

**ST FRANCIS ANIMAL WELFARE**

*(REGISTERED NUMBER : 1166590)*

**TRUSTEES REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

## **ST FRANCIS ANIMAL WELFARE**

### **CHARITY INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2018**

Charity name	St Francis Animal Welfare
Registered charity no.	1166590
Principal address	St Francis Animal Welfare Centre Sunny Side Mortimers Lane Fair Oak Eastleigh SO50 7EA

The following trustees served during the year:

Ms A Lodge	Mr J Good
Mrs D Hewitt	Mr G Pragnell
Mrs B Morris	
Mr A Hoskins	

Independent examiners	Knight Goodhead Ltd 7 Bournemouth Road Chandler's Ford, Eastleigh Hampshire SO53 3DA
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Bankers	Natwest Plc 23 Brunswick Place Portswood Southampton SO15 2AQ  BlackRock Investment Management (UK) Limited 12 Throgmorton Avenue London EC2N 2DL
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## **ST FRANCIS ANIMAL WELFARE**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

The trustees present their report and accounts for the year ended 30 September 2018.

This is the continued period of the new Charitable Incorporated Organisation (CIO), which was registered with the Charity Commission in England and Wales on 18 April 2016. The CIO was dormant until 1 December 2016 when the activity and assets were transferred from its predecessor unincorporated charity St Francis Animal Welfare Group (Charity number: 263172).

The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's constitution of rules and bye-laws dated 1955, as amended March 2005 and "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102.

#### **Structure, governance and management**

The predecessor charity St Francis Animal Welfare Group was started in 1953 to provide shelter and care for a variety of animals, mainly domestic pets, which needed re-homing. After fundraising, the first shelter was opened in Horton Heath. Subsequently moving to purpose built premises just outside Fair Oak over twenty years ago, the shelter caters for a wider range of animals including some long term residents who are unsuitable for re-homing, though foster homes are increasingly sought. The new CIO took on the assets and activity of the charity as from 1 December 2016.

The following trustees served during the year:

Ms A Lodge	Mr J Good
Mrs D Hewitt	Mr G Pragnell
Mrs B Morris	
Mr A Hoskins	

New trustees are appointed when appropriate. Suitable candidates are considered on the basis of their skills and experience. New trustees have the opportunity of reviewing appropriate documents, including accounts, as part of the induction process.

As part of their ongoing responsibilities the Trustees have assessed the major risks affecting the charity and are continuing to implement and review policies to mitigate those risks.

#### **Objectives and activities**

The charity's objects are the furtherance of animal welfare for public benefit in the locality, principally southern Hampshire, by the maintenance of a shelter (animal rescue home) for the benefit of needy animals and the provision of other rescue, rehabilitation and support services for such animals.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# **ST FRANCIS ANIMAL WELFARE**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

### **Achievements and performance**

The trustees are pleased to report a fairly good year, though legacy income was down and expenditure such as vet and feed costs, staff wages and pensions continue to increase. We continue to work on communications with members and the public with a regular newsletter three times a year and a greater presence on social media, with a new website generously financed by a supporter. The Trustees are always looking for fresh ideas to fundraise and have increased money raised through social media, Facebook auctions and book sales in recent years. The Open Days & Dog Show have been increasingly popular since being held off-site, with a large amount of support and goodwill locally.

Trustees continue to work to maintain good governance and increase fundraising. We are hampered to some extent by a limited number of suitable volunteers and one trustee had to resign due to work commitments. We continue to try and recruit suitable trustees, as we would like to consider opening a shop to have a more predictable source of income. Our part-time administrator has helped enormously in improving the efficiency of the shelter, and with the Treasurer, they continue to do our accounts in-house, making worthwhile savings.

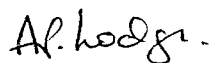
The Committee who were elected at the 2018 AGM are dedicated to the continued successful running of St Francis Animal Welfare.

### **Financial review and reserves**

The charity had a deficit of £14,120 for the year. Total reserves at the balance sheet date were £892,480, including freehold property with a book value of £542,619. In the opinion of the trustees the charity has a healthy balance sheet and is well placed to continue to meet its charitable objects.

This report has been prepared in accordance with the governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities applying FRS102.'

Signed on behalf of the board of trustees on 10/6/19



Ms A Lodge  
Trustee

# **ST FRANCIS ANIMAL WELFARE**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

### **Trustees responsibilities**

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that year.

In preparing these accounts, 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; and
- prepared the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charity Act 2011. They 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.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST FRANCIS ANIMAL WELFARE**

I report to the trustees on my examination of the accounts of St Francis Animal Welfare for the year ended 30 September 2018 set out on pages 6 to 15.

### **RESPONSIBILITIES AND BASIS OF REPORT**

As the trustees of the charity 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 Trustee's accounts carried out under section 145 of the 2011 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 2011 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) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.



CJ GOODHEAD FCA  
Knight Goodhead Limited  
Chartered Accountants

9 May 2019

7 Bournemouth Road  
Chandler's Ford, Eastleigh  
Hampshire SO53 3DA

# ST FRANCIS ANIMAL WELFARE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2018

				Year ended 30 Sep 2018 Total funds £	Period ended 30 Sep 2017 Total funds £
	Notes	Unrestricted funds £	Restricted funds £		
<b>INCOME</b>					
Donations		18,880	-	18,880	21,890
Adoptions		3,963	-	3,963	2,965
Fundraising		13,650	-	13,650	9,392
Membership fees		417	-	417	595
Legacies		83,574	-	83,574	75,998
Sales and other income		7,548	-	7,548	9,010
Commissions received		928	-	928	629
Investment income		2,689	-	2,689	1,536
<b>TOTAL INCOME</b>		<b>131,649</b>	<b>-</b>	<b>131,649</b>	<b>122,015</b>
<b>EXPENDITURE</b>					
Direct expenditure	4	41,075	360	41,435	28,952
Charitable activities	4	111,572	-	111,572	81,456
<b>TOTAL EXPENDITURE</b>		<b>152,647</b>	<b>360</b>	<b>153,007</b>	<b>110,408</b>
Net gains on revaluation	7	7,238	-	7,238	23,481
<b>NET (EXPENDITURE)/INCOME BEFORE EXCEPTIONAL ITEMS</b>		<b>(13,760)</b>	<b>(360)</b>	<b>(14,120)</b>	<b>35,088</b>
Exceptional items		-	-	-	871,512
<b>NET (EXPENDITURE)/INCOME FOR THE YEAR</b>		<b>(13,760)</b>	<b>(360)</b>	<b>(14,120)</b>	<b>906,600</b>
TOTAL FUND BALANCES BROUGHT FORWARD		903,249	3,351	906,600	-
<b>TOTAL FUND BALANCES CARRIED FORWARD</b>		<b>889,489</b>	<b>2,991</b>	<b>892,480</b>	<b>906,600</b>

# ST FRANCIS ANIMAL WELFARE

## COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 30 SEPTEMBER 2017

	10 months ended 30 Sept 2017		
	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME</b>			
Donations	21,890	-	21,890
Adoptions	2,965	-	2,965
Fundraising	9,392	-	9,392
Membership fees	595	-	595
Legacies	75,998	-	75,998
Sales and other income	9,010	-	9,010
Commissions received	629	-	629
Investment income	1,536	-	1,536
<b>TOTAL INCOME</b>	<b>122,015</b>	<b>-</b>	<b>122,015</b>
<b>EXPENDITURE</b>			
Direct expenditure	28,637	315	28,952
Charitable activities	81,456	-	81,456
<b>TOTAL EXPENDITURE</b>	<b>110,093</b>	<b>315</b>	<b>110,408</b>
Net gains on revaluation	23,481	-	23,481
<b>NET INCOME BEFORE EXCEPTIONAL ITEMS</b>	<b>35,403</b>	<b>(315)</b>	<b>35,088</b>
Exceptional item	867,846	3,666	871,512
<b>NET INCOME FOR THE PERIOD</b>	<b>903,249</b>	<b>3,351</b>	<b>906,600</b>
TOTAL FUND BALANCES BROUGHT FORWARD	-	-	-
<b>TOTAL FUND BALANCES CARRIED FORWARD</b>	<b>903,249</b>	<b>3,351</b>	<b>906,600</b>



# ST FRANCIS ANIMAL WELFARE

## BALANCE SHEET AT 30 SEPTEMBER 2018

		2018		2017	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	5		546,921		551,908
CURRENT ASSETS					
Debtors	6	4,916		3,671	
Investments	7	254,622		247,385	
Cash at bank and in hand		92,049		111,404	
		<u>351,587</u>		<u>362,460</u>	
CREDITORS: amounts falling due within less than one year	8	<u>(6,028)</u>		<u>(7,768)</u>	
NET CURRENT ASSETS			345,559		354,692
NET ASSETS			<u>892,480</u>		<u>906,600</u>
FUNDS					
General reserves	9	316,151		331,668	
Designated reserves	9	542,619		548,100	
Revaluation reserves	9	30,719		23,481	
Restricted funds	10	2,991		3,351	
TOTAL FUNDS	11		<u>892,480</u>		<u>906,600</u>

Approved by the Trustees on 09/05/19  
and signed on their behalf by

*B. Morris*

B Morris  
Trustee

# ST FRANCIS ANIMAL WELFARE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018

### 1 ACCOUNTING POLICIES

#### (a) Accounting convention

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 2015) - (Charities SORP (FRS 102)).

The charity meets the definition of the 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 note.

#### (b) Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the trustees for specific purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

#### (c) Income

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacies are received by way of donations, legacies and gifts and are included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Income is deferred when, at the end of an accounting period, they have been received but the charity has yet to become unconditionally entitled to them.

#### (d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Costs are apportioned in line with the income received from that source during the period.

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

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

## ST FRANCIS ANIMAL WELFARE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018 (continued)

#### 1 ACCOUNTING POLICIES (continued)

##### (e) Fixed assets

Fixed assets are capitalised for ongoing use within the charity, where the individual cost of the asset exceeds £100. They are stated at historical cost (less depreciation) with the exception of freehold property which was revalued in 2008.

Depreciation is provided on fixed assets to spread the cost over the estimated useful lives of the relevant assets at the following rates:

Freehold property	1% Reducing balance
Plant and machinery	15% Reducing balance
Fixtures and fittings	15% Reducing balance
Computer equipment	33% Straight line

##### (f) Investments

Investments are stated at their market valuation with the movement in the carrying value being recognised in the statement of financial activities.

##### (g) Pensions costs

Contributions in respect of the company's defined contribution scheme are charged to the Statement of Financial Activities for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

#### 2 LEGAL STATUS

The charity is a Charitable Incorporated Organisation (CIO) and was registered on 18 April 2016 with the Charity Commission in England and Wales. The charity previously operated (until 30 November 2016) as an unincorporated charity St Francis Animal Welfare Group (charity number: 263172), which was registered on 22 November 1971. The assets of the old charity were transferred to the new CIO on 1 December 2016.

The registered office of the charity is St. Francis Animal Welfare Centre, Sunny Side, Mortimers Lane, Fair Oak, Eastleigh, SO50 7EA.

## ST FRANCIS ANIMAL WELFARE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018 (continued)

#### 3 STAFF COSTS

	Year ended 30 Sep 2018 £	Period ended 30 Sep 2017 £
Wages and salaries	71,155	54,460
Social security costs	21	-
Pension	683	303
	<u>71,859</u>	<u>54,763</u>

The average number of staff employed during the period was 6 (2017: 6). No employee received emoluments of £60,000 or more during this or the prior period.

No trustees received any emoluments or were reimbursed for expenditure incurred on behalf of the charity during this or the prior period. The trustees represent the key management personnel of the charity.

At the balance sheet date there were outstanding pension contributions payable of £140 (2017: £65). Total pension contributions of £683 (2017: £303) were paid by the charity and are included in the SOFA.

# ST FRANCIS ANIMAL WELFARE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018 (continued)

### 4 EXPENDITURE

			Year ended 30 Sep 2018 Total funds £	Period ended 30 Sep 2017 Total funds £
	Unrestricted funds £	Restricted funds £		
<b>DIRECT EXPENDITURE</b>				
Purchases of Feed	7,306	-	7,306	6,781
Purchases of Veterinary/ Farrier Services	32,129	360	32,489	19,901
Miscellaneous Purchases	81	-	81	361
Advertising and Fundraising Expenses	1,559	-	1,559	1,909
	<u>41,075</u>	<u>360</u>	<u>41,435</u>	<u>28,952</u>
<b>CHARITABLE ACTIVITIES EXPENDITURE</b>				
Staff Salaries (note 3)	71,155	-	71,155	54,460
Employers NI (note 3)	21	-	21	-
Employers Pension (note 3)	683	-	683	303
Rent, Rates and Refuse	5,325	-	5,325	3,484
Light and Heat	4,806	-	4,806	3,915
Motoring Costs	2,466	-	2,466	1,316
Publicity and Printing	818	-	818	756
Premises Expenses	40	-	40	110
Postage, Stationery and Admin Sundries	869	-	869	229
Telephones	1,588	-	1,588	1,118
Computer Repairs and Fees	248	-	248	135
Equipment Maintenance	2,758	-	2,758	657
Repairs and Renewals	1,018	-	1,018	-
Cleaning Cost	873	-	873	557
Legal Fees	1,710	-	1,710	1,136
Insurance	2,917	-	2,917	2,328
Bank and Credit Card Charges	775	-	775	669
Training	75	-	75	279
General expenses	16	-	16	309
Accountancy and examination fees	1,880	-	1,880	2,400
Property repairs and fencing	5,150	-	5,150	2,281
Depreciation	6,381	-	6,381	5,014
	<u>111,572</u>	<u>-</u>	<u>111,572</u>	<u>81,456</u>

Included within accountancy and examination fees above are amounts due to the independent examiners in relation to independent examination of £1,150. Also included is £730 for other work.

# ST FRANCIS ANIMAL WELFARE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018 (continued)

### 5 TANGIBLE ASSETS

	Freehold Property £	Furniture & Equipment £	Total £
COST			
At 1 October 2017	552,706	4,216	556,922
Additions	-	1,394	1,394
At 30 September 2018	552,706	5,610	558,316
DEPRECIATION			
At 1 October 2017	4,606	408	5,014
Charge	5,481	900	6,381
At 30 September 2018	10,087	1,308	11,395
NET BOOK VALUE			
At beginning of year	548,100	3,808	551,908
At end of year	542,619	4,302	546,921

The freehold property was professionally valued at £600,000 in November 2008 by Primmer Olds Chartered Surveyors. Book value on transfer from the predecessor charity on 1 December 2016 was £552,706.

### 6 DEBTORS

	2018 £	2017 £
Prepayments and accrued income	2,322	1,299
Other taxation and social security	2,594	2,372
	4,916	3,671

### 7 INVESTMENTS

	2018 £	2017 £
Investment income funds	229,622	222,385
National Savings	25,000	25,000
	254,622	247,385

*Movement on investments in the year:*

Capital funds invested	-	-
Capital funds withdrawn	-	-
Accumulated investment income	-	-
Movement in market valuation (adjusted via revaluation reserve)	7,238	23,481
Net movement in the year	7,238	23,481

## ST FRANCIS ANIMAL WELFARE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018 (continued)

#### 8 CREDITORS: amounts falling due within one year

	2018 £	2017 £
Trade creditors	711	1,457
Other creditors including taxation and social security	479	657
Accruals and deferred income	4,838	5,654
	<u>6,028</u>	<u>7,768</u>

#### 9 UNRESTRICTED FUNDS

The reserve movements during the year were:

	Funds brought forward £	Income £	Expenditure £	Revaluations & exceptional items £	Funds carried forward £
Revaluation reserve	23,481	-	-	7,238	30,719
Freehold property	548,100	-	(5,481)	-	542,619
General funds	331,668	131,649	(147,166)	-	316,151
	<u>903,249</u>	<u>131,649</u>	<u>(152,647)</u>	<u>7,238</u>	<u>889,489</u>

#### 10 RESTRICTED FUNDS

	Funds brought forward £	Income £	Expenditure £	Revaluations & exceptional items £	Funds carried forward £
Muffin appeal fund	3,351	-	(360)	-	2,991
	<u>3,351</u>	<u>-</u>	<u>(360)</u>	<u>-</u>	<u>2,991</u>

**Muffin appeal fund:** Raised for a surgical procedure for Muffin the donkey. Following a change in veterinary advice the trustees have now agreed to use the fund for Muffin's ongoing medication.

## ST FRANCIS ANIMAL WELFARE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018 (continued)

#### 11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
<i>For the year ended 30 September 2018</i>				
Tangible fixed assets	4,302	542,619	-	546,921
Debtors	4,916	-	-	4,916
Investments	254,622	-	-	254,622
Bank and cash	89,058	-	2,991	92,049
Creditors	(6,028)	-	-	(6,028)
	<u>346,870</u>	<u>542,619</u>	<u>2,991</u>	<u>892,480</u>

#### *For the period ended 30 September 2017*

Tangible fixed assets	3,808	548,100	-	551,908
Debtors	3,671	-	-	3,671
Investments	247,385	-	-	247,385
Bank and cash	108,053	-	3,351	111,404
Creditors	(7,768)	-	-	(7,768)
	<u>355,149</u>	<u>548,100</u>	<u>3,351</u>	<u>906,600</u>

#### 12 RELATED PARTY TRANSACTIONS

There were no related party transactions during this or the prior year.