



creating
memories

Trustees Annual Report 2023-2024

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Who We Are

Creating Memories is a Bedford-based charity that works to create treasured memories for people living in Bedfordshire, Hertfordshire and Buckinghamshire. We are dedicated to fulfilling the unique wishes of children and adults and their families living with a life-limiting or terminal illness. We have been creating memories since 2018 and became a registered charity in 2020.

Our Mission

We help create memories to treasure for each child or adult. Based in Bedfordshire, working through hospices, we are passionate about working alongside local businesses, communities, and individuals. 'Making it Happen', is our mission statement, and this, alongside our values, drives our progress and growth.

Our Values

The core values behind Creating Memories are vital to ensuring that everyone involved with the charity is working with integrity and purpose.

Action

Working with passion and commitment to make wishes happen. Creating positive moments that have lasting impact.

Creativity

Allow contributors to participate creatively in the coordination of each individual wish.

Listening

Understanding the needs of every child or adult. Taking the time and care to make a wish unique and specially tailored to each individual child.

Flexibility

Creating a dynamic, adaptable environment that can respond to the needs of the child or adult and their family and/or carers involved.

Nurturing

Keeping the focus on the concept of 'giving,' to bring joy to local children/families/carers and build a caring local community.

Our Approach

The people we create memories for may wish for things that we might take for granted, but these unique requests mean the world to them.

For each and every request that comes to us, aside from raising funds, our work includes; research, making use of our connections, seeking sponsorship and support, reaching out to local communities, planning, organising and tailoring – we try to make sure that everyone feels cared for and each moment is as special as it can possibly be.

We want our individuals and their families to enjoy the memory as fully as possible without having to worry about the details.

Having treasured memories to look back on lifts spirits, relieves stress and improves the mental health of individuals, their families and those who support them.

We Create Memories designed to be treasured forever.

Our Strategic Aims

1. Build a supportive local community that can help to make a positive difference to local lives.
2. Create moments for local children/families/carers to treasure forever.
3. Provide a sense that anything is possible and that wishes do come true.
4. Work in partnership to create opportunities where businesses can get involved and help as part of their corporate social responsibility.
5. Create opportunities for individuals to give back to the local community, whether that be time, services, products and/or through donations.

Our Achievements and Performance

The period April 2023 to March 2024 we exceeded our target of fulfilling 10 referrals, turning them into reality, creating memories that will be treasured forever.

“Local supporting local” is an integral part of the way our charity builds a local community circle of giving and support.

We are passionate about making each wish as special as possible, each is tailored for each recipient, creating a memory that is as unique as the recipient.

Building a supportive local community can help make a positive difference to local lives.

Creating Memories prides itself on the local network of support we have built up over the years with local businesses, communities, and individuals. This year the following businesses and hospices supported us to create memories through goods or services kindly donated, helping create memories to be treasured forever:

Keech Hospice Care, Forever Colours Hospice, TP Toys, Spectrum Holidays, Legoland, Active Landscapes, Merlin's Magic Wand, HR Horizons, Apollo Creative, Hope Education, Watford Football Club, Silverstone, British Racing Driving Club, London Aquarium, Dinky Ducks, Be Our Guest Princesses, BMC Leisure.

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Creating Memories for local children/Adults and their families/carers to treasure forever.

Below is a brief summary of the 10 memories created this year that will be treasured forever by all involved and will bring that well needed reminder of joy on those tough days for the recipient and the family:

Alfie with cerebral palsy and epilepsy wished to have a lying down swing so that he can play in his garden filled with sensory toys to bring him joy on a regular basis as well as being in the fresh air. This was made a reality with the support of TP Toys.

Ruby who was born partially blind and with part of her brain missing and has liver and kidney disease wished to go away with her family and be surrounded by countryside and have access to water which bring her peace, relaxes and calms her. This was made a reality with the support of Spectrum Holidays.

Oakley who was born with a small head and smooth brain and has led to brain development stopping wished to have sensory fibre optic strands to stimulate his brain and provide joy at the same time on a regular basis. This was made a reality with the support of Appollo Creative. *(Photo Right)*

Syed with Quadruple cerebral palsy with global delay wished for a supported swing in his garden so he could play with his brother and enjoy being in the garden. This was made a reality with the support of Active Landscapes.



Ethan with Crouzon syndrome wished to spend a day at Legoland with his family with an overnight stay as building and playing with Lego brings him so much joy. This was made a reality with the support of Merlin's Magic Wand, HR Horizons and Legoland.

"A massive thank you to creating memories for arranging Ethan's wish. He truly had a wonderful day and was absolutely over the moon with the opportunity to stay at the Legoland hotel - it definitely made his wish even more amazing for him and it was absolutely wonderful seeing the pure joy on his face!" from Ethan's Family

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Arlo with Hirschsprungs Disease and autism wished to have a sensory area at home as due to his condition it is hard for him to travel and use these spaces elsewhere. The sensory items will provide him with stimulation and joy on a regular basis. This was made a reality with the support of Appollo Creative and Hope Education.

Arlo enjoying his sensory light

Lennon with a Hypoplastic Left Heart Condition wished to be able to go to his favourite football club Watford to watch a live game and to have a kick around with the players. Watford Football Club pulled out all stops and arranged for him to join a training session with the players where he could play, talk and have lunch with them, be a mascot for the day and walk onto the pitch with his favourite player and watch the live match from a box with his family.

"Thank you all so very much for making Lennon's wish come true by making the time he spent at the training ground and matchday such a memorable experience.

Every player went out of their way to make it so special for Lennon.

Everyone went above and beyond. He is over the moon he has been made to feel so special and is still on a massive high from the amazing time he has had. This is the first match Lennon has been able to attend due to accessing the stadium but you all made it possible.

When times are difficult for Lennon we can look back and cherish these special times you have all made for him. What really warms my heart is that everyone was so kind and genuine and everything was done with care for my son. Thank you all so much" from Lennon's Family

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"We were delighted to work with (Creating Memories) and Lennon's family in order to make his wish come true. From the initial contact to us right through to the day itself, it was a pleasure to deal with everyone concerned to make this happen. Our players and staff enjoyed meeting Lennon when he initially visited us at our Training Ground in the lead-up to his big day when he walked out with the team for our match with Preston North End. Some of the players even had a little kickabout with him after training! We had regular communication with (Creating Memories) and Lennon's family leading up to their visit and our Safeguarding team conducted a thorough risk assessment to ensure that we had everything in place to make the day at the Stadium run smoothly. Seeing Lennon with his new Watford kit,



walking out with goalkeeper Daniel Bachmann, was a proud moment for us all and he handled everything in his stride. We are so pleased that he, and his family, had a memorable experience with us." Watford Football Club

Ibrahim with Ataxia Telangiectasia wished to see fast cars up close and personal and to watch a mechanic at work. When you think of fast cars you think of Silverstone and with their help, along with British Racing Driving Club we created a two part memory that was tailored for Ibrahim and his needs. He attended Silverstone on prestigious track day and had the opportunity to walk around the garages and see the fast cars up close and watch them race and visit the museum. Then back to Silverstone on a race day and join a team in their pit and watch the mechanics at work and connect with the drivers. Then he watched that team race and win from the Club House with an amazing view. He was then given the opportunity to meet the winning driver and take photos with him. A truly money can't buy experience and memories created that will be treasured forever.

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*"Many thanks to all the incredible staff at creating memories for going above and beyond to make Ibrahim's wish come true. Also, a big thanks to the F1 racers for showing magnificent support to Ibrahim as well as spending time with him. He particularly enjoyed meeting the racers and has not stopped talking about his time at Silverstone. We thank you ever so much for bringing joy and excitement to Ibrahim. Once again, we as a family would like to thank the staff for their hard work. They all made sure that Ibrahim enjoyed his time at the museum, as well as showing him the racing track, meeting the racers and watching a race."
from Ibrahim's Family*



*'Ibrahim watching
Aston Martin at work in
Silverstone'*

Logan with a terminal brain tumour with only months to live wished to go to the London Aquarium with his family as he loves Sealife. Merlin's Magic Wand and London Aquarium made this a very special with a VIP experience of feeding the turtles, behind the scenes tour and use of virtual reality headsets too. Logan had an amazing day but unfortunately passed away shortly afterwards and this memory created will be treasured by the family forever.

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Lilly with a terminal brain tumour with only months to live wished to have a princess themed tea party. Be Our Guest Princesses supplied 3 amazing princesses who had tea with Lilly, shared stories and sang her to sleep. Dinky Ducks made it possible to have Mickey and Minnie Mouse, Stitch, Winnie the Pooh, Mirabel and Woody join the party so she felt she was at Disneyland. BMC Leisure provided personalised clothing for her to wear and feel comfortable and special. Lilly thoroughly enjoyed her day with her favourite characters and that memory stays with her family as she passed away shortly afterwards too.



'Lilly with her Disney Princesses'

Trustees

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Work in partnership to create opportunities where businesses can get involved and help as part of their corporate social responsibility.

We are grateful for the ongoing support and partnership with Fujifilm, who through providing photo books for the memories created allow the families to have a beautiful memento they can look at whenever they want, helping them relive and bring back to life the memories created, helping them remember it really happened and anything is possible. Especially during those difficult days when the recipient needs a mood boost.

Scribbler continued to support us by making Creating Memories one of the two charities they raise money and awareness of through their Christmas card campaign.

Looking Forward

Looking forward to 2024-2025 the Charity will continue to create memories, with a target of 12 wishes to be completed in the year.

The Charities new trustee board effective for 2024 – 2025 will continue to place a priority on fundraising, supporting the charity to grow and evolve, as well as opportunities to bring onboard volunteers to help and support our continued growth plans.

Our aim with is to support the creation of more memories for children and adults across Bedfordshire, Hertfordshire, and Buckinghamshire, with the aim to increase our resources in line with these plans.

Financial Review 2023-24

During the financial year Creating Memories raised a total of £37,419 in donations and expended £12,774 on administrative expenses on the day-to-day management of the charity and £11,369 on charitable activities. On 31 March 2024 Creating Memories held £27,717 at the bank.

Creating Memories needs to hold funds in reserve to manage volatility in its cashflows and to ensure that it has sufficient funds to pay bills as they fall due. It is essential that Creating Memories is financially resilient and able to fulfil its contractual commitments.

On 31 March 2024 Creating Memories held £27,717 in reserves, of which £0 was restricted for funding creation of memories. At this time, the charity continues to have limited running costs and as such the Trustees consider the charity to be in good financial health.



Ethan enjoying Lego Land

Our Structure and Management

Creating Memories is a Charitable Incorporated Organisation (CIO). The only voting members are its charity trustees. The charity trustees are documented in the Charity's Constitution.

New trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The Constitution requires a minimum of three Trustees and a maximum of twelve trustees.

The original trustee board came to its end at the end of our 2023-24 financial year. We would like to take to opportunity to thank Paula Priestley, Julie McCabe and Laura Etkind in their role as the charities initial board of trustees for their work building a sound foundation for Creating Memories to move forward. Four new trustees were appointed to the board in December 2023 to help deliver our growth plans moving forward, replacing the initial board and effective from April 2024.

Retiring 31/03/24:

Paula Priestley (*Chair*), Laura Etkind and Julie McCabe Initial Trustees

New trustees:

Neera Regmi, Jo Williams, Steve Welsh and Andrew Clark (*Chair*)

Declarations

The trustees declare that they have approved the annual report above.

Signature 

Full Name *Andrew Clark*

Position *Chair of Trustees*

Date. *20th January 2024*

Signed on behalf of the charity's trustees

Appendix A

Statement of Financial Activities (SOFA) as at 31st March 2024



Charity Nummber: 1189424

Statement of Financial Activities (SOFA) as at 31 March 2024

| | | Unrestricted £ F01 | Restricted £ F02 | Total £ F04 |
|--------------------|-------------------------------------|--------------------------|------------------------|-------------------|
| Income | | | | |
| S01 | Donations and legacies | 37,419 | | 37,419 |
| S02 | Charitable activities | | | 0 |
| | Total Income | 37,419 | 0 | 37,419 |
| Expenditure | | | | |
| S09 | Charitable activities | 11,369 | 35 | 11,404 |
| S11 | Other expenditure | 12,774 | | 12,774 |
| | | 24,143 | 35 | 24,178 |
| S13 | Net income/(expenditure) before tax | 13,276 | -35 | 13,241 |
| S14 | Tax payable | 0 | 0 | 0 |
| S15 | Net income/(expenditure) after tax | 13,276 | -35 | 13,241 |
| S16 | Net gains/(losses) on investment | 0 | 0 | 0 |
| S17 | Net income/(expenditure) | 13,276 | -35 | 13,241 |
| S18 | Extraordinary items | 0 | 0 | 0 |
| S19 | Transfers between Funds | | | 0 |
| S20 | Gains and losses on revaluation | 0 | 0 | 0 |
| S22 | Net movement in funds | 13,276 | -35 | 13,241 |
| S23 | Total Funds brought forward | 14,441 | 35 | 14,476 |
| S24 | Total Funds carried forward | 27,717 | 0 | 27,717 |

Appendix B

Balance sheet as at 31st March 2024



Charity Number: 1189424

Balance Sheet as at 31 March 2024

| | | Unrestricted £ | Restricted £ | Total £ |
|-----|--|-------------------|-----------------|---------------|
| B05 | Fixed Assets | 0 | 0 | - |
| B06 | Stocks | 0 | 0 | - |
| B07 | Debtors | 0 | 0 | - |
| B08 | Investments | 0 | 0 | - |
| B09 | Cash at bank and in hand | 27,717 | 0 | 27,717 |
| B10 | Total current assets | <u>27,717</u> | <u>0</u> | <u>27,717</u> |
| B11 | Creditors: amounts falling due within 1 year | 0 | 0 | - |
| B12 | Net current assets/(liabilities) | <u>27,717</u> | <u>0</u> | <u>27,717</u> |
| B13 | Total assets less current liabilities | <u>27,717</u> | <u>0</u> | <u>27,717</u> |
| B14 | Creditors: amounts falling due after 1 year | 0 | 0 | - |
| B15 | Provisions for liabilities | 0 | 0 | - |
| B16 | Total net assets/(liabilities) | <u>27,717</u> | <u>0</u> | <u>27,717</u> |
| B18 | Restricted income funds | 0 | 0 | - |
| B19 | Unrestricted income funds | 27,717 | 0 | 27,717 |
| B20 | Revaluation reserve | 0 | 0 | - |
| B21 | Fair value reserve | 0 | 0 | - |
| B22 | Total Funds | <u>27,717</u> | <u>0</u> | <u>27,717</u> |



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Charity Registration Number: 1189423

Balance Sheet as at 31 March 2024

| | | Unrestricted £ | Restricted £ | Total £ |
|-----|--|-------------------|-----------------|---------------|
| B05 | Fixed Assets | 0 | 0 | - |
| B06 | Stocks | 0 | 0 | - |
| B07 | Debtors | 0 | 0 | - |
| B08 | Investments | 0 | 0 | - |
| B09 | Cash at bank and in hand | 27,717 | 0 | 27,717 |
| B10 | Total current assets | <u>27,717</u> | <u>0</u> | <u>27,717</u> |
| B11 | Creditors: amounts falling due within 1 year | 0 | 0 | - |
| B12 | Net current assets/(liabilities) | <u>27,717</u> | <u>0</u> | <u>27,717</u> |
| B13 | Total assets less current liabilities | <u>27,717</u> | <u>0</u> | <u>27,717</u> |
| B14 | Creditors: amounts falling due after 1 year | 0 | 0 | - |
| B15 | Provisions for liabilities | 0 | 0 | - |
| B16 | Total net assets/(liabilities) | <u>27,717</u> | <u>0</u> | <u>27,717</u> |
| B18 | Restricted income funds | 0 | 0 | - |
| B19 | Unrestricted income funds | 27,717 | 0 | 27,717 |
| B20 | Revaluation reserve | 0 | 0 | - |
| B21 | Fair value reserve | 0 | 0 | - |
| B22 | Total Funds | <u>27,717</u> | <u>0</u> | <u>27,717</u> |

Statement of Financial Activities (SOFA) as at 31 March 2024

| | | Unrestricted £ F01 | Restricted £ F02 | Total £ F04 |
|---------------------------|-------------------------------------|--------------------------|------------------------|-------------------|
| <u>Income</u> | | | | |
| S01 | Donations and legacies | 37,419 | | 37,419 |
| S02 | Charitable activities | | | 0 |
| | Total Income | 37,419 | 0 | 37,419 |
| <u>Expenditure</u> | | | | |
| S09 | Charitable activities | 11,369 | 35 | 11,404 |
| S11 | Other expenditure | 12,774 | | 12,774 |
| | | 24,143 | 35 | 24,178 |
| S13 | Net income/(expenditure) before tax | 13,276 | -35 | 13,241 |
| S14 | Tax payable | 0 | 0 | 0 |
| S15 | Net income/(expenditure) after tax | 13,276 | -35 | 13,241 |
| S16 | Net gains/(losses) on investment | 0 | 0 | 0 |
| S17 | Net income/(expenditure) | 13,276 | -35 | 13,241 |
| S18 | Extraordinary items | 0 | 0 | 0 |
| S19 | Transfers between Funds | | | 0 |
| S20 | Gains and losses on revaluation | 0 | 0 | 0 |
| S22 | Net movement in funds | 13,276 | -35 | 13,241 |
| S23 | Total Funds brought forward | 14,441 | 35 | 14,476 |
| S24 | Total Funds carried forward | 27,717 | 0 | 27,717 |

CREATING MEMORIES

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2024

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Creating Memories
Trustees' annual report
for the year ending 31st March 2024

The Trustees present the financial statements of Creating Memories for the year ended 31st March 2024. These have been prepared in the format required by the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission in 2005.

Full name: Creating Memories

Registered charity number: 1189423

Principal Address: 34 Beatrice Street, Kempston, Bedford MK42 8AE

Trustees:

| | |
|-------------------|--------------------------|
| Paula Priestley | 11/05/2020 to 01/04/2024 |
| Julie McCabe | 11/05/2020 to 01/04/2024 |
| Laura Etkind | 11/05/2020 to 01/04/2024 |
| Jocelyn Williams. | from 04/12/2023 |
| Neera Regmi | from 04/12/2023 |
| Steven Welsh | from 04/12/2023 |
| Andrew Clark | from 04/12/2023 |

Bankers:

NatWest, 81 High St, Bedford MK

Independent Examiner:

Rob Baxter, IPFA (retired life member)
20 Cartmel Priory, Bedford, MK41 0WD

Statement of Trustees' Responsibilities:

The Charity Trustees are responsible for preparing financial statements for each financial year which give a true and fair view of the organisation and of the surplus or deficit of the organisation for that period. In preparing the financial statements the Charity is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards or statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statement;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the organisation will continue in business.

Governing Document:

The Charity is governed by its Constitution adopted on 11th May 2020.

Public Benefit: To help relieve the suffering of children and adults living in Bedfordshire, Hertfordshire and Buckinghamshire, who are affected by a life-limiting or terminal illness by granting feasible wishes that are important to them and their families/carers and which will

create memories to treasure forever.

Independent examiner's report to the Trustees of Creating Memories for the year ended 31 March 2024

I report on the accounts of the charity, which are set out on pages 6 and 7

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charity Act
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b)) of the Charities Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination, in a voluntary capacity, was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes 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 examiner's statement

In connection with my examination, no matter has come to my attention:

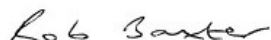
(1) which gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of 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 to enable a proper understanding of the accounts to be reached.

Signed:



Date: 29th January 2025

Rob Baxter,

Creating Memories
Statement of Financial Activities
for the year ended 31st March 2024

| | 31/03/2024 | 31/03/2023 |
|---|------------------|------------------|
| | £ | £ |
| Income | | |
| Donations and Legacies | 37,419.10 | 10,719.96 |
| | <u>37,419.10</u> | <u>10,719.96</u> |
| Expenditure | | |
| Charitable activities | 11,368.86 | 7,122.50 |
| Other expenditure | 12,774.07 | 4,783.59 |
| | <u>24,142.93</u> | <u>11,906.09</u> |
| Net Surplus/ (Deficit - shown as minus) | 13,276.17 | -1,186.13 |
| Total Funds b/f | 14,475.87 | 15,662.00 |
| Total Funds c/f | <u>27,752.04</u> | <u>14,475.87</u> |

Creating Memories
Balance Sheet as at 31st March 2024

| | 31/03/2024 | 31/03/2023 |
|---------------------------|-------------------------|-------------------------|
| | £ | £ |
| Assets | | |
| Cash at bank and in hand | 27,752.04 | 15,320.72 |
| Total current assets | <u>27,752.04</u> | <u>15,320.72</u> |
| Liabilities - Accruals | 0.00 | 844.85 |
| | <u>27,752.04</u> | <u>14,475.87</u> |
| Funds | | |
| Unrestricted income funds | 27,752.04 | 14,475.87 |
| Total Funds | <u>27,752.04</u> | <u>14,475.87</u> |

Creating Memories

Accounting Policies

The financial statements have been prepared on the Receipts and Payments cost basis in accordance with relevant standards and the provisions of the Statement of Recommended Practice, Accounting by Charities issued by the Charity Commissioners. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Grants receivable, donations and subscriptions: Grants receivable, donations and subscriptions are recognised in the period to which the income relates.

Funds: Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general fund. Designated funds are unrestricted funds earmarked by the trustees for a particular purpose. At the decision of the trustees, previously designated funds may be transferred back to unrestricted general funds without further specified purpose.

Interest Receivable: Interest is included when received by the charity.

Fund Accounting: The charity's unrestricted funds consist of funds which the Charity may use for its purpose at its discretion. The charity's restricted funds may only be applied to purposes specified by donors

Taxation: Creating Memories is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charity for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part II Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Signed on behalf of the charity's trustees:

Signed 

Date 29/01/2025

Name: Andrew Clark.

Position: Chair of Trustees

Signed 

Date 29/01/25

Name: Jocelyn Williams.

Position: Trustee / Treasurer

Creating Memories

Notes to the Accounts

1. No employees have total benefits over £60k.
2. This year there has been a switch to a receipts and payments basis for stating the accounts. The funds brought forward have been restated to exclude any accruals.
3. It has been deemed by the charity that there are no restricted funds at present.