CHARITY COMMISSION
FOR ENGLAND AND WALES

# Trustees' Annual Report for the period

**From** 01/01/2021 **Period start date** **To** 31/12/ 2021 **Period end date**

**Charity name:** Lilongwe Society for the Protection and Care of Animals (UK)

**Charity registration number:** 1157171

## Objectives and Activities

| | SORP reference | |
|---|---|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | **The objects of the CIO are:**<br>To promote humane behaviour towards animals through:<br>1) The provision of appropriate care, protection, treatment and security for animals suffering from sickness, injury, maltreatment, poor circumstance or ill usage<br>2) Educating the public about animals and their care, treatment and welfare needs<br>3) Advancing education and good practice in veterinary care<br>4) The prevention and suppression of cruelty and relief of suffering among animals generally - in particular by funding and supporting the work and related programmes of the Lilongwe Society for the Protection and Care of Animals (Malawi). |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | - LSPCA UK focuses on supporting veterinary and education programmes for the benefit of animal welfare, particularly with: LSPCA Malawi (including the Centre for Animal Welfare's programmes and LSPCA's Veterinary Hospital, the only one in Malawi), Malawi's Veterinary School at Lilongwe University of Agriculture and Natural Resources (LUANAR) and the Malawi Veterinary Association.<br><br>- Donnamarie O'Connell, volunteer secretary to the LSPCA UK Board, visited Malawi in November 2021 and met with LSPCA CEO and staff to discuss ongoing support, including plans to provide additional veterinary equipment for LSPCA's veterinary hospital in 2022. LSPCA UK continued to support LSPCA in Malawi through veterinary and animal welfare guidance. |

| | | |
|---|---|---|
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | LSPCA (UK) trustees have all been provided with a copy of the Charity Commission guidance on Public Benefit and will have due regard to the guidance on public benefit when exercising any powers or duties to which the guidance is relevant. |

**Additional information (optional)**

You may choose to include further statements where relevant about:

| | SORP reference | |
|---|---|---|
| Policy on grant making | Para 1.38 | LSPCA (UK) has developed a grant making process, which includes submission of a proposal, review by all trustees and successful grantees sign grant conditions and provide reports. We will adopt the recommendations in the Charity Commission's 'Charities and Risk Management' June 2010 guidance for administering grants. |

| | | |
|---|---|---|
| Policy on social investment including program related investment | Para 1.38 | LSPCA (UK) does not currently hold, or plan to hold, any investments. |
| Contribution made by volunteers | Para 1.38 | The Secretary to the Board volunteers time to cover administrative duties. LSPCA (UK) does not plan to hire staff or recruit additional volunteers at this time. |
| Other | | |

## Achievements and Performance

| | SORP reference | |
|---|---|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | - As the COVID-19 situation eased in Malawi, LSPCA was able to continue with the majority of their activities in late 2021. LSPCA UK's grant of £9718.00 in 2021 helped the charity with additional COVID-related costs and funding shortfalls and helped them to weather a difficult financial period.<br><br>- Funding of £21793.64 provided by LSPCA UK in 2020 to launch a new 'Centre for Animal Welfare Mobile Clinic' continues to be put to good use. The mobile clinic is currently focused on treating domestic and farm animals in low-income communities, where accessing veterinary services is extremely challenging. The mobile clinic is also an excellent way to deliver simple animal welfare messages to clients and to raise the profile of LSPCA in the community. As a result, LSPCA regularly receives groups of young children who have walked with their dog to the veterinary hospital to receive treatment. Such treatment is provided free of charge.<br><br>- LSPCA UK held an AGM in August 2021 to discuss a revision to the Constitution (subsequently submitted to the CC) and also plans for further grants and fundraising in 2022. |

**Additional information (optional)**
You may choose to include further statements where relevant about:

| | | |
|---|---|---|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

## Financial Review

| | | |
|---|---|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | At the close of this period, i.e. 31st December 2021, LSPCA UK had a balance of £26480.28 |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | LSPCA has a reserves policy agreed by the Board to retain £10,000 to enable an immediate response to any emergency requests for funding from Malawi partners. The full Board agrees all requests for funding. |
| Amount of reserves held | Para 1.22 | £10,000 |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | N/A |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A |

**Additional information (optional)**

You may choose to include further statements where relevant about:

| | | |
|---|---|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

## Structure, Governance and Management

| | | |
|---|---|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | As a CIO, the trustees are the members, and a voluntary secretary to the Board handles administrative duties. An ex-officio trustee post is held by the Chair of LSPCA Malawi. Trustees are nominated by current members of the Board and are seconded during Board meetings. New trustees are agreed by the full Board. |

**Additional information (optional)**
You may choose to include further statements where relevant about:

| | | |
|---|---|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | Trustees sign a Code of Conduct and are provided with all relevant Charity Commission documents on the responsibilities of being a trustee. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

## Reference and Administrative details

| | |
|---|---|
| Charity name | Lilongwe Society for the Protection and Care of Animals (UK) |
| Other name the charity uses | LSPCA UK |
| Registered charity number | 1157171 |
| Charity's principal address | c/o Donnamarie O'Connell, Secretary to LSPCA UK Board, 22 Hazelhurst Crescent, Horsham, RH12 1XB. |

### Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|---|---|---|---|
| 1 | Adam Tjolle | Chair | | LSPCA (UK) |
| 2 | Professor Tim Gondwe | Ex-officio | | LSPCA (UK) |
| 3 | Mark Richard Palmer | Trustee | | LSPCA (UK) |
| 4 | Ruth Petricia Anne Maclean | Trustee | | LSPCA (UK) |
| 5 | Irene Robertson Bradley | Trustee | | LSPCA (UK) |
| 6 | Sandra Tjolle | Trustee | 01/01 – 01/10/21 | LSPCA (UK) |
| 7 | Keith Chandler | Trustee | 01/01 – 23/10/2021 | LSPCA (UK) |
| 8 | Jo Spiller | Trustee | 01/01 – 02/05/2021 | LSPCA (UK) |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---|---|---|
| N/A | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---|---|---|
| N/A | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## Funds held as custodian trustees on behalf of others

| | |
|---|---|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/A |

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| N/A | | |
| | | |
| | | |
| | | |

**Name of chief executive or names of senior staff members (Optional information)**

| |
|---|
| N/A |

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

## Other optional information

N/A

## Declarations

| | | |
|---|---|---|
| **The trustees declare that they have approved the trustees' report above.**<br><br>**Signed on behalf of the charity's trustees** | | |
| **Signature(s)** |  | |
| **Full name(s)** | Adam | Tjolle |
| **Position (eg Secretary, Chair, etc)** | Chair | |
| | | |
| **Date** | 31 October 2022 | |

CHARITY COMMISSION FOR ENGLAND AND WALES

| Lilongwe Society for the Protection and Care of Animals ( | 1157171 |
|---|---|

# Receipts and payments accounts

| For the period from | Period start date 1/1/2021 | To | Period end date 12/31/2021 |
|---|---|---|---|

## Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ |
|---|---|---|---|---|
| **A1 Receipts** | | | | |
| Donation | 2,220 | - | - | 2,220 |
| Bank Interest | 25 | - | - | 25 |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| ***Sub total*** *(Gross income for AR)* | 2,245 | - | - | 2,245 |
| **A2 Asset and investment sales, (see table).** | | | | |
| | - | - | - | - |
| | - | - | - | - |
| ***Sub total*** | - | - | - | - |
| ***Total receipts*** | 2,245 | - | - | 2,245 |
| **A3 Payments** | | | | |
| Emergency COVID-19 grant (staff salaries, overheads, PPE) | | - | - | - |
| Vehicles for the Community Animal Welfare Centres fieldwork( £18248.51) + vet equipment/meds/consumables (£3545.13) | | - | - | - |
| | | - | - | - |
| Bank charge | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| ***Sub total*** | - | - | - | - |
| **A4 Asset and investment purchases, (see table)** | | | | |
| N/A | - | - | - | - |
| | - | - | - | - |
| ***Sub total*** | - | - | - | - |
| ***Total payments*** | - | - | - | - |
| ***Net of receipts/(payments)*** | 2,245 | - | - | 2,245 |
| **A5 Transfers between funds** | - | - | - | - |
| **A6 Cash funds last year end** | 24,235 | - | - | 24,235 |
| ***Cash funds this year end*** | 26480 | - | - | 26,480 |

# Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ |
|---|---|---|---|
| **B1 Cash funds** | Bank Account LSPCA UK | 26,480 | - |
| | | - | - |
| | | - | - |
| | ***Total cash funds*** | 26,480 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK |

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ |
|---|---|---|---|
| **B2 Other monetary assets** | N/A | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) |
|---|---|---|---|
| **B3 Investment assets** | N/A | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) |
|---|---|---|---|
| **B4 Assets retained for the charity's own use** | N/A | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

| Categories | Details | Fund to which liability relates | Amount due (optional) |
|---|---|---|---|
| **B5 Liabilities** | N/A | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name |
|---|---|
|  | Adam Tjolle |

| | |
|---|---|
|  | Irene Bradley |

# CC16a

[redacted]

**Last year**

**to the nearest £**

| |
|---|
| |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |

| |
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| - |

| |
|---|
| 9,737 |
| 21,794 |
| |
| 19 |
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| |
| |
| 31,550 |

| |
|---|
| |
| |
| - |

| |
|---|
| 31,550 |

| |
|---|
| - 31,550 |
| - |
| 55,785 |
| 24,235 |

[redacted]

**Endowment funds**

**to nearest £**

| |
|---|
| - |
| - |
| - |
| - |

OK

**Endowment funds**

**to nearest £**

| |
|---|
| - |
| - |
| - |
| - |
| - |
| - |

**Current value (optional)**

| |
|---|
| - |
| - |
| - |
| - |
| - |

**Current value (optional)**

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|---|
| - |
| - |
| - |
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| - |
| - |
| - |
| - |
| - |

**When due (optional)**

| |
|---|
| |
| |
| |
| |
| |

Date of approval

**10/31/2022**

10/28/2022