



CHARITY NUMBER: 1197067

**TRUSTEES ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

THE MEMORY BOX FOUNDATION
TRUSTEES ANNUAL REPORT - YEAR ENDED 31 MARCH 2023

Introduction

The Trustees present their report and unaudited financial statements for the year ended 31 March 2023.

The legal and administrative information set out on below forms part of this report. The financial statements comply with current statutory requirements, the CIO's governing constitution, the requirements of the Charities Act 2011 and the Charities SORP (FRS 102).

Reference and Administrative Details

The CIO registered with the Charity Commission in England and Wales on 13TH December 2021 and commenced operation on 1 March 2022.

The CIO was established under a governing constitution, which established the objects and powers of the CIO.

Registered Charity Number 1197067

Principal / Registered Address Unit 317 Solent Business Centre
343 Millbrook Road West
Southampton
Hampshire
SO15 0HW

Trustees during the year and to date Mr Michael C Hodson (Chair)
Ms Lauren S Tompkins (13.12.2021 – 15.02.2023)
Ms Tracey Cotterill (Safeguarding Lead)
Mrs Natalie Bale (15.02.2023)

Bankers Metro Bank
Southampton City Branch
Above Bar Street
City Centre
Southampton
SO15 1QD

Accountants Vivien White
Rowles Accountancy Services Ltd
Unit 104 Solent Business Centre
343 Millbrook Road West
Southampton
Hampshire
SO15 0HW

THE MEMORY BOX FOUNDATION

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1. Structure Governance and Management Appointment

1.1 Background

The Memory Box Foundation was established as an independent, not-for-profit CIO in December 2021 as a legacy charity of The Wessex Heritage Trust (1015271), with the operation of its flagship project, The Memory Box for People Living with Dementia, being transferred in March 2022. We currently have 1.8 full time paid members of staff. Our Head of Charity Services has a background in education, museums and reminiscence projects, whilst our Project Co-ordinator has 20+ years' experience of working with the elderly and vulnerable.

We have a Board of three Trustees who meet a minimum of three times a year, and bring the following supportive skills:

- 25 years' experience of working with our priority groups,
- business management and development,
- previous trustee experience.

All trustees are expected to complete Safeguard training as part of their induction.

1.2 Retirement and Training of the Trustees

We have experienced one Trustee appointment, Mrs Natalie Bale, this year following the resignation of Ms Lauren Tompkins as a result of her becoming a paid member of staff. We are currently stable with our minimum of three trustees and hope to recruit one new trustee in the future.

1.3 Risk management

The Trustees are currently establishing a process for reviewing the key risks facing the charity and for ensuring that actions are taken to manage those risks. The Trustees have considered the major risks to which the charity is exposed, as set out in these reports, and are satisfied that systems and procedures are in place to manage those risks or that action is being taken to establish such systems and procedures.

1.4 Governance of the Charity

A two-year strategic plan has been drawn up and includes short term objectives.

2. Objectives of the Charity

2.1 Our Charitable Aims

For the public benefit of persons located in the UK, but primarily in Hampshire, Dorset and Wiltshire, to advance the education and assist in the relief and improvement of health of those with mental health issues, dementia, or experiencing isolation or loneliness.

The Trustees have all been informed of the guidance issued by the Charities Commission on public benefit.

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2.2 Our Objective

To improve the wellbeing of the Foundation's beneficiaries and supporting them to live and age well through innovative projects involving social and local heritage interactions.

2.3 Our Vision

Together, we will support individuals and their communities to bring memories home by providing:

- courses, activities, and projects utilising historical and heritage related themes.
- intergenerational opportunities for young people to learn from older people and develop new skills.
- education and training for carers and volunteers who work with older people and/or those with mental health issues on reminiscence therapy.

3. Achievements and Performance

The main activities that the Foundation provides in relation to those purposes for the public benefit are:

- **The Memory Box Project** reminiscence loan box service for people living with dementia.
- **The Memory Box Education Programme** which provides training in dementia awareness and facilitating reminiscence sessions.
- **The Memory Box Activity Magazine**
- **The Memories, Tea & Me Project** which provides reminiscence for over 50s who experience loneliness, social isolation, or mental health issues.
- **Dementia Pen Pals, Dementia Picture Pals and the Inside Out Garden Project** are intergenerational projects that provide dementia awareness training for young people and forge links to residents in local care settings.

In March 2022 the Memory Box Foundation provided seven care settings with reminiscence resources on a monthly basis under the Memory Box Project and ran two public reminiscence sessions in Hampshire libraries under the Memories, Tea and Me Project. By the end of March 2023, these figures had increased to 22 care homes and 10 public sessions, 5 of which were in designated warm spaces during the winter months.

We have trained 35 staff from care homes and seven students from the University of Winchester in dementia awareness and reminiscence facilitation. The students completed this as a placement for a module in professional development and communication skills. This has allowed us to form an ongoing partnership with the University and we will be engaging with a new cohort in early 2024.

Two hundred activity magazines written by the staff were distributed each month. This has risen to 350 per month by the end of the reporting period.

The Foundation has engaged with 76 young people aged between 4 and 25 years through the three intergenerational projects listed above. This included completing one sensory reminiscence garden and providing dementia awareness training in preparation for a second garden project.

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Throughout the year the following working partnerships have been established:

- Social Care in Action, Southampton
- Mountbatten Hospice
- Caraway
- Dementia Friendly Hampshire
- Romsey Dementia Action Group
- Bournemouth YMCA Youth Groups
- Wimbledon Historical Society Museum
- University of Winchester

4. Financial Review

4.1 The Charity has grown substantially during the year, but still requires more external funding to be self-sustaining. This poses the principal risk for the Charity as funding from the charitable funding sector is become more difficult to obtain. Fundraising activities at a local level have not been a major focus for the Charity, and therefore greater application needs to be made on creating income from a more diverse range of local funding sources and activities, together with working in partnership with other organisations.

The charity's principal sources of funds are:

-
- Grants from local authorities
- Grants from charitable organisations
- Private individual donors
- Corporate donors
- Fundraising activities

4.2 Reserves Policy

The Charity has been substantially supported by an individual philanthropic supporter. No reserves are held at present due to being in the first year of operation. The trustees hope to see this improve in the coming year.

4.3 Statement of Responsibilities of the Trustees

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with the applicable law and the United Kingdom Generally Accepted Accounting Practice (UK GAAP).

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Trustees are 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 have been followed, subject to any material departures disclosed and explained in the financial statements; and

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TRUSTEES ANNUAL REPORT - YEAR ENDED 31 MARCH 2023

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by



Michael C Hodson

Chair of Trustees

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

(Including Income and Expenditure Account)

	Restricted Funds £	Unrestricted Funds £	Total 2023 £
INCOME			
Donations and legacies	19,558	59,056	78,623
Charitable activities	1,965		1,965
TOTAL INCOME	<u>19,558</u>	<u>61,021</u>	<u>80,579</u>
EXPENDITURE			
Direct Charitable Expenditure	401	104	505
Employee Costs	13,676	52,927	66,603
Premises Costs	524	6,850	7,374
Admin Costs	3,492	975	4,467
TOTAL EXPENDITURE	<u>18,093</u>	<u>60,85</u>	<u>78949</u>
NET OUTGOINGS FOR THE YEAR	<u>1,465</u>	<u>165</u>	<u>1,630</u>

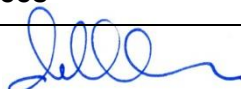
The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Declarations

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

Signed on behalf of the charity's trustees

Signature



Full name

Michael C Hodson

Position

Chair of Trustees

Date

12.12.2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Memory Box Foundation

1197067

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	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations and legacies	61,021	19,558	-	80,579	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	61,021	19,558	-	80,579	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	61,021	19,558	-	80,579	-
A3 Payments					
Direct Charitable Expenditure	104	401	-	505	-
Employee Costs	52,927	13,676	-	66,603	-
Premises Costs	6,850	524	-	7,374	-
Admin Costs	975	3,492	-	4,467	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	60,856	18,093	-	78,949	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	60,856	18,093	-	78,949	-
Net of receipts/(payments)	165	1,465	-	1,630	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	165	1,465	-	1,630	-

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	Bank	165	1,465	-
		-	-	-
		-	-	-
	Total cash funds	165	1,465	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

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

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

	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



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Memory Box Foundation

On accounts for the year
ended

31st March 2023

Charity no
(if any)

1197067

Set out on pages

(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 DD/MM/YYYY.

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

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:

Date:

20/11/23

Name:

Vivien White

Relevant professional
qualification(s) or body
(if any):

Address:

Unit 104 Solent Business Centre
Millbrook Road West

Southampton
SO40 3NT

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.