

Registered number: CE015816 (England & Wales)

**Report of the trustees and
Financial Statements for the period ended 30th November 2021**

for

**Helpful Hounds Assistance Dogs
(Charitable Incorporated Organisation)**

Charity registered number 1181017

**Helpful Hounds Assistance Dogs
(Charitable Incorporated Organisation)
Charity registered number 1181017**

Contents of the financial statements for the year to 30th November 2021

	Page
Company information	1
Trustees report	2
Statement of Financial Activities	3
Balance sheet	4
Notes to the accounts	5 - 6
Independent examiners report	7
Detailed Statement of Financial Activities	8

Helpful Hounds Assistance Dogs
(Charitable incorporated organisation)
Charity registered number 1181017

Company information

Company Number

CE015816

Trustees

Stuart Thompson (Chair)
Peter Rufus
Anne Gray
Sally Rufus
Sally Harvey

Registered office

Pax House
13 New Road
Dorset
BH10 7DN

Accountants

BBS Chartered Management Accountants
Farrs House
Cowgrove Road
Wimborne
Dorset
BH21 4EL

Business address

Pax House
13 New Road
Dorset
BH10 7DN

Helpful Hounds Assistance Dogs
(Company registered by guarantee)
Charity registered number 1181017

The trustees present their report with the financial statements for the year ended 30th November 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity continues to be led by Peter Rufus as the CEO (Volunteer) reporting to the Trustees. This is formally on a quarterly basis (as a result of the continuing Covid situation the Trustees agreed that these meetings would be via Zoom) but with open access to discuss any issues that required attention with decisions confirmed in writing or as subject to a Board Resolution.

Reporting to the CEO are six specialist dog trainers, including a "Puppy Co-ordinator": an increase of three since last year. These trainers are responsible for working with the families, adults that we support as well as the Special Needs Schools and Schools/Colleges with Special Needs Students where we embed an Assistance Dog.

In addition, during the year we recruited additional volunteers to support Strategy and Marketing, CSR Fund Raising as well as bookkeeping and Social Media.

The issue of diversity is a subject of continuing focus, now that the Charity is growing with the result that:

- Three of the Trustees are female
- Two of the Trustees use wheelchairs
- One of the Trustees has Parkinson's
- Five of our Trainers are female
- One of our Trainers uses a wheelchair and has a Medical Alert Dog
- Two Volunteers are BAME Community
- Three of our people are under 30
- Other Volunteers are Students recruited from Bournemouth University

OBJECTIVES AND ACTIVITIES

During the year, we achieved our objectives which were to:

1. Operate in specific areas: currently, Dorset, Hampshire, Wiltshire, Surrey plus expand into West and North London.
2. To develop support for 35 families dealing with diagnosed Autism, Down's Syndrome, Emotional Issues or Physical Disablement
3. To embed 6 dogs within Schools
4. To support seven adults with trained Assistance Dogs or those in training with any of our core issues
5. To develop our Puppy Project with five dogs under training within Helpful Hounds itself (as opposed to the Families)
6. To lay the foundations for a secure Core Funding input that will allow us to focus on developing new initiatives that will, in turn, support more families and schools

ACHIEVEMENTS AND PERFORMANCE

The year was, again made more of a challenge, in view of the ongoing Covid requirements: Made more sensitive because of the vulnerable families that we support as well as the vulnerability of some of our Helpful Hounds Staff and Volunteers.

Despite this, we were able to grow and, in certain cases resume face to face training towards the end of the year.

Our general fund raising was basically in line with the previous year, although in addition, we benefitted from two Legacies towards the end of the financial year. One small and one significantly larger. The impact of this will be dealt with in the financial review. For this we have to thank our supporters, including Aviva, Asda, Tesco, Liberty Private Care, Children in Need and the Lottery Emergency Fund.

ACHIEVEMENTS AND PERFORMANCE (continued)

The year was also one of making new contacts and developing the brand recognition of Helpful Hounds, through our Association with Bournemouth University, the Dorset Chamber of Commerce, Bournemouth Chamber of Trade, various trading groups as well as radio appearances and written articles.

All of this activity has created the ideal environment for our planned developments for the next financial

FINANCIAL REVIEW

We have now built the Covid situation into our business model as it is realised that it is part of what we have to deal with on a continuing basis.

The Financial Model remains the same in keeping our basic overheads low, working mainly with Volunteer Staff (Including the CEO) in order that we can focus our efforts on the heart of our Charity: Training more Assistance Dogs and supporting more families and Schools. It is however necessary to put our Trainers on a Salary. Three are now, while others are Volunteering as an initial commitment to the Charity before being salaried.

It must be remembered that training Assistance Dogs is a longer-term activity, taking between two and two and a half years for each dog. This means that our growth needs to be firmly controlled with a clear balance between three factors:

1. The available Revenue
2. The number of Trainers
3. The number of dogs under training

One of the objectives for 2022 is to recruit more Trainers with the right qualifications and experience. Our preference is for IMDT trained Trainers, and this initiative is under way.

During the year we raised £50,520 (of which is £10,000 in Restricted Funds) from our normal activities and, in addition, received a legacy of £247,429.

From this we have purchased a vehicle for our Trainers to use, with a Crash Tested, Security Cage for dog transport as well as it being available for Fund Raising Events. With additional Trainers a second vehicle will be required. These vehicles take the pressure off private cars and, importantly, provide a safe way to transport multiple dogs.

For a small charity this Legacy is a great opportunity to help fuel our planned growth, but this must be managed carefully. If we lose our ability to continue to raise funds, then at the end of two years we could have continuity issues which could adversely impact the support we can continue to provide. Our objective is to create sustainable growth and therefore The Trustees have agreed that the following projects should be progressed and a budget of £270,000 over two years has been allocated for:

1. Puppy Project: 10 puppies at £12,000 over two years (£120k)
2. Additional Trainers: 5 at £26,000 salary pa plus pension and NI (less £10k pa from CIN)
3. Second vehicle to support additional trainers: £30k
4. Investment into charity development through consultancy and fundraising, using external Consultants, and external lists (e.g. Zoom info £4,800)

PUBLIC BENEFIT

The trustees confirm that they have complied with section 4 of the Charities Act 2006 having due regard to the Charity Commission guidance on public benefit.

Peter Rufus (Chairman)

31 March 2022

Helpful Hounds Assistance Dogs
(Company registered by guarantee)
Charity registered number 1181017

Statement of Financial Activities
For the period ended 30th November 2021

	2021			2020
	Charitable activities	Restricted Fund	Total Funds	
Incoming resources				
Donations and other fundraising	287949	10000	297949	37331
Resources Expended				
Charitable activities	45963	10000	55963	32866
Governance	1655		1655	1140
Total resources expended	47618	10000	57618	34006
Net income/(outgoing)	240332	0	240332	3325
Fund balance brought forward	21774		21774	18449
Fund balance carried forward	262106	0	262106	21774

Helpful Hounds Assistance Dogs
(Company registered by guarantee)
Charity registered number 1181017

Balance Sheet as at 30th November 2021

FIXED ASSETS	Note	2021	2020
Fixed Assets	1	23738	0
CURRENT ASSETS			
Stock		0	0
To be refunded		0	25
Cash at bank		85481	22890
Investments		154768	0
		240249	22915
CURRENT LIABILITIES			
Amounts falling due within one year		1881	1140
NET CURRENT ASSETS		238368	21775
TOTAL ASSETS LESS CURRENT LIABILITIES		262106	21775
FUNDS			
Unrestricted fund (General)		81306	21775
Unrestricted fund (Designated)		180800	0
Restricted fund		0	0
		262106	21775

Trustees statements required by Sections 475(2) and (3)
for the year ended 30th November 2021

In approving these financial statements as trustees of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 30th November 2021
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keeps accounting records which comply with Section 386 ; and
 - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board on and signed on its behalf by

Peter Rufus (Chairman)

31 March 2022

Helpful Hounds Assistance Dogs
(Company registered by guarantee)
Charity registered number 1181017

Notes to the Financial Statements
for the period ended 30th November 2021

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). And follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005)

Incoming resources

Incoming resources are included when received on the basis of the amounts paid into the bank account.

Resources expended

Resources expended are recognised in the year in which they are incurred and are allocated to the particular activity where costs relate to that activity. Costs specific to governance and in accordance with the SORP have been allocated accordingly.

Tangible fixed assets

Depreciation is provided on tangible fixed assets so as to write off the cost of valuation, less any estimated residual value, over their expected useful economic life as follows:

Equipment	15% Reducing balance
Motor vehicles	25% Reducing balance
Computer Equipment	33% Reducing balance

Stocks

Stocks are valued at the lower end of cost and net realisable value, after making due allowance for obsolete and slow moving items

Funds

Unrestricted funds are donations generated for the objects of the charity.
Restricted funds are donations provided for a specific purpose.

2 NET OUTGOING RESOURCES

Net outgoing resources are stated after charging:

	2021	2020
Depreciation	241986	0
Trustees remuneration	0	0

3 Taxation

The charitable company is exempt from Corporation Tax on it's charitable activities

Helpful Hounds Assistance Dogs
(Company registered by guarantee)
Charity registered number 1181017

Notes to the Financial Statements - continued
for the period ended 30th November 2021

4 DEBTORS

There were no debtors

5 Creditors: Amounts fall due within one year

Accrued accountancy charges	1140
PAYE/NI and Pensions	741
	<u>1881</u>

6 Movement in funds

	As at 1/12/20	Income	Expense	Transfer	As at 30/11/21
Unrestricted funds	21775	287949	47619	-180800	81306
Designated funds				180800	180800
Restricted funds		10000	10000		0
	<u>21775</u>	<u>297949</u>	<u>57619</u>	<u>0</u>	<u>262106</u>

7 No remuneration was paid to the trustees

8 Designated funds

The following funds have been set aside for designated purposes:

Puppy Project	120000
Additional Trainiers	26000
Second vehicle	30000
Charity Development	4800
	<u>180800</u>

Helpful Hounds Assistance Dogs
(Company registered by guarantee)
Charity registered number 1181017

Independent examiners report to the members of Helpful Hounds Assistants Dogs Limited

I report on the accounts of the charity for the year ended 30th November 2021 which are set out on the previous pages.

Respective responsibilities of the trustees

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider an audit is not required this year 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 an audit under company law and is eligible for independent examination, it is my responsibility to:

Examine the accounts under 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)

To state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items in the accounts and seeking explanations from the 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 accounts present true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiners statement

In connection with my explanation no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with section 386 of the Companies Act 2006 and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by C

No matter has come to my attention in connection with my examination to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Robin Coe 31 March 2022
BBS Chartered Management Accountants
Farrs House
Cowgrove Road
Wimborne
Dorset
BH21 4EL

Helpful Hounds Assistance Dogs
Detailed Statement of Financial Activities
For the period ended 28th February 30th November 2021

	30th November 2021			2020
	Charity	Governance	Total	£
Income	297949		297949	37331
	297949		297949	37331
Resources expended				
GENERAL				
Dog supplies	5488		5488	3718
Wages	11167		11167	0
Veterinary	1789		1789	1840
Dog training	18439		18439	18418
Puppy purchase	0		0	3350
Video equipment	0		0	512
	36883		36883	27838
VOLUNTEER				
Travel and Subsistence	282		282	2746
Staff uniforms	0		0	86
	282		282	2832
OCCUPANCY				
Insurance	3292		3292	924
	3292		3292	924
OTHERS				
Advertising & promotional	1966		1966	201
Staff training	59		59	0
Telephone and fax	0		0	0
Computer costs	281		281	425
Stationery	176		176	12
Bank charges	233		233	0
Accountancy	0	1655	1655	1140
Professional fees	1260		1260	0
Subscriptions	2331		2331	634
Sundries	1156		1156	0
	7461	1655	9116	2412
Depreciation	8044		8044	0
TOTAL EXPENDITURE	55963	1655	57618	34006
SURPLUS	241987	(1,655)	240332	3325