

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.....

Chair of Trustees

Date.....

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.

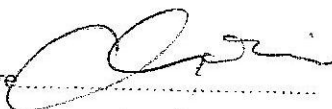
Independent examiner's statement

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</u> <u>Funds</u>	<u>Restricted</u> <u>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	<u>7,676</u>	<u>56,485</u>	<u>64,161</u>	<u>88,154</u>
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	<u>11,815</u>	<u>56,485</u>	<u>68,300</u>	<u>86,758</u>
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	<u>13,341</u>	<u>-</u>	<u>13,341</u>	<u>17,480</u>

Forget Me Not Memory Café

Financial Statements

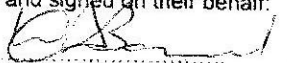
As at 31st May 2021

Balance Sheet

	<u>31st May 2021</u>			<u>31st May 2020</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</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 BARNARD

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)	-	
	73,685	3,000	(20,200)	56,485		82,586	3,350	(8,201)	77,735	