

Forget Me Not Memory Café

Registered Charity 1178555

Trustees Report and Accounts

For the period 30th May 2018 to 31st May 2019

Forget Me Not Memory Café
Report of the Trustees for the period ended 31st May 2019

Reference and Administrative Information

Registered Charity: 1178555

Contact Address: 1 Jersey Gardens,
Wickford
Essex
SS11 7AG

Trustees and Officers

The Trustees of the charity are as follows:

Tracy Helen Godden (appointed 31/5/18, resigned 28/2/19)

Beverly Ann Hickey (appointed 31/5/18)

Lee Janet Penstone (appointed 31/5/18)

Carol Dawn Silverman (appointed 31/5/18)

Chief Executive Officer Tracy Godden

Bankers Santander

Reporting Accountant Christopher Goldie

Structure, Governance, and Management

Governing Document

The constitution was adopted on 18th May 2018

Appointment of Trustees

Trustees are appointed annually. A minimum of two trustees is required as a quorum to make any decisions on behalf of the charity.

Objectives and activities

The organisation commenced in September 2016 and became a Registered Charity on 30th May 2018.

The objective of the charity is to provide stimulating cognitive and light physical activities for those diagnosed with dementia and other memory problems, and their carers. Our services include outreach, carers support group, help, advice, information, and signposting to other health professionals.

Forget Me Not Memory Café

Report of the Trustees for the period ended 31st May 2019 (continued)

Achievements and Performance

Dementia is one of the greatest challenges facing our aging society. Public awareness of dementia is high, however, understanding is very poor. Forget Me Not Memory Café provides a safe & supportive place for those diagnosed & their carers to attend.

- Our CEO received £91,000 core funding from The Community Fund (National Lottery) over a three year period to continue her valuable work within Essex.
- Forget Me Not Memory Café Charity is one of the founding members of the Billericay Dementia Action Alliance. The Alliance is a group of businesses and community groups who have come together to make Billericay truly Dementia Friendly, we do this by encouraging all areas of the community to make simple changes.
- We have developed excellent working partnerships with local individuals & organisations who have invested money & support with volunteers. These include (but not exclusive to) Age UK East London, Charles S French Charitable Trust, Billericay Lions, Rotary Club Concorde Basildon, Chelmsford Police (new intakes fundraising programmes), Billericay ELBA, City of London Corporation, Royal Borough of Greenwich Community Arts Fund. Venue support with Basildon Council & Billericay Town Council.
- As a level of importance, maintaining our current members & attracting new ones is central to everything our cafés do. We have recently set up a new café at The Artizan Café in East London. In Essex we are now looking at expanding to bigger premises in Basildon and launching a new café in Wickford during 2020.
- Extended our activities & services to those living with loneliness & experiencing isolation to reduce to the risk of dementia.
- Introduced low impact - slow motion exercise programmes "Seated Yoga & Tai Chi" with expert tutors. Promoting health & wellbeing.
- Community Outreach Programme has proved very successful. We have engaged with new families in the community who are struggling to come to terms with their loved one's diagnosis. Our Carers Support Group offers empathetic help, advice & information.
- Day Trips. This was introduced as a new activity during 2019 thanks to funding received. Feedback showed that a day's respite from their "caregiving duties" relieved stress, renewed energy, restored a sense of balance to their lives.

Financial Review

Results for the year

During the period from 30th May 2018 to 31st May 2019 the charity showed a surplus of £2,425 which, when added to assets brought forward, led to net assets held by the charity at the year end of £16,084 (2018 £13,659).

Format of the Accounts

The accounts comply with current statutory requirements, and Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

Reserves Policy

The company has unrestricted reserves of over £13,000 in addition to restricted reserves of over £20,000 to cover specific projects and core funds. The funds are held to cover at least three months operational costs in the event of loss of income and to meet any unforeseen expenditure that may occur.

Forget Me Not Memory Café
Report of the Trustees for the period ended 31st May 2019 (continued)

Plans for Future Periods

To continue to grow & thrive within the local communities (Essex & London).


- Financial Sustainability: To ensure a steady flow of funds by generating revenue to maintain & continue our work
- Organisational Sustainability: Review & ensure current working systems. Guidance from BBWCVS, NCVO & the CEO's Community Fund Officer. Create & develop new partnership work, involve key stakeholders. Build capacity of Trustees & volunteers. Diversify our funding base by doing more fundraising activities & events.
- Seek In-kind support

Declaration

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

Signed on behalf of the charity's trustees:

Signature.....



Full name.....

CAROL SILVERMAN

Chair of Trustees

Date.....

16/11/19

Forget Me Not Memory Café
Registered Charity number 1178555

Independent Examiner's Report to the Board of Trustees
on the accounts of Forget Me Not Memory Café
For the period 30th May 2018 to 31st May 2019

I report to the trustees on my examination of the accounts for the period above as set out on pages 6 to 9.

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

- accounting records were not kept in accordance with section 130 of the Act, or Act 2006, 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.

Signature.....

Date.....17/9/2017

Christopher Goldie & Co
Reporting Accountants
11 Kings Road
Barnet
Hertfordshire
EN5 4EF

Forget Me Not Memory Café

Financial Statements

For the period 30th May 2018 to 31st May 2019

Income and Expenditure Account

	Current period (12 months)			Previous period (9 months)
	Period 30th May 2018 to 31st May 2019			15/9/17 to 29/5/18
	Unrestricted Funds	Restricted Funds	Total	Total
Incoming Resources				
Grants received	-	56,125	56,125	25,500
less deferred income	-	(20,735)	(20,735)	-
Donations	13,818	35,390	49,208	25,500
Total Incoming Resources	13,818	35,390	49,208	2,008
				27,508
Resources Expended				
Activity and Project Manager	-	21,126	21,126	12,075
Manager	-	9,877	9,877	1,964
Administration Assistant	-	3,862	3,862	2,910
Activities, materials, refreshments, rents, other costs	4,858	5,915	10,773	4,905
Insurance	-	245	245	123
Accountancy	-	900	900	150
Total Resources Expended	4,858	41,925	46,783	22,127
Net Movement of Funds	8,960	(6,535)	2,425	5,381
Fund Balances at 30th May 2018	4,892	8,767	13,659	8,278
Fund Balances at 31st May 2019	13,852	2,232	16,084	13,659

The Forget Me Not Memory Café became a registered charity on 30th May 2018 and previous accounts were prepared to that date.

The above accounts and future accounts are prepared using a year end of 31st May.

Forget Me Not Memory Café

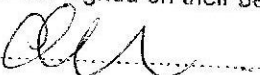
Financial Statements

As at 31st July 2018

Balance Sheet

	<u>31st May 2019</u>			<u>29th May 2018</u>
	Unrestricted Funds	Restricted Funds	Total	Total
Current Assets				
Cash at Bank and in Hand	13,852	23,667	37,519	14,013
Prepayments and sundry debtors	-	-	-	-
	13,852	23,667	37,519	14,013
Creditors, Accruals, and Deferred Income:				
Deferred income	-	(20,735)	(20,735)	-
Other creditors	-	(700)	(700)	(354)
Net Current Assets/(Liabilities)	<u>13,852</u>	<u>2,232</u>	<u>16,084</u>	<u>13,659</u>
Net Assets	<u>13,852</u>	<u>2,232</u>	<u>16,084</u>	<u>13,659</u>
Represented by:				
Funds brought forward from previous period	4,892	8,767	13,659	8,278
Net surplus/(deficit) for this accounts period	8,960	(6,535)	2,425	5,381
	<u>13,852</u>	<u>2,232</u>	<u>16,084</u>	<u>13,659</u>

Approved by the Trustees and signed on their behalf:

Signature.....

Full name.....CAROL SILVERMAN
Chair of Trustees

Date.....16/11/19.

Forget Me Not Memory Café

Notes to Financial Statements

For the period 30th May 2018 to 31st May 2019

1. Basis of Preparation

(a) Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16th July 2014, and with the Charities Act 2011.

(b) Going Concern

The Trustees consider there is reasonable expectation that the Charity has adequate resources to consider an operational existence for the foreseeable future. Accordingly we continue to adopt the going concern basis in preparing this annual report and financial statements.

(c) Change of Accounting Policy

The accounts present a true and fair view and no changes have been made to the accounting policy.

(d) Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

(e) Material prior year errors

No material prior year errors have been identified in the reporting period.

2. Accounting Policies

(a) Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources,
- it is more likely than not that the trustees will receive the resources,
- the monetary value can be measured with sufficient reliability.

(b) Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funder.

(c) Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Donations represent voluntary amounts received during the year.

(d) Tax reliefs on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift aid and is treated in addition to the same fund as the initial donation unless the donor or the terms of the appeal have been specified otherwise.

(e) Recognition of Expenditure

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities.

(f) Depreciation

All assets except property are written off in the year of the expense. There have been no assets purchased by the charity to date.

(g) Operating leases

There are no operating leases applicable to the charity in this period.

Forget Me Not Memory Café

Notes to Financial Statements (continued)

For the period 30th May 2018 to 31st May 2019

3. Restricted Funds:

	Current period (12 months)		Previous period (9 months)	
	Period 30/5/18 to 31/5/2019		15/9/17 to 29/5/18	
	Received	Deferred	Received	Deferred
	y/e 31/5/2019	31/05/2019	p/e 29/5/2018	29/05/2018
	£	£	£	£
<u>Received in period</u>				
City of London (Toynbee Hall)				
re Barbican project	27,625	-	25,500	-
National Lottery (Awards For All)				
re Artizan Street "Stronger Communities"	10,000	9,935	-	-
City of London Corporation				
re Artizan Street "Stronger Communities"	2,500	2,500	-	-
National Lottery Community Fund				
re Charity core costs	16,000	8,300	-	-
(This is the first part of £91,000				
scheduled over three years)				
	56,125	20,735	25,500	-