

CHARITY NUMBER: 1197067

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

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THE MEMORY BOX FOUNDATION
TRUSTEES ANNUAL REPORT - YEAR ENDED 31 MARCH 2026

Introduction

The Trustees present their report and unaudited financial statements for the year ended 31 March 2026.

The legal and administrative information set out below forms part of this report. The financial statements comply with the Charities Act 2011, the CIO's governing constitution, and the Receipts and Payments reporting framework.

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 Resigned 4th September, 2025) Mrs Della Osborne (Appointed 2nd May, 2025) Mrs Lorraine Castiglione (Appointed 29th August, 2025 Safeguarding Lead)
Bankers	Metro Bank Southampton City Branch Above Bar Street City Centre Southampton SO15 1QD
Independent Examiner	David Fields Daybooks Limited 44 Pennington Close Colden Common Winchester Hampshire SO21 1UR

THE MEMORY BOX FOUNDATION
TRUSTEES ANNUAL REPORT - YEAR ENDED 31 MARCH 2026

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 April 2025 we had 1.0 full time paid member of staff, which increased to 1.4 staff member in November 2025. Our Head of Charity Services has a background in education, museums and reminiscence projects, whilst our Project Co-ordinator had 3 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 Appointment, Retirement and Training of the Trustees

Two Trustee appointments occurred during the year (Mrs Della Osborne), following the resignation of Mr Philip Grant and (Mrs Lorraine Castiglione) following the resignation of Ms Tracey Cotterill. The Board remains at the minimum of three Trustees and intends to recruit an additional Trustee. Trustees are appointed in accordance with the CIO's constitution.

1.3 Risk management

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 was drawn up and included 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.

2.2 Public Benefit Statement

The Charity is a public benefit entity.

The Trustees confirm they have had regard to the Charity Commission's guidance on public benefit when planning the Charity's activities.

2.3 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.

2.4 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.

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 20 locations including public libraries, Dementia Support Groups, day care settings, residential care homes, church groups and an intergenerational project on behalf of Basingstoke and Deane Borough Council.

We have trained **15** staff from care homes and day care providers, 8 students from the University of Winchester, **25** students from Queen Mary College, Basingstoke. The University students completed this as a placement for a module in professional development and communication skills; QMC students took part in the **Basingstoke Memory Box Project** funded by BDBC. Our partnership with the University of Winchester is ongoing and we will be engaging with a new cohort in early 2027, funded by the University.

One hundred activity magazines written by the staff have been distributed each month. This is a lower number than in previous years due to printing costs. Our loan boxes continue to include a related magazine to supplement the reminiscence resources we provide.

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

- Romsey Dementia Action Group
- Caraway
- The Monday Club
- All Saints Church, North Baddesley
- 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.

4.3 Investment Policy

The Charity does not hold any investments and therefore has no investment policy.

4.4 Plans for the future

The Trustees continue to review the Charity's financial position and future funding prospects and have concluded that the Charity cannot obtain the necessary financing to continue its operations beyond December 2026. As a result, the Charity has decided to wind down its activities and cease operations.

The Trustees will ensure an orderly closure of all programmes, fulfil all outstanding obligations, and communicate clearly with beneficiaries, partners and stakeholders during the wind-down period.

In accordance with the Charity's governing document and the Charities Act 2011, the Trustees intend to identify a suitable charity with compatible aims to which the Charity's remaining assets will be transferred. This will ensure that the assets continue to be applied for charitable purposes and for the public benefit.

4.5 Statement of Responsibilities of the Trustees

The Trustees are responsible for the overall governance of the Charity and for ensuring that receipts and payments accounts are properly prepared in accordance with the Charities Act 2011.

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

Mike Hodson
Mike Hodson (Nov 11, 2026 10:07:46 GMT)

Michael C Hodson

Chair of Trustees

21st October, 2026

Independent Examiner's Report to the Trustees of The Memory Box Foundation

I report to the Trustees on my examination of the accounts of the Memory Box Foundation (the Charity) for the year ended 31st March, 2026, which are set out on pages 10 to 11.

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 Charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1) the accounting records were not kept in accordance with section 130 of the Act; or
2) the accounts do not accord with those records.

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.



David Fields FCMA
Chartered Management Accountant
11th November, 2026

Daybooks
44 Pennington Close
Colden Common
Winchester
Hampshire
SO21 1UR

Receipts and Payment Account for the financial year ended 31 March, 2026

Prior Year Total		Unrestricted	Restricted	Totals
£		£	£	£
	RECEIPTS			
37,884.39	Income	43,608.70	12,523.60	56,132.30
156.73	Interest received	106.02	0.00	106.02
38,041.12		43,714.72	12,523.60	56,238.32
	PAYMENTS			
45,676.33	Payroll Costs	25,505.01	7,430.44	32,935.45
2,330.33	Direct project costs	161.24	742.38	903.62
24.00	Travel and Subsistence	0.00	0.00	0.00
2,011.33	Motor Expenses	1,697.11	0.00	1,697.11
5,528.48	Rent	4,368.00	0.00	4,368.00
427.94	Rates	494.01	0.00	494.01
350.72	Light and Heat	345.62	0.00	345.62
150.00	Telephone	147.18	0.00	147.18
4,525.38	Stationery and printing	4,034.99	0.00	4,034.99
10.00	Subscriptions	145.00	0.00	145.00
770.90	Insurance	738.08	0.00	738.08
408.84	Internet	273.60	0.00	273.60
79.20	Website	79.20	0.00	79.20
0.00	Software	103.20	0.00	103.20
14.00	Repairs and maintenance	0.00	0.00	0.00
420.00	Accountancy fees	0.00	0.00	0.00
0.00	Bank fees	9.00	0.00	9.00
62,727.45		38,101.24	8,172.82	46,274.06
(24,686.33)	**Net Receipts over payments**	5,613.48	4,350.78	9,964.26
0.00	Transfer between funds	(1,390.14)	1,390.14	0.00
27,611.00	Opening balance	2,924.67	0.00	2,924.67
2,924.67	**Closing balance**	7,148.01	5,740.92	12,888.93

Statement of Assets and Liabilities held at 31st March, 2026

Prior Year Total		Unrestricted	Restricted	Totals
£		£	£	£
	Cash funds			
1,071.72	Current Account	339.82	1,390.14	1,729.96
1,852.95	Savings Account	6,808.19	4,350.78	11,158.97
2,924.67		7,148.01	5,740.92	12,888.93
	Other monetary assets			
0.00		0.00	0.00	0.00
0.00		0.00	0.00	0.00
	Liabilities			
475.12	PAYE	1,180.26	0.00	1,180.26
157.00	NEST Pension	150.00	0.00	150.00
0.00	Creditors	0.00	0.00	0.00
632.12		1,330.26	0.00	1,330.26

The notes on pages 11 to 14 form part of these accounts

The Charity's governing document does not require the Charity to obtain an audit of its financial statements for the year ended 31st March, 2026 and in accordance with Section 145 of the Charities Act 2011 the Charity Trustees have elected to have the accounts independently examined. The Trustees confirm they have provided all information and explanations to the Independent Examiner in accordance with Section 33 of The Charities (Accounts and Reports) Regulations 2008.

These financial statements were approved by the Trustees on 21st October, 2026.

Mike Hodson
Mike Hodson (Nov 11, 2026 10:07:46 GMT)

Michael C Hodson
Chair of Trustees
21st October, 2026

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH, 2026

1. Accounting Policies

a) Basis of Accounting

The Charity's gross income in the financial year does not exceed £250,000 and the Charity Trustees have therefore elected to prepare –

a) a receipts and payments account, and
b) a statement of assets and liabilities

in accordance with Section 133 of The Charities Act 2011.

The principal policies of the Charity are set out as follows.

b) Financial Statements

The content and format of these financial statements are compliant with recommendations provided by the Charity Commission.

STATEMENT ON PRIOR YEARS' PRESENTATION OF ACCOUNTS

The Trustees wish to record that in previous years the Annual Report stated that the Charity's financial statements complied with the Charities SORP (FRS 102). As the Charity prepares its accounts on the Receipts and Payments basis, this reference was incorrect. The financial information previously presented as an "Income and Expenditure Statement" was, in substance a repeat of the Receipts and Payments Account, reflecting only cash received and cash paid during the year.

This presentational error did not affect the correct reporting of the Charity's funds, nor did it alter the underlying cash position of the Charity. All figures disclosed in prior years accurately represented the Charity's cash transactions and balances. The opening funds of the Charity remain unchanged.

The Trustees confirm that the Charity's accounts are now clearly and correctly presented under the Receipts and Payments reporting framework.

c) Funds Structure Policy

Restricted funds are subject to restrictions on their expenditure by the donor. Unrestricted funds are available for use at the discretion of the Committee in furtherance of the general objectives of the Charity. The analysis of funds is shown in note 5.

2. Staff costs and trustee remuneration

There were two employees during the year. No members of the Charity were paid for services or reimbursed for expenses incurred during the year.

3. Value Added Tax

The Charity is not registered for VAT and thus any VAT incurred is wholly irrecoverable and is charged to the specified activity for which it was incurred.

4. Taxation

The Charity is a registered charity and as such is exempt from tax on its income under Part 11 of the Income and Corporation Taxes Act 2010, as long as its income is applicable and applied for charitable purposes only. During the year all the income was applicable and applied towards charitable purposes.

5. Analysis of Funds

The movement of funds during the year is shown in the table below.

	Bfwd	Income	Expended	Transfers	Cfwd
	£	£	£	£	£
RESTRICTED FUNDS					
Basingstoke 50	0.00	5,056.40	(3,298.03)	0.00	1,758.37
University of Winchester	0.00	1,867.20	(2,507.34)	640.14	0.00
Charles Hayward Foundation	0.00	3,000.00	(717.45)	0.00	2,282.55
Roger Raymond Charitable Trust	0.00	600.00	(1,350.00)	750.00	0.00
Open TeaPot	0.00	2,000.00	(300.00)	0.00	1,700.00
	0.00	12,523.60	(8,172.82)	1,390.14	5,740.92
UNRESTRICTED FUNDS					
General	2,924.67	43,714.72	(38,101.24)	(1,390.14)	7,148.01
Designated funds	0.00	0.00	0.00	0.00	0.00
	2,924.67	43,714.72	(38,101.24)	(1,390.14)	7,148.01
Total funds of the Charity	2,924.67	56,238.32	(46,274.06)	0.00	12,888.93

Details of these restricted funded projects are:

Basingstoke 50 and Basingstoke Memory Box Project

This is a Basingstoke and Deane Borough Council funded project to assist with salary costs, travel costs and costs associated items for the reminiscence boxes.

University of Winchester

Funding from the University of Winchester for student placements and to cover salary costs, transport and parking and student refreshments.

Charles Hayward Foundation Grant

Funding for general printing of magazines to support library sessions and for salary and travelling costs in Hampshire and Bournemouth.

Roger Raymond Charitable Trust

This is funding for services provided in the Ringwood Town area and is to cover the costs of the Loan Boxes, magazine printing, staff salaries and travel expenses for sessions.

Open TeaPot

These include grants from Hampshire County Council grant for hall hire, staff salaries and traveling costs and from Care South Charitable Trust for hall hire, staff salaries, travel costs and printing of resource material for sessions.

6. Related Party Transactions

On 29th August, 2025 Lorraine Castiglione was appointed a Trustee. Lorraine is the sibling of an existing employee of the Charity. The Trustee took no part in deciding or influencing the remuneration received by that employee. The associated costs during the year, on a receipts and payment basis is detailed below:

	£
Salary	28,217
Social security	3,514
Pension contributions	670
	32,401

This excludes any employer allowance claimed.

Memory Box Foundation Accounts and Trustees Report 2025-26

Final Audit Report 2026-11-11

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