



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st January 2023** Period start date To
Period end date **31st 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	N/A – The charity currently doesn't have the size or funds available to consider grant making.
Policy on social investment including program related investment	Para 1.38	N/A – The charity currently doesn't have the size or funds available to consider social investment.
Contribution made by volunteers	Para 1.38	Volunteers primarily support organising & distributing the pet food parcels at our locations supported by the board trustees. All other activities are managed by the board
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>The charity has achieved the below</p> <ul style="list-style-type: none"> • Supported hundreds of pets in our first year to not go to bed hungry. In the process supporting struggling households • Obtained national and local press to raise awareness of pet poverty • Created a strong local social media presence • Raised enough in donations and support to provide continued service, hold reasonable reserves ready for delivering our growth plans in 2024 • Built strong relations with local businesses to establish us in the community • Set up 4 drop off points in Northumberland for pet food donations

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	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
Performance of fundraising activities against objectives set	Para 1.41	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.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	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.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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.
Amount of reserves held	Para 1.22	£1000
Reasons for holding zero reserves	Para 1.22	N/A – due to holding £1000 reserves as of year end
Details of fund materially in deficit	Para 1.24	N/A – no funds held in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No significant risk, unless our storage container rent increase exponentially however this is unlikely.

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	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.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A – we are too small for social investment at this stage
A description of the principal risks facing the charity	Para 1.46	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.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	CIO
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	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

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	Trustee training will be provided by the chair of the board directly in order to maintain a consistent onboarding process.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity structure is contained of the chair, the treasurer/co-chair and 2 other trustees.
Relationship with any related parties	Para 1.51	N/A – we are supported by various local businesses but have no formalised agreements with them.
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 Whitely Bay Tyne & Wear NE26 2TP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

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

Signature(s)

M Brannighan

T Muncaster

Full name(s)

Michael Brannighan

Tyesha Muncaster

**Position (eg Secretary,
Chair, etc)**

Treasurer & Vice Chair

Chair of the board of Trustees

Date

10/10/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
A Helping Paw - Pet Food Bank	1201480

CC16a

Receipts and payments accounts

For the period from	1/1/2023 1/1/2023	To	12/31/2023 12/31/2023
---------------------	----------------------	----	--------------------------

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
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	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total(Gross income for AR)	4,124	1,902	-	6,026	-
A2 Asset and investment sales, (see table).					
N/A	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,124	1,902	-	6,026	-
A3 Payments					
Pet Food & Service Packages	1,196	702	-	1,898	-
Fuel Payments	705	-	-	705	-
Rent	1,000	200	-	1,200	-
Glasgow Consultancy 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	-
Sub total	3,868	902	-	4,770	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,868	902	-	4,770	-
Net of receipts/(payments)	256	1,000	-	1,256	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	222	-	-	222	-
Cash funds this year end	478	1,000	-	1,478	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Unrestricted for operational costs e.g Food	478	-	-
	Rent reserves	-	1,000	-
		-	-	-
	Total cash funds	478	1,000	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	N/A - as a policy we hold £0 outside of our bank account. Any cash is deposited into	-		-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	N/A - sought no investment		-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Tablet	Unrestricted	132	>132
	Card Reader	Unrestricted	95	>95
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	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