

FORGET ME NOT MEMORY CAFÉ CHARITY

England & Wales · Charity number 1178555

Details

Other names FORGET ME NOT MEMORY CAFÉ

Status Registered

Legal form Other

Registered 2018-05-30

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

Contact

Address Thomas Wall Centre
52 Benhill Avenue
Sutton
Surrey
SM1 4DP

Phone 07815688335

Email forgetmenotproject17@gmail.com

Website <https://forgetmenotproject17.co.uk>

Activities

Objects: TO RELIEVE THE NEEDS OF PEOPLE WITH DEMENTIA AND THEIR CARERS BY PROVIDING ACTIVITIES FOR COGNITIVE STIMULATION AND FACILITIES FOR RECREATION IN THE INTEREST OF SOCIAL WELFARE AND BY THE PROVISION OF SUPPORT AND PRACTICAL ADVICE.

Activities: Stimulating cognitive & various physical activities for those have any memory issues, depressions or facing loneliness and their carers. Our services include various mind stimulating creative and practical activities and projects at different settings, such as in hospitals, care home, libraries etc. as well as outreach, help, advice, information & signposting to other health professionals.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Disability, Arts/culture/heritage/science, Recreation, Other Charitable Purposes
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- City Of London
- Newham
- Sutton

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £146,747 | £103,097 | - | - |
| 2024-03-31 | £96,090 | £78,058 | - | - |
| 2023-03-31 | £75,060 | £63,518 | - | - |
| 2022-03-31 | £79,011 | £77,378 | - | - |
| 2021-05-31 | £64,161 | £68,300 | - | - |

Trustees

| Name | Role | Appointed |
|---------------------------------|-------|------------|
| Florence Nosayaba Ejemai | Chair | 2022-08-08 |
| Adam Shaw | | 2022-11-18 |
| Stephanie Mcdonald | | 2022-11-06 |
| Vikas Kesarwani | | 2024-02-17 |

FORGET ME NOT MEMORY CAFÉ CHARITY

England & Wales - Charity number 1178555

Accounts

CHARITY REGISTRATION NUMBER: 1178555

Forget Me Not Memory Cafe
Unaudited Financial Statements
31 March 2025

DUNGARWALLA & CO.
Chartered accountants
7-15 Greatorex street
London
E1 5NF

Forget Me Not Memory Cafe

Financial Statements

Year ended 31 March 2025

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Forget Me Not Memory Cafe

Trustees' Annual Report

Year ended 31 March 2025

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2025.

Reference and administrative details

Registered charity name Forget Me Not Memory Cafe

Charity registration number 1178555

Principal office

The trustees

Vikas Kesarwani
Adam Shaw
Florence Nosayaba Ejemai
Stephanie McDonald

Independent examiner Dungarwalla & Co.
7-15 Greatorex street
London
E1 5NF

Structure, governance and management

Appointment of Trustees

Trustees shall be appointed on an annual basis in accordance with the charity's governing document or as otherwise determined by the board.

Quorum for Decision-Making

A minimum of two (2) trustees must be present to form a quorum for any meeting at which decisions are made on behalf of the charity. No decision shall be valid unless a quorum is present throughout the meeting.

Objectives and activities

The organization commenced operations in September 2016 and was officially registered as a charity on 30 May 2018. The charity's primary objective is to offer memory and mind-stimulating activities, entertainment, outdoor activities e.g, visits, connecting with green spaces, along with moderate physical activities for individuals of any age living in London who is experiencing mild to moderate memory issues, depression, or loneliness, housebound due to terminal conditions. Our services also encompass outreach, help, advice, information, volunteering opportunities, and signposting to other health network/professionals.

Forget Me Not Memory Cafe

Trustees' Annual Report *(continued)*

Year ended 31 March 2025

Objectives and activities *(continued)*

MAIN ACTIVITIES- PUBLIC BENEFITS

This year, our services have been remarkably successful. We provided services to 500 users and engaged 800 volunteers through various projects. We continued to thrive at Newham General Hospital's Dementia Unit, offering one-to-one patient interactions through painting, crafts, and reminiscing activities involving music, dance, and singing. This initiative was highly successful among patients and staff, leading to requests for future extensions.

We have expanded our services to different parts of London. Notably, we initiated services at Sutton Lodge Day Centre called "Forget Me Not Project at Sutton". Additionally, our projects "Creative Mindset" and "Mind and Memories" were successfully completed at the Barbican Library. among patients and staff. As a result, we were asked to extend these services in the future.

Our City Memory Group, now known as "Forget Me Not Project in the City Group," at Barbican is also performing exceptionally well. We have received continuous positive feedback from users, families, volunteers, and guest volunteers, resulting in an over-subscription! It is noteworthy that we started this group in 2016 with only seven users and no volunteers; we now have 44 users and 12 regular volunteers, with continued growth. We have maintained relationships with organizations such as the East London Business Alliance (ELBA), Big Alliance, Standard Chartered Bank, and Acuity International, providing them opportunities to participate as guest volunteers in various projects.

Our CEO, Madhumita Bose, has been responsible for managing all London services for the past nine years.

MAIN ACTIVITIES- PUBLIC BENEFITS

This year, our services have been remarkably successful. We provided services to 500 users and engaged 800 volunteers through various projects. We continued to thrive at Newham General Hospital's Dementia Unit, offering one-to-one patient interactions through painting, crafts, and reminiscing activities involving music, dance, and singing. This initiative was highly successful among patients and staff, leading to requests for future extensions.

We have expanded our services to different parts of London. Notably, we initiated services at Sutton Lodge Day Centre called "Forget Me Not Project at Sutton". Additionally, our projects "Creative Mindset" and "Mind and Memories" were successfully completed at the Barbican Library. among patients and staff. As a result, we were asked to extend these services in the future.

Achievements and performance

We have maintained relationships with organizations such as the East London Business Alliance (ELBA), Big Alliance, Standard Chartered Bank, and Acuity International, providing them opportunities to participate as guest volunteers in various projects.

Our CEO, Madhumita Bose, has been responsible for managing all London services for the past Ten years.

Forget Me Not Memory Cafe

Trustees' Annual Report *(continued)*

Year ended 31 March 2025

Financial review

The Statement of financial activities shows a net surplus of £43,532 for the year ended 31 March 2025. The management committee has put necessary controls in place to avoid any mismanagement of funds.

RESERVE POLICY

On 31 March 2025 the charity has unrestricted reserve of £ 28,178 in addition to restricted funds of 52,050 to cover specific projects and core funds become payable in the financial year commencing 1 April 2024. The funds are held to cover at least three months operational cost in the event of loss of income and to meet any unforeseen expenditure that may occur.

Trustees' responsibilities statement

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' annual report was approved on 09/09/2025 and signed on behalf of the board of trustees by:

Adam Shaw

Adam Shaw
Trustees

Forget Me Not Memory Cafe

Independent Examiner's Report to the Trustees of Forget Me Not Memory Cafe

Year ended 31 March 2025

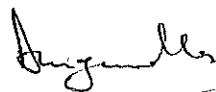
I report to the trustees on my examination of the financial statements of Forget Me Not Memory Cafe ('the charity') for the year ended 31 March 2025.

Responsibilities and basis of report

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act or Act 2006 or;
2. the accounts do not accord with those records; or
3. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Date 09 September 2025

Raj Dugarwalla
Dugarwalla & Co
7-15 Greatorex Street
London
E1 5NF

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Forget Me Not Memory Cafe

Independent Examiner's Report to the Trustees of Forget Me Not Memory Cafe *(continued)*

Year ended 31 March 2025

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Independent Examiner

7-15 Greatorex street
London
E1 5NF

Forget Me Not Memory Cafe

Statement of Financial Activities

Year ended 31 March 2025

| | | 2025 | 2024 | | |
|---|------|-----------------|----------------|----------------|---------------|
| | | Unrestricted | Restricted | Total funds | Total funds |
| | Note | funds | funds | £ | £ |
| | | £ | £ | | |
| Income and endowments | | | | | |
| Donations and legacies | 4 | 41,761 | 101,300 | 146,747 | 96,090 |
| Total income | | <u>41,761</u> | <u>101,300</u> | <u>146,747</u> | <u>96,090</u> |
| Expenditure | | | | | |
| Expenditure on charitable activities | 5,6 | 52,921 | 50,176 | 103,097 | 78,058 |
| Total expenditure | | <u>52,921</u> | <u>50,176</u> | <u>103,097</u> | <u>78,058</u> |
| Net income and net movement in funds | | <u>(11,160)</u> | <u>51,124</u> | <u>43,650</u> | <u>18,032</u> |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 28,178 | 52,050 | 80,228 | 62,196 |
| Total funds carried forward | | <u>17,018</u> | <u>103,174</u> | <u>120,192</u> | <u>80,228</u> |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 12 form part of these financial statements.

Forget Me Not Memory Cafe

Statement of Financial Position

31 March 2025

| | Note | 2025 £ | 2024 £ |
|--|------|----------------|---------------|
| Current assets | | | |
| Cash at bank and in hand | | 124,960 | 80,228 |
| Net current assets | | <u>124,960</u> | <u>80,228</u> |
| Total assets less current liabilities | | <u>124,960</u> | <u>80,228</u> |
| | | | |
| Funds of the charity | | | |
| Restricted funds | | 103,564 | 52,050 |
| Unrestricted funds | | <u>17,710</u> | <u>28,178</u> |
| Total charity funds | 9 | <u>121,274</u> | <u>80,228</u> |

These financial statements were approved by the board of trustees and authorised for issue on 09/09/2025, and are signed on behalf of the board by:

Adam Shaw

Mr Adam Shaw
Trustee

The notes on pages 10 to 14 form part of these financial statements.

Forget Me Not Memory Cafe

Notes to the Financial Statements

Year ended 31 March 2025

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Thomas Wall Centre, 52 Benhill Avenue, Sutton, SM14DP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

Limited by guarantee

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Forget Me Not Memory Cafe

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Forget Me Not Memory Cafe

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Donations and legacies

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2025 £ |
|-----------------------|----------------------------|--------------------------|--------------------------|
| Donations | | | |
| Donation And Legacies | <u>41,761</u> | <u>101,300</u> | <u>146,747</u> |
| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2024 £ |
| Donations | | | |
| Donation And Legacies | <u>33,730</u> | <u>62,360</u> | <u>96,090</u> |

Forget Me Not Memory Cafe

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

5. Expenditure on charitable activities by fund type

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2025 £ |
|-----------------|----------------------------|--------------------------|--------------------------|
| Activity type 1 | 210 | 390 | 600 |
| Activity type 2 | 52,711 | 49,786 | 102,497 |
| | 52,921 | 50,176 | 103,097 |

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2024 £ |
|-----------------|----------------------------|--------------------------|--------------------------|
| Activity type 1 | 210 | 390 | 600 |
| Activity type 2 | 27,111 | 50,347 | 77,458 |
| | 27,321 | 50,737 | 78,058 |

6. Expenditure on charitable activities by activity type

| | Activities undertaken directly £ | Total funds 2025 £ | Total fund 2024 £ |
|-----------------|---|--------------------------|-------------------------|
| Activity type 1 | 600 | 600 | 600 |
| Activity type 2 | 102,497 | 102,497 | 77,458 |
| | 103,097 | 103,097 | 78,058 |

7. Staff costs

The average head count of employees during the year was Nil (2024: Nil).

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

8. Trustee remuneration and expenses

No remuneration was received.

Forget Me Not Memory Cafe

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

9. Analysis of charitable funds

Unrestricted funds

| | At 1 April 2024 £ | Income £ | Expenditure £ | Transfers £ | At 31 March 2025 £ |
|------------------------------------|-------------------------|---------------|------------------|----------------|--------------------------|
| General funds | 28,178 | 41,761 | (52,921) | 332 | 17,350 |
| Unrestricted fund 2 - desc in a/cs | — | — | — | 360 | 360 |
| | <u>28,178</u> | <u>41,761</u> | <u>(52,921)</u> | <u>692</u> | <u>17,710</u> |

| | At 1 April 2023 £ | Income £ | Expenditure £ | Transfers £ | At 31 March 2024 £ |
|------------------------------------|-------------------------|---------------|------------------|----------------|--------------------------|
| General funds | 21,769 | 33,730 | (27,321) | — | 28,178 |
| Unrestricted fund 2 - desc in a/cs | — | — | — | — | — |
| | <u>21,769</u> | <u>33,730</u> | <u>(27,321)</u> | <u>—</u> | <u>28,178</u> |

Restricted funds

| | At 1 April 2024 £ | Income £ | Expenditure £ | Transfers £ | At 31 March 2025 £ |
|----------------------------------|-------------------------|-------------|------------------|----------------|--------------------------|
| Restricted Fund 1 - desc in a/cs | 52,050 | 101,300 | (50,176) | 390 | 103,564 |

| | At 1 April 2023 £ | Income £ | Expenditure £ | Transfers £ | At 31 March 2024 £ |
|----------------------------------|-------------------------|-------------|------------------|----------------|--------------------------|
| Restricted Fund 1 - desc in a/cs | 40,427 | 62,360 | (50,737) | — | 52,050 |

FORGET ME NOT MEMORY CAFÉ CHARITY

England & Wales - Charity number 1178555

Accounts

Forget Me Not Memory Cafe
Report and Accounts
for the year ended 31 March 2024

Registered Charity Number: 1178555

Ashraf & Co
Chartered Certified Accountants
Unit 6, 80A Ashfield Street
London E1 2BJ

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Year Ended 31 March 2024

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Forget Me Not Memory Cafe
Registered Charity Number: 1178555

For the Year Ended 31 March 2024

Trustees

Vikas Kesarwani
Florence Nosayaba Ejemai
Adam Shaw
Stephanie MacDonald

Acting Chief Executive Officer

Madhumita Bose

Independent Examiner

Ashraf & Co
Chartered Certified Accountants
Unti 6 80A Ashfield Street
London
E1 2BJ

FORGET ME NOT MEMORY CAFE

Report of the Trustees for the year ended 31 March 2024

The Trustees present their annual report and financial statements for the year ended 31 March 2024. The Trustees confirm that the annual report and financial statement comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to the charities preparing their accounts in accordance with the Financial Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Structure, Governance, and Management

Governing Document

The constitution was adopted on 18th May 2018 and later updated in December 2023.

Appointment of Trustees

Trustees are appointed annually. A minimum of two trustees is required as a quorum to make any decisions on behalf of the charity.

OBJECTIVE AND ACTIVITIES

The organization commenced in September 2016 and became a Registered Charity on 30th May 2018.

The organization commenced operations in September 2016 and was officially registered as a charity on 30 May 2018. The charity's primary objective is to offer memory and mind-stimulating activities, entertainment, outdoor activities e.g, visits, connecting with green spaces, along with moderate physical activities for individuals of any age living in London who is experiencing mild to moderate memory issues, depression, or loneliness, housebound due to terminal conditions. Our services also encompass outreach, help, advice, information, volunteering opportunities, and signposting to other health network/professionals.

MAIN ACTIVITIES- PUBLIC BENEFITS

This year, our services have been remarkably successful. We provided services to 500 users and engaged 800 volunteers through various projects. We continued to thrive at Newham General Hospital's Dementia Unit, offering one-to-one patient interactions through painting, crafts, and reminiscing activities involving music, dance, and singing. This initiative was highly successful among patients and staff, leading to requests for future extensions.

We have expanded our services to different parts of London. Notably, we initiated services at Sutton Lodge Day Centre called "Forget Me Not Project at Sutton". Additionally, our projects "Creative Mindset" and "Mind and Memories" were successfully completed at the Barbican Library. among patients and staff. As a result, we were asked to extend these services in the future.

Our City Memory Group, now known as "Forget Me Not Project in the City Group," at Barbican is also performing exceptionally well. We have received continuous positive feedback from users, families, volunteers, and guest volunteers, resulting in an over-subscription! It is noteworthy that we started this group in 2016 with only seven users and no volunteers; we now have 44 users and 12 regular volunteers, with continued growth.

FORGET ME NOT MEMORY CAFE

Report of the Trustees for the year ended 31 March 2024

We have maintained relationships with organizations such as the East London Business Alliance (ELBA), Big Alliance, Standard Chartered Bank, and Acuity International, providing them opportunities to participate as guest volunteers in various projects.

Our CEO, Madhumita Bose, has been responsible for managing all London services for the past nine years.

FINANCIAL REVIEW

The Statement of financial activities shows a net surplus of £ 18,032 for the year. The management committee has put necessary controls in place to avoid any mismanagement of funds.

RESERVE POLICY

On 31 March 2024 the charity has unrestricted reserve of £ 28,178 in addition to restricted funds of 52,050 to cover specific projects and core funds become payable in the financial year commencing 1 April 2023. The funds are held to cover at least three months operational cost in the event of loss of income and to meet any unforeseen expenditure that may occur.

PLAN FOR FUTURE PERIODS

We hope to reach out to more people of all ages, ethnicity, sexes, abilities in London to beat loneliness, depression, and memory issues.

PUBLIC BENEFIT STATEMENT

The Trustees confirm that they have complied with their duty to have due regard to guidance on public benefit published by the Charity Commission in exercising their powers and duties. The public benefit of the charity's activities is outlined under 'Main activities' above.

STATEMENT OF DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINER

The management committee have confirmed that, so far as they are aware, there is no relevant information of which the charity is unaware, and that they have taken all steps that they ought to have taken as trustees in order to make them aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

TRUSTEES' RESPOSIBILITIES

Law requires the management committee to prepare financial statement for each financial year which gives a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure of that period. To prepare those financial statements, the Management Committee is required to :

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

FORGET ME NOT MEMORY CAFE
Report of the Trustees for the year ended 31 March 2024

- Prepare the financial statement on a going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The management committee is responsible for keeping proper accounting records which disclosed with reasonable accuracy also preparing the financial position of the charity and to enable them to ensure that the financial statements complies with the Charities Act 2011 and the statement of recommended practice for charities.

The management committee is also responsible for safeguarding the assets of the charity and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER

An independent examination was carried out by Ashraf & Co, Chartered Certified Accountants. In the absence of a specific resolution to the contrary, Ashraf & Co will continue in office.

Approved by the Board of Trustees on..... 21/06/ 2024 and signed on its behalf by

Treasurer: *Adam Shaw*

Type text here

FORGET ME NOT MEMORY CAFE
For the year ended 31 March 2024

Independent examiner's report to the Members of Forget Me Not Memory Cafe (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2024

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulation 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

Having satisfied myself that the accounts of the charity are not required to be audited and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the direction given by the Charity Commission under section 145(5)b of the 2011 Act.

Independent examiner's statement

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act or Act 2006 or;
2. the accounts do not accord with those records; or
3. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *Ashraf Pervez*

Date: 21 June 2024

Ashraf Pervez
Ashraf & Co
Chartered Certified Accountants
Unit 6, 80A Ashfield Street
London E1 2BJ

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Statement of Financial Activities incorporating Income and Expenditure Account
For the Year Ended 31 March 2024

| | Notes | Unrestricted 2024 £ | Restricted funds 2024 £ | Total Funds 2024 £ | Total funds 2023 £ |
|--|-------|---------------------------|----------------------------------|-----------------------------|-----------------------------|
| INCOME FROM: | | | | | |
| Charitable Activities Income | 2 | 33,730 | 62,360 | 96,090 | 75,060 |
| TOTAL INCOME | | <u>33,730</u> | <u>62,360</u> | <u>96,090</u> | <u>75,060</u> |
| EXPENDITURE ON: | | | | | |
| Charitable activities | 3 | 27,321 | 50,737 | 78,058 | 63,518 |
| TOTAL EXPENDITURE | | <u>27,321</u> | <u>50,737</u> | <u>78,058</u> | <u>63,518</u> |
| NET INCOME/(EXPENDITURE) BEFORE OTHER RECOGNISE GAIN AND LOSSES | | 6,409 | 11,623 | 18,032 | 11,542 |
| RECONCILIATION OF FUNDS: NET MOVEMENT IN FUNDS | | 6,409 | 11,623 | 18,032 | 11,542 |
| Total funds brought forward | | 21,769 | 40,427 | 62,196 | 14,974 |
| TOTAL FUNDS CARRIED FORWARD | | <u>28,178</u> | <u>52,050</u> | <u>80,228</u> | <u>26,516</u> |

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Statement of Financial Position as at 31 March 2024

| Notes | Unrestricted 2024 £ | Restricted 2024 £ | Total 2024 £ | Total 2023 £ |
|---|---------------------------|-------------------------|----------------------|----------------------|
| CURRENT ASSETS | | | | |
| Debtors | | | | |
| Cash at bank and in hand | 28,290 | 52,538 | 80,828 | 62,196 |
| | <u>28,290</u> | <u>52,538</u> | <u>80,828</u> | <u>62,196</u> |
| CREDITORS: amounts falling due within one year | <u>(210)</u> | <u>(390)</u> | <u>(600)</u> | <u>(35,680)</u> |
| NET CURRENT ASSETS | 28,080 | 52,148 | 80,228 | 26,516 |
| NET ASSETS | <u><u>28,080</u></u> | <u><u>52,148</u></u> | <u><u>80,228</u></u> | <u><u>26,516</u></u> |
| CHARITY FUNDS | | | | |
| Funds | 28,080 | 52,148 | 80,228 | 26,516 |
| TOTAL FUND | <u><u>28,080</u></u> | <u><u>52,148</u></u> | <u><u>80,228</u></u> | <u><u>26,516</u></u> |
| REPRESENTED BY | | | | |
| Net surplus | 6,409 | 11,623 | 18,032 | 11,542 |
| Funds brought forward/prior year adj | <u>21,769</u> | <u>40,427</u> | <u>62,196</u> | <u>14,974</u> |
| | <u><u>28,178</u></u> | <u><u>52,050</u></u> | <u><u>80,228</u></u> | <u><u>26,516</u></u> |

Approved by the Board of Trustees on2.1./0.6/2024 and signed on its behalf by:

Adam Shaw

(Treasurer)

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Notes to the Financial Statements
For the year ended 31 March 2024

1 ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Forget Me NOT Memory Cafe meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Charity prepares its financial statements in sterling, the functional currency of the Charity, and amounts are rounded to the nearest £.

1.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and amount of income receivable can be measured reliably.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include costs of overall management of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs incurred on the Charity's educational operations, including support costs and cost relating to the governance of the Charity's apportioned to the charitable activities.

1.5 Cash at bank and in hand

Cash at bank and in hand includes cash in hands and at bank.

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Notes to the Financial Statements
For the year ended 31 March 2024

1.6 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

1.7 Fund accounting

General funds are unrestricted funds available for the use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

2 INCOME FROM CHARITABLE ACTIVITIES

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total funds 2024 £ | Total funds 2023 £ |
|----------|--|--|---------------------------------------|---------------------------------------|
| Donation | 33,730 | 62,360 | 96,090 | 75,060 |
| | <u>33,730</u> | <u>62,360</u> | <u>96,090</u> | <u>75,060</u> |

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Notes to the Financial Statements
For the year ended 31 March 2024

2.1 DONATION

| | Unrestricted 2024 £ | Restricted 2024 £ | Total 2024 £ | Total 2023 £ |
|---------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Age UK | | 20,400 | 20,400 | 9,000 |
| City of London | 1,800 | 10,000 | 11,800 | 28,414 |
| Sutton PCNs | | 2,600 | 2,600 | |
| Semble Network Lim | | 9,500 | 9,500 | |
| Aveo Group | 600 | | 600 | |
| Main Grant- Lottery | | 10,000 | 10,000 | |
| Picnic On Podium | | 1,200 | 1,200 | |
| East London | 17,905 | | 17,905 | 1,000 |
| Standard Chartered | | | - | 1,765 |
| Liberty Global | | 8,660 | 8,660 | 500 |
| Cripplegate Grant | | | - | 950 |
| Acuity Knowledge Partners | 8,300 | | 8,300 | 9,700 |
| East LDN Bus All | | | - | 5,600 |
| National Heritage | | - | - | 10,000 |
| Treasury UK | 1,720 | | 1,720 | |
| UK Overheads Accout | 800 | | 800 | |
| Howden Group Servi | 1,100 | | 1,100 | |
| Rowe Price International | | | - | 500 |
| Other | 1,505 | | 1,505 | 7,631 |
| | <u>33,730</u> | <u>62,360</u> | <u>96,090</u> | <u>75,060</u> |

3 DIRECT COST

| | Unrestricted 2024 £ | Restricted 2024 £ | Total 2024 £ | Total 2023 £ |
|----------------------|---------------------------|-------------------------|--------------------|--------------------|
| Activity and Project | 22,093 | 41,029 | 63,122 | 54,525 |
| Other direct cost | 2,626 | 4,877 | 7,503 | |
| Overhaed and Hall | 2,392 | 4,441 | 6,833 | 8,393 |
| Accountancy | 210 | 390 | 600 | 600 |
| | <u>27,321</u> | <u>50,737</u> | <u>78,058</u> | <u>63,518</u> |

4 RELATED PARTY TRANSACTIONS

Other than elsewhere disclosed in these financial statements, there were no transactions with related parties in either the current or prior year that require disclosure.

5 POST BALANCE SHEET EVENTS

There are no evidence of significant post balance sheet event or material uncertainly which may require disclosure in the financial statements.

FORGET ME NOT MEMORY CAFÉ CHARITY

England & Wales - Charity number 1178555

Accounts

Forget Me Not Memory Cafe
Report and Accounts
for the year ended 31 March 2023

Registered Charity Number: 1178555

Ashraf & Co
Chartered Certified Accountants
Unit 6, 80A Ashfield Street
London E1 2BJ

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Year Ended 31 March 2022

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Forget Me Not Memory Cafe
Registered Charity Number: 1178555

For the Year Ended 31 March 2023

Trustees

Denise Carnaud
Florence Nosayaba Ejemai
Adam Shaw
Stephanie MacDonald

Acting Chief Executive Officer

Madhumita Bose

Independent Examiner

Ashraf & Co
Chartered Certified Accountants
Unit 6 80A Ashfield Street
London
E1 2BJ

FORGET ME NOT MEMORY CAFE
Report of the Trustees for the year ended 31 March 2023

The Trustees present their annual report and financial statements for the year ended 31 March 2023. The Trustees confirm that the annual report and financial statement comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to the charities preparing their accounts in accordance with the Financial Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Structure, Governance, and Management

Governing Document

The constitution was adopted on 18th May 2018 and later updated in December 2022.

Appointment of Trustees

Trustees are appointed annually. A minimum of two trustees is required as a quorum to make any decisions on behalf of the charity.

OBJECTIVE AND ACTIVITIES

The organization commenced in September 2016 and became a Registered Charity on 30th May 2018.

The objective of the charity is to provide memory and mind stimulating various creative activities, entertainment as well as moderate physical activities for people of any age living in London who have mild to moderate memory issues or depression or suffering from loneliness due to memory problems, terminal conditions etc. Our services also include outreach, help, advice, information, and signposting to other health professionals.

MAIN ACTIVITIES- PUBLIC BENEFITS

London

This year our services were overwhelmingly successful.

We continued to grow our services to different parts of London. For example, we started our services at Newham General Hospital at Dementia Unit working with one to one patients, making paintings, various craft as well as reminiscing with them. It became so successful among patients and staff. As a result, we were asked to extend these services in the future.

Our recycling project "Carbon Smart City" was finished successfully at two sites Aldgate & Barbican.

And finally, our City Memory group at Barbican is running extremely well as usual. We received and receiving continuously positive feedback from our users, families, volunteers and guest volunteers. We are oversubscribed now! It is hard to believe that we started this group in 2016 with only 7 users and no volunteers!! Now we have 39 users, 12 regular volunteers and are still growing. We continued our relationship with ELBA (East London Business Alliance), Big Alliance, Standard Chartered Bank and Acuity International (to name but a few) and providing opportunity for them to be guest volunteers at our different projects.

Our CEO is Madhumita Bose, who was responsible for managing all London Services for last 8 years.

FORGET ME NOT MEMORY CAFE
Report of the Trustees for the year ended 31 March 2023

FINANCIAL REVIEW

The Statement of financial activities shows a net surplus of £ 11,542 for the year. The management committee has put necessary controls in place to avoid any mismanagement of funds.

RESERVE POLICY

On 31 March 2023 the charity has unrestricted reserve of £ 26,190 in addition to restricted funds of 326 to cover specific projects and core funds become payable in the financial year commencing 1 April 2023. The funds are held to cover at least three months operational cost in the event of loss of income and to meet any unforeseen expenditure that may occur.

PLAN FOR FUTURE PERIODS

Essex

Essex site ceased operation since end of March 2023.

London

We hope to reach out to more people of all ages, ethnicity, sexes, abilities in London to beat loneliness, depression, and memory issues.

PUBLIC BENEFIT STATEMENT

The Trustees confirm that they have complied with their duty to have due regard to guidance on public benefit published by the Charity Commission in exercising their powers and duties. The public benefit of the charity's activities is outlined under 'Main activities' above.

STATEMENT OF DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINER

The management committee have confirmed that, so far as they are aware, there is no relevant information of which the charity is unaware, and that they have taken all steps that they ought to have taken as trustees in order to make them aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

TRUSTEES' RESPONSIBILITIES

Law requires the management committee to prepare financial statement for each financial year which gives a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure of that period. To prepare those financial statements, the Management Committee is required to :

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statement on a going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The management committee is responsible for keeping proper accounting records which disclosed with reasonable accuracy also preparing the financial position of the charity and to enable them to ensure that the financial statements complies with the Charities Act 2011 and the statement of recommended practice for charities.

The management committee is also responsible for safeguarding the assets of the charity and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

FORGET ME NOT MEMORY CAFE
Report of the Trustees for the year ended 31 March 2023

INDEPENDENT EXAMINER

An independent examination was carried out by Ashraf & Co, Chartered Certified Accountants. In the absence of a specific resolution to the contrary, Ashraf & Co will continue in office.

Approved by the Board of Trustees on 20 August 2023 and signed on its behalf by

Treasurer & Chair:

F. Jemai
Chair

Adam Shaw
Treasurer

FORGET ME NOT MEMORY CAFE
For the year ended 31 March 2023

Independent examiner's report to the Members of Forget Me Not Memory Cafe (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2023

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulation 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

Having satisfied myself that the accounts of the charity are not required to be audited and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the direction given by the Charity Commission under section 145(5)b of the 2011 Act.

Independent examiner's statement

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act or Act 2006 or;
2. the accounts do not accord with those records; or
3. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 20 August 2023

Ashraf Pervez
Ashraf & Co
Chartered Certified Accountants
Unit 6, 80A Ashfield Street
London E1 2BJ

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Statement of Financial Activities incorporating Income and Expenditure Account
For the Year Ended 31 March 2023

| | Notes | Unrestricted 2023 £ | Restricted funds 2023 £ | Total Funds 2023 £ | Total funds 2022 £ |
|--|-------|---------------------------|----------------------------------|-----------------------------|-----------------------------|
| INCOME FROM: | | | | | |
| Charitable Activities Income | 2 | 24,931 | 50,129 | 75,060 | 79,011 |
| TOTAL INCOME | | <u>24,931</u> | <u>50,129</u> | <u>75,060</u> | <u>79,011</u> |
| EXPENDITURE ON: | | | | | |
| Charitable activities | 3 | 13,715 | 49,803 | 63,518 | 77,378 |
| TOTAL EXPENDITURE | | <u>13,715</u> | <u>49,803</u> | <u>63,518</u> | <u>77,378</u> |
| NET INCOME/(EXPENDITURE) BEFORE OTHER RECOGNISE GAIN AND LOSSES | | 11,216 | 326 | 11,542 | 1,633 |
| RECONCILIATION OF FUNDS: NET MOVEMENT IN FUNDS | | 11,216 | 326 | 11,542 | 1,633 |
| Total funds brought forward | | 14,974 | - | 14,974 | 13,341 |
| TOTAL FUNDS CARRIED FORWARD | | <u>26,190</u> | <u>326</u> | <u>26,516</u> | <u>14,974</u> |

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Statement of Financial Position as at 31 March 2023

| Notes | Unrestricted 2023 £ | Restricted 2023 £ | Total 2023 £ | Total 2022 £ |
|---|---------------------------|-------------------------|--------------------|--------------------|
| CURRENT ASSETS | | | | |
| Debtors | | | | |
| Cash at bank and in hand | 17,619 | 44,577 | 62,196 | 50,009 |
| | <u>17,619</u> | <u>44,577</u> | <u>62,196</u> | <u>50,009</u> |
| CREDITORS: amounts falling due within one year | <u>(600)</u> | <u>(35,080)</u> | <u>(35,680)</u> | <u>(35,035)</u> |
| NET CURRENT ASSETS | 17,019 | 9,497 | 26,516 | 26,516 |
| NET ASSETS | <u>17,019</u> | <u>9,497</u> | <u>26,516</u> | <u>14,974</u> |
| CHARITY FUNDS | | | | |
| Unrestricted Funds | 26,190 | 326 | 26,516 | 14,974 |
| TOTAL FUND | <u>26,190</u> | <u>326</u> | <u>26,516</u> | <u>14,974</u> |
| REPRESENTED BY | | | | |
| Net surplus | 11,216 | 326 | 11,542 | 13,341 |
| Funds brought forward | <u>14,974</u> | <u>-</u> | <u>14,974</u> | <u>1,633</u> |
| | <u>26,190</u> | <u>326</u> | <u>26,516</u> | <u>14,974</u> |

Approved by the Board of Trustees on 20 August 2023 and signed on its behalf by:

F. Ejemai

Chairman

Adam Shaw

(Treasurer)

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Notes to the Financial Statements
For the year ended 31 March 2023

1 ACCOUNTING POLICIES

1.1 *Basis of preparation of financial statements*

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Forget Me NOT Memory Cafe meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Charity prepares its financial statements in sterling, the functional currency of the Charity, and amounts are rounded to the nearest £.

1.3 *Income*

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and amount of income receivable can be measured reliably.

1.4 *Expenditure*

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include costs of overall management of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs incurred on the Charity's educational operations, including support costs and cost relating to the governance of the Charity's apportioned to the charitable activities.

1.5 *Cash at bank and in hand*

Cash at bank and in hand includes cash only.

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Notes to the Financial Statements
For the year ended 31 March 2023

1.6 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

1.70 Fund accounting

General funds are unrestricted funds available for the use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

2 . INCOME FROM CHARITABLE ACTIVITIES

| | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total funds 2023 £ | Total funds 2022 £ |
|----------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Donation | 24,931 | 50,129 | 75,060 | 79,011 |
| | <u>24,931</u> | <u>50,129</u> | <u>75,060</u> | <u>79,011</u> |

Forget Me Not Memory Cafe
Registered Charity Number: 1178555
Notes to the Financial Statements
For the year ended 31 March 2023

2.1 DONATION

| | Unrestricted 2023 £ | Restricted 2023 £ | Total 2023 £ | Total 2022 £ |
|---------------------------|---------------------------|-------------------------|--------------------|--------------------|
| AGE UK | - | 9,000 | 9,000 | 15,000 |
| CITY OF LONDON | - | 28,414 | 28,414 | 15,146 |
| NATIONAL LOTTERY | - | - | - | 27,180 |
| BIG LOTTERY | - | - | - | 10,000 |
| CHEAPSIDE ALLIANCE | - | - | - | 5,000 |
| CITY BRIDGE | - | - | - | 2,500 |
| CO_OP LOCAL | - | - | - | 3,685 |
| MORGAN STANLEY UK LIMITED | 1,000 | - | 1,000 | |
| STANDARD CHARTERED | - | 1,765 | 1,765 | |
| LIBERTY GLOBAL | 500 | - | 500 | |
| CRIPPLEGATE GRANT | - | 950 | 950 | |
| ACUITY KNOWLEDGE PARTNERS | 9,700 | - | 9,700 | |
| EAST LDN BUS ALL | 5,600 | - | 5,600 | |
| NATIONAL HERITAGE | - | 10,000 | 10,000 | |
| ROWE PRICE INTERNATIONAL | 500 | - | 500 | 500 |
| OTHER | 7,631 | - | 7,631 | |
| | 24,931 | 50,129 | 75,060 | 79,011 |

3. DIRECT COST

| | Unrestricted 2023 £ | Restricted 2023 £ | Total 2023 £ | Total 2022 £ |
|---------------------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Activity and Project | 11,405 | 43,120 | 54,525 | 38,330 |
| Charity CEO | - | - | - | 25,000 |
| Materials, Refreshment rent and other | 1,710 | 6,683 | 8,393 | 12,399 |
| Insurance | - | - | - | 149 |
| Accountancy | 600 | - | 600 | 1,500 |
| | 13,715 | 49,803 | 63,518 | 77,378 |

4. RELATED PARTY TRANSACTIONS

Other than elsewhere disclosed in these financial statements, there were no transactions with related parties in either the current or prior year that require disclosure.

5. POST BALANCE SHEET EVENTS

There are no evidence of significant post balance sheet event or material uncertainty which may require disclosure in the financial statements.

FORGET ME NOT MEMORY CAFÉ CHARITY

England & Wales - Charity number 1178555

Accounts

Forget Me Not Memory Café

Registered Charity 1178555

Trustees Report and Accounts

For the period 1st June 2021 to 31st March 2022

Forget Me Not Memory Café
Report of the Trustees for the period 1st June 2021 to 31st March 2022

Reference and Administrative Information

Registered Charity: 1178555
Contact Address: 66 Malyons Road,
London
SE13 7XG

Trustees and Officers

The Trustees of the charity during this period, and subsequently, are as follows:

| | |
|--------------------------|----------------------|
| David Alexander Barnard | (resigned 26/8/2022) |
| Denise Cornuau | (appointed 25/11/22) |
| Florence Nosayaba Ejemie | (appointed 8/8/22) |
| Claire Farnfield | (appointed 25/3/22) |
| Lee Janet Penstone | (resigned 26/8/2022) |
| Carol Dawn Silverman | (resigned 25/3/2022) |
| Bela Soneji | (appointed 8/9/22) |

Acting Chief Executive Officer Madhumita Bosa

Bankers Santander

Reporting Accountant Christopher Goldie & Co

Structure, Governance, and Management

Governing Document

The constitution was adopted on 18th May 2018

Appointment of Trustees

Trustees are appointed annually. A minimum of two trustees is required as a quorum to make any decisions on behalf of the charity.

Objectives and activities

The organisation commenced in September 2016 and became a Registered Charity on 30th May 2018.

The objective of the charity is to provide stimulating cognitive and light physical activities for those diagnosed with dementia and other memory problems, and their carers. Our services include outreach, carers support group, help, advice, information, and signposting to other health professionals.

Forget Me Not Memory Café
Report of the Trustees for the period 1st June 2021 to 31st March 2022 (continued)

Achievements and Performance

Essex services

During 2021 we were very fortunate to receive new donations & support from the following as well as regular individual & anonymous donations:

Essex County Council through their "Essex Active funding"; Local Co-op; Billericay Lions; The Windmill Theatre School (Billericay); Billericay Community Choir; BCM Productions Ltd; Nicola Baird (Butterfly Bakery, Essex); Marvel Cub Scouts Green Farms Lane; Little Angels; Tippi

Ivy Turner, An 8-year-old Dementia Friend from Quilters Junior School has raised £30 for the Forget me not Memory Café by making origami. She placed her creations in a box outside their house with a suggested price list, saying that "the money raised would go to a charity to support people living with dementia" - and was delighted that people gave well above the asking prices. Amazing!

We would also like to acknowledge those donations that came from funerals during 2021. On behalf of everyone at the memory café thank you so much to be thinking of us at such a sad and emotional time, we are truly grateful.

The community project with Greater Anglia Railways continues, and the flower containers receive high praise from local commuters.

Our work within the Billericay Dementia Action Alliance still grows. Through our Chairperson the memory café was able to link with a local junior school. The Pen-Pal club is still very successful, we have intergenerational activities at the café which enables us to grow the relationships between older and younger generations and have attended events at the school.

The Carers Support group that we were involved with (in an advisory capacity) was set up at "Signature at The Beeches" in Brentwood. We hope this goes from strength to strength and wish everyone involved the very best.

New activities introduced to the café were hand massages, seated yoga, and Tai Chi, all delivered by qualified/professional instructors. For some of these activities we were joined by Quilters Junior School as part of our very successful intergenerational project.

London services

This year our services were overwhelmingly successful.

We continued to grow our services to different parts of London. For example we started our services at Newham General hospital, at Dementia unit, working with one to one patients, making paintings, various craft as well as reminiscing with them. It became so successful among patients and staff we were asked to extend these services in future.

Then our creative mindset project received a tremendous welcome from all section of community in City of London. As a result we had an exhibition at Mansion house which was highly well received.

Our recycling project " Carbon Smart city " is running successfully at two sites - Aldgate and Barbican.

And finally our City Memory group at Barbican is running extremely well as usual. We received and receiving continuously positive feedback from our users, families, community, volunteers and guest volunteers. We are over subscribed now! Its hard to believe that we started this group in 2016 with only 7 users and no volunteers! Now we have 42 users and 12 regular volunteers and still growing! We continued our relationship with ELBA (East London Business Alliance), Standard Chartered bank, and Acuity international to name but a few for guest volunteers.

We launched our website.
<https://www.forgetmenotmemorycafe.org/>

Our new CEO is Madhumita Bose, who was responsible for managing all London services last 8 years.

Financial Review

Results for the year

Note that these accounts are for a period of 10 months as it was decided last year to change our year end date to 31st March in line with most of our funders. During the period ended 31st March 2022 the charity showed a surplus of £1,633 (2021 deficit of £4,139) which, when added to assets brought forward, led to net assets held by the charity at the year end of £14,974 (2021 £13,341).

Format of the Accounts

The accounts comply with current statutory requirements, and Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005

Reserves Policy

At 31st March 2022 The company has unrestricted reserves of over £14,000 in addition to restricted funds of £11,000 to cover specific projects and core funds becoming payable in the financial year commencing 1st April 2022. The funds are held to cover at least three months operational costs in the event of loss of income and to meet any unforeseen expenditure that may occur.

Forget Me Not Memory Café
Report of the Trustees for the period 1st June 2021 to 31st March 2022 (continued)

Future plans:

Essex

For the memory café to grow and thrive within its community, and to reach out and make new partnerships as well as new members, reducing isolation and loneliness.

London

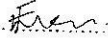
Business continuity plan:

We hope to reach out more people of all ages, ethnicity, sexes, abilities in London to beat loneliness, depression and memory issues. This year we will be particularly focusing on expanding our services on BAME group and hospitals. Therefore we will be applying for funding.

Declaration

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

Signed on behalf of the charity's trustees:

Signature..........

Full name..... **Florence Nosayaba Ejemai**
Chair of Trustees

Date..... **30/10/2022**.....

Forget Me Not Memory Café
Registered Charity number 1178555

Independent Examiner's Report to the Board of Trustees
on the accounts of Forget Me Not Memory Cafe
For the period 1st June 2021 to 31st March 2022

I report to the trustees on my examination of the accounts for the period above as set out on pages 5 to 8.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("The Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

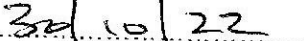
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act, or Act 2006, or
- the accounts did not accord with the accounting records, or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signature.....

Date.....

Christopher Goldie & Co
Reporting Accountants
11 Kings Road
Barnet
Hertfordshire
EN5 4EF

Forget Me Not Memory Café

Financial Statements

For the period 1st June 2021 to 31st March 2022

Income and Expenditure Account

| | <u>year ending 31st March 2022</u> | | | <u>y/e 31st May 2021</u> |
|--|------------------------------------|-------------------------|---------------|--------------------------|
| | <u>Unrestricted Funds</u> | <u>Restricted Funds</u> | <u>Total</u> | <u>Total</u> |
| Incoming Resources | | | | |
| Grants received | - | 78,190 | 78,190 | 73,685 |
| add accrued income | - | - | - | 3,000 |
| less deferred income | - | (11,786) | (11,786) | (20,200) |
| | - | 66,404 | 66,404 | 56,485 |
| Donations | 12,607 | - | 12,607 | 7,676 |
| Total Incoming Resources | 12,607 | 66,404 | 79,011 | 64,161 |
| | | | | |
| Resources Expended | | | | |
| Activity and Project Manager | - | 38,330 | 38,330 | 28,272 |
| Charity Chief Executive | 2,500 | 22,500 | 25,000 | 30,000 |
| Social Security Costs | - | - | - | - |
| Activities, materials, refreshments, rents, other costs | 7,725 | 4,674 | 12,399 | 8,707 |
| Insurance | 149 | - | 149 | 221 |
| Accountancy | 600 | 900 | 1,500 | 1,100 |
| Total Resources Expended | 10,974 | 66,404 | 77,378 | 68,300 |
| | | | | |
| Net Movement of Funds | 1,633 | - | 1,633 | (4,139) |
| | | | | |
| Fund Balances at 30th May 2020 | 13,341 | - | 13,341 | 17,480 |
| | | | | |
| Fund Balances at 31st March 2021 | 14,974 | - | 14,974 | 13,341 |

Forget Me Not Memory Café

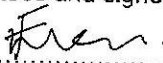
Financial Statements

As at 31st May 2022

Balance Sheet

| | <u>31st March 2022</u> | | | <u>31st May 2021</u> |
|---|-------------------------------|-----------------------------|---------------|----------------------|
| | <u>Unrestricted Funds</u> | <u>Restricted Funds</u> | <u>Total</u> | <u>Total</u> |
| Current Assets | | | | |
| Cash at Bank and in Hand | 15,574 | 34,435 | 50,009 | 35,495 |
| Accrued Income | - | - | - | 3,000 |
| Prepayments and sundry debtors | - | - | - | - |
| | <u>15,574</u> | <u>34,435</u> | <u>50,009</u> | <u>38,495</u> |
| Creditors, Accruals, and Deferred Income: | | | | |
| Deferred income | - | (11,786) | (11,786) | (20,200) |
| Other creditors | (600) | (22,649) | (23,249) | (4,954) |
| Net Current Assets/(Liabilities) | <u>14,974</u> | <u>-</u> | <u>14,974</u> | <u>13,341</u> |
| Net Assets | <u>14,974</u> | <u>-</u> | <u>14,974</u> | <u>13,341</u> |
| Represented by: | | | | |
| Funds brought forward from previous period | 13,341 | - | 13,341 | 13,341 |
| Net surplus/(deficit) for this accounts period | 1,633 | - | 1,633 | (4,139) |
| | <u>14,974</u> | <u>-</u> | <u>14,974</u> | <u>17,480</u> |

Approved by the Trustees and signed on their behalf:

Signature.....

Full name..Florence Nosayaba Ejemai
Chair of Trustees

Date.....30/10/2022

Forget Me Not Memory Café

Notes to Financial Statements

For the period 1st June 2021 to 31st March 2022

1. Basis of Preparation

(a) Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16th July 2014, and with the Charities Act 2011.

(b) Going Concern

The Trustees consider there is reasonable expectation that the Charity has adequate resources to consider an operational existence for the foreseeable future. Accordingly we continue to adopt the going concern basis in preparing this annual report and financial statements.

(c) Change of Accounting Policy

The accounts present a true and fair view and no changes have been made to the accounting policy.

(d) Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

(e) Material prior year errors

No material prior year errors have been identified in the reporting period.

2. Accounting Policies

(a) Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources,
- it is more likely than not that the trustees will receive the resources,
- the monetary value can be measured with sufficient reliability.

(b) Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funder.

(c) Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Donations represent voluntary amounts received during the year.

(d) Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift aid and is treated in addition to the same fund as the initial donation unless the donor or the terms of the appeal have been specified otherwise.

(e) Recognition of Expenditure

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities.

(f) Depreciation

All assets except property are written off in the year of the expense. There have been no assets purchased by the charity to date.

(g) Operating leases

There are no operating leases applicable to the charity in this period.

Forget Me Not Memory Café

Restricted Funds

10 months ended 31st March 2022

| | Received (incl accrued/deferred income b/fwd) 10 months to 31/3/2022 £ | Accrued Income as at 31/3/2022 £ | Deferred Income £ | Income recorded 10 months to 31/3/2022 £ | Received (incl accrued/deferred income b/fwd) year ending 31/5/2021 £ | Accrued Income as at 31/5/2021 £ | Deferred Income as at 31/5/2021 £ | Income recorded year ending 31/5/2021 £ |
|---|---|---|-------------------------|--|--|--|---|---|
| Received in 2021/22 | | | | | | | | |
| Age UK | 15,000 | - | - | 15,000 | 15,000 | 3,000 | - | 18,000 |
| Price International re Barbican "City Memory" project | 500 | - | - | 500 | | | | |
| National Lottery (Awards For All) re "Helping Hands" project | 3,869 | - | - | 3,869 | 10,000 | - | (3,869) | 6,131 |
| City of London Corporation re Artizan Library "City Connect" project | 5,146 | - | - | 5,146 | 7,500 | - | (5,146) | 2,354 |
| City of London Corporation re "Blooming Quilts" project | 10,000 | - | - | 10,000 | | | | |
| Big Lottery re "Make the World Beautiful Again" | 9,980 | - | (601) | 9,389 | | | | |
| Chesapeake Alliance re "Creative Mindset" project | 5,000 | - | (5,000) | - | | | | |
| City Bridge re "Newham Hospital" project | 2,500 | - | (2,500) | - | | | | |
| National Lottery Community Fund re Charity core costs | 22,500 | - | - | 22,500 | 37,500 | - | (7,500) | 30,000 |
| Co-op Local Community Fund | 3,685 | - | (3,685) | - | 3,685 | - | (3,685) | - |
| | <u>78,190</u> | | <u>(11,786)</u> | <u>66,404</u> | <u>73,685</u> | <u>3,000</u> | <u>(20,200)</u> | <u>56,485</u> |

FORGET ME NOT MEMORY CAFÉ CHARITY

England & Wales - Charity number 1178555

Accounts

Forget Me Not Memory Café

Registered Charity 1178555

Trustees Report and Accounts

For the year ended 31st May 2021

Forget Me Not Memory Café
Report of the Trustees for the year ended 31st May 2021

Reference and Administrative Information

Registered Charity: 1178555

Contact Address: 1 Jersey Gardens,
Wickford
Essex
SS11 7AG

Trustees and Officers

The Trustees of the charity during this period are as follows:

David Alexander Barnard (appointed 19/5/2021)

Lee Janet Penstone

Carol Dawn Silverman

Chief Executive Officer Tracy Godden

Bankers Santander

Reporting Accountant Christopher Goldie & Co

Structure, Governance, and Management

Governing Document

The constitution was adopted on 18th May 2018

Appointment of Trustees

Trustees are appointed annually. A minimum of two trustees is required as a quorum to make any decisions on behalf of the charity.

Objectives and activities

The organisation commenced in September 2016 and became a Registered Charity on 30th May 2018.

The objective of the charity is to provide stimulating cognitive and light physical activities for those diagnosed with dementia and other memory problems, and their carers. Our services include outreach, carers support group, help, advice, information, and signposting to other health professionals.

Forget Me Not Memory Café
Report of the Trustees for the period ended 31st May 2021 (continued)

Achievements and Performance

Essex

During 2020 we were very fortunate in receiving new donations & support from Billericay Striders, Rotary Club of Billericay Mayflower, Christ Church Billericay, and Co-Op Community Fund.

Billericay Dementia Action Alliance (we are on the steering board) approached Greater Anglia regarding a community project with the memory café members. An idea was raised at the initial meeting whereby artwork could be displayed (theme of Billericay / Railway) which has been created by people living with dementia & maintain the flower tubs outside the station.

Since that first meeting, Greater Anglia gave us gardening vouchers, our volunteers then bought the flowers, planted them & now regularly maintain the tubs. This is a fantastic ongoing community project, we received great social media feedback from local residents & businesses in the community.

A local garden centre heard about the joint project & donated free plants. We now have an Essex & South Suffolk Community Rail officer assigned to us for future projects. This has raised our profile quite considerably.

London

Forget Me Not memory café successfully worked with Greenwich council, Culture Mile, Subco (BAME) trust, Surrey Council, BPCA (centre for disabled, Tower hamlets), East London Business alliance, Alzheimer's society, Age UK, Hackney and delivered a wide range of services throughout 2020 which included creative postal packs for those experiencing homelessness, people with memory issues, mental health issues, living alone, disadvantaged families, or carers.

Telephone befriending service was offered during lockdown for memory groups, a reminiscence project for Greenwich young and elderly group, as well as the 'Pandemic diary' project for City residents to name but few.

FMN reached 450 London citizens. Our creative postal packs were a huge success

FMN also engaged 1300 volunteers who work in the City through the very popular 'Write me a letter' project partnership with ELBA (East London Business Alliance) which was sent out to our memory group members.

FMN organised a digital exhibition with Barbican library Oct 2020 on theme 'Pandemic diary' which was well received.

Financial Review

Results for the year

During the year ended 31st May 2021 the charity showed a deficit of £4,139 (2020 surplus of £1,396) which, when deducted from assets brought forward, led to net assets held by the charity at the year end of £13,341 (2020 £17,480).

Format of the Accounts

The accounts comply with current statutory requirements, and Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

Reserves Policy

The company has unrestricted reserves of over £13,000 in addition to restricted funds of £17,000 to cover specific projects and core funds becoming payable in the financial year commencing 1st June 2021. The funds are held to cover at least three months operational costs in the event of loss of income and to meet any unforeseen expenditure that may occur.

Forget Me Not Memory Café
Report of the Trustees for the period ended 31st May 2021 (continued)

Future plans:

Essex

Plans to set up a Carers Support Group as we have been approached by a local residential care home that has shown a strong interest in supporting this group by offering use of a room & provide refreshments for free. We hope to have this set up by September/October 2021.

The Head of operations at the "The Together Project" contacted us, a national charity that boosts wellbeing, reduces loneliness, and fosters stronger, happier communities by creating joyful intergenerational experiences with a music group for 0-4year olds, including parents.

Their aims are to:

- To bring the sessions out of Care Homes and into the community
- They were looking for a partner to support the roll out
- Wanting to reach those living with Dementia in the community

Our members will join the children & parents for a sing-song and a chance to make a new friend. During August 2021 will run trial sessions, if this is successful, we hope to run regular sessions on a weekly basis from September. Billericay was identified as one of the areas they would like to launch into as they have always been made to feel so welcome in this area, there really seems to be an appetite for this type of activity.

We approached The Warm & Toasty Club after watching their Memory Afternoons online. We hope to look at ways in which we can connect as there is some synergy with what they do.

London

We shall continue City Memory group for City of London community. We hope to start an intergenerational project with London Symphony orchestra.

We were also approached by Guildhall music for a music befriending project from summer till Autumn 2021.

Sept 2021 we are going to start three new projects called 'The world is beautiful again' (funded by Award for All) at three new locations in London (Barbican library at Barbican, Mansell St Community Centre at Aldgate and Dementia unit at Newham General hospital). Blooming City quilt project funded by Culture Mile is taking place for all city residents.

We hope to engage a wider section of community who lives alone and have memory issues through these projects. The main aim is to address isolation and loneliness.

We shall continue to partner with ELBA, Culture Mile, Alzheimer's Society etc. to expand our services (subject to funding) into different areas of London to reach out more people who are experiencing loneliness.

The organisation is exploring future grant funding opportunities to help FMN continue to offer these community engagement activities.

Declaration

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

Signed on behalf of the charity's trustees:

Signature.....

Full name..... DAVID ALEXANDER BARNARD

Chair of Trustees

Date..... 02-10-21

Forget Me Not Memory Café
Registered Charity number 1178555

Independent Examiner's Report to the Board of Trustees
on the accounts of Forget Me Not Memory Café
For the year ended 31st May 2021

I report to the trustees on my examination of the accounts for the period above as set out on pages 6 to 9.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("The Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

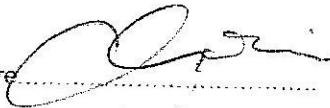
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act, or Act 2006, or
- the accounts did not accord with the accounting records, or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signature



Date

1/8/2021

Christopher Goldie & Co
Reporting Accountants
11 Kings Road
Barnet
Hertfordshire
EN5 4EF

Forget Me Not Memory Café

Financial Statements

For the year ended 31st May 2021

Income and Expenditure Account

| | <u>year ending 31st May 2021</u> | | | <u>y/e 31st May 2020</u> |
|--|----------------------------------|-----------------------------|----------------|--------------------------|
| | <u>Unrestricted Funds</u> | <u>Restricted Funds</u> | <u>Total</u> | <u>Total</u> |
| Incoming Resources | | | | |
| Grants received | | 73,685 | 73,685 | 82,586 |
| add accrued income | | 3,000 | 3,000 | 3,350 |
| less deferred income | - | (20,200) | (20,200) | (8,201) |
| | - | 56,485 | 56,485 | 77,735 |
| Donations | 7,676 | - | 7,676 | 10,419 |
| Total Incoming Resources | 7,676 | 56,485 | 64,161 | 88,154 |
| | | | | |
| Resources Expended | | | | |
| Activity and Project Manager | 6,882 | 21,390 | 28,272 | 31,412 |
| Charity Chief Executive | - | 30,000 | 30,000 | 31,324 |
| Social Security Costs | - | - | - | 132 |
| Activities, materials, refreshments, rents, other costs | 4,212 | 4,485 | 8,707 | 22,730 |
| Insurance | 221 | - | 221 | 260 |
| Accountancy | 500 | 600 | 1,100 | 900 |
| Total Resources Expended | 11,815 | 56,485 | 68,300 | 86,758 |
| | | | | |
| Net Movement of Funds | (4,139) | - | (4,139) | 1,396 |
| | | | | |
| Fund Balances at 30th May 2020 | 17,480 | - | 17,480 | 16,084 |
| | | | | |
| Fund Balances at 31st May 2021 | 13,341 | - | 13,341 | 17,480 |

Forget Me Not Memory Café

Financial Statements

As at 31st May 2021

Balance Sheet

| | <u>31st May 2021</u> | | | <u>31st May 2020</u> |
|--|-------------------------------|-----------------------------|----------------------|----------------------|
| | <u>Unrestricted Funds</u> | <u>Restricted Funds</u> | <u>Total</u> | <u>Total</u> |
| Current Assets | | | | |
| Cash at Bank and in Hand | 18,295 | 17,200 | 35,495 | 26,501 |
| Accrued Income | - | 3,000 | 3,000 | 3,350 |
| Prepayments and sundry debtors | - | - | - | - |
| | <u>18,295</u> | <u>20,200</u> | <u>38,495</u> | <u>29,851</u> |
| Creditors, Accruals, and Deferred Income: | | | | |
| Deferred income | - | (20,200) | (20,200) | (8,201) |
| Other creditors | (4,954) | - | (4,954) | (4,170) |
| Net Current Assets/(Liabilities) | <u>13,341</u> | <u>-</u> | <u>13,341</u> | <u>17,480</u> |
| Net Assets | <u>13,341</u> | <u>-</u> | <u>13,341</u> | <u>17,480</u> |
| Represented by: | | | | |
| Funds brought forward | | | | |
| from previous period | 17,480 | - | 17,480 | 16,084 |
| Net surplus/(deficit) | | | | |
| for this accounts period | (4,139) | - | (4,139) | 1,396 |
| | <u>13,341</u> | <u>-</u> | <u>13,341</u> | <u>17,480</u> |

Approved by the Trustees and signed on their behalf:

Signature..... 

Full name..... DAVID ALEXANDER BARWOOD
Chair of Trustees

Date..... 02-10-21

Forget Me Not Memory Café

Notes to Financial Statements

For the year ended 31st May 2021

1. Basis of Preparation

(a) Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16th July 2014, and with the Charities Act 2011.

(b) Going Concern

The Trustees consider there is reasonable expectation that the Charity has adequate resources to consider an operational existence for the foreseeable future. Accordingly we continue to adopt the going concern basis in preparing this annual report and financial statements.

(c) Change of Accounting Policy

The accounts present a true and fair view and no changes have been made to the accounting policy.

(d) Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

(e) Material prior year errors

No material prior year errors have been identified in the reporting period.

2. Accounting Policies

(a) Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources,
- it is more likely than not that the trustees will receive the resources,
- the monetary value can be measured with sufficient reliability.

(b) Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funder.

(c) Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Donations represent voluntary amounts received during the year.

(d) Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift aid and is treated in addition to the same fund as the initial donation unless the donor or the terms of the appeal have been specified otherwise.

(e) Recognition of Expenditure

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities.

(f) Depreciation

All assets except property are written off in the year of the expense. There have been no assets purchased by the charity to date.

(g) Operating leases

There are no operating leases applicable to the charity in this period.

Forget Me Not Memory Café

Notes to Financial Statements (continued)

For the year ended 31st May 2021

3. Restricted Funds:

| | year ended 31st May 2021 | | | year ended 31st May 2020 | | | | |
|--|---|--------------------------------------|---------------------------------------|--|---|--------------------------------------|---------------------------------------|--|
| | Received (incl accrued/deferred income b/fwd) y/e 31/5/2021 £ | Accrued income 31/05/2021 £ | Deferred income 31/05/2021 £ | Income recorded y/e 31/5/2021 £ | Received (incl accrued/deferred income b/fwd) y/e 31/5/2020 £ | Accrued income 31/05/2020 £ | Deferred income 31/05/2020 £ | Income recorded y/e 31/5/2020 £ |
| Age UK re Barbican 'City Memory' project | 15,000 | 3,000 | - | 18,000 | 18,000 | 3,000 | - | 21,000 |
| National Lottery (Awards For All) re Artizan Library "City Connect" project | - | - | - | - | 9,935 | - | - | 9,935 |
| National Lottery (Awards For All) re "Helping Hands" project | 10,000 | - | (3,889) | 6,131 | - | - | - | - |
| City of London Corporation re Artizan Library "City Connect" project | 7,500 | - | (5,146) | 2,354 | 12,500 | - | - | 12,500 |
| Royal Greenwich "Memory of Greenwich" project | - | - | - | - | 3,150 | 350 | - | 3,500 |
| National Lottery Community Fund re Charity core costs | 37,500 | - | (7,500) | 30,000 | 38,300 | - | (7,500) | 30,800 |
| Co-op Local Community Fund | 3,685 | - | (3,685) | - | 701 | - | (701) | - |
| | <u>73,685</u> | <u>3,000</u> | <u>(20,200)</u> | <u>56,485</u> | <u>82,586</u> | <u>3,350</u> | <u>(8,201)</u> | <u>77,735</u> |