

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

Contents

	Page
Charity Information	1
Trustees' Annual Report	2
Independent Examiner's Report	5
Statement of Financial Activities	6
Statement of Financial Position	7
Notes to the Financial Statements	8

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' 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;

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.

INDEPENDET 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>28,080</u>	<u>52,148</u>	<u>80,228</u>	<u>26,516</u>
CHARITY FUNDS				
Funds	28,080	52,148	80,228	26,516
TOTAL FUND	<u>28,080</u>	<u>52,148</u>	<u>80,228</u>	<u>26,516</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>28,178</u>	<u>52,050</u>	<u>80,228</u>	<u>26,516</u>

Approved by the Board of Trustees on21/06/2024 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 Account	800		800	
Howden Group Servi	1,100		1,100	
Rowe Price International			-	500
Other	1,505		1,505	7,631
	33,730	62,360	96,090	75,060

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	
Overhead and Hall	2,392	4,441	6,833	8,393
Accountancy	210	390	600	600
	27,321	50,737	78,058	63,518

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.