

**REPORT OF THE TRUSTEES
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2022
LEEK HOME FOR STRAYS**

LEEK HOME FOR STRAYS
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FOR THE YEAR ENDED 30 APRIL 2022

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LEEK HOME FOR STRAYS

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2022

CHARITY NAME : Leek Home for Strays

CONSTITUTION OF CHARITY : Unincorporated Association

NATURE OF GOVERNING DOCUMENT : Trust Deed dated 1st March 1995

CHARITY REGISTRATION NO : 1045089

REGISTERED OFFICE : Leek Home for Strays
PO Box 4858
Uttoxeter
ST14 9DL

BANKERS : Nat West Bank Plc
Derby Street
Leek
Staffordshire

ACCOUNTANTS : Thompson Wright Limited
Chartered Accountants
Ebenezer House
Ryecroft
Newcastle
Staffs
ST5 2BE

CHARITY TRUSTEES : Date of Appointment

Andrea Bagnall	26th January 1996
Nicola Pierzchalla	3rd November 2008
Robert Duncalf	11th December 2013
Julia Turner	6th July 2021

The method of appointing Trustees is by a Resolution of a Meeting of the Trustees.

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The objective of the Charity by reference to its Governing Documents is as follows:-

The Trustees shall hold the capital and income of the Trust Fund upon trust to apply the Income and all or such part or parts of the capital at such times in such manner as the Trustees may in their absolute discretion think fit for or towards the relief of suffering of animals of any species that are in need of care and attention and in particular to provide or maintain kennels, catteries, refuges, rescue homes, animal hospitals, sanctuaries or such other facilities for the reception and care of unwanted animals or animals in distress and the treatment of sick or ill-treated animals.

These objectives are being furthered by obtaining donations from the public in cash and clothing and goods. The goods and clothing are sold through the Charity's own two shops to generate further funding, which is considered to be an effective way of generating funds within the local community.

Funds are also kept within a savings account to gain interest. The charity has a small portfolio of properties which are rented out to bring in revenue and act as an investment.

Organisational Structure

Mrs Nicola Pierzchalla, a trustee, is directly involved in supervising the staff who provide their services voluntarily. She does this on a voluntary basis and as with all the staff she is not paid for the hours she works within the shop.

Following the pandemic, the number of volunteers remains greatly reduced and during 2021-2022 was on average nine. It is hoped that during 2022-2023 that further volunteers will be recruited.

Day to day operational decisions are made by Mrs Nicola Pierzchalla and this forms part of the hours for which she charges the charity for. These hours are reviewed by the other two trustees and involve work in co-ordination of animals, liaising with other agencies including veterinary services and Foxwood Kennels, managing the property portfolio, paying invoices and other similar tasks.

A fourth Trustee was appointed at the end of July 2021 and attended her first meeting in September 2021.

Key decisions are made at meetings of the trustees, or by the use of emails or telephone calls. The minutes of these meetings are available upon request. The board aims to meet six times a year and a minimum of three times a year. During the financial year 2021-2022 they met eight times (all of these were held via a virtual platform due to the COVID Pandemic).

The Trustees have acted in regards to the guidance issued by the Charity Commission. The charity takes advice and guidance as published by the Charity Commission by email from charity.commission.sectorcomms@notifications.service.gov.uk.

The Charity is a member of the Charity Retail Association in order to have access to additional information and support.

Although the registered name remains Leek Home for Stray Cats and Dogs the working name is now Leek Home for Strays.

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2022

Summary of Main Activities

During 2021-2022 the Charity has focused on the following activities:-

- In partnership with a local Vet the charity is providing a voucher system allowing members of the public to have access to vaccination, chipping and neutering for canines and cats at a reduced cost.
- In cases of hardship the charity has been providing financial support for veterinary care. This is done on a case by case basis.
- Neutering of all cats which come into the care of the charity.
- Providing free neutering of feral cats in order to try and reduce the number of these animals within our local community.
- Liaising with other agencies such as social services to provide help for animals in distress.
- Finding new forever homes for strays and unwanted pets.

Annual Review

2021-2022 was another challenging year for the charity; as was the case for so many businesses. A number of our volunteers did not return to work in our shops even when restrictions were lifted, and we made the decision to limit opening of our shops to three days a week.

Two of the flats remained empty for a large part of the financial year which meant that not only was revenue lost but that additional costs such as council tax were incurred.

The flat known as Flat 16b became vacant in March 2021. Significant damage has been done and it needed work to be done. A long standing tenant of the flat known as Flat 16a left the property. This flat had not had work done on it for a considerable length of time and was therefore given a full refurbishment.

The system to record individual donations introduced last financial year is working well. Most major expenditure continues to be done via BACS rather than cheque or cash. Paypal payments are recorded individually. Further development of the reporting system will take place next financial year.

As planned for 2021-2022 the Trustees successfully recruited a new Trustee who was appointed to the post attending her first meeting in September 2021. To further increase the accountability regarding bank accounts the trustees now receive monthly statements which are annotated which make it easy for them to scrutinise and ask appropriate questions. If money needs to be transferred between accounts then a member of the Trustees (other than N Pierzchalla) has to give permission. This is then noted at meetings under 'Actions taken'.

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2022

Looking forward to 2022-2023 the Trustees intend to:

- Ask N Pierzchalla to resign as Trustee and for her to take on a wider role as manager/administration officer. She will be the named contact for the Charity Commission and will have authorisation to act upon the behalf of the Trustees where appropriate. She will continue to be responsible for the day to day running of the Charity.
- Look at developing clear protocols for routines.
- Review risks to the Charity and put further provisions in to reduce any further risks identified.
- Further develop the methods and procedures for reporting.
- Begin to chip all animals before they are adopted wherever possible.
- Consider the purchase of another property to add to their portfolio
- Refurbish the shop known as Shop 18.

The Trustees met eight times during the financial year. All of these meetings were carried out virtually through the use of zoom. At each of these a report for each month is presented by N Pierzchalla which includes the following sub headings:

- Charity Shops and Staffing
- Overview of Finances
- Property Updates
- Animals currently in our care and homed during that month
- Health and Safety
- Other Updates

Throughout the pandemic the Charity has continued to take in cats in need of rehoming (for a variety of reasons), given financial support through providing vouchers for neutering and vaccination and pay vet bills for those suffering from financial hardship.

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 APRIL 2022**

Investments

The Trustees invest in a bank deposit account.

They have a portfolio of properties including two shops which they use as Charity shops to raise funds through the sale of donated goods. They also own two other shops and three studio apartment flats which they rent out.

They completed on the purchase of another investment property for rental during the financial year of 2020-2021. This property is now part of their rental portfolio.

Statement of trustees' responsibilities

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

The trustees have recently reviewed all the major risk areas faced by the charity, and systems are in place to reduce these.

These accounts comply with current statutory requirements and with the requirements of the Charity's governing document.

On Behalf of the Trustees



Andrea Bagnall (Chair of Trustees):

Date : 9th February 2023

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RECEIPT AND PAYMENTS FOR THE YEAR ENDED 30th APRIL 2022

Unrestricted Funds	Notes	30.04.22 £	30.04.21 £
Receipts			
Donations	2	10,778	8,933
Shop Takings		28,260	6,375
Deposit Account Interest Received		81	153
Rental Income		22,470	21,010
Other Income - Commission/Courts		87	-
Other Income - Covid Grants		-	24,672
Total Receipts		<u>61,676</u>	<u>61,143</u>
Payments			
Charitable expenditure	3	82,203	78,631
Management & administration of the charity	4	<u>2,340</u>	<u>2,220</u>
Total Payments		<u>84,543</u>	<u>80,851</u>
Net(Payments)/ Receipts for the Year		(22,867)	(19,708)
Cash fund brought forward at 1st May 2021		<u>971,329</u>	<u>991,037</u>
Cash fund carried forward at 30th April 2022		<u><u>948,462</u></u>	<u><u>971,329</u></u>

The notes on the following pages form part of these financial statements.

LEEK HOME FOR STRAYS

STATEMENT OF ASSETS AND LIABILITIES AS AT 30 APRIL 2022

	Notes	30.04.21		30.04.20	
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	6		538,373		540,084
Monetary Assets					
Cash In Hand		370		200	
Paypal Account		93		-	
Bank Current Account		987		6,773	
Club/Societies Reserve Accounts		500,019		511,218	
		<u>501,469</u>		<u>518,191</u>	
Liabilities					
Accountancy Fees & Accruals	5	4,854		2,220	
		<u>4,854</u>		<u>2,220</u>	
Net Liabilities			496,815		515,971
Total assets less liabilities			<u>1,033,188</u>		<u>1,058,055</u>

Approved by the Board of Trustees on 11 Bagnall and signed on its behalf by
Andrea Bagnall - Chair of Trustees

The notes on the following pages form part of these accounts.

LEEK HOME FOR STRAYS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30TH APRIL 2022

1 ACCOUNTING POLICIES

Accounting Convention

The accounts have been prepared on the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Charities Act 2011.

Income from Donations and Shop Takings

2 <u>DONATIONS</u>	30.04.22 £	30.04.21 £
Various Donations	10,778	8,933
	<u>10,778</u>	<u>8,933</u>

3 CHARITABLE EXPENDITURE

	30.04.22 £	30.04.21 £
Rent and Rates	- 160	909
Animal Upkeep	31,749	31,030
Veterinary Fees	7,974	10,332
Heat, Light & Water	1,005	837
Sundries	2,701	1,585
Telephone	917	909
Repairs and Renewals	2,648	3,180
Postage, Stationery & Advertising	1,565	1,547
Motor	2,480	1,537
Bank Charges	314	168
Legal and professional	424	- 52
Insurance	2,302	2,079
Consultancy	14,540	10,080
Loss on disposals of assets	-	-
Depreciation on assets	13,744	14,490
	<u>82,203</u>	<u>78,631</u>

4 MANAGEMENT & ADMINISTRATION OF THE CHARITY

	30.04.22 £	30.04.21 £
Accountancy	<u>2,340</u>	<u>2,220</u>

LEEK HOME FOR STRAYS

Independent Examiner's Report to the Trustees of Leek Home for Strays

I report on the accounts of Leek Home for Strays for the year ended 30th April 2020, which are set out on pages 6 to 10.

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 report

My examination was carried out in accordance with the 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 you as 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

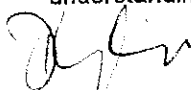
In connection with my examination, no matter has come to my attention:

(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.



D Wright
Chartered Accountant
Director, Thompson Wright Limited
Chartered Accountants
Ebenezer House
Ryecroft
Newcastle-under-Lyme
Staffordshire ST5 2BE

Date: 9th February 2023