

**ST FRANCIS ANIMAL WELFARE**

***(REGISTERED NUMBER : 1166590)***

**TRUSTEES REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

## ST FRANCIS ANIMAL WELFARE

### CHARITY INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2020

Charity name	St Francis Animal Welfare
Registered charity no.	1166590
Principal address	St Francis Animal Welfare Centre Sunny Side Mortimers Lane Fair Oak Eastleigh SO50 7EA

The following trustees served during the year:

Ms A Lodge	Mr J Good
Mrs D Hewitt	Mr G Pragnell
Mrs B Morris	Mrs B Edsforth
Mr A Hoskins	

Independent examiners	Knight Goodhead Ltd 7 Bournemouth Road Chandler's Ford, Eastleigh Hampshire SO53 3DA
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Bankers	Natwest Plc 23 Brunswick Place Portswood Southampton SO15 2AQ
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BlackRock Investment Management (UK) Limited  
12 Throgmorton Avenue  
London  
EC2N 2DL

## **ST FRANCIS ANIMAL WELFARE**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020**

The trustees present their report and accounts for the year ended 30 September 2020.

This is the continued period of the new Charitable Incorporated Organisation (CIO), which was registered with the Charity Commission in England and Wales on 18 April 2016. The CIO was dormant until 1 December 2016 when the activity and assets were transferred from its predecessor unincorporated charity St Francis Animal Welfare Group (Charity number: 263172).

The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's constitution of rules and bye-laws dated 1955, as amended March 2005 and "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102.

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

The predecessor charity St Francis Animal Welfare Group was started in 1953 to provide shelter and care for a variety of animals, mainly domestic pets, which needed re-homing. After fundraising, the first shelter was opened in Horton Heath. Subsequently moving to purpose built premises just outside Fair Oak over twenty years ago, the shelter caters for a wider range of animals including some long term residents who are unsuitable for re-homing, though foster homes are increasingly sought. The new CIO took on the assets and activity of the charity as from 1 December 2016.

The following trustees served during the year:

Ms A Lodge	Mr J Good
Mrs D Hewitt	Mr G Pragnell
Mrs B Morris	Mrs B Edsforth
Mr A Hoskins	

New trustees are appointed when appropriate. Suitable candidates are considered on the basis of their skills and experience. New trustees have the opportunity of reviewing appropriate documents, including accounts, as part of the induction process.

As part of their ongoing responsibilities the Trustees have assessed the major risks affecting the charity and are continuing to implement and review policies to mitigate those risks.

#### **Objectives and activities**

The charity's objects are the furtherance of animal welfare for public benefit in the locality, principally southern Hampshire, by the maintenance of a shelter (animal rescue home) for the benefit of needy animals and the provision of other rescue, rehabilitation and support services for such animals.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

## **ST FRANCIS ANIMAL WELFARE**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020**

#### **Achievements and performance**

The trustees are pleased to report another year in profit, largely due to legacy income and some substantial donations. We continue to have a greater presence on social media and believe this has influenced the increase in legacies and donations which are such a vital part of our income. The Trustees are always looking for fresh ideas to fundraise and Facebook auctions have proved very popular. The Open Days & Dog Show have been very successful in recent years but all had to be cancelled due to uncertainties around covid-19. Staff and volunteers worked on alternatives such as on-line raffles, which did well. Due to covid, the shelter also had to be closed for part of the year in lockdown, dealing with emergencies only, which reduced adoption income, and some staff were furloughed. Lockdown meant the AGM was held late, under the Charity Commission's covid arrangements, by zoom.

Trustees continue to work to maintain good governance and increase fundraising but the charity still lacks a full complement of trustees, recruiting suitable people has proved difficult as for many charities.


The Committee who were elected at the 2020 AGM are dedicated to the continued successful running of St Francis Animal Welfare.

#### **Financial review and reserves**

The charity had a surplus of £30,799 for the year. Total reserves at the balance sheet date were £835,320, including freehold property with a book value of £531,821. In the opinion of the trustees the charity has a healthy balance sheet and is well placed to continue to meet its charitable objects.

This report has been prepared in accordance with the governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities applying FRS102.'

Signed on behalf of the board of trustees on .....01/06/2021



Ms A Lodge  
Trustee

## **ST FRANCIS ANIMAL WELFARE**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2019**

#### **Trustees responsibilities**

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepared the accounts 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 and enable them to ensure that the accounts comply with the Charity Act 2011. 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.

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST FRANCIS ANIMAL WELFARE

I report to the trustees on my examination of the accounts of St Francis Animal Welfare for the year ended 30 September 2020 set out on pages 6 to 14.

### RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act').

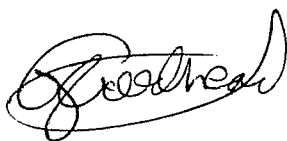
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



CJ GOODHEAD FCA  
Knight Goodhead Limited  
Chartered Accountants

7 June 2021

7 Bournemouth Road  
Chandler's Ford, Eastleigh  
Hampshire SO53 3DA

# ST FRANCIS ANIMAL WELFARE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>INCOME</b>					
Donations		78,598	-	78,598	24,502
Adoptions		2,719	-	2,719	4,508
Fundraising		4,827	-	4,827	9,045
Membership fees		340	-	340	257
Legacies		74,664	-	74,664	5,015
Sales and other income		15,846	-	15,846	7,998
Commissions received		436	-	436	826
Investment income		3,020	-	3,020	3,694
Government grants		1,500	4,014	5,514	-
<b>TOTAL INCOME</b>		<b>181,950</b>	<b>4,014</b>	<b>185,964</b>	<b>55,845</b>
<b>EXPENDITURE</b>					
Direct expenditure	4	23,835	1,334	25,169	39,490
Charitable activities	4	107,432	4,014	111,446	113,237
<b>TOTAL EXPENDITURE</b>		<b>131,267</b>	<b>5,348</b>	<b>136,615</b>	<b>152,727</b>
Net (loss)/gains on revaluation	7	(18,550)	-	(18,550)	8,923
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>32,133</b>	<b>(1,334)</b>	<b>30,799</b>	<b>(87,959)</b>
TOTAL FUND BALANCES BROUGHT FORWARD		802,279	2,242	804,521	892,480
<b>TOTAL FUND BALANCES CARRIED FORWARD</b>		<b>834,412</b>	<b>908</b>	<b>835,320</b>	<b>804,521</b>

# ST FRANCIS ANIMAL WELFARE

## COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2019

	Unrestricted funds £	Restricted funds £	2019 Total funds £
<b>INCOME</b>			
Donations	24,502	-	24,502
Adoptions	4,508	-	4,508
Fundraising	9,045	-	9,045
Membership fees	257	-	257
Legacies	5,015	-	5,015
Sales and other income	7,998	-	7,998
Commissions received	826	-	826
Investment income	3,694	-	3,694
<b>TOTAL INCOME</b>	<b>55,845</b>	<b>-</b>	<b>55,845</b>
<b>EXPENDITURE</b>			
Direct expenditure	38,741	749	39,490
Charitable activities	113,237	-	113,237
<b>TOTAL EXPENDITURE</b>	<b>151,978</b>	<b>749</b>	<b>152,727</b>
Net gains on revaluation	8,923	-	8,923
<b>NET EXPENDITURE FOR THE PERIOD</b>	<b>(87,210)</b>	<b>(749)</b>	<b>(87,959)</b>
TOTAL FUND BALANCES BROUGHT FORWARD	889,489	2,991	892,480
<b>TOTAL FUND BALANCES CARRIED FORWARD</b>	<b>802,279</b>	<b>2,242</b>	<b>804,521</b>



# ST FRANCIS ANIMAL WELFARE

## BALANCE SHEET AT 30 SEPTEMBER 2020

			2020	2019
	Notes	£	£	£
FIXED ASSETS				
Tangible assets	5		534,674	540,698
CURRENT ASSETS				
Debtors	6	6,319		4,807
Investments	7	194,994		238,544
Cash at bank and in hand		106,405		26,264
		<u>307,718</u>		<u>269,615</u>
CREDITORS: amounts falling due within less than one year	8	<u>(7,072)</u>		<u>(5,792)</u>
NET CURRENT ASSETS			300,646	263,823
NET ASSETS			<u>835,320</u>	<u>804,521</u>
FUNDS				
General reserves	9	281,499		225,444
Designated reserves	9	531,821		537,193
Revaluation reserves	9	21,092		39,642
Restricted funds	10	908		2,242
TOTAL FUNDS	11		<u>835,320</u>	<u>804,521</u>

Approved by the Trustees on 01/06/2021  
and signed on their behalf by



B Morris  
Trustee

# ST FRANCIS ANIMAL WELFARE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2020

### 1 ACCOUNTING POLICIES

#### (a) Accounting convention

The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)).

The charity meets the definition of the public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

#### (b) Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the trustees for specific purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

#### (c) Income

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacies are received by way of donations, legacies and gifts and are included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Income is deferred when, at the end of an accounting period, they have been received but the charity has yet to become unconditionally entitled to them.

#### (d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Costs are apportioned in line with the income received from that source during the period.

Charitable activities expenditure comprises of those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

## ST FRANCIS ANIMAL WELFARE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)

#### 1 ACCOUNTING POLICIES (continued)

##### (e) Fixed assets

Fixed assets are capitalised for ongoing use within the charity, where the individual cost of the asset exceeds £100. They are stated at historical cost (less depreciation) with the exception of freehold property which was revalued in 2008.

Depreciation is provided on fixed assets to spread the cost over the estimated useful lives of the relevant assets at the following rates:

Freehold property	1% Reducing balance
Plant and machinery	15% Reducing balance
Fixtures and fittings	15% Reducing balance
Computer equipment	33% Straight line

##### (f) Investments

Investments are stated at their market valuation with the movement in the carrying value being recognised in the statement of financial activities.

##### (g) Pensions costs

Contributions in respect of the company's defined contribution scheme are charged to the Statement of Financial Activities for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

#### 2 LEGAL STATUS

The charity is a Charitable Incorporated Organisation (CIO) and was registered on 18 April 2016 with the Charity Commission in England and Wales. The charity previously operated (until 30 November 2016) as an unincorporated charity St Francis Animal Welfare Group (charity number: 263172), which was registered on 22 November 1971. The assets of the old charity were transferred to the new CIO on 1 December 2016.

The registered office of the charity is St. Francis Animal Welfare Centre, Sunny Side, Mortimers Lane, Fair Oak, Eastleigh, SO50 7EA.

#### 3 STAFF COSTS

	2020 £	2019 £
Wages and salaries	73,198	77,934
Social security costs	738	244
Pension	1,573	1,097
	<u>75,509</u>	<u>79,275</u>

The average number of staff employed during the period was 7 (2019: 5). No employee received emoluments of £60,000 or more during this or the prior period.

## ST FRANCIS ANIMAL WELFARE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)

#### 3 STAFF COSTS (continued)

No trustees received any emoluments or were reimbursed for expenditure incurred on behalf of the charity during this or the prior period. The trustees represent the key management personnel of the charity.

At the balance sheet date there were outstanding pension contributions payable of £106 (2019: £284). Total pension contributions of £1,573 (2019: £1,097) were paid by the charity and are included in the SOFA.

#### 4 EXPENDITURE

		Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>DIRECT EXPENDITURE</b>					
Purchases of Feed		5,871	-	5,871	6,529
Purchases of Veterinary/ Farrier Services		17,334	1,334	18,668	30,170
Miscellaneous Purchases		165	-	165	705
Advertising and Fundraising Expenses		465	-	465	2,086
		<u>23,835</u>	<u>1,334</u>	<u>25,169</u>	<u>39,490</u>
<b>CHARITABLE ACTIVITIES EXPENDITURE</b>					
Staff Salaries	(note 3)	69,283	3,915	73,198	77,934
Employers NI	(note 3)	738	-	738	244
Employers Pension	(note 3)	1,474	99	1,573	1,097
Rent, Rates and Refuse		6,771	-	6,771	5,746
Light and Heat		7,223	-	7,223	6,867
Motoring Costs		3,012	-	3,012	2,201
Publicity and Printing		-	-	-	145
Premises Expenses		539	-	539	1,310
Postage, Stationery and Admin Sundries		420	-	420	255
Telephones		1,594	-	1,594	1,929
Computer Repairs and Fees		554	-	554	504
Equipment Maintenance		3,832	-	3,832	2,208
Cleaning Cost		591	-	591	567
Insurance		2,506	-	2,506	3,247
Bank and Credit Card Charges		642	-	642	700
Accountancy and examination fees		1,955	-	1,955	1,705
Property repairs and fencing		274	-	274	355
Depreciation		6,024	-	6,024	6,223
		<u>107,432</u>	<u>4,014</u>	<u>111,446</u>	<u>113,237</u>

Included within accountancy and examination fees above are amounts due to the independent examiners in relation to independent examination of £1,200. Also included is £755 for other work.

## ST FRANCIS ANIMAL WELFARE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)

#### 5 TANGIBLE ASSETS

	Freehold Property £	Furniture & Equipment £	Total £
<b>COST</b>			
At 1 October 2019	552,706	5,610	558,316
Additions	-	-	-
At 30 September 2020	<u>552,706</u>	<u>5,610</u>	<u>558,316</u>
<b>DEPRECIATION</b>			
At 1 October 2019	15,513	2,105	17,618
Charge	5,372	652	6,024
At 30 September 2020	<u>20,885</u>	<u>2,757</u>	<u>23,642</u>
<b>NET BOOK VALUE</b>			
At beginning of year	537,193	3,505	540,698
At end of year	<u>531,821</u>	<u>2,853</u>	<u>534,674</u>

The freehold property was professionally valued at £600,000 in November 2008 by Primmer Olds Chartered Surveyors. Book value on transfer from the predecessor charity on 1 December 2016 was £552,706.

#### 6 DEBTORS

	2020 £	2019 £
Prepayments and accrued income	4,101	2,949
Other taxation and social security	2,218	1,858
	<u>6,319</u>	<u>4,807</u>

#### 7 INVESTMENTS

	2020 £	2019 £
Investment income funds	169,994	213,544
National Savings	25,000	25,000
	<u>194,994</u>	<u>238,544</u>

#### *Movement on investments in the year:*

Capital funds invested	-	-
Capital funds withdrawn	(25,000)	(25,000)
Movement in market valuation (adjusted via revaluation reserve)	(18,550)	8,923
Net movement in the year	<u>(43,550)</u>	<u>(16,077)</u>

# ST FRANCIS ANIMAL WELFARE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)

### 8 CREDITORS: amounts falling due within one year

	2020 £	2019 £
Trade creditors	1,941	887
Other creditors including taxation and social security	-	567
Accruals and deferred income	5,131	4,338
	<u>7,072</u>	<u>5,792</u>

### 9 UNRESTRICTED FUNDS

The reserve movements during the year were:

	Funds brought forward £	Income £	Expenditure £	Revaluations £	Funds carried forward £
Revaluation reserve	39,642	-	-	(18,550)	21,092
Freehold property	537,193	-	(5,372)	-	531,821
General funds	225,444	181,950	(125,895)	-	281,499
	<u>802,279</u>	<u>181,950</u>	<u>(131,267)</u>	<u>(18,550)</u>	<u>834,412</u>

### 2019 comparative movements

	Funds brought forward £	Income £	Expenditure £	Revaluations £	Funds carried forward £
Revaluation reserve	30,719	-	-	8,923	39,642
Freehold property	542,619	-	(5,426)	-	537,193
General funds	316,151	55,845	(146,552)	-	225,444
	<u>889,489</u>	<u>55,845</u>	<u>(151,978)</u>	<u>8,923</u>	<u>802,279</u>

### 10 RESTRICTED FUNDS

	Funds brought forward £	Income £	Expenditure £	Revaluations £	Funds carried forward £
Muffin appeal fund	2,242	-	(1,334)	-	908
Wages furlough	-	4,014	(4,014)	-	-
	<u>2,242</u>	<u>4,014</u>	<u>(5,348)</u>	<u>-</u>	<u>908</u>

# ST FRANCIS ANIMAL WELFARE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)

### 10 RESTRICTED FUNDS (continued)

2019 comparative movements

	Funds brought forward £	Income £	Expenditure £	Revaluations £	Funds carried forward £
Muffin appeal fund	2,991	-	(749)	-	2,242
	2,991	-	(749)	-	2,242

**Muffin appeal fund:** Raised for a surgical procedure for Muffin the donkey. Following a change in veterinary advice the trustees have now agreed to use the fund for Muffin's ongoing medication.

**Wages paid under the furlough scheme:** These are wages paid via the furlough scheme which are paid by the Government during periods of lockdown.

### 11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
<i>For the year ended 30 September 2020</i>				
Tangible fixed assets	2,854	531,821	-	534,674
Debtors	6,319	-	-	6,319
Investments	194,994	-	-	194,994
Bank and cash	105,497	-	908	106,405
Creditors	(7,072)	-	-	(7,072)
	302,592	531,821	908	835,320

*For the period ended 30 September 2019*

Tangible fixed assets	3,505	537,193	-	540,698
Debtors	4,807	-	-	4,807
Investments	238,544	-	-	238,544
Bank and cash	24,022	-	2,242	26,264
Creditors	(5,792)	-	-	(5,792)
	265,086	537,193	2,242	804,521

### 12 RELATED PARTY TRANSACTIONS

There were no related party transactions during this or the prior year.