

MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2021

TRUSTEES' REPORT

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st December 2021.

Reference and administrative details

Charity number: 702953

Trustees: A Hurst
R Pictor
S Hinde
L Milner
M Kasprowicz
E Griffith
L. Cheetham

Registered Office: Millstream Lane
Clayton Bridge
Manchester
M40 1OT

Independent Examiner: The Accountancy
People
Huddersfield Road
Stalybridge
Cheshire
Sk15 2QA

Bankers: Lloyds
Cobden House
12 Mosley Street
Manchester
M2 3AQ

**MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2021**

TRUSTEES' REPORT

Structure, Governance and Management

Governing document

Millstream Animal Shelter was established by a trust deed dated the 19th of June 1990. It is registered as a charity with the Charity Commission. There are currently approximately 80 members.

Appointment of trustees

As set out in the Trust deed there can be a minimum of five and a maximum of ten trustees.

Upon election trustees serve for three year term. All members are circulated with invitations to nominate trustees prior to the AGM. Generally trustees have been involved with the Shelter for some time and are aware of their rights and obligations as trustees and they are made aware of the plans and financial position of the charity upon appointment.

Organisation

The board of trustee's aims to meet regularly but all major decisions both financial and non-financial are discussed with all trustees before being put into effect.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and this review is regularly updated at management meetings. Where appropriate, systems or procedures have been established to mitigate the risks, both financially and non-financially.

Objectives and activities

The objects of the charity are

- To relieve the suffering and distress of cats and other animals by the provision of food, shelter and veterinary care for unwanted, sick or ill-treated animals and wherever possible provide good homes for them.
- To prevent the unwanted breeding of animals.
- To advance public education in the needs and proper care of animals.

In furtherance of the foregoing objects but not otherwise the Trust shall have the following powers:

- To establish and maintain a centre or centres for treating unwanted sick or ill-treated animals under veterinary advice.
- To undertake the sheltering of animals parted from their owners.
- To make arrangements for the adoption of animals and educate the public as to their responsibility towards animal ownership.
- To purchase animals where it is considered in the animals best interest to do so.
- To take veterinary advice when euthanasia is the only alternative.
- To arrange the neutering of animals by the veterinary surgeons.
- To co-operate with other organisations having a similar charitable objective.

MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2021

TRUSTEES' REPORT

Achievements and Performance

Having managed to work round the problems created by Covid, the year became a semblance of normality.

Our trustees' tenure, subject to a de facto 12 months basis, came up for renewal when we were again able to hold our AGM.

Our existing six trustees were re-elected, along with a seventh, namely Louise Cheetham appointed on 3/8/2021 and we were delighted to welcome her to our board.

We have found that by using Facebook to make initial contact with prospective new owners for our cats, and subsequent meeting-up by appointment has been so successful, and less stressful for the cats, that we have continued to follow this procedure. During 2021 we rehomed 796 cats, (2020 866 Cats).

Our regular staff remains at seven, plus our manager and we would like to thank them, along with volunteers, for their dedication during difficult times. This has included a great deal of working out of hours both in regard to phone calls and home visits, the latter often involving unsavoury domestic situations.

The relocation of our Charity shop to the Shelter has proved to be highly successful with so many advantages by being under the same roof as the shelter, albeit with a totally separate entrance.

A big thank you, again, to our magnificent supporters who donate to us in so many different ways.

Plans for the future

The trustees, as always, expect to be able to continue the Charity's activities in keeping with their objectives.

We continue to improve our site facilities.

One of our long-serving and much valued volunteers, sadly died. He left us his house which is being renovated also by a volunteer who is experienced in the building trade. When completed this property will be rented out.

Bearing in mind the Charity Commission guidance on public benefit the trustees are confident that our ongoing work in helping pet owners in all aspects of care fulfils the public benefit test.

Reserves policy

The trustees have examined the charities requirements for reserves in the light of the main risk to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be approximately equal to 9 months' expenditure having regard also to any contingencies that might arise and any possible downturns in voluntary income. The planned increase in the level of reserves from 6 to 9 months expenditure has arisen from the generally depressed economic climate and the consequent adverse effect that this might have on future funding.

MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2021

TRUSTEES' REPORT

Trustees' responsibilities

Charter law requires the trustees to prepare accounts that give a true and fair view of the state of affairs of the charity and of its income and expenditure for the financial year. In doing so the trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of the recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

MILLSTREAM ANIMAL SHELTER
MILLSTREAM LANE
CLAYTON BRIDGE
MANCHESTER
M40 1QT

BY ORDER OF THE COMMITTEE

ROSEMARY PICTOR

ADRIANNE HURST

DATED: 10.5.22

**MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2021**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MILLSTREAM ANIMAL SHELTER

I report on my examination of the accounts of the Trust for the year ended 31 December 2021 which are set out on pages 6 - 13.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the charity and a comparison of the financial accounts with those records. It also includes consideration 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination as I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of 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 no concerns and 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.

The Accountancy People
Huddersfield Road
Stalybridge
SK15 2QA

James Sheard

MILLSTREAM ANIMAL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	31.12.21 £	31.12.20 £
<u>INCOMING RESOURCES</u>			
Incoming resources from generated funds:			
Voluntary income:			
Donations and Gifts including Gift Aid		103,231	124,182
Legacies		311,930	253,145
Activities for generating funds:			
Shop income		25,854	27,498
Commission			
Investment income:			
Interest received		315	1,162
Dividends		1,679	2,217
Rents receivable		19,539	17,952
Profit(loss) on sale of investments			
Incoming resources from charitable activities:			
Grant and Misc Income		12,200	10,000
Total incoming resources		474,748	436,156
<u>RESOURCES EXPENDED</u>			
Costs of generating funds:			
Costs of generating voluntary income	2	12,527	8,772
Charity shop	2	2,073	2,131
Charitable activities	2	295,724	352,193
Governance	2	2,802	3,548
Total resources expended	2	313,126	365,644
Net incoming/(outgoing) resources before other recognised gains and losses			
		161,622	70,512
Other recognised gains/(losses):			
Profit(loss) on investments	7	76,269	55,749
Reconciliation of funds:			
Total funds brought forward		1,850,717	1,724,456
Total funds carried forward		<u>2,088,608</u>	<u>1,850,717</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.
The accompanying notes are an integral part of this statement of financial activities.

MILLSTREAM ANIMAL
BALANCE SHEET AS AT 31 DECEMBER 2021

	Notes	31.12.2021		31.12.2020
		£	£	£
Tangible Fixed Assets	6	363,172		369,025
Investments	7	1,140,837		802,569
		1,504,009		1,171,594
Current Assets				
Sundry Debtors and Prepayments		23,569		15,525
Cash at Building Society		237,823		238,052
Cash at Bank and in hand		331,422		434,335
		<u>592,814</u>		<u>687,912</u>
Current Liabilities				
Sundry Creditors and Accruals		<u>8,214</u>		<u>8,790</u>
Net Current Assets		<u>584,600</u>		<u>679,122</u>
		2,088,609		1,850,716
Less: Long Term Liabilities				
Loans from Trustees				
Net Assets		<u>2,088,609</u>		<u>1,850,716</u>
Funds				
Unrestricted Funds:				
General Fund	1	<u>2,088,609</u>		<u>1,850,716</u>

The Accounts were approved by the Trustees and signed on their behalf by:

A Hurst 

Dated 9.5.22

MILLSTREAM ANIMAL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are summarised below.

Basis of preparation

The financial statements have been prepared under the historical cost convention with the exception that investments are included at market value and 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 with the Charities Act 2011.

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

Going concern

There are no material uncertainties about the ability of the charity to continue as a going concern.

Fund accounting

Unrestricted funds comprise accumulated surpluses and deficits on general funds that are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and that have not been designated for other purposes.

All of the charity's funds are unrestricted funds

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of gifts, donations, homing fees and grants and is included in full in the SOFA when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Legacies are recognised in the SOFA as they are received or when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Items donated for resale through the charity's shop are included as incoming resources within activities for generating funds when they are sold. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

MILLSTREAM ANIMAL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

Resources expended

Expenditure is accounted for on an accruals basis and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred in the delivery of activities and services for beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include professional fees and costs linked to the strategic management of the charity.

Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation of fixed assets is calculated to write off their cost less any residual value over their estimated useful lives as follows:

Land and Buildings	Nil on land, 5% on property improvements
Motor Vehicles	25% on written down value
Plant and Equipment	15% on written down value
Fixtures and Fittings	15% on written down value
Computer Equipment	25% on written down value

Investments

Fixed asset investments in quoted shares, traded bonds and similar investments are valued initially at cost and subsequently at fair value (market value) at the year end.

Investment properties

Investment properties are properties held to earn rentals and/or for capital appreciation. Investment properties are initially measured at cost including transaction costs. Subsequently investment properties are measured at fair value. Investment property valuations are based on an open market valuation. Gains and losses arising from changes in the fair value of investment properties are included in the SOFA in the period in which they arise.

Financial instruments

The charity accounts for basic financial instruments, debtors and prepayments and creditors and accruals, at the undiscounted amount of the cash or other consideration expected to be received or paid

MILLSTREAM ANIMAL SHELTER

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

2. TOTAL RESOURCES EXPENDED

	£	Voluntary Income £	Charity Shop £	Advice, Information and animal welfare £	Governance £	Total 2021 £	Total 2020 £
Costs directly allocated to activities							
Purchases & Veterinary fees				90,714		90,714	112,426
Neutering scheme							
Staff costs	4,458			139,882		144,340	154,108
Premises costs		2,073		11,745		13,818	14,207
Motor & Travel							
Telephone							
Printing & Stationary							
Sundries							
Bank Charges							
Depreciation and loss on disposal							
Professional fees				813	2,441	3,254	2,879
	4,458	2,073		243,154	2,441	252,126	283,620
Support costs allocated to activities							
Premises costs	3,321			29,874		33,195	19,359
Motor & Travel				7,434		7,434	13,672
Printing & Stationary				4,658		4,658	6,219
Publicity and promotion							687
Telephone	723			723	362	1,808	2,047
Training							
Depreciation				5,853		5,853	37,358
Bank and Just giving Charges							300
Sundries	4,026			4,026		8,052	2,383
Investment property costs							
Realised loss on investments							
	8,070	-		52,568	362	61,000	82,025
Total Resources expended	12,528	2,073		295,722	2,803	313,126	365,645

Total resources expended

The above costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis (eg. number of employees or estimated usage).

Support costs have been apportioned using numbers of people per area of activity or on a basis which is considered consistent with the use of the resources.

MILLSTREAM ANIMAL SHELTER

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

3. Staff Costs

The staff costs of the charity, were as follows:

	2021	2020
	£	£
Wages	122,444	127,135
Social security costs	17,897	22,236
Employer's pension costs	<u>3,979</u>	<u>4,737</u>
	<u>144,340</u>	<u>154,108</u>

There were no employees who earned in excess of £60,000 per annum.

No members of the management committee received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

4. Independent Examiner

The independent examiner The Accountancy People was paid £3,254 (2020: £3,254) during the year, of which £2,232 (2020: £2,232,) related to the preparation and examination of the financial statements.

5 Taxation

As a charity, Millstream Animal Shelter is exempt from tax on income and gains to the extent that they are applied to its charitable objectives. No provision for tax is therefore considered necessary.

MILLSTREAM ANIMAL SHELTER

6 Tangible Fixed Assets

	Land & Property Freehold £	Plant & Machinery £	Motor Vehicles £	Total £
Cost				
As at 1 January 2021	470,358	226,610	44,408	741,376
As at 31 December 2021	<u>470,358</u>	<u>226,610</u>	<u>44,408</u>	<u>741,376</u>
Depreciation				
As at 1 January 2021	129,013	224,124	19,214	372,351
Provided during the period	-	2,486	3,367	5,853
As at 31 December 2021	<u>129,013</u>	<u>226,610</u>	<u>22,581</u>	<u>378,204</u>
Net Book Value				
As at 31 December 2021	<u>341,345</u>	-	<u>21,827</u>	<u>363,172</u>
As at 1 January 2021	<u>341,345</u>	<u>2,486</u>	<u>25,194</u>	<u>369,025</u>

MILLSTREAM ANIMAL SHELTER

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

7 **Investments**

Shares listed on the London Stock Exchange:

	2021 £	2020 £
Valuation at 1 January 2021		
Received during the year	456,601	400,853
Acquired during the year		
Value of shares sold in the year	200,000	
Unrealised gain/(loss) on investments in the year	76,269	55,748
Valuation at 31 December 2021	<u>732,870</u>	<u>456,601</u>

Investment property

17 Gambrel Bank Road, OL6 8TW	135,706	135,706
189 Stockport Road, OL5 ORF	119,132	119,132
6 Myrtle Grove	62,000	
190 Oldham Road, OL7 9AN	91,129	91,129
	<u>407,967</u>	<u>345,967</u>

Total Investments

1,140,837 802,569

Investments comprising listed shares and securities are stated at market value at the balance sheet date.

The investment property is not held for consumption but for investment purposes and will be maintained to a high standard. The Trustees consider that to depreciate it would be inappropriate. Fixed asset investment properties are stated at fair value.