

# The Forget Me Not's (Crawley)

England & Wales - Charity number 1173729

## Details

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Other names	THE FORGET ME NOT CLUB (CRAWLEY), THE FORGET ME NOTS
Status	Registered
Legal form	CIO
Registered	2017-07-07
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	24 Clive Way Crawley West Sussex RH10 7AH
Phone	07486869939
Email	<a href="mailto:info@theforgetmenots.org">info@theforgetmenots.org</a>
Website	<a href="https://forgetmenotclub.org">https://forgetmenotclub.org</a>

## Activities

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**Objects:** TO RELIEVE THE NEEDS OF CARERS, FAMILY MEMBERS, FRIENDS OR COLLEAGUES OF PEOPLE AFFECTED BY DEMENTIA IN CRAWLEY AND THE SURROUNDING AREA BY:1) PROVIDING OPPORTUNITIES FOR SAFE SOCIAL INTERACTION, EMOTIONAL AND SOCIAL SUPPORT, THEREBY REDUCING SOCIAL ISOLATION2) RAISING AWARENESS OF DEMENTIA AMONGST THOSE AFFECTED AND WITH VOLUNTARY AND STATUTORY ORGANISATIONS THAT PROVIDE SERVICES FOR THOSE WITH DEMENTIA3) EDUCATING THE GENERAL PUBLIC IN ALL AREAS RELATING TO DEMENTIA AND THEREBY RAISING AWARENESS OF THE SUPPORT AND EDUCATION AVAILABLE TO THOSE AFFECTED BY DEMENTIA

**Activities:** The Forget Me Nots ensure no carer, loved one, friend or family member of someone living with dementia in Crawley and surrounding area would ever feel alone. We exist to provide friendship, help, advice and a hand to hold when needed. We meet twice a week offering lunch and supper, meaningful activities and support for carers within Government COVID guidelines.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Disability
- **Who:** Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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- Surrey
- West Sussex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£28,179	£46,655	-	-
2024-03-31	£50,253	£36,879	-	-
2023-03-31	£27,442	£20,412	-	-
2022-03-31	£21,585	£17,296	-	-
2021-03-31	£23,588	£16,485	-	-

## Trustees

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Name	Role	Appointed
<b>WENDY ELIZABETH WILSON</b>	Chair	2015-10-13
ALISON BURKE		2017-05-16
BEVERLY JEAN LOXSTON-BOWN		2015-10-13
Carlos Portal Castro		2021-10-05
Michael Frederick Hotham		2022-07-30
STEPHEN REMFRY		2015-10-13

**The Forget Me Not's (Crawley)**

England & Wales - Charity number 1173729

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# Accounts

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## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2024 Period start date To 31<sup>st</sup> March 2025 Period end date

Charity name: The Forget Me Not's (Crawley)

Charity registration number: 1173729

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The objects of the FMN are:-</b></p> <p><b>“To relieve the needs of carers, family members, friends or colleagues of people affected by dementia in Crawley and the surrounding area by:</b></p> <ul style="list-style-type: none"><li><b>a. Providing opportunities for safe social interaction, emotional and social support, thereby reducing social isolation.</b></li><li><b>b. Raising awareness of dementia amongst those affected and with voluntary and statutory organisations that provide services for those with dementia.</b></li><li><b>c. Educating the general public in all areas relating to dementia and thereby raising awareness of the support and education available to those affected by dementia.</b></li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><b>Main activities:</b></p> <ul style="list-style-type: none"><li><b>- Tuesdays from 14:00 – 19:00 provides support, advice and information for carers and operated as more of a drop in service. Refreshments are available alongside companionship to help reduce feelings of isolation.</b></li><li><b>- Friday lunch club 10:30 – 14:00 for carers and cared for including home-cooked lunch, supervised seated exercises, advice and information, games and quizzes and live entertainment, providing mental stimulation, friendship, support and fun aimed at giving respite for carers.</b></li></ul>

		<ul style="list-style-type: none"> <li>- <b>Adhoc community and fundraising events including Afternoon Teas, craft sales, craft sessions and one to one visits to individuals in hospitals and care homes.</b></li> <li>- <b>Enabling and encouraging members to form their own social events</b></li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees declare that they have complied with their duty to have due regard to the guidance issued by the Charity Commission on public benefit whilst carrying out their duties.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>Our Volunteers are priceless, they turn up every week, spend time with our members, help us to set up and clear up, serve a meal. We could not exist without them or our dedicated management team and the Trustees who give so much of their time and energy to the Forget me nots.</b>
Other		

## Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p><b>As the Chair of the Forget Me Nots and have been since we first registered as a charity, I am happy to give a brief outline of some of our activities and a taste of what our charity is.</b></p> <p><b>I am very proud of the service we provide.</b></p> <p><b>I worked for the Local Authority for 25 years, 15 of which I was a social worker for older people with mental health issues. It was during this time I was introduced to Beverly Loxston-Bown who had founded the club. We started very small, and have grown year on year, providing a service which did not exist prior to our club setting up. Local authorities have had to cut services year on year due to central government cuts and we feel our club has bridged some of the gaps that this has created.</b></p> <p><b>Carers continue to save local authorities a huge amount of money caring for their loved ones. If carers are looked after, they can often do this for many years. If they breakdown the person with dementia ends up needing residential care. My experience as a social worker enables me to speak with some authority, on the perils of carers not looking after themselves, and I often persuade them to take regular breaks.</b></p> <p><b>Ensuring all those who attend the club are claiming benefits they are entitled to means they can discuss with us what sort of support and help they require. If we are unable to offer the help they need, we will source someone who can help if this is what is asked for.</b></p> <p><b>We regularly help with form filling especially the AA forms that do actually change people's lives. Without our help these people would not have access to the extra funds they now receive each week. These funds can enable them to get extra home care in or transport by taxi to places where they can socialise or hospital visits (when a person has Dementia patient transport is often not</b></p>

appropriate) or will help to make ends meet.

Our first point of contact is mainly by telephone. As well as the Carers that go on to join us on a Tuesday or Friday regularly, there are also people who may never attend. This is because they are either happy with the help they have received on the phone or are still in regular contact for help and advice. These people generally live out of the area but have parents living in Crawley and just need advice on other local services or funds that they can reach out to for help.

But the most important part of our club continues to be the comradery that comes with carers leaning on each other, talking and finding solutions to problems that arise when you care for someone with dementia.

Our Volunteers are priceless, they turn up every week, spend time with our members, sitting with their loved ones enabling them to take a short break from their caring responsibilities. They also set up and clear up, serve a meal and are very good at noting when someone is in need of support and alert us to any issues. We could not exist without them or our dedicated management team and the Trustees who give so much of their time and energy to the Forget Me Nots.

We continue to support carers as they go through grief, offering reassurance and guidance. When someone lives with a loved one with dementia their grief is often two-fold, they lose the person they once knew and the relationship they had, and then face the loss of that person when they die, Grief takes many forms and understanding it can help someone to come to terms with the difficulties they are facing.

Raising funds for the charity is an ongoing task and we are always looking for new ideas. Over the last year we chose to finish our lease on a storage garage and did a boot sale raising much needed funds. An afternoon tea at a local church added to our pot. A local social club kindly raised funds for us at a darts event, raising £1,273. many of us attended in uniform spreading the word about our

		<p>organisation. Regular raffles at entertainment days keeps a trickle of money coming in.</p> <p>Our local charity champion from Tesco's attended bringing cakes for our members.</p> <p>We have a seated exercise lady who we were paying to complete this each week, she so enjoyed attending she has now offered to do this free of charge. She also runs our face book page keeping the public informed of what we are all about.</p> <p>One of our carers who is in his 90's loves to do quizzes and has on several occasions presented us with some amazing entertainment.</p> <p>Local Choir's have come in to sing both for us, and with us, music is such a evoker of emotions, and so good for the soul. The Ukulele band who live locally join us on a regular basis.</p> <p>Using the local Community transport has enabled some of our less mobile members to continue to join us in spite of difficulties mobilising.</p> <p>We are supported by Crawley Borough Council and the National Lottery. We were also given donations from local organisations, such as Vinci UK foundation Gatwick Airport, to provide us with uniforms and two defibrillators, enabling us to practice some of our first aid training that we all completed.</p> <p>Whenever possible, and if invited, we offer talks to companies wanting more understanding of coping with a loved one with dementia and also finding ways of supporting their workers with caring responsibilities. We sometimes receive donations from them as a way of thanks. This also offers us an opportunity to recruit volunteers for our sessions.</p> <p>I look forward to another year of acting as Chair, we will be looking to recruit more Trustees and sharing the roles within our organisation.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>The 2024-25 year was a time of consolidation of our service provided every Friday following our move to Tilgate Community Centre the previous year. The weekly combination of lunches, entertainment, seated exercises, guest support groups and, most importantly, an environment where our members can feel supported with lots of empathy to their situation has proved successful and resulted in an increase in weekly subscriptions of 20%, despite the rate being maintained at the same level yet again.</b></p> <p><b>Whilst income from Grants was significantly down against the previous year this was mostly due to a grant received in February the previous year of £17k from National Lottery for costs incurred this year and the following year. An additional grant provided by the Vinci UK Foundation for £5.5k was also received in the previous year and was used to purchase defibrillators and staff uniform this year</b></p> <p><b>Income from the provision of lunches on Fridays increased 34% following an increase in the unit price charged in January 2024 and greater numbers attending every week.</b></p> <p><b>Staff costs increased 13% following the first review of salaries for five years, whilst transport costs increased 84% owing to a change in the charging structure by Community Transport Sussex that equated to 45% more journeys per head in addition to higher</b></p>
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		<p>unit costs. Alternatives to using Community Transport Sussex were explored but none proved either logistically practical or economically viable.</p> <p>Overall income reduced from £50.3k to £28.2k due largely to Grants received in the previous year for drawdown in the current year. Expenditure increased from £36.9k to £46.7k mostly due to one-off expenditure from the purchase of defibrillators and staff uniform.</p> <p>The charity reported a deficit of £18.5k for the year with total funds at £80.8k of which £53.6k is ring-fenced.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22%	The charity maintains reserves to ensure it can continue to operate for a minimum of 1 year if grants or donations fall away.
Amount of reserves held	Para 1.22	£16k
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

#### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution last amended 25<sup>th</sup> January 2022</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected by FMN club members at AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>As such a small charity, we work as a team to support anyone interested in becoming a Trustee. Offering one to one support in how we operate and ensuring that the person has access to all relevant legal documents and instructions from the charities commission. We have a paper copy available for anyone preferring to learn in this manner, prior to them committing to working with us. Access to all relevant paperwork such as policies and procedures is also given.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	<b>We work with other local charities such as Alzheimer's society, and carers support network. Offering support to them during fund raising or awareness raising events.</b>
Other		

## Reference and Administrative details

Charity name	The Forget Me Not's (Crawley)
Other name the charity uses	The Forget Me Nots
Registered charity number	1173729
Charity's principal address	<b>24 Clive Way Pound Hill Crawley West Sussex RH10 7AH</b>

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1.	Wendy Wilson	Chair		FMN Club members
2.	Beverly Loxston-Bown	Vice Chair		FMN Club members
3.	Stephen Remfry	Treasurer		FMN Club members
4.	Alison Burke	General Fundraising Mgr		FMN Club members
5.	Carlos Portal Castro	Critical Funding Officer		FMN Club Members
6.	Mike Hotham	Compliance Officer		FMN Club Members

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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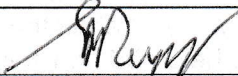
**Other optional information**

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**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Wendy Elizabeth Wilson	Stephen Andrew Remfry
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 

27/1/26
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**Receipts and payments accounts**

For the period from	Period start date 01/04/2024	To	Period end date 31/03/2025
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Subscriptions	3,130	-	-	3,130	2,636
Grants	-	5,775	-	5,775	33,243
Donations	5,021	-	-	5,021	3,121
Fundraising Events	2,513	-	-	2,513	1,887
Tea/coffee/lunch	10,207	-	-	10,207	8,052
Interest	1,457	-	-	1,457	1,618
Other	76	-	-	76	304
<b>Sub total (Gross income for AR)</b>	<b>22,404</b>	<b>5,775</b>	<b>-</b>	<b>28,179</b>	<b>50,253</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>22,404</b>	<b>5,775</b>	<b>-</b>	<b>28,179</b>	<b>50,253</b>
<b>A3 Payments</b>					
Staff (Excl Trustee)	2,475	12,293	-	14,767	13,287
Staff (Incl Trustee)	2,834	2,834	-	5,668	4,737
Premises	2,907	-	-	2,907	3,827
Storage	985	-	-	985	903
Equipment	-	2,031	-	2,031	38
Staff Uniform	-	2,311	-	2,311	-
Training	-	-	-	-	120
Marketing	79	-	-	79	1,149
Entertainment	1,048	-	-	1,048	830
Events	1,724	-	-	1,724	700
Catering	8,815	-	-	8,815	6,707
Member Trips	-	-	-	-	329
Seated Exercises	680	-	-	680	450
Stationery	202	-	-	202	3
Travel	-	3,893	-	3,893	2,119
IT	942	-	-	942	811
Misc Costs	603	-	-	603	869
<b>Sub total</b>	<b>23,294</b>	<b>23,362</b>	<b>-</b>	<b>46,655</b>	<b>36,879</b>
<b>A4 Asset and investment purchases, (see table)</b>					
1 Year Fixed Deposit	-	-	-	-	42,000
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,000</b>
<b>Total payments</b>	<b>23,294</b>	<b>23,362</b>	<b>-</b>	<b>46,655</b>	<b>78,879</b>
<b>Net of receipts/(payments)</b>	<b>- 890</b>	<b>- 17,587</b>	<b>-</b>	<b>- 18,477</b>	<b>- 28,627</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>28,078</b>	<b>29,245</b>	<b>-</b>	<b>57,323</b>	<b>85,950</b>
<b>Cash funds this year end</b>	<b>27,188</b>	<b>11,658</b>	<b>-</b>	<b>38,846</b>	<b>57,323</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	27,188	11,658	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>27,188</b>	<b>11,658</b>	<b>-</b>

(agree balances with receipts and payments account(s))

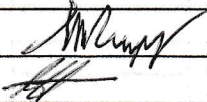

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	1 Year Fixed Deposit		42,000	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	STEVE REMARY	27/1/26
	W Wilson	27/1/26

Trustees

[REDACTED]

Anthony Neale

[REDACTED]

23/01/2026

Dear Trustees

I can confirm that from the documents supplied and Income and Expenditure Analysis that the Receipts and Payments Accounts provided to the Charity Commission for the period 01/04/24 to 31/03/25 are verified and correct.

I acknowledge the Trustees kind words thanking me for the work undertaken and the support to The Forget Me Not's (Crawley) Charity, it is greatly appreciated.

Best Regards

A.D. Neale

Anthony Neale FCMA (retired)  
(email: [uktony61@aol.com](mailto:uktony61@aol.com)) (Mobile No: 07814010336)

**The Forget Me Not's (Crawley)**

England & Wales - Charity number 1173729

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# Accounts

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From 1<sup>st</sup> April 2023 Period start date To 31<sup>st</sup> March 2024 Period end date

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Charity registration number: 1173729

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me nots. We relocated to Tilgate Community Centre in April 2023, when the Crawley Borough Council had a space we could rent. We moved in and celebrated Easter with the help of Spotted Crawley, who sent the easter bunny to give easter eggs to all of our members. We provided a free buffet to all of our members and volunteers and engaged an entertainer for the session. It was a lovely way to start at our new location. We always open on Good Friday, even though it is a Bank holiday.

It was sad to leave the pub we had been using prior to our move as the staff there had been very supportive of our club and raised a large sum of money for us by holding a golf tournament. By moving we have been able to offer home cooked meals to everyone.

Since then, in June we celebrated our 10th anniversary, when we invited all our members past and present to join us, it was lovely to see some of the old faces again and to hear how they are doing since they stopped attending. This led to one of them requesting some support to fill out Attendance Allowance forms for themselves due to changes in their situation. We have facilitated this and many other applications as well together with PIP applications for carers and advised information on access support from the local authority and other relevant organisation that may be in a position to help our members.

The Christmas party was great fun, and we must point out that while we do have lots of party fun we also enjoy seated exercise class during the lunch club sessions and have a variety of entertainers who know our members well and often get them joining in with singing. There are regular quiz's word search and games to encourage members (and staff) to stimulate their brains and keep their minds active.

But the most important part of our club is the comradery that comes with carers leaning on each other, talking and finding solutions to problems that arise when you care for someone with dementia. Our Volunteers are priceless, they turn up every week, spend time with our members, help us to set up and clear up, serve a meal. We could not

		<p>exist without them or our dedicated management team and the Trustees who give so much of their time and energy to the Forget me nots.</p> <p>We have had several bereavements during the year, These members are sadly missed, and we continue to support their carers as they go through their grief.</p> <p>Raising funds for the charity is an on-going task and we are always looking for new ideas. We are supported by Crawley Borough Council and the National Lottery. We were also given donations from local organisations, such as Vinci UK foundation Gatwick Airport, to provide us with uniforms and two defibrillators, enabling us to practice some of our first aid training that we all completed recently.</p> <p>Afternoon Tea is always a good way to raise funds and we had one at the Rugby club where we have our Tuesday evening sessions. They supported us and allowed us to use the club free of charge.</p> <p>Whenever possible, and if invited, we offer talks to companies wanting more understanding of coping with a loved one with dementia and also finding ways of supporting their workers with caring responsibilities. We sometimes receive donations from them as a way of thanks. This also offers us an opportunity to recruit volunteers for our sessions.</p> <p>I look forward to another year of acting as Chair, we will be looking to recruit more Trustees and sharing the roles within our organisation.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>Significant enhancements to the delivery of support to carers in the 2023/24 year resulted in an increase in both income and expenditure and was mostly due to the transfer in April 2023 of our main weekly activity, providing Friday lunch and support activities for carers and their loved ones, from a local Public House to Tilgate Community Centre.</b></p> <p><b>Additional expenditure for this included staff (£5k), Premises (£3.8k) and catering (£5k) whilst our income increased (£6.2k). Funding for the additional costs came from reserves, grants and donations. Average number of members attending the Friday Lunch increased from 21 last year to 24 with a peak of 32.</b></p> <p><b>Grants received this year increased substantially from £15.5k to £33.2k, although £17.2k of this was received towards the end of the financial year from National Lottery and will help support the local community over the next two financial years</b></p> <p><b>Overall income increased from £27.4k to £50.3k due largely to Grants received and the switch to providing catering ourselves for the members. Expenditure also increased from £20.4k to £36.9k mostly due to costs associated with the transfer of services to Tilgate Community Centre and staff/catering costs for the Friday Lunch support sessions.</b></p> <p><b>The charity delivered a surplus of £13k for the year with total funds reaching £99k of which £71k is ring-fenced.</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22%	<b>The charity maintains reserves to ensure it can continue to operate for a</b>

		<b>minimum of 1 year if grants or donations fall away.</b>
Amount of reserves held	Para 1.22	<b>£16k</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

### **Structure, Governance and Management**

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution last amended 25<sup>th</sup> January 2022</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected by FMN club members at AGM</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

**Reference and Administrative details**

Charity name	The Forget Me Not's (Crawley)
Other name the charity uses	The Forget Me Nots
Registered charity number	1173729
Charity's principal address	<b>24 Clive Way Pound Hill Crawley West Sussex RH10 7AH</b>

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1.	Wendy Wilson	Chair		FMN Club members
2.	Beverly Loxston-Bown	Vice Chair		FMN Club members
3.	Stephen Remfry	Treasurer		FMN Club members
4.	Alison Burke	General Fundraising Mgr		FMN Club members
5.	Carlos Portal Castro	Critical Funding Officer		FMN Club Members
6.	Mike Hotham	Compliance Officer	Commenced 9/2/23	FMN Club Members

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
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**Name of chief executive or names of senior staff members (Optional information)**

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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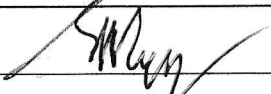
**Other optional information**

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	WENDY ELIZABETH WILSON	STEPHEN ANDREW REMERY
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	29/1/25	



**Receipts and payments accounts**

For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Subscriptions	2,636	-	-	2,636	3,201
Grants	-	33,243	-	33,243	15,500
Donations	1,560	1,560	-	3,121	3,359
Fundraising Events	1,887	-	-	1,887	3,676
Tea/coffee/lunch	8,052	-	-	8,052	1,381
Interest	1,618	-	-	1,618	78
Other	304	-	-	304	247
<b>Sub total (Gross income for AR)</b>	<b>15,449</b>	<b>34,804</b>	<b>-</b>	<b>50,253</b>	<b>27,442</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>15,449</b>	<b>34,804</b>	<b>-</b>	<b>50,253</b>	<b>27,442</b>
<b>A3 Payments</b>					
Staff (Excl Trustee)	885	12,402	-	13,287	11,342
Staff (Incl Trustee)	2,375	2,361	-	4,737	-
Premises	1,914	1,913	-	3,827	-
Storage	477	426	-	903	851
Equipment	38	-	-	38	33
Staff Uniform	-	-	-	-	-
Training	120	-	-	120	24
Marketing	1,149	-	-	1,149	-
Entertainment	445	385	-	830	770
Events	700	-	-	700	1,530
Catering	6,707	-	-	6,707	1,708
Member Trips	329	-	-	329	475
Seated Exercises	450	-	-	450	-
Stationery	3	-	-	3	162
Travel	-	2,119	-	2,119	2,194
IT	811	-	-	811	668
Misc Costs	701	168	-	869	653
	-	-	-	-	-
<b>Sub total</b>	<b>17,106</b>	<b>19,774</b>	<b>-</b>	<b>36,879</b>	<b>20,411</b>
<b>A4 Asset and investment purchases, (see table)</b>					
1 Year Fixed Deposit	-	42,000	-	42,000	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>42,000</b>	<b>-</b>	<b>42,000</b>	<b>-</b>
<b>Total payments</b>	<b>17,106</b>	<b>61,774</b>	<b>-</b>	<b>78,879</b>	<b>20,411</b>
<b>Net of receipts/(payments)</b>	<b>- 1,657</b>	<b>- 26,970</b>	<b>-</b>	<b>- 28,627</b>	<b>7,030</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>29,734</b>	<b>56,215</b>	<b>-</b>	<b>85,950</b>	<b>78,919</b>
<b>Cash funds this year end</b>	<b>28,078</b>	<b>29,245</b>	<b>-</b>	<b>57,323</b>	<b>85,950</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	28,078	29,245	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,078</b>	<b>29,245</b>	<b>-</b>

(agree balances with receipts and payments account(s))

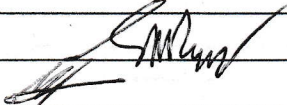
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	1 Year Fixed Deposit		42,000	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	STEVE REMARY	29/1/25
	W WILSON	29/1/25

Trustees  
The Forget Me Not Club (Crawley)  
[Redacted]  
[Redacted]  
[Redacted]

Anthony Neale  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

05/01/2025

Dear Trustees

I can confirm that from the documents supplied and Income and Expenditure Analysis that the Receipts and Payments Accounts provided to the Charity Commission for the period 01/04/23 to 31/03/24 are verified and correct.

I acknowledge the Trustees kind words thanking me for the work undertaken and the support to The Forget Me Not's (Crawley) Charity, it is greatly appreciated.

Best Regards



Anthony Neale FCMA (retired)  
(email: [uktony61@aol.com](mailto:uktony61@aol.com)) (Mobile No: 07814010336)

**The Forget Me Not's (Crawley)**

England & Wales - Charity number 1173729

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# Accounts

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**Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2022 Period start date To 31<sup>st</sup> March 2023 Period end date**

**Charity name: The Forget Me Not's (Crawley)**

**Charity registration number: 1173729**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The objects of the FMNC are:-</b></p> <p><b>“To relieve the needs of carers, family members, friends or colleagues of people affected by dementia in Crawley and the surrounding area by:</b></p> <ol style="list-style-type: none"> <li><b>a. Providing opportunities for safe social interaction, emotional and social support, thereby reducing social isolation.</b></li> <li><b>b. Raising awareness of dementia amongst those affected and with voluntary and statutory organisations that provide services for those with dementia.</b></li> <li><b>c. Educating the general public in all areas relating to dementia and thereby raising awareness of the support and education available to those affected by dementia.</b></li> </ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><b>Main activities:</b></p> <ul style="list-style-type: none"> <li><b>- Tuesday evenings 17:00 – 19:30 provides support, advice and information for carers as well as a hot meal and companionship to help reduce feelings of isolation.</b></li> <li><b>- Friday lunch club 10:30 – 14:00 for carers and cared for including lunch, supervised seated exercises, advice and information, games and quizzes and live entertainment, providing mental stimulation, friendship, support and fun aimed at giving respite for carers.</b></li> <li><b>- Adhoc community and fundraising events including Afternoon Teas, craft sales, craft sessions and one to one visits to</b></li> </ul>

		<p>individuals in hospitals and care homes.</p> <ul style="list-style-type: none"> <li>- Enabling and encouraging members to form their own social events</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees declare that they have complied with their duty to have due regard to the guidance issued by the Charity Commission on public benefit whilst carrying out their duties.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>Our 17 volunteers are very much appreciated at the club and are all immensely dedicated and kind people, who give more than just their time to help make life easier for carers and their loved ones. We value them greatly and recognise that without them we wouldn't have a charity.</b>
Other		

## Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p><b>The Forget Me Not's have continued to support carers of people living with dementia in the local community and have been able run the Friday Lunch Club and Tuesday support evenings throughout the year for the first time since the outbreak of Covid.</b></p> <p><b>Firstly, we would like to offer thanks to a few organisations and individuals who have helped the charity financially during the year. Both National Lottery and Crawley Borough Council provided significant grants without which we would find it very difficult to continue. Fundraising events held in conjunction with Brighton and Hove Buses and the Charcoal Burner together with donations from a multitude of members and volunteers also added up to a significant sum, all of which will enable the charity to continue with its main aim to support carers of people living with dementia.</b></p> <p><b>Our support sessions are the charity's most significant activity within the community and have been well supported throughout the year. The overall number of members attending increased compared to the previous year. The Friday Lunch Club has continued to be as popular as ever with average numbers being maintained at 21. In contrast, we have seen average Tuesday Support numbers increase to 11, from 7 last year.</b></p> <p><b>However against pre-Covid the number of attendances at our weekly sessions have reduced 14%.</b></p> <p><b>With this in mind the Trustees felt that using the Charcoal Burner public house as our main site for delivering support to carers was holding back our potential to offer more to the local community. Staff at the Charcoal Burner helped our charity through some very difficult times since we relocated in 2020 and helped to raise significant funds for the charity through the annual Royal Burner Cup golf tournament and hosting Afternoon Teas. So they will be very</b></p>

		<p>much missed and their support to the charity is very much appreciated. However, for the charity to reach out more to the needs and support required by carers of people living with dementia the Trustees decided to search for new premises and viewed/considered a number of venues in the Crawley and surrounding district.</p> <p>In February 2023 the Trustees agreed to start planning to move the Friday Lunch session to Tilgate Community Centre, which offers so much more space and opportunities. Crawley Rugby Club was also identified as an ideal location to hold the Tuesday night support where it is hoped that our affiliation with the club will help to improve the charity's profile in the community. The site will also be used for Afternoon Teas and hopefully other fundraising events. Both these premises will give us the ability to reach out to more members of the community with additional activities, enhanced support and food that is significantly more nourishing for the members. The relocation to both sites occurred in April 2023.</p> <p>None of this deters the Trustees from their most cherished goal to locate to suitable premises of our own from which we could scale up the service we already provide and help to support so many more carers in the local community that we know are out there.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p><b>The 2022/23 year saw the Forget Me Nots fully resume the weekly Friday Lunch Club and Tuesday Support evenings at the Charcoal Burner Public House, following two terms of suspension in the previous financial year owing to COVID.</b></p> <p><b>Whilst the number of members attending increased significantly against the previous year, these numbers were down 14% from pre-COVID (2019-20) when we operated from a Community Hall in Maidenbower.</b></p> <p><b>Grants are the lifeblood of our charity and this year we were very fortunate to receive £15.5k with £10k coming from National Lottery and a further £5.5k from Crawley Borough Council who have been supporting us financially from the very beginning. These grants will help to enhance the support given to the local community into the next financial year.</b></p> <p><b>Income from fundraising events resumed this year and was boosted by a sponsored golf/social event run by the Charcoal Burner Public House who raised £2k.</b></p> <p><b>Overall income increased from £21.6k to £27.4k due largely to Grants received and the full resumption of services. Expenditure also increase from £17.3k to £20.4k mostly due to costs associated with the resumption of Tuesday and Friday sessions and other events.</b></p> <p><b>The charity delivered a surplus of £7k for the year with total funds reaching £86k of which £72k is ring-fenced.</b></p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22%</p>	<p><b>The charity maintains reserves to ensure it can continue to operate for a minimum of 1 year if grants are withdrawn or donations fall away.</b></p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p><b>£16k</b></p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p></p>

Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	<b>Constitution last amended 25<sup>th</sup> January 2022</b>
How is the charity constituted?	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected by FMN club members at AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
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The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	The Forget Me Not's (Crawley)
Other name the charity uses	The Forget Me Nots
Registered charity number	1173729
Charity's principal address	<b>24 Clive Way Pound Hill Crawley West Sussex RH10 7AH</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1.	Wendy Wilson	Chair		FMN Club members
2.	Beverly Loxston-Bown	Vice Chair		FMN Club members
3.	Stephen Remfry	Treasurer		FMN Club members
4.	Alison Burke	General Fundraising Mgr		FMN Club members
5.	Carlos Portal Castro	Critical Funding Officer		FMN Club Members
6.	Mike Hotham	Compliance Officer	Commenced 9/2/23	FMN Club Members

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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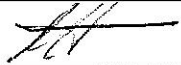
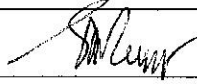
### Other optional information

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# Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Wendy Elizabeth Wilson	STEPHEN ANDREW REMERY
Position (eg Secretary, Chair, etc)	Chair	TREASURER.
Date	29/1/24	



**Receipts and payments accounts**

For the period  
from

01/04/2022

To

31/03/2023

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Subscriptions	3,201	-	-	3,201	1,300
Grants	-	15,500	-	15,500	5,000
Donations	1,680	1,680	-	3,359	13,773
Fundraising Events	3,676	-	-	3,676	619
Tea/coffee/lunch	1,381	-	-	1,381	678
Other	325	-	-	325	216
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,262</b>	<b>17,180</b>	<b>-</b>	<b>27,442</b>	<b>21,585</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,262</b>	<b>17,180</b>	<b>-</b>	<b>27,442</b>	<b>21,585</b>
<b>A3 Payments</b>					
Staff	787	10,555	-	11,343	12,230
Premises	122	-	-	122	-
Storage	729	-	-	729	1,536
Equipment	33	-	-	33	-
Staff Uniform	-	-	-	-	-
Training	24	-	-	24	-
Marketing	-	-	-	-	-
Entertainment	770	-	-	770	247
Events	991	539	-	1,530	371
Catering	1,708	-	-	1,708	576
Member Trips	475	-	-	475	-
Craft	-	-	-	-	-
Stationery	162	-	-	162	216
Travel	-	2,194	-	2,194	1,073
IT	668	-	-	668	668
Misc Costs	653	-	-	653	378
<b>Sub total</b>	<b>7,124</b>	<b>13,288</b>	<b>-</b>	<b>20,412</b>	<b>17,296</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>7,124</b>	<b>13,288</b>	<b>-</b>	<b>20,412</b>	<b>17,296</b>
<b>Net of receipts/(payments)</b>	<b>3,139</b>	<b>3,891</b>	<b>-</b>	<b>7,030</b>	<b>4,290</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>26,596</b>	<b>52,324</b>	<b>-</b>	<b>78,919</b>	<b>74,630</b>
<b>Cash funds this year end</b>	<b>29,734</b>	<b>56,215</b>	<b>-</b>	<b>85,950</b>	<b>78,919</b>

## Section B Statement of assets and liabilities at the end of the period

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	29,734	56,215	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>29,734</b>	<b>56,215</b>	<b>-</b>

(agree balances with receipts and payments account(s))

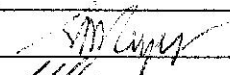
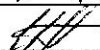
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	<i>Details</i>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	<i>Details</i>		-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	<i>Details</i>		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	<i>Details</i>		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	STEPHEN REMERY	26/11/23
	WENDY WILSON	26/11/23

Trustees  
The Forget Me Not Club (Crawley)

Anthony Neale

22/01/2024

Dear Trustees

I can confirm that from the documents supplied and Income and Expenditure Analysis that the Receipts and Payments Accounts provided to the Charity Commission for the period 01/04/22 to 31/03/23 are verified and correct.

Since you have a healthy reserves and steady monthly income and expenditure pattern you may wish to look at other deposit accounts to maximise your interest income. The Charities Commission does have a list of preferred financial institutions with varying annual interest rates. Whilst your current Deposit bank is a very strong financial institute the FSCS does have an upper compensation limit of £85,000, you may therefore wish to split the funds with another provider.

Let hope that we have seen the last knock on effects from the pandemic and we can get back to normal fund raising events.

Best Regards



Anthony Neale FCMA (retired)  
(email: ) (Mobile No: 07814010336)

**The Forget Me Not's (Crawley)**

England & Wales - Charity number 1173729

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# Accounts

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**Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2021 Period start date To 31<sup>st</sup> March 2022 Period end date**

**Charity name: The Forget Me Not's (Crawley)**

**Charity registration number: 1173729**

**Objectives and Activities**

	SORP reference	
<p>Summary of the purposes of the charity as set out in its governing document</p>	<p>Para 1.17</p>	<p><b>The objects of the FMNC are:-</b></p> <p><b>“To relieve the needs of carers, family members, friends or colleagues of people affected by dementia in Crawley and the surrounding area by:</b></p> <ul style="list-style-type: none"> <li><b>a. Providing opportunities for safe social interaction, emotional and social support, thereby reducing social isolation.</b></li> <li><b>b. Raising awareness of dementia amongst those affected and with voluntary and statutory organisations that provide services for those with dementia.</b></li> <li><b>c. Educating the general public in all areas relating to dementia and thereby raising awareness of the support and education available to those affected by dementia.</b></li> </ul>
<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>Para 1.17 and 1.19</p>	<p><b>Main activities:</b></p> <ul style="list-style-type: none"> <li><b>- Tuesday evenings 17:30 – 20:00 provides support, advice and information for carers as well as a hot meal and companionship to help reduce feelings of isolation.</b></li> <li><b>- Friday lunch club 10:30 – 14:00 for carers and cared for as required including lunch, supervised seated exercises, advice and information, games and quizzes and live entertainment, providing mental stimulation, friendship, support and fun aimed at giving respite for carers.</b></li> <li><b>- Adhoc community and fundraising events including Afternoon Teas, craft sales, craft</b></li> </ul>

		<p>sessions and one to one visits to individuals in hospitals and care homes.</p> <ul style="list-style-type: none"> <li>- Enabling and encouraging members to form their own social events</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees declare that they have complied with their duty to have due regard to the guidance issued by the Charity Commission on public benefit whilst carrying out their duties.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The activities of the club and support given to our members continued in the same vein at the beginning of the year as in the previous year owing to the impact of the COVID pandemic. The Friday Lunch Club and Tuesday Support Evenings were suspended at this time to help protect our members, most of which are highly vulnerable, from cross contamination of the virus, and owing to government restrictions at that time. However, whilst the sessions were suspended we continued to maintain contact and provide support where possible to our members. This included twice weekly telephone calls to check on their welfare, provide verbal support and offer any assistance should it be required.</p> <p>The arrival of slightly warmer weather and a relaxation of COVID related restrictions meant that in April we were able to start taking the club to member's back gardens for Afternoon Teas in lieu of the Friday Lunch Club. These had to be quite small gatherings (no more than six) and were very well received. They also provided the opportunity for the charity to offer more personal support to its members particularly to those who lost friends and relatives during the pandemic.</p> <p>At the beginning of June we were able to commence a phased restart of the Friday Lunch Club sessions at our new venue, the Charcoal Burner in Furnace Green. The Landlord here has very kindly allowed us to use one of his rooms free of charge and has proved to be a great supporter of the charity.</p> <p>Whilst the number of members were restricted initially, this was quickly raised during the month as COVID restrictions became more relaxed. In July the Friday Lunch Club was operating without restriction on numbers. New procedures were put in place at every stage to comply with COVID restrictions and recommended procedures to maintain best practice.</p> <p>Tuesday support evenings also recommenced in July and have been a</p>

		<p><b>great source of support for attending members.</b></p> <p><b>Apart from a short period from mid-December to the beginning of February, when the Tuesday and Friday session were suspended due to a spike in Covid infections, the charity continued to deliver the Friday Lunch Club and Tuesday support evenings. The Friday Lunch Club bounced back quickly following the impact of Covid with average weekly numbers reaching 21 towards the end of the period. The Tuesday support evenings have also been well attended with a number of new faces joining from time to time.</b></p> <p><b>We put a lot of store by all those who help run the club, but that should never over shadow the input of everyone associated with the charity. Many live with dementia day in day out and hold memories of loved ones that are cared for and they show such courage in sharing experiences, supporting one another, creating a safe place for people living with dementia and caring for those with this unkind and isolating disease.</b></p> <p><b>Ken, one of our members with dementia, frequently reminds us all that he wants us to educate people about dementia. He doesn't seem to realise that by being with us and sharing his experience of living with dementia he is educating all of us. Our main aim is supporting the carers of those looking after loved ones, that said, we all benefit from understanding how it feels to live with and be confused by dementia.</b></p> <p><b>This year has been challenging for us all. Many lost their battle with dementia. We still live with the effects of COVID and poor health has affected many of our family. It has felt like a year of trying to catch up. Rather than beating ourselves up for things we couldn't do, we as an organisation are now starting to get back up on our feet and getting back to what we do best.</b></p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

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Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>Income and Expenditure for the Forget Me Not's was once again impacted by the ramifications of COVID. Grants received from Crawley Borough Council (£5k) this year and Independent Age (£12.9k) towards the end of the previous year have been key to the charity being in a position to continue providing the same support and guidance as usual, in line with the charity's overall objectives.</b></p> <p><b>Opportunities to raise funds and attract donations were very few, but the value received was, nonetheless, significantly more than the previous year thanks to a very generous donation from Glencore who ran a raffle that generated £10k for the benefit of the charity.</b></p> <p><b>Whilst income from subscriptions resumed, this was still lower than pre-Covid as the number of Tuesday support evenings and Friday lunch sessions held were severely restricted in terms of numbers able to attend and owing to the complete suspension of these activities for part of the year. Overall income reduced from £23.6k to £21.6k</b></p> <p><b>Expenditure increased slightly from £16.5k to £17.3k mostly due to costs associated with the resumption of Tuesday and Friday sessions. A review</b></p>
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		<p>of staff working processes generated a small reduction of staff costs which totalled £12.2k, down from £13.3k. Both our coordinators continued to support members whilst the sessions were suspended with twice weekly telephone calls to check on their welfare, provide verbal support and checking whether they need any shopping or prescriptions collected.</p> <p>Overall the charity delivered a surplus of £4k for the year with total funds reaching £79k of which £68k is ring-fenced.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22%	<b>The charity maintains reserves to ensure it can continue to operate for a minimum of 1 year if grants are withdrawn or donations fall away.</b>
Amount of reserves held	Para 1.22	<b>£16k</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## **Structure, Governance and Management**

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution last amended 25<sup>th</sup> January 2022</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected by FMN club members at AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	The Forget Me Not's (Crawley)
Other name the charity uses	The Forget Me Nots
Registered charity number	1173729
Charity's principal address	<b>24 Clive Way Pound Hill Crawley West Sussex RH10 7AH</b>

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1.	Wendy Wilson	Chair		FMN Club members
2.	Beverly Loxston-Bown	Vice Chair		FMN Club members
3.	Stephen Remfry	Treasurer		FMN Club members
4.	Alison Burke	General Fundraising Mgr		FMN Club members
5.	Carlos Portal Castro	Critical Funding Officer		FMN Club Members

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	


Reference and Administrative details


Names of the charity trustees who manage the charity

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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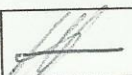
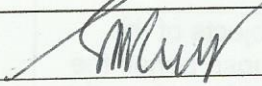
### Other optional information

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# Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Wendy E Wilson	STEPHEN REMAZI
Position (eg Secretary, Chair, etc)	Chair	TREASURER.
Date	28 <sup>th</sup> January 2023	

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Reason for non-disclosure of key personnel details

Other optional information



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**The Forget Me Not's (Crawley)**

No (if any)  
**1173729**

**CC16a**

**Receipts and payments accounts**

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Subscriptions	1,300	-	-	1,300	121
Grants	-	5,000	-	5,000	17,903
Donations	6,886	6,886	-	13,773	5,463
Fundraising Events	619	-	-	619	100
Tea/coffee/lunch	678	-	-	678	-
Other	216	-	-	216	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>9,699</b>	<b>11,886</b>	<b>-</b>	<b>21,585</b>	<b>23,588</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>9,699</b>	<b>11,886</b>	<b>-</b>	<b>21,585</b>	<b>23,588</b>
<b>A3 Payments</b>					
Staff	1,394	10,836	-	12,230	13,323
Premises	-	-	-	-	151
Storage	1,536	-	-	1,536	1,399
Equipment	-	-	-	-	-
Staff Uniform	-	-	-	-	-
Training	-	-	-	-	-
Marketing	-	-	-	-	300
Entertainment	247	-	-	247	-
Events	371	-	-	371	16
Catering	576	-	-	576	12
Member Trips	-	-	-	-	-
Stationery	216	-	-	216	-
Travel	-	1,073	-	1,073	120
IT	668	-	-	668	668
Misc Costs	378	-	-	378	495
<b>Sub total</b>	<b>5,387</b>	<b>11,909</b>	<b>-</b>	<b>17,296</b>	<b>16,485</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>5,387</b>	<b>11,909</b>	<b>-</b>	<b>17,296</b>	<b>16,485</b>
<b>Net of receipts/(payments)</b>	<b>4,312</b>	<b>- 22</b>	<b>-</b>	<b>4,290</b>	<b>7,103</b>
<b>A5 Transfers between funds</b>	<b>- 15,000</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>37,283</b>	<b>37,346</b>	<b>-</b>	<b>74,630</b>	<b>67,527</b>
<b>Cash funds this year end</b>	<b>26,596</b>	<b>52,324</b>	<b>-</b>	<b>78,919</b>	<b>74,630</b>

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account	26,596	52,323	-
	Crawley Borough Council Account	-	1	-
		-	-	-
	<b>Total cash funds</b>	<b>26,596</b>	<b>52,324</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OR	OR	OR

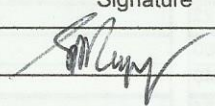
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	STEPHEN REMFREY	26/11/22

Trustees  
The Forget Me Not Club (Crawley)

Anthony Neale

24/01/2023

Dear Trustees

I can confirm that from the documents supplied and Income and Expenditure Analysis that the Receipts and Payments Accounts provided to the Charity Commission for the period 01/04/21 to 31/03/22 are verified and correct.

I agree with your finance summary that it has been a difficult year and more and more charities have relied on corporate donations rather than the usual fund-raising activities.

I also agree with the treatment of the overpayment of £216.00 due to the small amount, which is not material.

Best Regards

A. D. U

Anthony Neale FCMA (retired)

**The Forget Me Not's (Crawley)**

England & Wales - Charity number 1173729

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# Accounts

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**Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2020 Period start date To 31<sup>st</sup> March 2021 Period end date**

**Charity name: The Forget Me Not's (Crawley)**

**Charity registration number: 1173729**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The objects of the FMNC are:-</b></p> <p><b>“To relieve the needs of carers, family members, friends or colleagues of people affected by dementia in Crawley and the surrounding area by:</b></p> <ol style="list-style-type: none"> <li><b>a. Providing opportunities for safe social interaction, emotional and social support, thereby reducing social isolation.</b></li> <li><b>b. Raising awareness of dementia amongst those affected and with voluntary and statutory organisations that provide services for those with dementia.</b></li> <li><b>c. Educating the general public in all areas relating to dementia and thereby raising awareness of the support and education available to those affected by dementia.</b></li> </ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><b>Main activities:</b></p> <ul style="list-style-type: none"> <li><b>- Tuesday evenings 17:30 – 20:00 provides support, advice and information for carers as well as a hot meal and companionship to help reduce feelings of isolation.</b></li> <li><b>- Friday lunch club 10:30 – 14:00 for carers and cared for as required including lunch, supervised seated exercises, advice and information, games and quizzes and live entertainment, providing mental stimulation, friendship, support and fun aimed at giving respite for carers.</b></li> <li><b>- Adhoc community and fundraising events including Afternoon Teas, craft sales, craft</b></li> </ul>

		<p><b>sessions and one to one visits to individuals in hospitals and care homes.</b></p> <ul style="list-style-type: none"> <li>- <b>Enabling and encouraging members to form their own social events</b></li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees declare that they have complied with their duty to have due regard to the guidance issued by the Charity Commission on public benefit whilst carrying out their duties.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Over the last two years the roller coaster COVID19 has affected all parts of our life none greater than at the Forget Me Nots. We have had small windows of opportunity to try to get back to normal but they have been quite short lived. We remain optimistic that we will soon be back to normal activities, engaging fully with the local community and our members. That said, we need to acknowledge what we have managed to do in the last year.</p> <p>We moved premises and are now more in the public eye with more members joining us as they get to hear about the work we do. Our Compliance Officer has helped to get our policies updated and made us think about how we practice. Following the sad loss of one of our members, Don, who use to send out our newsletters, we have a new volunteer and he is working hard to keep everyone up to date. What is nice is he always acknowledges our Don in each letter.</p> <p>We are signposting members to other organisations including those who offered free meals, and transport. We have also encouraged and strongly advised all our members to engage with the vaccinations offered by the government and continue to do so. Whilst we had to suspend our regular Tuesday support evenings and Friday Lunch our two paid members of staff have made twice weekly calls to all members, providing support, responding to any emergencies and keeping the management team up to date. There by reducing some of the loneliness and isolation suffered by our members during this pandemic.</p> <p>We have engaged with local organisations such as "winter warmers" ( offering meals and transport to those needing support to get to GP's, covid vaccine centres ), and local businesses. We also ensured that we have acknowledged the loss of loved ones in addition to managing those with dementia. For some members who lost loved ones during this time the Forget Me Nots drew together ensuring our presence was felt during the funeral planning and the service where possible. When it was not possible to</p>

		<p>attend the funeral we would gather outside the service socially distancing to show our support. Members have commented that this was of great comfort.</p> <p>Towards the end of the year we established plans to increase the support of our members and to safely start to increase contact in person. Initially this included afternoon teas for up to 6 people (served in peoples gardens) at low cost and served by our volunteers (all in PPE) This was an important stepping stone to ensure we were able to safely engage people to return to club activities in person rather than just over the phone.</p> <p>As we get back to full strength we will be focusing on engaging with the local community and we will be continuing to support local people, reducing loneliness with both emotional and practical support. While fundraising is essential to keep us going, it has taken second place to People caring which has been our foremost priority through a very difficult period of time for our members.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		<p>The last two years have been extremely challenging for the nots, as we are sure they have been for many charities. We are a small organisation, with a big heart and the last two years have shown us what big hearts the volunteers, trustees and management have. Everyone of us has faced COVID demons, with the loss of loved ones. poor health and changes</p>

	<p><b>in our circumstances, but somehow we have retained our want to hold the organisation together. As this dreadful pandemic slows down we will gather ourselves up and get back to full strength. The next two years will hopefully be a little easier for us and all other charities trying to make people's lives a little better.</b></p>
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## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p><b>The impact of the COVID epidemic had a significant impact on the operations and consequently the finances of the Forget Me Nots. Consequently both income and expenditure reduced considerably. However, the grants received from Independent Age £12.9k and Crawley Borough Council £5k enable the charity to continue supporting its members at a time when it was most needed. Our ability to raise funds through donations and fundraising activities was significantly curtailed, reducing 75% from £22k to £5.5k. Although this followed a very successful year where donations increased 172% due largely to the FMN being supported as Crawley Mayor's local charity. Subscription income almost disappeared as we were unable to run the Tuesday/Friday sessions. This also impacted income from lunches etc. Staff costs increased from £7k to £13k following the recruitment of a second coordinator. Both coordinators continued to support members through "lockdown" with twice weekly telephone calls to check on their welfare, provide verbal support and checking whether they need any shopping or prescriptions collected. Despite the additional staff costs total expenses reduced 23% from £21k to £16k mostly as the charity was unable to operate its normal Tuesday support evenings and Friday lunch club. Overall the charity delivered a surplus of £7k for the year with total funds reaching £75k of which £37k is ring-fenced. Proposals are being put forward to increase this to £47k which together with a Reserve of £16k increases the charity's total committed funds to £63k.</b></p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22%</p>	<p><b>The charity maintains reserves to ensure it can continue to operate for a minimum of 1 year if grants are withdrawn or donations fall away.</b></p>

Amount of reserves held	Para 1.22	<b>£16k</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	<b>Constitution last amended 3<sup>rd</sup> July 2017</b>
How is the charity constituted?	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected by FMN club members at AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

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Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	The Forget Me Not's (Crawley)
Other name the charity uses	The Forget Me Nots
Registered charity number	1173729
Charity's principal address	<b>24 Clive Way Pound Hill Crawley West Sussex RH10 7AH</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Wendy Wilson	Chair		FMN Club members
2	Beverly Loxston-Bown	Vice Chair		FMN Club members
3	Stephen Remfry	Treasurer		FMN Club members
4	Alison Burke	Fundraising Mgr		FMN Club members

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Wendy Wilson	STEPHEN REMERY
Position (eg Secretary, Chair, etc)	chair	TREASURER.
Date	25 / 1 / 22	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Forget Me Not's (Crawley)

1173729

CC16a

## Receipts and payments accounts

For the period  
from

01/04/2020

To

31/03/2021

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Subscriptions	121	-	-	121	3,504
Grants	-	17,903	-	17,903	18,158
Donations	2,632	2,832	-	5,463	18,818
Fundraising Events	100	-	-	100	3,169
Tea/coffee/lunch	-	-	-	-	5,640
Other	-	-	-	-	143
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>2,853</b>	<b>20,735</b>	<b>-</b>	<b>23,588</b>	<b>49,432</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,853</b>	<b>20,735</b>	<b>-</b>	<b>23,588</b>	<b>49,432</b>
<b>A3 Payments</b>					
Staff	2,006	11,317	-	13,323	7,349
Premises	151	-	-	151	42
Storage	1,399	-	-	1,399	681
Equipment	-	-	-	-	567
Staff Uniform	-	-	-	-	754
Training	-	-	-	-	677
Marketing	300	-	-	300	324
Entertainment	-	-	-	-	765
Events	16	-	-	16	1,744
Catering	12	-	-	12	3,734
Member Trips	-	-	-	-	1,276
Stationery	-	-	-	-	279
Travel	-	120	-	120	2,294
IT	668	-	-	668	611
Misc Costs	495	-	-	495	454
<b>Sub total</b>	<b>5,048</b>	<b>11,437</b>	<b>-</b>	<b>16,485</b>	<b>21,464</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>5,048</b>	<b>11,437</b>	<b>-</b>	<b>16,485</b>	<b>21,464</b>
<b>Net of receipts/(payments)</b>	<b>- 2,195</b>	<b>9,298</b>	<b>-</b>	<b>7,103</b>	<b>27,968</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>39,479</b>	<b>28,048</b>	<b>-</b>	<b>67,527</b>	<b>39,559</b>
<b>Cash funds this year end</b>	<b>37,283</b>	<b>37,346</b>	<b>-</b>	<b>74,630</b>	<b>67,527</b>

## Section B Statement of assets and liabilities at the end of the period

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>			
Bank Account	37,283	33,730	-
Crawley Borough Council Account	-	3,616	-
	-	-	-
<b>Total cash funds</b>	<b>37,283</b>	<b>37,346</b>	<b>-</b>

(agree balances with receipts and payments account(s))

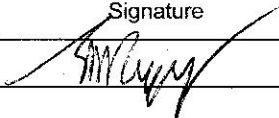
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			
Details	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			
Details		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			
Details		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			
Details		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	STEVE REMERY	16/12/21

Trustees  
The Forget Me Not Club (Crawley)

[REDACTED]  
[REDACTED]  
[REDACTED]

Anthony Neale

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

16/12/2021

Dear Trustees

I can confirm that from the documents supplied and Income and Expenditure Analysis that the Receipts and Payments Accounts provided to the Charity Commission for the period 01/04/20 to 31/03/21 are verified and correct.

I agree with your finance summary that it has been a difficult year and more and more charities have relied on corporate donations rather than the usual fund-raising activities.

Many thanks for the Bank Reconciliation but with so many transactions made via internet banking it is sadly becoming an obsolete accounting report.

Best Regards

A. O. U

Anthony Neale FCMA (retired)  
(email: [REDACTED] ) (Mobile No: [REDACTED])