



Association of Dogs and Cats Homes

Registered as a charity in England & Wales, number 1180574

Trustees' Annual Report & Accounts for the Period

1st January 2019 – 31st December 2019

www.adch.org.uk

CHARITY DETAILS

Association of Dogs and Cats Homes

Principal address: ADCH, PO Box 76271, London, SW8 9FA

TRUSTEES

The following individuals served as Trustees during the year:

Claire Horton CBE* (Chair)

Peter Hepburn ~ (Vice Chair)

Peter Laurie* ~ (Hon. Secretary)

Geoff Wright (Hon. Treasurer) (resigned May 2019)

Helen Tracey* (Hon. Treasurer) (appointed July 2019)

David Bowles*^

Steve Byrne#

Adam Clowes#~ (co-opted January 2019, elected May 2019)

Mike Elliott# (co-opted January 2019, elected May 2019)

Marina Fiddler# (co-opted January 2019, elected May 2019)

Steve Goody^ # (co-opted January 2019, elected May 2019)

Amanda Jones~ (resigned May 2019)

Giles Webber*

Clare Williams# (resigned June 2019)

**Member of the Finance, Governance and Risk Committee*

~Member of the Standards and Animal Welfare Committee

^Member of the Legislative Committee

#Member of the Member Engagement Committee

STAFF

Fabiola Wardle Association Manager

Therese Davall Member and Administration Manager

Clare Radlett Memberships Officer (part time)

BANKERS

Bank of Scotland

PO Box 23581

Edinburgh

EH1 1WH

INDEPENDENT EXAMINER

Kreston Reeves LLP

Montague Place

Quayside

Chatham Maritime

Chatham

ME4 4QU

HISTORY

The Association was constituted as a Charitable Incorporated Organisation (CIO) and entered onto the Register of Charities in England and Wales with the Registered Charity Number 1180574 on 6th November 2018. Previously, ADCH operated as an unincorporated association. On its transition to the CIO structure, all assets and liabilities were transferred.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Association is governed by a Constitution. The Object of the Association is the promotion of the voluntary animal welfare sector for the public benefit, in particular relating to dogs and cats, by:

1. The development and dissemination of good practice in animal welfare;
2. Providing training, conferences and resources on subjects relevant to the efficiency of the sector;
3. Providing liaison between the sector, government agencies and other groups on animal welfare issues.

The “voluntary sector” means charities and voluntary organisations within the British Isles including Ireland:

4. Charities are organisations, which are recognised as charitable according to the law of the relevant jurisdiction within which they operate.
5. Voluntary organisations are independent organisations, which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations do not include local government or other statutory authorities.

The Board is supported by four Committees:

- The Finance, Governance and Risk Committee, whose responsibilities include monitoring the Association’s finances, its risk register, banking arrangements, financial controls and governance arrangements. It proposes a Budget, draft Accounts and Annual Report, and a Reserves Policy for approval by the Board.
- The Standards and Animal Welfare Committee, that oversees the implementation of the ADCH Minimum Welfare and Operational Standards and the process by which both prospective and existing member organisations are assessed against these Standards. The Committee also contributes to relevant Government work to develop statutory standards and enforcement frameworks across ADCH’s jurisdictions.
- The Legislative Committee, that monitors legislative developments relevant to companion animal welfare across ADCH jurisdictions, helping to ensure that the Association and its members are aware of and ready to respond to consultations and the introduction of new legislation.
- The Member Engagement Committee, that is focussed on developing an enhanced range of member benefits and promoting the Association to new member organisations.

Additionally, an IT Working Group has been established to review the Association’s current and future technology requirements and propose and implement solutions agreed by the Board.

Each Committee and Working Group is chaired by a Trustee and membership can comprise a mix of Trustees and other individuals co-opted on the basis of their skills, experience and interests. The Association employed three members of staff in 2019: Fabiola Wardle served as Association Manager, with particular responsibility for the organisation and delivery of the Annual Conference. Therese Davall was appointed as Member and Administration Manager in October; her role includes responsibility for supporting the Committees and Working Group, ensuring effective communications with members and related duties. Clare Radlett supports the Association on a part time basis, receiving and administering new membership applications.

DELIVERY OF OBJECTIVES IN 2019

1) The development and dissemination of good practice in animal welfare;

In 2019 the Association transitioned from an unincorporated to a Charitable Incorporated Organisation structure. ADCH (unincorporated) was dissolved in January 2019 and ADCH (CIO) was established with a first Board of Trustees and a new Governance Framework, including its Constitution. A 2020-24 strategy was agreed with the membership after extensive consultation setting out the Association's goals in the three areas of its objects.

In 2019 the Association grew from 130 members to 143 members with 12 new full members and one new affiliate member across all jurisdictions. In 2019 the requirement for all members to complete the Annual Return on indices such as numbers of dogs and cats taken in and rehomed. This ensures key data is shared within the sector and best practice introduced.

The Standards and Animal Welfare Committee oversaw the assessment of 23 existing and 11 prospective members during the year. Standard Operating Procedures were published on the website, setting out the processes adopted by the growing number of volunteers who have been trained to carry out assessments. Helping ADCH members to reach full compliance with the Standards remains at the heart of the Association's work. New policy was agreed on the importation of rescued dogs from abroad and an audit completed of members who import. Advice was given to members to ensure compliance with legislation.

2) Providing training, conferences and resources on subjects relevant to the efficiency of the sector;

ADCH convened three Open Meetings, one annual conference and one workshop in 2019. These Open meetings provided information and resources on Breed Specific legislation, the importation of dogs and cats from third countries on Feline Immunodeficiency Virus and attendance ranged from 57 to 84 delegates.

One workshop was delivered providing training on social media in conjunction with Google.

The annual Conference was delivered in May to over 500 delegates each day. The conference delivered over thirty presentations and talks over two days on cats and dogs. It included the Petplan & ADCH Awards, attended by 450 (the biggest to date). The fourth, annual ADCH 'Special Recognition' Award was presented to Andrew Winfrow.

The conference included the AGM which agreed the Financial Accounts and election of Committee members.

- 3) Providing liaison between the sector, government agencies and other groups on animal welfare issues;

ADCH has produced a legislative risk register which assesses legislation opportunities in each of the eight jurisdictions the Association works. Five country specific groups have been established for Ireland, Northern Ireland, Wales England and Scotland to provide advice to interested members on legislative developments. Legislative updates occur at each Open meeting and in the Glasgow Open meeting information was shared on legislative developments to license rescue organisations.

The Association is extremely grateful to those organisations that have supported its work as sponsors in 2019. Sincere thanks are extended to: Petplan (Gold Sponsor); Medimark Scientific (Silver Sponsor); Royal Canin (Silver Sponsor) and to Bronze Sponsors: ACD Projects; Agria Pet Insurance; Avid PLC; Battersea Academy; Ceva; College of Animal Welfare; Grosvenor VAT Consultants; Kennel Build; Pet-ID Microchip; Pet Remedy; Safe4; Shakespeare Martineau LLP; Technik; Veterinary Architects and to Petplan Charitable Trust for their funding of ADCH Know How.

PLANS FOR 2020

In 2020 the Association will start its 2020-24 Strategic Plan and key areas of focus will include:

- Continuing to ensure the Minimum Welfare and Operational Standards are embedded across the Association, with approximately one-third of existing members to be externally assessed in the year.
- Reviewing the Minimum Standards to ensure they are up to date and reflect developments in the sector, including relating to the importation of dogs and cats from countries outside the British Isles.
- Liaising with Governments and other major stakeholders across ADCH jurisdictions to ensure the Association is appropriately involved in the development of proposals to regulate animal rescues and sanctuaries.
- Developing the Association's technology infrastructure, including upgrades to the website with new functionality, the introduction of a CRM system, migration to Cloud storage to boost IT security and access, and improvements to social media platforms and the members' online Forum.
- Providing opportunities for members to feed into ADCH responses to legislative consultations on relevant issues.
- Building relationships with funders and sourcing grant opportunities for members.
- Seeking additional value and offerings for members, including developing a suppliers' catalogue/directory.
- Developing ADCH Know How to offer access to online training, conference, open meeting sessions and content.

Additionally, three Open Meetings will take place, one workshop and the annual conference including the Petplan & ADCH Awards. However, the effects of COVID-19 may affect much of this and, whilst our intention is to carry on with this work as much as we can, plans are continually reviewed and changed as

circumstances dictate. With regret, following recent Government announcements and advice regarding Coronavirus, the ADCH 2020 Conference was cancelled.

POLICIES

ADCH has policies on membership criteria (Minimum Welfare and Operational Standards) including a complaints process, Data Protection and action for a data breach, a Diversity Statement and Expenses. ADCH is compliant with the GDPR legislation 2018. Accounting records are kept by the Treasurer and are reviewed by an Independent Examiner who is not an Executive Committee member. Bank accounts and signatories are approved by the Executive Committee and signatories are the Treasurer, or the Chairman, under set financial limits. A Risk Register for the Association is reviewed regularly.

FINANCIAL REVIEW

Statement of the Charity's Policy on Reserves

The Associations' assets are available and adequate to fulfil the obligations of the charity. The charity maintains free reserves that represent sufficient funds to cover the operating costs in the event of serious disruption to its activities. The trustees review the level of free reserves to ensure that they are sufficient. Free reserves are calculated as unrestricted funds less designated funds (if any). The Association has a Policy of maintaining unrestricted reserves totalling £100,000. Such a sum is considered by the Board appropriate for the Association's safe and effective operation. The Reserves Policy is reviewed regularly.

At 31st December 2019, the Association held unrestricted reserves totalling £118,948.

State of the Charity's Finances

The Association has made a surplus in the year of £21,250, (8,613 deficit 2018). Unrestricted reserves at the year end were £118,948 (97,698 2018).

Restricted or Designated Funds

There has been no movement on the restricted fund which remains at £6,919.

DECLARATION

The Trustees declare that they have approved the above report and authorised that it be signed on their behalf.



Signed: Claire Horton CBE Chair)

Date: 26 October 2020

ASSOCIATION OF DOGS AND CATS HOMES
Charity number 1180574

STATEMENT OF FINANCIAL ACTIVITIES
Year ended 31 December 2019

	Notes	2019 £	2018 £
INCOME			
Contributions and donations	2a	164,327	152,234
Other trading activity	2b	52,302	34,285
Other		3,009	89
		<hr/>	<hr/>
Total income		219,638	186,608
EXPENDITURE			
Charitable activities	3a	59,002	65,492
Raising funds	3b	139,386	129,729
		<hr/>	<hr/>
Total expenditure		198,388	195,221
Surplus/(deficit) for the year		21,250	(8,613)
		<hr/>	<hr/>
Restricted surplus/(deficit)		-	(2,776)
Unrestricted surplus/(deficit)		21,250	(5,837)
		<hr/>	<hr/>

ASSOCIATION OF DOGS AND CATS HOMES

Charity number 1180574

BALANCE SHEET
As at 31 December 2019

	Notes	2019 £	2018 £
CURRENT ASSETS			
Debtors	5	12,694	14,551
Cash at bank and in hand		169,207	90,576
		<hr/>	<hr/>
		181,901	105,127
CREDITORS: amounts falling due within one year	6	(56,034)	(510)
		<hr/>	<hr/>
NET ASSETS		125,867	104,617
		<hr/>	<hr/>
Represented by:	7		
Restricted funds		6,919	6,919
Unrestricted funds		118,948	97,698
		<hr/>	<hr/>
TOTAL FUNDS		125,867	104,617
		<hr/>	<hr/>



Signed: Claire Horton CBE (Chair)

Date: 26 October 2020

NOTES TO THE ACCOUNTS

Year ended 31 December 2019

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). The company is a public benefit entity for the purposes of FRS102 and a registered charity and therefore has prepared its financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP) and Charities Act 2011.

Incoming resources

All income is accounted for on a receivable basis.

Expenditure

The costs of raising funds and charitable expenditure comprise of staff costs and other costs directly attributable to an activity.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of the restricted fund is set out in the notes to the financial statements.

Going Concern

The trustees have assessed the use of going concern and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have concluded that there is a reasonable expectation that the charity will continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

ASSOCIATION OF DOGS AND CATS HOMES
Charity number 1180574

2 Income	2019	2018
	£	£
a Contributions and donations		
Conference contributions and donations	<u>164,327</u>	<u>152,234</u>
b Other trading activities		
Subscriptions	<u>52,302</u>	<u>34,285</u>
3 Expenditure		
a Charitable activities		
Staff costs	38,148	41,299
Staff expenses	6,199	4,693
Officer expenses	2,666	3,814
Open/Trustee meetings	5,285	6,902
Website	2,077	1,281
Accounting and independent examination fees	750	627
Other	<u>3,877</u>	<u>6,876</u>
	<u>59,002</u>	<u>65,492</u>
b Raising funds		
Conference expenses	<u>139,386</u>	<u>129,729</u>
4 Trustees' remuneration and expenses		
During the year ended 31 December 2019, Trustees were reimbursed for out of pocket expenses incurred totalling £421.61 (2018 - £NIL).		
5 Debtors		
Accrued income	12,694	11,368
Other taxation and social security	<u>-</u>	<u>3,183</u>
	<u>12,694</u>	<u>14,551</u>
6 Creditors		
<i>Amounts falling due within one year</i>		
Accruals and deferred income	49,259	510
Other taxation and social security	<u>6,775</u>	<u>-</u>
	<u>56,034</u>	<u>510</u>

7 Statement of funds

Statement of funds – current year

	Balance at 01 January 2019 £	Income £	Expenditure £	Balance at 31 December 2019 £
Unrestricted funds	97,698	219,638	198,388	118,948
Restricted funds	6,919	-	-	6,919
Total funds	<u>104,617</u>	<u>219,638</u>	<u>198,388</u>	<u>125,867</u>

Statement of funds – prior year

	Balance at 01 January 2018 £	Income £	Expenditure £	Balance at 31 December 2018 £
Unrestricted funds	103,535	186,608	192,445	97,698
Restricted funds	9,695	-	2,776	6,919
Total funds	<u>113,230</u>	<u>186,608</u>	<u>195,221</u>	<u>104,617</u>

The restricted fund is for the development and maintenance of the ADCH Know How platform.

8 Related party transactions

There have been no transactions with related parties during the year.

Independent Examiner's Report to the Trustees of Association of Dogs and Cats Homes

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019 which are set out on pages 6 to 10.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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 respect of the charity as required by section 130 of the 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.

Signed:



S Robison BA FCA FCIE DChA MCFI
Kreston Reeves LLP
Chatham Maritime

Date: 29 October 2020