



CHARITY NUMBER: 1197067

**TRUSTEES ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025**

THE MEMORY BOX FOUNDATION
TRUSTEES ANNUAL REPORT - YEAR ENDED 31 MARCH 2025

Introduction

The Trustees present their report and unaudited financial statements for the year ended 31 March 2025.

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 310 Solent Business Centre
343 Millbrook Road West
Southampton
Hampshire
SO15 0HW

Trustees during the year and to date Mr Michael C Hodson (Chair)
Ms Tracey Cotterill (Safeguarding Lead)
Mrs Della Osborne

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

TRUSTEES ANNUAL REPORT - YEAR ENDED 31 MARCH 2025

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. At March 2024 we had 1.8 full time paid member of staff, which reduced to 1.0 staff member in October 2024. Our Head of Charity Services has a background in education, museums and reminiscence projects, whilst our Project Co-ordinator had 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 this year, Mrs Della Osborne, following the resignation of Mr Philip Grant due to personal commitments. 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.

THE MEMORY BOX FOUNDATION

TRUSTEES ANNUAL REPORT - YEAR ENDED 31 MARCH 2025

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.
- **Pathways to Memories** is a weekly social group for residents in Christchurch, Dorset, who are experiencing loneliness or social isolation. Activities have a different reminiscence theme on a weekly basis.
- **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.
- **Reminisce with Me Dementia Awareness Training** is an intergenerational project that provide dementia awareness and reminiscence training for young people and forge links to residents in local care settings.

During this reporting period the Memory Box Foundation has provided 21 care settings with reminiscence resources on a monthly basis under the Memory Box Project. Facilitated public reminiscence sessions under the Memories, Tea and Me Project have taken place in 21 locations including public libraries, Dementia Support Groups, day care settings, residential care homes, church groups, the University Hospital Southampton, a community VE Day celebration on behalf of the Cardo Group and an intergenerational project on behalf of Basingstoke and Deane Borough Council.

We have trained 14 staff from care homes and day care providers, 8 students from the University of Winchester, 42 students from Queen Mary College, Basingstoke and 6 students from Thornden School, Otterbourne, in dementia awareness and reminiscence facilitation. The University students completed this as a placement for a module in professional development and communication skills; QMC students took part in the Basingstoke 50th Anniversary Project and Thornden School students took part in an Inside Out Garden Project at Brendoncare Otterbourne Hill Care Home. Our partnerships with both the University of Winchester and Queen Mary College are ongoing and we will be engaging with new cohorts in early 2026, funded by the University and Basingstoke and Deane Borough Council respectively.

One hundred and twenty activity magazines written by the staff have been distributed each month. This is a lower number than previous years due to printing costs. However, each of our loan boxes now contain a related magazine to supplement the reminiscence resources we provide.

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The Foundation has engaged with 20 pre-school children aged 3 and 4 years old through the Dementia Picture Pals project. This was carried out at Bright Horizons Nursery, North Baddesley to support their desire to become a greater part of the local community and linked them up with Knights Grove Care Home. The children now visit the Home twice a week and also welcome the Home residents to their setting.

The Reminisce with Me project trained 16 Squirrel Scouts, 4 Explorer Scouts and 3 Adult Scout Leaders, culminating a reminiscence session held at Wilton Manor Care Home in Southampton.

Throughout the year the following working partnerships have been established or maintained:

- Romsey Dementia Action Group
- Caraway
- Dementia Friendly Hampshire
- BCP Libraries
- Hampshire Libraries
- Hampshire Cultural Trust
- Tricuro
- Queen Mary College, Basingstoke
- Basingstoke and Deane Borough Council
- 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
- Work Placement Agreement with the University of Winchester
- Training & Supervision Agreement with Basingstoke and Deane Borough Council

4.2 Reserves Policy

The Charity has been substantially supported by an individual philanthropic supporter. One month of reserves are held at present and the trustees hope to see this continue to grow in the coming year.

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

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
- 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 2025

(Including Income and Expenditure Account)

	Unrestricted Funds £	Restricted Funds £	Total 2025 £
INCOME			
Donations and legacies	35,797	2,044	37,841
Charitable activities	0	200	200
TOTAL INCOME	<u>35,797</u>	<u>2,244</u>	<u>38,041</u>
EXPENDITURE			
Direct Charitable Expenditure	496	1,835	2,331
Employee Costs	22,838	22,838	45,676
Premises Costs	6,307	0	6,307
Admin Costs	7,994	0	7,994
Professional Fees	420	0	420
TOTAL EXPENDITURE	<u>38,055</u>	<u>24,673</u>	<u>62,728</u>
NET INCOME FOR THE YEAR	<u>-2,258</u>	<u>-22,429</u>	<u>-24,687</u>

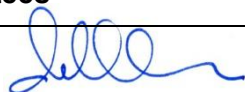
The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

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

05 January 2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Memory Box Foundation

1197067

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2024

To

Period end date
31/03/2025

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	35,797	2,044	-	37,841	100,826
Charitable Activities	-	200	-	200	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,797	2,244	-	38,041	100,826
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,797	2,244	-	38,041	100,826
A3 Payments					
Direct Charitable Expenditure	496	1,835	-	2,331	1,644
Employee Costs	22,838	22,838	-	45,676	57,290
Premises Costs	6,307	-	-	6,307	6,375
Admin Costs	7,994	-	-	7,994	7,486
Professional fees	420	-	-	420	420
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	38,055	24,673	-	62,728	73,215
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	38,055	24,673	-	62,728	73,215
Net of receipts/(payments)	- 2,258	- 22,429	-	- 24,687	27,611
A5 Transfers between funds	- 19,511	19,511	-	-	-
A6 Cash funds last year end	24,693	2,918	-	27,611	-
Cash funds this year end	2,924	-	-	2,924	27,611

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	2,924	-	-
				-
				-
	Total cash funds	2,924	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	PAYE		724	
	Pension		157	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Memory Box Foundation

On accounts for the year ended

31st March 25

Charity no
(if any) 1197067

Set out on pages

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/03/2025.

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.

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 which gives me cause to believe that in, any material respect:

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.

Signed: U White

Date: 7/1/25

Name: OLIVIER WHITE

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

MAAT

Address:

Unit 104, SOLENT BUSINESS CENTRE
MILLBROOK ROAD WEST
SOUTHAMPTON SO15 0HW.

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).