

# 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 independent 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.

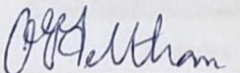
## **Independent examiners statement**

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 7<sup>th</sup> 2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Made a Mark

1178952

## Receipts and payments accounts

CC16a

For the period  
from

1st April 2021

To

31st March 2022

### 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 £
<b>A1 Receipts</b>					
Fundraising	3,294	-	-	3,294	7,477
Donations	36,364	-	-	36,364	36,997
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>39,658</b>	<b>-</b>	<b>-</b>	<b>39,658</b>	<b>44,474</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>39,658</b>	<b>-</b>	<b>-</b>	<b>39,658</b>	<b>44,474</b>
<b>A3 Payments</b>					
Charitable Activity	40,648	-	-	40,648	37,639
Promotion	745	-	-	745	1,949
Fundraising	1,279	-	-	1,279	786
Administration	1,291	-	-	1,291	4,512
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>43,963</b>	<b>-</b>	<b>-</b>	<b>43,963</b>	<b>44,886</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>43,963</b>	<b>-</b>	<b>-</b>	<b>43,963</b>	<b>44,886</b>
<b>Net of receipts/(payments)</b>	<b>- 4,305</b>	<b>-</b>	<b>-</b>	<b>- 4,305</b>	<b>- 412</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 4,305</b>	<b>-</b>	<b>-</b>	<b>- 4,305</b>	<b>- 412</b>

### 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 £
<b>B1 Cash funds</b>	Account Balance	9,976	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>9,976</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds



**B2 Other monetary assets**

Details	to nearest £	to nearest £	to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

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

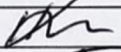
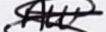
**B4 Assets retained for the charity's own use**

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

**B5 Liabilities**

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

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

Signature	Print Name	Date of approval
	Keri Vickery (Chair)	6/7/2022
	Alistair Vickery (Treasurer)	06.07.22


**Trustees' Annual Report for the period from April 1<sup>st</sup> 2021 to March 31<sup>st</sup> 2022**
**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	Our principle charitable activity is purchasing, packing and delivering memory boxes and supporting contents to help professionals better support children experiencing the death of a parent (or similar caregiver) or sibling.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	It is confirmed that all trustees on the board at Made a Mark are aware of their responsibilities, as laid out by the Charity Commission, with regard public benefit.
Contribution made by volunteers	Para 1.38	The management and day-to-day running of the charity is carried out entirely by volunteers. Made a Mark is a no salary charity. Without the effort and commitment of our volunteers, Made a Mark would not be able to carry out its charitable activity. The trustee board are grateful to all contributors for their input and support.



## Achievements and Performance

Financial Review	SORP reference	
<p>Review of the charity's achievements and performance</p> <p>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.</p>	<p>Para 1.20</p>	<p>The charity has received a significant increase in requests for support, necessitating a review of how we manage our limited resources. We now have in place an online process by which professional organisations can apply for support. These support applications are reviewed by trustees in the context of the financial position at the point of application. During this financial period we have approved 35 Support Applications for teams working in a wide variety of settings including scute hospitals, hospices and primary care.</p>
<p>Amount of reserves held</p> <p>Details of fund materially in deficit</p> <p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Para 1.22</p> <p>Para 1.24</p> <p>Para 1.25</p>	<p>The charity has supplied 796 memory boxes and supporting contents to professionals working with bereaved children during the period covered by the report. These memory boxes and supporting contents cost £40 per unit to supply (on average over three age ranges) .</p>
<p>Additional information (optional)</p> <p>You may choose to include further statements</p>		<p>The charity's principal sources of funds (including any fundraising)</p> <p>We remain a no-salary charity and run our operation from a donated space so also have no outgoings for premises.</p>
<p>A description of the principal risks facing the charity</p>	<p>Para 1.47</p>	<p>We hope that our charitable activity is providing opportunities for children experiencing bereaved to have memory making opportunities and for the supporting adults to have timely access to supporting materials and signposting information.</p>
<p>Structure, Governance and Management</p>		<p>We have received many kind words of feedback relating to how our work is benefitting the beneficiaries. Some examples from professionals to whom we supply memory boxes are below:</p>
<p>Description of charity's trusts</p> <p>Type of governing document (trust deed, royal charter)</p>	<p>Para 1.28</p>	<p>'I find these beautiful boxes very useful indeed to help children who have lost a parent and who go on to donate organs and give the gift of life'</p>
<p>How is the charity constituted? (e.g. unincorporated association, CIO)</p>	<p>Para 1.29</p>	<p>'Your boxes bring so much comfort to our families'</p>
<p>Trustees 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</p>	<p>Para 1.26</p>	<p>'Thank you for helping to support these children, I know each and every box has meant so much to these families'</p>
		<p>'They make a horrendous time a little bit easier, thank you'</p>

## Financial Review

Charity name	Made & Mark	
Review of the charity's financial position at the end of the period	Para 1.21	For period 31/3/2021-01/04/2022 INCOME = £39,672.81 OUTGOINGS = £45,444.95 CLOSING BALANCE = £9,990.60 Please see annual return for full details.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity holds reserves of £2,500, which can be spent only for the continued supply of memory boxes to our most local acute hospital.
Amount of reserves held	Para 1.22	£2,500
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	Nil

### 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	The sources of funds for this period are as follows: Fundraising = £3,293.78 Donations = £36,379.03
A description of the principal risks facing the charity	Para 1.46	-Risk of receiving more requests for support than we have financial and volunteer capacity to complete and therefore being unable to fulfil these requests. -Issues with rising cost of materials items (for example memory boxes and contents)

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitutional Document
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	Elected to post by vote of trustee board




## 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 BS35 3NQ

## 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)	Ked Vickery
Position (eg Secretary, Chair, etc)	Chair
Date	20/07/2022

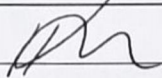
## Names of the charity trustees who manage the charity

	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	Chair		
2	Alistair Vickery	Treasurer		
3	Jackie Barge	Minutes Secretary		
4	Lauren Gooderson			
5	Karen Vizard			
6	Angela Knapp			
7	Cathy Jowett			
8	Debra Wilson			
9	James Locke		17/02/2022-current	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## 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	20/07/2022	