



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2020 Period start date To 31st 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>The objects of the FMNC are:-</p> <p>"To relieve the needs of carers, family members, friends or colleagues of people affected by dementia in Crawley and the surrounding area by:</p> <ul style="list-style-type: none">a. Providing opportunities for safe social interaction, emotional and social support, thereby reducing social isolation.b. Raising awareness of dementia amongst those affected and with voluntary and statutory organisations that provide services for those with dementia.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.
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>Main activities:</p> <ul style="list-style-type: none">- 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.- 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.- Adhoc community and fundraising events including Afternoon Teas, craft sales, craft

		sessions and one to one visits to individuals in hospitals and care homes. - Enabling and encouraging members to form their own social events
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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.

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	
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.	Para 1.20	<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>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.</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>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.</p> <p>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.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22%</p>	<p>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.</p>

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	Para 1.25	Constitution last amended 3rd July 2017
How is the charity constituted?	Para 1.25	CIO
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	Elected by FMN club members at AGM

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	24 Clive Way Pound Hill Crawley West Sussex RH10 7AH

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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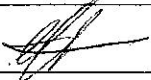
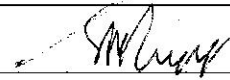
Other optional information

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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

Receipts and payments accounts

CC16a

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 £
A1 Receipts					
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
	-	-	-	-	-
Sub total (Gross income for AR)	2,853	20,735	-	23,588	49,432
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,853	20,735	-	23,588	49,432
A3 Payments					
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
Sub total	5,048	11,437	-	16,485	21,464
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,048	11,437	-	16,485	21,464
Net of receipts/(payments)	- 2,195	9,298	-	7,103	27,968
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,479	28,048	-	67,527	39,559
Cash funds this year end	37,283	37,346	-	74,630	67,527

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

B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Bank Account	37,283	33,730	-
Crawley Borough Council Account	-	3,616	-
	-	-	-
Total cash funds	37,283	37,346	-

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

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

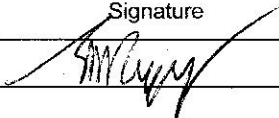
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

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

Trustees
The Forget Me Not Club (Crawley)

Anthony Neale

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. W.

Anthony Neale FCMA (retired)

(email: [redacted]) (Mobile No: [redacted])