

# **PET FOSTERING SERVICE SCOTLAND**

**(A company limited by guarantee)**

**Annual Report & Financial Statements**

**For the year ended**

**31 March 2017**



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COMPANIES HOUSE

**Company No SC344077**

**Scottish Charity No SC015672**

# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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## **TRUSTEES' ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2017**

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The trustees, who are the directors of the company for the purposes of company law, are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2017.

#### **OBJECTS & ACTIVITIES**

The charity purposes are

- (a) The advancement of animal welfare including but not limited to;
- (b) Providing short term care in the homes of volunteer fosterers for domestic pets whose owners temporarily cannot provide that care, because of health or similar personal problems and returning pets to their owners whenever possible
- (c) Helping with re-homing of pets when owners are unable to continue providing for their care

#### **ACHIEVEMENTS & PERFORMANCE**

Pet Fostering Service Scotland is aware of the importance of companion animals in people's lives. Our core aims are to support pet owners who are in an emergency by providing compassionate care for their pets (who do not understand their apparent abandonment by their owner). We aim to limit stress and anxiety to both pet and owner. If possible we will keep in touch with owners and let them know how their pet is doing.

Pet Fostering Service Scotland (PFSS) is managed by its Trustees, each heavily involved in areas of responsibility covering recruitment and placement of volunteers, training, finance co-ordination of fostering, public relations

A small band of area organisers keep the service function on a daily basis using their expertise in linking animals with suitable temporary foster homes and ensuring that each fostering has the best outcome for the animal, its owner and the fosterer.

The statistics in the table on Page 4 show that our service continues to help owners who have health problems, as was the priority when PFSS was established 32 years ago, with clients in various homeless situations making the next heaviest call on our resources.

Although our recruitment of new fosterers continues, there are always request which cannot be met because there are no available fosterers at any particular time in a particular area, or the request is not eligible for our service.

Evidence of how much the service is appreciated is shown in letters of thanks and generous donations from clients. Thanks to another legacy this year, funds remain healthy, enabling payments to be made from the hardship fund in an increasing number of cases where veterinary treatment is essential for the fostered animal but the cost would be beyond the means of the owner to meet. (In some case, the owner's personal problem has understandable caused neglect of the animal's welfare.)

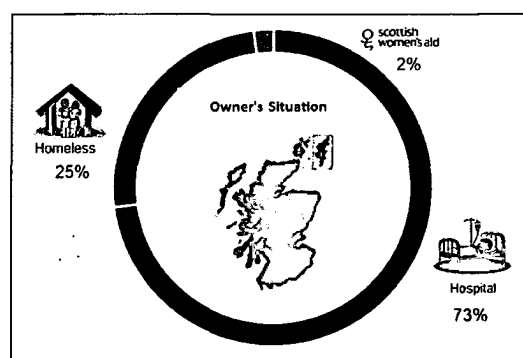
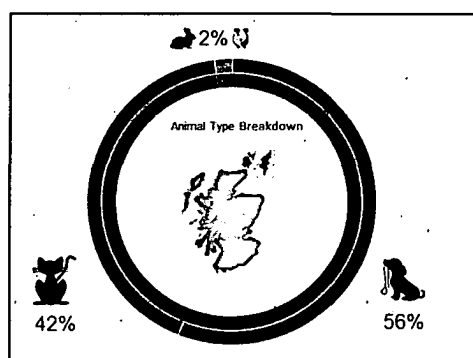
The Trustees thank all volunteers involved in any way for their continued support in keeping PFSS active in providing temporary foster care for the pets of owners who call our service. Our aim is to provide peace of mind for the owners concerning the welfare of their pets.

# TRUSTEES' ANNUAL REPORT

## FOR THE YEAR ENDED 31 MARCH 2017

### Overall Statistics for the Year Ended 31st March 2017

Time in Year		Foster Animal			Reason for Foster Care		
Month	Year	Dogs	Cats	Other	Hospital	Homeless	Women's Aid
April	2016	4	6		8	2	
May	2016	5	8		12	1	
June	2016	8	4		7	4	1
July	2016	10	4		8	5	1
August	2016	4	7	1	9	3	
September	2016	13	6		15	4	
October	2016	17	3		19	1	
November	2016	4	6	1	7	4	
December	2016	4	5		6	3	
January	2017	11	5	1	12	5	
February	2017	3	4	1	3	4	1
March	2017	9	11		14	6	
<b>Total</b>		<b>92</b>	<b>69</b>	<b>4</b>	<b>120</b>	<b>42</b>	<b>3</b>



Volunteering recruitment was also successful within the year with two hundred and sixty-six individuals requesting initial volunteering information. Forty of these became successful volunteers. This has meant a 15% recruitment success rate.

### FINANCIAL REVIEW

The total income of the charity is £6,284 (2015: £4,632). The charity was delighted to receive a legacy of £1,000 from a previous user of the service. The total expenditure in the year amounted to £5,488 (2016: £5,889)

### Investment policy

The trustees are aware of their responsibilities for safeguarding the charity's assets. They regularly consider the political, economic, legal and environmental factors that can affect funds and saving. The trustees have a duty to seek out suitable sources of income generation. The Trustees also consider that it is prudent to accumulate funds for reserves to meet their legal requirements for employees and creditors. They also realise that this has to be balanced by ensuring that there are enough funds readily available to carry out the charity's aims.

The Trustees have the power to invest funds in the best interest of the charity. To meet these ends the Trustees have invested funds within a deposit gold account with Nationwide Building Society. The Trustees believe that the current investment has a suitable risk and reward profile that meets the investment criteria and risk appetite of the charity.

# **TRUSTEES' ANNUAL REPORT**

## **FOR THE YEAR ENDED 31 MARCH 2017**

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### **Principal risks**

Pet Fostering Service Scotland (PFSS) trustees regularly review the risks to which the charity is exposed but consider that PFSS has policies and procedures in place that mitigate any risk. They do not consider that there are any substantial risks beyond the liabilities disclosed in the financial statements. The charity holds insurance policies that are reviewed on an annual basis. The primary risks to the organisation remain the continuation of core funding and the retention and succession of Board and volunteers

### **Reserves policy**

The board have set a target of having a general fund of six months total expenditure available as reserves.

Based on the cost incurred by PFSS in the year ended 31<sup>st</sup> March 2017 this is approximately £3,000. PFSS holds £32,859, in general reserves as at 31<sup>st</sup> March 2017. The trustees are aware that this is above the target range and will be applying the extra funds to their charitable activities. The board remain committed to ensuring the financial security of PFSS and believe that the reserves target remains appropriate for an of organisation of PFSS's size.

### **FUTURE PLANS**

The trustees consider that due to the income size of the organisation that it will be suitable for the charity to convert to a Scottish Charitable Incorporated Organisation (SCIO) and are proposing resolutions for approval at the next Annual General Meeting.

## **STRUCTURE GOVERNANCE AND MANAGEMENT**

### **Governing document**

Pet Fostering Service Scotland is:

- a charitable company limited by guarantee, incorporated and granted charitable status on 2 June 1986
- governed by its Memorandum and Articles of Association that were last amended on 09 June 2008; and
- registered with the Office of the Scottish Charity Regulator and Companies House.

### **Appointment of trustees**

Trustees are elected by the members of the company each year at the Annual General Meeting. Trustees may co-opt additional trustees between Annual General Meetings, if required

### **Organisational structure**

The trustees, who meet annually, are responsible for overseeing the running of the charity and for recruiting and training fostering volunteers.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

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## REFERENCE AND ADMINISTRATIVE DETAILS

**Charity Name** Pet Fostering Service Scotland

**Charity No** SC015672

**Company No** SC344077

**Registered & Principal Office** 10b Leny Road  
Callander  
Perthshire  
FK17 8BA

**Website Address** <http://www.pfss.org.uk>

**Current Trustees**

Robert Sinclair	
Anne Docherty	
Jeannette Black	Appointed 4/06/2016
Colleen McGee	Appointed 4/06/2016
Mary Boyd	
Jennifer Steele	

**Other Trustees who served during the period**

Anne Marie Discombe	Resigned 4/06/2016
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**Bankers** Bank of Scotland plc  
PO Box 1000  
BX2 1LB

**Independent Examiner** Anne Knox, FCIE  
Stirlingshire Voluntary Enterprise Ltd  
Jubilee House  
Forthside Way  
Stirling  
FK8 1QZ

## APPROVAL

This report, which has been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, was approved by the trustees on 9 September 2017 and signed on their behalf by:



**Robert Sinclair**  
Chair

# **INDEPENDENT EXAMINER'S REPORT**

FOR THE YEAR ENDED 31 MARCH 2017

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## **Independent examiner's report to the trustees of Pet Fostering Service Scotland**

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 8 to 13.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(a)-(c) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter came 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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Regulationshave 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.



**Anne Knox, FCIE**

Stirlingshire Voluntary Enterprise Ltd  
Islay House South  
4 Livilands Lane  
Stirling  
FK8 2BG  
9 September 2017

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME & EXPENDITURE ACCOUNT)**  
FOR THE YEAR ENDED 31 MARCH 2017

	Note	Total 2017	Total 2016
<b>Income from:</b>		£	£
Donations and legacies	4	5,583	4,203
Charitable activities	5	558	36
Other trading activities (fundraising)		-	297
Investments (Bank Interest)		143	96
		<b>6,284</b>	<b>4,632</b>
<b>Expenditure on:</b>			
Charitable activities	6	5,488	5,229
Other (Anniversary Special Meeting)		-	660
		<b>5,488</b>	<b>5,889</b>
<b>Net income/(expenditure)</b>		<b>796</b>	<b>(1,257)</b>
<b>Reconciliation of funds</b>			
Total funds as at 01 April 2016		32,063	33,320
<b>Total funds as at 31 March 2017</b>		<b>32,859</b>	<b>32,063</b>

All funds are unrestricted

The above statement includes all gains and losses recognised during the year and complies with the requirements for an income and expenditure account under the Companies Act 2006.

All activities are regarded as continuing.

The Notes on pages 10 to 13 form an integral part of these accounts.



# BALANCE SHEET

AS AT 31 MARCH 2017

	Note	Total 2017	Total 2016
<b>Current assets:</b>			
Cash at bank and in hand	7	33,178	32,063
<b>Liabilities:</b>			
Creditors (due within one year)	8	319	-
<b>Net current assets</b>		32,859	32,063
<b>Net Assets</b>		32,859	32,063
<b>Funds of the charity:</b>			
Unrestricted funds		32,859	32,063

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2017

- the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and
- members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005, the accounts have been examined by an independent examiner whose report appears on page 7.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

All funds are unrestricted

The Notes on 10 to 13 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 9 September 2017 and signed on their behalf by:



**Robert Sinclair**

Chair

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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## 1. Basis of preparation

1.1. These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)
- (c) The Companies Act 2006
- (d) The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS102
- (e) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS102) (effective January 2015)

1.2. Changes to the basis of preparation

The accounts for the previous year were prepared in accordance with:

- (a) The Financial Reporting Standard for Smaller Entities (effective January 2015)
- (b) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities FRSSE SORP) (effective January 2015)

1.3. Changes to previous accounts

These are the charity's first financial statements to comply with FRS102. The date of transition to FRS102 is 01 April 2016. No adjustments or restatement were necessary other than those necessary to comply with the revised layout of the financial statements required by the Charities SORP (FRS102)

1.4. The charity meets the definition of a public benefit entity as defined by FRS 102.

1.5. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

## 2. Accounting policies

2.1. Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.

Currently all the charity's funds are unrestricted.

2.2. Income

- (a) Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability. The specific bases used are as follows;
- (b) Donations are recognised on receipt.
- (c) Trading income is recognised when due, which is normally on receipt.
- (d) Bank interest is recognised when credited to the account.
- (e) Gift Aid is recognised in the same accounting period as the donation to which it relates
- (f) Where income has related expenditure (e.g. fundraising), the income and related expenditure are reported gross in the SoFA.
- (g) Income which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.
- (h) The value of voluntary help is not included in the accounts but is described in the trustees' annual report.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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### 2.3. Expenditure and liabilities

Liabilities are recognised when it is probably that there is a legal or constructive obligation committing the charity to pay out resources and the monetary value can be measured with sufficient reliability. The specific bases used are as follows: -

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT; thus all costs are shown inclusive of VAT charged.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

### 2.4. Financial Instruments

- a) 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.

### 2.5. Tangible assets

- (a) Tangible assets are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or, if gifted, at their value on receipt.
- (b) The charity does not currently have any capitalised tangible assets.

### 2.6. Debtors

- (a) Debtors are recognised at the settlement amount due
- (b) Prepayments are valued at the amount prepaid

### 2.7. Cash

- (a) Cash comprises bank deposits repayable on demand and any short-term highly liquid investments with a maturity date of three months or less from the date of acquisitions or opening of the deposit or similar amount.

### 2.8. Creditors

- (a) Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.
- (b) Creditors are normally recognised at their settlement amount, usually the invoice amount.
- (c) Accrued charges are normally valued at their settlement amount.

### 2.9. Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities.

## 3. Transactions with trustees and related parties

- (a) No remuneration was paid to the trustees during the year (2016 : £Nil).
- (b) No expenses were reimbursed to the trustees during the year (2016 : £Nil).
- (c) The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

### 4. Income from donations and legacies

	2017	2016
	£	£
Donations	3,762	3,486
Legacy	1,000	
Gift Aid	821	717
	<u>5,583</u>	<u>4,203</u>

### 5. Income from charitable activities

	£	£
Hardship Income	558	-
Telephone Revenue	-	36
	<u>558</u>	<u>36</u>

### 6. Expenditure on charitable activities

	£	£
Administration costs	2,071	2,395
Regional Officers expenses	411	335
Hardship	1,371	582
Re-homing costs	147	385
Insurance	369	355
Publicity and promotion	437	247
Training	387	604
Subscriptions	45	25
Governance	250	300
	<u>5,488</u>	<u>5,228</u>

### 7. Cash at bank and in hand

	£	£
Bank of Scotland	11,590	16,617
Nationwide Bank Account	21,238	15,096
Cash	350	350
	<u>33,178</u>	<u>32,063</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 31 MARCH 2017

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**8. Creditors (falling due within one year)**

	£	£
Independent Examination	250	300
Accruals	69	-
	<b>319</b>	<b>300</b>

**9. Governance Costs**

	£	£
Independent Examination	250	300