

Charity registration number: 1002582

The Swan Sanctuary

Annual Report and Financial Statements

for the Year Ended 31 March 2021

The Swan Sanctuary

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The Swan Sanctuary

Reference and Administrative Details

Trustees	G Nelson
	M G Nelson
	H Smith
	M Grundy
	S P Knight
Principal Office	Felix Lane Shepperton Middlesex TW17 8NN
Charity Registration Number	1002582
Auditor	Stewart & Co. Accountants LLP Knoll House Knoll Road Camberley Surrey GU15 3SY

The Swan Sanctuary

Trustees' Report

The trustees present the annual report together with the financial statements and auditors' report of the charity for the year ended 31 March 2021.

Trustees

G Nelson

M G Nelson

D Beeson (passed away 1 May 2020)

H Smith

M Grundy

S P Knight

Structure, governance and management

Nature of governing document

The Swan Sanctuary is an unincorporated charity constituted by Deed of Trust dated 6 February 1991, and is a registered charity number 1002582.

Recruitment, appointment & induction of trustees

The Trustees are of the opinion they are sufficient in number to administer the Trust's affairs at present. When additional or replacement Trustees are required, it is the responsibility of the existing/remaining Trustees to seek prospective appointees who are in sympathy with the Trust's objectives. These will be sought from among the Trust's supporters and will need to be both willing and able to make a valid contribution to the administration of the Trust and its ongoing work. New Trustees will be given a "Charity trustee welcome pack" based on the Charity Commission's Guidance.

Arrangements for setting key management personnel remuneration

Key management personnel are considered to be the trustees who are not remunerated for their work through the charity.

Organisational structure

Sadly Mrs Beeson died in May 2020. The daily routine activities of the charity is under the supervision of Mr S Knight and Mrs M Nelson who work full time for the Trust. Mr G. Nelson and Mr H Smith both provide regular assistance on a part-time basis. Mr Max Grundy visits once a week and is appraised of the week's news and any upcoming issues or events.

In view of the close involvement of 4 of the 5 Trustees with the charity's daily activities, the number of formal meetings with the non-executive Trustees is kept to a minimum although there is regular telephone contact with them throughout the year. The full board met on 2 occasions during the year.

All financial decisions are made by the trustees acting as a group. A discussion between Mrs Nelson and Mr Knight (on site daily and see day to day requirements). Small purchases are actioned, significant purchases are discussed with the other Trustees. Large projects are discussed in detail with all Trustees.

The Swan Sanctuary

Trustees' Report

Risk assessment and management

The Trustees regularly review the risks associated with the operations of the trust. Whilst they recognise there are risks involved in running any enterprise or operation, they hold the view that these are mainly in the area of over enthusiasm on behalf of volunteers wanting to assist in the Trust's activities. They have endeavored to put in place procedures that will keep these to a minimum and hold the view that whilst it is not possible to completely eliminate risks, so far as they are aware, they are at a sufficiently low level at which they can be accepted.

Objectives and activities

Objects and aims

The objectives of the charity are to care for sick, injured and distressed swans and other wildlife. We also endeavour to educate the public on the dangers that face wildlife. We train Police, road and rail authorities who come into contact with birds, that find themselves in trouble, how to handle and rescue swans and other birds safely.

We work to try and improve the conditions for waterfowl whether it is the condition of the water, the protection of nests and habitat from vandals or building and destruction by developers.

Objectives, strategies and activities

The Sanctuary undertakes this work from its premises in Shepperton where it has buildings and equipment for this purpose. Our main building houses our hospital unit, xray suite, laser therapy, operating theatre and hydro therapy pool. Outside we have five 'ensuite' concrete hospital ponds and barn areas for recovering birds and three small 'ensuite ponds' mainly used for duckling rearing but that can be used for short stay patients. In additions we a dedicated Oil spill unit which can be used for large pollution incidents. It has a fully equipped washing room with two washing stations (one for washing and one for rinsing) and a large heated room with a pool for the birds to recondition their feathers without being affected by weather conditions.

Our experience makes us an ideal referral Centre for other rescue groups and charities. We can offer anything from treatment advice for a short term illness or injury to long term homes for birds that are not fit for release into the wild. For these 'residents' we can provide tailor made habitat either in a small group or in a large safe flock environment. This means not only can we benefit the birds but we are able to pass on our knowledge and experience to other organisations.

The Sanctuary is not open to visitors at present due to the Covid 19 pandemic.

Public benefit

The trustees have had regard to the Charity Commission guidance on providing a public benefit. They are confident the charity's activities are in line with its charitable objectives and are achieving the purposes for which the charity has been established.

The Trustees have discussed the issue of public benefit and are confident that the breadth and scope of the work the Charity undertakes, as disclosed in this report, complies with Section 17 of the Charities Act 2011 and has due regard to the Charity Commission's general guidance on public benefit.

The Swan Sanctuary

Trustees' Report

Use of volunteers

In addition to our paid staff who form a close efficient team, the charity benefits from the work of volunteers, who provide their services free of charge. These volunteers do a variety of work around site including collection of feed, rescues, site maintenance and repairs (diminished by Covid), working along side staff or independently . On site volunteers are mostly retired and work a few mornings a week. Rescue volunteers are available on an as a when needed basis.

Volunteers are estimated to have provided approximately 2,000 hours during the year, a reduction from approximately 3,800 in the prior year due to the impact of Covid-19.

Achievements and performance

Despite the restrictions that Covid have imposed on us we have managed to still provide a basic emergency service. We have provided appropriate PPE and guidance for all our staff, volunteers and rescuers as required. We also introduced a contactless drop of for patients in an effort to protect our staff and volunteers.

As restrictions have eased, we are still maintaining limited contact as a precaution.

As usual cygnets, ducklings and goslings were reared and released throughout the summer and well into autumn. Later in the year Avian Flu meant we initiated strict admission policies and quarantine areas for any patients coming in.

Following the death of our founder Mrs Beeson we decided to create an orchard memorial garden on the small meadow. Accordingly, we have planted a selection of donated fruit trees and erected a memorial stone which was paid for by Mr Knight and Mrs Nelson. The meadow will continue to be used as grazing area for the lake swan and geese residents.

The lighting conversion to LED was completed and will hopefully improve our energy efficiency.

The main feeding area at the lake has been refurbished and now looks much smarter and is safer area for both staff and birds.

We were fortunate enough to have Heathrow purchase a new 4X4 vehicle for us. This was in recognition of the large amount of assistance we give them with bird issues on and around the airport. We have also been training Heathrow staff on safe handling of birds that land on the runways and waterways in the airport for which we gratefully receive a donation.

We have purchased a newer van that conforms to the regulations for use in London, we work closely with a number of the large Royal parks.

Covid 19 did have an impact on the charity, our group of volunteers who carried out a lot of the daily day-day routine maintenance had to stop coming due to "Lockdown Measures". As restrictions ease we are looking into rebuild this group.

The Swan Sanctuary

Trustees' Report

Financial review

The trustees are pleased to note the balance sheet at 31 March 2021 shows the trust to have total funds of £2,053,562 (2020: £808,085), of which £7,448 (2020: £9,931) is restricted. The total unrestricted funds available at 31 March 2021 is £2,046,114 (2020: £798,154). This increase is due to legacies received during the year.

The trustees note total resources expended in the year amounted to £351,987 (2020: £359,566). This averages to approximately £29,332 (2020: £29,964) per month. It has been their aim to retain in reserves sufficient funds as will enable them to operate at this level for 12 months. This policy has continued to be met.

The trustees recognise the greater proportion of this is funding the land, buildings and equipment that the trust uses in its day-to-day activities. They are of the opinion this is the best way to invest the funds available since these facilities are needed to enable the Trust to achieve the purpose for which it was established.

The trustees are currently considering how best to continue developing the facilities at Shepperton and are intending to utilise a proportion of the reserves to pay for these improvements once these plans have been finalised.

With the exception of two subscriber's shares in The Swan Sanctuary Limited, the Trust does not hold any investments and has no plans to do so. Similarly, the Trust does not make grants to other organisations, as the Trustees believe they require all the funds they receive to fulfil the objects for which the Trust was established.

Due to the increase in legacies received during the year, limited financial impact was felt as a result of the Covid-19 pandemic.

While the trust has received sufficient funds this year the main risk is that these are voluntary donations and legacies, so not guaranteed. The trust will continue to monitor.

Policy on reserves

The Trustees believe they require all the funds they receive to fulfil the objectives for which the Trust was established. It has been our aim to retain in reserves enough funds to enable The Swan Sanctuary to operate for 12 months. This is to be reviewed every 6 months with any reserve excess to be used to develop the facilities at Shepperton these improvements once the plans have been finalised.

The Swan Sanctuary

Trustees' Report

Plans for future periods

Aims and key objectives for future periods

The trustees are going to begin looking at the possibility of solar panels to further reduce out going expenditure and make us more energy self-sufficient.

We still aim to maintain the present facilities in an efficient working manner and increase them as new equipment and facilities become available. The large meadow is in need of some restoration work and a new fence is to be erected. We hope to undertake this through the coming summer.

We will be looking at ways to make the annual occurrence of Avian Flu easier to manage quarantine areas or dividers.

We have been open to visitors by appointment prior to the covid 19 pandemic and had begun to develop ideas of expanding this and opening a small shop and tea room which could be operated again, by appointment. These plans have been put on hold while we work out more workable strategies.

The trustees are reviewing the role to be undertaken by the company "The Swan Sanctuary Limited". Circumstances have prevented it from fulfilling the role for which it was originally formed. The trustees, who are also directors of the company consider the company is a useful investment as it provides a potential vehicle for other activities related to the Trusts objectives in which they may wish to engage in the future but a decision on what this might be has yet to be made.

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 31 January 2022 and signed on its behalf by:

 SIGNED SECURELY
31/01/2022 at 11:24:13 AM UTC

.....
G Nelson
Trustee

The Swan Sanctuary

Statement of Trustees' Responsibilities

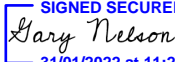
The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 31 January 2022 and signed on its behalf by:

 SIGNED SECURELY
31/01/2022 at 11:24:13 AM UTC

.....
G Nelson
Trustee

The Swan Sanctuary

Independent Auditor's Report to the Members of The Swan Sanctuary

Opinion

We have audited the financial statements of The Swan Sanctuary (the 'charity') for the year ended 31 March 2021, which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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Independent Auditor's Report to the Members of The Swan Sanctuary

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 7), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud, we have obtained an understanding of the nature of the industry, the control environment and the legal and regulatory frameworks that the charity operates in.

We determined that the most significant applicable legal and regulatory frameworks are those directly relevant to the reporting framework and preparation of the financial statements (FRS 102, Companies Act 2006 and UK tax legislation). We considered the extent to which non-compliance might have a material effect on the financial statements.

We determined the principal risks which could lead to material misstatement of the financial statements to be related to posting inappropriate journal entries and management bias in accounting estimates. We have not identified any significant risks in respect of accounting estimates.

Audit procedures performed by the engagement team included:

- Identifying those members of the charity who have the primary responsibility for ensuring compliance with laws and regulations;

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Independent Auditor's Report to the Members of The Swan Sanctuary

- Enquiries with management, to understand managements' approach to ensuring compliance with laws and regulations, and to obtain knowledge of any non-compliance or potential non-compliance with laws and regulations that could affect the financial statements;
- Evaluating managements' incentives and opportunities for manipulation of the financial statements (including management override of controls);
- Testing journal entries and performing analytical procedures to identify any unusual transactions, or those outside the normal course of business, which may indicate risks of material misstatement due to fraud;
- Testing of balances and transactions that are subject to estimation uncertainty by review of evidence supporting the assumptions and judgements used, and determining whether those judgements used indicate potential bias;
- Review of legal expense accounts to identify spend which may be indicative of breaches of laws and regulations;
- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with the provisions of laws and regulations described above.

The engagement team also remained aware of the need for professional scepticism to identify any indications of fraud or non-compliance with laws and regulations throughout the audit.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Other matters

The financial statements of The Swan Sanctuary for the year ending 31 March 2020 were unaudited.

Use of our report

This report is made solely to the charity trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Stewart & Co. Accountants LLP, Statutory Auditor

Knoll House
Knoll Road
Camberley
Surrey
GU15 3SY

Date: 31 January 2022.....

The Swan Sanctuary

Independent Auditor's Report to the Members of The Swan Sanctuary

Stewart & Co. Accountants LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

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Statement of Financial Activities for the Year Ended 31 March 2021


	Note	Unrestricted £	Restricted £	Total 2021 £
Income and Endowments from:				
Donations and legacies	2	1,597,064	-	1,597,064
Investment income	3	400	-	400
Total income		<u>1,597,464</u>	<u>-</u>	<u>1,597,464</u>
Expenditure on:				
Raising funds	4	(2,075)	-	(2,075)
Charitable activities	5	<u>(347,429)</u>	<u>(2,483)</u>	<u>(349,912)</u>
Total expenditure		<u>(349,504)</u>	<u>(2,483)</u>	<u>(351,987)</u>
Net movement in funds		1,247,960	(2,483)	1,245,477
Reconciliation of funds				
Total funds brought forward		<u>798,154</u>	<u>9,931</u>	<u>808,085</u>
Total funds carried forward	19	<u><u>2,046,114</u></u>	<u><u>7,448</u></u>	<u><u>2,053,562</u></u>
	Note	Unrestricted £	Restricted £	Total 2020 £
Income and Endowments from:				
Donations and legacies	2	429,880	-	429,880
Investment income	3	364	-	364
Total income		<u>430,244</u>	<u>-</u>	<u>430,244</u>
Expenditure on:				
Raising funds	4	(699)	-	(699)
Charitable activities	5	<u>(355,557)</u>	<u>(3,310)</u>	<u>(358,867)</u>
Total expenditure		<u>(356,256)</u>	<u>(3,310)</u>	<u>(359,566)</u>
Net movement in funds		73,988	(3,310)	70,678
Reconciliation of funds				
Total funds brought forward		<u>724,166</u>	<u>13,241</u>	<u>737,407</u>
Total funds carried forward	19	<u><u>798,154</u></u>	<u><u>9,931</u></u>	<u><u>808,085</u></u>

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

The Swan Sanctuary
(Registration number: 1002582)
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	13	652,584	580,312
Investments	14	<u>2</u>	<u>2</u>
		<u>652,586</u>	<u>580,314</u>
Current assets			
Debtors	15	7,189	2,547
Cash at bank and in hand	16	<u>1,419,406</u>	<u>242,010</u>
		1,426,595	244,557
Creditors: Amounts falling due within one year	17	<u>(25,619)</u>	<u>(16,786)</u>
Net current assets		<u>1,400,976</u>	<u>227,771</u>
Net assets		<u>2,053,562</u>	<u>808,085</u>
Funds of the charity:			
Restricted		7,448	9,931
Unrestricted		<u>2,046,114</u>	<u>798,154</u>
Total funds	19	<u>2,053,562</u>	<u>808,085</u>

The financial statements on pages 12 to 25 were approved by the trustees, and authorised for issue on 31 January 2022 and signed on their behalf by:

 **SIGNED SECURELY**
 31/01/2022 at 11:24:13 AM UTC

 G Nelson
 Trustee

The Swan Sanctuary

Cash Flow Statement for the Year Ended 31 March 2021

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash income		1,245,477	70,678
Adjustments to cash flows from non-cash items			
Depreciation	4	46,931	33,579
Investment income	3	<u>(400)</u>	<u>(364)</u>
		1,292,008	103,893
Working capital adjustments			
(Increase)/decrease in debtors	15	(4,642)	391
Increase in creditors	17	<u>8,833</u>	<u>6,108</u>
Net cash flows from operating activities		<u>1,296,199</u>	<u>110,392</u>
Cash flows from investing activities			
Interest receivable and similar income	3	400	364
Purchase of tangible fixed assets	13	<u>(119,203)</u>	<u>(49,732)</u>
Net cash flows from investing activities		<u>(118,803)</u>	<u>(49,368)</u>
Net increase in cash and cash equivalents		1,177,396	61,024
Cash and cash equivalents at 1 April		<u>242,010</u>	<u>180,986</u>
Cash and cash equivalents at 31 March		<u><u>1,419,406</u></u>	<u><u>242,010</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

1 Accounting policies

General information

The charity is registered charity in England and Wales and is unincorporated. The address of the principal office is Felix Lane, Shepperton, Middlesex, TW17 8NN.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

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

The financial statements are prepared in sterling, which is the functional currency of the entity.

Monetary amounts within the financial statements are rounded to the nearest £.

Going concern

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

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Expenditure

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

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

Charitable activities

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

Support costs

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

Governance costs

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

Taxation

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

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Freehold land and buildings	30 years straight line
Fixtures and fittings	15% reducing balance
Motor vehicles	25% reducing balance
Plant and equipment	15% reducing balance

Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

Cash and cash equivalents

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

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

Trade creditors

Short term creditors are recognised at the transaction price.

Fund structure

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for any other purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise where specified by the donor or when funds are raised for particular restricted purposes.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

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

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

Recognition and measurement

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

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

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

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

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

2 Income from donations and legacies

	Unrestricted		
	General	Total	Total
	£	2021	2020
		£	£
Donations and legacies;			
Donations	182,624	182,624	116,668
Legacies	1,414,440	1,414,440	313,212
	<u>1,597,064</u>	<u>1,597,064</u>	<u>429,880</u>

3 Investment income

	Unrestricted		
	General	Total	Total
	£	2021	2020
		£	£
Interest receivable and similar income;			
Bank interest receivable	400	400	364
	<u>400</u>	<u>400</u>	<u>364</u>

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

4 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted		
	General	Total	Total
	£	2021	2020
	£	£	£
Cost of generating income	2,075	2,075	699

Total costs of generating donations and legacies by type

	Direct costs	Total	Total
	£	2021	2020
	£	£	£
Costs of generating donations and legacies	2,075	2,075	699

5 Expenditure on charitable activities

Expenditure on charitable activities by fund type

	Unrestricted			
	General	Restricted	Total	Total
	£	£	2021	2020
	£	£	£	£
Operation of sanctuary - other costs	170,388	-	170,388	218,969
Depreciation costs	44,448	2,483	46,931	33,579
Staff costs	117,130	-	117,130	96,017
Allocated support costs	6,240	-	6,240	4,522
Governance costs	9,223	-	9,223	5,780
	347,429	2,483	349,912	358,867

Expenditure on charitable activities by activity type

	Activity	Activity		
	undertaken	support costs	2021	2020
	directly		2021	2020
	£	£	£	£
Operation of sanctuary	334,449	15,463	349,912	358,867

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

6 Analysis of governance and support costs

Support costs allocated to charitable activities

	Administration costs £	Governance costs £	Total 2021 £	Total 2020 £
Operation of sanctuary	<u>6,240</u>	<u>9,223</u>	<u>15,463</u>	<u>10,302</u>

Governance costs

	Operation of sanctuary £	Total 2021 £	Total 2020 £
Audit fees			
Audit of the financial statements	5,400	5,400	-
Other fees paid to auditors	3,823	3,823	-
Independent examiner fees			
Examination of the financial statements	-	-	2,150
Other fees paid to examiners	-	-	3,630
	<u>9,223</u>	<u>9,223</u>	<u>5,780</u>

7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2021 £	2020 £
Audit fees	5,400	-
Depreciation of fixed assets	<u>46,931</u>	<u>33,579</u>

8 Trustees remuneration and expenses

No other trustees received remuneration from the charity during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

9 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	112,751	89,090
Social security costs	3,406	5,769
Pension costs	973	1,158
	<u>117,130</u>	<u>96,017</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Administrative staff	<u>8</u>	<u>6</u>

No employee received emoluments of more than £60,000 during the year

10 Independent examiner's remuneration

	2021 £	2020 £
Examination of the financial statements	<u>-</u>	<u>2,150</u>
Other fees to examiners		
All other services	<u>-</u>	<u>3,630</u>

11 Auditors' remuneration

	2021 £	2020 £
Audit of the financial statements	<u>5,400</u>	<u>-</u>
Other fees to auditors		
All other non-audit services	<u>3,823</u>	<u>-</u>

12 Taxation

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

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

13 Tangible fixed assets

	Land and buildings £	Fixtures and fittings £	Motor vehicles £	Equipment £	Total £
Cost					
At 1 April 2020	639,964	44,328	53,781	156,106	894,179
Additions	58,775	2,270	44,584	13,574	119,203
At 31 March 2021	698,739	46,598	98,365	169,680	1,013,382
Depreciation					
At 1 April 2020	168,146	23,113	38,311	84,297	313,867
Charge for the year	19,289	3,946	15,775	7,921	46,931
At 31 March 2021	187,435	27,059	54,086	92,218	360,798
Net book value					
At 31 March 2021	511,304	19,539	44,279	77,462	652,584
At 31 March 2020	471,818	21,215	15,470	71,809	580,312

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

14 Fixed asset investments

Other investments

	Unlisted investments £	Total £
Cost or Valuation		
At 1 April 2020	<u>2</u>	<u>2</u>
At 31 March 2021	<u>2</u>	<u>2</u>
Net book value		
At 31 March 2021	<u>2</u>	<u>2</u>
At 31 March 2020	<u>2</u>	<u>2</u>

All investments shown above are held at valuation.

The trust owns 2 subscribers' shares of £1 in the Swan Sanctuary Limited. This company is currently dormant and has never traded. In view of the long delay in moving to a new site, which was to have been managed by this company, its directors, who are also Trustees of the Swan Sanctuary, are having to reconsider the plans they had for it and as a result are currently unable to state when or if they expect it to be in operation in the manner envisaged when it was incorporated. Consolidated accounts have not been prepared given that the inclusion of the Swan Sanctuary Limited is not material for the purpose of giving a true and fair view.

15 Debtors

	2021 £	2020 £
Prepayments	<u>7,189</u>	<u>2,547</u>

16 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	20	20
Cash at bank	14,020	1,886
Short-term deposits	<u>1,405,366</u>	<u>240,104</u>
	<u>1,419,406</u>	<u>242,010</u>

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

17 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,574	1,063
Other taxation and social security	3,796	1,798
Other creditors	4,863	4,736
Accruals	15,386	9,189
	<u>25,619</u>	<u>16,786</u>

18 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £973 (2020 - £1,158).

19 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted				
General	798,154	1,597,464	(349,504)	2,046,114
Restricted	<u>9,931</u>	<u>-</u>	<u>(2,483)</u>	<u>7,448</u>
Total funds	<u>808,085</u>	<u>1,597,464</u>	<u>(351,987)</u>	<u>2,053,562</u>
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
Unrestricted				
General	724,166	430,244	(356,256)	798,154
Restricted	<u>13,241</u>	<u>-</u>	<u>(3,310)</u>	<u>9,931</u>
Total funds	<u>737,407</u>	<u>430,244</u>	<u>(359,566)</u>	<u>808,085</u>

Restricted funds

During 2017 the charity received funds on behalf of the Swan & Friends Bird Rescue with the restriction that the funds be used to purchase a van for their use.

The Swan Sanctuary

Notes to the Financial Statements for the Year Ended 31 March 2021

20 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Tangible fixed assets	645,136	7,448	652,584
Fixed asset investments	2	-	2
Current assets	1,426,595	-	1,426,595
Current liabilities	(25,619)	-	(25,619)
Total net assets	<u>2,046,114</u>	<u>7,448</u>	<u>2,053,562</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2020 £
Tangible fixed assets	570,381	9,931	580,312
Fixed asset investments	2	-	2
Current assets	244,557	-	244,557
Current liabilities	(16,786)	-	(16,786)
Total net assets	<u>798,154</u>	<u>9,931</u>	<u>808,085</u>

21 Related party transactions

During the year the charity made the following related party transactions:

G Nelson

(G Nelson is the daughter of trustees of the charity)

During the year, G Nelson was employed by the charity on a part time basis. Total remuneration in respect of this employment was £6,847 (2020: £6,979).

Year end liability is amount due in respect of net wages. At the balance sheet date the amount due to G Nelson was £132 (2020 - £132).

E Nelson

(E Nelson is the son of trustees of the charity)

During the year, E Nelson was employed by the charity on a part time basis. Total remuneration in respect of this employment was £9,279 (2020: £66).

Year end liability is amount due in respect of net wages. At the balance sheet date the amount due to E Nelson was £313 (2020 - £Nil).