(A company limited by guarantee)

# REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2010

Registered Charity No. 254642-1 Company No. 4102882

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# REPORT AND FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 30 SEPTEMBER 2010

# **CONTENTS**

| Page   |  |
|--------|--|
| 1 - 4  | Report of the trustees                         |
| 5      | Independent examiner's report                  |
| 6      | Statement of financial activities              |
| 7 - 8  | Balance sheet                                  |
| 9 - 17 | Notes forming part of the financial statements |

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2010

The trustees present their report and financial statements for the year ended 30 September 2010

#### REFERENCE AND ADMINISTRATIVE DETAILS

Charity number 254642-1

Company number 4102882

Registered office Seacourt Tower, West Way, Botley, Oxford OX2 0FB

Sanctuary address The Green, Stadhampton, Oxon OX44 7UB

Accountants Wenn Townsend, 10 Broad Street, Abingdon, Oxfordshire

OX14 3LH

Solicitors Blake Lapthorn, Seacourt Tower, West Way,

Botley, Oxford OX2 0FB

Bankers Barclays Bank plc, 211-213 Banbury Road, Oxford

OX27HH

# Trustees

The trustees serving during the year and since the year end were as follows -

Miss M I M Gray Mr E Longthorp

Mrs DHK Heath (Chairman) Mr KE Cross (Treasurer)

Mrs SM Hodby Mr CMcCreedy

Secretary Linnells Secretarial Services Limited

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The Oxfordshire Animal Sanctuary is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The company was incorporated on 6 November 2000 and registered as a charity on 14 April 2003.

#### Appointment, induction and training of trustees

When a vacancy arises new trustees are appointed by the existing trustees. The new trustee is generally only selected on the basis of his or her known support for the aims of the charity and typically this support will have existed for a number of years. The induction and training of new trustees involves making them aware of their responsibilities, the governing document and the administrative procedures of the charity.

#### Organisation

The charity is managed by a management committee appointed by the trustees. The charity employs a warden to run the Sanctuary with a body of employees to look after the animals Managers are employed to run each of the shops. Volunteer staff are also utilised to assist the warden and shop managers. A manager is employed with responsibility for the day to day management at Stadhampton as well as other operational duties.

#### Risk management

The trustees actively review the major risks the charity faces on a regular basis and believe that by maintaining reserves at current levels and combining this with an annual review of the controls over key financial systems, sufficient resources will be available to meet adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### **OBJECTIVES AND ACTIVITIES**

The objects of the charity are the establishment and maintenance of a Sanctuary where unwanted or stray animals of all kinds can be received at all times and to find good permanent homes for such animals or, if unsuccessful, to keep them in the Sanctuary for the rest of their lives so long as it is practicable so to do

The policy of the charity continues to be to seek the necessary finance and support to continue to operate the Sanctuary so as to comply with the above objects

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

#### PUBLIC BENEFIT

Our stated objectives and activities deliver public benefit by promoting human morality through the encouragement of kindness to animals and discouraging cruelty to animals. By rehoming animals we seek to create happy homes for humans and animals alike

We have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in planning our future activities

#### ACHIEVEMENTS AND PERFORMANCE

The trustees consider that the overall performance of the charity during the year has been satisfactory. Over the period 190 dogs were taken in and 184 were adopted. This gives a re-housing ratio of 97% which was very good. 242 cats arrived and 180 were found new homes, a re-housing ratio of 74% which was satisfactory. New arrivals of guinea pigs and rabbits totalled 74, those re-housed totalled 50, a ratio of 68%. A total of 414 animals were therefore successfully re-housed. The staff at the Sanctuary should again be congratulated on their continuing level of hard work in their care of the animals.

The charity would not be able to provide the service of caring for animals without the valuable assistance of the numerous willing supporters and volunteers

#### FINANCIAL REVIEW

Total incoming resources amounted to £492,506 of which legacies accounted for £166,670 Total resources expended were £657,916, and this has resulted in a deficit for the year of £165,410 In the previous year there had been a surplus of £250,958

The deficit for the year has reduced the charity's reserves as closing net current assets have declined from £622,861 to £464,620. Although this was a most disappointing outcome the trustees have been encouraged by positive indications of legacies which arose after the end of the year which should enable the charity to carry on its valuable work into the future. The overall poor performance of the shops during the year necessitated the appointment of a part-time business development manager in 2011 by the trustees. It is hoped that this appointment will result in a distinct improvement in the contribution that the shops make to the charity's funds

#### Reserves policy

Given the unpredictable nature of incoming resources, it is now the policy of the charity to aim to maintain unrestricted funds at a level which equates to at least 12 months unrestricted expenditure. This should then provide sufficient funds to cover management and administrative support costs

#### Investment policy

Apart from a small amount of UK equities gifted by donors in previous years, the bulk of the charity's investment funds are held in the form of a bank base rate tracker deposit account. This provides for immediate access to these monies in the form of periodic transfers to the current bank account, at the same time ensuring a reasonable rate of interest on the deposit funds held. It is intended that this policy will be reviewed after taking the appropriate professional advice.

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

#### PLANS FOR THE FUTURE

Fund raising and publicity initiatives are planned in order to continue to spread the word regarding the valuable work of the charity in these difficult economic times

#### STATEMENT OF TRUSTEES' RESPONSIBILITY

The trustees who are also directors of The Oxfordshire Animal Sanctuary are required by company law to prepare financial statements for each financial period which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period In preparing these financial statements, the trustees are required to:

- (a) select suitable accounting policies and apply them consistently,
- (b) observe the methods and principles of the Charities SORP,
- (c) make judgements and estimates that are reasonable and prudent,
- (d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- (e) prepare the financial statements 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 enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 25th June 2011 and signed on their behalf by

Mrs D H K Heath

Trustee

Mr K E Cross

E. Crou.

Trustee

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE OXFORDSHIRE ANIMAL SANCTUARY

I report on the accounts of the company for the year ended 30 September 2010 which are set out on pages 6 to 17

#### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England & Wales

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 act,
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- state whether particular matters have come to my attention

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning 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

In connection with my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - to prepare accounts which accord with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

2 to which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached

S J Bates ACA Wenn Townsend

Chartered Accountants and Registered Auditors

10 Broad Street

Abıngdon

Oxon

**OX14 3LH** 

Date 27 June 2011

# STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 30 SEPTEMBER 2010

|   | Notes | Unrestricted | Restricted | Total Funds<br>2010<br>£ | Total Funds<br>2009<br>£ |
|---|-------|--------------|------------|--------------------------|--------------------------|
| Incoming resources  |       |              |            | 750                      | •                        |
| Incoming resources from   |       |              |            |                          |                          |
| Generated funds   |       |              |            |                          |                          |
| Voluntary income  | 2     | 260,541      | -          | 260,541                  | 695,174                  |
| Activities for generating funds                                   | 3     | 197,488      | -          | 197,488                  | 212,010                  |
| Investment income   | 4     | 3,135        | -          | 3,135                    | 1,262                    |
| Incoming resources from   | _     |              |            |                          |                          |
| Charitable activities   | 5     | 31,342       |            | 31,342                   | 30,809                   |
| Total incoming resources  |       | 492,506      | -          | 492,506                  | 939,255                  |
| Resources expended  |       | <del></del>  |            | <del></del>              | <del></del>              |
| Cost of generating funds  |       |              |            |                          |                          |
| Fundraising trading costs   | 6     | 147,416      | _          | 147,416                  | 135,314                  |
| Charitable activities   | 7     | 433,517      | _          | 433,517                  | 466,604                  |
| Governance costs  | 8     | 76,983       | -          | 76,983                   | 86,379                   |
| Total resources expended  |       | 657,916      |            | 657,916                  | 688,297                  |
| Net (outgoing) / incoming resources before other recognised gains | 10    | (165,410)    | -          | (165,410)                | 250,958                  |
| Other recognised (losses)/gains<br>Loss on investment revaluation | 12    | (433)        | -          | (433)                    | (746)                    |
|   |       | (165,843)    | -          | (165,843)                | (250,212)                |
| Reconciliation of funds Total funds brought forward               |       | 979,511      | -          | 979,511                  | 729,299                  |
| Total funds carried forward                                       |       | 813,668      | -          | 813,668                  | 979,511                  |
|   |       |              |            |                          |                          |

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities

The notes on pages 9 to 17 form part of these accounts

(Company Registration Number 4102882)

# BALANCE SHEET AT 30 SEPTEMBER 2010

|   | Notes    | 30.9.10<br>£   | £                | 30.9.09<br>£                   | £                |
|---|----------|--|------------------|--------------------------------|------------------|
| FIXED ASSETS Tangible fixed assets Investments                      | 11<br>12 |  | 347,593<br>1,455 |                                | 354,762<br>1,888 |
| CURRENT ASSETS Debtors Cash at bank and in hand                     | 13       | 183,768<br>349,911<br>—————————————————————————————————— | 349,048          | 661,623<br>29,409<br>————————— | 356,650          |
| CREDITORS (amounts falling due within one year)  NET CURRENT ASSETS | 14       | 69,059   | 464,620          | 68,171                         | 622,861          |
| NET ASSETS REPRESENTED BY:  |          |  | 813,668          |                                | 979,511          |
| Restricted Funds<br>Unrestricted Funds                              |          |  | 813,668          |                                | 979,511          |
| TOTAL FUNDS   | 17       | -  | 813,668          |                                | 979,511          |

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet

(Company Registration Number 4102882)

BALANCE SHEET

AT 30 SEPTEMBER 2010

In approving these financial statements as directors of the company we hereby confirm

For the year ending 30 September 2010 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

#### Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

Approved by the board of trustees and signed on its behalf by

 $Mrs\;D\;H\;K\;Heath$ 

Trustee

Date 25 H June 2011

KE.Cou.-

Trustee

The notes on pages 9 to 17 form part of these accounts.

#### NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2009

#### 1 ACCOUNTING POLICIES

#### Basis of preparation of financial statements

The financial statements are prepared under the historical cost convention as modified by the inclusion of fixed asset investments at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities Statement of Recommended Practice issued in March 2005 and applicable Accounting Standards

#### Fund accounting

Funds held by the charity are either

- Unrestricted funds—these are funds which can be used in accordance with the charitable objects at the discretion of the trustees
- Restricted funds these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### Tangible fixed assets for use by the charity and depreciation

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

Freehold buildings Over the period of their expected useful life at 4% per

annum

Leasehold property Amortised over the unexpired portions of the lease by

equal annual instalments

Fittings, kennels and equipment Reducing balance basis at 25% per annum

Motor vehicles Reducing balance basis at 25% per annum

Freehold land is not depreciated

# **Incoming resources**

All incoming resources are included in the Statement of Financial Activities 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 legacies, donations and gifts and is included in full in the Statement of Financial Activities when receivable
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

#### 1 ACCOUNTING POLICIES (CONTINUED)

#### Incoming resources (continued)

- The other items donated for resale through the charity's shops are included as incoming resources within activities for generating funds when they are sold
- Investment income is included when received

#### Resources expended

Expenditure is recognised on an accrual basis as a liability when incurred

Expenditure which is directly attributable to specific activities has been included in these cost categories. Expenditure on management and administration of the charity includes all expenditure not directly related to the company's charitable activity.

#### Value added tax

Value added tax is recoverable by the charity, and as such is excluded from the relevant income and costs in the Statement of Financial Activities

#### **Investments**

Investments held as fixed assets are revalued at mid-market value at the balance sheet date. The Statement of Financial Activities includes the net gains or losses arising on revaluation

#### **Operating leases**

Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term

#### 2 VOLUNTARY INCOME

|                             | Unrestricted | Restricted  | 2010    | 2009    |
|-----------------------------|--------------|-------------|---------|---------|
|                             | £            | £           | £       | £       |
| Legacies                    | 166,670      | -           | 166,670 | 492,129 |
| Subscriptions and donations | 93,871       | -           | 93,871  | 203,045 |
|                             |              | <del></del> |         |         |
|                             | 260,541      | -           | 260,541 | 695,174 |
|                             |              |             |         |         |

The charity has been notified of a legacy from the estate of D Cooper deceased, which includes a share in a property. However, as no reasonable estimate is available as to when the charity will benefit from this legacy and of the amount involved, no provision has been included in the accounts for this bequest

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

| 3 ACTIVITIES FOR GENERATIN |
|----------------------------|
|----------------------------|

| 3 ACTIVITIES FOR GENERATING FUNDS   |   |  |
|---|---|--|
|   | 2010  | 2009   |
|   | £   | £  |
| Shop sales  |   |  |
| 36 South Parade, Summertown, Oxford   | 55,084  | 55,447   |
| 114 Lower Broadway, Didcot, Oxon  | 34,186  | 34,315   |
| 2 Hawkins House Carterton, Oxon   | 20,716  | 25,323   |
| 29 Corn Street, Witney, Oxon  | 66,994  | 65,959   |
| 38 Corn Street, Witney, Oxon  | 20,488  | 30,966   |
| 33 Corn Street, Witney, Oxon  |   |  |
|   | 197,488   | 212,010  |
| A INDUCCIONATONIC INCOME  |   |  |
| 4 INVESTMENT INCOME   | 2010  | 2000   |
|   | 2010<br>£   | 2009   |
|   | I.  | £  |
| UK listed investments   | 67  | 235  |
| UK cash deposits  | 3,068   | 1,027  |
|   |   |  |
|   | 3,135   | 1,262  |
| 5 INCOMING RESOURCES FROM CHARIT  | FABLE ACTIVITIES  | <del></del>  |
|   |   |  |
|   | 2010  | 2009   |
|   | 2010<br>£   | 2009<br>£  |
| Stadhampton animal income   |   |  |
| Stadhampton animal income   | £   | £  |
|   | £   | £  |
| Stadhampton animal income  6 COST OF GENERATING FUNDS   | £ 31,342  | 30,809   |
|   | £   | £  |
|   | £ 31,342  | £ 30,809  2009   |
| 6 COST OF GENERATING FUNDS  | £ 31,342  | £ 30,809  2009   |
| 6 COST OF GENERATING FUNDS  Cost of shop operations   | £ 31,342  2010 £ 37,253 60,097  | £ 30,809 2009 £  |
| 6 COST OF GENERATING FUNDS  Cost of shop operations Management salaries and national insurance  | £ 31,342  2010 £ 37,253 60,097 4,864  | £ 30,809 2009 £ 44,569 57,550 4,352  |
| 6 COST OF GENERATING FUNDS  Cost of shop operations  Management salaries and national insurance  Rents  | £ 31,342  2010 £ 37,253 60,097 4,864 4,109  | £ 30,809 2009 £ 44,569 57,550  |
| 6 COST OF GENERATING FUNDS  Cost of shop operations Management salaries and national insurance Rents Rates  | £ 31,342  2010 £ 37,253 60,097 4,864  | £ 30,809 2009 £ 44,569 57,550 4,352  |
| 6 COST OF GENERATING FUNDS  Cost of shop operations Management salaries and national insurance Rents Rates Light and heat   | £ 31,342  2010 £ 37,253 60,097 4,864 4,109  | £ 30,809 2009 £ 44,569 57,550 4,352 4,312                                    |
| 6 COST OF GENERATING FUNDS  Cost of shop operations Management salaries and national insurance Rents Rates Light and heat Telephone   | £ 31,342  2010 £ 37,253 60,097 4,864 4,109 1,295 957 4,015                        | £ 30,809 2009 £ 44,569 57,550 4,352 4,312 1,462                              |
| Cost of shop operations Management salaries and national insurance Rents Rates Light and heat Telephone Insurance   | £ 31,342  2010 £ 37,253 60,097 4,864 4,109 1,295 957 4,015                        | £ 30,809 2009 £ 44,569 57,550 4,352 4,312 1,462 831 1,948                    |
| Cost of shop operations Management salaries and national insurance Rents Rates Light and heat Telephone Insurance Repairs and maintenance   | £ 31,342  2010 £ 37,253 60,097 4,864 4,109 1,295 957                              | £ 30,809 2009 £ 44,569 57,550 4,352 4,312 1,462 831                          |
| Cost of shop operations Management salaries and national insurance Rents Rates Light and heat Telephone Insurance Repairs and maintenance Waste disposal                                    | £ 31,342  2010 £ 37,253 60,097 4,864 4,109 1,295 957 4,015 6,911                  | £ 30,809 2009 £ 44,569 57,550 4,352 4,312 1,462 831 1,948 7,935              |
| Cost of shop operations Management salaries and national insurance Rents Rates Light and heat Telephone Insurance Repairs and maintenance Waste disposal Advertising                        | £ 31,342  2010 £ 37,253 60,097 4,864 4,109 1,295 957 4,015 6,911 596              | £ 30,809 2009 £ 44,569 57,550 4,352 4,312 1,462 831 1,948 7,935              |
| Cost of shop operations Management salaries and national insurance Rents Rates Light and heat Telephone Insurance Repairs and maintenance Waste disposal Advertising Legal and professional | £ 31,342  2010 £ 37,253 60,097 4,864 4,109 1,295 957 4,015 6,911 596 5,115 22,204 | £ 30,809 2009 £ 44,569 57,550 4,352 4,312 1,462 831 1,948 7,935 1,826 10,529 |
| Cost of shop operations Management salaries and national insurance Rents Rates Light and heat Telephone Insurance Repairs and maintenance Waste disposal Advertising Legal and professional | £ 31,342  2010 £ 37,253 60,097 4,864 4,109 1,295 957 4,015 6,911 596 5,115        | £ 30,809 2009 £ 44,569 57,550 4,352 4,312 1,462 831 1,948 7,935 1,826        |

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

| 7 | <b>CHARITABLE</b> | ACTIVITIES | COSTS |
|---|-------------------|------------|-------|
| / | CHARLIADLE        | ACTIVITES  | CUBLB |

| / CHARITABLE ACTIVITIES COSTS              |             |         |
|--|-------------|---------|
|  | 2010        | 2009    |
|  | £           | £       |
| Animal welfare costs                       |             |         |
| Food and bedding                           | 49,327      | 61,080  |
| Wages and national insurance (Stadhampton) | 261,917     | 276,047 |
| Veterinary fees and medicines              | 84,666      | 78,545  |
| Outside kennels boarding fees              | 1,638       | 15,099  |
| Outside Rolliness Boarding 1965            |             |         |
|  | 207.540     | 120 771 |
|  | 397,548     | 430,771 |
|  | <del></del> |         |
| Sanctuary establishment costs              |             |         |
| Rates                                      | 6,324       | 6,061   |
| Light and heat                             | 8,301       | 8,605   |
| Hire of portakabin                         | 1,670       | 1,670   |
| Insurance                                  | 5,437       | 7,179   |
| Repairs and maintenance                    | 2,236       | 2,529   |
| Waste disposal                             | 9,878       | 7,003   |
| Cleaning and laundry                       | 2,123       | 2,786   |
| Croaming and humany                        |             |         |
|  | 35.060      | 25 022  |
|  | 35,969      | 35,833  |
|  |             |         |
|  | 433,517     | 466,604 |
|  |             |         |
| 8 GOVERNANCE COSTS                         |             |         |
|  | 2010        | 2009    |
|  | £           | £       |
| Administration                             |             |         |
| Postage, printing and stationery           | 2,286       | 2,126   |
| Telephone                                  | 3,133       | 3,488   |
| Advertising                                | 858         | 3,707   |
| Motor and travel                           | 4,171       | 3,395   |
| Legal and professional                     | 11,368      | 16,035  |
|  | 11,500      | 4,000   |
| Audit                                      | -           | 4,000   |
| Accountancy                                | 1,400       | -       |
| Book-keeping and administration            | 36,000      | 36,000  |
| General expenses                           | 3,319       | 4,249   |
| Finance charges                            |             |         |
| Bank interest and other interest           | -           | 7       |
| Bank charges                               | 3,529       | 3,764   |
|  |             |         |
| Carried forward                            | 66,064      | 76,771  |
|  |             |         |

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

# 8 GOVERNANCE COSTS (CONTINUED)

| 6 GOVERNANCE COSTS (CONTINUED)  | 2010<br>£   | 2009<br>£    |
|---------------------------------|-------------|--------------|
| Brought forward                 | 66,064      | 76,771       |
| Depreciation of fixed assets    |             |              |
| Freehold buildings              | 7,880       | 7,880        |
| Fittings, kennels and equipment | 1,920       | 1,355        |
| Motor vehicles                  | 1,250       | 373          |
| Profit on sale of motor vehicle | (131)       |              |
|                                 | 76,983      | 86,379       |
|                                 | <del></del> | <del> </del> |

#### 9 STAFF COSTS AND TRUSTEES' REMUNERATION

No trustees received any remuneration during the year

Expenses were reimbursed to trustees amounting to £43 paid to Miss Gray for the charity's use of her telephone and £297 paid to Mrs D Heath re postage costs incurred. The staff costs were

|                      |  | 2010    | 2009    |
|----------------------|--|---------|---------|
|                      |  | £       | £       |
| Sanctuary            | Wages and salaries                         | 247,563 | 257,369 |
| -                    | Social security costs                      | 14,354  | 18,678  |
| Shops                | Wages and salaries                         | 35,513  | 42,637  |
|                      | Social security costs                      | 1,740   | 1,932   |
|                      |  |         |         |
|                      |  | 299,170 | 320,616 |
|                      |  |         |         |
| The average year was | weekly number of staff employed during the |         |         |
| Sanctuary            |  | 23      | 22      |
| Shop manag           | ement                                      | 4       | 5       |
|                      |  |         |         |
|                      |  | 27      | 27      |
|                      |  | -       |         |
|                      |  |         |         |

No employee received remuneration in excess of £60,000 during the year

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

#### 10 NET MOVEMENT IN FUNDS FOR THE YEAR

This is stated after charging/(crediting)

| and to control and control of the co | 2010<br>£ | 2009<br>£ |
|--|-----------|-----------|
| Depreciation of tangible fixed assets  | 11,050    | 9,608     |
| Profit on disposal of tangible fixed assets  | (131)     | -         |
| Auditor's remuneration   | -         | 4,000     |
| Independent examiner's remuneration  | 1,400     | -         |

#### 11 TANGIBLE FIXED ASSETS

| COST OR VALUATIO  | Freehold<br>land and<br>buildings<br>£<br>N | Leasehold<br>property<br>£ | Fittings<br>kennels &<br>equipment<br>£ | Motor<br>vehicles<br>£    | Total<br>£                  |
|---|---|----------------------------|---|---------------------------|-----------------------------|
| At 1 October 2009<br>Additions<br>Disposals                   | 389,485                                     | 3,653                      | 16,411                                  | 4,886<br>5,000<br>(4,886) | 414,435<br>5,000<br>(4,886) |
| At 30 September 2010  | 389,485                                     | 3,653                      | 16,411                                  | 5,000                     | 414,549                     |
| DEPRECIATION  |   | <del></del>                | -                                       | •••                       |                             |
| At 1 October 2009 Eliminated on disposals Provided during the | 43,520<br>-                                 | 3,653<br>-                 | 8,733                                   | 3,767<br>(3,767)          | 59,673<br>(3,767)           |
| year  | <u>7,880</u>                                |                            | 1,920                                   | 1,250                     | 11,050                      |
| At 30 September 2010  | 51,400                                      | 3,653                      | 10,653                                  | 1,250                     | 66,956                      |
|   |   | <u> </u>                   |   |                           |                             |
| NET BOOK VALUE  |   |                            |   |                           |                             |
| At 30 September 2010  | 338,085                                     | -                          | 5,758                                   | 3,750                     | 347,593                     |
|   |   |                            |   |                           |                             |
| At 30 September 2009  | 345,965                                     | -                          | 7,678                                   | 1,119                     | 354,762                     |
|   |   | <del></del>                |   |                           |                             |

Included in cost of land and buildings is freehold land of £200,000 (2009 - £200,000) which is not depreciated

The Trustees are of the opinion that the current market value of freehold land and buildings is greater than the carrying value in the accounts. However, as no imminent sale of these assets is anticipated, the Trustees consider that obtaining a current market value would incur additional costs which would not benefit the operational capacity of the charity

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

| 12 INVESTMENTS                                    |                |                |
|---|----------------|----------------|
|   | 2010<br>£      | 2009<br>£      |
| UK Quoted investments                             |                | ~              |
| Opening market value 1 October 2009               | 1,888          | 2,634          |
| Net unrealised investment loss                    | (433)          | (746)          |
| Market value 30 September 2010                    | 1,455          | 1,888          |
|   |                | - <del></del>  |
| Historical cost at 30 September 2009              | 4,218          | 4,218          |
|   |                |                |
| 13 DEBTORS  | 2010           | 2000           |
|   | 2010<br>£      | 2009<br>£      |
| VAT   | 6,870          | 3,812          |
| Prepayments Other debtors                         | 5,859          | 5,859          |
| Other debtors                                     | <u>171,039</u> | <u>651,952</u> |
|   | 183,768        | 661,623        |
|   | <u> </u>       |                |
| 14 CREDITORS (amounts falling due within one year | )              |                |
|   | 2010<br>£      | 2009<br>£      |
| Trade creditors                                   | 33,150         | 22,777         |
| Taxes and social security                         | 33,509         | 40,394         |
| Accruals  | 2,400          | 5,000          |
|   | 69,059         | 68,171         |
|   | <del></del>    |                |

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

#### 15 OPERATING LEASE COMMITMENTS

The following payments are committed to be paid within one year in respect of operating leases for land and buildings

| year in respect of operating leases for failu and buildings | 2010<br>£ | 2009<br>£ |
|---|-----------|-----------|
| Expiring  |           |           |
| Within one year   | -         | 13,000    |
| Between one and five years                                  | 23,250    | 9,500     |
| After five years  | 15,904    | 13,750    |
|   |           |           |
|   | 39,154    | 36,250    |
|   |           |           |

#### 16 RELATED PARTIES

The charitable company is a subsidiary charity of the Oxfordshire Animal Sanctuary Society and shares the same trustees. On 1 October 2003 the assets of the Oxfordshire Animal Sanctuary Society were gifted to, and the activities transferred to, the charitable company

#### 17 MOVEMENT ON FUNDS

|   | Unrestricted<br>£ | Restricted<br>£ | Year ended<br>30.9.10<br>£ | Year ended<br>30.9.09<br>£ |
|---|-------------------|-----------------|----------------------------|----------------------------|
| Balance at 1 October 2009 (Deficit) / Surplus of income | 979,511           | -               | 979,511                    | 729,299                    |
| for year  | (165,410)         | -               | (165,410)                  | 250,958                    |
| Revaluation of investments                              | (433)             | -               | (433)                      | (746)                      |
|   | <del></del>       | <del></del>     |                            |                            |
|   | 813,668           | -               | 813,668                    | 979,511                    |
|   |                   | =               |                            |                            |

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2010 (CONTINUED)

# 17 MOVEMENT ON FUNDS (Continued)

#### **Restricted Funds**

|                              | Doris Field<br>Charitable<br>Trust | Pets at Home | Total |
|------------------------------|------------------------------------|--------------|-------|
| Balance at 1 October 2009    | ~                                  | -            | _     |
| Income                       | -                                  | -            | -     |
| Expenditure                  | -                                  | -            | -     |
|                              |                                    |              |       |
| Balance at 30 September 2010 | -                                  | -            | -     |
|                              |                                    |              |       |

The Doris Field Charitable Trust fund was to be used for feed for the animals at the sanctuary. The Pets at Home fund was to be used to pay for vets fees

#### 18 ANALYSIS OF FUNDS

|   | Fixed<br>Assets | Investments | Current<br>Assets | Current<br>Liabilities | Total   |
|---|-----------------|-------------|-------------------|------------------------|---------|
| Unrestricted  | 347,593         | 1,455       | 533,679           | 69,059                 | 813,668 |
| Restricted: Doris Field Charitable Trust Pets at Home |                 | -<br>-      |                   | -                      |         |
|   |                 |             |                   |                        |         |
|   |                 | -           |                   |                        |         |
|   | 347,593         | 1,455       | 533,679           | 69,059                 | 813,668 |
|   |                 |             |                   |                        |         |