

Harvey's Army Trustees' Report December 2023





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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 30th June 2014, **Registered Charity Number: 1157650.**

Scottish Charity: SC045888 registered from 7th August 2015.

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



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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:

- During 2022/2023 the number of fund raising public events continued to increase and will hopefully recover to the pre-pandemic level of event income over the next 1-2 years.
- 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 2023, we had:

381 volunteers registered with the charity carrying our various activities on the charity's behalf.
346 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 01/04/22 – 31/03/23 have attended 978 found animals.
This comprised of:
Dogs - 293
Cats - 651
Others - 34 (includes rabbits, ferrets, sheep, horses etc.)
- Successfully reuniting with their owners 526 animals.
- Regrettably of the reunited pets there were 319 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 889 found/missing posters to share on social media platforms and had printed 47,800 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 2022 to 31st March 2023. We are pleased to report that the ratio of administration cost to income has continued to reduce from our 15% high in the 2020/2021 reporting year, to just over 11% in 2021/2022 and to 10.4% this reporting year. 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 embed more diverse fund raising mechanisms and as a result is able to manage its expenditure with more certainty, despite continued fund raising pressures. Our more stable financial position has continued to support the planned investment in additional rescue / reuniting equipment totalling ~£7700 this year. The equipment purchased includes additional scanners, wildlife cameras, traps, thermal imagers and missing pet flyers/posters etc. This year we are returning an overall deficit of £2071, which has resulted in reducing our financial reserves to ~£5K, a level at which the Trustees are comfortable going forward with, as risk to income is much reduced compared to recent years and reserves are now around those of pre-pandemic levels.
- Going forward into the 2023/2024 the board recognises that the current cost of living crisis may well continue to impact on our ability to raise funds via public events. However we are confident that our hard work in diversifying income streams will continue to support us in delivering our objectives and that our resultant financial position will remain robust.



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Balance Sheet: 31 March 2023

	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total
Assets to be carried forward	£	£	£
Cash at bank and in Hand	7,253	-	7,253
Total assets carried forward	<u>7,253</u>	-	<u>7,253</u>
	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total
Current Assets	£	£	£
Cash at bank and in Hand	(2,071)	-	(2,071)
Total current asset	(2,071)	-	(2,071)
Current Liabilities			
Creditors and accruals	-	-	-
Total current liabilities	-	-	-
Net current assets / (liabilities)	(2,071)	-	(2,071)
Total assets less current liabilities	<u>(2,071)</u>	-	<u>(2,071)</u>
Creditors: amounts falling due after one year	-	-	-
Net assets (carried forward)	<u>5,181</u>	-	<u>5,181</u>
Funds			
Restricted funds	-	-	-
Unrestricted funds	5,181	-	5,181
Total Funds	<u>5,181</u>	-	<u>5,181</u>

Notes to the accounts
for the period 1 April 2022 to 31 March 2023

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.

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

Approval of the accounts:
The annual report and accounts were approved at a meeting of the Trustees held on 10th October 2023.

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.
- We will continue to increase the rescue/search equipment in order to help locate missing pets.
- 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**Income & expenditure for the year ended 31 March 2023**

	<u>£</u>	<u>£</u>
Income		
Donations received	5,273.27	
Non cash donations	0.00	
Income from fundraising activities	<u>3,886.37</u>	
		9,159.64
Fund raising expenses		
Stall fees	(410.00)	
Event stock	(1,127.64)	
Storage Fees	(992.00)	
Van Hire & Fuel	0.00	
Fund raising equipment	0.00	
Prizes	<u>0.00</u>	
		(2,529.64)
Administration costs		
Mobile Phone Payments	0.00	
Professional Fees	(617.71)	
Sale of equipment	0.00	
Bank Charges	0.00	
Postage	(120.00)	
Insurance	(173.95)	
Other costs	<u>(37.31)</u>	
		(948.97)
Net Income		<u><u>£ 5,681.03</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.

	<u>£</u>	<u>£</u>
Charitable expenditure		
Vet Bills	(45.56)	
Scanning equipment	(517.20)	
Rescue equipment	(5,852.83)	
Posters/Flyers	(1,337.00)	
Animal support	0.00	
		<u>(7,752.59)</u>
Total expenditure (For CC statement)		
Fund raising expenses		(2,529.64)
Administration costs		(948.97)
Charitable expenditure		<u>(7,752.59)</u>
Total		<u>(11,231.20)</u>
Deficit of income over expenditure		<u><u>(2,071.56)</u></u>

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

24th October 2023

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 31/03/23.

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 31/03/23.

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