



# Trustees' Annual Report for the period

Period start date		Period end date	
From	31 March 2018	To	30 March 2019

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
**Postcode**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Colin David Wright	Chairman		
2	Stephen Skinner			
3	Penelope Elizabeth Watson-Farrar			
4	Terry Peter Stanford			
5	Valerie Hilda Plummer			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Trust Deed dated 3 September 2013
How the charity is constituted <small>(eg. trust, association, company)</small>	Trust
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by existing trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

An additional trustee has been appointed by trustee resolution. Valerie Plummer has already been involved in the Trust since it was established. Her appointment as a trustee was a natural progression reflecting her continued involvement.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To promote humane behaviour towards animals by providing appropriate care, protection, treatment and security for animals which are in need of care and attention by reason of sickness, maltreatment, poor circumstances or ill usage and to educate the public in matters pertaining to animal welfare in general and the prevention of cruelty and suffering among animals in particular but not exclusively by the provision of grants.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

During this period the Trustees made six grant awards across May 2018 and November 2018 to applicants with specific projects which satisfied the Trust's charitable objectives of promoting animals welfare in Norfolk.

The Trustees concentrated on applications that would support specific projects where the applicants could show they were raising funds from their own fundraising and that of other charitable grant making organisations. The Norfolk Coastline is a large area dominated by marine and wildlife and the trustees continue to seek charitable organisations with specific knowledge and objectives for promoting animal's welfare in the Norfolk region.

In running the Trust and planning the grant awards the Trustees have given careful consideration to the Charity Commission's guidance on Public Benefit.

**Additional details of objectives and activities (Optional information)**

The Trustees website is now developed and creates a greater reach for those charities in the area.

The Trustees continue to remain in close contact with all the charitable organisations they have helped support in the previous years.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

The charity was able to make grants of £27,764 to include a small grant which it was felt by the Trust was for assistance to a very small organisation with only one individual who provides assistance to hedgehogs and educates the public as to how to assist a hedgehog in need.

The charity has received applications from organisations who heard through a peer in another organisation of the assistance our charity is able to provide. Further confirming the charities status.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have adopted a policy to distribute part of the income accumulated in the previous period as well as income arising in the current period, but to maintain a reserve of between £5,000 and £10,000 so they can respond to any emergency and expenses.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Although the charity does not have regular financial commitments the Trustees view is that a reserve of income is prudent enabling them to continue to respond to needs when identified and mitigate against stock market fluctuations where a reduction of income might be experienced.

## Section F

## Other optional information

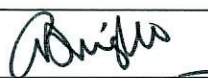
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Colin David Wright

Stephen Skinner

Position (eg Secretary, Chair, etc)

Chair

Trustee

Date

8.10.19.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
The Douglas & Joanne Chapman Animal Trust

No (if any)  
1153676

## Receipts and payments accounts

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For the period from	Period start date 31/03/2018	To	Period end date 30/03/2019
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### Section A Receipts and 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 £
<b>A1 Receipts</b>					
Barratt & Cooke - Interest Received	76	-	-	76	19
Barratt & Cooke - Dividends Received	26,293	-	-	26,293	23,703
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	26,369	-	-	26,369	23,722
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
Barratt & Cooke - Investment Sales	45,015	-	-	45,015	117,528
<b>Sub total</b>	45,015	-	-	45,015	117,528
<b>Total receipts</b>	71,384	-	-	71,384	141,250
<b>A3 Payments</b>					
Grants made	27,764	-	-	27,764	41,400
Professional fees	3,533	-	-	3,533	8,514
Bank charges	33	-	-	33	10
Other costs	869	-	-	869	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	32,199	-	-	32,199	49,924
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
Barratt & Cooke - Investment Purchases	73,205	-	-	73,205	139,998
<b>Sub total</b>	73,205	-	-	73,205	139,998
<b>Total payments</b>	105,404	-	-	105,404	189,922
<b>Net of receipts/(payments)</b>	- 34,020	-	-	- 34,020	- 48,672
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	77,041	-	-	77,041	125,713
<b>Cash funds this year end</b>	43,021	-	-	43,021	77,041



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co-op	19,980	-	-
	Barratt & Cooke	23,041	-	-
		-	-	-
	<b>Total cash funds</b>	<b>43,021</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

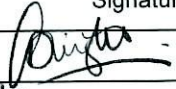

	Details	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Barratt & Cooke		818,139	1,030,260
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Colin David Wright	5.11.19
	Stephen Skinner	11.10.19



# LEES

Chartered Certified Accountants

The Douglas & Joanne Chapman Animal Trust  
Spire Solicitors LLP  
The Pines  
50 Connaught Road  
Attleborough  
Norfolk NR17 2BP

Your Ref:  
Our Ref: JLH / SRH / C0303 / C  
Date: 7 November 2019

Dear Sirs

## **Independent Examiner's Report to the Trustees of The Douglas & Joanne Chapman Animal Trust (Charity # 1153676)**

I report to the trustees on my examination of the accounts of The Douglas & Joanne Chapman Animal Trust (the Trust) for the year ended 30 March 2019.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust as required by 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.

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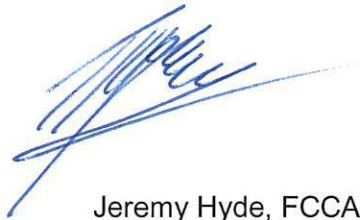
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Certified Accountants







Jeremy Hyde, FCCA, FCA

Director

**Signed on behalf of CG LEE Limited**

**Chartered Certified Accountants**

**Registered Auditors**

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