

# Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	06	Apr	2018		05	Apr	2019

## Section A

## Reference and administration details

Charity name	ANIMAL HELPLINE		
Other names charity is known by			
Registered charity number (if any)	1151287		
Charity's principal address	TOLL COTTAGE		
	LEICESTER ROAD		
	WANSFORD		
	Postcode	PE8 6NN	

### 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	Andrew Ferguson			
2	Susan Boughton			
3	Teresa Phillips			
5				
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  
(eg. trust deed, constitution)

CONSTITUTION – 05 MAR 2013

How the charity is constituted  
(eg. trust, association, company)

CHARITABLE INCORPORATED ORGANISATION

Trustee selection methods  
(eg. appointed by, elected by)

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.

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## Section C Objectives and activities

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

1. RELIEVE THE SUFFERING OF ANIMALS IN NEED OF CARE AND ATTENTION.
2. PROMOTE HUMANE BEHAVIOUR TOWARDS ANIMALS.
3. PROMOTE THE HEALTH & WELLBEING OF PEOPLE BY PROVIDING OPPORTUNITIES FOR VOLUNTEERS.

**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)**

The key activities for the rescue centre continue to be the rescuing, care and rehoming of unwanted dogs. Through these adoptions, as well as rehoming dogs, we take the opportunity to educate members of the public on animal welfare issues.

We hope that with strong promotion of animal welfare issues we can help prevent suffering of animals in the future.

Through various public events we also promote animal welfare as well as promoting dog rescue in general.

We continued to welcome volunteers from a variety of social and economic backgrounds.

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

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

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

The Trustees wish to acknowledge the contribution of all the charity's volunteers as without them the charity would not be able to function.

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

At Animal Helpline, as in previous years, we had a good level of rehoming during 2018/19. In addition to rehoming dogs directly from our centre, we assist dog owners with private rehoming (via our website) and help other rescue organisations with rehoming or placing dogs in foster homes.

The rescue attended a number of events during the year that raised funds and awareness of the work we do.

During 2018/19 we continued our improvement program of replacing old kennels with new purpose built kennels as well as other infrastructure components such as security fencing.

## Section E

## Financial review

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

Reserves are used to support the rescue's everyday expenses such as veterinary fees, maintenance costs, food, etc.

**Details of any funds materially in deficit**

**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.

## 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)**

Andrew Ferguson

**Position (eg Secretary, Chair, etc)**

Trustee

**Date**

23 Jan 2020



# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

ANIMAL HELPLINE

On accounts for the year  
ended

05 April 2019

Charity no  
(if any)

1151287

Set out on pages

8 & 9

Respective  
responsibilities of  
trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 any 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

26/01/2020

Name:

JOHN KING

Relevant professional

RETIRED SENIOR EXECUTIVE OFFICER IN HMRC

**qualification(s) or body  
(if any):**

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**Address:**

70 THORPE LEA ROAD
PETERBOROUGH
PE3 6BZ

**Section B**

**Disclosure**  
**NONE**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

ANIMAL HELPLINE

1151287

## Receipts and payments accounts

CC16a

For the period  
from

06-Apr-18

To

05-Apr-19

### Section A Receipts and payments

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

#### A1 Receipts

Dog Adoption Donations	39,542	-	-	39,542	47,422
Organisations & Fund Raiser Donations	18,144	-	-	18,144	22,604
Commission	11,015	-	-	11,015	10,377
HMRC Gift Aid Payments	4,104	-	-	4,104	2,059
Sundry	906	-	-	906	270
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>73,711</b>	<b>-</b>	<b>-</b>	<b>73,711</b>	<b>82,732</b>

#### A2 Asset and investment sales, (see table).

	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>73,711</b>	<b>-</b>	<b>-</b>	<b>73,711</b>	<b>82,732</b>

#### A3 Payments

Veterinary Fees & Medicines	24,858	-	-	24,858	21,979
Pest Control	640	-	-	640	367
Insurance	730	-	-	730	621
Advertising & Promotional Items		-	-	-	-
Fund Raising Expenses	386	-	-	386	396
Boarding	6,160	-	-	6,160	6,392
Travel Expenses	3,000	-	-	3,000	3,000
Cleaning	13,826	-	-	13,826	11,085
Telephone & mobiles	200	-	-	200	180
Stationery & Printing		-	-	-	480
Utilities	500	-	-	500	480
Dog Kennels	19,729	-	-	19,729	26,440
Food	385	-	-	385	309
Sundry	3,643	-	-	3,643	2,777
Equipment	438	-	-	438	671
Repairs & Renovations	3,878	-	-	3,878	6,913
<b>Sub total</b>	<b>78,373</b>	<b>-</b>	<b>-</b>	<b>78,373</b>	<b>82,090</b>


#### A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>78,373</b>	<b>-</b>	<b>-</b>	<b>78,373</b>	<b>82,090</b>

#### Net of receipts/(payments)

	- 4,662	-	-	- 4,662	642
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>94,607</b>	<b>-</b>	<b>-</b>	<b>94,607</b>	<b>94,607</b>
<b>Cash funds this year end</b>	<b>89,945</b>	<b>-</b>	<b>-</b>	<b>89,945</b>	<b>95,249</b>

## 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 £
<b>B1 Cash funds</b>	Cash at Bank	89,622	-	-
	Cash at Rescue	323	-	-
		-	-	-
	<b>Total cash funds</b>	<b>89,945</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Andrew Ferguson	23-Jan-20	