

# ALZHEIMER CAFE UK

England & Wales · Charity number 1165335

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2016-01-27

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St. Peters Parish Centre  
60 Church Avenue  
Farnborough  
Hampshire  
GU14 7AP

**Phone** 07938175002

**Email** [alzheimercafe@hotmail.co.uk](mailto:alzheimercafe@hotmail.co.uk)

**Website** [www.alzheimercafe.co.uk](http://www.alzheimercafe.co.uk)

## Activities

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**Objects:** A) TO RELIEVE THE NEEDS AND TO PROMOTE THE GOOD HEALTH OF PEOPLE LIVING WITH DEMENTIA, THEIR FAMILIES AND CARERS IN THE THREE COUNTIES OF HAMPSHIRE, SURREY AND BERKSHIRE AND SUCH OTHER PARTS OF THE UNITED KINGDOM AND THE WORLD THROUGH THE PROVISION OF SUPPORT GROUPS AND OTHER ACTIVITIES, SERVICES, ADVICE AND INFORMATION AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT;(B) TO ADVANCE THE EDUCATION OF THE PUBLIC ABOUT DEMENTIA AND ABOUT CARE AND SUPPORT FOR PEOPLE LIVING WITH DEMENTIA, THEIR FAMILIES AND CARERS.

**Activities:** To relieve the needs and to promote the good health of people living with dementia, their families and carers in the three counties of Hampshire, Surrey and Berkshire and such other parts of the UK and the world through the provision of support groups and other ways as the trustees may from time to time think fit.To advance the education of the public about dementia and its care and support.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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- Bracknell Forest
- Hampshire
- Isle Of Wight
- Poole
- South Gloucestershire
- Surrey
- Windsor And Maidenhead

## Finances

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| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £1,847  | £3,093      | -      | -         |
| 2024-03-31 | £3,030  | £7,382      | -      | -         |
| 2023-03-31 | £2,757  | £3,443      | -      | -         |
| 2022-03-31 | £2,539  | £1,904      | -      | -         |
| 2021-03-31 | £10,924 | £3,631      | -      | -         |

## Trustees

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| Name                                | Role  | Appointed  |
|-------------------------------------|-------|------------|
| <b>Dr GEMMA MARGARET MARY JONES</b> | Chair | 2016-01-27 |
| DR OLIVE JANE FAIRBAIRN             |       | 2017-05-19 |
| HILARY JEAN DYCE                    |       | 2016-01-27 |
| Joshua Ryan Cudworth                |       | 2022-10-04 |

**ALZHEIMER CAFE UK**

England & Wales - Charity number 1165335

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# Accounts

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## Trustees Annual Report for the Alzheimer's Café UK CIO 1165335 for the duration of 1 April, 2024 - Mar 31, 2025

[Abbreviations: AC = Alzheimer Café; ACUK = Alzheimer Café charity, CIO]

### **Reference and administrative details**

Answerphone: 07938 175002

Email: [alzheimercafe@hotmail.co.uk](mailto:alzheimercafe@hotmail.co.uk)

Website: [www.alzheimercafe.co.uk](http://www.alzheimercafe.co.uk)

Principal office: 60 Church Ave., Farnborough, Hampshire, UK, GU14 7AP

Trustees who served during this reporting period are: Hilary Dyce; Olive Fairbairn; Gemma Jones; Josh Cudworth,

### **What is an Alzheimer Café? Definition and purpose**

An AC is a monthly post-diagnostic, support intervention for people with dementia, their family and friends. They, and anyone else interested in dementia, can attend, free of charge, without prior registration. The AC is planned and hosted by trustees, a steering committee, dementia-related professionals, and volunteers.

An AC provides dementia-related education, support, information, and opportunities to socialize -for people with dementia, their family carers, and anyone else interested in dementia. An AC gathering is held in a safe, café-like setting and atmosphere.

### **The aims of the AC** aims are to:

- . help prevent social isolation of people with dementia and their family/ friend carers
- . make dementia 'openly discussable', through education and by including and acknowledging people with dementia
- . reduce stigma about dementia by making it easier to talk about dementia – about having it, and being a carer

The AC is an economical 'education and support intervention'. The venue, refreshments, education, insurance, and equipment require financing. The trustees, advisors, steering committee, and volunteers are not paid.

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

The charity's governing document is its Constitution. The ACUK converted to a Charitable Incorporated Organisation (CIO) in 2016 and requires a minimum of three trustees.

Recruitment and appointment of new trustees is through resolution passed at the trustees' meeting. Trustees have regard for matching the candidates' skills, knowledge, and experience to the current ACUK needs.

The trustees established a 'Steering Committee' (SC) comprising trustees and volunteers. The SC is responsible to the trustees for helping to host the monthly AC sessions, and for making recommendations for longer-term AC-related planning.

### **Objectives of the ACUK Constitution**

The objectives of the Alzheimer Café UK CIO are twofold:

- To relieve the needs and to promote the good health of people living with dementia, their families and carers in the three counties of Hampshire, Surrey and Berkshire and such other parts of the United Kingdom and the world through the provision of support groups and other activities, services, advice and information as the trustees may from time-to-time think fit;
- To advance the education of the public about dementia and about care and support for people living with dementia, their families and carers.

### **Trustees manage the Farnborough AC, and the extended remit of the AC UK, by:**

- . planning the annual programme of the Farnborough AC and promoting it locally
- . maintaining and updating the AC UK website on behalf of all cafés following the 'AC model' in the UK
- . helping new ACs to start; visiting and giving talks for existing ACs
- . monitoring post, email, and phone - for requests for information about ACs

- . holding ACUK Networking and conference events for AC leaders in the UK
- . commissioning and offering **dementia-related education**, which includes the following courses:
  - a) 2-day course for leaders: “How to host an AC: for coordinators and interviewers”
  - b) 1-day course for volunteers: “What happens at an AC: how can you help?”
  - c) 4-day course for professional caregivers “Communication and care-giving in dementia: a positive vision”
  - d) 4-day course for family carers “Communication and care-giving in dementia: a positive vision”
  - e) 1-day course for the public, anyone interested in dementia: “Lighting DARC (Dementia Awareness Reaching Committees)

Our education remit includes:

- . speaking about dementia to the press, radio, TV, and to schools, organizations, charities
- . visiting other ACs, charities, organisations, establishments, fundraising groups, to give talks about ACs
- . writing about ACs for publicity, conference presentations, journal articles, and translations of articles
- . helping other ACs with their dementia education; for AC guests, leaders, volunteers,
- . maintaining contacts with (AC founder) Dr. Bère Miesen, and with other ACs nationally and internationally (Ireland and Canada)

### **Education for volunteers at the Farnborough AC**

Volunteers are given the Volunteers Booklet; they attend courses as there are sufficient people to offer them. These include:

- . Adult protection (safeguarding)
- . Risk assessment at Alzheimer Cafés
- . Food and Hygiene
- . First Aid
- . 1-day course about the dementia and the AC, for AC Volunteers

### **The Farnborough AC - Activities and achievements this past year**

The AC Farnborough hosts monthly gatherings for people with dementia, their families and carers, volunteers, professionals, and other persons with an interest. The Dementia-related talks and presentations are provided in a safe environment, with opportunities for the attendees to socialise, make contacts, learn, and ask questions of trustees and attending professionals. The presentations follow a set of themes, which broadly follow the dementia process.

The AC is popular with its attendees and guests, typically hosting between sixty to eighty people each month. Local GPs, dementia services, and AC guests are sign-posting newcomers to the AC; others have started attending after finding information on the ACUK website.

Volunteer numbers remain stable at between 15 – 20:- many come through the local ‘Voluntary Action’ recruitment services. Courses for Farnborough AC the new volunteers from the past year were held on 28 March 2025.

The ACUK trustees hold an annual ‘ACUK Networking Day’ to support other ACs and evaluate the ACs according to the standard quality control criteria. Instead of an networking Day, the trustees visited The new Parklands AC Daily Site in Gurnard, Isle of Wight, and met the other AC leaders there, along with Maggie Bennett.

ACUK Trustees celebrated and gave the talk at the 10<sup>th</sup> anniversary of the Camberley AC, in Sept. 2024.

ACUK trustees arranged to offer AC guests (free to them) transport, by renting a minivan from the local authorities.

ACUK trustees have started planning for the celebration of the 25<sup>th</sup> anniversary of the ACUK, 19 Sept. 2025.

### **Financial review**

Cash reserves are held for expenditures related to meeting the ACUK objectives. At the end of the relevant accounting period (for this fiscal year 1 April. 2024, to 31 March 2025) the charity held £41,799.43 in cash reserves. All funds received in this reporting interval were in the form of donations.

| ACUK financial summary                   | 01apr21 - 31mar22 | Current year 01apr22 - 31mar 23 | Current Year 01apr23 - 31mar24 | Current Year 01apr24 - 31mar25 |
|------------------------------------------|-------------------|---------------------------------|--------------------------------|--------------------------------|
| <b>Assets starting year</b>              | 50,005.30         | 50,340.43                       | 47,908.25                      | 41,779.43                      |
| <b>Income</b>                            | 2, 539.12         | 2,757.52                        | 3,030.09                       | 1,847.24                       |
| <b>Total Expenditure</b>                 | 1,904.37          | 3,443.08                        | 6,536.60                       | 3,438.59                       |
| <b>Bank and cash balance at year end</b> | 50,340.43         | 47,908.25                       | 41,779.43                      | 38,881.16                      |

Expenditure remains stable post Covid; attendance at the Farnborough AC stabilized and continues to increase.

Activities relating to *supporting other ACs*, and *providing dementia-related courses* for family carers, professional caregivers, and AC volunteers are also being resumed. As seen above, from the current funds held, the ACUK is in a good financial position to continue all aspects of its functioning with sufficient reserve funds to run for several years.

#### Trustees' plans for the near to medium future

Plans are to maintain the items described above, offer dementia courses for family carers and professional caregivers, and to resume fund-raising after the 25<sup>th</sup> AC anniversary celebrations are over. The trustees wish to:

- . continue publicizing the AC locally, to support other ACs, and to promote dementia education – especially for family carers
- . ensure continuity of help to host the Farnborough AC – by having sufficient trustees, steering committee members, and volunteers
- . evaluate and update ACUK practice regarding any new Charity Guidelines

#### Ongoing evaluation is part of the ACUK's accountability

Evaluations are used to maintain the quality of the café gatherings, and for planning and teaching purposes. There are a range of ways the AC is evaluated - namely by:

- . direct **verbal** and **non-verbal** feedback to organisers, volunteers, and from guests attending an AC
- . written responses in the '**AC Comments Book**'
- . a monthly '**AC Summary Evaluation Form**' recorded by AC organisers. This includes records of attendance, topics, speakers, equipment glitches, and surprises. [These summary notes help complete the Quality Control Criteria form.]
- . **word-of-mouth accounts in the media**, i.e. AC guests expressing themselves in articles, verbal interviews for the radio, TV, and at talks and public events
- . the annual self-evaluation using **the prescribed European AC Quality Control Criteria** (33 items, published on the ACUK website), completed by the trustees.

#### Statement on public benefit

The trustees have had due regard for the Charity Commission's public benefit guidance and have taken it into account regarding any decisions for which it has relevance.

#### Acknowledgements

The trustees would like to thank the Steering Committee members and volunteers for their contribution to the continuing success of the Alzheimer Café. We also wish to express our appreciation to our donors.

On behalf of the ACUK Trustees,  
 Dr Gemma MM Jones (Chair)  
 22 April, 2025

**Alzheimer Café UK CIO 1165335**  
**Statement of Accounts**

**Receipts and Payments Account for the fiscal year 01 April 2024 to 31 March, 2025**

| A1 <b>Receipts / Income</b>                                   | <b>Current Year</b> | <b>Previous Year</b> |  |
|---------------------------------------------------------------|---------------------|----------------------|--|
| Donations                                                     | £ 1,354.67          | £ 2,540.24           |  |
| Grants                                                        | £ -                 | £ -                  |  |
| Tins                                                          | £ -                 | £ -                  |  |
| Interest                                                      | £ 437.41            | £ 489.85             |  |
| Other                                                         | £ 55.16             | £ -                  |  |
| <b>A1 Total Receipts</b>                                      | <b>£ 1,847.24</b>   | <b>£ 3,030.09</b>    |  |
| A3 <b>Payments / Expenses</b>                                 |                     |                      |  |
| Hall rent                                                     | -£ 546.60           | -£ 1,240.80          |  |
| Insurance                                                     | -£ 96.00            | -£ 86.40             |  |
| Farnb café                                                    | £ -                 | -£ 2,321.60          |  |
| Admin                                                         | -£ 516.96           | -£ 252.88            |  |
| Courses                                                       | -£ 38.00            | -£ 3,344.00          |  |
| Publicity                                                     | -£ 455.40           | -£ 279.75            |  |
| Equipment                                                     | £ -                 | £ -                  |  |
| Consulting                                                    | -£ 72.00            | -£ 72.00             |  |
| Other cafes                                                   | -£ 61.00            | -£ 778.70            |  |
| Misc                                                          | -£ 1,652.63         | £ 1,722.87           |  |
| <b>A3 Total Payments</b>                                      | <b>-£ 3,438.59</b>  | <b>-£ 6,653.26</b>   |  |
| <b>Net of Receipts / Payments</b>                             | <b>-£ 1,591.35</b>  | <b>-£ 3,623.17</b>   |  |
| <b>Cash Funds at year end<br/>(Current + Reserve + Petty)</b> | <b>£ 38,881.16</b>  | <b>£ 41,779.43</b>   |  |

Dear CC Officers,

Please find our submission to the CC herewith, for the fiscal year

01 April 2024 to 31 M

Alzheimer Café UK Trustees

**Alzheimer Café UK, CIO, 1165335**

**Statement of Accounts**

|                                                                  | current fiscal year | previous year |
|------------------------------------------------------------------|---------------------|---------------|
| <b>Statement of Accounts; Assets and Liabilities at year end</b> |                     |               |
|                                                                  | £                   | £             |
| B1 <b>Cash Funds</b> Bank Current A/c Balance                    | 11,393.79           | 4,644.39      |
| Bank Reserve A/c Balance                                         | 27,383.16           | 36,945.75     |
| Petty Cash Float                                                 | 104.21              | 189.29        |
| Total                                                            | 38,881.16           | 41,779.43     |
| B5 <b>Liabilities</b>                                            | £0.00               | £0.00         |

**Note 1**

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties, nor any debts secured on assets of the CIO.

**Signed on behalf of all the trustees**

| Name                       | Signature | Date of approval |
|----------------------------|-----------|------------------|
| Gemma M. M. Jones<br>Chair |           | 8/16/2025        |
| Hilary Dyce<br>Secretary   |           | 8/16/2025        |

| Date                  | Description                | Category    | Income      | Expenditure | Transfers | Running total | Comments                            |
|-----------------------|----------------------------|-------------|-------------|-------------|-----------|---------------|-------------------------------------|
| ###                   | Starting balance           |             |             |             |           | £ 4,644.39    |                                     |
| ###                   | Unidentified receipt       | Other       | £ 20.00     |             |           | £ 4,664.39    |                                     |
| ###                   | Zurich DD                  | Insurance   | £ -         | -£ 9.60     |           | £ 4,654.79    |                                     |
| ###                   | Cheque 257                 | Publicity   | £ -         | -£ 248.40   |           | £ 4,406.39    | T shirts                            |
| ###                   | Cheque 256 return donation | Misc        |             | -£ 250.00   |           | £ 4,156.39    | mistaken donaton received 26 Mar 24 |
| ###                   | Cheque 251 RVS Bus         | Farnb cafe  |             | -£ 45.00    |           | £ 4,111.39    |                                     |
| ###                   | Cheque 258 cash            | Farnb cafe  |             | -£ 300.00   |           | £ 3,811.39    |                                     |
| ###                   | Automated credit           | Donations   | £ 50.00     |             |           | £ 3,861.39    |                                     |
| ###                   | Cheque 259 training course | Courses     |             | -£ 38.00    |           | £ 3,823.39    |                                     |
| ###                   | Electronic Bank Payment    | Farnb cafe  |             | -£ 50.00    |           | £ 3,773.39    | RVS Bus April                       |
| ###                   | Electronic Bank Payment    | Farnb cafe  |             | -£ 50.00    |           | £ 3,723.39    | RVS Bus May                         |
| Friday, July 05, 2024 | Zurich DD                  | Insurance   |             | -£ 9.60     |           | £ 3,713.79    |                                     |
| ###                   | Cheque 261 cash            | Farnb cafe  |             | -£ 200.00   |           | £ 3,513.79    |                                     |
| ###                   | Bankline                   | Admin       |             | -£ 20.90    |           | £ 3,492.89    |                                     |
| ###                   | Cheque 262 cash            | Farnb cafe  |             | -£ 100.00   |           | £ 3,392.89    |                                     |
| Friday, July 19, 2024 | Electronic Bank Payment    | Admin       |             | -£ 56.00    |           | £ 3,336.89    | Priniting                           |
| Friday, July 19, 2024 | Electronic Bank Payment    | Farnb cafe  |             | -£ 65.00    |           | £ 3,271.89    | RVS Bus June                        |
| ###                   | Zurich DD                  | Insurance   |             | -£ 9.60     |           | £ 3,262.29    | RVS Bus June                        |
| ###                   | Bankline                   | Admin       |             | -£ 20.90    |           | £ 3,241.39    |                                     |
| ###                   | Electronic Bank Payment    | Farnb cafe  |             | -£ 65.00    |           | £ 3,176.39    | RVS Bus July                        |
| ###                   | Trans in from Reserve Acc  | Trans in    | £ 10,000.00 |             |           | £ 13,176.39   |                                     |
| ###                   | Electronic Bank Payment    | Farnb cafe  |             | -£ 155.49   |           | £ 13,020.90   | HD AGM meal                         |
| ###                   | Electronic Bank Payment    | Hall rent   |             | -£ 451.20   |           | £ 12,569.70   |                                     |
| ###                   | Zurich DD                  | Insurance   |             | -£ 9.60     |           | £ 12,560.10   |                                     |
| ###                   | Electronic Bank Payment    | Admin       |             | -£ 97.00    |           | £ 12,463.10   | Leaflets                            |
| ###                   | Electronic Bank Payment    | Hall rent   |             | -£ 53.00    |           | £ 12,410.10   | MryMrtha Rm                         |
| ###                   | Electronic Bank Payment    | Publicity   |             | -£ 207.00   |           | £ 12,203.10   |                                     |
| ###                   | Bankline                   | Admin       |             | -£ 21.35    |           | £ 12,181.75   |                                     |
| ###                   | Cheque 263 cash            | Farnb cafe  |             | -£ 200.00   |           | £ 11,981.75   |                                     |
| ###                   | Zurich DD                  | Insurance   |             | -£ 9.60     |           | £ 11,972.15   |                                     |
| ###                   | Automated credit           | Donations   | £ 59.20     |             |           | £ 12,031.35   |                                     |
| ###                   | Bankline                   | Admin       |             | -£ 21.35    |           | £ 12,010.00   |                                     |
| ###                   | Automated credit           | Donations   | £ 88.00     |             |           | £ 12,098.00   |                                     |
| ###                   | Automated credit           | Donations   | £ 14.21     |             |           | £ 12,112.21   |                                     |
| ###                   | Electronic Bank Payment    | Farnb cafe  |             | -£ 50.00    |           | £ 12,062.21   | RVS Bus Sep                         |
| ###                   | Automated credit           | Donations   | £ 300.00    |             |           | £ 12,362.21   | Ald Lions                           |
| ###                   | Cheque 264 cash            | Farnb cafe  |             | -£ 200.00   |           | £ 12,162.21   |                                     |
| ###                   | Electronic Bank Payment    | Admin       |             | -£ 155.88   |           | £ 12,006.33   | HD Zoom                             |
| ###                   | Zurich DD                  | Insurance   |             | -£ 9.60     |           | £ 11,996.73   | HD Zoom                             |
| ###                   | Automated credit           | Donations   | £ 101.55    |             |           | £ 12,098.28   |                                     |
| ###                   | Bankline                   | Admin       |             | -£ 20.45    |           | £ 12,077.83   |                                     |
| ###                   | Electronic Bank Payment    | Misc        |             | -£ 110.00   |           | £ 11,967.83   | OF Xmas gifts                       |
| ###                   | Electronic Bank Payment    | Other cafes |             | -£ 61.00    |           | £ 11,906.83   | Maggie B IOW ferry                  |
| ###                   | Electronic Bank Payment    | Farnb cafe  |             | -£ 50.00    |           | £ 11,856.83   | RVS Bus Oct                         |
| ###                   | Zurich DD                  | Insurance   |             | -£ 9.60     |           | £ 11,847.23   |                                     |
| ###                   | Electronic Bank Payment    | Farnb cafe  |             | -£ 88.23    |           | £ 11,759.00   | JM Food                             |
| ###                   | Electronic Bank Payment    | Admin       |             | -£ 17.28    |           | £ 11,741.72   | Song sheets                         |
| ###                   | Electronic Bank Payment    | Farnb cafe  |             | -£ 23.99    |           | £ 11,717.73   | HD                                  |

|                                        |           |
|----------------------------------------|-----------|
| ???                                    |           |
| Closing balance (calculated: column F) |           |
| £                                      | 11,393.79 |





| Alzheimer Café UK QIO 1165335 PETTY CASH TRANSACTIONS            |                            |          |            |             |               |            | Item                                   | Date      |
|------------------------------------------------------------------|----------------------------|----------|------------|-------------|---------------|------------|----------------------------------------|-----------|
| All Petty cash transactions from 01 April 2024 to 31 March, 2025 |                            |          |            |             |               |            | starting balance                       |           |
|                                                                  |                            |          |            |             |               |            | £ 189.29                               | 3/31/2024 |
| Date                                                             | Description                | Category | Income     | Expenditure | Running total | Comments   |                                        |           |
|                                                                  |                            |          |            |             |               |            | Closing balance (calculated: column F) |           |
|                                                                  |                            |          |            |             |               |            | £ 104.21                               |           |
| ###                                                              | Starting balance           | Misc     |            |             | £ 189.29      |            |                                        |           |
| ###                                                              | Refreshments               | Misc     |            | -£ 56.59    | £ 132.70      |            |                                        | 1         |
| ###                                                              | Cash in                    | Misc     | £ 300.00   |             | £ 432.70      | cheque 258 |                                        | 2         |
| ###                                                              | GJ books                   | Misc     |            | -£ 120.00   | £ 312.70      | cash GJ 3  |                                        |           |
| ###                                                              | Cash from book sale        | Misc     | £ 10.00    |             | £ 322.70      |            |                                        | 4         |
| ###                                                              | Refreshments               | Misc     |            | -£ 29.07    | £ 293.63      |            |                                        | 5         |
| ###                                                              | Refreshments               | Misc     |            | -£ 77.72    | £ 215.91      |            |                                        | 6         |
| ###                                                              | Stationery                 | Misc     |            | -£ 4.49     | £ 211.42      |            |                                        | 7         |
| ###                                                              | Refreshments               | Misc     |            | -£ 38.62    | £ 172.80      |            |                                        | 8         |
| ###                                                              | Refreshments               | Misc     |            | -£ 28.00    | £ 144.80      |            |                                        | 9         |
| ###                                                              | Gifts summer social        | Misc     |            | -£ 31.13    | £ 113.67      |            |                                        | 10        |
| ###                                                              | Refreshments canal trips   | Misc     |            | -£ 5.15     | £ 108.52      |            |                                        | 11        |
| ###                                                              | Cash in                    | Misc     | £ 200.00   |             | £ 308.52      | cheque 261 |                                        |           |
| Friday, July 12, 2024                                            | Tablecloths summer social  | Misc     |            | -£ 24.42    | £ 284.10      |            |                                        | 12        |
| ###                                                              | Cash in                    | Misc     | £ 100.00   |             | £ 384.10      | cheque 262 |                                        |           |
| Friday, July 19, 2024                                            | Refreshments summer social | Misc     |            | -£ 30.00    | £ 354.10      |            |                                        | 13        |
| Friday, July 19, 2024                                            | Refreshments summer social | Misc     |            | -£ 173.58   | £ 180.52      |            |                                        | 14        |
| Friday, July 19, 2024                                            | Refreshments summer social | Misc     |            | -£ 67.40    | £ 113.12      |            |                                        | 15        |
| ###                                                              | Gift for loW AC            | Misc     |            | -£ 30.00    | £ 83.12       |            |                                        | 16        |
| ###                                                              | Gift for CamberleyAC       | Misc     |            | -£ 31.41    | £ 51.71       |            |                                        | 17        |
| ###                                                              | Cash in                    | Misc     | £ 200.00   |             | £ 251.71      | cheque 263 |                                        |           |
| ###                                                              | Refreshments               | Misc     |            | -£ 89.05    | £ 162.66      |            |                                        | 18        |
| ###                                                              | Refreshments               | Misc     |            | -£ 61.83    | £ 100.83      |            |                                        | 19        |
| ###                                                              | Gifts for Volunteers       | Misc     |            | -£ 55.00    | £ 45.83       | cash to GJ |                                        |           |
| ###                                                              | Cash in                    | Misc     | £ 200.00   |             | £ 245.83      | cheque 264 |                                        |           |
| ###                                                              | Refreshments               | Misc     |            | -£ 62.83    | £ 183.00      |            |                                        | 20        |
| ###                                                              | Cash from collecting tin   | Misc     | £ 58.35    |             | £ 241.35      | no receipt |                                        |           |
| ###                                                              | Trustee visit loW          | Misc     |            | -£ 13.55    | £ 227.80      |            |                                        | 21        |
| ###                                                              | Gift bags Xmas Social      | Misc     |            | -£ 20.00    | £ 207.80      |            |                                        | 23        |
| ###                                                              | Trustee visit loW          | Misc     |            | -£ 5.00     | £ 202.80      |            |                                        | 22        |
| ###                                                              | Xmas napkins               | Misc     |            | -£ 8.00     | £ 194.80      |            |                                        | 24        |
| ###                                                              | Cash in                    | Misc     | £ 200.00   |             | £ 394.80      | cheque 265 |                                        |           |
| ###                                                              | Refreshments Xmas Social   | Misc     |            | -£ 246.58   | £ 148.22      |            |                                        | 25        |
| ###                                                              | Donation Tesco             | Misc     | £ 30.00    |             | £ 178.22      |            |                                        | 25        |
| ###                                                              | Cash donation              | Misc     | £ 40.00    |             | £ 218.22      |            |                                        | 25        |
| ###                                                              | Refreshments               | Misc     |            | -£ 63.99    | £ 154.23      |            |                                        | 26        |
| ###                                                              | Mobile phone topup         | Misc     |            | -£ 20.00    | £ 134.23      | no receipt |                                        |           |
| ###                                                              | Refreshments (Costco)      | Misc     |            | -£ 14.99    | £ 119.24      | no receipt |                                        |           |
| ###                                                              | Cash from book sale        | Misc     | £ 10.00    |             | £ 129.24      | no receipt |                                        |           |
| ###                                                              | GJ books                   | Misc     |            | -£ 100.00   | £ 29.24       |            |                                        | 27        |
| ###                                                              | Parking RVS event          | Misc     |            | -£ 2.20     | £ 27.04       |            |                                        | 28        |
| ###                                                              | Stationery (Poundland)     | Misc     |            | -£ 7.25     | £ 19.79       |            |                                        | 29        |
| ###                                                              | Cash in                    | Misc     | £ 150.00   |             | £ 169.79      | cheque 266 |                                        |           |
| ###                                                              | Refreshments               | Misc     |            | -£ 62.09    | £ 107.70      |            |                                        | 30        |
| ###                                                              | Bucket seal tape           | Misc     |            | -£ 9.99     | £ 97.71       |            |                                        | 31        |
| ###                                                              | Cash from collecting tin   | Misc     | £ 59.20    |             | £ 156.91      |            |                                        | 32        |
| ###                                                              | Book sale                  | Misc     | £ 10.00    |             | £ 166.91      | no receipt |                                        |           |
| ###                                                              | Drinks CAC trustees        | Misc     |            | -£ 26.15    | £ 140.76      |            |                                        | 33        |
| ###                                                              | Photocopying Vol Handbook  | Misc     |            | -£ 25.56    | £ 115.20      |            |                                        | 34        |
| ###                                                              | Refreshments Vol course    | Misc     |            | -£ 10.99    | £ 104.21      |            |                                        | 35        |
| TOTALS                                                           |                            |          | £ 1,567.55 | -£ 1,652.63 | £ 104.21      |            |                                        |           |
|                                                                  |                            |          | Income     | Expenditure | Running total |            |                                        |           |



**Alzheimer Café UK CIO 1165335 - RECEIPTS AND PAYMENTS DETAILED**

Statement of Accounts 01 April 2024 to 31 March, 2025

**Receipts and Payments Account**

|              | Receipts / Income |        |      |          |         | Payments / Expenses |           |             |           |          |           |           |            |             |            |
|--------------|-------------------|--------|------|----------|---------|---------------------|-----------|-------------|-----------|----------|-----------|-----------|------------|-------------|------------|
|              | Donations         | Grants | Tins | Interest | Other   | Hall rent           | Insurance | Farnb cafe  | Admin     | Courses  | Publicity | Equipment | Consulting | Other cafes | Misc       |
| Current      | £ 1,354.67        | £ -    | £ -  | £ -      | £ 55.16 | -£ 546.60           | -£ 96.00  | -£ 2,464.97 | -£ 516.96 | -£ 38.00 | -£ 455.40 | £ -       | -£ 72.00   | -£ 61.00    | -£ 409.50  |
| Petty        | £ -               | £ -    | £ -  | £ -      | £ -     | £ -                 | £ -       | £ -         | £ -       | £ -      | £ -       | £ -       | £ -        | £ -         | £ 1,567.55 |
| Reserve      | £ -               | £ -    | £ -  | £ 437.41 | £ -     | £ -                 | £ -       | £ -         | £ -       | £ -      | £ -       | £ -       | £ -        | £ -         | £ -        |
| <b>Total</b> | £ 1,354.67        | £ -    | £ -  | £ 437.41 | £ 55.16 | -£ 546.60           | -£ 96.00  | -£ 2,464.97 | -£ 516.96 | -£ 38.00 | -£ 455.40 | £ -       | -£ 72.00   | -£ 61.00    | £ 1,158.05 |

|                       |            |             |            |              |
|-----------------------|------------|-------------|------------|--------------|
| <b>Total Receipts</b> | £ 1,847.24 | -£ 3,305.76 | £ 1,338.63 | -£ 10,055.16 |
|-----------------------|------------|-------------|------------|--------------|

|                       |             |
|-----------------------|-------------|
| <b>Total Payments</b> | -£ 3,092.88 |
|-----------------------|-------------|

£ 37,383.16 ###

|                                                        |           |
|--------------------------------------------------------|-----------|
| <b>Current Account - closing balance this year end</b> |           |
| Starting balance (statement)                           | 4,644.39  |
| Closing balance (statement)                            | 11,393.79 |

|                                             |        |
|---------------------------------------------|--------|
| <b>Petty Cash Account - closing balance</b> |        |
| Starting balance (Statement)                | 189.29 |
| Closing balance (Statement)                 | 104.21 |

|                                                        |           |
|--------------------------------------------------------|-----------|
| <b>Reserve Account - closing balance this year end</b> |           |
| starting balance (statement)                           | 36,945.75 |
| Closing balance (statement)                            | 27,383.16 |

|               |    |             |                                                                                     |                 |              |              |                              |
|---------------|----|-------------|-------------------------------------------------------------------------------------|-----------------|--------------|--------------|------------------------------|
| Income        | 1  | Donations   | Text is case-sensitive; only categories in column C can be used in transaction tabs |                 |              |              |                              |
|               | 2  | Grants      |                                                                                     |                 |              |              |                              |
|               | 3  | Tins        |                                                                                     |                 |              |              |                              |
|               | 4  | Interest    |                                                                                     |                 |              |              |                              |
|               | 5  | Other       |                                                                                     |                 |              |              |                              |
| Expenses      | 6  | Hall rent   | St. Peter's Farn'o                                                                  |                 |              |              |                              |
|               | 7  | Insurance   | for holding AC                                                                      |                 |              |              |                              |
|               | 8  | Farnb cafe  | hosting requiremer                                                                  | food, beverages | decorations  | supplies     | books band                   |
|               | 9  | Admin       | consumables                                                                         | printing        | postage      | stationary   | Zoom subscrip'n AC Trademark |
|               | 10 | Courses     | dementia-related                                                                    | carers          | caregivers   | volunteers   |                              |
|               | 11 | Publicity   | advertising, com'n                                                                  | promotion       | phone        | website      | t-shirts AC signage          |
|               | 12 | Equipment   | hard drive                                                                          | printer         | projector    | cables       |                              |
|               | 13 | Consulting  | Sandy Adirondack                                                                    | ADVS            | Trust Advice | Daryl Martin |                              |
|               | 14 | Other cafes | support for:                                                                        | Networking Day  | site visits  | AC signage   | books                        |
|               | 15 | Misc        | sundries                                                                            | food, beverages |              |              |                              |
| Transfers in  | 16 | Trans in    | transfer beteen accounts                                                            |                 |              |              |                              |
| Transfers out | 17 | Trans out   | transfer beteen accounts                                                            |                 |              |              |                              |

**ALZHEIMER CAFE UK**

England & Wales - Charity number 1165335

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# Accounts

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## **Trustees Annual Report for the Alzheimer's Café UK CIO 1165335 for the duration of 1 April, 2023 - Mar 31, 2024**

**[Abbreviations: AC = Alzheimer Café; ACUK = Alzheimer Café charity CIO]**

### ***Reference and administrative details***

*Answerphone: 07938 175002*

*Email: [alzheimercafe@hotmail.co.uk](mailto:alzheimercafe@hotmail.co.uk)*

*Website: [www.alzheimercafe.co.uk](http://www.alzheimercafe.co.uk)*

*Principal office: 60 Church Ave., Farnborough, Hampshire, UK, GU14 7AP*

**Trustees** who served during this reporting period are: Hilary Dyce; Olive Fairbairn; Gemma Jones; Josh Cudworth,

### **What is an Alzheimer Café? Definition and purpose**

An AC is a monthly, post-diagnostic, education and support intervention for people with dementia, their family and friends. They, and anyone else interested in dementia, can attend, free of charge, without prior registration. The AC is planned and hosted by trustees, a steering committee, dementia-related professionals, and volunteers.

An AC provides dementia-related education, support, information, and opportunities to socialize -for people with dementia, their family carers, and anyone else interested in dementia. AC gatherings are held in a safe, café-like setting and atmosphere.

**The aims of the AC** aims are to:

- . help prevent social isolation of people with dementia and their family/ friend carers
- . make dementia 'openly discussable', through education and by including and acknowledging people with dementia
- . reduce stigma about dementia by making it easier to talk about dementia – about having it, and being a carer

The AC is an economical 'education and support intervention'. The venue, refreshments, education, insurance, and equipment require financing. The trustees, advisors, steering committee, and volunteers are not paid.

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

The charity's governing document is its Constitution. The ACUK converted to a Charitable Incorporated Organisation (CIO) in 2016 and requires a minimum of three trustees.

Recruitment and appointment of new trustees is through resolution passed at the trustees' AGM meeting. Trustees have regard for matching the candidates' skills, knowledge, and experience to the current ACUK needs.

The trustees established a 'Steering Committee' (SC) comprising of trustees and volunteers. The SC is responsible to the trustees for helping to host the monthly AC sessions, and for making recommendations for longer-term AC-related planning.

### **Objectives of the ACUK Constitution**

The objectives of the Alzheimer Café UK CIO are twofold:

- To relieve the needs and to promote the good health of people living with dementia, their families and carers in the three counties of Hampshire, Surrey and Berkshire and such other parts of the United Kingdom and the world through the provision of support groups and other activities, services, advice and information as the trustees may from time-to-time think fit;
- To advance the education of the public about dementia and about care and support for people living with dementia, their families and carers.

### **Trustees manage the Farnborough AC, and the extended remit of the AC UK, by:**

- . planning the annual programme of the Farnborough AC, and promoting it locally
- . maintaining and updating the AC UK website on behalf of all cafes following the 'AC model' in the UK
- . helping new ACs to start; visiting and giving talks for existing ACs

- . monitoring post, email, and phone - for requests for information about ACs
- . holding ACUK Networking and conference events for AC leaders in the UK
- . commissioning and offering **dementia-related education**, which includes the following courses:
  - a) 2-day course for leaders: “How to host an AC: for coordinators and interviewers”
  - b) 1-day course for volunteers: “What happens at an AC: how can you help?”
  - c) 4-day course for professional caregivers “Communication and care-giving in dementia: a positive vision”
  - d) 3 and 4-day courses for family carers “Communication and care-giving in dementia: a positive vision”
  - e) 1-day course for the public, anyone interested in dementia: “Lighting DARC (Dementia Awareness Reaching Committees)

Education includes:

- . speaking about dementia to the press, radio, TV, and to schools, and organizations and charities
- . visiting and giving talks about ACs
- . writing about ACs for publicity, conference presentations, journal articles, and translations of articles
- . maintaining contacts with (the AC founder), Dr. Bère Miesen, and other ACs nationally and internationally

### **Education for volunteers at the Farnborough AC**

Volunteers are given the Volunteers Booklet; they attend courses when there are sufficient people to offer them. These include:

- . Adult protection (safeguarding)
- . Risk assessment at Alzheimer Cafés
- . Food and Hygiene
- . First Aid
- . 1-day course about the dementia and the AC, for AC Volunteers

### **The Farnborough AC - Activities and achievements this past year**

The AC Farnborough hosts monthly gatherings for people with dementia, their families and carers, volunteers, professionals, and other persons with an interest. The Dementia-related talks and presentations are provided in a safe environment, with opportunities for guests/attendees to socialize, make contacts, learn, and ask questions of trustees and attending professionals. The presentations follow a set of themes, which broadly follow the dementia process. (Details provided in the Book, *The Alzheimer Café; why it works*, by GMM Jones, 2010).

The AC is popular with its attendees and guests, typically hosting between seventy to eighty people each month. (This autumn we offered free transport to AC guests, by renting a van with a volunteer driver from the borough.) Sign-posting to the AC is by local GPs, dementia services, and AC guests; others have started attending after finding information on the ACUK website.

Volunteer numbers remain stable at between 15 – 20 - many coming through the local ‘Voluntary Action’ recruitment services. Dementia courses held for volunteers this past year, were about the AC, adult protection, first aid, and food and hygiene.

The ACUK trustees hold an annual ‘ACUK Networking Day’ to support other ACs and evaluate the ACs according to the standard quality control criteria. This year’s meeting in October 2023, was held in Fleet; AC leaders from the Isle of Wight attended remotely. (This was successful, and we will try it again in future to maximize participation for those living furthest away.)

Trustees attended the 20th anniversary of the Nailsworth AC, in April 2023.

Trustees have helped the Camberley AC, the Newport AC, and the New AC at Parklands on the Isle of Wight.

Trustees remain in contact with AC leaders in Canada, the Netherlands; they are also in contact with leaders of the AC’s in the USA, and the Dementia Cafes in Ireland.

Trustees have given advice to people wanting to start ACs in Surrey and Hampshire.

### **Financial review**

Cash reserves are held for expenditures related to meeting the ACUK objectives. At the end of the relevant accounting period (for this fiscal year 1 April, 2023, to 31 March 2024) the charity held £ 41,779.43 in cash reserves. All funds received in this reporting interval were in the form of donations.

| ACUK financial summary                       | COVID<br>01apr2020 -<br>31mar2021 | COVID<br>01apr21 -<br>31mar22 | past year<br>01apr22 -<br>31mar 23 | Current Year<br>01apr23 -<br>31mar24 |
|----------------------------------------------|-----------------------------------|-------------------------------|------------------------------------|--------------------------------------|
| <b>Assets starting year</b>                  | 42,712.30                         | 50,005.30                     | 50,340.43                          | 47,908.25                            |
| <b>Income</b>                                | 10,924.20                         | 2, 539.12                     | 2,757.52                           | 3,030.09                             |
| <b>Total Expenditure</b>                     | 3,631.35                          | 1,904.37                      | 3,443.08                           | 6,536.60                             |
| <b>Bank and cash<br/>balance at year end</b> | 50,005.30                         | 50,340.43                     | 47,908.25                          | 41,779.43                            |

Post-Covid Expenditure has returned to normal since AC activities resumed, and attendance at the Farnborough Café has increased beyond pre-Covid numbers again.

Activities relating to *supporting other ACs*, and *providing dementia-related courses* for family carers, professional caregivers, and AC volunteers are also being resumed. As seen above, from the current funds held, the ACUK is in a good financial position to continue all aspects of its functioning for several years.

#### Trustees' plans for the near to medium future

Plans include maintaining the items described above and:

- . To continue publicizing the AC locally, to support other ACs, and to promote dementia education – especially for family carers
- . To ensure continuity of help – by having sufficient trustees, steering committee members, and volunteers
- . To evaluate and update ACUK practice regarding any new Charity Guidelines

**Ongoing evaluation** is part of the ACUK's accountability; evaluations are used to maintain the quality of the café gatherings, and for planning and teaching purposes.

**The AC is evaluated in several ways**, by:

- . direct **verbal** and **non-verbal** feedback to organisers, volunteers, and from guests attending an AC
- . written responses in the '**AC Comments Book**'
- . a monthly '**AC Summary Evaluation Form**' recorded by AC organisers. This includes records of attendance, topics, speakers, equipment glitches, and surprises. [Summary notes help complete the Quality Control Criteria form.]
- . **word-of-mouth accounts in the media**, i.e. AC guests expressing themselves in articles, verbal interviews for the radio, TV, and at talks and public events
- . the annual self-evaluation using **the prescribed European AC Quality Control Criteria** (33 items, published on the ACUK website), completed by the trustees.

#### Statement on public benefit

The trustees have had due regard for the Charity Commission's public benefit guidance and have taken it into account regarding any decisions for which it has relevance.

#### Acknowledgements

The trustees would like to thank the Steering Committee members and volunteers for their contribution to the continuing success of the Alzheimer Café. We also wish to express our appreciation to our donors.

On behalf of the ACUK Trustees,  
Dr Gemma MM Jones (Chair)  
16 Aug., 2024

Dear CC Officers,

Please find our submission to the CC herewith, for the fiscal year 01 April 2023 to 31 March, 2024.

Alzheimer Café UK Trustees

**Alzheimer Café UK, CIO, 1165335**

**Statement of Accounts 01-04-2023 to 31-03-2024**

|                                                                             | 01apr2023 - 31mar2024<br>current fiscal year | 01apr2022 - 31mar2023<br>previous year |
|-----------------------------------------------------------------------------|----------------------------------------------|----------------------------------------|
| <b><u>Statement of Accounts; Assets<br/>and Liabilities at year end</u></b> |                                              |                                        |
|                                                                             | £                                            | £                                      |
| B1 <b>Cash Funds</b>                                                        |                                              |                                        |
| Bank Current A/c Balance                                                    | 4,644.39                                     | 11,220.19                              |
| Bank Reserve A/c Balance                                                    | 36,945.75                                    | 36,455.90                              |
| Petty Cash Float                                                            | 189.29                                       | 232.16                                 |
|                                                                             | 41,779.43                                    | 47,908.25                              |
| B5 <b>Liabilities</b>                                                       | £0.00                                        | £0.00                                  |

**Note 1**

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties, nor any debts secured on assets of the CIO.

**Signed on behalf of all the trustees**

Name                      Signature                      Date of approval

|                            |  |            |
|----------------------------|--|------------|
| Gemma M. M. Jones<br>Chair |  | 16/08/2024 |
|----------------------------|--|------------|

|                          |  |            |
|--------------------------|--|------------|
| Hilary Dyce<br>Secretary |  | 16/08/2024 |
|--------------------------|--|------------|

**Alzheimer Café UK CIO 1165335 - RECEIPTS AND PAYMENTS DETAILED**  
**Statement of Accounts 01-04-2023 to 31-03-24**

**Receipts and Payments Account**

| Receipts / Income     |                   |                    |                   | Payments / Expenses |                       |                    |                   |                 |                   |                 |            |                |                 |                 |
|-----------------------|-------------------|--------------------|-------------------|---------------------|-----------------------|--------------------|-------------------|-----------------|-------------------|-----------------|------------|----------------|-----------------|-----------------|
| Donations             | Grants            | Tins               | Interest          | Other               | Hall rent             | Insurance          | Farmh cafe        | Admin           | Courses           | Publicity       | Equipment  | Consulting     | Other cafes     | Misc            |
| Current               | £ 2,540.24        | £ -                | £ -               | £ -                 | £ 1,240.80            | £ 86.40            | £ 2,321.60        | £ 252.88        | £ 3,344.00        | £ 279.75        | £ -        | £ 72.00        | £ 778.70        | £ 685.41        |
| Petty Reserve         | £ -               | £ -                | £ -               | £ -                 | £ -                   | £ -                | £ -               | £ -             | £ -               | £ -             | £ -        | £ -            | £ -             | £ 1,680.00      |
| <b>Total</b>          | <b>£ 2,540.24</b> | <b>£ -</b>         | <b>£ -</b>        | <b>£ 489.85</b>     | <b>£ -</b>            | <b>£ 86.40</b>     | <b>£ 2,321.60</b> | <b>£ 252.88</b> | <b>£ 3,344.00</b> | <b>£ 279.75</b> | <b>£ -</b> | <b>£ 72.00</b> | <b>£ 778.70</b> | <b>£ 994.59</b> |
| <b>Total Receipts</b> | <b>£ 3,030.09</b> | <b>-£ 6,521.30</b> | <b>£ 4,698.89</b> | <b>£ 54.50</b>      | <b>Total Payments</b> | <b>-£ 7,381.54</b> |                   |                 |                   |                 |            |                |                 |                 |

|                                                        |           |
|--------------------------------------------------------|-----------|
| <b>Current Account - closing balance this year end</b> |           |
| Starting balance current acct (statement)              | 11,220.19 |
| Closing balance (statement)                            | 4,644.39  |

|                                             |        |
|---------------------------------------------|--------|
| <b>Petty Cash Account - closing balance</b> |        |
| Starting balance current acct (Statement)   | 232.16 |
| Closing balance (Statement)                 |        |

|                                                        |           |
|--------------------------------------------------------|-----------|
| <b>Reserve Account - closing balance this year end</b> |           |
| starting balance current acct (statement)              | 36,455.90 |
| Closing balance (statement)                            | 36,945.75 |

£36,945.75    £ -

**ALZHEIMER CAFE UK**

England & Wales - Charity number 1165335

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# Accounts

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# Trustees Annual Report for the Alzheimer's Café UK CIO 1165335 for the duration of 1 April, 2022 - Mar 31, 2023

**[Abbreviations: AC = Alzheimer Café; ACUK = Alzheimer Café charity, CIO]**

## **Reference and administrative details**

Answerphone: 07938 175002

Email: [alzheimercafe@hotmail.co.uk](mailto:alzheimercafe@hotmail.co.uk)

Website: [www.alzheimercafe.co.uk](http://www.alzheimercafe.co.uk)

Principal office: 60 Church Ave., Farnborough, Hampshire, UK, GU14 7AP

**Trustees** who served during this reporting period are: Hilary Dyce; Olive Fairbairn; Gemma Jones; Josh Cudworth,

## **What is an Alzheimer Café? Definition and purpose**

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- prevent social isolation of people with dementia and their family/ friend carers
- make dementia 'openly discussable', including and acknowledging people with dementia
- reduce stigma about dementia by making it easier to talk about dementia - having it, and being a carer

The AC is an economical 'education and support intervention'. The venue, refreshments, education, insurance, and equipment require financing. The trustees, advisors, steering committee, and volunteers are not paid.

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The charity's governing document is its Constitution. The ACUK converted to a Charitable Incorporated Organisation (CIO) in 2016, and requires a minimum of three trustees.

Recruitment and appointment of new trustees is through resolution passed at the trustees' meeting. Trustees have regard for matching the candidates' skills, knowledge, and experience to the current ACUK needs.

The trustees established a 'Steering Committee' (SC) comprising trustees and volunteers. The SC is responsible to the trustees for helping to host the monthly AC sessions, and for making recommendations for longer-term AC-related planning.

## **Objectives of the ACUK Constitution**

The objectives of the Alzheimer Café UK CIO are twofold:

- To relieve the needs and to promote the good health of people living with dementia, their families and carers in the three counties of Hampshire, Surrey and Berkshire and such other parts of the United Kingdom and the world through the provision of support groups and other activities, services, advice and information as the trustees may from time-to-time think fit;
- To advance the education of the public about dementia and about care and support for people living with dementia, their families and carers.

### **Trustees manage the Farnborough AC, and the extended remit of the AC UK, by:**

- planning the annual programme of the Farnborough AC and promoting it locally
- maintaining and updating the AC UK website on behalf of all cafes following the 'AC model' in the UK
- helping new ACs to start; visiting and giving talks for existing ACs
- monitoring post, email, and phone - for requests for information about ACs
- holding annual ACUK Networking and conference events for all AC leaders in the UK
- commissioning and offering **dementia-related education**, which includes the following courses:
  - a) 2-day course for leaders: "How to host an AC: for coordinators and interviewers"
  - b) 1-day course for volunteers: "What happens at an AC: how can you help?"
  - c) 4-day course for caregivers "Communication and care-giving in dementia: a positive vision"
  - d) 1-day course for the public, anyone interested in dementia: "Lighting DARC (Dementia Awareness Reaching Committees)

Education includes:

- speaking about dementia to the press, radio, TV, and to schools, and organizations and charities
- visiting and giving talks about ACs
- writing about ACs for publicity, conference presentations, journal articles, and translations of articles
- maintaining contacts with (AC founder) Dr. Bère Miesen, and with other ACs nationally and internationally

### **Education for volunteers at the Farnborough AC**

New volunteers are given the Volunteers Booklet, and they attend courses, as offered - which include:

- Adult protection (safeguarding)
- Risk assessment at Alzheimer Cafés
- Food and Hygiene
- First Aid
- 1-day course about the dementia and the AC, for AC Volunteers

### **The Farnborough AC - Activities and achievements this past year**

The AC Farnborough hosts monthly gatherings for people with dementia, their families and carers, volunteers, professionals, and other persons with an interest. The Dementia-related talks and presentations are provided in a safe environment, with opportunities for the attendees to socialise, make contacts, learn, and ask questions of trustees and attending professionals.

The presentations follow a set of themes, which broadly follow the dementia process.

The AC is popular with its attendees and guests, typically hosting fifty to sixty people each month. The AC sessions resumed when the restrictions relating to Covid (Omicron variant) were lifted.

Despite the break because of Covid (and attrition during this interval), these numbers are being reached again. Local GPs, dementia services, and AC guests are sign-posting newcomers to the AC; others have started attending after finding information on the ACUK website.

Volunteer numbers have also risen again quickly with much interest coming through the local 'Voluntary Action' recruitment services. A one-day course about the AC, was held for volunteers in the spring of 2022.

The ACUK trustees hold an annual 'ACUK Networking Day' to support other ACs and evaluate the ACs according to the standard quality control criteria. This year's meeting was hosted by the ACs on the Isle of Wight in September 2022.

Trustees have met with other ACs to help them re-start; they remain in contact with AC leaders in

Canada and the Netherlands.

## Financial review

Cash reserves are held for expenditures related to meeting the ACUK objectives. At the end of the relevant accounting period (for this fiscal year 1 April. 2022, to 31 March 2023) the charity held £ 47,908.00 in cash reserves. All funds received in this reporting interval were in the form of donations.

| ACUK financial summary                   | <b>01apr2020<br/>-<br/>31mar2021</b> | <b>01apr21 -<br/>31mar22</b> | <b>Current<br/>year<br/>01apr22 -<br/>31mar 23</b> |
|------------------------------------------|--------------------------------------|------------------------------|----------------------------------------------------|
| <b>Assets starting year</b>              | 42,712.30                            | 50,005.30                    | 50,340.43                                          |
| <b>Income</b>                            | 10,924.20                            | 2, 539.12                    | 2,757.52                                           |
| <b>Total Expenditure</b>                 | 3,631.35                             | 1,904.37                     | 3,443.08                                           |
| <b>Bank and cash balance at year end</b> | 50,005.30                            | 50,340.43                    | 47,908.25                                          |

Expenditure is increasing again as (post-Covid), normal activities have resumed and attendance at the Farnborough Café has been increasing again.

Activities relating to *supporting other ACs*, and *providing dementia-related courses* for family carers, professional caregivers, and AC volunteers are also being resumed. As seen above, from the current funds held, the ACUK is in a good financial position to continue all aspects of its functioning for several years.

### Trustees' plans for the near to medium future

Plans include maintaining the items described above and:

- . To continue publicizing the AC locally, to support other ACs, and to promote dementia education - especially for family carers
- . To ensure continuity of help - by having sufficient trustees, steering committee members, and volunteers
- . To evaluate and update ACUK practice regarding any new Charity Guidelines

Ongoing evaluation is part of the ACUK's accountability; evaluations are used to maintain the quality of the café gatherings, and for planning and teaching purposes.

There are a range of ways the AC is evaluated - namely by:

- . direct **verbal** and **non-verbal** feedback to organisers, volunteers, and from guests attending an AC
- . written responses in the '**AC Comments Book**'
- . a monthly '**AC Summary Evaluation Form**' recorded by AC organisers. This includes records of attendance, topics, speakers, equipment glitches, and surprises. [Summary notes help complete the Quality Control Criteria form.]
- . **word-of-mouth accounts in the media**, i.e. AC guests expressing themselves in articles, verbal interviews for the radio, TV, and at talks and public events
- . the annual self-evaluation using **the prescribed European AC Quality Control Criteria** (33 items, published on the ACUK website), completed by the trustees.

**Statement on public benefit**

The trustees have had due regard for the Charity Commission's public benefit guidance and have taken it into account regarding any decisions for which it has relevance.

**Acknowledgements**

The trustees would like to thank the Steering Committee members and volunteers for their contribution to the continuing success of the Alzheimer Café. We also wish to express our appreciation to our donors.

On behalf of the ACUK Trustees,  
Dr Gemma MM Jones (Chair)  
30 May, 2023

Dear CC Officers,

Please find our submission to the CC herewith, for the fiscal year 01 April 2022 to 31 March, 2023.

Alzheimer Café UK Trustees

**Alzheimer Café UK, CIO, 1165335**

**Statement of Accounts 01-04-2022 to 31-03-2023**

|                                                                             | 01apr2022 - 31mar2023<br>current fiscal year |           | 01apr2021 - 31mar2022<br>previous year |  |
|-----------------------------------------------------------------------------|----------------------------------------------|-----------|----------------------------------------|--|
| <b><u>Statement of Accounts; Assets<br/>and Liabilities at year end</u></b> | £                                            | £         | £                                      |  |
| B1 <b>Cash Funds</b> Bank Current A/c Balance                               | 11,220.19                                    |           | 13,837.11                              |  |
| Bank Reserve A/c Balance                                                    | 36,455.90                                    |           | 36,296.26                              |  |
| Petty Cash Float                                                            | 232.16                                       |           | 207.06                                 |  |
|                                                                             |                                              | 47,908.25 | 50,340.43                              |  |
| B5 <b>Liabilities</b>                                                       |                                              | £0.00     | £0.00                                  |  |

**Note 1**

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

**Signed on behalf of all the trustees**

Name                      Signature                      Date of approval

|                            |  |            |
|----------------------------|--|------------|
| Gemma M. M. Jones<br>Chair |  | 21/06/2023 |
|----------------------------|--|------------|

|                          |  |            |
|--------------------------|--|------------|
| Hilary Dyce<br>Secretary |  | 21/06/2023 |
|--------------------------|--|------------|

**ALZHEIMER CAFE UK**

England & Wales - Charity number 1165335

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# Accounts

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# Trustees Annual Report for the Alzheimer's Café UK CIO 1165335

1 April, 2022 - Mar 31, 2022

[Abbreviations: AC = Alzheimer Café; ACUK charity]

## Reference and administrative details

Answerphone: 07938 175002

Email: [alzheimercafe@hotmail.co.uk](mailto:alzheimercafe@hotmail.co.uk)

Website: [www.alzheimercafe.co.uk](http://www.alzheimercafe.co.uk)

Principal office: 60 Church Ave., Farnborough, Hampshire, UK, GU14 7AP

**Trustees** either on the date the annual report was approved, and/or, who served during this reporting period are: Hilary Dyce; Olive Fairbairn; Gemma Jones; Josh Cudworth (new in Spring, 2022).

## What is an Alzheimer Café? Definition and purpose

An AC is a monthly post-diagnostic support intervention for people with dementia, their family and friends. They, and anyone else interested in dementia, can attend, free of charge, without prior registration. The AC is planned and hosted by trustees, a steering committee, professionals, volunteers and an advisory committee.

An AC provides dementia-related education, support, information and opportunities to socialize -for people with dementia, their family carers, and anyone else interested in dementia. An AC gathering is held in a safe, café-like setting and atmosphere.

**The aims of the AC** aims are to help:

- prevent social isolation of people with dementia and their family/ friend carers
- make dementia 'openly discussable', including and acknowledging people with dementia
- reduce stigma about dementia; to make it easier to talk about having dementia and being a carer

The AC is an economical 'education and support intervention'. The venue, refreshments, education, insurance and equipment require financing. The trustees, advisors, steering committee and volunteers are not paid.

## Structure, governance, and management

The charity's governing document is its Constitution. It converted to a Charitable Incorporated Organisation (CIO) in 2016, and requires a minimum of three trustees.

Recruitment and appointment of new trustees is through resolution passed at the trustees' meeting. Trustees have regard for matching the candidates' skills, knowledge, and experience to the current ACUK needs.

The trustees established a 'Steering Committee' (SC) comprising trustees and volunteers. The SC is responsible to the trustees for helping to host the monthly AC sessions, and for making recommendations for longer-term AC-related planning.

## Objectives of the ACUK Constitution

The objectives of the Alzheimer Café UK CIO are twofold:

- To relieve the needs and to promote the good health of people living with dementia, their families and carers in the three counties of Hampshire, Surrey and Berkshire and such other parts of the United Kingdom and the world through the provision of support groups and other activities, services, advice and information as the trustees may from time-to-time think fit;
- To advance the education of the public about dementia and about care and support for people living with dementia, their families and carers.

The Trustees manage the Farnborough AC, and also the extended remit of the AC UK by:

- planning the annual programme of the Farnborough AC

- . maintaining and updating the AC UK website on behalf of all ACs in the UK
- . helping new ACs to start, and visiting and giving AC talks for existing cafes
- . monitoring post, email, and phone - for requests for information about ACs
- . holding annual ACUK Networking and conference events
- . commissioning and offering **dementia-related education**, which includes the following courses:
  - a) 2-day course for leaders: "How to host an AC: for coordinators and interviewers"
  - b) 1-day course for volunteers: "What happens at an AC: how can you help?"
  - c) 4-day course for caregivers "Communication and care-giving in dementia: a positive vision"
  - d) 1-day course for the public, anyone interested in dementia: "Lighting DARC (Dementia Awareness Reaching Committees)

Education includes:

- . speaking about dementia to the press, radio, TV, and to schools, and organizations and charities
- . visiting and giving talks about ACs
- . writing about ACs for publicity, conference presentations, journal articles, and translations of articles
- . maintaining contacts with (AC founder) Dr. Bère Miesen, and with other ACs nationally and internationally

Education for volunteers at the Farnborough AC

New volunteers are given the Volunteers Booklet, and they attend courses, as offered - which include:

- . Adult protection (safeguarding)
- . Risk assessment at Alzheimer Cafés
- . Food and Hygiene
- . First Aid
- . 1-day course about the dementia and the AC, for AC Volunteers

### **The Farnborough AC - Activities and achievements this past year**

The AC Farnborough hosts monthly gatherings for people with dementia, their families and carers, volunteers, professionals, and other persons with an interest. The Dementia-related talks and presentations are provided in a safe environment, with opportunities for the attendees to socialise, make contacts, learn, and ask questions of trustees and attending professionals. The presentations follow a set of themes, which broadly follow the dementia process.

The AC is popular with its attendees and guests, typically hosting fifty to sixty people each month. The AC sessions resumed when the restrictions relating to Covid (Omicron variant) were lifted.

Despite the break because of Covid (and attrition during this interval), these numbers are being reached again. Local GPs, dementia services, and AC guests are sign-posting newcomers to the AC; other have started attending after finding information on the ACUK website.

Volunteer numbers have also risen again quickly with much interest coming through the local 'Voluntary Action' recruitment services. A one-day course about the AC, was held for volunteers in the spring of 2022.

The ACUK trustees hold an annual 'ACUK Networking Day' to support other ACs and evaluate the ACs according to the standard quality control criteria. This year's meeting will be hosted by the ACs on the Isle of Wight in September, 2022.

Trustees have met with other ACs to help them re-start; they remain in contact with AC leaders in Canada and the Netherlands.

### **Financial review**

Cash reserves are held for expenditures related to meeting the ACUK objectives. At the end of the relevant accounting period (for this fiscal year 1 April, 2021, to 31 March 2022) the charity held £ 50,340.43 in cash reserves. All funds received in this reporting interval were in the form of donations.

| ACUK financial summary                   | 01apr2020-31mar2021 | Current year |
|------------------------------------------|---------------------|--------------|
| <b>Assets starting year</b>              | 42,712.30           | 50,005.30    |
| <b>Income</b>                            | 10,924.20           | 2, 539.12    |
| <b>Total Expenditure</b>                 | 3,631.35            | 1,904.37     |
| <b>Bank and cash balance at year end</b> | 50,005.30           | 50,340.43    |

Expenditure during this year was low because of the activities cancelled due to Covid.

The usual expenses associated with rental of premises, insurance, and catering for the AC sessions, were resumed in September 2021, (halted again during December 2021 and January 2022 due to Covid Omicron variant), and AC re-started in February 2022. While the AC was paused there were some promotional and operational expenses for keeping in contact with the volunteers, steering committee members, other local dementia-related organisations, and AC café guests.

Happily, future activities related to supporting other ACs and providing dementia-related courses for family carers, professional caregivers, and AC volunteers are already in planning stages, and, as seen from the figures above, we are in a good financial position to continue with these for several years - given the current funds held.

#### **Trustees' plans for the near to medium future**

Plans include maintaining the items described above and:

- . To keep publicizing the AC, supporting other ACs, and promoting dementia education
- . To ensure continuity of help – sufficient trustees, steering committee members, and volunteers
- . To evaluate and update ACUK practice with regard to any new Charity Guidelines

Ongoing evaluation is part of our accountability and having records for planning and teaching purposes.

There are five ways the AC is evaluated, namely by:

- . direct **verbal** and **non-verbal** feedback to organisers by those attending an AC
- . written response in the '**AC Comments Book**'
- . a monthly '**AC Summary Evaluation Form**' recorded by AC organisers. This includes records of attendance, topics, speakers, glitches, and surprises. [Summary notes help complete the QCC form.]
- . **word-of-mouth accounts in the media**, i.e. AC guests expressing themselves in articles, verbal interviews for the radio, TV, and at talks and public events
- . the annual self-evaluation using **the prescribed 33 European AC Quality Control Criteria**, completed by the trustees

**Statement on public benefit** The trustees have had due regard for the Charity Commission's public benefit guidance and have taken it into account regarding any decisions for which it has relevance.

#### **Acknowledgements**

The trustees would like to thank the Steering Committee members and volunteers for their contribution to the continuing success of the Alzheimer Café. We also wish to express our appreciation to our donors.

On behalf of the Trustees,  
 Gemma M. M. Jones (Chair)  
 4 Oct. 2022



Alzheimer Café UK CIO 1165335

Statement of Accounts 01-04-2021 to 31-03-22

**Receipts and Payments Account**

|                             | 2021-2022           |   | 2020-2021            |
|-----------------------------|---------------------|---|----------------------|
| A1 <b>Receipts / Income</b> | <b>Current Year</b> |   | <b>Previous Year</b> |
|                             | £                   | £ | £                    |
| Donations                   | £ 2,535.51          |   | £ 20,397.50          |
| Grants                      | £ -                 |   | £ -                  |
| Tins                        | £ -                 |   | 48.89                |
| Interest                    | £ 3.61              |   | £ -                  |
| Other                       | £ -                 |   | £ -                  |

A1 **Total Receipts** **£ 2,539.12** **£ 20,446.39**

A3 **Payments / Expenses**

|             |           |  |              |
|-------------|-----------|--|--------------|
| Hall rent   | £ -       |  | -£ 1,575.00  |
| Insurance   | -£ 86.40  |  | £ -          |
| Farnb café  | £ -       |  | -£ 1,436.50  |
| Admin       | -£ 234.88 |  | -£ 561.47    |
| Courses     | £ -       |  | -£ 10,328.99 |
| Publicity   | -£ 849.00 |  | -£ 180.00    |
| Equipment   | £ -       |  | -£ 605.05    |
| Consulting  | £ -       |  | £ -          |
| Other cafes | £ -       |  | -£ 415.30    |
| Misc        | -£ 734.09 |  | £ -          |

A3 **Total Payments** **-£ 1,904.37** **-£ 15,102.31**

**Net of Receipts / Payments** **£ 634.75** **£ 5,343.62**

**Cash Funds last year end**  
**(Current + Reserve + Petty)** **£ 50,005.68** **£ 37,369.18**

**Cash Funds this year end**  
**(Current + Reserve + Petty)** **£ 50,340.43** **£ 50,005.68**

**ALZHEIMER CAFE UK**

England & Wales - Charity number 1165335

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# Accounts

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## **Alzheimer's Café UK CIO 1165335 [Abbreviations: AC = Alzheimer Café; ACUK charity]**

### **Trustees Annual Report for 01-Feb-2021 to 31- Jan-2022**

#### **Reference and administrative details**

Answerphone: 07938 175002

Email: [alzheimercafe@hotmail.co.uk](mailto:alzheimercafe@hotmail.co.uk)

Website: [www.alzheimercafe.co.uk](http://www.alzheimercafe.co.uk)

Principal office: 60 Church Ave., Farnborough, Hampshire, UK, GU14 7AP

**Trustees** either on the date the annual report was approved, and/or, who served during this reporting period are: Hilary Dyce; Olive Fairbairn; Gemma Jones; John Spencer-Davis (01 Feb. 2021 – 9 Jan. 2022).

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

The charity's governing document is its Constitution. It is a charitable incorporated organisation with a minimum requirement of three trustees.

Recruitment and appointment of new trustees is through resolution passed at trustees' meeting. Trustees have regard for matching the candidates' skills, knowledge and experience to the current ACUK needs.

The trustees established a 'Steering Committee' comprising trustees and volunteers. It is responsible to the trustees for helping to host the monthly AC sessions, and for making recommendations for longer-term AC-related planning.

#### **Objectives of ACUK Constitution**

The objectives of the Alzheimer Café UK CIO are twofold:

- . To relieve the needs and to promote the good health of people living with dementia, their families and carers in the three counties of Hampshire, Surrey and Berkshire and such other parts of the United Kingdom and the world through the provision of support groups and other activities, services, advice and information as the trustees may from time-to-time think fit;
- . To advance the education of the public about dementia and about care and support for people living with dementia, their families and carers.

#### **Activities this past year**

Covid regulations meant that the AC meetings and courses had to be cancelled. The trustees substituted those activities with emails, newsletters, and using the ZOOM platform to hold video sessions.

The AC [normally] hosts monthly meetings for people with dementia, their families and carers, volunteers, professionals, and other persons with an interest. The Dementia-related talks and presentations are provided in a safe environment, with opportunities for the attendees to socialise, make contacts, learn, and ask questions of trustees and attending professionals. The ACUK also holds an annual Networking Day to support other ACs. (This was also cancelled because of Covid).

## **Achievements and performance**

Normally, the AC is highly popular with its attendees and guests, hosting fifty to sixty people each month.

## **Financial review**

At the end of the relevant accounting period (for this fiscal year 1 April. 2020, to 31 March 2021) the charity held £ 50,005.68 in cash reserves. All funds received this year were in the form of donations from the public.

There was little expenditure in this year. Because of Covid the AC sessions and the dementia courses were cancelled from March, 2020 - and remained so through Aug. 2021. The usual expenses associated with rental of premises, insurance, education, and catering for the AC sessions, were saved. There were promotional and operational expenses for keeping in contact with the volunteers, steering committee members, other local dementia-related organisations, and AC café guests.

Cash reserves are held for expenditures related to meeting the ACUK objectives; when the AC opens again the usual costs associated with dementia education and support for the ACs will resume.

## **Statement on public benefit**

The trustees have had due regard for the Charity Commission's public benefit guidance and have taken it into account regarding any decisions for which it has relevance.

## **Acknowledgements**

The trustees would like to thank the Steering Committee members and volunteers for their contribution to the continuing success of the Alzheimer Café. We also wish to express our appreciation to our donors.

Dear CC officers,  
 Please find our submission to the CC herewith, for the fiscal year 01 April 2020 to 31 March, 2021.  
 Alzheimer Café UK Trustees

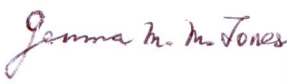
**Alzheimer Café UK, CIO, 1165335**  
Statement of Accounts 01-04-2020 to 31-03-2021


|                                                                         | 01apr2020 - 31mar2021<br>current fiscal year | 01apr2019 - 31mar2020<br>previous year |
|-------------------------------------------------------------------------|----------------------------------------------|----------------------------------------|
| <b><u>Statement of Accounts; Assets and Liabilities at year end</u></b> |                                              |                                        |
|                                                                         | £                                            | £                                      |
|                                                                         |                                              | £                                      |
| B1 <b>Cash Funds</b> Bank Current A/c Balance                           | 23,671.88                                    | 16,150.88                              |
| Bank Reserve A/c Balance                                                | 26,292.65                                    | 26,281.95                              |
| Petty Cash Float                                                        | 41.15                                        | 280.00                                 |
|                                                                         | 50,005.68                                    | 42,712.83                              |
| B5 <b>Liabilities</b>                                                   | £0.00                                        | £0.00                                  |

Note 1  
 The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

**Signed on behalf of all the trustees**

Name                                      Signature                                      Date of approval

|                            |                                                                                     |            |
|----------------------------|-------------------------------------------------------------------------------------|------------|
| Gemma M. M. Jones<br>Chair |  | 18/01/2022 |
|----------------------------|-------------------------------------------------------------------------------------|------------|

|                          |                                                                                     |            |
|--------------------------|-------------------------------------------------------------------------------------|------------|
| Hilary Dyce<br>Secretary |  | 18/01/2022 |
|--------------------------|-------------------------------------------------------------------------------------|------------|

**Receipts and Payments Account**

| A1 Receipts / Income | 2020-2021<br>Current Year |   | 2019-2020<br>Previous Year |
|----------------------|---------------------------|---|----------------------------|
|                      | £                         | £ | £                          |
| Donations            | £ 10,913.50               |   | £ 20,397.50                |
| Grants               | £ -                       |   | £ -                        |
| Tins                 | £ -                       |   | 48.89                      |
| Interest             | £ 10.70                   |   | £ -                        |
| Other                | £ -                       |   | £ -                        |

|                   |                    |                    |
|-------------------|--------------------|--------------------|
| A1 Total Receipts | <b>£ 10,924.20</b> | <b>£ 20,446.39</b> |
|-------------------|--------------------|--------------------|

A3 **Payments / Expenses**

|             |             |              |
|-------------|-------------|--------------|
| Hall rent   | £ -         | -£ 1,575.00  |
| Insurance   | -£ 201.60   | £ -          |
| Farnb café  | £ -         | -£ 1,436.50  |
| Admin       | -£ 682.88   | -£ 561.47    |
| Courses     | £ -         | -£ 10,328.99 |
| Publicity   | -£ 2,404.70 | -£ 180.00    |
| Equipment   | -£ 103.32   | -£ 605.05    |
| Consulting  | £ -         | £ -          |
| Other cafes | £ -         | -£ 415.30    |
| Misc        | -£ 238.85   | £ -          |

|                   |                    |                     |
|-------------------|--------------------|---------------------|
| A3 Total Payments | <b>-£ 3,631.35</b> | <b>-£ 15,102.31</b> |
|-------------------|--------------------|---------------------|

|                            |                   |                   |
|----------------------------|-------------------|-------------------|
| Net of Receipts / Payments | <b>£ 7,292.85</b> | <b>£ 5,343.62</b> |
|----------------------------|-------------------|-------------------|

|                                                         |                    |                    |
|---------------------------------------------------------|--------------------|--------------------|
| Cash Funds last year end<br>(Current + Reserve + Petty) | <b>£ 42,712.83</b> | <b>£ 37,369.18</b> |
|---------------------------------------------------------|--------------------|--------------------|

|                                                         |                    |                    |
|---------------------------------------------------------|--------------------|--------------------|
| Cash Funds this year end<br>(Current + Reserve + Petty) | <b>£ 50,005.68</b> | <b>£ 42,712.83</b> |
|---------------------------------------------------------|--------------------|--------------------|