

## Harvey's Army Trustees' Report – December 2021

The Members of the charity are its Trustees for the purpose of the Foundation Model Charitable Incorporated Organisation or CIO and who throughout this report are collectively referred to as the trustees.

Trustees who have held office since the initial charity registration on 30th June 2014:

<b>Name</b>	<b>Position</b>	<b>Appointed</b>	<b>Resigned</b>
Mrs Janina Blackburn	Chairperson	Jun 2014	Feb 2016
Mrs Karen Blackburn		Jun 2014	Nov 2015
Mrs Ann-Marie Lawrenson		Jun 2014	Jan 2016
Mrs Dawn Goulden	Chairperson (Re – Elected Nov 2016, Nov 2018, Nov 2020)	Nov 2014	
Mrs Julie Payne		Oct 2014	Nov 2015
Mrs Lorraine Tempest		Oct 2014	Jan 2016
Mrs Diane Davies	Re-elected Jan 2018, Jan2020	Jan 2016	
Ms Wendy Embisu Mulela		Jan 2016	Feb 2016
Mrs Susan Baldwin	Re-elected Feb 2018, Jan 2020	Feb 2016	

Method of appointment -

In accordance with the charities constitution all trustees shall retire from office after a period of 2 years but shall be eligible for re-election. All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the accounts. New Trustees are given a formal induction covering the charity's aims, objectives and challenges, the funding and an overview of how the charity's services and activities are carried out.

Principal address

84 Sycamore Lane  
Great Sankey  
Warrington  
WA5 1UL

Bankers: Barclays Bank plc

# Harvey's Army Trustees' Report – December 2021

## Governing document

Charitable Incorporated Organisation - Foundation Registered 30th June 2014, Registered Charity Number: 1157650.

Scottish Charity: SC045888 registered from 7<sup>th</sup> August 2015.

The charity is governed by its Constitution, which will be reviewed annually and revised when necessary in line with Charity Commission guidance and approval.

The charity is incorporated through the legal status of a Charitable Incorporated Organisation (CIO), which means if the CIO is wound up, the trustees of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## Objectives of the organisation

The principle aim of the charity is to promote humane behaviour towards animals by providing appropriate care, protection, treatment and security for animals, which are in need of care and attention by reason of sickness, maltreatment, poor circumstances or ill usage. To educate public in matters pertaining to animal welfare and the prevention of cruelty and suffering among animals and to assist and support owners search and locate lost or stolen animals. To promote micro chipping of domestic animals and to ensure owners are aware of the legal requirement regarding keeping the animals details up to date.

## Achievements, Performance and demonstration of Public Benefit

The main focus of the charity during the last 12 months has been:

- Promoting and increasing the public profile of the charity
- Continue to scan and reunite lost/found (alive or deceased) pets with their owners
- To help search for lost pets & provide equipment to help with the search and trapping of pets
- Promote responsible pet ownership.
- Raise funds to support the operation of the charity
- Maintaining a Covid safe environment for volunteers

## Harvey's Army Trustees' Report – December 2021

### Fundraising and raising the charities public profile

The Covid-19 pandemic has continued to have a significant impact on our ability to both raise both funds and promote our public profile throughout the reporting year. All our planned events had to be cancelled, obviously impacting us financially. Although the vaccine roll out continued throughout the year, the emergence of new variants (Delta & Omicron) mean that it's unlikely that we will be able to resume any kind of events fundraising before summer 2022.

Thanks to a dedicated team of volunteers the charity has raised an amazing amount of funding mainly by public donations during this year.

Volunteers and members have also taken part in raffles, online auctions and sponsored events. Membership and awareness through our social media pages have also continued to increase.

### Volunteers

Volunteers continue to be the back bone of the charity. As of 31st March 2021, we had:

359 volunteers registered with the charity carrying out various activities on the charity's behalf.

342 of these volunteers are known as a 'Scanning Volunteer' which means they have been issued with a Halo Scanner from the charity or have their own microchip scanner which is used to scan the animals in order to try and re-unite with their owners. There are many roles that volunteers undertake for the charity some of these include:

- Managing the online social media pages
- Peer support for other volunteers
- Producing posters and banners for social media
- Assisting & supporting owners in searches for their missing pets
- Scan and reunite lost and/or deceased pets
- Promoting the charity and Harvey's Mandate
- Helping with trapping/catching stray domestic animals
- Helping and supporting other groups including police, various animal rescues in the search for missing pets

As the charity continues to grow the role of volunteers will be regularly reviewed to ensure the charity continues to carry out activities that meet the overall purpose and also the volunteers get a meaningful experience from their volunteering.

## Harvey's Army Trustees' Report – December 2021

The work achieved since the charity was founded by our volunteers is truly amazing. The statistics we have captured for the period 1 April 2020 to 31 March 2021 will give an indication of how busy the volunteers have been. These figures do not include the time and effort volunteers have put in the help search for lost, missing & stolen pets.

Harvey's Army continue to work closely with local rescues, to assist with the reuniting of lost/found pets with their owners.

In pursuit of this endeavour Harvey's Army Volunteers have over the last 12 months attended 1146 found animals.

This comprised of:

Dogs - 523

Cats - 589

Others (including rabbits, ferrets, sheep) - 34

Successfully reuniting with their owners 691 animals:

Regrettably there were also 245 pets reunited who had passed away. Although it is very upsetting for both the owners and volunteers when a pet has passed away, the owner at least has some sense of closure and is not left with the uncertainty of never knowing.

The charity admin also produced 840 found/missing posters to share on social media platforms to help reunite found/missing/stolen pets with their owners.

The charity also provided 230,500 printed double-sided flyers & posters. These consisted of 195,000 A5 flyers & 35,500 A4 posters. The charity also provided 7 vinyl banners 6ft x 4ft to assist with the reunification of missing pets.

### Risk Management

The charity does not employ staff and does not own or lease premises which makes the financial risk very low, this financial resilience will undoubtedly help minimise the impact on our finances during the Covid-19 pandemic.

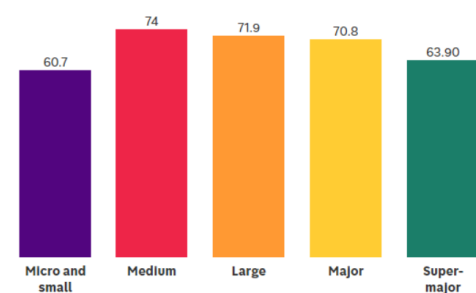
Funding and fundraising continue to be a priority to ensure the charity continues to deliver activities as set out in the constitution. The charity does and intends to continue, to purchase Public Liability Insurance and Professional Indemnity Insurance, all at appropriate levels for the charity's current and future undertakings.

# Harvey's Army Trustees' Report – December 2021

## Financial Review

The statement of financial activities provides a summary of our income and expenditure from 1st April 2020 to 31st March 2021. It should be noted that the ratio of administration cost to income has again increased this year to 15%; although a rise in the admin cost ratio was predicted in the 2019-2020 annual report in anticipation of the probable loss of some fund raising activities in 2021. When taking into consideration the loss of all planned fund raising events due to the ongoing impact of the Covid-19 pandemic, this is a good very outcome. The admin cost ratio is expected to stabilise in the 21/22 year, as the Covid-19 impact continues. However, we continue to strive to ensure that in any normal year well over 90% of the monies raised by Harvey's Army is spent directly on animal welfare activities. This is significantly higher than the charity sector average, being around 61% for charities of similar size.

Percentage of total spending that goes on charitable activities, by charity size



SOURCE: UK CIVIL SOCIETY ALMANAC

"Small and micro" charities – i.e. those with an annual income of under £100,000 – dedicated just 60 per cent of their spending to charitable activities in 2014-15.

## Financial Outlook

This year the charity has adapted its fund raising mechanisms and expenditure profile and managed to return a surplus of £1007, thus improving our financial position now holding £4237 in reserve. We have however continued the planned investment in additional rescue / reuniting equipment totalling £5651 this year.

The equipment purchased includes additional scanners, wildlife cameras, traps, night scopes and missing pet flyers/posters etc.

Going forward into the 2021 / 2022 the board again recognises that the impact of Covid-19 will significantly reduce our ability to raise funds via public events and endeavours to continue supporting animal welfare by utilising our reserves where necessary and continuing to explore other methods of fund raising, minimising administration costs and deferring planned spending where possible.

## **Harvey's Army Trustees' Report – December 2021**

### **Future Plans**

Over the next year Harvey's Army will resume major fund-raising activities when safe to do so and providing legislation allows.

We are constantly aiming to increase the number of volunteers who would like to be holders of a Halo scanner, so the charity can reunite more animals and owners.

Harvey's Army will also continue to support / promote the Kevin Cares 2018 campaign. Kevin was the Harvey's Army Mascot, who tragically passed away in January 2018 aged just 12 months, after eating a dishcloth unbeknown to his family.

We will continue to develop robust and fit for purpose policies and procedures to ensure the governance of the charity is strengthened and continues to be successful.

# Harvey's Army Trustees' Report – December 2021

## Harvey's Army

### Balance Sheet

31 March 2021

	2020 Unrestricted £	2020 Restricted £	2020 Total £
<b><u>Assets to be carried forward</u></b>			
Cash at bank and in Hand	3,229	-	3,229
<b><u>Total assets carried forward</u></b>	<b><u>4,658</u></b>	-	<b><u>4,658</u></b>
	2021 Unrestricted £	2021 Restricted £	2021 Total £
<b><u>Current Assets</u></b>			
Cash at bank and in Hand	1,007	-	1,007
<b><u>Total current asset</u></b>	<b><u>1,007</u></b>	-	<b><u>1,007</u></b>
<b><u>Current Liabilities</u></b>			
Creditors and accruals	-	-	-
Total current liabilities	-	-	-
Net current assets / (liabilities)	1,007	-	1,007
<b>Total assets less current liabilities</b>	<b><u>1,007</u></b>	-	<b><u>1,007</u></b>
Creditors: amounts falling due after one year	-	-	-
<b>Net assets (carried forward)</b>	<b><u>4,237</u></b>	-	<b><u>4,237</u></b>
Funds			
Restricted funds	-	-	-
Unrestricted funds	4,237	-	4,237
<b>Total Funds</b>	<b><u>4,237</u></b>	-	<b><u>4,237</u></b>

Approval of the accounts:

The annual report and accounts were approved at a meeting of the Trustees held on 10<sup>th</sup> November 2021.



**Dawn Goulden, on behalf of the trustees.**

# Harvey's Army Trustees' Report – December 2021

Harvey's Army

Notes to the accounts

for the period 1 April 2020 to 31 March 2021

## 1. Accounting Policies

### a. Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000).

### b. Income

Donations and legacies are accounted for when received by the charity. Other income is accounted for on an accruals basis as far as is prudent to do so.

### c. C Grants

Revenue grants are recognised in the Statement of Financial Activities on receipt, subject to any required conditions being met or services being provided. Capital grants are recognised on receipt in the Statement of Financial Activities. This policy has been adopted to give a true and fair view as recommended by the SORP.

### d. Tangible Fixed Assets

Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £250.

## 2. Expenditure on charitable activities includes the purchase of microchip scanning equipment. In the opinion of the trustees, this equipment has limited useful life & a policy of full write off of the purchase cost in the year of acquisition has been adopted.

## 3. Fund accounting

Funds held by the charity are either:

### a. Unrestricted general funds

Are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

### b. Restricted funds

Are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### c. Designated funds

Are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.



**HARVEY'S ARMY****Income & expenditure for the year ended 31 March 2021**

	<u>£</u>	<u>£</u>
<b>Income</b>		
Donations received	8,075.68	
Non cash donations	0.00	
Income from fundraising activities	<u>0.00</u>	
		8,075.68
<b>Fund raising expenses</b>		
Stall fees	150.00	
Event stock	(257.94)	
Van Hire & Fuel	0.00	
Fund raising equipment	(56.64)	
Prizes	<u>0.00</u>	
		(164.58)
<b>Administration costs</b>		
Mobile Phone Payments	0.00	
Professional Fees	(725.51)	
Sale of equipment	0.00	
Bank Charges	0.00	
Postage	(304.44)	
Insurance	(173.60)	
Other costs	<u>(48.60)</u>	
		(1,252.15)
<b>Net Income</b>		<u><u>£ 6,658.95</u></u>

	<u>£</u>	<u>£</u>
<b>Charitable expenditure</b>		
Vet Bills	0.00	
Scanning equipment	(736.80)	
Rescue equipment	(729.57)	
Rescue leaflets	(4,051.00)	
Animal support	(134.00)	
		<u>(5,651.37)</u>
<b>Total expenditure (For CC statement)</b>		
Fund raising expenses		(164.58)
Administration costs		(1,252.15)
Charitable expenditure		<u>(5,651.37)</u>
Total		<u>(7,068.10)</u>
<b>Surplus of income over expenditure</b>		1,007.58
		<u><u>£ ( 6,658.95 )</u></u>

Donations received have come from individual benefactors

Income from fundraising activities has been generated from raffles, tombolas etc held at various events

Fund raising expenses are the costs of running stalls at the fundraising events

Administration costs represent specific items paid. The charity administration relies upon the work of unpaid volunteers.

Scanning equipment is the purchase of microchip readers.

Rescue expenditure relates to contributions given to Rescue Facilities to cover "HA Rescued" animal expenses (food / medication / upkeep costs)

The cost of rescue leaflets includes the printing & distribution of leaflets & posters relating to missing pets



Harvey's Army Trustees  
C/O Dawn Goulden  
84 Sycamore Lane  
Great Sankey  
Warrington  
WA5 1UL

23<sup>rd</sup> December 2021

Dear Dawn

Harvey's Army Charity no.1157650 & Scottish Reg no. SCO45888

The capture of the accounting information done by the charity themselves was exemplary. Everything had been ticked off to the bank and inserted into Excel and Sage database(s).

From the spreadsheet, an Income Statement is produced with notes underneath to enable other users of the information to fully understand what each category contains.

Finally, a bank reconciliation has been completed which utilises the opening and closing bank balances. The reconciliation balances and the surplus match the Income Statement for the year ended 31/03/21.

In addition, we checked that a sample of the items on the bank statements had been inputted correctly to produce the reports, as this is where errors would most likely occur. We did not find any errors during this review process for the year ended 31/03/21.

If you have any further queries, will you please contact us directly in the first instance.

Yours faithfully

Paul M Harnedy ACMA CGMA BA (Hons)  
For and on behalf of Accurate Tax & Accounting Solutions