

# A HELPING PAW - PET FOOD BANK

England & Wales · Charity number 1201480

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2023-01-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Farplace Animal Rescue  
21-31 Park View  
Whitley Bay  
Tyne And Wear  
NE26 2TP

**Phone** 07438 470554

**Email** [hello@pawfoodbank.co.uk](mailto:hello@pawfoodbank.co.uk)

**Website** <https://www.facebook.com/profile.php?id=100083562696018>

## Activities

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**Objects:** THE RELIEF OF FINANCIAL HARDSHIP AMONG PEOPLE LIVING OR WORKING IN NORTHUMBERLAND BY PROVIDING SUCH PERSONS WITH GOODS WHICH THEY COULD NOT OTHERWISE AFFORD THROUGH LACK OF MEANS.FOR THE BENEFIT OF THE PUBLIC TO PREVENT OR RELIEVE THE SUFFERING OF ANIMALS AND, IN PARTICULAR, TO PROVIDE SUBSISTENCE AND NOURISHMENT FOR SUCH ANIMALS, WHO WOULD OTHERWISE FACE NEGLECT AS A CONSEQUENCE OF POVERTY OR FINANCIAL HARDSHIP OF THEIR OWNERS.

**Activities:** A Helping Paw - Pet Food Bank aims to ensure that no pet in Northumberland goes to sleep hungry. We provide pet food parcels for struggling households.

## Classification

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- **How:** Provides Services
- **What:** The Prevention Or Relief Of Poverty, Animals
- **Who:** The General Public/mankind

## Geography

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- Northumberland

## Finances

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| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-12-31 | £10,487 | £8,124      | -      | -         |
| 2023-12-31 | £6,026  | £4,770      | -      | -         |

## Trustees

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| Name                          | Role  | Appointed  |
|-------------------------------|-------|------------|
| <b>Tyesha Nessa Muncaster</b> | Chair | 2023-01-03 |
| Candice Kilford               |       | 2025-01-26 |
| Caroline Anne Johnson         |       | 2025-02-27 |
| Charlotte Louise Orr          |       | 2025-02-25 |
| Michael David Brannighan      |       | 2023-01-03 |

**A HELPING PAW - PET FOOD BANK**

England & Wales - Charity number 1201480

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# Accounts

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## Trustees' Annual Report for the period

From **1<sup>st</sup> Jan 2024** Period start date To  
Period end date **31<sup>st</sup> December 2024**

Charity name: **A Helping Paw – Pet Food Bank**

Charity registration number: **1201480**

## Objectives and Activities

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <b>We aim to ensure that no pet in Northumberland goes to sleep hungry. We provide pet food parcels for struggling households</b>  |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>We complete raise donations both financial and physical pet food to provide as much pet food support as we can. This is typically 1 week's worth of food for each pet in the household up to a maximum of once per month</b>          |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | <b>The board of trustees have had consultation regarding this guidance. This was supported by a one day visit to Glasgow for free consultancy on how to manage inline with this guidance and general advice on managing the charity.</b> |

## Additional information (optional)

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      | <b>N/A – The charity currently doesn't have the size or funds available to consider grant making.</b>  |
| Policy on social investment including program related investment | Para 1.38      | <b>N/A – The charity currently doesn't have the size or funds available to consider social investment</b>  |
| Contribution made by volunteers                                  | Para 1.38      | <b>Volunteers primarily support organising &amp; distributing the pet food parcels at our locations supported by the board trustees. All other activities are managed by the board</b> |
| Other  |                |  |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p><b>The charity has achieved the below</b></p> <ul style="list-style-type: none"> <li>• <b>Had a significant increase in the number of pets we managed to feed and in the process supporting struggling households</b></li> <li>• <b>Opened &amp; managed 2 new Hubs in Blyth and Cramlington</b></li> <li>• <b>Obtained more national and local press to raise awareness of pet poverty</b></li> <li>• <b>Developed our social media awareness and grew our Facebook following by 1000+</b></li> <li>• <b>Held successful fundraising events &amp; raffles</b></li> <li>• <b>Grew our reserves significantly securing more safety for the charity</b></li> <li>• <b>Set up 4 drop off points in Northumberland for pet food donations</b></li> </ul> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 | <ul style="list-style-type: none"> <li>• <b>Delivered and grew the charity services to more locations</b></li> <li>• <b>Built up a greater reserve base</b></li> <li>• <b>Significantly increased the number of pets helped within the year</b></li> </ul> |
| Performance of fundraising activities against objectives set | Para 1.41 | <ul style="list-style-type: none"> <li>• <b>Above expectations with the raffles &amp; events delivering above expectations. Our Christmas event especially was very successful and supported us well heading into 2025</b></li> </ul>                      |
| Investment performance against objectives                    | Para 1.41 | <b>N/A</b>   |
| Other  |           |  |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <b>Ending the year with over £3,000 in our account means that we can afford rent for 12 months or operate the charity in full for a minimum of 5 months without any additional donations based on current expenditure. We are delighted by this as it means we can run more hubs than previous years and sustain them each for longer</b> |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | <b>Our policy for reserves is to work towards having a total of 6 months total expenditure cover or rent for 12 months to enable the charity to continue operating without risk. This is sustained from 2023 but for a larger number of hubs/bigger service</b>   |
| Amount of reserves held  | Para 1.22 | <b>£3,419</b>   |
| Reasons for holding zero reserves  | Para 1.22 | <b>N/A – we hold a good amount of reserves</b>  |
| Details of fund materially in deficit  | Para 1.24 | <b>N/A – no funds held in deficit</b>   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>Our biggest concern would be if the price of rent for our hubs increases significantly however we have reserves to support &amp; can look at alternatives in a worst case scenario.</b>  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <b>All funds raised for 2024 are through direct donations or events. Majority of fundraising has been done digitally via social media. We still aren't looking at grants yet while the charity donations alone are supporting our strategy.</b>      |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | <b>N/A – we are too small for social investment at this stage</b>  |
| A description of the principal risks facing the charity                         | Para 1.46 | <b>Continued reliance on our storage unit &amp; free/low cost hubs has enabled us to avoid high rent costs and keep overheads low, if this changes we would be significantly impacted however we still feel this risk is not great at this time.</b> |
| Other   |           |  |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>( <a href="#">trust deed</a> , <a href="#">royal charter</a> )  | Para 1.25 | <b>Trust Deed</b>  |
| How is the charity constituted?<br>(e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )  | Para 1.25 | <b>CIO</b>   |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>The board appoints trustees based on an electoral system where 50% of the board must agree to the appointment. Criteria will vary subject to the needs and strategy of the charity however professional background, availability, commitment and familiarity to the board will all be considered. This is unchanged from 2023</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | <b>Trustee training will be provided by the chair of the board directly in order to maintain a consistent onboarding process. We may review this if the charity grows but for now this is our best practice</b> |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <b>The charity structure is contained of the chair, the treasurer/co-chair and 2 other trustees.</b>  |
| Relationship with any related parties   | Para 1.51 | <b>N/A – we are supported by various local businesses but have no formalised agreements with them.</b>  |
| Other   |           |   |

### Reference and Administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | A Helping Paw – Pet Food Bank                             |
| Other name the charity uses | A Helping Paw   |
| Registered charity number   | 1201480   |
| Charity's principal address | 21-31 Park View<br>Whitely Bay<br>Tyne & Wear<br>NE26 2TP |
|                             |   |



**Names of the charity trustees who manage the charity**

|    | <b>Trustee name</b> | <b>Office (if any)</b> | <b>Dates acted if not for whole year</b> | <b>Name of person (or body) entitled to appoint trustee (if any)</b> |
|----|---------------------|------------------------|--|--|
| 1  | Tyesha Muncaster    |                        | 3/1/2023 – Present                       |  |
| 2  | Michael Brannighan  |                        | 3/1/2023 – Present                       |  |
| 3  | Sophie Mason        |                        | 3/1/2023 - 2025                          |  |
| 4  | Nicole Redpath      |                        | 27/7/2024 - 2025                         |  |
| 5  |                     |                        |  |  |
| 6  |                     |                        |  |  |
| 7  |                     |                        |  |  |
| 8  |                     |                        |  |  |
| 9  |                     |                        |  |  |
| 10 |                     |                        |  |  |
| 11 |                     |                        |  |  |
| 12 |                     |                        |  |  |
| 13 |                     |                        |  |  |
| 14 |                     |                        |  |  |
| 15 |                     |                        |  |  |
| 16 |                     |                        |  |  |
| 17 |                     |                        |  |  |
| 18 |                     |                        |  |  |
| 19 |                     |                        |  |  |
| 20 |                     |                        |  |  |

**Corporate trustees – names of the directors at the date the report was approved**

| <b>Director name</b> |  |  |
|----------------------|--|--|
| N/A                  |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |

**Name of trustees holding title to property belonging to the charity**

| <b>Trustee name</b> | <b>Dates acted if not for whole year</b> |  |
|---------------------|--|--|
| N/A                 |  |  |
|                     |  |  |
|                     |  |  |
|                     |  |  |
|                     |  |  |

## Funds held as custodian trustees on behalf of others

|   |                 |
|---|-----------------|
| Description of the assets held in this capacity   | N/A – none held |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A – none held |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/A – none held |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|     |
|-----|
| N/A |
|-----|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                     |              |             |
|---------------------|--------------|-------------|
| <b>Signature(s)</b> | M Brannighan | T Muncaster |
|---------------------|--------------|-------------|

|                     |                    |                  |
|---------------------|--------------------|------------------|
| <b>Full name(s)</b> | Michael Brannighan | Tyesha Muncaster |
|---------------------|--------------------|------------------|

|  |                        |                    |
|--|------------------------|--------------------|
| <b>Position (eg Secretary, Chair, etc)</b> | Treasurer & Vice Chair | Chair of the board |
|--|------------------------|--------------------|

|             |            |
|-------------|------------|
| <b>Date</b> | 20/10/2025 |
|-------------|------------|



**Receipts and pay**

|                     |          |
|---------------------|----------|
| For the period from | 1/1/2024 |
|                     | 1/1/2024 |

**Section A Receipts and payments**

**Unrestricted funds**                      **Restricted funds**  
 to the nearest £                      to the nearest £

**A1 Receipts**

|  |               |          |
|--|---------------|----------|
| Donation - Towards rental for 1 year       | -             | -        |
| Donations - Facebook campaign for pet food | -             | -        |
| Donations - General unrestricted donations | 10,403        | -        |
| Expense Error Corrections                  | 84            | -        |
|  |               | -        |
|  |               | -        |
|  |               | -        |
|  |               | -        |
| <b>Sub total(Gross income for AR)</b>      | <b>10,487</b> | <b>-</b> |

|  |          |          |
|--|----------|----------|
| <b>A2 Asset and investment sales, (see table).</b> |          |          |
| N/A  | -        | -        |
|  | -        | -        |
| <b>Sub total</b>                                   | <b>-</b> | <b>-</b> |

**Total receipts**                      **10,487**                      **-**

**A3 Payments**

|   |              |            |
|---|--------------|------------|
| Pet Food & Service Packages             | 4,114        |            |
| Fuel Payments                           | -            |            |
| Rent                                    | 1,854        | 200        |
| Glasgow Consultancy Trip Expenses       | -            |            |
| Set up operational costs                | 570          |            |
| Marketing materials & Costco membership | 762          |            |
| Expenses - Animal Food & Fuel           | 540          |            |
| Expenses - Error                        | 84           |            |
|   |              |            |
|   |              |            |
| <b>Sub total</b>                        | <b>7,924</b> | <b>200</b> |

|  |              |              |
|--|--------------|--------------|
| A4 Asset and investment purchases, (see table) |              |              |
|  | -            | -            |
|  | -            | -            |
| <b>Sub total</b>                               | -            | -            |
| <b>Total payments</b>                          | <b>7,924</b> | <b>200</b>   |
| <b>Net of receipts/(payments)</b>              | <b>2,563</b> | <b>- 200</b> |
| A5 Transfers between funds                     | -            | -            |
| A6 Cash funds last year end                    | -            | -            |
| <b>Cash funds this year end</b>                | <b>2,563</b> | <b>- 200</b> |

## Section B Statement of assets and liabilities at the end of the p

### Categories

### Details

#### B1 Cash funds

|   |
|---|
| Unrestricted for operational costs e.g Food |
| Rent reserves                               |
| Cash float for events                       |

#### **Total cash funds**

(agree balances with receipts and payments account(s))

#### B2 Other monetary assets

### Details

|                                    |
|------------------------------------|
| Cash reserves held from prior year |
|                                    |
|                                    |
|                                    |
|                                    |
|                                    |

#### B3 Investment assets

### Details

|                            |
|----------------------------|
| N/A - sought no investment |
|                            |
|                            |
|                            |
|                            |

#### B4 Assets retained for the charity's own use

### Details

|             |
|-------------|
| Tablet      |
| Card Reader |
|             |
|             |
|             |

|  |
|--|
|  |
|  |
|  |
|  |

**B5 Liabilities**

**Details**

|     |
|-----|
| N/A |
|     |
|     |
|     |
|     |

Signed by one or two trustees on behalf of all the trustees

Signature

|              |
|--------------|
| M Brannighan |
| T Muncaster  |

|  |                        |
|--|------------------------|
|  | No (if any)<br>1201480 |
|--|------------------------|

CC16a

## ments accounts

|    |                          |
|----|--------------------------|
| To | 12/31/2024<br>12/31/2024 |
|----|--------------------------|



| Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------|---------------------------------|-------------------------------|
| -                                   | -                               | 1,200                         |
| -                                   | -                               | 702                           |
| -                                   | 10,403                          | 3,970                         |
| -                                   | 84                              | 154                           |
| -                                   | -                               | -                             |
| -                                   | -                               | -                             |
| -                                   | -                               | -                             |
| -                                   | -                               | -                             |
| -                                   | 10,487                          | 6,026                         |

|   |   |   |
|---|---|---|
| - | - | - |
| - | - | - |
| - | - | - |

|   |        |       |
|---|--------|-------|
| - | 10,487 | 6,026 |
|---|--------|-------|

|   |       |       |
|---|-------|-------|
| - | 4,114 | 1,898 |
| - | -     | 705   |
| - | 2,054 | 1,200 |
| - | -     | 247   |
| - | 570   | 401   |
| - | 762   | 131   |
| - | 540   | 111   |
| - | 84    | 77    |
| - | -     | -     |
| - | -     | -     |
| - | -     | -     |
| - | 8,124 | 4,770 |

|   |       |       |
|---|-------|-------|
| - | -     | -     |
| - | -     | -     |
| - | -     | -     |
| - | 8,124 | 4,770 |
| - | 2,363 | 1,256 |
| - | -     | -     |
| - | -     | -     |
| - | 2,363 | 1,256 |

**eriod**

| Unrestricted funds | Restricted funds | Endowment funds |
|--------------------|------------------|-----------------|
| to nearest £       | to nearest £     | to nearest £    |
| 1,563              | - 200            | -               |
| 1,000              | -                | -               |
| -                  | -                | -               |
| 2,563              | - 200            | -               |
| OK                 | OK               | OK              |
| Unrestricted funds | Restricted funds | Endowment funds |

| to nearest £ | to nearest £ | to nearest £ |
|--------------|--------------|--------------|
| 1,056        | -            | -            |
| -            | -            | -            |
| -            | -            | -            |
| -            | -            | -            |
| -            | -            | -            |
| -            | -            | -            |

| Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|-----------------|--------------------------|
|                             | -               | -                        |
|                             | -               | -                        |
|                             | -               | -                        |
|                             | -               | -                        |
|                             | -               | -                        |

| Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|-----------------|--------------------------|
| Unrestricted                | 132             | >132                     |
| Unrestricted                | 95              | >95                      |
|                             | -               | -                        |
|                             | -               | -                        |
|                             | -               | -                        |

|  |   |   |
|--|---|---|
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |

**Fund to which liability relates**

**Amount due (optional)**

**When due (optional)**

|  |   |  |
|--|---|--|
|  | - |  |
|  | - |  |
|  | - |  |
|  | - |  |
|  | - |  |

**Print Name**

**Date of approval**

|                    |            |
|--------------------|------------|
| Michael Brannighan | 10/23/2025 |
| Tyesha Muncaster   | 10/23/2025 |

**A HELPING PAW - PET FOOD BANK**

England & Wales - Charity number 1201480

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# Accounts

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## Trustees' Annual Report for the period

From **1<sup>st</sup> January 2023** Period start date To  
Period end date **31<sup>st</sup> December 2023**

Charity name: **A Helping Paw – Pet Food Bank**

Charity registration number: **1201480**

## Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | We aim to ensure that no pet in Northumberland goes to sleep hungry. We provide pet food parcels for struggling households  |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | We complete raise donations both financial and physical pet food to provide as much pet food support as we can. This is typically 1 week's worth of food for each pet in the household up to a maximum of once per month.         |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | The board of trustees have had consultation regarding this guidance. This was supported by a one day visit to Glasgow for free consultancy on how to manage inline with this guidance and general advice on managing the charity. |

## Additional information (optional)

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      | <b>N/A – The charity currently doesn't have the size or funds available to consider grant making.</b>  |
| Policy on social investment including program related investment | Para 1.38      | <b>N/A – The charity currently doesn't have the size or funds available to consider social investment.</b>   |
| Contribution made by volunteers                                  | Para 1.38      | <b>Volunteers primarily support organising &amp; distributing the pet food parcels at our locations supported by the board trustees. All other activities are managed by the board</b> |
| Other  |                |  |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

## Achievements and Performance

|   | SORP reference |  |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p><b>The charity has achieved the below</b></p> <ul style="list-style-type: none"> <li>• <b>Supported hundreds of pets in our first year to not go to bed hungry. In the process supporting struggling households</b></li> <li>• <b>Obtained national and local press to raise awareness of pet poverty</b></li> <li>• <b>Created a strong local social media presence</b></li> <li>• <b>Raised enough in donations and support to provide continued service, hold reasonable reserves ready for delivering our growth plans in 2024</b></li> <li>• <b>Built strong relations with local businesses to establish us in the community</b></li> <li>• <b>Set up 4 drop off points in Northumberland for pet food donations</b></li> </ul> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |   |
|--|-----------|---|
| Achievements against objectives set                          | Para 1.41 | <b>Our main objective was to provide continued stable service, build a base of donations from a handful of collections points and have as strong as possible financial reserve at year end in addition to have a working, fair platform. We feel as a board we have met if not exceeded our hopes in 2023</b> |
| Performance of fundraising activities against objectives set | Para 1.41 | <b>With not operating for very long, our hope was that our fundraising would allow us to meet the demands set by our users. We feel that while we can always do more and will set higher aims for the future we hit our goal of providing a consistent service.</b>   |
| Investment performance against objectives                    | Para 1.41 | <b>N/A</b>  |
| Other  |           |   |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <b>Finishing the year with over £1,000 in our account means that we can afford rent for 10 months, or operate the charity in full for a minimum of 4 months without any additional donations based on current expenditure. We are delighted that because of this the charity can continue to provide its services to struggling pet owners.</b> |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | <b>Our policy for reserves is to work towards having a total of 6 months total expenditure cover or rent for 12 months to enable the charity to continue operating without risk.</b>  |
| Amount of reserves held  | Para 1.22 | <b>£1000</b>  |
| Reasons for holding zero reserves  | Para 1.22 | <b>N/A – due to holding £1000 reserves as of year end</b>   |
| Details of fund materially in deficit  | Para 1.24 | <b>N/A – no funds held in deficit</b>   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>No significant risk, unless our storage container rent increase exponentially however this is unlikely.</b>  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <b>All funds raised for 2023 are through direct donations. Majority of fundraising has been done digitally via social media. We are looking to do events in 2024 but aren't looking to grants while the charity donations alone are supporting our strategy.</b>  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | <b>N/A – we are too small for social investment at this stage</b>   |
| A description of the principal risks facing the charity                         | Para 1.46 | <b>Our largest risk is pet food price inflation but all economic factors such as the cost of living etc will increase our demand and also costs. Reliance on our storage unit has enabled us to avoid high rent costs and keep overheads low, if this changes we would be significantly impacted however we feel this risk is not great at this time.</b> |
| Other   |           |   |

## Structure, Governance and Management

|   |           |   |
|---|-----------|---|
| Description of charity's trusts:  |           |   |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | <b>Trust deed</b>   |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | <b>CIO</b>  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>The board appoints trustees based on an electoral system where 50% of the board must agree to the appointment. Criteria will vary subject to the needs and strategy of the charity however professional background, availability, commitment and familiarity to the board will all be considered</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | <b>Trustee training will be provided by the chair of the board directly in order to maintain a consistent onboarding process.</b> |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <b>The charity structure is contained of the chair, the treasurer/co-chair and 2 other trustees.</b>                              |
| Relationship with any related parties   | Para 1.51 | <b>N/A – we are supported by various local businesses but have no formalised agreements with them.</b>                            |
| Other   |           |   |

### Reference and Administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | A Helping Paw – Pet Food Bank                             |
| Other name the charity uses | A Helping Paw   |
| Registered charity number   | <b>1201480</b>  |
| Charity's principal address | 21-31 Park View<br>Whitely Bay<br>Tyne & Wear<br>NE26 2TP |
|                             |   |

**Names of the charity trustees who manage the charity**

|    | <b>Trustee name</b> | <b>Office (if any)</b> | <b>Dates acted if not for whole year</b> | <b>Name of person (or body) entitled to appoint trustee (if any)</b> |
|----|---------------------|------------------------|--|--|
| 1  | Tyesha Muncaster    |                        | 3/1/2023 – Ongoing                       |  |
| 2  | Michael Brannighan  |                        | 3/1/2023 – Ongoing                       |  |
| 3  | Amy Elliott         |                        | 3/1/2023 – 23/2/2023                     |  |
| 4  | Sophie Mason        |                        | 3/1/2023 – Ongoing                       |  |
| 5  |                     |                        |  |  |
| 6  |                     |                        |  |  |
| 7  |                     |                        |  |  |
| 8  |                     |                        |  |  |
| 9  |                     |                        |  |  |
| 10 |                     |                        |  |  |
| 11 |                     |                        |  |  |
| 12 |                     |                        |  |  |
| 13 |                     |                        |  |  |
| 14 |                     |                        |  |  |
| 15 |                     |                        |  |  |
| 16 |                     |                        |  |  |
| 17 |                     |                        |  |  |
| 18 |                     |                        |  |  |
| 19 |                     |                        |  |  |
| 20 |                     |                        |  |  |

**Corporate trustees – names of the directors at the date the report was approved**

| <b>Director name</b> |  |  |
|----------------------|--|--|
| <b>N/A</b>           |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |

**Name of trustees holding title to property belonging to the charity**

| <b>Trustee name</b> | <b>Dates acted if not for whole year</b> |  |
|---------------------|--|--|
| <b>N/A</b>          |  |  |
|                     |  |  |
|                     |  |  |
|                     |  |  |
|                     |  |  |

## Funds held as custodian trustees on behalf of others

|   |                      |
|---|----------------------|
| Description of the assets held in this capacity   | N/a – No assets held |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/a – No assets held |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/a – No assets held |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name         | Address  |
|-----------------|--------------|--|
| Consultant      | Simon Taylor | 44 Aurs Drive, Barhead, Glasgow, Scotland, G78 2LW |
|                 |              |  |
|                 |              |  |
|                 |              |  |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|     |
|-----|
| N/A |
|-----|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                     |              |             |
|---------------------|--------------|-------------|
| <b>Signature(s)</b> | M Brannighan | T Muncaster |
|---------------------|--------------|-------------|

|                     |                    |                  |
|---------------------|--------------------|------------------|
| <b>Full name(s)</b> | Michael Brannighan | Tyesha Muncaster |
|---------------------|--------------------|------------------|

|  |                        |                                |
|--|------------------------|--------------------------------|
| <b>Position (eg Secretary, Chair, etc)</b> | Treasurer & Vice Chair | Chair of the board of Trustees |
|--|------------------------|--------------------------------|

|             |            |
|-------------|------------|
| <b>Date</b> | 10/10/2024 |
|-------------|------------|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

|  |                               |
|--|-------------------------------|
| Charity Name<br><b>A Helping Paw - Pet Food Bank</b> | No (if any)<br><b>1201480</b> |
|--|-------------------------------|

**CC16a**

## Receipts and payments accounts

|                     |                      |    |                          |
|---------------------|----------------------|----|--------------------------|
| For the period from | 1/1/2023<br>1/1/2023 | To | 12/31/2023<br>12/31/2023 |
|---------------------|----------------------|----|--------------------------|

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Donation - Towards rental for 1 year                  | -                                      | 1,200                                | -                                   | 1,200                           | -                             |
| Donations - Facebook campaign for pet food            | -                                      | 702                                  | -                                   | 702                             | -                             |
| Donations - General unrestricted donations            | 3,970                                  | -                                    | -                                   | 3,970                           | -                             |
| Expense Error Corrections                             | 154                                    | -                                    | -                                   | 154                             | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total(Gross income for AR)</b>                 | <b>4,124</b>                           | <b>1,902</b>                         | <b>-</b>                            | <b>6,026</b>                    | <b>-</b>                      |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
| N/A   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>4,124</b>                           | <b>1,902</b>                         | <b>-</b>                            | <b>6,026</b>                    | <b>-</b>                      |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Pet Food & Service Packages                           | 1,196                                  | 702                                  | -                                   | 1,898                           | -                             |
| Fuel Payments   | 705                                    | -                                    | -                                   | 705                             | -                             |
| Rent  | 1,000                                  | 200                                  | -                                   | 1,200                           | -                             |
| Glasgow Consulancy Trip Expenses                      | 247                                    | -                                    | -                                   | 247                             | -                             |
| Set up operational costs                              | 401                                    | -                                    | -                                   | 401                             | -                             |
| Marketing materials & Costco membership               | 131                                    | -                                    | -                                   | 131                             | -                             |
| Expenses - Animal Food & Fuel                         | 111                                    | -                                    | -                                   | 111                             | -                             |
| Expenses - Error                                      | 77                                     | -                                    | -                                   | 77                              | -                             |
| <b>Sub total</b>                                      | <b>3,868</b>                           | <b>902</b>                           | <b>-</b>                            | <b>4,770</b>                    | <b>-</b>                      |
| <b>A4 Asset and investment purchases, (see table)</b> |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>3,868</b>                           | <b>902</b>                           | <b>-</b>                            | <b>4,770</b>                    | <b>-</b>                      |
| <b>Net of receipts/(payments)</b>                     | <b>256</b>                             | <b>1,000</b>                         | <b>-</b>                            | <b>1,256</b>                    | <b>-</b>                      |
| A5 Transfers between funds                            | -                                      | -                                    | -                                   | -                               | -                             |
| A6 Cash funds last year end                           | 222                                    | -                                    | -                                   | 222                             | -                             |
| <b>Cash funds this year end</b>                       | <b>478</b>                             | <b>1,000</b>                         | <b>-</b>                            | <b>1,478</b>                    | <b>-</b>                      |

## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Unrestricted for operational costs e.g Food            | 478                                | -                                | -                               |
|                      | Rent reserves  | -                                  | 1,000                            | -                               |
|                      |  | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b>                                | <b>478</b>                         | <b>1,000</b>                     | <b>-</b>                        |
|                      | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |

| Categories                      | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> | N/A - as a policy we hold £0 outside of our bank account. Any cash is deposited into | -                                  |                                  | -                               |
|                                 |  | -                                  | -                                | -                               |
|                                 |  | -                                  | -                                | -                               |
|                                 |  | -                                  | -                                | -                               |
|                                 |  | -                                  | -                                | -                               |
|                                 |  | -                                  | -                                | -                               |

| Categories                  | Details                    | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|----------------------------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> | N/A - sought no investment |                             | -               | -                        |
|                             |                            |                             | -               | -                        |
|                             |                            |                             | -               | -                        |
|                             |                            |                             | -               | -                        |
|                             |                            |                             | -               | -                        |

| Categories  | Details     | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|-------------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> | Tablet      | Unrestricted                | 132             | >132                     |
|   | Card Reader | Unrestricted                | 95              | >95                      |
|   |             |                             | -               | -                        |
|   |             |                             | -               | -                        |
|   |             |                             | -               | -                        |
|   |             |                             | -               | -                        |
|   |             |                             | -               | -                        |
|   |             |                             | -               | -                        |

| Categories            | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> | N/A     |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

| Signed by one or two trustees on behalf of all the trustees | Signature    | Print Name         | Date of approval |
|---|--------------|--------------------|------------------|
|   | M Brannighan | Michael Brannighan | 10/10/2024       |
|   | T Muncaster  | Tyesha Muncaster   | 10/10/2024       |