

**OTTERSPOOL ANIMAL HAVEN**  
**TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**



# OTTERSPPOOL ANIMAL HAVEN

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	D Kirkham S M Challinor A Bowes
<b>Secretary</b>	D Kirkham
<b>Treasurer</b>	S Challinor
<b>Charity number</b>	1093973
<b>Principal address</b>	14 Torquay Grove Woodsmoor Stockport Cheshire SK2 7BB
<b>Independent examiner</b>	Chadwick & Company (Manchester) Limited Chartered Accountants Statutory Auditors Capital House 272 Manchester Road Droylsden Manchester M43 6PW
<b>Bankers</b>	The Co-operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT

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# OTTERSPOOL ANIMAL HAVEN

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# OTTERSPPOOL ANIMAL HAVEN

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 30 SEPTEMBER 2021*

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The trustees present their report and financial statements for the year ended 30 September 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 and "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)"

#### **Objectives and activities**

The charity's objects are to provide veterinary care, treatment and shelter for abandoned animals and to educate the public in matters concerning animal welfare. The policies adopted in furtherance of these objects are unchanged in the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

Our homing during the last year has been relatively slow, we homed 18 cats and only 5 dogs. During lockdown, many people went out and bought dogs from breeders. We did however have two dogs in foster care where their elderly owners had been taken into care homes and there was no one available to look after their pets. These two dogs were in our care for over a year, one waiting for Social Services to make a decision on the dog and its owner and the other dog, waiting for the owner's family to come to a decision. During this time both dogs had extensive dental work carried out as we felt it was needed and that we couldn't leave them in such discomfort. Both these situations have now been resolved, where we have re homed one dog and the other has gone back to her owner.

We have had a steady flow of cats during the year. Unfortunately, some come into us that will take a long time if ever to go into a home. People tend to want young cats and friendly ones, many of the cats that come into us may have had a rough start in life and have trust issues. They eventually feel safe in our environment and can be difficult to re home. If that is the case, they will stay with us for the rest of their lives, we go to great effort and expense to make their lives happy.

#### **Financial review**

We had no fundraising fairs last year, nor did we produce a newsletter. This was because Covid restrictions changed so much we did not want to book anything until we knew it was safe to go ahead. The welfare of our volunteers and supporters is of great importance to us.

Our charity shop has been our main support financially. We have also received some legacies and commission on any Petplan insurance that is taken out when we have rehomed a pet.

Even though our movements have been restricted since the COVID-19 outbreak, our work has had to carry on, because despite being in the throes of a pandemic, animals still needed the loving care and attention which our charity has always provided.

#### **Structure, governance and management**

The registered name of the charity with the Charity Commission is Otterspool Animal Haven, number 1093973. The charity was established by a charitable trust deed on 30th September 2002.

The trustees who served during the year and up to the date of signature of the financial statements were:

D Kirkham

S M Challinor

A Bowes

The recruitment and appointment of trustees is as set out the charities constitution.

# **OTTERSPOOL ANIMAL HAVEN**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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The organisation is a small unincorporated charity set up for the welfare of animals.

The trustees' report was approved by the Board of Trustees.

**D Kirkham**

Trustee

Dated: 16 February 2022

# **OTTERSPPOOL ANIMAL HAVEN**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

### ***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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The trustees 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).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

# OTTERSPOOL ANIMAL HAVEN

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF OTTERSPOOL ANIMAL HAVEN

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I report on the financial statements of the charity for the year ended 30 September 2021, which are set out on pages 5 to 13.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

Tracey Connor BSc FCA  
Chadwick & Company (Manchester) Limited  
Chartered Accountants  
Statutory Auditors  
Capital House  
272 Manchester Road  
Droylsden  
Manchester  
M43 6PW

Dated: 17 February 2022

# OTTERSPOOL ANIMAL HAVEN

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Notes	2021 £	2020 £
<b><u>Income from:</u></b>			
Donations and legacies	2	28,490	24,296
Activities for generating funds	3	34,738	33,032
Investments	4	5,127	6,636
Government coronavirus grant		9,669	10,000
<b>Total income</b>		<u>78,024</u>	<u>73,964</u>
<b><u>Expenditure on:</u></b>			
Raising funds	5	<u>10,276</u>	<u>10,446</u>
Charitable activities	6	<u>43,330</u>	<u>51,400</u>
<b>Total resources expended</b>		<u>53,606</u>	<u>61,846</u>
Net gains/(losses) on investments	10	<u>18,921</u>	<u>(4,764)</u>
<b>Net movement in funds</b>		43,339	7,354
Fund balances at 1 October 2020		<u>349,661</u>	<u>342,307</u>
<b>Fund balances at 30 September 2021</b>		<u><u>393,000</u></u>	<u><u>349,661</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# OTTERSPPOOL ANIMAL HAVEN

## BALANCE SHEET

AS AT 30 SEPTEMBER 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	11		4,394		5,857
Investments	12		178,419		158,013
			<u>182,813</u>		<u>163,870</u>
<b>Current assets</b>					
Cash at bank and in hand		210,319		185,791	
<b>Creditors: amounts falling due within one year</b>	14	(132)		-	
Net current assets			<u>210,187</u>		<u>185,791</u>
<b>Total assets less current liabilities</b>			<u><u>393,000</u></u>		<u><u>349,661</u></u>
<b>Income funds</b>					
Unrestricted funds			<u>393,000</u>		<u>349,661</u>
			<u><u>393,000</u></u>		<u><u>349,661</u></u>

The financial statements were approved by the Trustees on 16 February 2022

D Kirkham  
Trustee

S M Challinor  
Trustee

# OTTERSPPOOL ANIMAL HAVEN

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2021

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### 1 Accounting policies

#### Charity information

Otterspool Animal Haven is a non-incorporated charity. The principal address is: 14 Torquay Grove, Woodsmoor, Stockport, Cheshire, SK2 7BB.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), and "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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

On 11 March 2020, Covid-19 was designated a pandemic by the World Health Organisation (WHO). The trustees continue to review the impact on the charity, ensuring provisions are put in place to mitigate any risk to the charity's ability to operate as a going concern. At the date of signing the financial statements, in the opinion of the trustees, Covid-19 will not impact on the charity's ability to operate as a going concern. Consequently, the charity continues to adopt the going concern basis in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

# OTTERSPOOL ANIMAL HAVEN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	10% straight line
Computers	25% reducing balance
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Donations and legacies

	2021 £	2020 £
Donations and gifts	25,491	21,571
Donated goods and services	2,999	2,725
	<u>28,490</u>	<u>24,296</u>

# OTTERSPPOOL ANIMAL HAVEN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

### 3 Activities for generating funds

	2021 £	2020 £
Fundraising events	1,000	1,196
Shop income	31,042	29,397
Sponsorships and social lotteries	605	570
Commissions received	2,091	1,869
	<hr/>	<hr/>
Activities for generating funds	34,738	33,032
	<hr/> <hr/>	<hr/> <hr/>

### 4 Investments

	2021 £	2020 £
Income from listed investments	3,531	2,985
Interest receivable	1,596	3,651
	<hr/>	<hr/>
	5,127	6,636
	<hr/> <hr/>	<hr/> <hr/>

### 5 Raising funds

	2021 £	2020 £
<u>Fundraising and publicity</u>		
Fundraising agents	-	250
	<hr/>	<hr/>
<u>Trading costs</u>		
Operating charity shops	10,276	10,196
	<hr/>	<hr/>
	10,276	10,446
	<hr/> <hr/>	<hr/> <hr/>

# OTTERSPPOOL ANIMAL HAVEN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

### 6 Charitable activities

	2021 £	2020 £
Staff costs	17,308	16,970
Depreciation and impairment	1,464	1,757
Animal food	2,019	3,685
Veterinary expenses	9,579	13,508
Other animal requirements	627	658
	<u>30,997</u>	<u>36,578</u>
Share of support costs (see note 7)	7,544	10,187
Share of governance costs (see note 7)	4,789	4,635
	<u>43,330</u>	<u>51,400</u>

### 7 Support costs

	Support costs £	Governance costs £	2021 £	2020 £
Boarding out rent and electricity	260	-	260	459
Motor expenses	3,796	-	3,796	3,015
Newsletter/leaflet printing and stationery	478	-	478	1,891
Telephone	511	-	511	562
Insurance	618	-	618	554
Repairs, maintenance and cleaning	1,881	-	1,881	3,706
Accountancy	-	320	320	320
Legal and professional	-	1,648	1,648	1,648
Sundry expenses	-	775	775	783
Investment management fees	-	2,046	2,046	1,884
	<u>7,544</u>	<u>4,789</u>	<u>12,333</u>	<u>14,822</u>
Analysed between Charitable activities	<u>7,544</u>	<u>4,789</u>	<u>12,333</u>	<u>14,822</u>

# OTTERSPOOL ANIMAL HAVEN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

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### 8 Trustees

Contracted service salary represents payments made to a trustee of the charity under an employment agreement signed on 8 April 2009 for which consent was granted by the Charity Commission in June 2009.

All payments have been made in accordance with clause 4.1 of the agreement, as amended under clause 19. Copies of the agreement can be inspected at the charity's correspondence address.

No other trustees (or any persons connected with them) received any remuneration or expenses during the year.

### 9 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	1	1
	<u>1</u>	<u>1</u>
<b>Employment costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	16,664	16,342
Other pension costs	644	628
	<u>17,308</u>	<u>16,970</u>
	<u>17,308</u>	<u>16,970</u>

### 10 Net gains/(losses) on investments

	2021 £	2020 £
Revaluation of investments	18,921	(4,764)
	<u>18,921</u>	<u>(4,764)</u>

# OTTERSPPOOL ANIMAL HAVEN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

### 11 Tangible fixed assets

	Land and buildings £	Computers £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 October 2020	5,845	1,536	8,880	16,261
At 30 September 2021	5,845	1,536	8,880	16,261
<b>Depreciation and impairment</b>				
At 1 October 2020	3,507	827	6,070	10,404
Depreciation charged in the year	584	177	702	1,463
At 30 September 2021	4,091	1,004	6,772	11,867
<b>Carrying amount</b>				
At 30 September 2021	1,754	532	2,108	4,394
At 30 September 2020	2,339	709	2,809	5,857

### 12 Fixed asset investments

	Listed investments £	Cash in portfolio	Total £
<b>Cost or valuation</b>			
At 1 October 2020	149,832	8,181	158,013
Movement in the year	17,815	2,591	20,406
At 30 September 2021	167,647	10,772	178,419
<b>Carrying amount</b>			
At 30 September 2021	167,647	10,772	178,419
At 30 September 2020	149,832	8,181	158,013

# OTTERSPPOOL ANIMAL HAVEN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

### 12 Fixed asset investments

(Continued)

Investment objective: Growth

The charity expect the portfolio to grow over a number of years through a combination of reinvesting income and capital growth.

Movement in the funds is as follows:

	2021	2020
	£	£
Dividend income	3,531	2,985
Management fees deducted	(2,046)	(1,884)
Profit/Loss on the investments	18,921	(4,764)
	<u>20,406</u>	<u>(3,663)</u>

### 13 Financial instruments

2021	2020
£	£

#### Carrying amount of financial assets

Instruments measured at fair value through profit or loss	167,647	149,832
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### 14 Creditors: amounts falling due within one year

2021	2020
£	£

Accruals and deferred income	132	-
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### 15 Retirement benefit schemes

#### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £322 (2020 - £314).