



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From April 1<sup>st</sup> 2022 To March 31<sup>st</sup> 2023**

**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.

## **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
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

	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>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 40 new Support Applications for teams working in a wide variety of settings including scute hospitals, hospices and primary care. There are in addition to those organisations previously approved and that can order our resources.</p> <p>The charity has supplied 1,269 memory boxes and supporting contents to professionals working with bereaved children during the period covered by the report. This is almost double that supplied in the previous financial year. These memory boxes and supporting contents cost £40 per unit to supply (on average over three age ranges).</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>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>We have received many kind words of feedback relating to how our work is benefitting the beneficiaries, both from families and from the professionals using our boxes</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>INCOME: £64,230.61</p> <p>OUTGOINGS: £70,110.87</p> <p>END BALANCE: £4,110.34</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The current agreed reserve balance is £1,500 – this is held to enable continued provision of memory boxes to core (local) organisations</p>

Amount of reserves held	Para 1.22	£1,500
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

#### 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	<ul style="list-style-type: none"> <li>-Own calendar of events organised by trustees</li> <li>-Donations from supporters</li> <li>-Donations from organisations</li> <li>-Grants</li> </ul>
A description of the principal risks facing the charity	Para 1.46	<ul style="list-style-type: none"> <li>-Risk of receiving more requests for support than we have financial and volunteer capacity to complete and therefore being unable to fulfil these requests.</li> <li>-Issues with rising cost of materials items for example memory boxes and contents</li> <li>- Risk of having insufficient income to meet demand for charitable activity</li> </ul>

#### 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	<ul style="list-style-type: none"> <li>-Review of trustee status annually</li> <li>-New trustees appointed by vote of existing Trustees</li> </ul>

#### 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



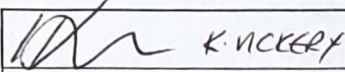
# Names of the charity trustees who manage the charity

	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	Secretary		
4	Lauren Gooderson	Trustee		
5	Karen Vizard	Trustee		
6	Angela Knapp	Trustee		
7	Cathy Jowett	Trustee		
8	James Locke	Trustee- resigned	19/05/2022-07/01/2023 (resigned)	
9				
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)	 K. VICKERY	
Full name(s)	Keri Vickery	
Position (eg Secretary, Chair, etc)	Chair	
Date	10/07/2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Made a Mark Charity

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2022

To

Period end date  
31/03/2023

### 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	11,954	-	-	11,954	3,294
Donations	41,347	-	-	41,347	35,379
Grant Applications	-	8,624	-	8,624	1,000
Gift Aid Claims	2,305	-	-	2,305	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	55,606	8,624	-	64,230	39,673
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	55,606	8,624	-	64,230	39,673
<b>A3 Payments</b>					
Charitable Activity	65,651	-	-	65,651	40,648
Promotional Material	239	-	-	239	745
Fundraising	3,095	-	-	3,095	1,279
Administrative Costs	1,127	-	-	1,127	1,291
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	70,112	-	-	70,112	43,963
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	70,112	-	-	70,112	43,963
<b>Net of receipts/(payments)</b>	- 14,506	8,624	-	- 5,882	- 4,290
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	- 14,506	8,624	-	- 5,882	- 4,290



## 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		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-

(agree balances with receipts and payments account(s))

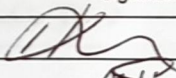

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

Categories	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
	KERI VICKERY	29/5/23
	ALISTAIR VICKERY	29.05.23



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

Charity Name

MADE A MARK

On accounts for the year  
ended

31/MARCH 2023

Charity no  
(if any)

1178952

Set out on pages

2.

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

DEBORAH J. HASAN

Date:

7/6/23

Name:

DEBORAH J. HASAN

Relevant professional  
qualification(s) or body

LCCI & GNVQ BUSINESS & FINANCE



(if any):

Address:

THE COTTAGE

MILL FARM

NORTHWICK BS35 4HE

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Consider doing a stock take at future year ends.

## **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 holding a LCCI and GNVQ in Business and Finance, as well as over 30 years experience as an accounts administrator.

### **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 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.

Deborah J Hagan



LCCI

The Cottage, Mill Farm, Northwick BS35 4HE

7th July 2023



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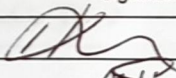

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B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

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

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	ALISTAIR VICKERY	29.05.23



CHARITY COMMISSION  
FOR ENGLAND AND WALES

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LCCI

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