

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST OCTOBER 2019**

**FEN BANK  
GREYHOUND SANCTUARY**

**CHARITY REG. No: 1072443**

Page 2 Legal and Administrative Information  
Pages 3 to 6 Trustees' Report  
Page 7 Treasurer's Report  
Page 8 Statement of Financial Activities  
Page 9 Balance Sheet  
Pages 10 to 15 Notes to the Financial Statements  
Page 16 Independent Examiner's Report to the Trustees

Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
Walberton  
West Sussex  
BN18 0AS

# FEN BANK GREYHOUND SANCTUARY

## LEGAL AND ADMINISTRATIVE INFORMATION

|                                      |  |
|--------------------------------------|--|
| <b>CHARITY NUMBER</b>                | 1072443  |
| <b>START OF FINANCIAL YEAR</b>       | 1st November 2018  |
| <b>END OF FINANCIAL YEAR</b>         | 31st October 2019  |
| <b>TRUSTEES AT 31ST OCTOBER 2019</b> | Mrs Stella Pullum (Chair of Trustees)<br>Mr Paul Bryan<br>Mr Graham Crick<br>Mr Graham Fountain<br>Mrs Elizabeth Reid<br>Mr Ian Breacher |

The existing trustees appoint any new trustees following the provisions laid out in the organisation's governing instrument.

**LEGAL STATUS** Unincorporated

**GOVERNING INSTRUMENT** Declaration of Trust deed adopted 8th October 1998

**OBJECTS** The relief of greyhounds who have been abandoned and who are in need of care and attention and to place them in such permanent homes as the trustees consider appropriate.

**CORRESPONDENCE ADDRESS** Farm House  
Fen Bank  
Friskney, Boston  
Lincolnshire, PE22 8PS

**PRIMARY BANKERS** HSBC  
49 Lumley Road  
Skegness  
Lincolnshire  
PE25 3LW

**INDEPENDENT EXAMINER** P B Robinson MAAT FCIE  
Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
Walberton  
West Sussex  
BN18 0AS

**FEN BANK GREYHOUND SANCTUARY**  
**TRUSTEES REPORT**  
**FOR THE YEAR ENDED 31ST OCTOBER 2019**

Fen Bank Greyhound Sanctuary has managed to continue its successful homing rate in 2018/19 despite the poor economic climate.

This achievement was accomplished because of the continued long term involvement by volunteers, a dedicated Board of Trustees, and committed kennel staff.

We continue to seek more opportunities to raise our profile, and there has been good local support during this year.

**STRUCTURE AND GOVERNANCE**

The Charity is governed by the Trust Deed (1998).

The structure of the Charity consists of a Board of Trustees, legally responsible for all aspects of the Charity's work, and for ensuring that the Charity's property is safely maintained. A volunteer administrator continues to assist in the day to day recording of decisions and assists post holding Trustees in their work.

**ORGANISATIONAL MANAGEMENT**

The Chair of Trustees is responsible for all the activities of the Sanctuary with emphasis on responsibility for the staff and the running of the kennels

One Trustee is designated as responsible for the vice-chair, public relations and sanctuary house.

One Trustee is designated as responsible for Chair/Kennel Trustee.

One Trustee is designated fund raising.

One Trustee is designated assisting Treasurer

One Trustee is designated as responsible for the two Charity shops

One Trustee is designated Charity web page.

**CONTROLS IN PLACE**

- Formal Agendas and detailed Minutes for all meetings whether of Trustees, or with staff and external advisors
- Comprehensive and transparent management accounting
- Controls on cash handling
- Comprehensive guidance documents are in place for all aspects of the Charity's work including health and safety, employment issues, finance, shop activities, kennel routines and all staff are aware of these as appropriate
- Formal written policies in line with Employment Law requirements including positive procedures relating to the employment of staff with a disability
- Trustee Training
- Data protection procedures
- Strategic planning
- Consideration of access to secondary level and other non confidential records
- Computerised kennel records
- Cross referenced database
- Trustee Audit of appraisals and training records
- Continue to update kennel procedures and training records for kennel and shop staff

**FEN BANK GREYHOUND SANCTUARY**  
**TRUSTEES REPORT (Continued)**  
**FOR THE YEAR ENDED 31ST OCTOBER 2019**

**CHARITABLE OBJECTS**

The Charity's objects as set out in the Trust Deed are "the relief of Greyhounds who have been abandoned and who are in need of care and attention, and to place them in such permanent homes as the Trustees deem appropriate" The object clause is to be reviewed again this year with a view to expansion of the charitable objectives.

**AIMS AND IMPACT**

Within the Objects the Charity seeks to provide the best possible service to the community, both in standards of kennelling and in supporting prospective owners and their greyhounds before and after they are placed in their new homes. The Charity also seeks to inform and educate the public and involve the local community in its work. The charity has positive relationships with the media and the respect of fellow professionals in the field. The Charity is nationally recognised for its standards of excellence; it is a member of ADCH (Association of Dog and Cat Homes).

**OBJECTIVES FOR THE YEAR**

Continue to be largely the same as the last year

- To continue to expand the homing programme
- To further improve administrative and working procedures and fundraising
- To further develop the support of the local community
- To raise awareness of the Charity's work and the treatment of greyhounds

**STRATEGIES TO ACHIEVE THE YEAR'S OBJECTIVES**

The volunteer base continues to be expanded and local as well as national volunteers have been encouraged to take an active part in raising awareness of the Charity's work. A list of reliable and experienced owners has been drawn up who are willing to do home checks and follow ups in their local area. All suitable new volunteers are in the process of being trained and guided by the kennel manager and will continue to gain experience by working along side those who have been previously trained. Administrative and working practices continued to be reviewed and procedures updated as a result.

**PRINCIPAL ACTIVITIES OF THE YEAR**

The sanctuary re-homed 32 dogs from November 2018 to October 2019, a number of whom went with other breeds, cats and small mammals. 1 dog was returned due to family problems, but was rehomed within 3 weeks. The Charity's vetting procedures are extremely stringent and it is a condition of re-homing that dogs which prove to be unwanted for whatever reason, must be returned to Fen Bank.

The Sanctuary has continued to operate a one out, one in policy for all of this year and it has sometimes only been a matter of hours from a dog going out to the next one coming in. There is a waiting list in operation at all times. Referrals continue to be made by the Police, RSPCA, Dog Wardens, Owners and Trainers. Priority is always given to the dog in most need. A number of the strays taken in have proved impossible to trace to an original owner. The Charity shops continue to provide a focus of interest in the wider community and a number of dogs have been rehomed to their customers. The shops also provide a much needed income to the work of the Charity.

# **FEN BANK GREYHOUND SANCTUARY**

## **TRUSTEES REPORT (Continued) FOR THE YEAR ENDED 31ST OCTOBER 2019**

### **VOLUNTEERS**

We estimate that over the year, volunteers have provided approximately two thirds of our manpower requirements and the Board wishes to acknowledge publicly and gratefully the devotion and service given to the dogs by hands on carers, fundraisers, drivers, shop assistants, advisors, and other professional volunteers. We would be lost without you!

### **REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR**

Following on from last year's refurbishment of two kennels to provide 'soft' accommodation for our more elderly Greyhounds, further work has been undertaken to landscape a small adjacent paddock. Now the dogs can enjoy basking in the sunshine or resting in the shade of the trees.

Work on the main building saw the intergral garage have its roller door replaced by upvc patio doors. This enables the adjacent laundry room to be refurbished and had the added advantage of ensuring that the apartment above the garage area was better insulated.

All the grounds and the memorial garden were maintained and well-tended throughout the year.

The decision was taken by the trustees to completely refurbish, both inside and outside, our charity shop at Alford. New LED lights, shop fittings, carpet, partial new ceiling and floor resulted in a smart, clean and modern shop. The shop has received many accolades from the local population and continues to provide, along with the Spillsby Charity shop a much needed funding stream for the vital work of the Sanctuary.

As always, we have been fortunate to have the help of a dedicated band of volunteers, hardworking and professional staff and a committed and passionate Board of Trustees.

### **FUNDRAISING**

The two Charity shops are the main focus of interest and the raising of funds plus shows/'meet and greets'/ car boots/requested talks continue to add to the funds. Our fundraising venture of the 50/50 club continues successfully raising £150 per month

### **FINANCIAL ACTIVITIES**

Standing orders are still a mainstay of our income and alongside the Income from the Charity shops and the income from the fundraising we reached year's end positively.

### **RESERVES POLICY**

The Charity continues to aim for 6 months running costs, the CCLA COIF account together with a bank deposit account provide an economic cushion.

**FEN BANK GREYHOUND SANCTUARY**  
**TRUSTEES REPORT (Continued)**  
**FOR THE YEAR ENDED 31ST OCTOBER 2019**

**TRUSTEES RESPONSIBILITIES**

The Charities Act 2011 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees .....



Mrs Stella C Pullum, Chair of Trustees

Date: .....

20 January 2020

**FEN BANK GREYHOUND SANCTUARY**  
**TREASURER'S REPORT**  
**FOR THE YEAR ENDED 31ST OCTOBER 2019**

Following the resignation of the manager of the Alford shop in March, the shop was closed for 3 months to allow time to recruit a new manager. The opportunity was taken to clean, re-organise and re-decorate the shop including replacing all the old fluorescent lighting with modern low energy LED lighting. Following the reopening in July takings have increased but this has resulted in a bit of a drop off at the Spilsby shop. Overall however, the income from the two shops continues to be the lifeblood of the Sanctuary, covering all the staff wages. Enormous thanks are due to the two dedicated managers and their respective teams of volunteers.

Once again we were able to claim back a substantial part of the VAT we pay through being a registered business for VAT purposes and generous donations have meant that we were able to claim almost £4,800 of Gift Aid including amounts claimed under the Gift Aid Small Donations Scheme. Very many thanks go to all the generous people who donate to us throughout the year, many on a regular basis. The 50-50 club, our monthly lottery, continues to produce around £150 per month towards the Sanctuary's funds.

Again thanks go to the many individuals and organisations who look after collection boxes on behalf of the Sanctuary and who attend fund raising events in all weathers. Income from collection boxes and fundraising was very slightly up on last year at a total of £6,950. Our open day at the kennels, the annual dog show and annual Christmas party were all well supported and well worthwhile financially.

Overall, income for the year was down by about £15,000 on 2017-18.

Costs also reduced by £12,000. This was mainly because of expenditure spent on improving the kennel blocks in 2017-18 was not repeated in 2018-19. Costs of staff increased due to the increase in the National Living Wage and to increases in the Workplace Pension scheme.

Just over £2,000 of capital expenditure was incurred on improving the garage and laundry facility at the kennels during the year.

The solar PV system which was installed in December 2014 continues to provide an income and in 5 years since installation 69% of its capital cost will have been recouped by way of the Feed In Tariff.

The charity continues to operate three bank accounts, all of which are free.

No money has been transferred to or from the COIF account during the year.

Once again the treasurer would like to thank the trustees for their support and confidence throughout the year.

The accounts presented here will again be audited by the Independent Examiners.

Subject to the above audit, I commend this report to the Trustees of Fen Bank Greyhound Sanctuary for acceptance.

John L Forrest  
Treasurer

**FEN BANK GREYHOUND SANCTUARY  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST OCTOBER 2019**

|                                      | Notes | Unrestricted Funds<br>£ | Designated Funds<br>£ | TOTAL<br>2018/19<br>£ | TOTAL<br>2017/18<br>£ |
|--------------------------------------|-------|-------------------------|-----------------------|-----------------------|-----------------------|
| <b>INCOMING AND ENDOWMENTS FROM:</b> |       |                         |                       |                       |                       |
| Donations and Legacies               | 3a    | 49,582                  | 0                     | 49,582                | 50,406                |
| Trading Activities                   | 3b    | 100,956                 | 0                     | 100,956               | 113,203               |
| Investments                          | 3c    | 387                     | 612                   | 999                   | 552                   |
| Charitable Activities                | 3d    | 4,943                   | 0                     | 4,943                 | 4,489                 |
| Other Income                         | 3e    | 6,056                   | 0                     | 6,056                 | 9,096                 |
| <b>TOTAL INCOME</b>                  |       | <b>161,924</b>          | <b>612</b>            | <b>162,536</b>        | <b>177,746</b>        |
| <b>EXPENDITURE ON:</b>               |       |                         |                       |                       |                       |
| Raising Funds                        | 4a    | 51,014                  | 0                     | 51,014                | 47,466                |
| Charitable Activities                | 4b    | 90,015                  | 5,713                 | 95,728                | 110,509               |
| Other Expenditure                    | 4c    | 1,776                   | 0                     | 1,776                 | 2,600                 |
| <b>TOTAL EXPENDITURE</b>             |       | <b>142,805</b>          | <b>5,713</b>          | <b>148,518</b>        | <b>160,575</b>        |
| <b>NET INCOME/ EXPENDITURE</b>       |       | <b>19,119</b>           | <b>-5,101</b>         | <b>14,018</b>         | <b>17,171</b>         |
| Transfer Between Funds               | 5     | -10,713                 | 10,713                | 0                     | 0                     |
| Revaluation                          |       | 0                       | 0                     | 0                     | 0                     |
| Total Funds Brought Forward          |       | 270,063                 | 169,650               | 439,713               | 422,542               |
| <b>TOTAL FUNDS CARRIED FORWARD</b>   |       | <b>278,469</b>          | <b>175,262</b>        | <b>453,731</b>        | <b>439,713</b>        |

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.


The notes on pages 10 to 15 form part of these financial statements.



**FEN BANK GREYHOUND SANCTUARY**

**BALANCE SHEET  
AS AT 31ST OCTOBER 2019**

|                                     | Notes | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | 31-Oct<br>2019<br>Total<br>£ | 31-Oct<br>2018<br>Total<br>£ |
|-------------------------------------|-------|----------------------------|--------------------------|------------------------------|------------------------------|
| <b>Fixed Assets</b>                 |       |                            |                          |                              |                              |
| Tangible assets                     | 2     | 195,777                    | 42,491                   | 238,268                      | 243,917                      |
| <b>Current Assets</b>               |       |                            |                          |                              |                              |
| Cash at bank and in hand            | 6     | 83,532                     | 132,771                  | 216,303                      | 196,576                      |
| <b>Total Current Assets</b>         |       | <b>83,532</b>              | <b>132,771</b>           | <b>216,303</b>               | <b>196,576</b>               |
| <b>Creditors:</b>                   |       |                            |                          |                              |                              |
| amounts falling due within one year | 7     | 840                        | 0                        | 840                          | 780                          |
| <b>NET CURRENT ASSETS</b>           |       | <b>82,692</b>              | <b>132,771</b>           | <b>215,463</b>               | <b>195,796</b>               |
| <b>NET ASSETS</b>                   |       | <b>278,469</b>             | <b>175,262</b>           | <b>453,731</b>               | <b>439,713</b>               |
| <br><b>Funds of the Charity</b>     |       |                            |                          |                              |                              |
| General Funds                       |       | 278,469                    | 175,262                  | 453,731                      | 439,713                      |
| <b>Total Funds</b>                  |       | <b>278,469</b>             | <b>175,262</b>           | <b>453,731</b>               | <b>439,713</b>               |

Signed on behalf of the Trustees .....  .....  
Mrs Stella C Pullum, Chair of Trustees

Date: 20 January 2020 .....

# FEN BANK GREYHOUND SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST OCTOBER 2019

### 1. ACCOUNTING POLICIES

#### Incoming Resources

##### *Recognition of Incoming Resources*

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

##### *Incoming Resources with related expenditure*

Where Incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

##### *Grants and Donations*

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

##### *Tax reclaims on Donations and Gifts*

Incoming resources from tax reclaims are included in the SOFA during the same period as the gift to which they relate.

##### *Contractual Income and Performance Related Grants*

This is only included in the SOFA once the related goods or services has been delivered.

##### *Gifts In Kind*

Gifts In Kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

##### *Donated Services and Facilities*

These are only included in Incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

##### *Volunteer Help*

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report

##### *Investment Income*

This is included in the accounts when receivable.

##### *Investment gains and losses*

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **Expenditure and Liabilities**

##### *Liability recognition*

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### *Governance Costs*

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

**FEN BANK GREYHOUND SANCTUARY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST OCTOBER 2019**

**1. ACCOUNTING POLICIES (Continued)**

**Expenditure and liabilities**

*Support Costs*

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

*Changes in Accounting policies and previous accounts*

There has been no change to the accounting policies (variation rules and methods of accounting) other than the depreciation policy\* since last year, and no changes to the previous accounts.

*Assets*

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rates applied per annum are as follows:

|                       |     |                                  |      |
|-----------------------|-----|----------------------------------|------|
| Fixtures and Fittings | 10% | Kennel Block and Treatment Room  | 2.5% |
| Motor Vehicles        | 25% | New Kennel Block (built 2014-15) | 5.0% |

No depreciation is charged to freehold property as the property is maintained to such a standard that the estimated residual value is not less than cost.

*Basis of preparation*

The financial statements are prepared on the historical cost basis convention (as modified to include the revaluation of investments) in accordance with the Charities Act 2011, "Accounting and Reporting by Charities" (SORP 2015), applicable accounting standards and the Companies Act 2006. The accounts have been prepared on a going concern basis. The charity meets the definition of a public benefit entity under FRS 102.

The Charity has claimed exemptions available in Section 1a of FRS 102 not to prepare a cash flow statement since it is a small charity.

**2. TANGIBLE FIXED ASSETS**

|                        |                  | Designated    |               | Unrestricted      |                               |               | Total          |
|------------------------|------------------|---------------|---------------|-------------------|-------------------------------|---------------|----------------|
|                        |                  | Building Fund | Vehicle Fund  | Freehold Property | Kennel Block & Treatment Room |               |                |
|                        |                  |               |               |                   | Fixtures & Fittings           |               |                |
|                        |                  | £             | £             | £                 | £                             | £             | £              |
| Cost                   | 31-Oct-18        | 56,090        | 11,205        | 160,952           | 39,099                        | 13,023        | 280,369        |
| Disposals              |                  | 0             | 0             | 0                 | 0                             | 0             | 0              |
| Additions              |                  | 2,155         | 0             | 0                 | 0                             | 0             | 2,155          |
| <b>Cost at</b>         | <b>31-Oct-19</b> | <b>58,245</b> | <b>11,205</b> | <b>160,952</b>    | <b>39,099</b>                 | <b>13,023</b> | <b>282,524</b> |
| Depreciation           | 31-Oct-18        | 12,843        | 8,403         | 0                 | 8,565                         | 6,641         | 36,452         |
| Disposals              |                  | 0             | 0             | 0                 | 0                             | 0             | 0              |
| Charge                 |                  | 2,912         | 2,801         | 0                 | 977                           | 1,114         | 7,804          |
| <b>Depreciation at</b> | <b>31-Oct-19</b> | <b>15,755</b> | <b>11,204</b> | <b>0</b>          | <b>9,542</b>                  | <b>7,755</b>  | <b>44,256</b>  |
| <b>Net Book Value</b>  | <b>31-Oct-19</b> | <b>42,490</b> | <b>1</b>      | <b>160,952</b>    | <b>29,557</b>                 | <b>5,268</b>  | <b>238,268</b> |
| Net Book Value         | 31-Oct-18        | 43,247        | 2,802         | 160,952           | 30,534                        | 6,382         | 243,917        |

## FEN BANK GREYHOUND SANCTUARY

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST OCTOBER 2019

#### 3. INCOME AND ENDOWMENTS FROM:

|                                  | Notes | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | TOTAL<br>2018/19<br>£ | TOTAL<br>2017/18<br>£ |
|----------------------------------|-------|----------------------------|--------------------------|-----------------------|-----------------------|
| <b>a) Donations and Legacies</b> |       |                            |                          |                       |                       |
| Adoption Donations               |       | 3,250                      |                          | 3,250                 | 4,877                 |
| Trainer Donations                |       | 4,030                      |                          | 4,030                 | 4,210                 |
| General Donations                |       | 22,344                     |                          | 22,344                | 28,033                |
| Grants and Legacies              |       | 15,160                     |                          | 15,160                | 7,794                 |
| Gift Aid Refund                  |       | 4,798                      |                          | 4,798                 | 5,492                 |
|                                  |       | <b>49,582</b>              | <b>0</b>                 | <b>49,582</b>         | <b>50,406</b>         |
| <b>b) Trading Activities</b>     |       |                            |                          |                       |                       |
| Shop Income Alford               |       | 34,128                     |                          | 34,128                | 38,393                |
| Shop Income Spilsby              |       | 51,140                     |                          | 51,140                | 57,415                |
| Merchandise                      |       | 3,474                      |                          | 3,474                 | 3,830                 |
| Flat Rental Income               |       | 3,840                      |                          | 3,840                 | 3,840                 |
| Flat Utilities                   |       | 644                        |                          | 644                   | 736                   |
| Fundraising                      |       | 4,807                      |                          | 4,807                 | 4,759                 |
| Collection Boxes                 |       | 2,161                      |                          | 2,161                 | 2,098                 |
| Sponsor Dog                      |       | 746                        |                          | 746                   | 1,799                 |
| Solar PV Fit                     |       | 818                        |                          | 818                   | 747                   |
| Profit from Ebay Trading         |       | -802                       |                          | -802                  | -414                  |
|                                  |       | <b>100,956</b>             | <b>0</b>                 | <b>100,956</b>        | <b>113,203</b>        |
| <b>c) Investments</b>            |       |                            |                          |                       |                       |
| Bank Interest                    | 5     | 387                        | 612                      | 999                   | 552                   |
|                                  |       | <b>387</b>                 | <b>612</b>               | <b>999</b>            | <b>552</b>            |
| <b>d) Charitable Activities</b>  |       |                            |                          |                       |                       |
| Pet Plan Commission/ Re-homing   |       | 769                        |                          | 769                   | 682                   |
| 50-50 Club                       |       | 3,961                      |                          | 3,961                 | 3,577                 |
| Weather Lottery                  |       | 213                        |                          | 213                   | 230                   |
|                                  |       | <b>4,943</b>               | <b>0</b>                 | <b>4,943</b>          | <b>4,489</b>          |
| <b>e) Other Income</b>           |       |                            |                          |                       |                       |
| Refunds                          |       | 3,021                      |                          | 3,021                 | 4,919                 |
| Transfer Charge                  |       | 580                        |                          | 580                   | 860                   |
| Miscellaneous                    |       | 2,455                      |                          | 2,455                 | 3,317                 |
|                                  |       | <b>6,056</b>               | <b>0</b>                 | <b>6,056</b>          | <b>9,096</b>          |

## FEN BANK GREYHOUND SANCTUARY

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST OCTOBER 2019

#### 4. EXPENDITURE ON:

|  | Notes | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | TOTAL<br>2018/19<br>£ | TOTAL<br>2017/18<br>£ |
|--|-------|----------------------------|--------------------------|-----------------------|-----------------------|
| <b>a) Raising Funds</b>                      |       |                            |                          |                       |                       |
| Advertising/ Fundraising (Indirect Expenses) |       | 2,139                      |                          | 2,139                 | 2,085                 |
| Merchandise                                  |       | 3,237                      |                          | 3,237                 | 1,741                 |
| Shops Expenditure                            |       |                            |                          |                       |                       |
| Staff Costs                                  | 8     | 20,574                     |                          | 20,574                | 20,747                |
| Rates  |       | 906                        |                          | 906                   | 1,143                 |
| Rent   |       | 13,800                     |                          | 13,800                | 13,980                |
| Container Rent                               |       |                            |                          | 0                     | 302                   |
| Maintenance                                  |       | 2,492                      |                          | 2,492                 | 225                   |
| Miscellaneous                                |       | 2,974                      |                          | 2,974                 | 2,614                 |
| Utilities                                    |       | 4,892                      |                          | 4,892                 | 4,629                 |
|  |       | <b>51,014</b>              | <b>0</b>                 | <b>51,014</b>         | <b>47,466</b>         |
| <b>b) Charitable Activities</b>              |       |                            |                          |                       |                       |
| Direct Expenses:                             |       |                            |                          |                       |                       |
| Vet Expenses                                 |       | 7,277                      |                          | 7,277                 | 8,390                 |
| Dog Beddings                                 |       |                            |                          | 0                     | 0                     |
| Dog Equipment                                |       |                            |                          | 0                     | 93                    |
| Dog Food                                     |       | 852                        |                          | 852                   | 3,133                 |
| Dog Medical Supplies                         |       | 480                        |                          | 480                   | 731                   |
| Kennel Equipment                             |       | 112                        |                          | 112                   | 383                   |
| Kennel Miscellaneous                         |       | 2,172                      |                          | 2,172                 | 414                   |
| Kennel Maintenance                           |       | 1,929                      |                          | 1,929                 | 15,250                |
| Kennel Cesspit Maintenance                   |       | 1,092                      |                          | 1,092                 | 1,050                 |
| Indirect Expenses:                           |       |                            |                          |                       |                       |
| Council Tax                                  |       |                            |                          |                       |                       |
| Kennel                                       |       | 739                        |                          | 739                   | 650                   |
| Staff Costs                                  | 8     | 58,154                     |                          | 58,154                | 55,944                |
| Vehicle Costs                                |       | 1,005                      |                          | 1,005                 | 827                   |
| Fuel   |       | 618                        |                          | 618                   | 600                   |
| Office Services                              |       | 3,709                      |                          | 3,709                 | 3,608                 |
| Petty Cash                                   |       | 500                        |                          | 500                   | 800                   |
| Maintenance and Renewals                     |       | 406                        |                          | 406                   | 2,895                 |
| Photocopier                                  |       | 456                        |                          | 456                   | 483                   |
| Refuse Collection                            |       | 275                        |                          | 275                   | 245                   |
| Subscriptions                                |       | 591                        |                          | 591                   | 150                   |
| Utilities                                    |       | 5,049                      |                          | 5,049                 | 4,792                 |
| Work Clothing                                |       | 294                        |                          | 294                   | 30                    |
| Insurance                                    |       | 1,374                      |                          | 1,374                 | 1,376                 |
| Professional Fees                            |       | 840                        |                          | 840                   | 780                   |
| Depreciation                                 | 5     | 2,091                      | 5,713                    | 7,804                 | 7,885                 |
|  |       | <b>90,015</b>              | <b>5,713</b>             | <b>95,728</b>         | <b>110,509</b>        |

## FEN BANK GREYHOUND SANCTUARY

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST OCTOBER 2019

#### 4. EXPENDITURE ON (Continued)

|                             | Notes | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | TOTAL<br>2018/19<br>£ | TOTAL<br>2017/18<br>£ |
|-----------------------------|-------|----------------------------|--------------------------|-----------------------|-----------------------|
| <b>c) Other Expenditure</b> |       |                            |                          |                       |                       |
| Miscellaneous               |       | <b>1,776</b>               | <b>0</b>                 | <b>1,776</b>          | <b>2,600</b>          |

#### 5. DESIGNATED AND RESTRICTED FUNDS

| Designated Funds       | Balance<br>31-Oct<br>2018 | Income     | Revenue<br>Expend-<br>iture | Transfers<br>Between<br>Funds | Balance<br>31-Oct<br>2019 |
|------------------------|---------------------------|------------|-----------------------------|-------------------------------|---------------------------|
| Building Fund          | 68,305                    | 0          | -2,912                      | 5,912                         | 71,305                    |
| Emergency Reserve Fund | 100,345                   | 612        | 0                           | 0                             | 100,957                   |
| Vehicle Fund           | 1,000                     | 0          | -2,801                      | 4,801                         | 3,000                     |
|                        | <b>169,650</b>            | <b>612</b> | <b>-5,713</b>               | <b>10,713</b>                 | <b>175,262</b>            |

A designated Building Fund was set up to assist in grant funding for the new kennel block, which is now completed. The block has an estimated life of 25 years and in the accounts is shown depreciated at 5%. The depreciation of £2,912 is include in the transfer shown above from unrestricted funds in the table above, to allow the end of year balance to represent the total of capital expenditure on the building to date (£58,245), and the cash balance remaining (£13,060). Similarly a designated Vehicle Fund was started from the beginning of last financial year for the purpose of replacing the old transit van and again depreciation of £2,801 is shown transferred from unrestricted funds - less the capital cost of the new van at £11,205. The balance of the COIF account has been designated to be the Emergency Reserve Fund. The Charity has no restricted funds at present.

#### 6. CASH AT BANK AND IN HAND

|                    | Unrestricted<br>Fund<br>£ | Designated<br>Fund<br>£ | Total<br>31-Oct<br>2019<br>£ | Total<br>31-Oct<br>2016<br>£ |
|--------------------|---------------------------|-------------------------|------------------------------|------------------------------|
| HSBC               | 1,819                     | 0                       | 1,819                        | 7,187                        |
| Nationwide         | 708                       | 0                       | 708                          | 1,347                        |
| Nationwide Deposit | 59,323                    | 31,814                  | 91,137                       | 68,267                       |
| Barclays           | 9,920                     | 0                       | 9,920                        | 11,882                       |
| HSBC Deposit       | 11,502                    | 0                       | 11,502                       | 6,486                        |
| COIF               | 0                         | 100,957                 | 100,957                      | 100,345                      |
| Paypal             | 260                       | 0                       | 260                          | 1,062                        |
| Cash               | 0                         | 0                       | 0                            | 0                            |
|                    | <b>83,532</b>             | <b>132,771</b>          | <b>216,303</b>               | <b>196,576</b>               |

#### 7. CREDITORS ACCRUALS AND DEFERRED INCOME: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                            |            |          |            |            |
|----------------------------|------------|----------|------------|------------|
| Independent Examiners Fees | <b>840</b> | <b>0</b> | <b>840</b> | <b>780</b> |
|----------------------------|------------|----------|------------|------------|

## FEN BANK GREYHOUND SANCTUARY

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST OCTOBER 2019

#### 8. STAFF COSTS AND NUMBERS

|                          | <b>Total<br/>31-Oct<br/>2019<br/>£</b> | <b>Total<br/>31-Oct<br/>2018<br/>£</b> |
|--------------------------|--|--|
| Gross Wages and Salaries | 69,007                                 | 68,748                                 |
| Social Security Costs    | 7,492                                  | 6,711                                  |
| Pension                  | 2,229                                  | 1,109                                  |
|                          | <b>78,728</b>                          | <b>76,568</b>                          |

No employees received emoluments in excess of £60,000. Staff are paid through the PAYE system.

Employees who were engaged in each of the following activities:

|   | <b>2018/19</b> | <b>2017/18</b> |
|---|----------------|----------------|
|   | TOTAL          | TOTAL          |
| Activities in furtherance of organisation's objects | 7              | 7              |
|   | <b>7</b>       | <b>7</b>       |

The Charity on average employs 4 full time staff including a kennel manager and shop managers, and 3 part-time staff, all who are involved with the welfare of the greyhounds.

#### 9. TRUSTEES AND OTHER RELATED PARTIES

No payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

#### 10. RISK ASSESSMENT

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

#### 11. RESERVES POLICY

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

#### 12. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

#### 13. ANNUAL COMMITMENTS UNDER NON-CANCELLING OPERATING LEASES AND CAPITAL COMMITMENTS

The annual commitments under non-cancelling operating leases and capital commitments are as  
31st October 2019 : None                      (31st October 2018 : None)

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Fen Bank Greyhound Sanctuary on the accounts for the year ended 31st October 2019 set out on pages 8 to 15.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act, and;
- to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

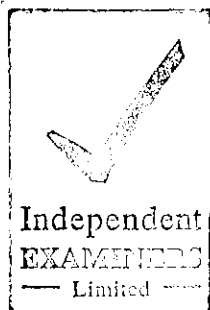
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 130 of the Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P B Robinson MAAT FCIE  
Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
W. Sussex  
BN18 0AS



Date: 22nd January 2020