

HOPEFIELD ANIMAL SANCTUARY

Charity registration number 1181186

FINANCIAL STATEMENTS FOR THE YEAR ENDED 24 NOVEMBER 2020

HOPEFIELD ANIMAL SANCTUARY

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HOPEFIELD ANIMAL SANCTUARY

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 24 NOVEMBER 2020

The trustees present their annual report and financial statements of the charity for the year ended 24th November 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, 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 16th July 2014.

Address:

Hopefield Animal Sanctuary
Sawyers Hall Lane
Brentwood
Essex
CM15 9BZ

Charity number:

1181186

Trustees:

Nicola Carson
Leona Lewis
Lee Clark
Jessica Roche
William Lewis

CEO:

David Schlaich

Manager:

Lianne Angliss

Activities and objectives.

Providing a safe haven for abused, abandoned and neglected animals. This includes raising funds to provide food, shelter and veterinary care.

Achievements and performance.

During, and just after the first lockdown in March, we saw a spike in the number of animals looking for new homes. Although we were not able to rescue every animal, we were able to take in a high number of those in the most desperate situations, including a cat whose owner had sadly passed away from Covid-19, two meerkats who came from another sanctuary, and a lamb who came to us at just one day old, and is being hand-raised by our dedicated team.

We have made a number of improvements to the sanctuary, including providing bigger enclosures for some animals, along with creating a brand new walkway into our horse field, which allows visitors to have a much more interactive visit. We also launched our brand new website in July, which is much more user-friendly, and interactive for our supporters. It also allows visitors to book tickets to visit the sanctuary online, which was a great help for us.

A lot of work went into making the sanctuary "Covid-safe", including purchasing hand sanitiser stations, installing new toilets, implementing a one-way system, and providing all staff and volunteers with the necessary PPE. We received numerous reviews throughout the summer from visitors complimenting the work that we'd done, and stating how safe they felt during their visit.

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 24 NOVEMBER 2020

Hopefield land at risk.

Hopefield are still working with TESCO to sign an agreement that would extend our lease and protect us in the case they were to achieve planning on our current site in Brentwood. W/C Nov 2nd 2020 a meeting was had with the project manager and Dave (CEO) to build out the new plan for the Brentwood site. This will be added to the agreement. We are waiting on that to be finalised, then TESCO and Hopefield's lawyers will complete the agreement. We have asked for this to be done before the end of 2020.

Financial review.

This financial year has been incredibly difficult for us as a charity due to Covid-19.

We have been unable to hold any fundraising events this year, and were closed to the public for an extended period of time, meaning we weren't able to raise as much money as we otherwise would have. We were grateful to be able to re-open in time for the summer holidays, and welcomed visitors between 24th July and 2nd November. The second lockdown which came into effect from 5th November meant that we had to close again, 7 weeks earlier than we normally would do for the winter. We would usually raise around £30,000 in visitor income during this time, so it was a great loss for the sanctuary.

However, we were very lucky to obtain a number of grants, and saw an increase in the number of donations received from our supporters which helped carry us through the summer.

Investment powers and policy.

Hopefield has no plans to invest at this time.

Reserves policy.

Hopefield aims to have 6 months reserves to be kept in a separate bank account.

This is based on an expensive month, and is a total of £200,000.

This will be reviewed at 3-month intervals and the reviews will be at each trustee meeting, and can be topped up or decreased depending on the trustee's decision.

This will only be used in an emergency and if the current account is running low, and for no other purpose.

The figure that we have in the current account must be £70,000 before we can start using the reserves. All possible avenues must be used to ensure the current account does not reach £0. We feel that this is the safest way to manage our funds and to ensure the security of the funds continues.

Risk management.

The Trustees believe the main risk to the charity at this given moment in time is the economy due to the effects of Covid-19. After being closed to the public for a prolonged period of time from March to July, we have been increasing our efforts to raise funds from non-visitor activities. We will continue to monitor progress.

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 24 NOVEMBER 2020

PSA Statement.

The goal of the PSA's pay policy is to offer fair pay to attract and keep appropriately qualified staff to lead, manage, support and / or delivery the organisation's aims.

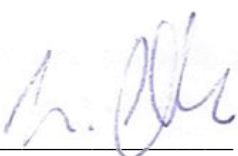
Trustees' responsibilities in relation to the financial statements.

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law, and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity, and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be 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 business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the charity and financial information includes on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the trustees on **16th December 2020** and signed on their behalf by:



Trustee

HOPEFIELD ANIMAL SANCTUARY

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 24 NOVEMBER 2020

	Notes	2020 Total £	2019 Total £
Incoming Resources			
Donations and legacies	2	306,529	230,459
Exceptional income	14	-	459,390
Income from investment		590	456
Other trading activities	4	53,560	116,759
Charitable activities	3	87,892	147,051
Total incoming resources		448,570	954,114
Resources expended			
Charitable activities	5	425,186	377,099
Expenditure on raising funds	6	31,863	72,526
Total resources expended		457,049	449,625
Net Incoming (Outgoing) Resources		(8,479)	504,490
Transfer between funds		-	-
Net movement in funds		(8,479)	504,490
Total funds brought forward		504,490	-
Total funds carried forward		496,011	504,490

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BALANCE SHEET AS AT 24 NOVEMBER 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	8	51,471	55,664
Current assets			
Stock		5,313	5,313
Debtors and prepayments	10	1,950	1,950
Cash at bank and in hand	11	437,997	442,283
		<u>445,260</u>	<u>449,546</u>
Creditors: amounts falling due within one year	9	(720)	(720)
Net current assets/(liabilities)		<u>444,540</u>	<u>448,826</u>
Total assets less current liabilities		<u><u>496,011</u></u>	<u><u>504,490</u></u>
Funds of the charity			
Unrestricted funds		496,011	504,490
Total funds		<u><u>496,011</u></u>	<u><u>504,490</u></u>

Approved by the Trustees on the



Trustee

and signed on their behalf by:

HOPEFIELD ANIMAL SANCTUARY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 24 NOVEMBER 2020

1.1 The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. 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 Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Income recognition

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 when the Charity has been notified in writing of both the amount and settlement date. 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. Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity. 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.

1.3 Expenditure recognition

Liabilities are recognised as expenditure 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.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 24 NOVEMBER 2020

1.4 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected life as follows:

Buildings	10% straight line
Vehicles	20% straight line
Equipment	20% straight line

1.5 Fund accounting

Funds held by the Charity are:

Unrestricted general funds These are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

2. Donations and legacies

	2020	2019
	£	£
Donations	172,172	110,670
Legacies	43,887	96,078
Adoption fees	18,373	10,961
Grants	72,098	12,750
	<u>306,529</u>	<u>230,459</u>

3. Charitable activities

	2020	2019
	£	£
Visitor income	87,892	147,051
	<u>87,892</u>	<u>147,051</u>

4. Other trading activities

	2020	2019
	£	£
Fundraising	1,955	33,681
Gift shop	17,452	16,056
Tea room	34,152	67,023
	<u>53,560</u>	<u>116,759</u>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 24 NOVEMBER 2020

5. Costs of charitable activities	2020 £	2019 £
Costs directly allocated to activities:		
Wages	168,133	133,147
Animal disposals	2,695	2,505
Vet fees & associated costs	54,896	39,775
Purchases (feed)	42,854	46,130
Farrier's fees	5,410	6,274
Building & fencing maintenance	90,373	76,582
	<u>364,360</u>	<u>304,413</u>
Support costs:		
Rent & rates	4,786	4,953
Postage & stationery	6,327	4,447
Travel	1,559	2,609
I.T costs		
Light, heat & telephone	8,732	10,702
Professional charges	6,313	11,382
Insurance	2,061	2,619
Sundries	14,451	12,842
Equipment consumables	1,781	4,345
Staff training and clothing	1,244	971
Vehicle expense	4,679	1,313
Depreciation	8,173	15,783
	<u>60,106</u>	<u>71,966</u>
Governance costs:		
Audit and accountancy	720	720
	<u>720</u>	<u>720</u>
	<u>425,186</u>	<u>377,099</u>
6. Expenditure on raising funds	2020 £	2019 £
Tea room costs	16,616	33,941
Gift shop merchandise	5,930	28,673
Promotion	9,317	9,911
	<u>31,863</u>	<u>72,526</u>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 24 NOVEMBER 2020

7. Staff costs and emoluments

	2020 £	2019 £
The average number of employees by head count paid monthly during the period was:	17	17

The aggregate staff costs for the period were:

	2020 £	2019 £
Wages and salaries	164,427	129,441
Social security costs	3,706	3,706
	168,133	133,147

No employee earned more than £60,000 per annum.

None of the Trustees (or any person connected with them) were reimbursed for expenses during the year.

8. Tangible fixed assets

	Buildings	Equip	Total
Cost	£	£	£
Transferred Assets	69,117	2,329	71,446
Additions	-	3,980	3,980
As at 24 November 2020	69,117	6,309	75,426
Depreciation			
Transferred Assets	13,572	2,210	15,782
Charge for the year	6,911	1,262	8,173
As at 24 November 2020	20,483	3,472	23,955
Net book value			
As at 24 November 2020	48,634	2,837	51,471
As at 24 November 2019	55,545	119	55,664

9. Creditors; amounts falling due within one year

	2020 £	2019 £
Accruals	720	720
	720	720

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 24 NOVEMBER 2020

10. Debtors	2020	2019
	£	£
Loans	1,950	1,950
	<u>1,950</u>	<u>1,950</u>

11. Analysis of cash and cash equivalents	2020	2019
	£	£
Cash at bank and in hand	437,997	442,283
	<u>437,997</u>	<u>442,283</u>

12. Endowment funds

The Charity has no endowment funds during the period.

13. Key management personnel

During the year total remuneration of 2020 £28,264 (2019: £28,264) was paid to key management personnel. The remuneration of key management personnel is decided upon and authorised by the trustees.

14. Exceptional Income

This is income from the closure of Hopefield Sanctuary Trust (800211).
All assets and liabilities were transferred to the charity of Hopefield Animal Sanctuary Community Association (1181186).

The trustees have also agreed, following the transfer, to indemnify the Trustees of Hopefield Sanctuary Trust against any future claims against the Charity after its Dissolution.

THE HOPEFIELD SANCTUARY TRUST

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 24 NOVEMBER 2020

I report on the accounts of The Hopefield Sanctuary Trust for the year ended 24 November 2020 which are set out on pages 4 to 10.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed. The charities gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of Accounting Technicians.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the 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 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.

Shelley-Marie Rudling FMAAT MIP AATQB for and on behalf of:
Community360

Winsley's House, High Street, Colchester, Essex



Date 09/04/2021