

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 2022

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 2022

Trustees

Mr W S Thornton, Board Chair
Mrs C Baroni-Pretsch, Vice Chair (Elected Vice Chair 22nd September 2022)
Mr S Tanoue, Treasurer (Treasurer from 3rd June 2022)
Mr T Stafford, Chair Standards Committee
Ms C Turc (Vice Chair Retired 22nd September 2022)
Mrs K Hayes (Treasurer, resigned 3rd June 2022)
Mrs C Benninger, Chair Communications Committee
Mr A Bouissou (elected 22 September 2022)
Mr D Cleaver (elected 22 September 2022)

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 Audit
Chartered Accountants
Reading Bridge House
George Street
Reading
Berkshire
RG1 8LS

INTERNATIONAL GUIDE DOG FEDERATION
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022

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 2022.

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 Working Group 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 officers and appoints Committee Chairs and other such like Officials as required.

Board meetings

The Board met thirteen times during 2022.

Organisational structure

The Board of the International Guide Dog Federation has appointed five working Committees: The Finance Committee, Accreditation Committee, Development Committee, 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 Susan Armstrong (United States), members: Minna Leppälä (Finland) appointed January 2022, Chris Muldoon (United Kingdom) until September 2022, David Grice (United Kingdom), and Paul Adrian (Australia). The AC has between three and six 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 Mobility 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 the completed assessment reports submitted by the IGDF Assessors.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

The Development Committee (DC) – Chaired by Ivana Merryman Boncori (Denmark, retired September 2022), and then succeeded by Lukas Franck (United States). The DC members are Jane Bradley (Australia), Julijana Matesic (Taiwan), Zuhey Medina-Gonzalez (United States, appointed September 2022, Lee Stanway (United Kingdom), and Bob Proesmans (Belgium retired September 2022). 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 meets monthly via teleconference and in person once a year. The DC has professional and technical communication with members to assist with their future development. The DC also 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.

The DC provided support to nine Enquiring Organisations, twenty-two Applicant Organisations and one Member Organisation.

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

The Standards Committee (SC) Chaired by Tim Stafford. This is a new committee still in the early stages of planning prior to recruiting committee members. The SC will take over the responsibility for reviewing the standards from the AC, leaving the AC free to focus on monitoring compliance of those standards within the membership. The SC is intended to lead the further development of IGDF for example considering becoming an ISO 17065 Accredited certification body.

The Finance Committee (FC) Chaired by Seishi Tanoue (Japan) with members Christine Benninger (USA) and Dale Cleaver (Australia). The Committee develops policies and reviews monthly, the finances of the organization. The committee overseas budgets, monthly accounts, the audit & annual report.

The Communication Committee ensures that member organisations are kept up to date with the activities of the members and the IGDF Board, through the Visionary magazine, the website, and E-News. This committee is comprised of Chair Christine Benninger (USA), Antoine Bouissou (France) and John Welsman (United Kingdom).

The Education Committee – Co-chaired by Christine Baroni-Pretsch (Switzerland) and Tim Stafford (United Kingdom). Succeeded by Paul Adrian (Australia) September 2022. Committee members, Lukas Franck (United States), Lee Buckingham (Australia) and Sam Tawada (Japan). The 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 for IGDF member organisations.

The Education Committee reviewed and updated the GDMI Curriculum in 2022. This is a valuable resource for member organisations. A major project undertaken by the EC has been the Moodle Project, a project lead by Guide Dogs Queensland (Australia) to develop an online training platform for Guide Dog Mobility Instructors and Guide Dog Trainers.

INTERNATIONAL GUIDE DOG FEDERATION
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

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.

The IGDF has continued to deliver the strategy: "Strengthening Connections". This work was based on the results of 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 and reviewed during the first half of 2022. 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.

During 2022 the IGDF continued to review and refine the governance framework, including policies, procedures, and committee terms of reference. New policies were developed and adopted.

During 2022, the IGDF contributed actively to the CEN/TC452 project to develop European standards for guide and assistance dogs.

The revised IGDF Standards took effect from 1st January 2022. Both the AC and DC continued to work together to help member organisations achieve full compliance with the revised Standards. In response to Covid-related travel restrictions, IGDF developed a robust process for conducting assessments remotely using digital technology. Several existing and new organisations were assessed using this process during 2022.

During 2022, the IGDF membership stood at 97 members from 33 different countries. One member withdrew their membership, two members merged, and we approved one new member organisation.

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

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 2022, member organizations collectively managed over 22,000 working guide dog teams and graduated over 2,000 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 own 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 oversight.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

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
- implementation of the Strategy
- 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 pandemics

FINANCIAL REVIEW

Operating revenue for the year ended 31 December 2022 was £96,687 compared to £160,278 in 2021. The 2021 revenue included a bequest of £70,000 from Mrs Mary Herbert. 2022 expenditure was £123,669 (2021: £125,582 giving an operating deficit of £25,664 (2021: surplus £35,313). Total revenue for the year which includes investment and restricted income was £130,708 (2021: £173,984).

2022 saw a net investment valuation loss of £63,757 compared to a net investment valuation gain of £29,716 in 2021.

The overall loss for 2022 was £56,718. The overall surplus for 2021 was £78,118.

The financial position of the organisation remains strong with cash in hand of £293,365 (2021: £254,436) and an investment fund balance of £578,941 (2021: £620,673) for a total of £881,220 (2021: £937,938) 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 £293,365 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. In November 2022, the Board approved the investment of £150,000 in the Schroders Charity Multi Asset Income Fund. This is a unit trust investment designed to generate dividend income. Dividend income will be drawn down and used to support the organisation's charitable activities.

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

In response to this significant drop in income, IGDF undertook a detailed review of the membership fee structure during 2022. A new fee structure was developed, based on member organisation revenue rather than the number of guide dogs trained. This spreads the cost of running the organisation more equitably among the

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

members and reduces IGDF's dependence on the team fee income of a small number of the largest members. The new fee structure was announced in September 2022 and is effective from 1st January 2023. The Board believes that the new fee structure will generate a more stable and sustainable revenue to allow the organisation to deliver the current strategic plan. This was the first review of membership fees since 2012.

2022 was the first full year of the new staffing structure. Higher staffing costs, the resumption of international travel and continued lower income due to the pandemic meant that IGDF operated at a deficit during 2022 as predicted. The operating deficit was £25,664. There was also a significant market valuation loss of £63,757.

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 through donation. 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 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 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

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

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.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

CHAIR'S REPORT

The Board undertook a review of the current strategic plan "Strengthening Connections" in early 2022. The review work was reflective of the feedback from our detailed membership survey, undertaken by UK-based strategy consultants Space2BE. This resulted in refinements to the strategy, which were presented to members at a webinar in June.

The Board met in person for the first time since before the pandemic in May in Vancouver, Canada. We also had a joint meeting with the Board of Assistance Dogs International (ADI). Discussions were held to explore potential further collaboration between the two charities. Many important areas for future collaboration were identified, including access to webinars, drawing up a new Memorandum of Understanding, access to each other's conferences, and the alignment of our international standards. This active collaboration between the leading global organisations for guide and assistance dogs will facilitate the charitable objectives of both organisations and those of our respective members.

The Accreditation Committee, under challenging conditions, successfully conducted 23 remote accreditations during 2022, including accreditations for 3 new members. This robust process enabled IGDF to continue to monitor compliance with the IGDF Standards. My congratulations to the AC and the assessors who made this possible. During 2023 accreditations will once again be conducted on site as per our normal process.

The DC has continued to see demand for their services and has assisted 1 IGDF member, 22 Applicant Organisations and 9 Enquiring Organisations.

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). At least one webinar was held each month, in addition to interactive online networking events. A major review of website content was undertaken during the year and a Social Media Strategy was developed and approved for implementation during 2023.

The Education Committee continued to work closely with Guide Dogs Queensland to develop an online training platform for Guide Dog Mobility Instructors and Guide Dog Trainers. The platform underwent extensive user testing late 2022 and will be launched early 2023.

At the end of 2022 IGDF has:

- 97 Member Organisations – 33 Countries
- 5 Affiliate Organisations
- 18 Applicant Organisations
- 7 Enquiring Organisations

The Standards Committee continues to explore the risks and opportunities of becoming a formal certification body.

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. Christine Turc (France) and Karen Hayes (Australia) both made an important contribution to IGDF over many years. I would also like to thank our office hosts, Guide Dogs UK for their outstanding support.

Lastly, thanks to our professional team in the UK, 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 19 May 2023 12:42:50 BST (UTC +1)

.....
Mr W S Thornton

Date: 19 May 2023

INTERNATIONAL GUIDE DOG FEDERATION
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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022

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 2022.

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: 19 May 2023

Alexander Peal BSc (Hons) FCA DChA

James Cowper Kreston Audit
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 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	902	11,684	12,586	73,080
Charitable activities	5	95,820	-	95,820	88,710
Investments	4	22,259	43	22,302	12,194
Total income		118,981	11,727	130,708	173,984
Expenditure on:					
Charitable activities		123,669	-	123,669	125,582
Total expenditure		123,669	-	123,669	125,582
Net (losses)/gains on investments		(63,757)	-	(63,757)	29,716
Net movement in funds		(68,445)	11,727	(56,718)	78,118
Reconciliation of funds:					
Total funds brought forward		917,117	20,821	937,938	859,820
Net movement in funds		(68,445)	11,727	(56,718)	78,118
Total funds carried forward		848,672	32,548	881,220	937,938

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

The notes on pages 13 to 23 form part of these financial statements.

INTERNATIONAL GUIDE DOG FEDERATION**(A company limited by guarantee)****REGISTERED NUMBER: 02376162****BALANCE SHEET
AS AT 31 DECEMBER 2022**

	Note	2022 £	2021 £
Fixed assets			
Investments	10	578,941	620,673
Current assets			
Debtors	11	15,021	71,196
Cash at bank and in hand		293,365	254,436
		<u>308,386</u>	<u>325,632</u>
Creditors: amounts falling due within one year	12	(6,107)	(8,367)
Net current assets		<u>302,279</u>	<u>317,265</u>
Total net assets		<u><u>881,220</u></u>	<u><u>937,938</u></u>
Charity funds			
Restricted funds	13	32,548	20,821
Unrestricted funds	13	848,672	917,117
Total funds		<u><u>881,220</u></u>	<u><u>937,938</u></u>

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 19 May 2023 12:42:50 BST (UTC +1)

.....
Mr W S Thornton

Date: 19 May 2023

The notes on pages 13 to 23 form part of these financial statements.

INTERNATIONAL GUIDE DOG FEDERATION
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash used in operating activities	15	38,652	(41,801)
Cash flows from investing activities			
Dividends, interests and rents from investments		277	2
Purchase of investments		-	(300,000)
Net cash provided by/(used in) investing activities		277	(299,998)
Change in cash and cash equivalents in the year		38,929	(341,799)
Cash and cash equivalents at the beginning of the year		254,436	596,235
Cash and cash equivalents at the end of the year	16	293,365	254,436

The notes on pages 13 to 23 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 2022

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.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

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.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

INTERNATIONAL GUIDE DOG FEDERATION
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

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 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	902	11,684	12,586	3,080
Legacies	-	-	-	70,000
	<u>902</u>	<u>11,684</u>	<u>12,586</u>	<u>73,080</u>
<i>Total 2021</i>	<u>71,568</u>	<u>1,512</u>	<u>73,080</u>	

4. Investment income

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Dividends	22,025	-	22,025	12,192
Bank interest receivable	234	43	277	2
	<u>22,259</u>	<u>43</u>	<u>22,302</u>	<u>12,194</u>
<i>Total 2021</i>	<u>12,192</u>	<u>2</u>	<u>12,194</u>	

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5. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Annual subscriptions	25,710	25,710	23,135
Team fees	60,610	60,610	55,775
Assessments	9,500	9,500	9,800
	<u>95,820</u>	<u>95,820</u>	<u>88,710</u>
<i>Total 2021</i>	<u>88,710</u>	<u>88,710</u>	

6. Analysis of expenditure by activities

	Support costs 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Expenditure	<u>123,669</u>	<u>123,669</u>	<u>125,582</u>
<i>Total 2021</i>	<u>125,582</u>	<u>125,582</u>	

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6. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2022 £	Total funds 2022 £	Total funds 2021 £
Contractor fees	85,242	85,242	68,356
Assessors workshop	-	-	3,483
Insurance	2,317	2,317	2,251
Project standards	607	607	582
Collaboration	4,350	4,350	-
Board meetings	17,221	17,221	-
Assessments	111	111	10,574
Visionary - magazine	-	-	3,225
Website	3,769	3,769	4,178
Seminar	-	-	14,240
Bank charges	1,344	1,344	1,426
Office expenses	622	622	870
Staff expenses	370	370	350
Professional fees	4,614	4,614	13,239
Independent examination	3,102	3,102	2,808
	<u>123,669</u>	<u>123,669</u>	<u>125,582</u>
<i>Total 2021</i>	<u>125,582</u>	<u>125,582</u>	

7. Independent examiner's remuneration

	2022 £	2021 £
Independent examination	2,152	1,975
Fees payable to the company's independent examiner in respect of:		
Preparation of the financial statements	<u>950</u>	<u>845</u>

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8. Staff costs

	2022 £	2021 £
Wages and salaries	85,242	68,356
	<u>85,242</u>	<u>68,356</u>

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

	2022 No.	2021 No.
Employees	2	2
	<u>2</u>	<u>2</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 (2021 - £NIL).

During the year ended 31 December 2022, expenses totalling £2,287 were reimbursed or paid directly to 3 Trustees (2021 - £225 to 2 Trustees).

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10. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2022	620,673
Additions	22,025
Revaluations	(63,757)
	<hr/>
At 31 December 2022	578,941
	<hr/> <hr/>
Net book value	
At 31 December 2022	578,941
	<hr/>
At 31 December 2021	620,673
	<hr/> <hr/>

11. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	-	452
Prepayments and accrued income	15,021	70,744
	<hr/>	<hr/>
	15,021	71,196
	<hr/> <hr/>	<hr/> <hr/>

12. Creditors: Amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	6,107	8,367
	<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 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
Unrestricted funds					
General Funds	<u>917,117</u>	<u>118,981</u>	<u>(123,669)</u>	<u>(63,757)</u>	<u>848,672</u>
Restricted funds					
Derek Freeman fund	<u>20,821</u>	<u>11,727</u>	<u>-</u>	<u>-</u>	<u>32,548</u>
Total of funds	<u><u>937,938</u></u>	<u><u>130,708</u></u>	<u><u>(123,669)</u></u>	<u><u>(63,757)</u></u>	<u><u>881,220</u></u>

Statement of funds - prior year

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

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14. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Fixed asset investments	578,941	-	578,941
Current assets	275,838	32,548	308,386
Creditors due within one year	(6,107)	-	(6,107)
Total	848,672	32,548	881,220

Analysis of net assets between funds - prior 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

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

	2022 £	2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(56,718)	78,118
Adjustments for:		
(Gains)/losses on investments	63,757	(29,716)
Dividends, interests and rents from investments	(22,302)	(12,194)
Decrease/(increase) in debtors	56,175	(69,987)
Decrease in creditors	(2,260)	(8,022)
Net cash provided by/(used in) operating activities	38,652	(41,801)

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16. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	<u>293,365</u>	<u>254,436</u>

17. Analysis of changes in net debt

	At 1 January 2022 £	Cash flows £	At 31 December 2022 £
Cash at bank and in hand	<u>254,436</u>	<u>38,929</u>	<u>293,365</u>

18. Related party transactions

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