



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 April 2022 To 31 March 2023

Charity name: The Josephine Sara Foundation

Charity registration number: 1178209.

### Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | The relief of elderly people with dementia by building and operating a care home or by providing such facilities as are deemed appropriate for their care.  |
| 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 | We have updated our website to include the research we commissioned, the dementia garden work we have undertaken and the planned diagnostic tool for improving existing care homes. These two activities have formed the bulk of our activities in the last year. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | We have taken the Charity Commissions public benefit guidance into account when making any decisions it is relevant to.   |

### 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      | <ul style="list-style-type: none"> <li>• Our dementia design team has created a dementia friendly sensory garden at The Old Garden care home in Hoylake. This has greatly improved the outside space for the residents which is now safe, stimulating and dementia friendly and allows easy independent access.</li> <li>• We are designing a diagnostic tool to enable existing care homes to improve their offering and improve the quality of life for their residents with dementia.</li> <li>• We have updated the design and content of our website to include these projects for the wider dissemination of our proposal.</li> <li>• We have made contact with a number of academic networks with the aim of evaluating the work we have done with the dementia garden to obtain funding for replicating this project.</li> </ul> |

### 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 | Accounts are attached. There has been little financial activity in the past 12 months.                          |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Reserves are presently low as we have not actively sought funds, a policy will be developed once we are active. |
| Amount of reserves held  | Para 1.22 |   |
| 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 | Constitution dated 24 April 2018     |
| How is the charity constituted? (e.g unincorporated association, CIO)   | Para 1.25 | Charitable Incorporated Organisation |
| 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 | Appointed by Trustees by resolution  |

### 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 | The organisational structure comprises the 3 trustees plus 2 additional team members. |
| Relationship with any related parties   | Para 1.51 |   |
| Other   |           |   |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | The Josephine Sara Foundation                      |
| Other name the charity uses |  |
| Registered charity number   | 1178209  |
| Charity's principal address | 35 Caldly Road<br>West Kirby<br>Wirral<br>CH48 2HF |
|                             |  |



# 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  | Antonia Sara Kelly | Chair           |                                   |   |
| 2  | Margaret Scott     | Treasurer       |                                   |   |
| 3  | Sally Whelan       | Secretary       |                                   |   |
| 4  |                    |                 |                                   |   |
| 5  |                    |                 |                                   |   |
| 6  |                    |                 |                                   |   |
| 7  |                    |                 |                                   |   |
| 8  |                    |                 |                                   |   |
| 9  |                    |                 |                                   |   |
| 10 |                    |                 |                                   |   |
| 11 |                    |                 |                                   |   |
| 12 |                    |                 |                                   |   |
| 13 |                    |                 |                                   |   |
| 14 |                    |                 |                                   |   |
| 15 |                    |                 |                                   |   |
| 16 |                    |                 |                                   |   |
| 17 |                    |                 |                                   |   |
| 18 |                    |                 |                                   |   |
| 19 |                    |                 |                                   |   |
| 20 |                    |                 |                                   |   |

## 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)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

M Scott:

Full name(s)

MARGARET SCOTT.

Position (eg Secretary,  
Chair, etc)

TRUSTEE.

Date

10.10.23.



## Declarations

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

Signed on behalf of the charity's trustees

|  |                 |  |
|--|-----------------|--|
| Signature(s)                           | M Scott:        |  |
| Full name(s)                           | MARGARET SCOTT. |  |
| Position (eg Secretary,<br>Chair, etc) | TRUSTEE.        |  |
| Date                                   | 10.10.23.       |  |





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Josephine Sara Foundation**

No (if any)  
**1178209**

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Apr-22

To

Period end date  
31-Mar-23

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| One Off Donations                                     | 350                                    | -                                    | -                                   | 350                             | -                             |
| Online Shopping Easyfundraising                       | 57                                     | -                                    | -                                   | 57                              | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b> (Gross income for AR)                | 407                                    | -                                    | -                                   | 407                             | -                             |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Total receipts</b>                                 | 407                                    | -                                    | -                                   | 407                             | -                             |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Website Maintenance                                   | 53                                     | -                                    | -                                   | 53                              | -                             |
| Trustee Meetings                                      | 121                                    | -                                    | -                                   | 121                             | -                             |
| Course  | 175                                    | -                                    | -                                   | 175                             | -                             |
| Garden Design   | 43                                     | -                                    | -                                   | 43                              | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | 392                                    | -                                    | -                                   | 392                             | -                             |
| <b>A4 Asset and investment purchases. (see table)</b> |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Total payments</b>                                 | 392                                    | -                                    | -                                   | 392                             | -                             |
| <b>Net of receipts/(payments)</b>                     | 15                                     | -                                    | -                                   | 15                              | -                             |
| <b>A5 Transfers between funds</b>                     | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A6 Cash funds last year end</b>                    | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Cash funds this year end</b>                       | 15                                     | -                                    | -                                   | 15                              | -                             |

# 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 £

## B1 Cash funds

|                              |              |          |          |
|------------------------------|--------------|----------|----------|
| Co-operative Current Account | 1,581        | -        | -        |
|                              | -            | -        | -        |
|                              | -            | -        | -        |
| <b>Total cash funds</b>      | <b>1,581</b> | <b>-</b> | <b>-</b> |

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

Agreement Error

OK

OK

Unrestricted  
funds  
to nearest £

Restricted  
funds  
to nearest £

Endowment  
funds  
to nearest £

## B2 Other monetary assets

|  |   |   |   |
|--|---|---|---|
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |

## B3 Investment assets

| Details | Fund to which<br>asset belongs | Cost (optional) | Current value<br>(optional) |
|---------|--------------------------------|-----------------|-----------------------------|
|         |                                | -               | -                           |
|         |                                | -               | -                           |
|         |                                | -               | -                           |
|         |                                | -               | -                           |
|         |                                | -               | -                           |

## B4 Assets retained for the charity's own use

| Details | Fund to which<br>asset belongs | Cost (optional) | Current value<br>(optional) |
|---------|--------------------------------|-----------------|-----------------------------|
|         |                                | -               | -                           |
|         |                                | -               | -                           |
|         |                                | -               | -                           |
|         |                                | -               | -                           |
|         |                                | -               | -                           |
|         |                                | -               | -                           |
|         |                                | -               | -                           |
|         |                                | -               | -                           |

## B5 Liabilities


| Details | Fund to which<br>liability relates | Amount due<br>(optional) | When due<br>(optional) |
|---------|------------------------------------|--------------------------|------------------------|
|         |                                    | -                        |                        |
|         |                                    | -                        |                        |
|         |                                    | -                        |                        |
|         |                                    | -                        |                        |
|         |                                    | -                        |                        |

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

Signature

Print Name

Date of approval



Margaret Scott

10.10.23