

**MEMORY MATTERS FOUNDATION
REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2023**

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2023**

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**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2023**

REPORT OF THE TRUSTEES

The Trustees present their report and the charity accounts for the period ended 31 March 2023. 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
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PL3 4DT

**MEMORY MATTERS FOUNDATION
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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

No new trustees were appointed during this time.

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.

Memory Matters CIC Finance Manager Vanessa Jones manages the charity.

The charity holds trustee meetings throughout the period, which are organised by the Trustees to continue with the work necessary to maintain the charity's objectives.

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. During this period, risk management issues were focused on the increase of footfall to the dementia information and advice Hub. All the challenges were addressed and overcome with a view to minimising the impact on the delivery of information and advice services and ensuring beneficiaries are linked to all other available services. This included increasing capacity by securing further consultancy time to enhance the advice service. The Board is confident that the charity is in a fit state and can move towards growth and continue supporting Memory Matters CIC and Moments Café over the upcoming years.

OBJECTIVES AND ACTIVITIES

The Memory Matters Foundation was established with the aim of supporting those affected by Dementia and other long-term conditions. To provide relief to 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 support those issues as needed by those affected.

The charity is supported by the team that runs Memory Matters CIC and Moments Café in the southwest and was set up to enable a transparent fundraising path to build on the community's needs. 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.

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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 participate alongside others within the community. We included intergenerational activities that unite the community 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 also partner organisations to enable them to encourage their beneficiaries back to activities after the pandemic.

Reserves policy

Generally, it is considered prudent to maintain a level of usable 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 few funds are available for long-term investment. Investment may be an option in future years, but the trustees believe the charity's money must remain available and easily accessible should unforeseen expenses arise.

FUTURE DEVELOPMENTS

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

As the current Memory Café group reaches capacity, we intend to add a second group, ensuring two groups run weekly.

Approved by order of the board of trustees on 18/01/24 and signed on its behalf by:

Hilary Cragg
 Chair

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REPORT OF THE TRUSTEES

ACHIEVEMENT AND PERFORMANCE

The Trustees met a total of three times during this operational period.

The Foundation has secured a sessional Dementia Pathfinder to support the Dementia Coordinator. Together, they provide guided dementia conversations to those who visit, call or email Moments Café and Memory Matters Hub. They help to provide clarity and solutions to the challenges beneficiaries bring and share knowledge whilst supporting Memory Matters CIC and Moments Café staff with issues surrounding dementia.

Advice and support on dementia - this year, we supported 752 people, with 77 people participating in our Cognitive Stimulation Therapy groups and providing at least 9 free dementia-friendly activity sessions a week. This included starting a second Memory Café at the hub, which now sees 2 sessions running weekly to support people living with dementia and their carers for 50 weeks a year. The Foundation agreed to fund the first 6 months of the second group as it did with the first to allow the group to build funds. Hence ensuring their sustainability and helping them to self-fund moving forward. By 31+ March 2023, both Memory Cafes were self-funding and started fundraising activities.

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 processes for receiving donations to the charity were reviewed during this period. All transactions and accounts are processed through Xero accounting software and have continued the services of Beverston Accountants to oversee the period end and reconcile the accounts.

The Foundation utilised the reserve brought forward and donations received to cover the expenditure in the period. At the year end, a surplus was carried forward, and together with donations received post year end, significant funds are available to support the charity's objectives for the next year.

The Foundation successfully registered for Gift Aid during this period and will now look to claim this moving forward.

Our profile is on Just Giving to allow online donations and regular giving and a donate button has been added to the website.

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2023**

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 ending 31 March 2023 as set out on pages 5 to 10.

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 regarding 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.



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Date: 26/01/2024

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2023

STATEMENT OF FINANCIAL ACTIVITIES

	<u>Note</u>	<u>Total</u> <u>2023</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2022</u>
TOTAL INCOMING RESOURCES	2	12,201	12,201	-	51,182
RESOURCES EXPENDED					
Cost of charitable activities	3	23,425	23,425	-	19,483
Governance costs	4	900	900	-	900
TOTAL RESOURCES EXPENDED		24,325	24,325	-	20,383
NET INCOME/EXPENDITURE		(12,124)	(12,124)	-	30,799
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		(12,124)	(12,124)	-	30,799
RECONCILIATION OF FUNDS:					
FUNDS BROUGHT FORWARD		31,692	31,692	-	893
FUNDS CARRIED FORWARDS		19,568	19,568	-	31,692

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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2023

STATEMENT OF FINANCIAL POSITION

	<u>Note</u>	<u>2023</u>	<u>2022</u>
Fixed assets			
Plant and equipment	6	2,422	-
Current assets			
Cash at bank and in hand		18,046	32,592
Creditors: amounts falling due within one year	7	(900)	(900)
Net current assets		17,146	31,692
Net assets		19,568	31,692
Funds			
Unrestricted funds	8	19,568	31,692
Restricted funds	8	-	-
		19,568	31,692

The financial statements were approved by the Board of Trustees on 18/01/24 and were signed on its behalf by:

Hilary Cragg
Chair

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2023****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 related to performance and specific deliverables are accounted for as the charity earns the right to consideration for its performance. Other grants, where entitlement is not conditional on the charity's delivery of a specific performance, 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 accrual basis and has been classified under headings that aggregate all costs 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.

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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

Note 2 – ANALYSIS OF INCOME

	<u>Total</u> <u>2023</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2022</u>
Donations	12,201	12,201	-	31,212
Grant income	-	-	-	19,970
	12,201	12,201	-	51,182

Note 3 – ANALYSIS OF EXPENDITURE

DIRECT CHARITABLE EXPENDITURE

	<u>Total</u> <u>2023</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2022</u>
Room hire	6,510	6,510	-	6,267
Consultants and development workers	9,515	9,515	-	4,641
Hub resources	1,429	1,429	-	870
	17,454	17,454	-	11,778

SUPPORT COSTS

	<u>Total</u> <u>2023</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2022</u>
Office support costs	1,750	1,750	-	6,532
Just Giving subscription	216	216	-	72
Bookkeeping and finance management	2,569	2,569	-	1,101
Software costs	396	396	-	-
Depreciation	788	788	-	-
Other costs	252	252	-	-
	5,971	5,971	-	7,705
	23,425	23,425	-	

Note 4 – GOVERNANCE COSTS

	<u>Total</u> <u>2023</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2022</u>
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).

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NOTES TO THE FINANCIAL STATEMENTS

Note 6 – FIXED ASSETS

	Plant and equipment
COST	
Brought forward	-
Additions	3,210
Carried forward	<u>3,210</u>
DEPRECIATION	
Brought forward	-
Charge for the year	788
Carried forward	<u>788</u>
NET BOOK VALUE	
Brought forward	-
Carried forward	<u>2,422</u>

Note 7 – CREDITORS DUE WITHIN ONE YEAR

	2023	2022
Accruals	900	900
	<u>900</u>	<u>900</u>

Note 8 – ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Total
Fixed assets	2,422		2,422
Cash at bank and in hand	18,046	-	18,046
Creditors due within one year	(900)	-	(900)
	<u>19,568</u>	<u>-</u>	<u>19,568</u>