



THE FORGET ME NOTES PROJECT (SCIO)
Charity No. SC048119

Annual Report & Account 2024-25

THE FORGET ME NOTES PROJECT
Annual Report



REFERENCE AND ADMINISTRATION DETAILS

Charity Name: The Forget Me Notes Project (SCIO)
Also Known As: The Forget Me Notes

Charity Number: SC048119

Registered Address: 3 Allison Place, Kirkliston EH29 9BH

Trustees serving during this year:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

STRUCTURE, GOVERNANCE & MANAGEMENT

The charity is governed by a constitution, which was approved by OSCR and the trustees meet on a monthly basis. The Constitution was updated following approval at the Annual General Meeting in February 2025 to better reflect the workings of the charity.

As planned, during the year, two further trustees were recruited to the Board of Trustees. [REDACTED] and [REDACTED] both have an excellent working knowledge of the charity, having been involved with Forget Me Notes for years, and bring highly valued perspectives and a level of scrutiny that is welcomed.

OBJECTIVES & ACTIVITIES

The purpose of the charity continues to be, as stated in its constitution, to:
Empower people experiencing ill health, disability, older age or financial barriers to take part in social activity through music to:

- build inclusion and community;
- encourage self-expression;
- combat social isolation.

In all of this we also aim to promote the wellbeing of people living with dementia and their carers, families and friends.

Summary of main activities in relation to these objectives

Our work falls into the following main areas:

- **Forget Me Notes Choirs** – regular groups open to all
 - **Zoom choir** – a weekly session on Zoom where people can join from a wide geographical spread, and providing an opportunity for those who may not be able to physically access our other groups
 - **Choir in the park** – our hugely successful choir in Saughton Park, that now takes place twice per month in the bandstand during Spring/Summer, and in the glasshouse in Autumn/Winter
 - **Gorgie Community Choir** – a fortnightly choir that meets in the Gorgie area of Edinburgh
 - **Ashbrook** – a fortnightly session followed by a ‘dementia café’
 - **St Brides** – a weekly session held at St Brides Centre followed by a lunch together
- **Music Memories Sessions** – these sessions have been established in a number of care home and community settings, where memories and experiences are shared through songs
- **Volunteer Project** – overseen by our Volunteer Co-ordinator, volunteers are paired with a person and work with them (using music and singing) in their own home, or support The Forget Me Notes Project in other ways
- **Music Therapy** – following funding from the Community Mental Health & Wellbeing Fund this year has seen us work with a number of freelance Music Therapists to offer individual music therapy sessions

REVIEW OF THE YEAR & LOOKING AHEAD TO THE FUTURE

This has been another positive year for Forget Me Notes, with several steps being taken to help the charity grow in exciting ways.

We are grateful to everyone who supports our work – whether that is by being a part of one of our groups, an individual putting a donation into a collecting bucket, or whether that is a grant making trust who looks favourably on a funding application and makes a vital investment into the delivery of our services.

Forget Me Notes Choirs

Our choirs are a core part of our work. They are open access groups, free at the point of delivery and open to everyone. Over this period we have seen the number of choirs grow to five. Our regular Zoom choir, Choir in the Park and Gorgie Community choir have continued, with new members to each being welcomed during the year as well. In addition we now have a fortnightly group that meets at Ashbrook Centre in the north of the city, and a weekly group at the St Brides Centre, at the heart of the community in Gorgie/Dalry. These two groups started as Music Memory sessions but have now become a core part of our service delivery.

It is wonderful to see how each group takes a life of its own, with a different feel and setting, helping to build new communities.

It has been interesting to see how, particularly our Choir in the Park, has welcomed a number of people with additional support needs and a wider variety of ages.

Music Memories Sessions

A challenging financial climate for care homes has led to a number of changes in this part of the project, with changes in frequency of sessions. However, we continue to work with a wide variety of care homes and day centre settings to provide Music Memories sessions. We are so grateful to our team of facilitators who help in the delivery of these sessions – their commitment is invaluable and we hugely appreciate them. The increase in sessions has allowed us, from October 2024, to employ [REDACTED] as our fourth member of staff, who leads a variety of sessions in addition to the weekly St Brides group. Funding has also been received for him to work on a digital project, starting to build online resources and capturing people's stories on film, which we will look forward to seeing develop in the coming year.

Our partnership with Capital Theatres continues, with our monthly 'Together in Song' concerts being a key part of the Forget Me Notes calendar. We highly value this partnership and are grateful to all of the staff at Capital Theatres for the work we do together, along with their wider support, for example hosting a part of our annual fundraising Singathon.

Volunteer Project

This part of the charity continues to be overseen by [REDACTED] and is a hugely important part of our work. [REDACTED] undertook some evaluation during this year, which was presented in a wonderful and accessible report.

This evaluation showed:

- During 2024 over 250 one-to-one visits took place
- 100% of recipients of volunteer services scored their satisfaction with the project either 4 or 5 out of 5
- 90% of recipients of volunteer services said that it helped with loneliness/isolation
- 4 further volunteers were recruited and trained during 2024 leading to a total of 18 home visit volunteers

We held a training session for volunteers on the use of instruments and we continue to have a high level of retention of volunteers. They are a key part of Forget Me Notes and we are grateful to each person for all that they bring, and for the vital support that they offer to people.

Music Therapy

Following our hosting of a music therapy student last year, we have continued to look at how music therapy could form a part of our services. We were successful during this year in our application to the Communities Mental Health & Wellbeing Fund, which will allow us to work with music therapists on a freelance basis to provide individual music therapy for people who may have engaged with other Forget Me Notes services, but are no longer able to access them. We look forward to this developing over the coming year, but we are

excited about the potential this will bring to offer services for people from the point of dementia diagnosis through to end of life.

Looking to the future – dementia friendly and open to all

As we look towards the coming year, we are excited to see a development in our services. The new Scottish Dementia Strategy highlights the need for inclusion of people with additional needs as they can have a higher propensity for developing dementia.

‘All Singing All Dancing’ is a group for people with additional needs that has been run by [REDACTED] for a number of years and we are excited to be making this group a part of the Forget Me Notes Project during the early part of the coming year.

FINANCIAL REVIEW

Over the period 1st March 2024 – 28th February 2025 The Forget Me Notes Project saw income of £73,065 and expenditure of £77,549 giving an overall deficit for the period of £4,484.

As in previous years, a deficit is shown largely because we receive funding in advance for the provision of services into the following year. Both our income and expenditure are increased considerably from 2023/24.

Funding

Funding has been secured during this period from a number of sources:

- **Age Scotland** – to fund our Volunteer Project and Choirs
- **Communities Mental Health & Wellbeing Fund** – to fund music therapy work
- **McLay Dementia Trust** – to fund Volunteer Project and Music Memories
- **Music for All** – to fund Digital Project
- **Foundation Scotland** – to fund Digital Project

We are grateful to all our funders for seeing the value, importance and impact of the work we are doing.

Our donations have increased massively in the past year (almost doubled) and we would like to thank every single person who has donated.

We held another successful Singathon in November 2024, and in January 2025 held a community ceilidh at St Brides Centre. Both of these were great times of celebration and we look forward to holding more of these events to bring people together in the coming year.

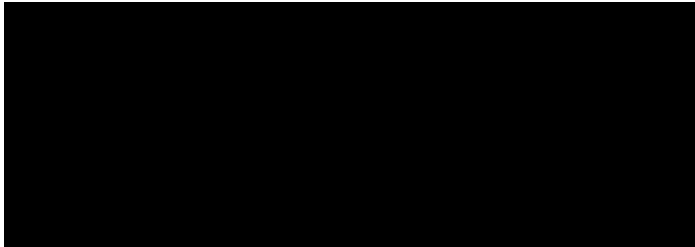
Reserves

Given the size and age of the charity, we do not yet have a reserves policy. However, this will be considered on an ongoing basis. Risks to the charity are small, as the majority of expenditure is directly linked to the income received for services provided.

Partnership

We continue to greatly value the partnerships that we have with a number of organisations, and these have been referred to above (Capital Theatres, The Open Door, Queen Margaret University). Partnerships such as these enrich and develop the work that we do. We would also like to acknowledge the support of City of Edinburgh Council and the Salvation Army in allowing us to use their venues.

Signed on behalf of the trustees:



APPENDIX 3



		Independent examiner's report on the accounts v2					
Report to the trustees/members of Registered charity number On the accounts of the charity for the period Set out on pages	Charity name	The Forget Me Notes Project					
	Registered charity number	SC048119					
	Period start date				Period end date		
	Day	Month	Year	to	Day	Month	Year
	01	03	2024		28	02	2025
	8 - 13					(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner Basis of independent examiner's statement Independent examiner's statement	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.</p> <p>My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks 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, I do not express an audit opinion on the view given by the accounts.</p> <p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached</p>						
Signed**: Name: Relevant professional qualification(s) or body (if any): Address:							

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

** OSCR will accept digital or typed signatures

The Forget Me Notes Project

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Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	March	2024		28	February	2025

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	9,725				9,725	4,933
Legacies					-	-
Grants		38,818			38,818	19,500
Receipts from fundraising activities	3,412				3,412	3,220
Gross trading receipts	21,030				21,030	24,579
Income from investments other than land and buildings	80				80	62
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	34,247	38,818	-	-	73,065	52,294
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	34,247	38,818	-	-	73,065	52,294
A3 Payments						
Expenses for fundraising activities	873				873	233
Gross trading payments	37,233	39,093			76,326	60,261
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	350				350	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	38,456	39,093	-	-	77,549	60,494
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	38,456	39,093	-	-	77,549	60,494
Net receipts / (payments)	(4,209)	(275)	-	-	(4,484)	(8,200)
A5 Transfers to / (from) funds	551	(551)			-	
Surplus / (deficit) for year	(3,658)	(826)	-	-	(4,484)	(8,200)

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	8,845	20,835			29,680	37,880
	Surplus / (deficit) shown on receipts and payments account	(3,658)	(826)			(4,484)	(8,200)
						-	
						-	
	Cash and bank balances at end of year	5,187	20,009	-	-	25,196	29,680
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

Categories	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
B2 Investments				
		Total	-	-

Categories	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
B3 Other assets					
		Total	-	-	-

Categories	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
B4 Liabilities				
		Total	-	-

Categories	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
B5 Contingent liabilities				
		Total	-	-

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

Signature*

Print Name

Date of approval

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The Forget Me Notes Project

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Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

Unrestricted funds are used for the purpose of furthering the Charity's aims of using music to build community, combat isolation and aid self-expression. **Restricted funds** are detailed over, given for a specific project or purpose but still in line with the Charity's stated aims.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	
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C4b Trustee expenses - details

	Number of trustees	£
To [REDACTED] (travel expenses for her role as Volunteer)	1	40

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
see breakdown overleaf					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-

Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below General Unrestricted Funds	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	9,725				9,725	4,933
Legacies					-	
Grants						
Receipts from fundraising activities	3,412				3,412	3,220
Gross trading receipts	21,030				21,030	24,579
	80					62
Income from investments other than land and buildings					80	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	34,247	-	-	-	34,247	32,794
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	34,247	-	-	-	34,247	32,794
Payments						
Expenses for fundraising activities	873				873	233
Gross trading payments	37,233				37,233	37,376
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:						
Audit / independent examination	350				350	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	38,456	-	-	-	38,456	37,609
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	38,456	-	-	-	38,456	37,609
Net receipts / (payments)	(4,209)	-	-	-	(4,209)	(4,815)
Transfers to / (from) funds	551				551	
Surplus / (deficit) for year	(3,658)	-	-	-	(3,658)	(4,815)

Nature and purpose of funds

General Unrestricted Funds - used by the Charity for the furtherance of it's charitable aims and objectives

Additional analysis (3)

[illegible][illegible]

Expenses for fundraising activities													-	
Gross trading payments													-	
Investment management costs													-	
Payments relating directly to charitable activities	12,791	2,430	2,920		1,755		9,795	5,951	1,529	297	1,625		39,093	22,885
Grants and donations													-	
Governance costs:													-	
Audit / independent examination													-	
Preparation of annual accounts													-	
Legal costs													-	
													-	
													-	
Sub total	12,791	2,430	2,920	-	1,755	-	9,795	5,951	1,529	297	1,625	-	39,093	22,885

[illegible]

Transfers to / (from) funds						(205)	(21)	(17)		(15)	(293)	(551)		
Surplus/(deficit) for year	2,943	2,570	6,414	1,000	845	5,150	(10,000)	(5,972)	(1,546)	(297)	(1,640)	(293)	(826)	(3,385)

1.	Age Scotland (2024) - to support the Volunteer Project and provision of Choirs
2.	Communities Mental Health & Wellbeing Fund (1) - for the establishment of Music Therapy services
3.	McLay Dementia Trust - to support the Volunteer Project and St Brides Music Memories
4.	Music for All - to support our digital project
5.	Foundation Scotland - to support our digital project
6.	Communities Mental Health & Wellbeing Fund (2) - continuation funding for Music Therapy services (for spending in next year)
7.	Weir Trust - to support our provision of Choirs
8.	RS Macdonald Fund - to support the Volunteer Project
9.	Age Scotland (2023) - to support Choirs and Music Memories sessions
10.	Edinburgh Council - provision of digital support
11.	Edinburgh Council - to support St Brides group
12.	One City Trust - (prior year) to support the Volunteer Project