

Charity Registration No. 1164904

**THE GIVE A DUCK FOUNDATION**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2020**

# THE GIVE A DUCK FOUNDATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	Mr A Phillips (Chair) Mrs E Hawkhead Mrs H Holmes Mrs K Phillips Mr CJ Burton Mr C Hawkhead
Charity number	1164904
Independent Examiner	Suzanne Clarke FCCA
Public Address	3 Field View Oulton Leeds West Yorkshire LS26 8FU

# THE GIVE A DUCK FOUNDATION

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# THE GIVE A DUCK FOUNDATION

## TRUSTEES' ANNUAL REPORT

### ***FOR THE PERIOD ENDED 30 NOVEMBER 2020***

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The Trustees present their report and financial statements for the period ended 30 November 2020.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements 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 published on 1 January 2019.

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

The Give A Duck Foundation was constituted under a trust deed date 17 December 2015. It is a registered charity, number 1164904.

The Trustees who served during the period were:

Mr A Phillips (Chair)  
Mrs E Hawkhead  
Mrs H Holmes  
Mrs K Phillips  
Mr CJ Burton  
Mr C Hawkhead

#### **Objectives and activities**

The Give A Duck Foundation's objects are to relieve the needs and assist in the rehabilitation of children with cancer in the UK by the provision of proven effective tools for education and play to help support them through their treatment and to help alleviate anxiety

#### **Risk Management**

The Trustees have assessed the major risks to which The Give A Duck Foundation is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Achievements and performance**

The trustees are satisfied with the financial results of the charity for the period.

#### **Financial review**

The reserves show a total of £55,626 at 30 November 2020. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue The Give A Duck Foundation's current activities while consideration is given to ways in which additional funds may be raised.

# THE GIVE A DUCK FOUNDATION

## TRUSTEES' REPORT (CONTINUED)

***FOR THE PERIOD ENDED 30 NOVEMBER 2020***

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### **Independent Examiner**

A resolution proposing that Suzanne Clarke FCCA be reappointed as Independent Examiner of the company will be put to the members.

On behalf of the board of Trustees

Mr A Phillips  
Chair  
Dated: 7 July 2021

# **THE GIVE A DUCK FOUNDATION**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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The Trustees are responsible for preparing the Trustees' Report and the financial statements which give a true and fair view of the affairs of the charity and of its financial activities for that period.

In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether the policies followed are in accordance with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity. 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.

# THE GIVE A DUCK FOUNDATION

## INDEPENDENT EXAMINER'S' REPORT

### TO THE TRUSTEES OF THE GIVE A DUCK FOUNDATION

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I report on the financial statements of the company for the period ended 30 November 2020, which are set out on pages 6 to 11.

#### **Respective responsibilities of trustees and examiner**

The charity trustees are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

# THE GIVE A DUCK FOUNDATION

## INDEPENDENT EXAMINER'S' REPORT (CONTINUED)

### TO THE TRUSTEES OF THE GIVE A DUCK FOUNDATION

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#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Suzanne Clarke FCCA  
77 Kilpin Hill Lane  
Dewsbury  
West Yorkshire  
WF13 4BS

Date: 7 July 2021



# THE GIVE A DUCK FOUNDATION

## CHARITY STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE PERIOD ENDED 30 NOVEMBER 2020**

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b><u>Incoming resources</u></b>					
Donations and legacies	2	354	-	354	914
Charitable activities	3	28,481	-	28,481	17,614
Other trading activities	4	157	-	157	7,186
Total incoming resources		28,992	-	28,992	25,714
<b><u>Resources expended</u></b>					
Charitable activities	5	25,076	-	25,076	24,084
Raising funds	6	33,994	-	33,994	7,746
Support costs	7	6,736	-	6,736	1,444
Total resources expended		65,806	-	65,806	33,274
Net income for the period/ Net movement in funds		(36,814)	-	(36,814)	(7,560)
Total funds brought forward		92,440	-	92,440	100,000
<b>Total funds carried forward</b>		<b>55,626</b>	<b>-</b>	<b>55,626</b>	<b>92,440</b>

All income and expenditure derive from continuing activities

All gains and losses recognised in the period are included above.

# THE GIVE A DUCK FOUNDATION

## BALANCE SHEET

**AS AT 30 NOVEMBER 2020**

		2020		2019	
	Note	£	£	£	£
<b>Fixed assets</b>	<b>8</b>	1,801		-	
<b>Current assets</b>					
Cash at bank and in hand		38,227		63,096	
Stock	<b>9</b>	15,598		29,344	
		<u>53,825</u>		<u>92,440</u>	
Creditors: amounts falling due within one year		<u>-</u>		<u>-</u>	
Net current assets			<u>53,825</u>		<u>92,440</u>
<b>Total assets less current liabilities</b>			<u><b>55,626</b></u>		<u><b>92,440</b></u>
<b>Income funds</b>					
Restricted funds			-		-
Unrestricted funds			<u>55,626</u>		<u>92,440</u>
<b>Total funds</b>	<b>10</b>		<u><b>55,626</b></u>		<u><b>92,440</b></u>

The financial statements were approved by the Trustees and authorised for issue on 7 July 2021 and are signed on their behalf by:

Mr A Phillips  
(Chair)

# THE GIVE A DUCK FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE PERIOD ENDED 30 NOVEMBER 2020**

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### **1 Accounting policies**

#### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 1 January 2019 and the Charities Act 2011.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern

#### **1.2 Adoption of Charities SORP (FRS 102)**

The charity has adopted the SORP (FRS 102) in the financial statements for the period ended 30 November 2020.

#### **1.3 Incoming resources**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations are recognised once received. In the event that a donation is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank

#### **1.4 Resources expended**

Expenditure is recognised as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings

#### **1.5 Fund accounting**

Unrestricted funds - general funds are available for the use at the discretion of the Trustees in furtherance of the general objectives of the charity

Restricted funds - restricted funds arise where there is a donor imposed restriction for the use of the funds or where their use is respected to a specific purpose

#### **1.6 Taxation**

The charity is exempt within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore meets the definition of a charity for UK corporation tax purposes.

# THE GIVE A DUCK FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE PERIOD ENDED 30 NOVEMBER 2020

#### 2 Income from donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Donations and legacies	354	-	354	914

#### 3 Incoming from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Fund raising	19,961	-	19,961	11,408
Just Giving	8,520	-	8,520	6,206
	28,481	-	28,481	17,164

#### 4 Incoming from other trading activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Duck sales	157		157	7,186

#### 5 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Website costs	-	-	-	4,645
Miscellaneous items	1,122	-	1,122	845
Memorabilia	-	-	-	-
Consultancy fees	23,954	-	23,954	18,594
	25,076	-	25,076	24,084

# THE GIVE A DUCK FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE PERIOD ENDED 30 NOVEMBER 2020**

### 6 Expenditure on raising funds

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Purchases	16,623	-	16,623	31,952
Opening stock	29,344	-	29,344	-
Closing stock	(15,598)	-	(15,598)	(29,344)
Distribution costs	-	-	-	1,719
Fund raising expenses	3,625	-	3,625	3,419
	<u>33,994</u>	<u>-</u>	<u>33,994</u>	<u>7,746</u>

### 7 Support costs

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Bank charges	-	-	-	25
Software costs	5,801	-	5,801	1,419
Sundry	335	-	335	-
Depreciation	600	-	600	-
	<u>6,736</u>	<u>-</u>	<u>6,736</u>	<u>1,444</u>

### 8 Fixed assets

	2020 £	2019 £
Cost brought forward	-	-
Additions	2,401	-
Cost carried forward	<u>2,401</u>	<u>-</u>
Depreciation brought forward	-	-
Depreciation charge	600	-
Depreciation carried forward	<u>600</u>	<u>-</u>
NBV brought forward	-	-
NBV carried forward	<u>1,801</u>	<u>-</u>

### 9 Stock

	2020 £	2019 £
Ducks and merchandise	<u>15,598</u>	<u>29,344</u>

# THE GIVE A DUCK FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### *FOR THE PERIOD ENDED 30 NOVEMBER 2020*

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#### 10 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Fund balances at 30 November 2020 are represented by				
Current assets	55,626	-	55,626	92,440
	55,626	-	55,626	92,440

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