Know Dementia
education, advice & support

(a Charitable Incorporated Organisation set up under the
Charitable Incorporated Organisations (General) Regulations 2012)

Charity No: **1154361**

ANNUAL REPORT

For the year end 31 March 2018

Know Dementia
education, advice & support

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Reference and Administrative details for the year ended 31 March 2018

Trustees

During the year and since the year end these were:-

Alex Morrison-Cowan	Appointed Chair on 30.09.13
Jennifer Morrison-Cowan	Appointed Treasurer on 31.07.14
Kirsty Jones	Appointed Trustee on 31.07.14
Graham Brown	Appointed Trustee on 31.07.14
James Smith	Appointed Trustee on 09.12.15

Registered Office and Operational Address

Units 6/7, Henfield Business Park, Shoreham Road, Henfield, West Sussex BN5 9SL

Independent Examiner

Accountancy & Business Matters Ltd, Jasmine House, High Street, Henfield, West Sussex BN5 9DB

Bank

The Co-operative Bank, PO Box 250, Delf House, Skelmersdale WN8 6WT

Know Dementia
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Report of the Trustees for year ended 31st March 2018

The Trustees present their report and financial statement for the year ended 31st March 2018.

Structure, Governance and Management

The organisation is a Charitable Incorporated Organisation, incorporated on 28 October 2013. Prior to 28 October 2013 Know Dementia was an unregistered charity with less than £5000 turnover. It has delivered services since 9 May 2012.

The charity was set up under the "Foundation" model for CIO's where the only voting members are the charity's Trustees. The Constitution for the charity has been written in line with the Charity Commission's model CIO Constitution.

Trustees are recruited mainly through networking and are selected using a skills audit and published procedure. An induction and training programme is provided including governance and the roles and responsibilities of a Trustee. Learning and development opportunities are accessed mainly through The Foundation for Social Improvement and Horsham and Mid Sussex Voluntary Action.

Trustee skills are reviewed annually and where existing skills are lost due to resignation or retirement new Trustees are sought. Every effort is made to ensure a broad skill mix. The combination of expertise includes Dementia, Human Resources, Funding and Bidding, Health and Safety, Risk Assessment, Financial, Operational and Information Technology. Legal skills are accessed externally.

Trustees retain overall responsibility for the charity's strategy and policies and plan to support new staff members in the operational management of the charity with the view also to identifying and recruiting a Chief Executive in the next twelve to eighteen months.

All trustees give their time voluntarily and receive no benefits from the charity.

The charity works independently as well as in co-partnership with other organisations whose aims and objectives are compatible.

Risk Management

The Trustees confirm that a risk management plan is in place to cover any business operational risk.

Purpose

The overall purpose of the charity is to provide support to those diagnosed with a dementia and their families both in their own home and in the community. We are dedicated to ensuring that families affected by dementia have the best opportunity to continue to live as well as they are able. By providing support and by advancing the education of the public of the different types of dementia and its impact on people, we aim to make a positive difference in people's lives.

Our activities deliver public benefit and promote social inclusion through the one-to-one support of families affected by dementia as well as developing public and professional skills, knowledge and understanding of dementia. We are also contributing to the development of Dementia Friendly Communities. We do not exclude anyone from our services. The Trustees confirm that they have paid due regard to the guidance of the Charity Commission in deciding what activities the Charity should undertake.

Achievements April 2017 to March 2018

During this period, we are delighted by how much has been achieved and, as Trustees, we feel proud of the volunteers who have helped us once again to develop and deliver our desperately needed services.

Achievements during the period include:

- Working with the High Weald, Lewes & Havens Clinical Commissioning Group (HWLH CCG), to present the Golden Ticket Model to various National Awarding Bodies and gain recognition for the GT and the innovative approach it takes in looking after people and families affected by a diagnosis
- Agreed an extension contract with HWLH CCG to provide cafés and support services throughout their area for another year generating a further income of £60,000 over the period
- Successfully launched 2 new cafés in East Sussex in October – Newick and Ticehurst – with other possible cafés in discussion regarding financial support and geographical location with the HWLH CCG
- Recruited two Café Coordinators to run the cafés in East Sussex from October 2017
- Continued to support the community jazz, swing and blues choir – Jazzled – Musical Moments for people with memory problems and members of the community, in order to encourage integration through music
- Delivered more Dementia Friends sessions for Village Responders, Home Care, Nursing Homes, Rotary Club, Churches and the general public, taking the total to over 700 people in both East and West Sussex
- Continuing to successfully run "Sporting Moments" (a 2-hour, weekly sports activity session for people with dementia and their carer/supporter in Southwater Leisure Centre)
- Continued to contribute as a Member of the Steering Committee for Dementia Friendly Horsham and District supporting businesses and organisations in their understanding of dementia
- Received confirmation that Horsham Golf Club will support Know Dementia as their chosen Charity of the year from April 2018 to March 2019

- Continued to provide a fortnightly café in Henfield – over 26 people attending on each occasion – an opportunity for people to chat and socialise and providing the opportunity for carers to build a network. Donations were received from various sources, including families, to help to run the café
- Opened 4 new funded Musical Moment Choirs in East Sussex from October
- Opened a new Café in Haywards Heath Town Hall with the support of the local Mayor
- A second Quiz Night was run in Dial Post Village Hall – 60 attendees again raising over £400 and enjoyed by all – plans to hold at least two per year are in discussion

QUOTE

"Your involvement in the Golden Ticket design and delivery has been great, both professionally and innovatively, and we are so pleased to have met you at the conference you ran and invited you to join with us."

CCG Commissioner

Our main achievement has, once again, been to support families in their own homes to cope with the diagnosis and to find the best advice, support and signposting for them. This continues to be one of our core priorities.

We continue to work on our strategic objectives which focus on:

- Growth and new developments eg continue to work closely with the CCG in High Weald Lewes and Havens on the Golden Ticket and to develop more Memory Moment cafés
- Developing more "Moments" events across Sussex in order to reach more families in need of advice and support as well as helping them to increase their socialisation
- Providing more direct support for families in the community through GP practices
- Educating more professionals as well as the public

Fundraising Strategy

Our income generation strategy continues to provide the resources to expand our staff team and help us build on our infrastructure.

We will continue to apply for grants through charitable trusts as well as identify other events that will enable funds to be raised to support our work and spread our name.

We remain very grateful to all the volunteers who give so generously of their time and efforts to support our activities and especially raising funds through events.

Reserves Policy

We continue to seek to maintain funds which are not committed to, or invested in, tangible assets amounting to some six months of total resources expended. At 31 March 2018 the reserves were just over £11,000, a substantial reduction owing to the higher costs of moving to new premises and the Charity moving to a more realistic model of self-support as forecast last year.

The accounts show, for 2017/18, an annual expenditure of some £113,000, income of some £97,000 leaving a deficit of approximately (£16,000) – an increase from last year.

The income differs from last year by some £16,500 due in part to the increase in work with HWLH CCG and more grant income as the extra cafés were opened.

The expenditure has increased substantially from 2016/2017, approximately £20,000, mainly owing to the increase in Music provision at the Cafés and the costs of maintaining the office. Both expenditure increases were expected and planned for in last year's Trustee report.

During the next two years our Funding activities will need to increase substantially if we are to continue to successfully expand the network of Cafés and support the more realistic footing on which the Charity is now placed following the move to our rented offices.

In conclusion, the Trustees are confident that during the coming years, Know Dementia will continue to be a point of first contact for more families, carers and people with a diagnosis. We will remain an organisation that will continue to expand whilst developing systems and controls to ensure that the quality of our work is maintained at all times through our Trustees, staff and volunteers.

We aim to expand our network of "Moments" throughout East & West Sussex as well as continue the development of income streams through our continuously evolving fundraising strategy.

Approved by the Trustees on 24 January 2019 and signed on their behalf by:

A Morrison-Cowan

Alex Morrison-Cowan, Trustee/Chair

CHARITY COMMISSION
FOR ENGLAND AND WALES

Receipts and Payments Accounts

Charity name: KNOW DEMENTIA

Charity number (if any): 1154361

For the period from (start date): 01/04/17 to (end date): 31/03/18

Section A Receipts and payments

A1 Receipts	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 £
DONATIONS	11065				11203
GRANTS	77731				61752
INCOME	8393.				7674
BANK INTEREST					7.
Sub total	97189				80636
A2 Asset and investment sales, etc					
Total receipts	97189.				80636

A3 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 £
MEMBERSHIPS / SUBSCRIPTIONS	411				611
ACCOUNTANCY	540				480
ROOM HIRE	16174				14067
EVENT MANAGEMENT					563
OFFICE COSTS / TELEPHONE	15015				3567
INSURANCE / RENT / RATES	8616				9580
MARKETING	497				718
MUSIC	23687.				13941
SUBCONTRACTOR / WAGES	41119				42173
TRAVEL / ENTERTAINMENT / TRAINING	7217.				6855
Sub total	113276				92558
A4 Asset and investment purchases, etc					
Total payments	113276				92558.
Net of receipts/(payments)	(16087)				(11922)
A5 Transfers between funds					
A6 Cash funds last year end					
Cash funds this year end					

Section B — Statement of assets and liabilities at the end of the period

B1 Cash funds

Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
BANK	11202.		
Total cash funds (agree balances with receipts and payments account(s))			

B2 Other monetary assets

Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the 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)
A+B MATTERS	UNRESTRICTED	£180	
PAYE HMRC	UNRESTRICTED	£450	
PENSION	UNRESTRICTED	£37.	

Signed by one or two trustees on behalf of all the trustees

Signature	Print name	Date of approval
AM Cowan	Alex Morrison-Cowan	28.06.18

CHARITY COMMISSION
FOR ENGLAND AND WALES

Receipts and Payments Accounts

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Section B — Statement of assets and liabilities at the end of the period

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Total cash funds (agree balances with receipts and payments account(s))			

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Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the 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)

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Details	Fund to which liability relates	Amount due (optional)	When due (optional)
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Signature	Print name	Date of approval
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