



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## 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		

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## 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 ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (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 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 – Present	
2	Michael Brannighan		3/1/2023 – Present	
3	Sophie Mason		3/1/2023 - 2025	
4	Nicole Redpath		27/7/2024 - 2025	
5				
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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 – 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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

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## 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

**Date**

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</b> (Gross income for AR)	10,487	-

#### A2 Asset and investment sales, (see table).

N/A	-	-
	-	-
<b>Sub total</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>	7,924	200

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

## 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
	<b>Total cash funds</b>
	(agree balances with receipts and payments account(s))
B2 Other monetary assets	<b>Details</b>
	Cash reserves held from prior year
B3 Investment assets	<b>Details</b>
	N/A - sought no investment
B4 Assets retained for the charity’s own use	<b>Details</b>
	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) 1201480	CC16a
ments accounts		
To	12/31/2024 12/31/2024	



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

-	-	
-	-	-
-	-	-

-	10,487	6,026
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	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
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-	2,363	1,256
-	-	-
-	-	-
-	2,363	1,256

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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