

**MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2020**

TRUSTEES' REPORT

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st December 2020.

Reference and administrative details

Charity number:	702953
Trustees:	A Hurst R Pictor S Hinde L Milner M Kasprowicz E Griffith
Registered Office:	Millstream Lane Clayton Bridge Manchester M40 1OT
Independent Examiner:	The Accountancy People Huddersfield Road Stalybridge Cheshire Sk15 2QA
Bankers:	Lloyds Cobden House 12 Mosley Street Manchester M2 3AQ

**MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2020**

TRUSTEES' REPORT

Structure, Governance and Management

Governing document

Millstream Animal Shelter was established by a trust deed dated the 19th of June 1990. It is registered as a charity with the Charity Commission. There are currently approximately 90 members.

Appointment of trustees

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

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

Organisation

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

Risk management

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

Objectives and activities

The objects of the charity are

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

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

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

MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2020

TRUSTEES' REPORT

Achievements and Performance

It has been a very different and difficult year for everybody with all the implications resulting from Covid-19 and the lock down.

Our trustees' tenure came up for renewal but as we were unable to hold our AGM all six were happy to continue on a de facto basis until the next AGM.

We have however been able to take in and rehome cats on an appointment only basis the initial introduction being via our Facebook page. This has worked well and during year 2020 we rehomed 866 cats compared with 883 in year 2019. At certain times during lockdown our vets were unable to carry out neutering for the general public but would do so for our shelter, this enabled us to help many people with un-neutered cats.

As we no longer take in dogs the substantial area they occupied has now after a good deal of work been converted into our charity shop, so all our activities are taking place under one roof, albeit as totally separate units. We have been able to rent out our old, very small charity shop in Ashton under Lyne.

A very big thank you to all our supporters who donate to us by standing order, Just Giving and other means, we are also most grateful for the legacies received during the year.

Our regular staff continues to consist of a manager and 7 employees who we thank for their dedication along with our regular volunteers.

Plans for the future:

The trustees, as always, hope that we will be able to continue the charity's objectives and activities.

Improvements to our site and facilities are ongoing. We have been very fortunate to have the services of a volunteer who has experience in all aspects of the building trade and this has been invaluable.

Bearing in mind the Charity Commission guidance on public benefit, the trustees are confident that our continuing work in the education of pet owners and the care of unwanted and sick animals fulfils the public benefit test.

MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2020

TRUSTEES' REPORT

Reserves policy

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

The anticipated expenditure for 2021 based on earlier periods is approximately £300,000 so that total reserves in the region of £1,300,000 in general funds is the current target. Further capital expenditure is planned which means that there will be an effective transfer from current to fixed assets during the next year or so which explains the temporary increase in the cash reserves.

Trustees' responsibilities

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

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

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

MILLSTREAM ANIMAL SHELTER
MILLSTREAM LANCE
CLAYTON BRIDGE
MANCHESTER
M40 1QT

BY ORDER OF THE COMMITTEE

.....
ROSEMARY PICTOR

.....
ADRIANNE HURST

DATED:

**MILLSTREAM ANIMAL SHELTER
YEAR ENDED 31 DECEMBER 2020**

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

I report on my examination of the accounts of the Trust for the year ended 31 December 2020 which are set out on pages 6 - 13.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

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

It is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the charity and a comparison of the financial accounts with those records. It also includes consideration of any Unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

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

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

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

The Accountancy People
Huddersfield Road
Stalybridge
SK15 2QA

James Sheard

MILLSTREAM ANIMAL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	31.12.20 £	31.12.19 £
<u>INCOMING RESOURCES</u>			
Incoming resources from generated funds:			
Voluntary income:			
Donations and Gifts including Gift Aid		124,182	100,196
Legacies		253,145	193,132
Activities for generating funds:			
Shop income		27,498	54,257
Commission			5
Investment income:			
Interest received		1,162	1,763
Dividends		2,217	3,296
Rents receivable		17,952	15,600
Profit/(loss) on sale of investments			
Incoming resources from charitable activities:			
Grant		10,000	
Total incoming resources		<u>436,156</u>	<u>368,249</u>
<u>RESOURCES EXPENDED</u>			
Costs of generating funds:			
Costs of generating voluntary income	2	8,772	17,003
Charity shop	2	2,131	1,804
Charitable activities	2	352,193	302,545
Governance	2	3,548	4,786
Total resources expended	2	<u>365,645</u>	<u>326,138</u>
Net incoming/(outgoing) resources before other recognised gains and losses		70,511	42,111
Other recognised gains/(losses):			
Profit/(loss) on investments	7	55,749	76,060
Reconciliation of funds:			
Total funds brought forward		1,724,456	1,606,285
Total funds carried forward		<u>1,850,716</u>	<u>1,724,456</u>

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

MILLSTREAM ANIMAL

BALANCE SHEET AS AT 31 DECEMBER 2020

	Notes	31.12.2020		31.12.2019	
		£	£		£
Tangible Fixed Assets	6		369,025		484,047
Investments	7		802,569		655,692
			1,171,594		1,139,739
 Current Assets					
Sundry Debtors and Prepayments			15,525		15,401
Cash at Building Society			238,052		236,346
Cash at Bank and in hand			434,335		342,908
			<u>687,912</u>		<u>594,655</u>
 Current Liabilities					
Sundry Creditors and Accruals			<u>8,790</u>		<u>9,938</u>
Net Current Assets			<u>679,122</u>		<u>584,717</u>
			1,850,716		1,724,456
Less: Long Term Liabilities					
Loans from Trustees			<u>1,850,716</u>		<u>1,724,456</u>
Net Assets			<u>1,850,716</u>		<u>1,724,456</u>
 Funds					
Unrestricted Funds:					
General Fund	1		<u>1,850,716</u>		<u>1,724,456</u>

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

A Hurst

Dated

MILLSTREAM ANIMAL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

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

Basis of preparation

The financial statements have been prepared under the historical cost convention with the exception that investments are included at market value and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

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

Going concern

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

Fund accounting

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

All of the charity's funds are unrestricted funds

Incoming resources

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

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

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

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

Investment income is included when receivable.

MILLSTREAM ANIMAL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

Resources expended

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

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

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

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

Tangible Fixed Assets and Depreciation

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

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

Investments

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

Investment properties

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

Financial instruments

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

MILLSTREAM ANIMAL SHELTER

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

2. TOTAL RESOURCES EXPENDED

	£	Voluntary Income £	Charity Shop £	Advice, Information and animal welfare £	Governance £	Total 2020 £	Total 2019 £
Costs directly allocated to activities							
Purchases & Veterinary fees				112,426		112,426	92,308
Neutering scheme							
Staff costs	4,516			149,592		154,108	142,250
Premises costs			2,131	12,076		14,207	11,849
Motor & Travel							
Telephone							
Printing & Stationary							
Sundries							
Bank Charges							
Depreciation and loss on disposal							36,785
Professional fees				720	2,159	2,879	5,982
	4,516	2,131		274,814	2,159	283,620	289,174
Support costs allocated to activities							
Premises costs	1,936			17,423		19,359	10,052
Motor & Travel				13,672		13,672	11,108
Printing & Stationary				6,219		6,219	3,583
Publicity and promotion				687		687	4,833
Telephone	829			829	389	2,047	2,511
Training							2,395
Depreciation				37,358		37,358	
Bank and Just giving Charges	300					300	216
Sundries	1,192			1,192		2,383	1,104
Investment property costs							1,163
Realised loss on investments							
	4,256	-		77,380	389	82,025	36,965
Total Resources expended	8,772	2,131		352,193	2,548	365,645	326,139

Total resources expended

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

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

MILLSTREAM ANIMAL SHELTER

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

3. Staff Costs

The staff costs of the charity, including the associated shop were as follows:

	2020	2019
	£	£
Wages	127,135	134,542
Social security costs	22,236	6,100
Employer's pension costs	<u>4,737</u>	<u>1,608</u>
	<u>154,108</u>	<u>142,250</u>

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

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

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

4. Independent Examiner

The independent examiner The Accountancy People was paid £3,254 (2019: £4,284, Wrigley Partington) during the year, of which £2,232 (2019: £3,480, Wrigley Partington) related to the preparation and examination of the financial statements.

5 Taxation

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

MILLSTREAM ANIMAL SHELTER

6 Tangible Fixed Assets

	Land & Property			
	Freehold	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£
Cost				
As at 1 January 2020	602,103	226,610	30,943	859,656
Additions	-	-	13,465	13,465
Disposals	(131,745)	-	-	(131,745)
As at 31 December 2020	470,358	226,610	44,408	741,376
Depreciation				
As at 1 January 2020	169,629	190,132	15,848	375,609
Provided during the period	-	33,992	3,366	37,358
Disposals	(40,616)	-	-	(40,616)
As at 31 December 2020	129,013	224,124	19,214	372,351
Net Book Value				
As at 31 December 2020	341,345	2,486	25,194	369,025
As at 1 January 2020	432,474	36,478	15,095	484,047

MILLSTREAM ANIMAL SHELTER
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

7 Investments

Shares listed on the London Stock Exchange:

	2020	2019
	£	£
Valuation at 1 January 2020	400,854	324,794
Received during the year		
Acquired during the year		
Value of shares sold in the year		
Unrealised gain/(loss) on investments in the year	55,748	76,060
	<u>456,601</u>	<u>400,854</u>
Valuation at 31 December 2019		

Investment property

17 Gambrel Bank Road, OL6 8TW	135,706	135,706
189 Stockport Road, OL5 ORF	119,132	119,132
190 Oldham Road, OL7 9AN	91,129	
	<u>345,967</u>	<u>254,838</u>
Total investments	<u>802,569</u>	<u>655,692</u>

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

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