



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From April 1st 2020 **Period start date** **To** March 31st 2021 **Period end date**

Charity name: Made a Mark

Charity registration number: 1178952

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the public benefit to relieve the mental, spiritual and physical distress of children and young people suffering from bereavement or loss, in particular but not exclusively, through the provision of memory boxes and supporting materials to professional organisations.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>During this reporting period Made a Mark has:</p> <ul style="list-style-type: none">-purchased (boxes and contents), stored, packed and delivered (either by volunteer driver or courier) a total of 742 memory boxes to support children experiencing the death of a parent/similar care giver or sibling- Purchased and delivered a selection of books for the support of bereaved children to South Glos libraries- Purchased and delivered a selection of books for the support of bereaved children to a South Glos school.-Purchased and delivered copies of a book to support children where someone is seriously ill to professionals working in a range of settings in request.-Signposted professionals and families to appropriate child bereavement charities for support when this is outside the remit of our aims/work-Signposted professionals to organisations that can provide education around the subject of child bereavement-Provided support/advice to professionals/teams regarding the setup of similar memory box projects
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees has been provided with access to guidance by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Made a Mark relies solely on volunteers for ALL of our activity. Made a Mark does not have any paid employees. We are very grateful to our board of trustees and small team of volunteers for enabling us to achieve the stated activities during this reporting period.
Other		Not applicable

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During this reporting period Made a Mark has:</p> <ul style="list-style-type: none"> -Set up a new system for organisations to apply for our support and to easily access our resources online once approved. -Liaised with professionals working in a range of organisation regarding how our resources can help them improve support and offer memory making opportunities for bereaved children -Supplied 742 memory boxes and supporting materials to help professionals better support bereaved children in a range of settings including hospitals, hospices, primary care and funeral directors. These boxes also contain handprint and hair-lock kits to enable memory making opportunities. The memory boxes are supplied in three age ranges to ensure the contents are age-appropriate, thus offering the best support. We supply these to organisations free of charge. -Provided age-appropriate reading materials to a local library group and schools for the general support of local children around the subject of bereavement and loss.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable
Performance of fundraising activities against objectives set	Para 1.41	Not applicable
Investment performance against objectives	Para 1.41	Not applicable
Other		Not applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	This has been a challenging financial year however we have got through it with the support of our community and local businesses. The charity bank account finished with £15,762.74 in the account.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Made a Mark hold an reserve of £2,500, beyond which spending is not allowed aside from the purposes of maintaining insurance and other essential purposes as agreed by the trustee board. This is to ensure that essential payments can still be maintained.
Amount of reserves held	Para 1.22	£2,500
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Nil
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Made a Mark had three principle sources of funds during this financial period: -Fundraising – which was severely restricted due to the coronavirus pandemic -Donations -Grants
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Investment policy and objectives including any social investment policy adopted	Para 1.46	Not Applicable
A description of the principal risks facing the charity	Para 1.46	<ul style="list-style-type: none"> -Risk of demand overwhelming resources -Difficulty maintaining income to meet demand
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Apart from the first charity trustees, every trustee must be appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The charity trustees will make available to each new charity trustee, on or before his or her first appointment: -a copy of the current version of this constitution; and -a copy of the CIO's latest Trustees' Annual Report and statement of accounts. -Access to policies (Child Protection Policy, Volunteer Policy, GDPR Policy, Equality and Diversity Policy)
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Made a Mark is principally run by the board of trustees, who themselves carry out most of the charitable activity. There are a small team of volunteers who support us.
Relationship with any related parties	Para 1.51	Not applicable
Other		Not applicable.

Reference and Administrative details

Charity name	Made a Mark
Other name the charity uses	
Registered charity number	1178952

Charity's principal address	5 Down Leaze Alveston Bristol

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Keri Vickery (nee Knapp)	Chair		
2	Alistair Vickery	Treasurer	10 th June 2020-current	
3	Jacqueline Barge	Secretary		
4	Karen Vizard			
5	Lauren Gooderson			
6	Angela Knapp			
7	Debra Wilson			
8	Cathy Jowett			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable


Other optional information

Not applicable

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Keri Vickery	
Position (eg Secretary, Chair, etc)	Chair	
Date	27/5/2021	

Made a Mark

Registered Charity Number 1178952

I have been asked to examine the accounts on behalf of the Charity

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the Accounts.

The Charity has prepared the accounts and I am qualified to undertake an examination of the accounts by being a member of The Chartered Institute of Public Finance and Accountancy.

Basis of independent examiners report

My examination was carried out in accordance with the general Directions given by the Charity Commission.

The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

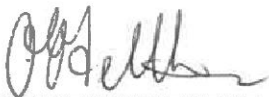
Independent examiners statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements :-

(1) to keep accounting records in accordance with the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met

Or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Alan Feltham
C.P.F.A.

1 Rudgeway Park, Rudgeway,
Bristol BS 35 3RU

August 4th 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Made a Mark Charity

1178952

Receipts and payments accounts

CC16a

For the period
from

01/04/2020

To

31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising	7,477	-	-	7,477	-
Donations	36,997	-	-	36,997	-
Grants	-	7,289	-	7,289	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	44,474	7,289	-	51,763	22,019
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	44,474	7,289	-	51,763	22,019
A3 Payments					
Promotion	1,949	-	-	1,949	-
Fundraising	786	-	-	786	-
Admin	4,512	-	-	4,512	-
Charitable Activity	30,350	-	-	30,350	-
Restricted Funds Spending	-	7,289	-	7,289	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	37,597	7,289	-	44,886	28,191
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,597	7,289	-	44,886	28,191
Net of receipts/(payments)	6,877	-	-	6,877	- 6,172
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	6,877	-	-	6,877	- 6,172

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Funds in charity bank account at end of financial year	15,763	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	15,763	-	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

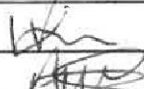
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval


2

Keri Vickery
Alistair Vickery

27/05/2021
27/05/2021

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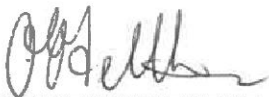
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		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

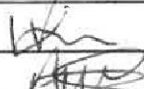
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			-	
			-	
			-	
			-	

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Print Name

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Alistair Vickery

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