaks provision to welcome 15 people each day. This allows us to support more people living with dementia every week, and make sure their needs are met.

#### **Day Breaks**

Our Day Breaks service provides specialist dementia respite care, giving carers the opportunity to take a break from caring, safe in the knowledge that their loved ones are looked after by our expert staff. We provide a range of engaging activities, specially adapted for people with dementia. They provide cognitive stimulation, encourage social interaction by bringing people together and so help to improve both physical and mental health and wellbeing. We often theme activities around current events to give a feeling of involvement.

With the easing of Covid restrictions we have been able to increase capacity to 15 people per day, so now offer 3,750 placements each year. We also provide "drop-in" activity sessions including singing, art, seated exercise, social groups, and reminiscence - helping keep minds active and reducing loneliness

We entered the financial year with objectives to;

- To rebuild the Day breaks service back to being able to offer 75 respite placements per week. (Achieved)
- To remain Covid safe in all our contacts and compliant with any new requirements (Achieved)

In the past 12 months, 149 individuals have attended a session, meaning their carers have been able to access some respite. We have provided 2,171 placements (capacity limited by Covid throughout much of the year). In the next 12 months we have capacity for 3,750 placements.

The cost for a whole day is £15 - £56 dependent upon an individual's financial ability to pay with the balance subsidised by the charity. We provide a range of personal care services such as assisted bathing, feeding and medication administration and ensure our staffing ratios are maintained at one member of staff for three customers, although for those with more intensive needs a higher ratio is often needed.

## **DEMENTIA SUPPORT**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2022**

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##### **Wellbeing Activities**

Our in-person wellbeing activities resumed in May 2021, initially with 1 activity per day to begin with and limited to 6 customers at a time. We have now expanded to be offering 4 activities each day and with increased numbers able to attend. We offer a broad range of activities, and they are all designed to be accessible for people living with dementia. Our music-based activities include Music Mayhem and themed singing sessions. We provide arts activities including Watercolour and Painting for Fun. We have a range of less formal social groups such as Chatter Tables, Sport Talks and Reading Friends. We also provide appropriate physical activities to help improve strength, balance, and cardio health.

From April 2021 to March 2022, we held 433 activity sessions. 266 individuals have attended an activity, and our total attendance at activity sessions since May 2021 is 2,361.

During the first national lockdown, we developed an activity pack featuring puzzles, quizzes and colouring to help people with dementia who were shielding. These were distributed to over 1,600 elderly and vulnerable people in the community. These proved so popular that we have continued providing them.

##### **Cognitive Stimulation Therapy (CST)**

In 2021/22 we launched our first CST groups. CST has been shown in studies to help with recall, memory, and thinking skills for people living with dementia. We use guided reminiscence through facilitated discussions about past memories. Our reminiscence work encourages cognitive stimulation, teaches techniques to enjoy past memories and gives our customers a feeling of involvement and empowerment.

##### **Supporting Carers- Empowering Carers**

We have held a series of free Empowering Carers workshops on a range of topics that affect carers of people living with dementia. These ran at the same time as our Cognitive Stimulation Therapy so that both the person with dementia and their carer could benefit from meaningful activities. Topics included "Understanding Dementia and the diagnosis process", "Legal, Financial & General Information", "Dementia Communication and Challenging Behaviours", and "Carers Wellbeing".

We worked with the Carers Health Team to run carers check-ups at Sage House. This including actioning referrals to GPs and supporting people to access equipment. Providing these check-ups at Sage House will deliver so many benefits for carers and help them to look after their own wellbeing.

##### **Wayfinding Service**

Our free of charge Wayfinding service provides both practical advice and emotional support to make sense of the journey ahead. Appointments are offered in-person, or over the phone, and families speak to the same Wayfinder every time - providing a familiar voice from someone who understands their specific needs.

The impact of Covid-19 has seen a significant increase in demand for our Wayfinding service. As restrictions eased in May and June, we were seeing over 80 new customers each month. This trend of increased need has continued throughout the year- peaking in January 22 with 81 new customers being directly supported by our Wayfinders. We have also seen an increase in the severity of cases as people open up about the challenges they have faced over the past 18 months, including cases classified as an immediate crisis such as violent and aggressive behaviour, missing persons and suicide threats.

We have responded to this increasing need by expanding our Wayfinding team from 2 Wayfinders in June 2021 to 4 at the end of the financial year. This means that we can continue to support more people each month with the advice, guidance and support that they need to live well with dementia.

In the past 12 months, 1,335 individuals have accessed Wayfinding support, with 3,845 contacts, including 835 new customers who had not previously accessed our service.

## **DEMENTIA SUPPORT**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2022**

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##### **Personal Care**

An integral part of Sage House are the personal care services available; hairdressing, bathing and therapies. The popularity of the dementia friendly hairdressers is largely because of professional hairdresser Shaun who has been offering haircuts at Sage House since we first opened the salon.

##### **Outreach – Sage Communities**

We worked throughout 2020/2021 to expand our services to reach those in the community unable to access services at Sage House, alongside those with early onset dementia. Community brings our dementia services into the community, reducing isolation, widening access to services, and removing barriers to support.

Following customer consultation and working in partnership with local GP surgeries we identified two outlying areas with little other service provision, namely the Witterings and Petworth. We had literally launched our services in these areas in the week before coronavirus hit and lockdown halted our plans.

As restrictions began to lift the decision was taken to concentrate efforts on getting Sage House back to its 'new normal' with a plan to relaunch the outreach programme when the volatility around people meeting had settled.

We have now launched Community by Sage House in 4 areas across West Sussex- Rustington, Petworth, Southbourne and Witterings. At each venue we will offer dementia friendly activities including arts, singing, and physical activities, with a Wayfinder on hand to provide free, personalised advice. This will help more people to access our life changing services and to get the support they need by removing barriers and reducing travel- particularly in isolated rural communities

##### **Daisy's Community Café**

Daisy's café is at the heart of Sage House and we worked hard to create a community café that helps to break down the barriers associated with dementia. As well as providing a source of income generation for the charity, the café is important in achieving our aim of creating a dementia friendly community.

The café had been closed in the previous year but reopened in June 2021 as government restrictions further lift.

##### **Supporting Carers and creating dementia friendly communities**

We believe that the support we provide to carers is vital for them to reclaim some control of their lives and access other support services. The work we do with community partners helps us create communities that are dementia aware, which in turn helps carers in their everyday lives. This year we continued to deliver Dementia Friends sessions online. Various mini 10-minute soundbite sessions were also produced by team members around different subjects related to dementia including driving, coping with loss, mental health, alcohol use, behaviour change, early diagnosis and guilt and grief.

We have a three-year fundraising strategy in place that is reviewed and adapted on an annual basis. We fundraise from a wide range of sources including grants from charitable trusts, individual donations and regular giving, local businesses, and community fundraisers. Clearly throughout 2021/2022 community fundraising activities and events were still volatile and the charity looked to different ways to generate income in that regard by holding talks online and virtual events.

Donations from charitable trusts continue to be an important source of funding for the charity and we value the partnerships we have developed with our charitable trust funders.

##### **Review of public benefit**

In setting out our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on fee charging.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### Trustees, Staffing and Volunteers

Dementia Support started the year with a staff team of 23 (21 Full Time Equivalent) as at 1st April which increased to 33 (29 Full Time Equivalent) as at 31st March.

The charity's operational affairs were managed by Chief Executive, Sally Tabbner.

Our volunteers are very important to the work that we do and involvement was lessened during the Covid period. At the end of the year the charity had 39 active volunteers providing support to the Charity.

Volunteers continue as we write this to do so much for the charity and have a thorough induction and training programme, a full suite of policies and a volunteer handbook.

The Trustees would like to record their genuine appreciation and thanks for the vast contribution made by the volunteers that are registered with Dementia Support. Volunteers provide support throughout Sage House in the café, reception and administration roles, by offering support and advice in Wayfinding as well as leading or supporting various activities, attending Committees or Board Meetings. The charity cannot emphasise enough that without our volunteers' efforts, Dementia Support would not be able to provide the range and quality of the services that it is able to.

#### Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The charity's funding is dependent on the donations received as a result of its fundraising activities. The charity has appointed a small fundraising team to help achieve its funding goals and seek out parties willing to make donations towards the charity's objectives and activities.

#### Fund activity

At the end of the year the charity had closing funds of £1,428,806 (2021: £1,522,687) of which £654,971 (2021: £574,228) were unrestricted general funds, £701,263 (2021: £754,274) were designated funds relating to the fixed assets of the centre without which it could not exist, and £72,572 (2021: £194,185) which were for restricted purposes.

The trustees have considered the most appropriate policy for investing surplus funds and has decided that bank deposits are the most appropriate for the charity's current needs.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### Plans for future periods

As a result of the Coronavirus, it is fair to say that a significant objective for the charity in 2022-2023 will be responding to our customer's needs during this time and a time for consolidating our services.

The charity aims to make a positive difference and improve outcomes for people living with dementia in Chichester and West Sussex initially with the ultimate aim to set in place a template that can be replicated across the Country.

In October 2021, the Charity recruited a Programme Manager to look at the National Ambitions Programme and scope the resources and plans in order to share the learning and expertise that the Charity now has in how to integrate and deliver high quality dementia services which ultimately are better for those living with dementia and their families.

## DEMENTIA SUPPORT

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

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This work will continue into 2022/2023 as the charity has commissioned the University of Chichester to undertake an academic evaluation of the Sage House model to identify the efficacy of the service, the benefit to our customers and also the savings to the health and social care economy.

Alongside the evaluation the charity plans to work alongside other organisations in other areas who have an interest in developing like services elsewhere and will share its toolkit to enable this.

The trustees are ensuring that records of activity and financial resource are transparent around what expenditure relates to the National Ambitions Programme and that of Sage House.

#### **Structure, governance and management**

The charity is a company limited by guarantee, as defined by the Companies Act 2006. It is controlled and governed by its Memorandum and Articles of Association.

The charity was incorporated on 16 May 2014 and registered as a charity on 23 September 2014. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr K A Coppard

Mr A J Wickins

Mrs C T Bogoje

Mr R A Broadribb

(Appointed 3 August 2021)

Mrs M K Matthews

(Appointed 3 August 2021)

Ms P Nesbit

Mrs S M Ahern

(Resigned 21 April 2022)

Dr A Childs

Mr M E Harris

Dr S Kelly

Mrs T M Y Kelly

Mr K A Watson

Mr C Thornhill

The directors of the charity are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association, a third of all directors must retire from office each year. They may be re-elected and the directors may also appoint new directors pursuant to the provisions of the Articles of Association.

The work of the charity is almost entirely devoted to those effected by dementia. As a result, the board of trustees seek to ensure that representatives from this group and from those who assist them, are members of the board. In addition, every effort is made to include a wide skill set including those with business and general medical and social care skills on the board.

The charity's Memorandum and Articles of Association stipulate that there should be no less than three trustee directors but does not restrict to a maximum.

The day to day running of the charitable company is overseen by the Chief Executive Officer who reports to the board of trustees.

## **DEMENTIA SUPPORT**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2022**

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Any individual wishing to be a trustee director must complete and sign a declaration of their willingness to be appointed, must be over the age of 18 years, and not be disqualified from being a director or trustee.

Potential trustee directors are invited to attend a regular board meeting and are welcome to ask questions about any aspect of the charity's work. They are invited to make a short presentation on the skills they would bring to the Board and how they would contribute to its deliberations and decision making. They are also provided with copies of the Charity's published literature and a copy of the Memorandum and Articles of Association.

#### **Risk management**

The Board of Trustees are responsible for overseeing the charity's risk management activities, but these are identified, reviewed and monitored by our committees. The Board manages the process through a Strategic Risk Register which is updated on an ongoing basis by the CEO and reviewed at each Board of Trustee meeting.

Strategic Risks are identified by committees to review mitigations and consider new risks which include those of external influence. These are the high-level risks that could prevent Dementia Support from meeting its overall objectives. Each risk is described, giving the scenario under which, it may occur and assessed in terms of the impact it would have on the organisation and the likelihood of it occurring, given the current controls and mitigation plans in place. Actions required to further mitigate the risk are identified.

All risks and actions are assigned to a committee. The 'risk appetite' of the charity is described by the rating attributed - risks with an Impact-Likelihood score above the threshold are priority risks and require immediate action and close monitoring at both committee and Board of Trustee level. Risks sitting below the threshold are of lower priority but continue to be monitored and assessed throughout the year by the committee.

#### **Statement of trustees' responsibilities**

The trustees, who are also the directors of Dementia Support for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 operation.

The trustees are responsible for keeping adequate accounting records that 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. 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.

## DEMENTIA SUPPORT

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2022*

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#### **Auditor**

In accordance with the company's articles, a resolution proposing that Robert Sadler & Company Limited be reappointed as auditor of the company will be put at a General Meeting.

The trustees' report was approved by the Board of Trustees.

Ms P Nesbit

**Chair of Trustees**

19 December 2022

# DEMENTIA SUPPORT

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF DEMENTIA SUPPORT

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#### Opinion

We have audited the financial statements of Dementia Support (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# DEMENTIA SUPPORT

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF DEMENTIA SUPPORT

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Robert Alistair Sadler FCA (Senior Statutory Auditor)**  
for and on behalf of Robert Sadler & Company Limited

20 December 2022

**Chartered Accountants**  
**Statutory Auditor**

30b Southgate  
Chichester  
West Sussex  
PO19 1DP

## **DEMENTIA SUPPORT**

### **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

#### **TO THE TRUSTEES OF DEMENTIA SUPPORT**

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Robert Sadler & Company Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

## DEMENTIA SUPPORT

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
<b>Income and endowments from:</b>							
Donations and legacies	3	670,667	87,348	758,015	449,367	42,089	491,456
Charitable activities	4	119,163	37,092	156,255	16,520	301,348	317,868
Other trading activities	5	41,479	-	41,479	29,511	-	29,511
Investments	6	3,816	-	3,816	2,075	-	2,075
Government grants	7	847	-	847	81,009	-	81,009
<b>Total income</b>		<b>835,972</b>	<b>124,440</b>	<b>960,412</b>	<b>578,482</b>	<b>343,437</b>	<b>921,919</b>
<b>Expenditure on:</b>							
Raising funds	8	234,270	-	234,270	201,919	-	201,919
Charitable activities	9	700,231	119,792	820,023	434,700	256,202	690,902
<b>Total expenditure</b>		<b>934,501</b>	<b>119,792</b>	<b>1,054,293</b>	<b>636,619</b>	<b>256,202</b>	<b>892,821</b>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(98,529)</b>	<b>4,648</b>	<b>(93,881)</b>	<b>(58,137)</b>	<b>87,235</b>	<b>29,098</b>
Gross transfers between funds		126,261	(126,261)	-	(3,451)	3,451	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>27,732</b>	<b>(121,613)</b>	<b>(93,881)</b>	<b>(61,588)</b>	<b>90,686</b>	<b>29,098</b>
Fund balances at 1 April 2021		1,328,502	194,185	1,522,687	1,390,090	103,499	1,493,589
<b>Fund balances at 31 March 2022</b>		<b>1,356,234</b>	<b>72,572</b>	<b>1,428,806</b>	<b>1,328,502</b>	<b>194,185</b>	<b>1,522,687</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# DEMENTIA SUPPORT

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	13		701,263		754,275
<b>Current assets</b>					
Debtors	14	99,680		55,640	
Cash at bank and in hand		724,993		777,838	
		<u>824,673</u>		<u>833,478</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(97,130)</u>		<u>(65,066)</u>	
Net current assets			<u>727,543</u>		<u>768,412</u>
<b>Total assets less current liabilities</b>			<u>1,428,806</u>		<u>1,522,687</u>
<b>Income funds</b>					
Restricted funds	17		72,572		194,185
<u>Unrestricted funds</u>					
Designated funds	18	701,263		754,274	
General unrestricted funds		<u>654,971</u>		<u>574,228</u>	
			<u>1,356,234</u>		<u>1,328,502</u>
			<u>1,428,806</u>		<u>1,522,687</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 19 December 2022

Ms P Nesbit  
Trustee

Company registration number 09044373

# DEMENTIA SUPPORT

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

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	Notes	2022 £	£	2021 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	24		(46,940)		85,060
<b>Investing activities</b>					
Purchase of tangible fixed assets		(9,721)		(31,809)	
Investment income received		3,816		2,075	
<b>Net cash used in investing activities</b>					
			(5,905)		(29,734)
<b>Net cash used in financing activities</b>					
			-		-
<b>Net (decrease)/increase in cash and cash equivalents</b>					
			(52,845)		55,326
Cash and cash equivalents at beginning of year					
			777,838		722,512
<b>Cash and cash equivalents at end of year</b>					
			724,993		777,838

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# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

Dementia Support is a private company limited by guarantee incorporated in England and Wales. The registered office is Sage House, City Fields Way, Tangmere, West Sussex, PO20 2FP, England.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted, but deemed to have a specific purpose by the trustees and therefore kept separate from the general unrestricted funds. The charity identifies its capital reserve as being as being funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Investment income is recognised when receivable.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure on charitable activities includes all expenditure directly relating to the objects of the charity. Expenditure on the raising of funds represents expenditure incurred in generating income to finance the charity's activities and governance.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	In line with the lease term (see below)
Fixtures and fittings	5 years straight line
Computers	3 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

All computer software purchased by the charitable company is treated as revenue expenditure in the period in which it is incurred given that it is deemed to have no redeemable future value.

The improvements to the property leased by the charitable company are depreciated in line with the remaining lease term. The lease for Sage House started in June 2016 and has a term of 25 years. The lease for the additional parking at Sage House started on 1 January 2021 and has a term of 3 years.

It is the charitable company's policy to capitalise assets with initial costs in excess of £250 only.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

(Continued)

##### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

##### 1.10 Taxation

The charity is exempt from corporation tax on its charitable activities.

##### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

##### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	669,126	87,348	756,474	414,367	42,089	456,456
Legacies receivable	1,541	-	1,541	35,000	-	35,000
	<u>670,667</u>	<u>87,348</u>	<u>758,015</u>	<u>449,367</u>	<u>42,089</u>	<u>491,456</u>

#### 4 Charitable activities

	Dementia support service	Dementia support service
	2022	2021
	£	£
Sales within charitable activities	125,843	16,520
Performance related grants	30,412	301,348
	<u>156,255</u>	<u>317,868</u>
Analysis by fund		
Unrestricted funds	119,163	16,520
Restricted funds	37,092	301,348
	<u>156,255</u>	<u>317,868</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

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##### 5 Other trading activities

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2022</b>	2021
	<b>£</b>	£
Café, shop, hairdressers and facilities hire	41,379	1,736
Other income (see below)	100	27,775
	<u>          </u>	<u>          </u>
Other trading activities	41,479	29,511
	<u>          </u>	<u>          </u>

Included in the other income above was a refund of £Nil (2021: £26,601) from HM Revenue and Customs for historic VAT incurred by the charity and reclaimed.

##### 6 Investments

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2022</b>	2021
	<b>£</b>	£
Rental income	3,750	1,809
Interest receivable	66	266
	<u>          </u>	<u>          </u>
	3,816	2,075
	<u>          </u>	<u>          </u>

##### 7 Government grants

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2022</b>	2021
	<b>£</b>	£
Coronavirus Job Retention Scheme	847	81,009
	<u>          </u>	<u>          </u>

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 8 Raising funds

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
<u>Fundraising and publicity</u>		
Advertising	801	-
Other fundraising costs	38,507	3,931
Staff costs	160,977	174,140
	<u>200,285</u>	<u>178,071</u>
<u>Trading costs</u>		
Café supplies	10,145	441
Staff costs	23,840	23,407
	<u>33,985</u>	<u>23,848</u>
	<u>234,270</u>	<u>201,919</u>

### 9 Charitable activities

	Dementia support service	Dementia support service
	2022	2021
	£	£
Staff costs	293,997	236,172
Day care, therapy sessions and workshops	19,948	13,338
	<u>313,945</u>	<u>249,510</u>
Share of support costs (see note 10)	494,600	433,191
Share of governance costs (see note 10)	11,478	8,201
	<u>820,023</u>	<u>690,902</u>
<b>Analysis by fund</b>		
Unrestricted funds	700,231	434,700
Restricted funds	119,792	256,202
	<u>820,023</u>	<u>690,902</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

#### 10 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	282,015	-	282,015	236,977	-	236,977
Depreciation	62,732	-	62,732	60,158	-	60,158
Operating lease charges	63,438	-	63,438	60,859	-	60,859
Utilities	16,271	-	16,271	16,825	-	16,825
Insurance	6,692	-	6,692	6,133	-	6,133
Office costs	27,308	-	27,308	18,925	-	18,925
Advertising	6,134	-	6,134	1,269	-	1,269
Repairs and maintenance	23,055	-	23,055	15,426	-	15,426
Travel and subsistence	275	-	275	12	-	12
Subscriptions	5,180	-	5,180	4,012	-	4,012
Bank charges	2,986	-	2,986	4,666	-	4,666
VAT unreclaimable	(1,486)	-	(1,486)	7,929	-	7,929
Audit fees	-	2,500	2,500	-	2,500	2,500
Legal and professional	-	3,273	3,273	-	5,455	5,455
Recruitment	-	5,705	5,705	-	246	246
	<u>494,600</u>	<u>11,478</u>	<u>506,078</u>	<u>433,191</u>	<u>8,201</u>	<u>441,392</u>
Analysed between						
Charitable activities	<u>494,600</u>	<u>11,478</u>	<u>506,078</u>	<u>433,191</u>	<u>8,201</u>	<u>441,392</u>

#### 11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

#### 12 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Care, activities and outreach	12	10
Finance and administration	6	6
Fundraising	6	6
Catering	2	2
Wayfinding	3	3
Total	<u>29</u>	<u>27</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

12	Employees	(Continued)	
	Employment costs	2022	2021
		£	£
	Wages and salaries	688,732	611,666
	Social security costs	56,618	47,177
	Other pension costs	13,032	10,854
		<u>758,382</u>	<u>669,697</u>

There were no employees whose annual remuneration was more than £60,000.

13	Tangible fixed assets	Leasehold improvements	Fixtures and fittings	Computers	Total
		£	£	£	£
	<b>Cost</b>				
	At 1 April 2021	871,400	66,252	44,168	981,820
	Additions	-	2,338	7,383	9,721
	At 31 March 2022	<u>871,400</u>	<u>68,590</u>	<u>51,551</u>	<u>991,541</u>
	<b>Depreciation and impairment</b>				
	At 1 April 2021	149,576	50,424	27,546	227,546
	Depreciation charged in the year	39,858	13,523	9,351	62,732
	At 31 March 2022	<u>189,434</u>	<u>63,947</u>	<u>36,897</u>	<u>290,278</u>
	<b>Carrying amount</b>				
	At 31 March 2022	<u>681,966</u>	<u>4,643</u>	<u>14,654</u>	<u>701,263</u>
	At 31 March 2021	<u>721,824</u>	<u>15,828</u>	<u>16,623</u>	<u>754,275</u>

14	Debtors	2022	2021
	Amounts falling due within one year:	£	£
	Trade debtors	47,251	1,541
	Other debtors	25,239	32,745
	Prepayments and accrued income	27,190	21,354
		<u>99,680</u>	<u>55,640</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

#### 15 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Other taxation and social security		16,384	13,190
Deferred income	16	38,750	-
Trade creditors		29,736	27,137
Other creditors		4,078	3,385
Accruals and deferred income		8,182	21,354
		<u>97,130</u>	<u>65,066</u>

#### 16 Deferred income

	2022 £	2021 £
Other deferred income	38,750	-
	<u>38,750</u>	<u>-</u>

Deferred income is included in the financial statements as follows:

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	38,750	-
	<u>38,750</u>	<u>-</u>
Movements in the year:		
Deferred income at 1 April 2021	-	583
Released from previous periods	-	(583)
Resources deferred in the year	38,750	-
	<u>38,750</u>	<u>-</u>
Deferred income at 31 March 2022	<u>38,750</u>	<u>-</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

#### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds				Balance at 31 March 2022
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£	£	£	£	£
Ernest Kleinwort	11,497	-	(11,612)	115	-	20,000	(20,000)	-	-
Hummingbird Trust	22,212	50,000	(22,245)	33	50,000	-	-	(50,000)	-
Lottery Grant	44,185	-	-	-	44,185	-	(27,924)	(16,261)	-
The Gerald Micklam Charitable Trust	9,605	10,000	(9,733)	128	10,000	10,000	(11,667)	-	8,333
Chichester District Council	10,000	953	(11,128)	175	-	-	-	-	-
Carer's Trust East Midlands (WSCC)	-	32,089	(34,450)	2,361	-	-	-	-	-
Francis Winham Foundation	-	10,000	-	-	10,000	10,000	(5,657)	(10,000)	4,343
The Sussex Community Foundation	-	10,000	(10,022)	22	-	10,000	(3,333)	-	6,667
Lottery COVID-19 Response	-	83,512	(83,855)	343	-	-	-	-	-
Department for Digital, Culture, Media and Sport	-	49,883	(49,894)	11	-	-	-	-	-
National Lottery Community Fund	-	10,000	-	-	10,000	-	(10,000)	-	-
Garfield Weston Foundation	-	50,000	-	-	50,000	-	-	(50,000)	-
The Peacock Charitable Trust	-	20,000	-	-	20,000	-	(20,000)	-	-
The Childwick Trust Day Breaks	-	-	-	-	-	20,000	(3,333)	-	16,667
Linder Foundation	-	-	-	-	-	10,000	-	-	10,000
Amounts under £10,000	6,000	17,000	(23,265)	265	-	44,440	(17,878)	-	26,562
	<u>103,499</u>	<u>343,437</u>	<u>(256,204)</u>	<u>3,453</u>	<u>194,185</u>	<u>124,440</u>	<u>(119,792)</u>	<u>(126,261)</u>	<u>72,572</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

#### 18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 March 2022 £
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	
Capital reserve	782,623	31,809	(60,158)	754,274	9,721	(62,732)	701,263
	<u>782,623</u>	<u>31,809</u>	<u>(60,158)</u>	<u>754,274</u>	<u>9,721</u>	<u>(62,732)</u>	<u>701,263</u>

#### Capital reserve

These are funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

#### 19 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	701,263	-	701,263	754,275	-	754,275
Current assets/(liabilities)	618,843	108,700	727,543	574,227	194,185	768,412
	<u>1,320,106</u>	<u>108,700</u>	<u>1,428,806</u>	<u>1,328,502</u>	<u>194,185</u>	<u>1,522,687</u>

#### 20 Operating lease commitments

Operating leases represent the lease of Sage House and nearby parking from Friday Estates Limited (a related party). The lease for Sage House has a 25 year term and started on 1 June 2016 with a rent of £60,000 per annum. The lease for the nearby parking has a 3 year term and started on 1 January 2021 at a rate of £3,750 per annum. At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Between two and five years	3,750	3,750
In over five years	60,000	60,000
	<u>63,750</u>	<u>63,750</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

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#### 21 Related party transactions

Friday Estates Limited is a company under the control of the trustee A J Wickins. Friday Estates Limited is the freehold owner of Sage House, the premises from which the charity operates. During the year the charity paid £60,000 (2021: £60,000) to Friday Estates Limited under a 25 year lease that commenced on 1 June 2016 at an annual rent of £60,000 per year. The rent charged is 40% less than the open market rent that would be charged if the building was let on a fully commercial basis and the charity is very grateful for this generous concession.

#### 22 Ultimate controlling party

The charitable company is under the control of its members. No one member has sufficient voting rights to control the charitable company.

#### 23 Legal status

The charity is incorporated as a company limited by guarantee having no share capital and, in accordance with the Memorandum of Association every member is liable to contribute £1 in the event of the company being wound up.

24 Cash generated from operations	2022	2021
	£	£
(Deficit)/surplus for the year	(93,881)	29,098
Adjustments for:		
Investment income recognised in statement of financial activities	(3,816)	(2,075)
Depreciation and impairment of tangible fixed assets	62,732	60,158
Movements in working capital:		
(Increase) in debtors	(44,039)	(23,313)
(Decrease)/increase in creditors	(6,686)	21,775
Increase/(decrease) in deferred income	38,750	(583)
	<u>          </u>	<u>          </u>
<b>Cash (absorbed by)/generated from operations</b>	<b>(46,940)</b>	<b>85,060</b>
	<u>          </u>	<u>          </u>

#### 25 Analysis of changes in net funds

The charity had no debt during the year.

**Sage House, Tangmere**

England & Wales - Charity number 1158640

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# Accounts

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**Charity Registration No. 1158640**

**Company Registration No. 09044373 (England and Wales)**

**DEMENTIA SUPPORT**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# DEMENTIA SUPPORT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr K A Coppard Mr A J Wickins Mrs C T Bogoje (Appointed 15 March 2021) Mr R A Broadribb (Appointed 3 August 2021) Mrs M K Matthews (Appointed 3 August 2021) Ms P Nesbit (Appointed 25 September 2020) Mrs S M Ahern Dr A Childs Mr M E Harris Dr S Kelly Mrs T M Y Kelly Mr K A Watson Mr C Thornhill
<b>Secretary</b>	Mr K A Coppard
<b>Charity number</b>	1158640
<b>Company number</b>	09044373
<b>Registered office</b>	Sage House City Fields Way Tangmere West Sussex England PO20 2FP
<b>Auditor</b>	Robert Sadler & Company Limited 30b Southgate Chichester West Sussex PO19 1DP

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# DEMENTIA SUPPORT

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# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2021

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The charity (then named Chichester Dementia Support Group) was started in 2014 by a group of local people who had been personally touched by dementia.

Dementia is one of the main causes of disability later in life, ahead of cancer, cardiovascular disease, and stroke. As a country we spend much less on dementia than on these other conditions. One million people in the UK will have dementia by 2025 and this will increase to 2 million by 2050. 1 in 3 people born this year will develop dementia in their lifetime. Dementia has a devastating impact, often causing difficulties completing simple tasks or maintaining relationships. The whole family is impacted as they watch their loved one decline and lose their independence. As dementia progresses, families need to access a full range of support. The health and social care system can be fragmented, complex and challenging to navigate. We are there to help people get the support they need

According to the Department of Health there are 850,000 people with dementia in the UK. This is projected to rise to 1.6 million by 2040. The total cost of care for people with dementia in the UK is £34.7billion. This is set to grow sharply over the next two decades, to £94.1billion by 2040. The cost of social care for people with dementia is set to nearly treble by 2040, increasing from £15.7billion to £45.4billion.

At the heart of the Government's National Dementia Strategy is a drive to raise awareness of the disease, deliver early diagnosis and support to individuals and collaboration with a wide range of organisations.

The results of the Charity's feasibility study in 2014 into the provision of Dementia Care Services in the local area revealed that people living with dementia, their carers and families felt that navigating the complex journey created by the early stages of dementia care was extremely difficult. Interviews at local support groups highlighted the need for a collaborative service and a clear desire among those affected to keep active and remain at home, close to their families, for as long as possible. This research also revealed that the provision of dementia services locally was fragmented. Following a consultation process, it was agreed that significant benefits could be derived from offering a dedicated, purpose-built facility that would allow all aspects of dementia care to be provided and coordinated from a central location. The concept of Sage House was created.

The aim was, and remains, to work alongside existing organisations to bring together and enrich their offering and the services they provide and to ultimately provide exceptional dementia care in the West Sussex area including Chichester, Bognor Regis, Selsey and the Witterings to the South, Emsworth up to Midhurst in the West, Petworth and bordering along the River Arun down to the West of Littlehampton.

Our goal was to develop a definitive integrated model in continuing care for people with dementia as well as provide full support for families and carers.

Dementia Support entered into a fundraising campaign in early 2016 to renovate an old call centre in Tangmere near Chichester in West Sussex with a target of raising £1.74 million and Sage House, was officially opened by HRH The Countess of Wessex on the 8th May 2018.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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Our Vision is a society where dementia is wholly understood and accepted, enabling people living with dementia to be fully supported throughout the whole of their journey from pre-diagnosis to end of life.

The charity aims to make a positive difference and improve outcomes for people living with dementia in Chichester and West Sussex initially with the ultimate aim to set in place a template that can be replicated across the Country.

As we write this, there is, it would appear, a light at the end of what has been a very dark tunnel.

The situation for people living with dementia throughout the pandemic has been catastrophic. Considerably more people living with dementia have died from Coronavirus than any other cohort of individuals, in fact, more than one in four people who died from COVID-19 had dementia.

Reflecting back to life before, it seems like a distant memory as we have been so very busy responding to customer needs at what is, of course, a very challenging time. It cannot however take away from the amazing things that we achieved in 2020-2021.

#### **Achievements and performance**

Entering into 2020 the pandemic had just hit with a National Lockdown implemented on 23 March. As a nation we were very unclear about how long or how much impact the Coronavirus would have.

The financial year 2019-2020 had seen Sage House enter into its second year of operation since opening. It continued to flourish and to build a community of valued customers, partner agencies and supporters to become the central hub originally envisioned. The team worked tirelessly to reach as many people as possible in the local area affected by dementia and memory loss. This was all delivered with the help of an amazing group of volunteers, who supported the staff team in all areas of the charity.

Sage House became a stark contrast to what is generally available to People Living with Dementia (PLWD) in other parts of the County and nationwide. Our innovative approach brings all dementia services into one welcoming, accessible, and inclusive hub that puts the needs of those affected at the heart of everything we do. Our unique Wayfinding service offers personalised advice and support for every customer, from pre-diagnosis to end of life. Sage House offers a range of dementia-specific services, from group activities, respite care, to a quiet hair salon and accessible community café. It has been designed to minimise confusion, with colour-coded zones reflecting the different services on offer.

As well as providing advice, personal care, and meaningful activities for people with dementia, we have provided support for carers, through our unique Wayfinding Service, formal carers support groups, alongside more informal networks, and peer support.

Having had a highly successful year, at the end of March 2020 the country was put in lockdown and, following government guidance, we had to temporarily close the physical doors to Sage House transferring services to online and telephone provision only.

The age of many of our customers as well as other health conditions meant that they fell into the “vulnerable” category and needed to shield.

Over the lockdown PLWD were significantly impacted by the sudden changes to routine, access to services, and reduced ability to maintain regular contact within their personal networks. Carers, families, and friends of people living with dementia told us that they have seen rapid deterioration in their loved one’s cognitive function, which has affected memory, sleep, mood, and behaviour. They shared how hard it has been to help someone with dementia to understand why they cannot do the things they enjoy or see the people they love. A survey conducted by Alzheimer’s Society in July 2020 with people living with dementia (PLWD) found similar findings, with 82% of people affected by dementia reporting an increase in dementia symptoms during lockdown, including memory loss, difficulty concentrating, and agitation or restlessness.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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Along with the general population 46% of PLWD state that the pandemic has had a negative impact on their mental health, and more than 1 in 3 reports having lost confidence in going out and carrying out daily tasks which we know might well present issues for running services to the degree we operated previously. The pandemic also had a strong negative emotional impact on carers with their mental health, with 42% reporting added strain in relationships with their loved ones and 22% struggling significantly with caring for themselves and their loved one.

The way in which the charity supported individuals throughout the period was approached with the same philosophy as the charity takes to every service offering which is to ascertain on a holistic basis what people need to retain their independence and emotional, physical, and mental wellbeing.

#### Wayfinding Service

Our unique Wayfinding Service has always provided free, personalised support and guidance to anyone, with or without a dementia diagnosis. Following lockdown, it was immediately identified that people would likely need and seek more advice and guidance in the unprecedented circumstances they faced and therefore the telephone operating times were extended from 7am-7pm Monday to Friday and 10-3pm at the weekends from their usual weekday 9am-5pm service.

The impact of Covid-19 saw a significant increase in demand for our Wayfinding service. We also saw an increase in the severity of cases and during the 2020/2021 period we had 37 cases that were classified as an immediate crisis including violent and aggressive behaviour, missing persons, and suicide threats.

As a result of the increased demand, we have expanded our Wayfinding service by employing an additional 3 part-time Wayfinders.

Advice is without question best provided face-to-face, however due to the restrictions imposed during the Covid-19 pandemic we immediately developed other channels including telephone, email support and in some cases virtual online meetings.

Our service is personalised to individual circumstances with no time limit. We are there when people need us. Concerns vary and this year particularly the complexity of the issues presented far exceeded the more traditional challenges we have in the past experienced. We continued to help PLWD with issues such as behaviour changes, accessing benefits, home adaptations, and help to navigate the complex social care system, but also faced cases of a more critical nature. These included supporting carers of individuals experiencing violent and aggressive behaviour toward them, missing persons, supporting admissions to care knowing that visiting was not going to be possible and threats of suicide.

Whilst primarily focussed on the area local to Sage House, the Wayfinding Service did receive calls and support people in Canada, Poland, India, Australia and South Africa as well as neighbouring counties and throughout the UK.

Throughout 2020-2021 there were 688 NEW customers to the Wayfinding team and a further 676 customers who continued to be supported. We also;

- Developed areas of specialisms within the wayfinding team including;
  - training three team members to become LGBTQ workplace champions to ensure accessibility of services
  - increasing knowledge of working with people with learning disabilities and dementia
  - working with offenders and prisoners
  - working with people with hearing loss and deafness
- Held various activity sessions online including translating our daily Chatter Tables to virtual zoom meetings, music quizzes, sport talks and our Time to Talk Mental Health awareness course
- Recorded and shared various online activities related to cooking, exercise, reminiscence, and musical singalongs
- Produced numerous blogs and content related to topical issues and dementia
- Produced activity books, which were freely distributed on request

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### **Befriending Service**

Alongside the provision of the Wayfinding Service, it was quickly identified that, at times, people required a different level of support in order to tackle social isolation and loneliness. The Befriending Service was started in April 2020 in response to the 1st Lockdown of the Covid-19 pandemic. The service aimed to offer 'low level' support to those in the community who needed additional assistance and guidance regarding government pronouncements or just a friendly voice on the other end of the line for those experiencing loneliness.

Referrals were received from various sources including GP's, Social Care and other charities and made via telephone, email or via the website. There were no restrictions imposed as to the area the customer was referred from. Call times generally were between 30 and 60 minutes once a week, changing depending on the needs and wishes of the customer. The service was advertised on our website, via social media, on leaflets and in the Activity Packs provided by the charity.

The service was led initially by Sage House's staff and Trustees while other appropriate volunteers were sourced to supplement the service. The service received a total of 29 referrals and amounted to calls totalling approximately 130 hours during the year.

#### **Shopping & Prescription Collection**

The Charity quickly mobilised to set in place a free shopping and prescription collection service for those people who were required to isolate, as there was a delay in the set up of the provision by the Local Authority in the area.

Volunteers and various team members were identified to undertake shopping trips on behalf of customers and those required to shield especially in some very rural parts of the geographic area covered by the charity. Our team liaised with customers on the phone to collect a shopping list, get the shopping and return it to their doorstep. We endeavoured to keep the same shopper each time, so that people got where possible to see a familiar face and hear a friendly voice each week.

#### **Sage House Day Breaks Service**

The Day Breaks respite service was set up originally to provide specialist and personalised day care for those with dementia and respite care for families. Under the National Lockdown we were no longer able to welcome people into Sage House but maintained telephone contact and offered support to the carers and families who were having to cope at home alone for the first time. Some families took the difficult decision to place their loved ones into residential care, as they knew without the physical daily support provided by the service that they would not be able to manage their loved ones at home. The impact of this was terrible for the mental health of all concerned.

We took the difficult decision to furlough most of our Day Breaks Support Worker team, however we maintained a staffing base to ensure we could maintain regular telephone contact with all of our Day Breaks customers and carers, with calls on a daily or weekly basis depending upon their individual circumstances. This offered much needed support to carers who were struggling with being isolated at home. Wherever possible we also chatted directly with the customers who had dementia. Sometimes they were not sure who they are talking to but were simply happy to have a chat with someone different. This gave a much-needed break for their family member caring for them, even just 10 minutes to make a cup of tea knowing that their loved one was safely occupied.

We adapted the service to provide activities using technology such as Zoom, including virtual coffee mornings, quizzes, exercise classes and mental wellbeing support which worked well for some individuals.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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The service re-opened as lockdowns lifted with restricted numbers according to legislation at the time. Initially two support workers supported four individuals keeping to small 'pods' and as allowed we gradually increased the numbers. It is anticipated (at the time of writing) that it will be the end of 2021 when the service can resume to previous capacity levels of 15 customers per day.

The cost for an entire day is £15 - £56 dependent upon an individual's financial situation with the balance subsidised by the charity. We provide a range of personal care services such as assisted bathing, feeding and medication administration and ensure our staffing ratios are maintained at one member of staff for three customers, although for those with more intensive needs a higher ratio is often needed.

#### **Welbeing Activities**

Through our activity programme at Sage House, we know how important it is for our customers and families to participate in regular creative and physical activity sessions. Having this suddenly removed left many hours in a day to fill in isolation, increasing levels of anxiety, frustration, and stress. We knew that we needed to quickly adapt our services so that we could in some way fill the void that had been created.

Singing is a past-time much loved by our customers and the health benefits of music and singing is widely noted in keeping the brain active and healthy. In 'normal times' we run two singing sessions each week and they are always popular. We set up a weekly Friday afternoon Virtual Singing Session. Song packs were available to download from our website and the sessions were run via Facebook Live. We were extremely fortunate to have the support of Dawn Gracie (a musical, vintage style singer and entertainer) who hosted these singing afternoon sessions, safely from her home.

Art and puzzles are a favourite activity of our customers. Despite not being able to provide the social activity these sessions often do; we compiled four activity resource packs for our customers and others who were elderly and isolated in the local community. There were initially 500 of the first packs printed in May 2020 and these were distributed into the community to customers at home, those in care homes and also to Parish Councils for them to share with residents they identified as older, living alone or vulnerable. A digital version of the resource pack was also downloadable from our website. Following the initial distribution, the order had to be increased to 1,800 per print run as they were so successful and sought after. The Activity packs continue to be a product that the charity will continue to offer as carers and PLWD have shared with us that they provide great stimulation and helpful guided activities for people to do at home together.

#### **Personal Care**

An integral part of Sage House are the personal care services available, hairdressing, bathing, and therapies. The popularity of the dementia friendly hairdressers is largely because of professional hairdresser Shaun who has been offering haircuts at Sage House since we first opened the salon. Sadly, these services were closed during the majority of the financial year due to lockdown and then limited due to the face-to-face nature of services during the year.

#### **Outreach – Sage Communities**

We worked throughout 2020/2021 to expand our services to reach those in the community unable to access services at Sage House, alongside those with early onset dementia. We successfully secured a grant from The National Lottery to develop and pilot "Sage Communities." Following customer consultation and working in partnership with local GP surgeries we identified two outlying areas with little other service provision, namely the Witterings and Petworth. We had literally launched our services in these areas in the week before coronavirus hit and lockdown halted our plans.

We hope that as restrictions further lift, and life normalises in Sage House that we can revisit this work to relaunch it in the latter part of 2021.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### Daisy's Community Café

Daisy's café is at the heart of Sage House, and we worked hard to create a community café that helps to break down the barriers associated with dementia. As well as providing a source of income generation for the charity, the café is important in achieving our aim of creating a dementia friendly community.

Sadly, alongside other hospitality venues the café had to close. The space was however used when groups of six people were able to meet indoors during the latter part of the financial year and it is planned that it will reopen in June 2021 as government restrictions further lift.

#### Supporting Carers and creating dementia friendly communities

We believe that the support we provide to carers is vital for them to reclaim some control of their lives and access other support services. The work we do with community partners helps us create communities that are dementia aware, which in turn helps carers in their everyday lives. This year we continued to deliver Dementia Friends but moved sessions online. Mini 10-minute soundbite sessions were also produced by team members around different subjects related to dementia including driving, coping with loss, mental health, alcohol use, behaviour change, early diagnosis and guilt and grief which were made available on YouTube.

#### Fundraising Activities

We have a three-year fundraising strategy in place that is reviewed and adapted on an annual basis. We fundraise from a wide range of sources including grants from charitable trusts, individual donations and regular giving, local businesses, and community fundraisers. Clearly throughout 2020/2021 community fundraising activities and events were impossible and the charity looked to different ways to generate income by holding talks online and virtual events.

Donations from charitable trusts continue to be an important source of funding for the charity and we value the partnerships we have developed with our charitable trust funders.

#### Trustees, Staffing & Volunteers

Dementia Support started the year with a staff team of 27 which reduced to 23 (21 Full Time Equivalent) as of 31st March.

The charity's operational affairs were managed by Chief Executive, Sally Tabbner with the support of the following senior management team;

Martha Pusey	Head of Sage House
Isla Lewis	Service Development Manager
Lisa Oeder	Head of Fundraising

The pandemic meant that those usual services supported by Volunteers were not operating, however the charity maintained contact with each of the volunteers during that time. Instead, volunteers supported the charity by supporting the shopping and befriending services along with delivering Activity Packs.

Volunteers continue as we write this to do so much for the charity and have a thorough induction and training programme, a full suite of policies and a volunteer handbook.

The Trustees would like to record their genuine appreciation and thanks for the vast contribution made by the volunteers that are registered with Dementia Support. Volunteers provide support throughout Sage House in the café, reception & administration roles, by offering support and advice in Wayfinding as well as leading or supporting various activities, attending Committees or Board Meetings. The charity cannot emphasise enough that without our volunteers' efforts, Dementia Support would not be able to provide the range and quality of the services that it is able to.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The charity's funding is dependent on the donations received as a result of its fundraising activities. The charity has appointed a small fundraising team to help achieve its funding goals and seek out parties willing to make donations towards the charity's objectives and activities.

#### Fund activity

At the end of the year the charity had closing funds of £1,522,687 (2020: £1,493,589) of which £1,328,502 (2020: £1,390,089) were unrestricted general funds and £194,185 (2020: £103,499) were restricted towards the staffing of the Dementia Hub.

The trustees have considered the most appropriate policy for investing surplus funds and has decided that bank deposits are the most appropriate for the charity's current needs.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### Structure, governance and management

The charity is a company limited by guarantee, as defined by the Companies Act 2006. It is controlled and governed by its Memorandum and Articles of Association.

The charity was incorporated on 16 May 2014 and registered as a charity on 23 September 2014. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr K A Coppard	
Mr A J Wickins	
Mrs C T Bogoje	(Appointed 15 March 2021)
Mr R A Broadribb	(Appointed 3 August 2021)
Mrs M K Matthews	(Appointed 3 August 2021)
Ms P Nesbit	(Appointed 25 September 2020)
Mrs S M Ahern	
Dr A Childs	
Mr M E Harris	
Dr S Kelly	
Mrs T M Y Kelly	
Mr K A Watson	
Mr C Thornhill	
Mrs R J Randell	(Resigned 12 June 2020)
Mr A Fellingham	(Resigned 11 December 2020)

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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The directors of the charity are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association, a third of all directors must retire from office each year. They may be re-elected and the directors may also appoint new directors pursuant to the provisions of the Articles of Association.

The work of the charity is almost entirely devoted to those effected by dementia. As a result, the board of trustees seek to ensure that representatives from this group and from those who assist them, are members of the board. In addition, every effort is made to include a wide skill set including those with business and general medical and social care skills on the board.

The charity's Memorandum and Articles of Association stipulate that there should be no less than three trustee directors but does not restrict to a maximum.

The day to day running of the charitable company is overseen by the Chief Executive Officer who reports to the board of trustees.

Any individual wishing to be a trustee director must complete and sign a declaration of their willingness to be appointed, must be over the age of 18 years, and not be disqualified from being a director or trustee.

Potential trustee directors are invited to attend a regular board meeting and are welcome to ask questions about any aspect of the charity's work. They are invited to make a short presentation on the skills they would bring to the Board and how they would contribute to its deliberations and decision making. They are also provided with copies of the Charity's published literature and a copy of the Memorandum and Articles of Association.

#### **Risk management**

The Board of Trustees are responsible for overseeing the charity's risk management activities, but these are identified, reviewed and monitored by our committees. The Board manages the process through a Strategic Risk Register which is updated on an ongoing basis by the CEO and reviewed at each Board of Trustee meeting.

Strategic Risks are identified by committees to review mitigations and consider new risks which include those of external influence. These are the high-level risks that could prevent Dementia Support from meeting its overall objectives. Each risk is described, giving the scenario under which, it may occur and assessed in terms of the impact it would have on the organisation and the likelihood of it occurring, given the current controls and mitigation plans in place. Actions required to further mitigate the risk are identified.

All risks and actions are assigned to a committee. The 'risk appetite' of the charity is described by the rating attributed - risks with an Impact-Likelihood score above the threshold are priority risks and require immediate action and close monitoring at both committee and Board of Trustee level. Risks sitting below the threshold are of lower priority but continue to be monitored and assessed throughout the year by the committee.

#### **Review of public benefit**

In setting out our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on fee charging.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### Statement of trustees' responsibilities

The trustees, who are also the directors of Dementia Support for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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. 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.

#### Auditor

In accordance with the company's articles, a resolution proposing that Robert Sadler & Company Limited be reappointed as auditor of the company will be put at a General Meeting.

#### Future plans

As a result of the Coronavirus, a significant objective for the charity in 2021-2022 will be rebuilding face to face services as guidance allows, whilst continuing to respond to our customers' needs.

It was heart breaking when we had to temporarily pause our face-to-face services at the start of lockdown in March 2020. We worked hard to quickly adapt and ensure we continued to offer the best support possible to our customers. Our Wayfinder and Day Breaks staff provided continual support by phone and email, we supported vulnerable people self-isolating, distributed wellbeing and activity packs, and offered social opportunities online.

As restrictions ease, the charity continues to focus upon the future and has set the following objectives for 2021/2022;

#### Day Breaks

1. To rebuild the Day breaks service back to being able to offer 75 respite placements per week.
2. To remain Covid safe in all our contacts and compliant with any new requirements

#### Wellbeing Activities

1. To develop a range of activities for customers to access remotely and face to face, to help reduce loneliness and isolation.
2. To ensure that activities delivered from Sage House continue to offer choice for people to increase their physical and mental well-being.

# DEMENTIA SUPPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### Personal Care

1. To rebuild the use and footfall of the bathroom facilities in Sage House
2. Increase the number of business partnerships to provide a wide range of therapy treatments.
3. To expand the availability of hairdressing to increase the number of days the salon is operational.

#### Outreach

1. To establish an outreach service in three locations within West Sussex where accessibility to Sage House is challenging.
2. To pilot a range of supported community-based activities as part of the outreach service.
3. To review the success of this service with a view to roll-out into a further three locations.

#### Café

1. To re-establish the café as central to the local community for both residents and businesses following its closure due to coronavirus.

#### Maintaining Independence for PLWD

1. To provide a range of technology and equipment to help carers look after their loved one safely, extending someone's independence and ability to remain living at home.
2. To continue to provide advice and guidance to customers considering telecare options by developing a working partnership with NRS Telecare service.
3. To investigate the use of Apps and other technological solutions in daily living for people living with dementia.

The charity aims to make a positive difference and improve outcomes for people living with dementia in Chichester and West Sussex initially with the ultimate aim of creating a template that can be replicated across the Country. It will therefore be reviewing and finessing its blueprint during 2021/2022 to identify next steps and ultimately develop the plan to fulfil its ambition.

The trustees' report was approved by the Board of Trustees.

**Mr A J Wickins**

Chair of Trustees

Dated: 21 December 2021

# DEMENTIA SUPPORT

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF DEMENTIA SUPPORT

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#### Opinion

We have audited the financial statements of Dementia Support (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# DEMENTIA SUPPORT

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF DEMENTIA SUPPORT

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# DEMENTIA SUPPORT

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF DEMENTIA SUPPORT

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#### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Robert Alistair Sadler FCA (Senior Statutory Auditor)**  
**for and on behalf of Robert Sadler & Company Limited**

21 December 2021

**Chartered Accountants**  
**Statutory Auditor**

30b Southgate  
Chichester  
West Sussex  
PO19 1DP

Robert Sadler & Company Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

# DEMENTIA SUPPORT

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2021**

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	<b>Notes</b>						
<b>Income and endowments from:</b>							
Donations and legacies	3	449,367	42,089	491,456	580,780	32,667	613,447
Charitable activities	4	16,520	301,348	317,868	232,936	172,683	405,619
Other trading activities	5	29,511	-	29,511	66,317	-	66,317
Investments	6	2,075	-	2,075	18,649	-	18,649
Government grants	7	81,009	-	81,009	-	-	-
<b>Total income</b>		<b>578,482</b>	<b>343,437</b>	<b>921,919</b>	<b>898,682</b>	<b>205,350</b>	<b>1,104,032</b>
<b>Expenditure on:</b>							
Raising funds	8	201,919	-	201,919	239,783	-	239,783
Charitable activities	9	434,700	256,202	690,902	541,120	101,339	642,459
<b>Total resources expended</b>		<b>636,619</b>	<b>256,202</b>	<b>892,821</b>	<b>780,903</b>	<b>101,339</b>	<b>882,242</b>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(58,137)</b>	<b>87,235</b>	<b>29,098</b>	<b>117,779</b>	<b>104,011</b>	<b>221,790</b>
Gross transfers between funds		(3,451)	3,451	-	800	(800)	-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(61,588)</b>	<b>90,686</b>	<b>29,098</b>	<b>118,579</b>	<b>103,211</b>	<b>221,790</b>
Fund balances at 1 April 2020		1,390,090	103,499	1,493,589	1,271,510	289	1,271,799
<b>Fund balances at 31 March 2021</b>		<b>1,328,502</b>	<b>194,185</b>	<b>1,522,687</b>	<b>1,390,089</b>	<b>103,500</b>	<b>1,493,589</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# DEMENTIA SUPPORT

## BALANCE SHEET

AS AT 31 MARCH 2021

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	Notes	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		754,275		782,624
<b>Current assets</b>					
Debtors	15	55,640		32,327	
Cash at bank and in hand		777,838		722,512	
		<u>833,478</u>		<u>754,839</u>	
<b>Creditors: amounts falling due within one year</b>	16	<u>(65,066)</u>		<u>(43,874)</u>	
Net current assets			768,412		710,965
<b>Total assets less current liabilities</b>			<u>1,522,687</u>		<u>1,493,589</u>
<b>Income funds</b>					
Restricted funds	17		194,185		103,500
<u>Unrestricted funds</u>					
Designated funds	18	754,274		782,623	
General unrestricted funds		<u>574,228</u>		<u>607,466</u>	
			1,328,502		1,390,089
			<u>1,522,687</u>		<u>1,493,589</u>

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## **DEMENTIA SUPPORT**

### **BALANCE SHEET (CONTINUED)**

***AS AT 31 MARCH 2021***

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 21 December 2021

Mr A J Wickins

**Trustee**

**Company Registration No. 09044373**

# DEMENTIA SUPPORT

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

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		2021		2020	
	Notes	£	£	£	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	24		85,060		231,000
<b>Investing activities</b>					
Purchase of tangible fixed assets		(31,809)		(6,297)	
Investment income received		2,075		18,649	
<b>Net cash (used in)/generated from investing activities</b>					
			(29,734)		12,352
<b>Net cash used in financing activities</b>					
			-		-
<b>Net increase in cash and cash equivalents</b>					
			55,326		243,352
Cash and cash equivalents at beginning of year			722,512		479,160
<b>Cash and cash equivalents at end of year</b>					
			777,838		722,512

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# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies

##### Charity information

Dementia Support is a private company limited by guarantee incorporated in England and Wales. The registered office is Sage House, City Fields Way, Tangmere, West Sussex, PO20 2FP, England.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

In assessing the going concern status of the charity, the trustees have considered the impact that the Coronavirus (COVID-19) pandemic has had, and continues to have, on the charity. The trustees believe that the Charity has been able to obtain appropriate support from the Government, in the form of the Coronavirus Job Retention Scheme (CJRS), and has received Coronavirus specific grants from other parties, so that its ability to continue to meet its charitable objectives can continue for the foreseeable future. The hard work and dedication of the charity's employees have also enabled it to continue to operate (when able to) safely and compliantly, as the demand to support those with dementia is still ever present.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted, but deemed to have a specific purpose by the trustees and therefore kept separate from the general unrestricted funds. The charity identifies its capital reserve as being as being funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Investment income is recognised when receivable.

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure on charitable activities includes all expenditure directly relating to the objects of the charity. Expenditure on the raising of funds represents expenditure incurred in generating income to finance the charity's activities and governance.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	In line with the lease term (see below)
Fixtures and fittings	5 years straight line
Computers	3 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

All computer software purchased by the charitable company is treated as revenue expenditure in the period in which it is incurred given that it is deemed to have no redeemable future value.

The improvements to the property leased by the charitable company are depreciated in line with the remaining lease term. The lease for Sage House started in June 2016 and has a term of 25 years. The lease for the additional parking at Sage House started on 1 January 2021 and has a term of 3 years.

It is the charitable company's policy to capitalise assets with initial costs in excess of £250 only.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies

(Continued)

##### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

##### 1.10 Taxation

The charity is exempt from corporation tax on its charitable activities.

##### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies (Continued)

#### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations and gifts	414,367	42,089	456,456	555,780	32,667	588,447
Legacies receivable	35,000	-	35,000	25,000	-	25,000
	<u>449,367</u>	<u>42,089</u>	<u>491,456</u>	<u>580,780</u>	<u>32,667</u>	<u>613,447</u>
	<u><u>449,367</u></u>	<u><u>42,089</u></u>	<u><u>491,456</u></u>	<u><u>580,780</u></u>	<u><u>32,667</u></u>	<u><u>613,447</u></u>

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Charitable activities

	Dementia support service 2021 £	Dementia support service 2020 £
Sales within charitable activities	16,520	162,301
Performance related grants	301,348	243,318
	<u>317,868</u>	<u>405,619</u>
Analysis by fund		
Unrestricted funds	16,520	232,936
Restricted funds	301,348	172,683
	<u>317,868</u>	<u>405,619</u>

### 5 Other trading activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Café, shop, hairdressers and facilities hire	1,736	66,317
Other income (see below)	27,775	-
	<u>29,511</u>	<u>66,317</u>

Included in the other income above was a refund of £26,601 from HM Revenue and Customs for historic VAT incurred by the charity and reclaimed.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Investments

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2021</b>	2020
	<b>£</b>	£
Rental income	1,809	17,718
Interest receivable	266	931
	<u>2,075</u>	<u>18,649</u>

### 7 Government grants

	<b>Unrestricted funds</b>	Total
	<b>2021</b>	2020
	<b>£</b>	£
Coronavirus Job Retention Scheme	81,009	-
	<u>81,009</u>	<u>-</u>

### 8 Raising funds

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2021</b>	2020
	<b>£</b>	£
<u>Fundraising and publicity</u>		
Other fundraising costs	3,931	7,274
Staff costs	174,140	164,315
	<u>178,071</u>	<u>171,589</u>
<u>Trading costs</u>		
Café supplies	441	18,353
Book of poems	-	2,016
Christmas cards	-	338
Staff costs	23,407	47,487
	<u>23,848</u>	<u>68,194</u>
Trading costs	23,848	68,194
	<u>201,919</u>	<u>239,783</u>

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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8 Raising funds (Continued)

9 Charitable activities

	Dementia support service 2021 £	Dementia support service 2020 £
Staff costs	236,172	227,029
Day care, therapy sessions and workshops	13,338	7,969
	<hr/>	<hr/>
	249,510	234,998
Share of support costs (see note 10)	433,191	396,280
Share of governance costs (see note 10)	8,201	11,181
	<hr/>	<hr/>
	690,902	642,459
	<hr/>	<hr/>
<b>Analysis by fund</b>		
Unrestricted funds	434,700	541,120
Restricted funds	256,202	101,339
	<hr/>	<hr/>
	690,902	642,459
	<hr/>	<hr/>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

#### 10 Support costs

	Support costs	Governance costs	2021 Support costs	Governance costs	2020
	£	£	£	£	£
Staff costs	236,977	-	236,977	187,320	187,320
Depreciation	60,158	-	60,158	59,169	59,169
Operating lease charges	60,859	-	60,859	60,000	60,000
Utilities	16,825	-	16,825	33,758	33,758
Insurance	6,133	-	6,133	5,105	5,105
Office costs	18,925	-	18,925	14,249	14,249
Advertising	1,269	-	1,269	2,290	2,290
Repairs and maintenance	15,426	-	15,426	20,436	20,436
Travel and subsistence	12	-	12	1,558	1,558
Subscriptions	4,012	-	4,012	459	459
Bank charges	4,666	-	4,666	4,493	4,493
VAT unreclaimable	7,929	-	7,929	7,443	7,443
Audit fees	-	2,500	2,500	-	2,358
Legal and professional	-	5,455	5,455	-	7,936
Recruitment	-	246	246	-	887
	<u>433,191</u>	<u>8,201</u>	<u>441,392</u>	<u>396,280</u>	<u>407,461</u>
Analysed between					
Charitable activities	<u>433,191</u>	<u>8,201</u>	<u>441,392</u>	<u>396,280</u>	<u>407,461</u>

#### 11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

#### 12 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Care, activities and outreach	10	10
Finance and administration	6	6
Fundraising	6	6
Catering	2	2
Wayfinding	3	2
Total	<u>27</u>	<u>26</u>

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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12 Employees	(Continued)	
Employment costs	2021	2020
	£	£
Wages and salaries	611,666	572,367
Social security costs	47,177	44,271
Other pension costs	10,854	9,513
	<u>669,697</u>	<u>626,151</u>
	<u><u>669,697</u></u>	<u><u>626,151</u></u>

There were no employees whose annual remuneration was £60,000 or more.

13 Tangible fixed assets	Leasehold improvements	Fixtures and fittings	Computers	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2020	857,231	66,252	26,529	950,012
Additions	14,169	-	17,640	31,809
	<u>871,400</u>	<u>66,252</u>	<u>44,169</u>	<u>981,821</u>
At 31 March 2021	<u>871,400</u>	<u>66,252</u>	<u>44,169</u>	<u>981,821</u>
	<u><u>871,400</u></u>	<u><u>66,252</u></u>	<u><u>44,169</u></u>	<u><u>981,821</u></u>
<b>Depreciation and impairment</b>				
At 1 April 2020	107,964	37,176	22,248	167,388
Depreciation charged in the year	41,612	13,248	5,298	60,158
	<u>149,576</u>	<u>50,424</u>	<u>27,546</u>	<u>227,546</u>
At 31 March 2021	<u>149,576</u>	<u>50,424</u>	<u>27,546</u>	<u>227,546</u>
	<u><u>149,576</u></u>	<u><u>50,424</u></u>	<u><u>27,546</u></u>	<u><u>227,546</u></u>
<b>Carrying amount</b>				
At 31 March 2021	721,824	15,828	16,623	754,275
	<u>721,824</u>	<u>15,828</u>	<u>16,623</u>	<u>754,275</u>
At 31 March 2020	749,267	29,076	4,281	782,624
	<u>749,267</u>	<u>29,076</u>	<u>4,281</u>	<u>782,624</u>
	<u><u>749,267</u></u>	<u><u>29,076</u></u>	<u><u>4,281</u></u>	<u><u>782,624</u></u>

## 14 Stock

Under normal trading conditions, the charity would carry catering supplies as stock at the year end. However, due to the COVID-19 pandemic and the resultant lockdowns, there has not been any stock held at the current or previous year end.

# DEMENTIA SUPPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 15 Debtors

	2021	2020
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	1,541	5,520
Other debtors	32,745	22,556
Prepayments and accrued income	21,354	4,251
	<u>55,640</u>	<u>32,327</u>

### 16 Creditors: amounts falling due within one year

	Notes	2021	2020
		£	£
Other taxation and social security		13,190	20,248
Deferred income		-	583
Trade creditors		27,137	7,856
Other creditors		3,385	4,531
Accruals and deferred income		21,354	10,656
		<u>65,066</u>	<u>43,874</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2021

#### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2021 £
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	
Ernest Kleinwort	11,497	-	(11,612)	115	-
Hummingbird Trust	22,212	50,000	(22,245)	33	50,000
Lottery Grant	44,185	-	-	-	44,185
The Gerald Micklam Charitable Trust	9,605	10,000	(9,733)	128	10,000
Grocer's Charity Memorial Fund	5,000	-	(5,022)	22	-
Chichester District Council Grant	10,000	953	(11,128)	175	-
The Kathleen & Sidney Linkins Memorial Trust	1,000	-	(1,102)	102	-
Carer's Trust East Midlands (WSCC)	-	32,089	(34,450)	2,361	-
Francis Winham Foundation	-	10,000	-	-	10,000
Munro Charitable Trust	-	1,000	(1,000)	-	-
The Sussex Community Foundation	-	10,000	(10,022)	22	-
D'Oyly Carte Charitable Trust	-	3,000	(3,124)	124	-
Lottery COVID-19 Response	-	83,512	(83,855)	343	-
Edward Gosling Trust	-	5,000	(5,000)	-	-
February Foundation	-	5,000	(5,017)	17	-
Worshipful Comp of Innholders	-	3,000	(3,000)	-	-
Dept. for Digital, Culture, Media and Sport	-	49,883	(49,894)	11	-
National Lottery Community Fund (Awards for All)	-	10,000	-	-	10,000
Garfield Weston Foundation	-	50,000	-	-	50,000
The Peacock Charitable Trust	-	20,000	-	-	20,000
	103,499	343,437	(256,204)	3,453	194,185
	103,499	343,437	(256,204)	3,453	194,185

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2021

#### 18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Transfers	Balance at 1 April 2020	Movement in funds		Balance at 31 March 2021
			£	£	
Capital reserve - unrestricted	782,623	782,623	31,809	(60,158)	754,274
	<u>782,623</u>	<u>782,623</u>	<u>31,809</u>	<u>(60,158)</u>	<u>754,274</u>

#### Capital reserve - unrestricted

These are funds held by the charity which were acquired from unrestricted donations and that are invested in fixed assets (that is improvements to property, fixtures and fittings and computer equipment) and are thus not funds that are available to meet the general running costs of the charity.

#### 19 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	754,275	-	754,275	782,624	-	782,624
Current assets/(liabilities)	574,227	194,185	768,412	607,465	103,500	710,965
	<u>1,328,502</u>	<u>194,185</u>	<u>1,522,687</u>	<u>1,390,089</u>	<u>103,500</u>	<u>1,493,589</u>

#### 20 Operating lease commitments

##### Lessee

Operating leases represent the lease of Sage House and nearby parking from Friday Estates Limited (a related party). The lease for Sage House has a 25 year term and started on 1 June 2016 with a rent of £60,000 per annum. The lease for the nearby parking has a 3 year term and started on 1 January 2021 at a rate of £3,750 per annum.

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Between two and five years	3,750	-
In over five years	60,000	60,000
	<u>63,750</u>	<u>60,000</u>

## DEMENTIA SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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<b>20</b>	<b>Operating lease commitments</b>		<b>(Continued)</b>
		63,750	60,000
		<u>63,750</u>	<u>60,000</u>

#### **21 Related party transactions**

Friday Estates Limited is a company under the control of the trustee A J Wickins. Friday Estates Limited is the freehold owner of Sage House, the premises from which the charity operates. During the year the charity paid £60,000 (2020: £60,000) to Friday Estates Limited under a 25 year lease that commenced on 1 June 2016 at an annual rent of £60,000 per year. The rent charged is 40% less than the open market rent that would be charged if the building was let on a fully commercial basis and the charity is very grateful for this generous concession.

#### **22 Ultimate controlling party**

The charitable company is under the control of its members. No one member has sufficient voting rights to control the charitable company.

#### **23 Legal status**

The charity is incorporated as a company limited by guarantee having no share capital and, in accordance with the Memorandum of Association every member is liable to contribute £1 in the event of the company being wound up.

<b>24</b>	<b>Cash generated from operations</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Surplus for the year	29,098	221,790
	Adjustments for:		
	Investment income recognised in statement of financial activities	(2,075)	(18,649)
	Depreciation and impairment of tangible fixed assets	60,158	59,169
	Movements in working capital:		
	(Increase)/decrease in stocks	-	829
	(Increase) in debtors	(23,313)	(25,953)
	Increase/(decrease) in creditors	21,775	(6,210)
	(Decrease)/increase in deferred income	(583)	24
	<b>Cash generated from operations</b>	<u>85,060</u>	<u>231,000</u>

#### **25 Analysis of changes in net funds**

The charity had no debt during the year.