

Charity number: 1185367

**MEMORY MATTERS FOUNDATION
REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022**

CONTENTS

	Page
Report of the trustees	1 – 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 – 10

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022**

Page1

REPORT OF THE TRUSTEES

The Trustees present their report and the accounts of the Charity for the period ended 31 March 2022. The trustees have adopted the provisions of 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 2019).

Memory Matters Foundation is a Charitable Incorporated Organisation (CIO), governed according to the Constitution dated 18 September 2019.

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE CHARITY, ITS TRUSTEES AND ADVISERS

Charity name: The charity is known by the name "Memory Matters Foundation"

Charity Number. 1185367

The trustees at the date of approval of this report and those who served during the period were:

Hilary Cragg
Greg Lumley
Graham Arthur Charles Knapman
Paul Kennelly
William Mclean
Ashley Smith

Principal address:

Moments Café
69a New George Street
Plymouth
PL1 1RJ

Independent Examiner:

Martin Caruana
Beverston Accountants Ltd
3 Stoke Damerel Business Centre
5 Church Street
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**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022**

**Page 2
REPORT OF THE TRUSTEES**

STATUS, GOVERNANCE AND MANAGEMENT

Governing document

The charity is governed by its constitution dated 18 September 2019.

Recruitment and appointment of new trustees

Three new trustees were recruited during the period matching to skills audit bringing finances, property management and lived experience to the board.

New trustees can be appointed by a resolution passed at a meeting of 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.

New trustees are inducted into the workings of the charity during meetings held on a regular basis.

Organisational structure

The charity is a Charitable Incorporated Organisation.

Overall responsibility for the management of the charity is vested in the Trustees.

The charity is managed on a day to day basis by Memory Matters CIC Finance Manager, Vannessa Jones.

The charity holds trustee meetings throughout the period, these meetings are organised by the Trustees to continue with the work necessary to maintain the objects of the charity.

All trustees give of their time freely and no trustee remuneration was paid in the period.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees actively review the major risks faced by the Charity on a regular basis. In this period risk management issues have obviously been dominated by the aftermath of the pandemic which has tested service delivery systems. All the challenges were addressed and overcome with a view to minimising the impact on delivery of information and advice services. The Board is confident that the Charity is in a fit state and able to move towards growth and continue to support Memory Matters CIC and Moments Café over the upcoming years.

OBJECTIVES AND ACTIVITIES

The Memory Matters Foundation established with the aim of supporting those affected by Dementia and other long term conditions. To provide relief of those affected by dementia and other long term and chronic health conditions by the provision of advice, support and education and raising public awareness of such health conditions. All funds raised enable the charity to provide support to those issues, as needed by those affected.

The Charity is supported by the team who run Memory Matters CIC and Moments Café in the southwest. The Charity was set up to enable a transparent fundraising path to build on the needs of the community. The Charity is a separate entity from Memory Matters CIC and Moments Café and is governed by trustees under the guidance of the Charities Commission; they do, however, work cooperatively together albeit with separate roles and responsibilities.

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022**

**Page 3
REPORT OF THE TRUSTEES**

ACHIEVEMENT AND PERFORMANCE

The Hub was closed for March 2021 and April 2021 due to the Pandemic. During this period remote support services were provided online and through telephone calls. On 17 May 2021 for face-to-face support recommenced The Trustees met a total of four times during this operational period.

With Rank Foundation funding coming to an end in June 21 the board agreed that the Foundation would start funding the Dementia Advice and Information Service. During the period the Foundation received private donations and was the chosen charity for Plymouth Lord Mayors office. These funds were used during this time to secure a sessional Dementia Coordinator to provide guided dementia conversations to those that visit, call or email Moments Cafe and Memory Matters hub to help provide clarity and solutions to the challenges beneficiaries bring and sharing knowledge whilst supporting Memory Matters CIC and Moments Café staff with issues surrounding dementia. This included starting a new Memory Café at the hub running weekly to support people living with dementia and their carers. The Foundation agreed to fund the first six months to allow the group to build funds ensuring their sustainability and helping them to self-fund moving forwards.

The funds were also used to secure the services of a Finance Worker for one day a week and to cover overhead charges associated with running the Dementia Advice and Information Hub.

FINANCIAL REVIEW

Memory Matters Foundation secured the services of Memory Matters CIC Finance Manager for one day a week to oversee the finance processes and payments.

Policies and process for receiving donations to the charity was put into place during this period. All transactions and accounts are processed through Xero accounting software, and we secured the services of Beverston Accountants to oversee the period end and reconcile the accounts.

The Foundation has applied for Gift Aid registration.

During this period Charity accounts have been set up with Amazon Smile and Easy fundraising to allow the public to donate when shopping online.

A profile has been set up on Just Giving to allow online donations and regular giving.

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022**

**Page 4
REPORT OF THE TRUSTEES**

Grants

One grant was awarded to the Foundation from The Peoples Postcode Lottery with the objective of working with other community groups to help them to meet, emerge from the Pandemic and grow. We worked with the community to offer wellbeing activities which are inclusive and open to all. These have included:

- arts & crafts,
- mental health first aid,
- life after lockdown programmes
- tai chi, model club and
- music therapy.

The aim was to break down the barriers associated with dementia and ageing and ensure that people affected by dementia are able to participate in community activities.

We trained partner organisation facilitators to make their sessions dementia friendly and ensured that our dementia development worker was available to co facilitate workshops to enable anyone with dementia to take part alongside others within the community. We included intergenerational activities that bring the community together with a common goal of emerging from the pandemic lockdown. The grant enabled us to offer our spaces and services free of charge to not just our beneficiaries but partner organisations to enable them to encourage their beneficiaries back to activities after the pandemic.

Reserves policy

In general, it is considered prudent to maintain a level of useable reserves sufficient to cover unexpected and unplanned events, so that the charity's primary objective is preserved. At the same time the Trustees wish to ensure that it uses its funding to benefit the community.

Investment policy and objectives

Aside from retaining a prudent amount in reserves each year, most of the Charity's funds are spent in the short-term, so there are few funds available for long-term investment. Investment may be an option in future years, but at present, the trustees believe the Charity's money needs to remain available and be easily accessible should unforeseen expenses arise.

FUTURE DEVELOPMENTS

The Charity intends to recruit volunteers to help with community fundraising and to build relationships with the community by attending local events. Plans exists to increase regular donations via payroll giving and to expand the provision of advice and information services from the current two days a week to four days.

As the current Memory Café group is reaching capacity, we intend to add a second group ensuring two groups are running weekly.

Approved by order of the board of trustees on 27/07/2023 and signed on its behalf by:

Hilary Cragg
Chair

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022**

Page 5

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the accounts of the Charity for the period ended 31 March 2022 as set out on pages 5 to 11.

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').

Having satisfied myself that the accounts are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Martin Caruana FMAAT
Beverston Accountants Ltd
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27/07/2023

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022

Page 6

STATEMENT OF FINANCIAL ACTIVITIES

	Note	Total 2022	Unrestricted funds	Restricted funds	Total 2021
TOTAL INCOMING RESOURCES	2	51,182	51,182	-	893
RESOURCES EXPENDED					
Cost of charitable activities	3	19,483	19,483	-	-
Governance costs	4	900	900	-	-
TOTAL RESOURCRES EXPENDED		20,383	20,383	-	-
NET INCOME/EXPENDITURE		30,799	30,799	-	893
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		30,799	30,799	-	-
RECONCILIATION OF FUNDS:					
FUNDS BROUGHT FORWARD		893	893	-	-
FUNDS CARRIED FORWARDS		31,692	31,692	-	893

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022

Page 7

STATEMENT OF FINANCIAL POSITION

	Note	2022	2021
Current assets			
Cash at bank and in hand		32,592	893
Creditors: amounts falling due within one year	6	900	-
Net current assets		31,692	893
Net assets		31,692	893
Funds			
Unrestricted funds	7	31,692	-
Restricted funds	7	-	893
		31,692	893

The financial statements were approved by the Board of Trustees on 27/07/2023 and were signed on its behalf by:

Hilary Cragg
Chair

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022**

Page 8

NOTES TO THE FINANCIAL STATEMENTS

Note 1 – ACCOUNTING POLICIES

Accounting convention

The financial statements of the CIO, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Incoming resources

All charity income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Other grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Incoming resources from other charitable activities are accounted for when earned.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

There are no restricted funds. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Going concern

On 11 March 2020 the novel coronavirus disease called 'Covid-19' was assessed as a pandemic and on 23 March 2020 a lockdown was imposed across the United Kingdom to stop the spread of the virus. As a result, economic uncertainties have arisen across the global economy. Whilst this may impact on future funding for the charity, the trustees have determined that there are no material uncertainties in relation to going concern.

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022

Page 9

NOTES TO THE FINANCIAL STATEMENTS

Note 2 – ANALYSIS OF INCOME

	Total 2022	Unrestricted funds	Restricted funds	Total 2021
Donations	31,212	31,212	-	893
Grant income	19,970	19,970	-	-
	51,182	51,182	-	893

Note 3 – ANALYSIS OF EXPENDITURE

DIRECT CHARITABLE EXPENDITURE

	Total 2022	Unrestricted funds	Restricted funds	Total 2021
Room hire	6,267	6,267	-	-
Consultants and development workers	4,641	4,641	-	-
Hub resources	870	870	-	-
	11,778	11,778	-	-

SUPPORT COSTS

	Total 2022	Unrestricted funds	Restricted funds	Total 2021
Office support costs	6,532	6,532	-	-
Just Giving subscription	72	72	-	-
Bookkeeping and finance management	1,101	1,101	-	-
	7,705	7,705	-	-
	19,483	19,483	-	

Note 4 – GOVERNANCE COSTS

	Total 2022	Unrestricted funds	Restricted funds	Total 2021
Independent examiner's fee	900	900	-	-
	900	900	-	-

Note 5 – TRUSTEES REMUNERATION AND EXPENSES

The trustees neither received nor waived any emoluments or expenses during the period (2021: NIL).

Note 6 – CREDITORS DUE WITHIN ONE YEAR

	2022
Accruals	900
	900

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022

Page 10

NOTES TO THE FINANCIAL STATEMENTS

Note 7 – ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total</u>
Cash at bank and in hand	32,592	-	32,592
Creditors due within one year	(900)	-	(900)
	31,692	-	31,692