

# Harvey's Army Trustees' Report December 2022





## Harvey's Army Trustees' Report – December 2022

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 February 2016:

Name	Position	Appointed	Resigned
Mrs Dawn Goulden	Chairperson (Re – Elected Nov 2016, Nov 2018, Nov 2020, Nov 2022)	Nov 2014	
Mrs Diane Davies	Re-elected Jan 2018, Jan 2020, Jan 2022	Jan 2016	
Mrs Susan Baldwin	Re-elected Feb 2018, Jan 2020, Jan 2022	Feb 2016	

### Method of appointing Trustees –

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.

Charitable Incorporated Organisation - Foundation Registered 30<sup>th</sup> June 2014, **Registered Charity Number: 1157650.**

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

Principal address: 84 Sycamore Lane  
Great Sankey  
Warrington  
WA5 1UL



## **Harvey's Army Trustees' Report – December 2022**

### **Organisational Objectives:**

- Promote humane behaviour towards animals by proving 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.
- 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 (Previous 12 months of operation):**

- HA volunteers continued to scan and reunite lost/found (alive or deceased) pets with their owners.
- HA volunteers continued to help search for lost pets & provide equipment to help with the search and trapping of pets.
- HA volunteers continued to promote responsible pet ownership and animal welfare through example and education.
- HA volunteers have continued to be successful in a wide range of fund raising activities, which have again supported the ongoing operation of our 100% volunteer based charitable activities.



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### Fundraising:

- Although the public event element of our fund raising portfolio was decimated by the effect of the pandemic and has not yet recovered, some early shoots of recovery were evident in the summer of this year.
- The ongoing development of our diverse fund raising portfolio, has ensured that we continue to be able to deliver on our organisational objectives.
- Going forward it's essential that we maintain these multiple funding levers in order to ensure that if the income stream from external events be removed again, that we can maintain our ability to help pets and their owners. We are always looking for new ideas!

### Risk Management:

- The charity does not employ staff and does not own premises, ensuring our financial risk remains low.
- 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.



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### Volunteers:

- Volunteers continue to be the back bone of the charity. As of 31st March 2022, we had:

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

354 of these volunteers are known as a 'Scanning Volunteer' who use electronic microchip scanners to scan the animals, this is a key part of the process in re-uniting the animal with their owner!

- 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
- The roles undertaken by volunteers are regularly reviewed to ensure the charity continues to focus on the activities that help us to continue to meet our organisational objectives and also that our volunteers continue to feel valued from their volunteering experience.



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### Reuniting of Lost & Found Pets:

- In pursuit of this endeavour Harvey's Army Volunteers during the period 01/04/21 – 31/03/22 have attended 1031 found animals.  
This comprised of:  
Dogs - 358  
Cats - 645  
Others - 28 (includes Rabbits, Ferrets, Sheep etc.)
- Successfully reuniting with their owners 613 animals
- Regrettably there were also 288 pets reunited who had passed away. Although very upsetting for both the owners and volunteers, the owner at least has some sense of closure and is not left with the uncertainty of never knowing.
- We also produced 650 found/missing posters to share on social media platforms and had printed 139,000 double-sided flyers & posters, to help reunite found/missing/stolen pets with their owners.



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### Finance:

- The statement of financial activities provides a summary of our income and expenditure from 1st April 2021 to 31st March 2022. We are pleased to report that the ratio of administration cost to income has reduced from our 15% high last reporting year to just over 11% this reporting year, although we still strive to operate at an admin cost ratio of approximately 10% which will ensure 90% of the monies raised by Harvey's Army are spent directly on animal welfare activities.
- This year the charity has continued to adapt its fund raising mechanisms and manage its expenditure with caution, in response to the continued fund raising pressures resultant of the Covid-19 pandemic. We are returning a surplus of £3016, thus improving our financial position and are now holding £7400 in reserve. We have however continued the planned investment in additional rescue / reuniting equipment totalling £3650 this year. The equipment purchased includes additional scanners, wildlife cameras, traps, night scopes and missing pet flyers/posters etc.
- Going forward into the 2022/2023 the board recognises that both the tail of Covid-19 pandemic and the current cost of living crisis may well continue to impact on our ability to raise funds via public events. However we remain confident due to the hard work in diversifying our income streams, that we are much less reliant on this funding source to deliver our objectives and that our resultant financial position will remain robust.



	2021 Unrestricted	2021 Restricted	2021 Total
Assets to be carried forward	£	£	£
Cash at bank and in Hand	4,237	-	4,237
Total assets carried forward	<u>4,237</u>	-	<u>4,237</u>
	2022 Unrestricted	2022 Restricted	2022 Total
Current Assets	£	£	£
Cash at bank and in Hand	3,016	-	3,016
Total current asset	3,016	-	3,016
Current Liabilities			
Creditors and accruals	-	-	-
Total current liabilities	-	-	-
Net current assets / (liabilities)	3,016	-	3,016
Total assets less current liabilities	<u>3,016</u>	-	<u>3,016</u>
Creditors: amounts falling due after one year	-	-	-
Net assets (carried forward)	<u>7,253</u>	-	<u>7,253</u>
Funds			
Restricted funds	-	-	-
Unrestricted funds	7,253	-	7,253
Total Funds	<u>7,253</u>	-	<u>7,253</u>

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.

Approval of the accounts:  
The annual report and accounts were approved at a meeting of the Trustees held on 19<sup>th</sup> November 2022.

  
Dawn Goulden, on behalf of the trustees.





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### Future Plans:

- Over the next year Harvey's Army will continue to ramp up major public event fund raising activities.
- We continue to aim to increase the number of scanning volunteers, helping the charity to reunite more animals and owners.
- Harvey's Army will 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 (unknown 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  
C/O Dawn Goulden  
84 Sycamore Lane  
Great Sankey  
Warrington  
WA5 1UL

16<sup>th</sup> December 2022

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 31/03/22.

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 31/03/22.

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

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**HARVEY'S ARMY****Income & expenditure for the year ended 31 March 2022**

	<u>£</u>	<u>£</u>
<b>Income</b>		
Donations received	7,264.37	
Non cash donations	0.00	
Income from fundraising activities	<u>1,349.20</u>	
		8,613.57
<b>Fund raising expenses</b>		
Stall fees	(15.00)	
Event stock	(39.56)	
Storage Fees	(722.17)	
Van Hire & Fuel	0.00	
Fund raising equipment	(108.85)	
Prizes	<u>(90.18)</u>	
		(975.76)
<b>Administration costs</b>		
Mobile Phone Payments	0.00	
Professional Fees	(422.00)	
Sale of equipment	0.00	
Bank Charges	0.00	
Postage	(221.70)	
Insurance	(159.04)	
Other costs	<u>(168.67)</u>	
		(971.41)
<b>Net Income</b>		<u><u>£ 6,666.40</u></u>

	<u>£</u>	<u>£</u>
<b>Charitable expenditure</b>		
Vet Bills	0.00	
Scanning equipment	(736.80)	
Rescue equipment	(52.99)	
Rescue leaflets	(2,717.00)	
Animal support	(143.49)	
		<u>(3,650.28)</u>
<b>Total expenditure (For CC statement)</b>		
Fund raising expenses		(975.76)
Administration costs		(971.41)
Charitable expenditure		<u>(3,650.28)</u>
Total		<u>(5,597.45)</u>
<b>Surplus of income over expenditure</b>		3,016.12
		<u><u>£ ( 6,666.40 )</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