

Charity registration number: 1164009

Animal Behaviour Training Council

Annual Report and Financial Statements

for the period from 1 February 2019 to 31
December 2019

Animal Behaviour Training Council

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 4
Statement of Trustees' Responsibilities	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 14

Animal Behaviour Training Council

Reference and Administrative Details

Chairman J Williams

Trustees D Montgomery
C J Laurence
E A McBride
V Harvey
J Harrison
H Burrows
G Thompson

J Harrison was appointed as a trustee on 23 May 2019.
V Harvey resigned as a trustee on 23 March 2020.

Principal Office Milsted Langdon LLP
Motivo House
Alvington
Yeovil
Somerset
BA20 2FG

Charity Registration Number 1164009

Accountants Milsted Langdon LLP
Yeovil

Animal Behaviour Training Council

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the period ended 31 December 2019.

Objectives and activities

Objects and aims

The charity's objects are to promote humane practice in the training and behaviour therapy of animals and to lobby for improvements in animal welfare related to behaviour and training of said animals. There has been no change in these objectives during the period.

They are achieved by:

Setting, overseeing and monitoring standards of professional competence in the practice of behaviour therapy and training of animals.

Coordinating and harmonising the activities of organisations directly engaged in the promotion of such standards within different areas of this sector.

Providing information and a point of contact for other agencies more widely connected with animal welfare.

Promoting high quality, relevant behaviour and training education.

Promoting ethical research into human-animal interactions, animal behaviour and psychological welfare.

Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

The following can be regarded as ABTC's major achievements:

- Established occupational standards for a range of roles involved in animal training and behaviour.
- Gained the support of the veterinary profession and major animal welfare charities.
- Established itself as the leading authority for advice in the sector.
- Approved the assessment processes of nine organisations that represent trainers and behaviourists.

These achievements have had a positive impact on raising standards and improved animal welfare across the industry. It should be noted that there is still huge potential to achieve much wider influence.

The major focus this year has been to improve the manner in which both education courses in behaviour are assessed, and applications as a Practitioner Organisation member are dealt with. A working group has been established to consider new courses presented to ABTC are evaluated in relation to the education and performance requirements of the various levels of competence necessary to be admitted to the ABTC Registers.

One major element of this work has been to look more closely at the potential routes to qualification as a Clinical Animal Behaviourist and the educational and practical requirements to prove competence. This work is progressing well and we expect it to be complete in 2020.

Animal Behaviour Training Council

Trustees' Report

Achievements and performance (continued)

We continue to work with the Royal College of Veterinary Surgeons (RCVS) to establish how ABTC might become an Accredited Organisation. As this is a new concept established under the RCVS Charter progress is slow but we hope to have been, or be close to being, accepted by the end of next year.

All activity has been the output from a team of dedicated volunteers who have administered all aspects of the Council. We have concluded that the organisation is now of sufficient size and complexity that a contracted or employed part-time Secretariat is necessary for the efficient functioning of the Council. The post was advertised in early spring and Val Harvey appointed.

A trial to establish how ABTC can assist animal welfare charities in managing their clients' animals' behavioural needs showed that the process is neither straightforward nor cheap. We have worked closely with PDSA on the trial and work continues to consider how best resources can be focussed to achieve the best result.

Financial review

Income for the year was £10,523 which is in line with 2019 and forecast. Expenditure was £3,515, significantly less than 2019 owing to reduced costs for meetings by using other charity's facilities and a reduction in the number of information leaflets printed. The surplus of funds was £7,008 (2019 £2,694).

The charity changed the financial year end from 31 January to 31 December to coincide with the membership year.

The charity's funds are held in interest bearing accounts with Lloyds Bank.

Under the charity's governing document, the charity has the power to make any investments which the trustees see fit.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The intention to employ a Secretariat will increase costs significantly for next year. A review of income has been undertaken and changes are planned to be presented to the next AGM to allow a balanced budget for 2021.

The charity has no reserves policy because we have not intended to maintain reserves apart from an operating reserve. As the Council grows in activity it may be necessary to establish a formal reserve in future.

At the date of approving the report and accounts, there are no uncertainties about the charity's ability to continue as a going concern.

There are no fund or subsidiary undertaking that is materially in deficit.

Animal Behaviour Training Council

Trustees' Report

Structure, governance and management

Nature of governing document

The Charity is a Charitable Incorporated Organisation and is governed by its constitution adopted on 16 October 2015.

Organisational structure

The members of the trustees who served during the year and up to the date of signature of the financial statements were:

H Burrows
J Harrison (appointed 23 May 2019)
V Harvey (resigned 23 March 2020)
E A McBride
D Montgomery
C J Laurence
G Thompson
J Williams


Trustees are elected by voting council members at each AGM, the board of trustees has the power to appoint trustees but that power has not been used to date. No external body or any other person is entitled to appoint a trustee.

No governance and management details are exempt from disclosure.

COVID-19

The coronavirus pandemic has had a very significant impact on the industry with training classes closed and behaviour consultations being conducted remotely. Our Practitioner Organisation members will all have suffered very significant reductions in income. Many are small businesses or self-employed and government support will have been limited. Consequently the trustees decided to waive fees to entry to the Register for 2020 with a resulting loss of income of over £5,000. Although this will have a significant effect on our cash flow the trustees considered that the goodwill engendered was worth it.

The annual report was approved by the trustees of the charity on^{30.6.20} and signed on its behalf by:


.....
C J Laurence
Trustee

Animal Behaviour Training Council

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.


The law applicable to charities requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 30.6.20 and signed on its behalf by:


.....
C J Laurence
Trustee

Animal Behaviour Training Council

Statement of Financial Activities for the Period from 1 February 2019 to 31 December 2019

		Unrestricted funds £	Total 31 December 2019 £	Total Year ended 31 January 2019 £
	Note			
Income and Endowments from:				
Other trading activities	2	10,514	10,514	10,552
Investment income	3	9	9	7
Total income		<u>10,523</u>	<u>10,523</u>	<u>10,559</u>
Expenditure on:				
Charitable activities	4	(3,515)	(3,515)	(7,865)
Total expenditure		<u>(3,515)</u>	<u>(3,515)</u>	<u>(7,865)</u>
Net income		<u>7,008</u>	<u>7,008</u>	<u>2,694</u>
Net movement in funds		7,008	7,008	2,694
Reconciliation of funds				
Total funds brought forward		<u>15,953</u>	<u>15,953</u>	<u>13,259</u>
Total funds carried forward	9	<u><u>22,961</u></u>	<u><u>22,961</u></u>	<u><u>15,953</u></u>

All of the charity's activities derive from continuing operations during the above two periods.


The funds breakdown for January 2019 is shown in note 9.

Animal Behaviour Training Council

(Registration number: 1164009)
Balance Sheet as at 31 December 2019

	Note	31 December 2019 £	31 January 2019 £
Current assets			
Cash at bank and in hand	7	23,611	15,953
Creditors: Amounts falling due within one year	8	<u>(650)</u>	<u>-</u>
Net assets		<u>22,961</u>	<u>15,953</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>22,961</u>	<u>15,953</u>
Total funds	9	<u>22,961</u>	<u>15,953</u>

The financial statements on pages 6 to 14 were approved by the trustees, and authorised for issue on 20.6.20 and signed on their behalf by:


.....
C J Laurence
Trustee

Animal Behaviour Training Council

Notes to the Financial Statements for the Period from 1 February 2019 to 31 December 2019

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Animal Behaviour Training Council meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Animal Behaviour Training Council

Notes to the Financial Statements for the Period from 1 February 2019 to 31 December 2019

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Animal Behaviour Training Council

Notes to the Financial Statements for the Period from 1 February 2019 to 31 December 2019

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Animal Behaviour Training Council

Notes to the Financial Statements for the Period from 1 February 2019 to 31 December 2019

Debt instruments

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Animal Behaviour Training Council

Notes to the Financial Statements for the Period from 1 February 2019 to 31 December 2019

Derivative financial instruments

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

2 Income from other trading activities

	Unrestricted funds	Total 31 December 2019	Total Year ended 31 January 2019
	General £	£	£
Membership subscriptions and registrations	10,514	10,514	10,552
	<u>10,514</u>	<u>10,514</u>	<u>10,552</u>

3 Investment income

	Unrestricted funds	Total 31 December 2019	Total Year ended 31 January 2019
	General £	£	£
Other investment income	9	9	7
	<u>9</u>	<u>9</u>	<u>7</u>

Animal Behaviour Training Council

Notes to the Financial Statements for the Period from 1 February 2019 to 31 December 2019

4 Expenditure on charitable activities

	Unrestricted funds	Total 31 December 2019	Total Year ended 31 January 2019
	General £	£	£
Welfare fund	-	-	2,027
Travel expenses	350	350	1,008
Insurance	326	326	-
Office expenses	4	4	8
Memberships and subscriptions	812	812	911
Cost of trustee meetings	402	402	1,453
Website and marketing	611	611	1,894
Accountancy fees	1,010	1,010	564
	<u>3,515</u>	<u>3,515</u>	<u>7,865</u>

£3,515 (2019 - £7,865) of the above expenditure was attributable to unrestricted funds and £Nil (2019 - £Nil) to restricted funds.

5 Trustees remuneration and expenses

During the period the charity made the following transactions with trustees:

C J Laurence

£75 (2019: £Nil) of expenses were reimbursed to C J Laurence during the period.

Travel expenses relating to a meeting

J Williams

£55 (2019: £Nil) of expenses were reimbursed to J Williams during the period.

Travel expenses relating to a meeting

J Harrison

£94 (2019: £Nil) of expenses were reimbursed to J Harrison during the period.

Travel expenses relating to a meeting

Animal Behaviour Training Council

Notes to the Financial Statements for the Period from 1 February 2019 to 31 December 2019

6 Taxation

The charity is a registered charity and is therefore exempt from taxation.

7 Cash and cash equivalents

	31 December 2019 £	31 January 2019 £
Cash at bank	678	129
Short-term deposits	22,933	15,824
	<u>23,611</u>	<u>15,953</u>

8 Creditors: amounts falling due within one year

	31 December 2019 £
Accruals	<u>650</u>

9 Funds

	Balance at 1 February 2019 £	Incoming resources £	Resources expended £	Balance at 31 December 2019 £
Unrestricted funds				
General	<u>15,953</u>	<u>10,523</u>	<u>(3,515)</u>	<u>22,961</u>

	Balance at 1 February 2018 £	Incoming resources £	Resources expended £	Balance at 31 January 2019 £
Unrestricted funds				
General	<u>13,259</u>	<u>10,559</u>	<u>(7,865)</u>	<u>15,953</u>