

**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.

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**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; Tipis

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 Café**  
**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.

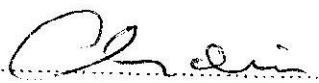
**Independent examiner's statement**

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:

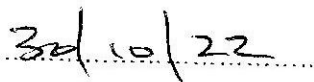
- accounting records were not kept in accordance with section 130 of the Act, or Act 2006, or
- the accounts did not accord with the accounting records, or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and 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>
<b>Incoming Resources</b>				
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
<b>Total Incoming Resources</b>	<u>12,607</u>	<u>66,404</u>	<u>79,011</u>	<u>64,161</u>
<b>Resources Expended</b>				
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
<b>Total Resources Expended</b>	<u>10,974</u>	<u>66,404</u>	<u>77,378</u>	<u>68,300</u>
<b>Net Movement of Funds</b>	1,633	-	1,633	(4,139)
<b>Fund Balances at 30th May 2020</b>	13,341	-	13,341	17,480
<b>Fund Balances at 31st March 2021</b>	<u>14,974</u>	<u>-</u>	<u>14,974</u>	<u>13,341</u>

# Forget Me Not Memory Café

## Financial Statements

As at 31st May 2022

### Balance Sheet

	<u>31st March 2022</u>			<u>31st May 2021</u>
	Unrestricted Funds	Restricted Funds	Total	Total
<b>Current Assets</b>				
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>
<b>Creditors, Accruals, and Deferred Income:</b>				
Deferred income	-	(11,786)	(11,786)	(20,200)
Other creditors	(600)	(22,649)	(23,249)	(4,954)
<b>Net Current Assets/(Liabilities)</b>	<u><u>14,974</u></u>	<u><u>-</u></u>	<u><u>14,974</u></u>	<u><u>13,341</u></u>
<b>Net Assets</b>	<u><u>14,974</u></u>	<u><u>-</u></u>	<u><u>14,974</u></u>	<u><u>13,341</u></u>
Represented by:				
Funds brought forward				
from previous period	13,341	-	13,341	13,341
<b>Net surplus/(deficit)</b>				
for this accounts period	1,633	-	1,633	(4,139)
	<u><u>14,974</u></u>	<u><u>-</u></u>	<u><u>14,974</u></u>	<u><u>17,480</u></u>

Approved by the Trustees and signed on their behalf:

Signature Florence

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 reliefs 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					Received in 2020/21				
Age UK	15,000	-	-	15,000	Age UK	15,000	3,000	-	18,000
Price International re Barbican "City Memory" project	500	-	-	500	re Barbican "City Memory" project				
National Lottery (Awards For All) re "Helping Hands" project	3,869	-	-	3,869	National Lottery (Awards For All) re "Helping Hands" project	10,000	-	(3,869)	6,131
City of London Corporation re Artizan Library "City Connect" pro	5,146	-	-	5,146	City of London Corporation re Artizan Library "City Connect" p	7,500	-	(5,146)	2,354
City of London Corporation re "Blooming Quilts" project	10,000	-	-	10,000	Royal Greenwich "Memory of Greenwich" project	-	-	-	-
Big Lottery re "Make the World Beautiful Again"	9,990	-	(601)	9,389					
Cheapside 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	National Lottery Community Fund re Charity core costs	37,500	-	(7,500)	30,000
Co-op Local Community Fund	3,685	-	(3,685)	-	Co-op Local Community Fund	3,685	-	(3,685)	-
	78,190	-	(11,786)	66,404		73,685	3,000	(20,200)	56,485