

Registered number: 02376162
Charity number: 1062441

INTERNATIONAL GUIDE DOG FEDERATION
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

INTERNATIONAL GUIDE DOG FEDERATION
(A company limited by guarantee)

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INTERNATIONAL GUIDE DOG FEDERATION
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2021

Trustees

Mrs C Baroni-Pretsch
Mr W Jones, Treasurer (to 22 September 2021)
Mr S Tanoue (elected to the Board 22 September 2021)
Mr K Oda (retired 22 September 2021)
Mr T Stafford
Mr W S Thornton, Board Chair
Ms C Turc, Vice Chair
Mrs K Hayes (Treasurer from 22 September 2021)
Mrs C Benninger (elected to the Board 22 September 2021)

Company registered number

02376162

Charity registered number

1062441

Registered office

Hillfields, Reading Road
Burghfield Common
Reading
Berkshire
RG7 3YG

Company secretary

Mr D Maynard

Chairperson

Mr W S Thornton

Accountants

James Cowper Kreston
Chartered Accountants
Reading Bridge House
George Street
Reading
Berkshire
RG1 8LS

INTERNATIONAL GUIDE DOG FEDERATION
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees (who are also Directors of the charity for the purposes of the Companies Act) present their Annual Report together with the financial statements of the International Guide Dog Federation (the company) for the year ended 31 December 2021.

The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act.

Nomination and appointment of Trustees

The Board of the International Guide Dog Federation is a representative and governing body that resolves current issues, oversees Committee and Task Force activities, sets standards, approves new and continuing members, and develops and monitors strategic plans for the future of the Federation.

The members at the Annual General Meeting elect the Directors of the International Guide Dog Federation. The term of office is for a period of four years, or as determined by resignation. The Directors may stand for two consecutive four-year terms on the International Guide Dog Federation Board; thereafter they must stand down for a minimum of two years. The Board elects the Chairperson and other Officials.

Board meetings

The Board met fourteen times during 2021.

Organisational structure

The Board of the International Guide Dog Federation has appointed five working Committees: the Accreditation Committee, the Development Committee, the Finance Committee, the Communications Committee, and the Education Committee. The objectives of the Federation are achieved through the work of these committees. The Company Secretary is accountable to the Chairperson and is responsible for the general administration and company secretarial duties. The Chairperson conducts meetings with the Company Secretary on at least a monthly basis.

The Accreditation Committee (AC) – chaired by Susan Armstrong (United States), members: Chris Muldoon (United Kingdom), David Grice (United Kingdom), and Paul Adrian (Australia). The AC has between three and five technical-expert committee members from around the world, including a Chair appointed by the Board. Ongoing and regular liaison with the IGDF Board is directed through the Committee Chair. A Board member is appointed by the Board to liaise with the Committee Chair. This committee is responsible for establishing and monitoring the technical standards of member organisations. The committee utilises around twenty experienced Guide Dog Instructors as Assessors to conduct assessments of organisations. Organizations' accreditations take place every five years to ensure compliance with the IGDF Standards. The AC meets in person once a year and conduct monthly teleconferences to review the policies and procedures of the accreditation process. The committee reviews completed assessment reports submitted by the IGDF Assessors on completion of Standards Accreditations completed at member organisations around the world.

INTERNATIONAL GUIDE DOG FEDERATION (A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

The Development Committee (DC) – chaired by Brad Hibbard (United States) until August 2021, members: Jane Bradley (Australia) appointed September 2021, Julijana Matesic (Hong Kong) appointed September 2021, Fabiano Pereira (Brazil) appointed September 2021, Bob Proesmans (Belgium), Ivana Merryman-Boncori (Denmark) – Chair from August 2021, Lee Stanway (United Kingdom), and Lukas Franck (United States). The DC works with member organisations to advise them on development and improvement plans when requested by the Board or AC. The DC is comprised of three to five members with global experience in the guide dog industry, including a Chair appointed by the Board. Ongoing and regular liaison with the IGDF Board is directed through the Committee Chair. The DC will meet in person once a year and conducts monthly teleconferences in order to update committee members as to new development projects. The DC has professional and technical communication with members to assist with their future development and advises Applicant Organisations (those seeking to apply for membership), as well as Enquiring Organisations (those formally working towards accredited membership) in starting up their organisations. All applications to become Enquiring Organisations or Applicant Organisations are submitted to the Board for approval.

The Finance Committee (FC) develops policies and reviews the finances, annual budgets, monthly accounts, the annual report, investment policy and tactics and audits of the Federation's activities and expenditures. This committee is comprised of three Directors and is chaired by the Board Treasurer.

The Communication Committee ensures that member organisations are kept up to date with news from the IGDF Board through, primarily, Visionary, the website, and E-News and assumes the lead on structuring the agenda for the biennial conference. This committee is comprised of three Directors and is chaired by a Board Member.

The Education Committee (Est December 2020) – co-chaired by Christine Baroni-Pretsch (Switzerland) and Tim Stafford (United Kingdom), members: Lukas Franck (United States), Paul Adrian (Australia), and Sam Tawada (Japan). Education Committee develops and maintains a comprehensive curriculum, and high-quality training resources for the education of Guide Dog Mobility Instructors and Guide Dog Trainers by individual IGDF organisations. The Committee comprises three Board-appointed expert members and is co-chaired by two Directors.

OBJECTIVES AND ACTIVITIES

The vision of the International Guide Dog Federation is to create a world in which people who are blind or have low vision can access high-quality guide dog services to live life on their terms.

The mission of the International Guide Dog Federation is to support its members in their efforts to encourage and advance the provision of guide dogs as a safe means of independent mobility for people who are blind or have low vision.

In November 2020, the IGDF Board began developing a new strategy. This work was informed by a comprehensive member survey and was facilitated by Space2BE Limited, a London-based strategy consultancy with expertise in the charity sector. The new strategy was launched in April 2021. The strategy is based on five pillars. Individual projects and initiatives have been developed to implement each of these key areas. The strategic pillars, each supported by specific objectives, are:

1. Governance and Sustainability. A dynamic, professional, and financially secure organisation with the necessary resources and processes to deliver high-quality member benefits over the long-term.
2. Global Standards. Provide a global standards framework, for guide dog services to benefit all users, dogs, employees, and volunteers.
3. Global Influencer. We will be known as the “thought leader” and the “global expert” for guide dogs, welfare, and service standards.
4. Communication and Engagement. Develop accessible internal and external marketing and communications to support member engagement and enhance global influence.
5. Education. Inspire the development of organisational capability through the sharing of innovative expertise and knowledge and the provision of professional development.

INTERNATIONAL GUIDE DOG FEDERATION
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

During 2021 IGDF continued to review and refine the governance framework, including policies, procedures, and committee terms of reference. New policies were developed and adopted. The Register of Members Interests was also reviewed and updated.

During 2021, IGDF continued actively to the CEN/TC452 project to develop European standards for guide and assistance dogs. In the early months of 2021, IGDF devoted significant time and resources to the project to develop international standards for guide and assistance dogs with NEN, the Royal Dutch Standardisation Institute, although this initiative came to an end in early 2021.

The IGDF Standards were revised and presented to the members in early 2021. Some further amendments were made following member feedback and the revised Standards were published in July 2021. The revised Standards are effective from 1st January 2022. AC and DC continue to work together to help member organisations achieve full compliance with the revised Standards.

The new IGDF website was launched on 14th July 2021. The new website is fully accessible for users of assistive technology and contains extensive resources for IGDF organisations to access. These include webinar recordings and guidance notes.

IGDF worked with Australian accessibility and design experts to redesign the Visionary magazine and bring production in-house. The magazine is now fully accessible for users of assistive technology and includes new regular features. The decision to bring production in-house will result in cost savings over the medium term. A podcast based on the Visionary magazine has also been produced in partnership with Guide Dogs UK. Both are available on the IGDF website.

No new organisations became IGDF members in 2021. 1 member left the IGDF, meaning the total membership reduced to 98 members across 33 different countries.

The Development Committee (DC) works with existing members that have identified development needs and, also, emerging organisations working toward assessment and IGDF membership in the future. As a result of the global Covid-19 pandemic, no on-site development support was provided during 2021. The DC provided worldwide email, Zoom, and telephone support to nine Enquiring Organisations, twenty-two Applicant Organisations and one Member Organisation.

The DC also reviewed and updated all application forms, guidance notes, documentation and processes relating to the provision of development support.

An Education Committee was established in December 2020 to develop high-quality materials for the ongoing education and development of guide dog professionals around the world. The EC reviewed and updated the GDMI Curriculum in early 2021. This is a valuable resource for member organisations. The EC then launched a project with Guide Dogs Queensland (Australia) to develop an online training platform for guide dog professionals.

Main activities undertaken to further the charity's purposes for the public benefit

In setting our objectives and planning our activities the Trustees have given careful consideration to the UK Charity Commission's general guidance on public benefit. Access to services of the International Guide Dog Federation is open to all relevant agencies and organisations meeting or aspiring to meet the IGDF standards and, through them, provide high quality guide dog services to people who are blind or have low vision across the world. Under the guidance of the IGDF International Standards, in 2021, member organizations managed over 22,000 working guide dog teams and graduated 2,405 new teams.

Volunteers

The Board, Committee members, and Assessors are all volunteers and receive no payment for their work, apart from the reimbursement of expenses. The members of the International Guide Dog Federation do have, and work with, volunteers in their respective countries. There are more than 33,000 volunteers throughout the world who work with the member organisations of the International Guide Dog Federation. They play a key role in assisting in the breeding and raising of dogs with professional staff and assisting the organizations with public relations.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

ACHIEVEMENT AND PERFORMANCE

Internal and external factors

Internal and external factors that can affect the International Guide Dog Federation's achievements and performance are:

- the quality of its Board and its staff
- the extent of collaboration between member organisations
- the availability and competence of Assessors
- the emergence of alternative guide dog or assistance dog standards of a lower standard than those of the IGDF
- the release and promotion of future standards and conditions
- implementation of the Strategy
- the potential emergence of competitor / regional guide dog or other governing associations around the world
- changes to Government legislation or guide dog funding models in member countries
- significant changes to the outcome of fundraising activities of members
- disruption to international travel, such as that resulting from pandemic disease

FINANCIAL REVIEW

During the year, the charity was notified of a legacy, the value of which is estimated at approximately £70,000. At the year end, the legacy had not been received. The income has been recognised during the year and is included within debtors.

2021 had a surplus income of £78,118 (2020: surplus of £61,564).

The financial position of the organisation remains strong with cash in hand of £254,436 (2020: £596,235) and an investment fund balance of £620,673 (2020: £278,765) for total reserves of £937,938 (2020: £859,820) at the end of the year.

Reserves policy

The reserves policy of the International Guide Dog Federation ensures the maintenance of free and unencumbered financial reserves of a level judged by the Board to be appropriate to ensure continuity of core operations and activity for the forthcoming two-year period. The Finance Committee prepares an annual budget, which is approved by the Board before the beginning of the relevant financial year.

In July 2021, the Board transferred £300,000 to the long-term investment in Schroders Multi-Asset Charity Fund. This money had been designated to fund the development of an international ISO Standard for guide and assistance dogs. However, this project was discontinued in April 2021. These funds will now be redirected to further develop and strengthen recognition of the IGDF Standards Internationally. The IGDF is currently working with the United Kingdom Accreditation Service (UKAS) to achieve this. On completion of accreditation by UKAS, the IGDF will become an accredited certification body under ISO 17065.

The International Guide Dog Federation currently has cash funds of £254,436 which trustees believe are more than sufficient to cover the requirement of the Reserves Policy and still provide sufficient resources to support the ambitions within the five strategic goals which includes increasing our staffing levels.

The continued disruption to international travel during 2021, meant that IGDF spent much less on accreditation visits than expected. The global pandemic significantly affected IGDF's income during 2021. This was due to a smaller number of guide dogs being produced by IGDF member organisations during 2020, resulting in lower member fees. The continued disruption will mean that 2022 income will also be lower than pre-pandemic.

An additional member of staff was recruited in June 2021 to meet the increased demands of the new strategy. Higher staffing costs, the resumption of international travel and continued lower income due to the pandemic mean that IGDF is expected to operate at a deficit during 2022.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

Restricted funds

Derek Freeman Scholarship

In a career with Guide Dogs UK, spanning 30 years, Derek Freeman was responsible for breeding and raising around 20,000 puppies. William Thornton (British Columbia Guide Dog Services) and Paul Keymer (Minnesota Guide Dog Breeding Centre) established the Derek Freeman Scholarship in his memory.

The Derek Freeman Scholarships are funded by donations. The funds are held separately from other IGDF finances, and it is from this specific fund that grants are made.

Grants are in the range of up to £2,500 and are awarded biennially to staff of Member and Applicant organisations of the International Guide Dog Federation. Scholarship funding supports travel, accommodation, and study at host organisations during visits designed to assist the applicant's continuing education in the field of guide dog breeding and puppy raising.

Ken Lord Award

This Award was established by the IGDF Board in 2001 to recognise the lifetime commitment of Ken Lord to the international guide dog movement. Ken Lord was one of the co-founders of the International Guide Dog Federation and served as its Chair. Nominees for this award must have been working within the international guide dog movement for at least 25 years in order to be eligible for the award. The award is normally presented at the IGDF biennial conference. The Ken Lord Award is a recognition award and has no financial component.

Principal funding sources

Member subscriptions based on guide dog / client team numbers as well as fees for member assessments continue to be the principal funding sources.

Investment Policy

IGDF investment policy has two goals;

- i. Provide Income to carry out IGDF purposes in the short term.
- ii. Maintain and enhance the value of the invested funds to enable IGDF to carry out its purposes in the long term. To protect the real capital value over the long-term whilst generating a stable distribution.

The Investment Policy is reviewed annually by the Board

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of International Guide Dog Federation for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Statement of Recommended Practice;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INTERNATIONAL GUIDE DOG FEDERATION
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

CHAIR'S REPORT

2021 has been another challenging year for IGDF and its members. Primarily with continued disruption to client services and breeding programs due to Covid-19 conditions. In response to this challenge, the IGDF developed innovative flexibility in support and service for our members. Most notably through online education and networking webinars. Assessments, for established members, were switched to electronic and online formats to avoid further delays in re-assessment. A key achievement of the year was the development of a new five-year Strategic Plan "Strengthening Connections" which set out detailed objectives across IGDF's core functions. This was completed and continues moving forward with feedback and input from our member organizations.

The Accreditation Committee completed the review of the IGDF Standard's and the revised Standards were launched during 2021. The AC reviewed 3 applications for full membership, although the accreditation of these organisations has been postponed due to the ongoing global pandemic. The AC completed the development of a process and procedures to enable assessments to be conducted remotely and a trial assessment took place during September 2021.

The Development Committee recruited 3 new members during 2021. DC has continued to see demand for their services and has helped 1 IGDF member, 22 Applicant Organisations and 9 Enquiring Organisations through electronic communications.

The Communications Committee has continued to work on ensuring all IGDF organisations are kept up to date on the latest news, primarily through E-News (9 issues) and Visionary magazine (3 issues). A programme of knowledge sharing webinars was launched in January 2021. At least one webinar was held each month, in addition to interactive online networking events. The new IGDF website went live on 14th July 2021. IGDF launched a new Discord channel to enable direct member-to-member communication in a safe and secure environment.

The Education Committee published a revised Curriculum for Guide Dog Mobility Instructors and Guide Dog Trainers and worked closely with Guide Dogs Queensland to develop an online training platform for guide dog professionals..

At the end of 2021 IGDF has:

- 98 Member Organisations
- 22 Applicant Organisations
- 9 Enquiring Organisations
- 6 Affiliate Organisations

On behalf of the Board and the members of the IGDF, I would like to thank our IGDF volunteers. As a member driven organization, we simply cannot fulfil our mission and objectives without their support. Their dedication and attention to detail is extraordinary, during these difficult conditions. I would also like to thank two former Board members who have retired. Wells Jones (USA) and Kazumasa Oda (Japan) both made an important contribution to IGDF over many years.

Lastly, thanks to our professional team of David Maynard and Clare Pritchett for their diligence, guidance and support.

Approved by order of the members of the board of Trustees and signed on their behalf by:

W Thornton

William Thornton 16 Sep 2022 13:49:10 BST (UTC +1)

.....
Mr W S Thornton

Date: 16 September 2022

INTERNATIONAL GUIDE DOG FEDERATION
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021

Independent Examiner's Report to the Trustees of International Guide Dog Federation ('the company')

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 December 2021.

Responsibilities and Basis of Report

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Dated: 16 September 2022

Alex Peal BSc (Hons) FCA DChA

James Cowper Kreston
Chartered Accountants
Reading Bridge House
George Street
Reading
Berkshire
RG1 8LS

INTERNATIONAL GUIDE DOG FEDERATION
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Income from:					
Donations and legacies	3	71,568	1,512	73,080	1,884
Charitable activities	5	88,710	-	88,710	115,625
Investments	4	12,192	2	12,194	10,607
Total income		172,470	1,514	173,984	128,116
Expenditure on:					
Charitable activities	6	125,582	-	125,582	75,879
Total expenditure		125,582	-	125,582	75,879
Net gains on investments		29,716	-	29,716	9,327
Net movement in funds		76,604	1,514	78,118	61,564
Reconciliation of funds:					
Total funds brought forward		840,513	19,307	859,820	798,256
Net movement in funds		76,604	1,514	78,118	61,564
Total funds carried forward		917,117	20,821	937,938	859,820

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 12 to 22 form part of these financial statements.

INTERNATIONAL GUIDE DOG FEDERATION
(A company limited by guarantee)
REGISTERED NUMBER: 02376162

BALANCE SHEET
AS AT 31 DECEMBER 2021

	Note	2021 £	2020 £
Fixed assets			
Investments	10	620,673	278,765
Current assets			
Debtors	11	71,196	1,209
Cash at bank and in hand		254,436	596,235
		325,632	597,444
Creditors: amounts falling due within one year	12	(8,367)	(16,389)
Net current assets		317,265	581,055
Total net assets		937,938	859,820
Charity funds			
Restricted funds	13	20,821	19,307
Unrestricted funds	13	917,117	840,513
Total funds		937,938	859,820

The company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

W Thornton

William Thornton 16 Sep 2022 13:49:10 BST (UTC +1)

.....
Mr W S Thornton

Date: 16 September 2022

The notes on pages 12 to 22 form part of these financial statements.

INTERNATIONAL GUIDE DOG FEDERATION
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash used in operating activities	15	(41,801)	47,836
		<hr/>	<hr/>
Cash flows from investing activities			
Dividends, interests and rents from investments		2	879
Purchase of investments		(300,000)	-
		<hr/>	<hr/>
Net cash (used in)/provided by investing activities		(299,998)	879
Change in cash and cash equivalents in the year		(341,799)	48,715
Cash and cash equivalents at the beginning of the year		596,235	547,520
		<hr/>	<hr/>
Cash and cash equivalents at the end of the year	16	254,436	596,235
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 12 to 22 form part of these financial statements

INTERNATIONAL GUIDE DOG FEDERATION
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

International Guide Dog Federation 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.

1.2 Company status

The company is a company limited by guarantee and is incorporated in the United Kingdom and registered in England and Wales. The statutory directors of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

INTERNATIONAL GUIDE DOG FEDERATION
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting policies (continued)

1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance cost are allocated to the applicable expenditure headings.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Expenditure is inclusive of irrecoverable value added tax, which is charged to the Statement of Financial Activities.

INTERNATIONAL GUIDE DOG FEDERATION
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting policies (continued)

1.6 Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the reporting date.

Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction.

Exchange gains and losses are recognised in the Statement of financial activities.

1.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

1.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.9 Creditors

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.10 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

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3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Donations	1,568	1,512	3,080	1,884
Legacies	70,000	-	70,000	-
	<u>71,568</u>	<u>1,512</u>	<u>73,080</u>	<u>1,884</u>
<i>Total 2020</i>	<u>612</u>	<u>1,272</u>	<u>1,884</u>	

4. Investment income

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Dividends	12,192	-	12,192	9,728
Bank interest receivable	-	2	2	879
	<u>12,192</u>	<u>2</u>	<u>12,194</u>	<u>10,607</u>
<i>Total 2020</i>	<u>10,588</u>	<u>19</u>	<u>10,607</u>	

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5. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Annual subscriptions	23,135	23,135	23,300
Team fees	55,775	55,775	82,125
Assessments	9,800	9,800	10,200
	<hr/> 88,710 <hr/>	<hr/> 88,710 <hr/>	<hr/> 115,625 <hr/>
<i>Total 2020</i>	<hr/> 115,625 <hr/>	<hr/> 115,625 <hr/>	

6. Analysis of expenditure by activities

	Support costs 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Expenditure	<hr/> 125,582 <hr/>	<hr/> 125,582 <hr/>	<hr/> 75,879 <hr/>
<i>Total 2020</i>	<hr/> 75,879 <hr/>	<hr/> 75,879 <hr/>	

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NOTES TO THE FINANCIAL STATEMENTS
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6. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
Contractor fees	68,356	68,356	37,828
Assessors workshop	3,483	3,483	2,503
Insurance	2,251	2,251	2,243
Project standards	582	582	615
Collaboration	-	-	1,966
Board meetings	-	-	7,615
Assessments	10,574	10,574	11,857
Visionary - magazine	3,225	3,225	1,800
Website	4,178	4,178	598
Seminar	14,240	14,240	-
Bank charges	1,426	1,426	777
Office expenses	870	870	1,132
Staff expenses	350	350	345
Professional fees	13,239	13,239	3,900
Independent examination	2,808	2,808	2,700
	<u>125,582</u>	<u>125,582</u>	<u>75,879</u>
<i>Total 2020</i>	<u>75,879</u>	<u>75,879</u>	

7. Independent examiner's remuneration

	2021 £	<i>2020 £</i>
Independent examination	1,975	1,890
Fees payable to the company's independent examiner in respect of:		
Preparation of the financial statements	<u>845</u>	<u>810</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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8. Staff costs

	2021 £	<i>2020</i> £
Wages and salaries	68,356	<i>37,828</i>
	<u><u>68,356</u></u>	<u><u>37,828</u></u>

The average number of persons employed by the company during the year was as follows:

	2021 No.	<i>2020</i> <i>No.</i>
Employees	2	<i>1</i>
	<u><u>2</u></u>	<u><u>1</u></u>

No employee received remuneration amounting to more than £60,000 in either year.

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (*2020 - £NIL*).

During the year ended 31 December 2021, expenses totalling £225 were reimbursed or paid directly to 2 Trustees (*2020 - £7,615 to 3 Trustees*).

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FOR THE YEAR ENDED 31 DECEMBER 2021**

10. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2021	278,765
Additions	312,192
Revaluations	29,716
	<hr/>
At 31 December 2021	620,673
	<hr/> <hr/>
Net book value	
At 31 December 2021	620,673
	<hr/>
<i>At 31 December 2020</i>	278,765
	<hr/> <hr/>

11. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	452	447
Prepayments and accrued income	70,744	762
	<hr/>	<hr/>
	71,196	1,209
	<hr/> <hr/>	<hr/> <hr/>

12. Creditors: Amounts falling due within one year

	2021 £	2020 £
Other creditors	-	93
Accruals and deferred income	8,367	16,296
	<hr/>	<hr/>
	8,367	16,389
	<hr/> <hr/>	<hr/> <hr/>

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**NOTES TO THE FINANCIAL STATEMENTS
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13. Statement of funds

Statement of funds - current year

	Balance at 1 January 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2021 £
Unrestricted funds					
General Funds - all funds	840,513	172,470	(125,582)	29,716	917,117
	<u>840,513</u>	<u>172,470</u>	<u>(125,582)</u>	<u>29,716</u>	<u>917,117</u>
Restricted funds					
Derek Freeman fund	19,307	1,514	-	-	20,821
	<u>19,307</u>	<u>1,514</u>	<u>-</u>	<u>-</u>	<u>20,821</u>
Total of funds	<u>859,820</u>	<u>173,984</u>	<u>(125,582)</u>	<u>29,716</u>	<u>937,938</u>

Statement of funds - prior year

	<i>Balance at 1 January 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 December 2020 £</i>
Unrestricted funds					
General Funds	780,240	126,825	(75,879)	9,327	840,513
	<u>780,240</u>	<u>126,825</u>	<u>(75,879)</u>	<u>9,327</u>	<u>840,513</u>
Restricted funds					
Derek Freeman fund	18,016	1,291	-	-	19,307
	<u>18,016</u>	<u>1,291</u>	<u>-</u>	<u>-</u>	<u>19,307</u>
Total of funds	<u>798,256</u>	<u>128,116</u>	<u>(75,879)</u>	<u>9,327</u>	<u>859,820</u>

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14. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Fixed asset investments	620,673	-	620,673
Current assets	304,811	20,821	325,632
Creditors due within one year	(8,367)	-	(8,367)
Total	917,117	20,821	937,938

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Fixed asset investments	278,765	-	278,765
Current assets	578,137	19,307	597,444
Creditors due within one year	(16,389)	-	(16,389)
Total	840,513	19,307	859,820

15. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	78,118	61,564
Adjustments for:		
(Gains)/losses on investments	(29,716)	(9,327)
Dividends, interests and rents from investments	(12,194)	(10,607)
Increase in debtors	(69,987)	(491)
Increase/(decrease) in creditors	(8,022)	6,697
Net cash provided by/(used in) operating activities	(41,801)	47,836

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16. Analysis of cash and cash equivalents

	2021	<i>2020</i>
	£	£
Cash in hand	254,436	596,235
	<u><u> </u></u>	<u><u> </u></u>

17. Analysis of changes in net debt

	At 1 January 2021	Cash flows	At 31 December 2021
	£	£	£
Cash at bank and in hand	596,235	(341,799)	254,436
	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>

18. Related party transactions

There were no related party transactions, other than trustee expenses as detailed in note 9.