

Charity number: 1185367

**MEMORY MATTERS FOUNDATION
REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2024**

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024

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**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024**

REPORT OF THE TRUSTEES

The Trustees present their report and the charity accounts for the period ended 31 March 2024. 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 (resigned 31/01/2024)

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

Plymouth

PL3 4DT

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024**

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 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.

**MEMORY MATTERS FOUNDATION
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REPORT OF THE TRUSTEES

ACHIEVEMENT AND PERFORMANCE

The trustees met a total of three times during this operational period:

Advice and support with dementia - this year, we supported 684 people affected by dementia with advice, support, advocacy and signposting. Memory Matters CIC secured the services of The Foundation to increase the support provided to help triage and support those people who are on the waiting list for a dementia diagnosis. Waiting lists in Plymouth are long and people on the list are not able to access dementia services which is where the dementia Hub are now providing an additional service to help by referring to other community services, providing access to Memory Matters cognitive Stimulation Therapy and peer support groups, assessment planning and G.P referrals.

There are currently 2 Memory Cafes running weekly which currently see attendance by around 30 people per cafe. The Memory Cafes are fully self-funding and have raised additional funds via a summer fair and various raffles to allow for outings and outside entertainment to attend the cafes.

The Foundation supported the provision of Cognitive Stimulation Therapy in rural areas by donating £1,000 to an independent group.

In June 2023 the Foundation received a significant donation of £40,000 from Memory Matters CIC to ensure it is able to continue to fund the free to access dementia information, advice and support provided by the Hub.

FINANCIAL REVIEW

Memory Matters Foundation continues to use 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.

Our profile is on Just Giving and easyfundraising to allow online donations and regular giving.

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024**

REPORT OF THE TRUSTEES

Grants

One grant was awarded to the Foundation during this operating period. This was a one off donation of £10,000 from Dementia Research UK to help towards the provision of the dementia advice and support services.

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.

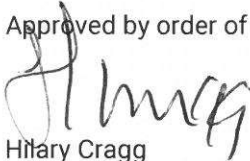
Investment policy and objectives

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 a paid Fundraiser to work with building relationships with the local community and businesses. It is hoped that this will be a 4 day a week position that will be live within the next 6 months.

Approved by order of the board of trustees on 19/12/24 and signed on its behalf by:



Hilary Cragg
Chair

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024**

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 2024 as set out on pages 6 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.



Martin Caruana FMAAT
Beverston Accountants Ltd
3 Stoke Damerel Business Centre
5 Church Street
Plymouth
PL3 4DT

Date: 19/12/24

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024

STATEMENT OF FINANCIAL ACTIVITIES

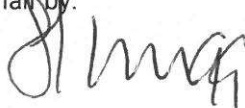
	<u>Note</u>	<u>Total</u> <u>2024</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2023</u>
TOTAL INCOMING RESOURCES	2	58,158	58,158	-	12,201
RESOURCES EXPENDED					
Cost of charitable activities	3	27,985	28,045	-	23,425
Governance costs	4	1,056	996	-	900
TOTAL RESOURCES EXPENDED		29,041	29,041	-	24,325
NET INCOME/EXPENDITURE		29,117	29,117	-	(12,124)
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		29,117	29,117	-	(12,124)
RECONCILIATION OF FUNDS:					
FUNDS BROUGHT FORWARD		19,568	19,568	-	31,692
FUNDS CARRIED FORWARDS		48,685	48,685	-	19,568

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024

STATEMENT OF FINANCIAL POSITION

	Note	2024	2023
Fixed assets			
Plant and equipment	6	<u>1,634</u>	<u>2,422</u>
Current assets			
Cash at bank and in hand		40,775	18,046
Creditors: amounts falling due within one year	7	<u>(2,724)</u>	<u>(900)</u>
Net current assets		<u>38,051</u>	<u>17,146</u>
Net assets		<u>39,685</u>	<u>19,568</u>
Funds			
Unrestricted funds	8	39,685	19,568
Restricted funds	8	<u>-</u>	<u>-</u>
		<u>39,685</u>	<u>19,568</u>

The financial statements were approved by the Board of Trustees on 19/12/24 and were signed on its behalf by:


Hilary Cragg
Chair

**MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024**

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.

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024

NOTES TO THE FINANCIAL STATEMENTS

Note 2 – ANALYSIS OF INCOME

	<u>Total</u> <u>2024</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2023</u>
Donations	48,158	48,158	-	12,201
Grant income	10,000	10,000	-	
	58,158	58,158	-	12,201

Note 3 – ANALYSIS OF EXPENDITURE

DIRECT CHARITABLE EXPENDITURE

	<u>Total</u> <u>2024</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2023</u>
Room hire	4,896	4,896	-	6,510
Consultants and development workers	13,130	13,130	-	9,515
Hub resources	-	-	-	1,429
	18,026	18,026	-	17,454

SUPPORT COSTS

	<u>Total</u> <u>2024</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2023</u>
Office support costs	7,283	7,283	-	1,750
Just Giving subscription	216	216	-	216
Bookkeeping and finance management	-	-	-	2,569
Software costs	418	418	-	396
Marketing	254	254	-	-
Depreciation	788	788	-	788
Other costs	-	-	-	252
Charitable Donations	1,000	1,000	-	-
	9,959	9,959	-	5,971
	27,985	27,985	-	23,425

Note 4 – GOVERNANCE COSTS

	<u>Total</u> <u>2024</u>	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2023</u>
Independent examiner's fee	1,056	-	-	900
	1,056	-	-	900

Note 5 – TRUSTEES REMUNERATION AND EXPENSES

The trustees neither received nor waived any emoluments or expenses during the period (2023: NIL).

MEMORY MATTERS FOUNDATION
FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024

NOTES TO THE FINANCIAL STATEMENTS

Note 6 – FIXED ASSETS

	Plant and equipment
COST	
Brought forward	3,210
Additions	
Carried forward	<u>3,210</u>
DEPRECIATION	
Brought forward	788
Charge for the year	788
Carried forward	<u>1,756</u>
NET BOOK VALUE	
Brought forward	<u>2,422</u>
Carried forward	<u>1,454</u>

Note 7 – CREDITORS DUE WITHIN ONE YEAR

	<u>2024</u>	<u>2023</u>
Accruals	2,724	900
	<u>2,724</u>	<u>900</u>

Note 8 – ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total</u>
Fixed assets	1,634	-	1,454
Cash at bank and in hand	40,775	-	40,774
Creditors due within one year	(2,724)	-	(2,724)
	<u>39,685</u>	<u>-</u>	<u>39,504</u>