

Charity number: 1180574

Association of Dogs and Cats Homes

Unaudited

Trustees' report and financial statements

For the year ended 31 December 2022

Association of Dogs and Cats Homes

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Association of Dogs and Cats Homes

Reference and administration details of the charity, its Trustees and advisers For the year ended 31 December 2022

Trustees

The following individuals served as Trustees during the year (Trustees' Committee membership at April 2023):

Giles Webber, Chair ¹
Peter Hepburn, Vice Chair ²
Peter Laurie, Hon. Secretary ¹
David Bowles ^{1,3}
Steve Byrne ⁴
Adam Clowes ²
Mike Elliott
Marina Fiddler ⁴
Caroline Johnson ⁴
Kelly Grellier ¹
Steve Goody ⁴ Retired 12 May 2022
Nicola White ² From 12 May 2022

¹ Member of the Governance Committee

² Member of the Standards and Animal Welfare Committee

³ Member of the Legislative Committee

⁴ Member of the Member Engagement Committee

Central Team Staff & Volunteers

| | |
|-------------------|---|
| Halita Obineche | Executive Director (March 2022 to September 2022) |
| Thérèse Davall | Member and Administration Manager |
| Clare Radlett | Standards and Operations Officer |
| Ellie Roche | Administrator (from September 2022) |
| Claire Jones | Honorary Book-keeper (to 15 April 2022) |
| Cathy Haddon | Honorary Book-keeper (from November 2022) |
| Sarah Horner | Central Team Volunteer |
| Jordan Whitefield | Social Media volunteer |

Charity registered number

1180574

Principal Office

Association of Dogs and Cats Homes, PO Box 76271, London, SW8 9FA

Accountants

Kreston Reeves LLP, Chartered Accountants, Montague Place, Quayside, Chatham Marine ME4 4QU

Bankers

Bank of Scotland, PO Box 23581, Edinburgh, EH1 1WH

Association of Dogs and Cats Homes

Trustees' report For the year ended 31 December 2022

Constitution and 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 6 November 2018. Previously, ADCH (Association of Dogs & Cats Homes) 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 its 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.
- 4) Providing grants to organisations in the sector.

The "voluntary sector" means charities and voluntary organisations within the British Isles:

- 5) Charities are organisations, which are recognised as charitable according to the law of the relevant jurisdiction within which they operate.
- 6) 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 Association is overseen by a Board, comprising up to a maximum of 14 Trustees. The majority of Trustees are elected by the members, with the Hon. Secretary, Hon. Treasurer (both being Trustees ex-officio) and certain co-opted Trustees appointed by the Board. The Board met on eight occasions in 2022. Minutes of Board meetings are taken by the Hon. Secretary and published on the online Members' Forum. Trustees receive no remuneration in respect of their roles and serve as volunteers.

The Board is supported by four Committees:

- The Governance Committee, which has taken on the roles of two former Committees: People Committee and the Finance, Governance and Risk Committee. Its responsibilities include monitoring the Association's finances, its risk register, banking arrangements, financial controls, people matters relating to staff, volunteers and Trustees, and governance arrangements. It proposes a Budget, draft Accounts and Annual Report, and a Reserves Policy for approval by the Board. It also serves the role of Nominations Committee overseeing Trustee recruitment.
- 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, submits responses to Government consultations on behalf of the Association, and helps to ensure that the Association and its members are aware of and ready to respond themselves 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 supported the Association's move to a new website as well as further developments to our new Customer Relationship Management (CRM) system. This Group has successfully completed its tasks and has stood down.

Association of Dogs and Cats Homes

Trustees' report (continued) For the year ended 31 December 2022

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's central team consisted of our three members of paid staff and two volunteers in 2022: Halita Obineche served as Executive Director between March and September 2022. Thérèse Davall as Member and Administration Manager was responsible for the information and communications with members, event management and supporting the Committees and Working Groups. Clare Radlett as Standards and Operations Officer worked, initially on a part time basis, but now full time, administering new membership applications, undertaking work on standards and animal welfare, administering assessments and supporting other aspects of the Association's operations. Ellie Roche joined us as our Administrator in September 2022, taking on a large amount of the routine administration that is required to support members. Claire Jones was the Honorary Book-keeper until April and Cathy Haddon took on the role in November 2022. Sarah Horner volunteered for us in all areas of the central team in support of the staff team. Jordan Whitefield has supported with ADCH social media platforms, helping the central team become more pro-active, targeted and professional. All members of the central team gave a high level of cover for each other's tasks to manage the peaks and troughs of the workflow and any holiday, sickness or other absences.

Trustees and other volunteers as well as staff receive induction suited to their own needs and the role they undertake. Trustees can take part in the training offered to member organisations and Trustees also plan their own joint or individual training according to their needs. The Board carries out a review every 1 to 2 years and this is one of the ways used to identify training needs.

Staff remuneration is set by Trustees taking account of affordability and comparable jobs in the sector. Staff are employed on behalf of ADCH by Battersea Dogs and Cats Home and transferred to ADCH under a secondment agreement to save ADCH from needing to run its own payroll for so few staff. ADCH meets the payroll costs. ADCH and Battersea are planning for ADCH to take on its own staff and for the secondment to come to an end, but Trustees remain very grateful for this support.

Delivery of objectives in 2022

As we came out of the worst of the pandemic, in October 2021, Trustees undertook a strategy revision to ensure that the strategy remained relevant, re-prioritise work in the strategy and make any changes needed.

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

During the pandemic most face-to-face activity was curtailed including on-site assessments. Trustees had, therefore, established a new Membership category, 'Provisional Members' awaiting full assessment. Assessors carried out a virtual assessment and suitable applicants become 'Provisional Members', so such organisations would receive all the usual ADCH benefits but would not be given voting rights. Trustees recognised the risks in not doing on site assessments and so, during 2022, prioritised Provisional Members to receive an external assessment after restrictions were lifted. Most of these were completed with the remaining ones planned for early 2023.

Once on-site assessments became possible we also aimed to assess new applicants for full Membership, rather than moving them through Provisional Membership. We also managed a small number of assessments of existing members during 2022. In total we undertook 40 on-site assessments, a record number of assessments for any year since the current programme started in 2018/19.

At the end of 2022 there were 154 full Members and 9 Provisional Members with a further 11 applications being processed. There were also 9 Affiliate Members.

Association of Dogs and Cats Homes

Trustees' report (continued) For the year ended 31 December 2022

The Association continued to gather information from members on the emergence from the pandemic and other significant matters, both through our annual return and additional surveys. This gave us crucial data for the sector that was shared with the relevant Governments.

The Standards and Animal Welfare Committee also undertook a major revision to ADCH's Minimum Welfare and Operational Standards. There were two drivers to this exercise – listening to our members and assessors about their experience of using the Standards, and also the introduction of legally backed national standards in Scotland. ADCH's Standards are focused on animal welfare, whereas the new Scottish Standards, while not, in essence, very different, did include a small number of administrative standards which underpin animal welfare. ADCH's revision process, including an active and engaged consultation with our members, was completed by the end of the year and we remain confident that compliance with ADCH standards should result in meeting the Scottish Government's licencing requirements.

Alongside the updated standards, we devised a range of support for our members as described below. In line with our commitment to openness, ADCH's standards and all our assessment procedures are published on our website.

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

As restrictions on meetings were ending we reassessed the pros and cons of face-to-face or virtual meetings. While our Members undoubtedly value the face-to-face Open Meetings, and the associated networking and mutual support available at those meetings, virtual meetings do enable attendance by more individuals, save on travel time and cost, and especially facilitate engagement with Members who are based in rural areas or who would have the longest travel time to physical meetings. We decided to run a mix of events, but the focus for Open meetings would be physical and for other training would remain virtual. We are committed to doing what we can to meet the needs of all our members and this decision was especially welcomed by many of our smaller members.

The ADCH annual conference is the major event in the calendar of animal welfare and rescue organisations so our being unable to host it in 2020 and 2021 was a cause of much sadness. By the time we knew that we could run the event in 2022, the usual date in May was too close and so we decided to hold the conference in October. This gave time to put in place an exciting and attractive programme. We were delighted that over 400 people attended and gave the event their usual high praise, with many demands for another ADCH annual conference in 2023.

We hosted 9 remote meetings in 2022 including 2 Open Meetings attended by between 69 and 78 attendees. Our first in-person Open Meeting since 2020 saw 54 attendees. Six webinars were held on a range of issues including the new Scottish licencing of rescues legislation, kitten socialising and equality and diversity in organisations. Three specific webinars were held on Covid-19 restrictions focusing on rehoming, volunteers and re-opening. These attracted an average of 40 attendees from members.

ADCH held its second online AGM which was an efficient way to transact that business event. We also separated it from the conference, while adding some interesting speakers into the event programme. We welcomed one new elected Trustee, Nicola White, at the AGM and said farewell to a long-standing Trustee, Steve Goody, who had worked hard for the charity, most recently as Chair of the Member Engagement Committee.

In addition to running training and other events we also signposted members to a variety of guidance, webinars, free training and virtual events run by other organisations such as NCVO and CAF and provided templates on common topics affecting members.

Association of Dogs and Cats Homes

Trustees' report (continued) For the year ended 31 December 2022

ADCH continued to disseminate information regularly through its Facebook Group and a newsletter. The newsletter was revised in form and frequency and now circulated at the end of each month, with special bulletins sent as required.

The Facebook Group is still proving to be a popular way of networking between Members. There are now 462 individuals in the group, representing around 129 members 75% of total membership. ADCH also started to grow its Twitter and LinkedIn following.

The website had 125,066 visitors in 2022. Around 350 individuals from membership organisations were signed up to the Member User area of the website.

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

After working closely with all eight jurisdictions on policy guidelines under the Covid-19 restrictions in the previous two years, our legislative work returned in 2022 to focus on animal welfare and the rescue sector. Information from surveys and Annual Returns were fed back to Governments to influence policy on aspects of our work, especially as society came out from lockdowns and established its new normal.

In addition ADCH provided regular updates on legislative changes that could impact on membership at each Open Meeting. This particularly focused on the implementation in 2022 of licensing of rehoming centres in Scotland (which had started in September 2021). ADCH maintained its legislative risk register which assesses legislation opportunities in each of the eight jurisdictions the Association covers. Legislative changes and their impact on ADCH members that were considered in the risk register included the ban on third party sales in England, Kept Animals Bill, Scottish Control of Dogs Act 1991, English Dangerous Dogs Act,

The Association is extremely grateful to those organisations that have supported its work; our member supporters who provided financial support for our 2022 conference were Battersea Dogs and Cats Home, Cats Protection, Dogs Trust, Blue Cross, Woodgreen Pets Charity, Kennel Club and Birmingham Dogs Home. Our sincere thanks are also extended to our Sponsors for 2022: Petplan (Platinum Sponsor); Pet Remedy (Platinum Sponsor); Pets at Home Foundation (Gold Sponsor); Shakespeare Martineau (Silver Sponsor); and to Bronze Sponsors: ACD Projects; Agria Pet Insurance; Anilog; Animal Care Network; Avid PLC; Brosch Direct Ltd; Byotrol (previously Medimark); Citation; Donr; G9 Chemicals; Lester Aldridge Solicitors; Pet-ID Microchip; and Your Dogs Club.

Plans for 2023

In 2023 the Association will undertake a revision of its strategy and, based on the outcomes, will establish a case for support, fundraising strategy and implementation plans. We will continue to advise Members on legislative changes. Other key areas of focus will include:

- Moving the staffing structure of ADCH to a sustainable model ensuring we can meet Members' needs whilst providing value for money. We remain grateful to Battersea Dogs and Cats Home for their support in many ways including employment, HR and payroll support for ADCH staff who are seconded to us. By mutual agreement we have decided that the secondment arrangements will come to an end in 2023 and ADCH will seek an alternative solution to the longstanding secondment agreement.
- Seeking a new funding model to ensure a sustainable financial framework for ADCH including building relationships with funders and sourcing grant opportunities for ADCH and members.
- Continuing to ensure the Minimum Welfare and Operational Standards are embedded across the Association and accelerating the catch-up to our programme of external assessments, initially building back to externally assessing 20% of members annually.
- At the start of 2023 we are recruiting a Training and Assessment Manager to enhance training for assessors.

Association of Dogs and Cats Homes

Trustees' report (continued)

For the year ended 31 December 2022

- Keeping our Minimum Standards under review, especially on importation, to ensure they are up to date and reflect developments in the sector.
- Assessing the implementation of rescue centre and sanctuary licensing in Scotland and its impact on members and future members.
- Responding to the licensing consultations, when issued, in both England and Wales on rescue and sanctuary licensing and liaising with Governments to ensure ADCH standards are recognised in new laws, and the Association is appropriately involved in the development of proposals to regulate animal rescues and sanctuaries.
- Providing opportunities for members to feed into ADCH responses to legislative consultations on relevant issues.
- Seeking additional value and offerings for members, including developing a new platform for our training and event materials.
- Keeping our communication strategy under review including maximising the potential of our Twitter, LinkedIn and newsletters to bring relevant information to our members.

Additionally, we plan to hold a mix of face-to-face Open Meetings and virtual meetings, and our Annual Conference, returning to a date in May in 2023. We also plan to hold a virtual AGM in April and the Petplan ADCH Awards.

Public Benefit

In planning and undertaking the Charity's activities the Trustees give due consideration to guidance published by the Charity Commission relating to public benefit.

Policies

ADCH has a range of policies, including: Membership Criteria (including the Minimum Welfare and Operational Standards); a Complaints Process; Privacy and Data Breach policies; a Diversity Statement; an Expenses Policy and a Safeguarding Policy. ADCH is compliant with all relevant GDPR legislation. Accounting and financial records have been managed by the Member and Administration Manager in the absence of an Honorary Treasurer and our Trustees' Report and Financial Statements are submitted for approval to the AGM, after they have been reviewed by an Independent Examiner. Bank accounts and signatories are approved by the Trustees. Financial Policies and Controls are in place. A Risk Register for the Association is reviewed regularly.

Conflicts of interest

A register of Trustee Declarations of Interest is maintained by the Secretary and is reviewed by Trustees at the start of each meeting. The Association's Constitution requires that a Trustee declare the nature and extent of any interest, direct or indirect, which he or she or any related person has in a proposed transaction or arrangement with the ADCH. They must also declare any interest in any transaction or arrangement entered into by the ADCH which has not previously been declared. Trustees must absent themselves from any discussions of the trustees in which it is possible that a conflict of interest or loyalty will arise between his or her duty to act solely in the interests of the ADCH and any personal interest (including but not limited to any financial interest). Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

Related parties

During the year, most Trustees were employed throughout or in part by Member organisations. No Trustee received remuneration or other benefit from their work with the Association. An honorarium of £2,000 was paid by the Association to Battersea Dogs & Cats Home in respect of the services provided by one of its employees as Secretary to the Association.

No donations were received from Trustees.

Association of Dogs and Cats Homes

Trustees' report (continued)

For the year ended 31 December 2022

The Association's staff were, and continue to be, employed by Battersea Dogs & Cats Home and seconded to the Association. This arrangement was approved by the Trustees to avoid the need for the Association to establish and maintain arrangements for the direct employment of staff in the early years of the charity's existence. This arrangement is planned to end during 2023.

Financial review

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Statement of the Charity's Policy on Reserves

Trustees consider that the Association needs to hold reserves in order for the charity to be effective, and to mitigate the impact on the charity of both any unplanned shortfalls in income and increases in expenditure.

A Risk Register is kept under regular review by the Association's Finance, Governance and Risk Committee (renamed Governance Committee in July 2022). In assessing the principal risks contained therein, the following values have been estimated in order to ascertain the financial impact on the charity were these risks to crystallise:

| UNPLANNED | Value £'000 |
|---|--------------------|
| a) The risk of unforeseen emergency | 10 |
| b) Other unexpected need for funds, e.g. to cover an unforeseen budget deficit due, for example, to: | |
| • A shortfall in income, including the risk of a grant not being renewed. | 30 |
| • Conference deficit, | 15 |
| • Employing temporary staff to cover a long-term sick absence. | 5 |
| c) Funds are needed to give the trustees time to act in circumstances such as these. | 25 |
| PLANNED | |
| d) Planned work including start-up funding for new projects that cannot be funded from in-year income | 30 |
| h) Working capital - The need to fund short-term deficits in cash where money needs to be spent before funding is received. | 25 |
| TOTAL | 140 |

Trustees consider that it is unlikely that all the above risks would occur at the same time. Therefore, in aggregate, Trustees consider that reserves within the range of £85,000-£100,000 are appropriate for the Association's safe and effective operation based on knowledge of those operations as at April 2023.

Trustees will review this policy annually in time for the annual accounts. If, at any time, there is a shortfall, Trustees will plan action to bring reserves into line with the target in an agreed timescale.

Financial Report

The Association returned a surplus of £30,996 on unrestricted funds in the year to 31st December 2022 (£36,183 in 2021). Unrestricted reserves at the year-end totalled £151,642 (£120,646 at the end of 2021).

Income in the year was £302,235 (£102,033 in 2021). Our sources of income for funding the Association's own activities in the year was largely through membership subscriptions, sponsorship and attendance of our conference. Other income included sale of advertisement space and reimbursement of costs associated to the administration of the Mars Food Fund.

Association of Dogs and Cats Homes

Trustees' report (continued) For the year ended 31 December 2022

Expenditure in the year was £291,614 (prior year £65,850) this related largely to the employment of our small staff team and costs associated with conference. Staff costs for 2022 include an increase in staffing on the prior year.

Restricted or Designated Funds

At the year-end, the Association held restricted funds totalling £158,956 (£26,107 at the end of 2021). These comprise:

- £2,491 to be used to fund ADCH KnowHow platform,
- £111,765 to be used as grant funding to help ADCH Members who are struggling financially due to the cost of living crisis,
- £44,700 to be used as grant funding for ADCH Members who require help feeding their animals.

There were no designated funds.

SUPPORTERS

Trustees are very aware that much of what the charity achieves depends on our supporters - donors, sponsors and volunteers. We are very grateful for all this help to the Association which enables us to provide support to our Members who helped the dogs and cats in their care.

DECLARATION

The above report was approved by the Trustees who authorised that it be signed on their behalf.

Date: 23 March 2023

Signed:



Giles Webber, Chair, for and on behalf of the Trustees

Association of Dogs and Cats Homes

Independent examiner's report For the year ended 31 December 2022

Independent examiner's report to the Trustees of Association of Dogs and Cats Homes ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2022.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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 because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

I have completed my examination. I confirm that no 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 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.

Signed:



Dated: 23 March 2023

S Robison BA FCA FCIE DChA

Kreston Reeves LLP

Chartered Accountants

Chatham Maritime

Association of Dogs and Cats Homes

Statement of financial activities For the year ended 31 December 2022

| | Note | Restricted funds 2022 £ | Unrestricted funds 2022 £ | Total funds 2022 £ | Total funds 2021 £ |
|------------------------------------|------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Contributions and donations | 3 | 210,000 | 237,579 | 447,579 | 45,591 |
| Charitable activities | 4 | - | 56,223 | 56,223 | 56,442 |
| Other income | 5 | - | 8,433 | 8,433 | - |
| Total income | | 210,000 | 302,235 | 512,235 | 102,033 |
| Expenditure on: | | | | | |
| Charitable activities | 7 | 56,776 | 291,614 | 348,390 | 72,326 |
| Total expenditure | | 56,776 | 291,614 | 348,390 | 72,326 |
| Net income | | 153,224 | 10,621 | 163,845 | 29,707 |
| Transfers between funds | 14 | (20,375) | 20,375 | - | - |
| Net movement in funds | | 132,849 | 30,996 | 163,845 | 29,707 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 26,107 | 120,646 | 146,753 | 117,046 |
| Net movement in funds | | 132,849 | 30,996 | 163,845 | 29,707 |
| Total funds carried forward | | 158,956 | 151,642 | 310,598 | 146,753 |

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 23 form part of these financial statements.

Association of Dogs and Cats Homes

Balance sheet As at 31 December 2022

| | Note | 2022 £ | 2021 £ |
|--|------|-----------------------|-----------------------|
| Fixed assets | | | |
| Intangible assets | 11 | 2,500 | 5,000 |
| | | <u>2,500</u> | <u>5,000</u> |
| Current assets | | | |
| Debtors | 12 | 1,668 | 4,713 |
| Cash at bank and in hand | | 339,954 | 139,941 |
| | | <u>341,622</u> | <u>144,654</u> |
| Creditors: amounts falling due within one year | 13 | (33,524) | (2,901) |
| | | <u>308,098</u> | <u>141,753</u> |
| Total net assets | | <u><u>310,598</u></u> | <u><u>146,753</u></u> |
| Charity funds | | | |
| Restricted funds | 14 | 158,956 | 26,107 |
| Unrestricted funds | 14 | 151,642 | 120,646 |
| | | <u>310,598</u> | <u>146,753</u> |
| Total funds | | <u><u>310,598</u></u> | <u><u>146,753</u></u> |

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Giles Webber
(Chair of Trustees)
Date: 23 March 2023

The notes on pages 13 to 23 form part of these financial statements.

Association of Dogs and Cats Homes

Statement of cash flows For the year ended 31 December 2022

| | 2022 £ | 2021 £ |
|---|----------------|---------------|
| Cash flows from operating activities | | |
| Net cash used in operating activities | 200,013 | 41,149 |
| Cash flows from investing activities | | |
| Net cash provided by investing activities | - | - |
| Cash flows from financing activities | | |
| Net cash provided by financing activities | - | - |
| Change in cash and cash equivalents in the year | 200,013 | 41,149 |
| Cash and cash equivalents at the beginning of the year | 139,941 | 98,792 |
| Cash and cash equivalents at the end of the year | 339,954 | 139,941 |

The notes on pages 13 to 23 form part of these financial statements

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

1. General information

The Association of Dogs and Cats Homes ("the Charity") is a charitable incorporated organisation, registered in England and Wales with the charity registration number 1180574.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: 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 (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Association of Dogs and Cats Homes meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are presented in sterling, which is the functional currency of the Charity and rounded to the nearest £.

2.2 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.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

2. Accounting policies (continued)

2.4 Expenditure (continued)

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

2.5 Intangible assets and amortisation

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

| | |
|---------|----------------------|
| Website | - 25 % straight line |
|---------|----------------------|

2.6 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.

2.7 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.

2.8 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.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

2. Accounting policies (continued)

2.10 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 and which have not been designated for other purposes.

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 each restricted fund is set out in the notes to the financial statements.

3. Income from contributions and donations

| | Restricted funds 2022 £ | Unrestricted funds 2022 £ | Total funds 2022 £ | Total funds 2021 £ |
|----------------------------|--|--|---------------------------------------|-----------------------------|
| Donations | | | | |
| Conference delegate income | - | 32,877 | 32,877 | - |
| Conference sponsorship | - | 113,905 | 113,905 | 43,600 |
| Conference supporters | - | 105,000 | 105,000 | - |
| Other donations | - | 797 | 797 | 1,991 |
| Total donations | - | 252,579 | 252,579 | 45,591 |
| Donations | - | (15,000) | (15,000) | - |
| Grants | 210,000 | - | 210,000 | - |
| Total grants | 210,000 | (15,000) | 195,000 | - |
| Total 2022 | 210,000 | 237,579 | 447,579 | 45,591 |
| Total 2021 | - | 45,591 | 45,591 | |

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

4. Income from charitable activities

| | Unrestricted funds 2022 £ | Total funds 2022 £ | Total funds 2021 £ |
|-----------------|--|---------------------------------------|---------------------------------------|
| Membership fees | 56,223 | 56,223 | 56,442 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |
| Total 2021 | 56,442 | 56,442 | |
| | <hr/> <hr/> | <hr/> <hr/> | |

5. Other incoming resources

| | Unrestricted funds 2022 £ | Total funds 2022 £ | Total funds 2021 £ |
|--------------|--|---------------------------------------|---------------------------------------|
| Other income | 8,433 | 8,433 | - |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

6. Analysis of grants

| | Grants to Institutions 2022 £ | Total funds 2022 £ | Total funds 2021 £ |
|-----------------------------------|--|---------------------------------------|---------------------------------------|
| Grants paid from restricted funds | 55,300 | 55,300 | 5,000 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |
| Total 2021 | 5,000 | 5,000 | |
| | <hr/> <hr/> | <hr/> <hr/> | |

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

7. Analysis of expenditure on charitable activities

Summary by fund type

| | Restricted funds 2022 £ | Unrestricted funds 2022 £ | Total 2022 £ | Total 2021 £ |
|-----------------------------|----------------------------------|------------------------------------|--------------------|--------------------|
| Charitable activities | 1,476 | 291,614 | 293,090 | 67,326 |
| Grants paid to institutions | 55,300 | - | 55,300 | 5,000 |
| Total 2022 | 56,776 | 291,614 | 348,390 | 72,326 |
| Total 2021 | 6,476 | 65,850 | 72,326 | |

8. Charitable activities

| | Restricted funds 2022 £ | Unrestricted funds 2022 £ | Total funds 2022 £ | Total funds 2021 £ |
|----------------------------------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Conference expenses | - | 168,692 | 168,692 | - |
| Staff costs | - | 102,662 | 102,662 | 56,907 |
| Staff expenses | - | 4,038 | 4,038 | 126 |
| Website | - | 5,450 | 5,450 | 1,859 |
| Insurance | - | 477 | 477 | 412 |
| Printing, postage and stationery | - | - | - | 300 |
| Subscriptions | 1,476 | - | 1,476 | 1,476 |
| Legal and professional fees | - | 1,817 | 1,817 | 1,800 |
| Office expenses | - | 54 | 54 | 950 |
| Bank charges | - | 1,224 | 1,224 | 849 |
| Amortisation | - | 2,500 | 2,500 | 2,500 |
| Open meetings | - | 1,527 | 1,527 | - |
| Travel and accommodation | - | 3,173 | 3,173 | 147 |
| | 1,476 | 291,614 | 293,090 | 67,326 |
| Total 2021 | 1,476 | 65,850 | 67,326 | |

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

9. Independent examiner's remuneration

| | 2022 £ | 2021 £ |
|---|------------|------------|
| Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts | 850 | 775 |
| Fees payable to the Charity's independent examiner in respect of: Accounts preparation | <u>850</u> | <u>775</u> |

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 December 2022, expenses totalling £1,314 were reimbursed or paid directly to 3 Trustees (2021 - £Nil) for conference accommodation.

11. Intangible assets

| | Website £ |
|-----------------------|---------------|
| Cost | |
| At 1 January 2022 | 10,000 |
| At 31 December 2022 | <u>10,000</u> |
| Amortisation | |
| At 1 January 2022 | 5,000 |
| Charge for the year | 2,500 |
| At 31 December 2022 | <u>7,500</u> |
| Net book value | |
| At 31 December 2022 | <u>2,500</u> |
| At 31 December 2021 | <u>5,000</u> |

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

12. Debtors

| | 2022 £ | 2021 £ |
|--------------------------------|--------------|--------------|
| Due within one year | | |
| Other debtors | 877 | 4,074 |
| Prepayments and accrued income | 791 | 639 |
| | <u>1,668</u> | <u>4,713</u> |

13. Creditors: Amounts falling due within one year

| | 2022 £ | 2021 £ |
|------------------------------|---------------|--------------|
| Accruals and deferred income | 33,524 | 2,901 |
| | <u>33,524</u> | <u>2,901</u> |

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

14. Statement of funds

Statement of funds - current year

| | Balance at 1 January 2022 £ | Income £ | Expenditure £ | Transfers in/(out) £ | Balance at 31 December 2022 £ |
|---------------------------|--------------------------------------|----------------|------------------|----------------------------|---|
| Unrestricted funds | | | | | |
| General Funds | 120,646 | 302,235 | (291,614) | 20,375 | 151,642 |
| Restricted funds | | | | | |
| ADCH Emergency Fund | 22,140 | - | - | (22,140) | - |
| ADCH Know How | 3,967 | - | (1,476) | - | 2,491 |
| Cost of Living Fund | - | 100,000 | - | 11,765 | 111,765 |
| Mars Food Fund | - | 110,000 | (55,300) | (10,000) | 44,700 |
| | 26,107 | 210,000 | (56,776) | (20,375) | 158,956 |
| Total of funds | 146,753 | 512,235 | (348,390) | - | 310,598 |

Restricted funds

ADCH Emergency Fund - this restricted fund is from a Grant programme to assist members and non-members to survive Covid-19 when other fundraising opportunities were not available. The closing balance was transferred to general funds with the donor's permission during the year.

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

Cost of Living Fund - this restricted fund is a Grant Programme set-up to provide financial help to members who may be facing short-term financial problems due to the cost-of-living crisis.

Mars Food Fund - the Pedigree and Whiskas Adoption Mission donated £100,000 in 2022 so that ADCH could set up a Grant Programme to help Members buy food for the animals in their care. Round 1 took place in 2022 and Round 2 will take place in 2023.

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

14. Statement of funds (continued)

Statement of funds - prior year

| | Balance at 1 January 2021 £ | Income £ | Expenditure £ | Balance at 31 December 2021 £ |
|---------------------------|--------------------------------------|----------------|------------------|---|
| Unrestricted funds | | | | |
| General Funds | 84,463 | 102,033 | (65,850) | 120,646 |
| Restricted funds | | | | |
| ADCH Emergency Fund | 27,140 | - | (5,000) | 22,140 |
| ADCH Know How | 5,443 | - | (1,476) | 3,967 |
| | 32,583 | - | (6,476) | 26,107 |
| Total of funds | 117,046 | 102,033 | (72,326) | 146,753 |

15. Summary of funds

Summary of funds - current year

| | Balance at 1 January 2022 £ | Income £ | Expenditure £ | Transfers in/(out) £ | Balance at 31 December 2022 £ |
|------------------|--------------------------------------|-------------|------------------|----------------------------|---|
| General funds | 120,646 | 302,235 | (291,614) | 20,375 | 151,642 |
| Restricted funds | 26,107 | 210,000 | (56,776) | (20,375) | 158,956 |
| | 146,753 | 512,235 | (348,390) | - | 310,598 |

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

15. Summary of funds (continued)

Summary of funds - prior year

| | Balance at 1 January 2021 £ | Income £ | Expenditure £ | Balance at 31 December 2021 £ |
|------------------|--------------------------------------|----------------|------------------|---|
| General funds | 84,463 | 102,033 | (65,850) | 120,646 |
| Restricted funds | 32,583 | - | (6,476) | 26,107 |
| | <u>117,046</u> | <u>102,033</u> | <u>(72,326)</u> | <u>146,753</u> |

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

| | Restricted funds 2022 £ | Unrestricted funds 2022 £ | Total funds 2022 £ |
|-------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Intangible fixed assets | - | 2,500 | 2,500 |
| Current assets | 167,456 | 174,166 | 341,622 |
| Creditors due within one year | (8,500) | (25,024) | (33,524) |
| Total | <u>158,956</u> | <u>151,642</u> | <u>310,598</u> |

Analysis of net assets between funds - prior year

| | Restricted funds 2021 £ | Unrestricted funds 2021 £ | Total funds 2021 £ |
|-------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Intangible fixed assets | - | 5,000 | 5,000 |
| Current assets | 26,107 | 118,547 | 144,654 |
| Creditors due within one year | - | (2,901) | (2,901) |
| Total | <u>26,107</u> | <u>120,646</u> | <u>146,753</u> |

Association of Dogs and Cats Homes

Notes to the financial statements For the year ended 31 December 2022

17. Reconciliation of net movement in funds to net cash flow from operating activities

| | 2022 £ | 2021 £ |
|--|----------------|---------------|
| Net income for the year (as per Statement of Financial Activities) | 163,845 | 29,707 |
| Adjustments for: | | |
| Amortisation charges | 2,500 | 2,500 |
| Decrease in debtors | 3,045 | 39,750 |
| Increase/(decrease) in creditors | 30,623 | (30,808) |
| Net cash provided by operating activities | 200,013 | 41,149 |

18. Analysis of cash and cash equivalents

| | 2022 £ | 2021 £ |
|--|----------------|----------------|
| Cash in hand | 339,954 | 139,941 |
| Total cash and cash equivalents | 339,954 | 139,941 |

19. Analysis of changes in net debt

| | At 1 January 2022 £ | Cash flows £ | At 31 December 2022 £ |
|--------------------------|------------------------------|-----------------|--------------------------------|
| Cash at bank and in hand | 139,941 | 200,013 | 339,954 |
| | 139,941 | 200,013 | 339,954 |

20. Related party transactions

The Association of Dogs and Cats Homes has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Association of Dogs and Cats Homes at 31 December 2022.

