

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

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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 10th 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 25th 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
Assets starting year	50,005.30	50,340.43	47,908.25	41,779.43
Income	2, 539.12	2,757.52	3,030.09	1,847.24
Total Expenditure	1,904.37	3,443.08	6,536.60	3,438.59
Bank and cash balance at year end	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 25th 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

Receipts and Payments Account for the fiscal year

01 April 2024 to 31 March, 2025

A1	Receipts / Income	Current Year	Previous Year
	Donations	£ 1,354.67	£ 2,540.24
	Grants	£ -	£ -
	Tins	£ -	£ -
	Interest	£ 437.41	£ 489.85
	Other	£ 55.16	£ -
A1	Total Receipts	£ 1,847.24	£ 3,030.09
A3	Payments / Expenses		
	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
A3	Total Payments	-£ 3,438.59	-£ 6,653.26
	Net of Receipts / Payments	-£ 1,591.35	-£ 3,623.17
	Cash Funds at year end (Current + Reserve + Petty)	£ 38,881.16	£ 41,779.43

Dear CC Officers, Please find our submission to the CC herewith, for the fiscal year Alzheimer Café UK Trustees	01 April 2024 to 31 M
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Alzheimer Café UK, CIO, 1165335

Statement of Accounts

	current fiscal year	previous year
<u>Statement of Accounts; Assets and Liabilities at year end</u>	£	£
B1 <i>Cash Funds</i> 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 Liabilities	£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 Chair		8/16/2025
Hilary Dyce 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

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

[illegible]

[illegible]

[illegible]

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	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	-	
Total	£ 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
	Total Receipts	£ 1,847.24					Total Payments	-£ 3,092.88								
			-£ 3,305.76													
			£ 1,338.63		-£ 10,055.16											
	Current Account - closing balance this year end					Petty Cash Account - closing balance					Reserve Account - closing balance this year end					
	Starting balance (statement)					Starting balance (Statement)					starting balance (statement)					
	4,644.39					189.29					36,945.75					
	Closing balance (statement)					Closing balance (Statement)					Closing balance (statement)					
	11,393.79					104.21					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				