



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	01	2016	To	31	12	2016

Section A Reference and administration details

Charity name

Remembering Not to Forget

Other names charity is known by

RNF

Registered charity number (if any)

1166415

Address

1 Cedar Close
Chard
Somerset
Postcode TA20 1DB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Laura Lombard (née Corrick)	Chair		
2	Matthew Corrick			
3	Kathryn Simpson			
4	Alison Turnbull	Secretary		
5	Helen Wright (née Turnbull)	Treasurer		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Section A**Independent Examiner's Report**

Report to the trustees/ members of	Remembering Not to Forget		
On accounts for the period ended	31 December 2016	Charity no	1166415
Set out on pages	3-9		

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 Charities 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 statement

My examination was carried out in accordance with 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 the 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 in order to enable a proper understanding of the accounts to be reached.

Signed: Daniel Stone **Date:** 28/09/17

Name: Mr D P Stone ACA

Relevant professional qualification(: ACA

Address: 2 Hangers Way, Dunster, Minehead, Somerset, TA24 6RT

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the members

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The charitable objects of Remembering Not to Forget (updated April 2016) are:

1. To relieve the needs and promote and protect the good health of people living with dementia, their carers and families in such ways as the trustees may think fit.
2. To protect and promote the health of the public in particular by the funding of research into the nature, causes, diagnosis, prevention, treatment and care of all forms of dementia.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Trustees have had regard to the guidance issued by the Charity Commission on public benefit and remain satisfied that the purposes of the charity, and the way they have been undertaken, deliver public benefit. Remembering Not to Forget began the process of applying to be a registered charity at the end of 2015, we received confirmation from the Charity Commission of our registered status in April 2016.

The main activities undertaken during the year have been a series of fundraising challenges and events undertaken by trustees and volunteer fundraisers. The trustees were very grateful to be approached by Sackers Law Firm who selected Remembering Not to Forget as one of their charities of the year. The progress of these challenges has been communicated through regular newsletters and a website (www.rememberingnottoforget.org.uk) that have also profiled information about dementia in order to raise awareness of the issues for which funding is being sought. In addition, trustees have blogged to share their experiences of dementia to further raise awareness and create connections with others. Social media has been used to share these communications more widely.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Grants are made to organisations for activities in line with our charitable objects, outlined above. Grants reflect priority areas for the organisation such as supporting younger people living with dementia and research. Further information about our grant making can be found on our website (www.rememberingnottoforget.org.uk).

As outlined below, we were again fortunate to have a number of volunteers fundraising for Remembering Not to Forget, in addition to fundraising led by trustees. The trustees would like to extend their thanks to everyone who took part in a challenge, joined an event or donated their money or time, including Dan Stone Accountancy for performing the independent examination of these accounts pro bono.

Summary of the main achievements of the charity during the year

During the period of these accounts, Remembering Not to Forget raised £11,931 (including gift aid of £2,319 that was received on current and prior year donations).

The sponsored challenges completed/ fundraising events held were:

February

- A fundraising quiz was held in Chard, Somerset.

March

- A fundraising quiz was held in Wiveliscombe, Somerset.

July

- Sackers law firm held a sweepstake on the result of the Euro 2016 football tournament.

October

- Trustees Laura Lombard, Alison Turnbull and Helen Wright plus Helen's husband Duncan Wright completed the 'Underground' challenge, walking the distance of a marathon between stations on the London Underground system (more details available on the website).
- Fundraisers Ilana Alder and Lesley Oliver organised a fashion show in aid of Remembering Not to Forget.
- Sackers law firm held an auction of promises, with the funds raised divided between Remembering Not to Forget and their two other charities of the year.
- Richard Morris took part in Vodafone's 'Big Bold Challenge' in aid of Remembering Not to Forget, completing a 50km cycle, 10km run, 1000 steps up Madjeski stadium and then abseiling back down.

As noted in the Trustee's Annual Report for 2015, in early 2016 the trustees approved grants totalling £10,000 for payment in 2016 (representing the balance of funds raised in 2014, and money raised in 2015) to the following organisations in the listed proportions:

- Alzheimer's Society: £3,000 (30%) to support campaigning and research work as well as direct services in Somerset and Dorset (eg Memory Cafes and Singing for the Brain groups)
- Brace: £3,000 (30%) to support research work
- Dementia UK: £500 (5%) to support the Admiral Nurses Direct phoneline to give specialist practical and emotional support to carers
- Young Dementia UK: £1,000 (10%) to enable the making of a video about the support with young onset dementia need to lead fulfilled lives
- Carer's Trust: £1,000 (10%) to support campaigning work to highlight issues experienced by older carers, including carers of people with dementia
- Innovations in Dementia/ Dementia Engagement & Empowerment Project (DEEP): £500 (5%) to organise and run an information session for people living with dementia in Exeter
- Taunton & Somerset NHS Foundation Trust – Dementia Team: £1,000 (10%)* to buy six memory boxes and two tablet computers to use on wards across Musgrove Park Hospital where people living with dementia are cared for

*The 2015 report stated that the Taunton & Somerset NHS Foundation

Trust – Dementia Team would be receiving £500, with £500 due to be awarded to a project in Chard. Trustees agreed to increase the amount awarded to the Taunton & Somerset NHS Foundation Trust as the Chard project could not demonstrate that they were ready to receive the planned award.

Additional grants were approved and paid in the year from 2016 fundraising as follows, taking the total of 2016 grant payments to £15,575:

- Brace: £3,500 which has been used to help fund the cost of buying a new freezer for the South West Dementia Brain Bank
- Reminiscence Learning: £1,000 to support a dementia awareness project in a primary school and fund community sessions for older people, those living with dementia and their carers in Somerset
- Reading Agency: £1,075 to fund a mailing of 10,000 leaflets to 100 dementia healthcare professionals and organisations in South West England, to raise awareness of the 'Reading Well Books on Prescription for dementia' reading list. The cheque was issued 19/12/16 and cashed on 20/02/17.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity has no fixed overheads or running costs. All income is granted on to other organisations and everyone involved gives their time for free. Therefore, the trustees do not feel it is necessary to hold reserves beyond the balance of funds awaiting onward grant. This will be kept under review as the charity develops.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Expenditure has supported the charitable objectives of the charity through grants to organisations operating at a national and local (Somerset and the South West) level which raise awareness of dementia and its effects, support people impacted by dementia (patients, families and carers) and carry out research.

Section F

Other optional information

N/a

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	A Turnbull	HMT Wright
Full name(s)	Alison Turnbull	Helen Wright
Position (eg Secretary, Chair, etc)	Secretary	Treasurer

Date 15/10/17



Receipts and payments accounts

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For the period from	01/01/2016	To	31/12/2016
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations including Gift Aid	11,931	-	-	11,931	10,454
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	11,931	-	-	11,931	10,454
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,931	-	-	11,931	10,454
A3 Payments					
Grants and donations paid	15,575	-	-	15,575	12,502
Bank interest and charges (Paypal and MyDonate fees)	46	-	-	46	228
Costs of fundraising events	-	-	-	-	1,650
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	15,621	-	-	15,621	14,380
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	15,621	-	-	15,621	14,380
Net of receipts/(payments)	- 3,690	-	-	- 3,690	- 3,926
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,647	-	-	10,647	14,573
Cash funds this year end	6,957	-	-	6,957	10,647

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	6,922	-	-
	BT MyDonate	35	-	-
		-	-	-
	Total cash funds	6,957	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

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

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

Categories	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
HMT Wright	HELEN MT WRIGHT	15-Oct-17
A Turnbull	ALISON TURNBULL	15-Oct-17