

**Charity Registration No. SC006914 (Scotland)**

**THE EDINBURGH DOG AND CAT HOME**  
**ANNUAL REPORTS AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 JANUARY 2014**

# THE EDINBURGH DOG AND CAT HOME

## REFERENCE AND ADMINISTRATIVE INFORMATION

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<b>The Committee of Management</b>	Mr David Blaikie (Chairman) Mrs Doreen Graham (Vice Chairman) Mrs Fiona Playfair Mr Niall Kennedy Mr Robin Morton Mr Ian Muir
<b>Secretary</b>	Mrs Rosemary Eggleston
<b>Treasurer</b>	Mrs Rosemary Eggleston
<b>Manager</b>	Mr David Ewing
<b>Charity number</b>	SC006914
<b>Registered office</b>	The Edinburgh Dog and Cat Home 26 Seafield Road East Edinburgh EH15 1EH  Tel: 0131 669 5331 Fax: 0131 657 5601 Email: <a href="mailto:info@edch.org.uk">info@edch.org.uk</a> Web: <a href="http://www.edch.org.uk">www.edch.org.uk</a>
<b>Independent Auditors</b>	Saffery Champness Edinburgh Quay 133 Fountainbridge Edinburgh EH3 9BA
<b>Bankers</b>	Royal Bank of Scotland 36 St Andrew Square Edinburgh EH2 2YB
<b>Solicitors</b>	Bird Semple 21 Blythswood Square Glasgow G2 4BL

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# THE EDINBURGH DOG AND CAT HOME

## CONTENTS

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	<b>Page</b>
Annual Report	1 - 5
Independent Auditors' Report	6 - 7
Statement of Financial Activities	8
Income and Expenditure Account	9
Balance Sheet	10
Notes to the Financial Statements	11 - 18

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# **THE EDINBURGH DOG AND CAT HOME**

## **ANNUAL REPORT FOR THE YEAR ENDED 31 JANUARY 2014**

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The Committee of Management of The Edinburgh Dog and Cat Home are pleased to present their annual report and accounts for the year ended 31 January 2014.

This report is in terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

### **CONSTITUTION**

The legal status of the Home is as stated in the Constitution, General Rules and Rules Regarding Boarders dated April 1999 and passed at the Annual General Meeting held on 28 April 1999. In terms of the Constitution the Home is administered by the Committee of Management through the Secretary and Treasurer and the Manager. The Committee must not exceed 12 members all of whom are elected at the Annual General Meeting. Training is provided to new members as required. The Committee elects from its own number a Chairman and a Vice Chairman and appoints a Secretary and a Treasurer. The names of the members of the Committee, Secretary, Treasurer and Manager as well as the address of the Home are listed in this Report. Provided the Committee performs its function in terms of the Constitution, there are no restrictions

On 31 January 2014, The Edinburgh Dog and Cat Home changed its constitutional form and transferred all activities, assets and liabilities to a new incorporated charity of the same name. The Edinburgh Dog and Cat Home was incorporated on 19 December 2013 and the Committee of Management became Directors and are continuing their current role as Committee of Management for the new company.

### **RISK MANAGEMENT**

The Committee have assessed the major risks to which the charity is exposed, in particular those related to the operation and finances of the Home, and are satisfied that systems are in place to mitigate their exposure to the major risks.

### **INVESTMENTS**

In accordance with the Constitution, the Committee have the power to invest in such stocks, shares, investments and property as they see fit. The Committee engage Brewin Dolphin as investment managers. The investment objective is to provide a balanced return combining capital and income growth to protect the real value of the capital and also the income streams. The Committee have not set any specific targets in connection with the achievement of this policy. It is the Committee's policy to refrain from investing in the tobacco sector or in any company involved directly in the use of experimental animals for non-clinical research. At 31 January 2014, investments had a book cost of £3,523,522 (2013: £3,223,830) and a market value of £4,721,067 (2013: £4,340,286) giving an unrealised gain on investments of £1,197,545 (2013: £1,156,456). Dividend income on these investments for the year was £152,405 (2013: £115,890). The Committee of Management are satisfied with the performance of the Charity's investments during the year, in light of the difficult economic conditions.

On 31 January 2014, all investments were transferred to the Charity's new limited company.

## **THE EDINBURGH DOG AND CAT HOME**

### **ANNUAL REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2014**

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#### **FINANCIAL REVIEW AND RESERVES**

The free reserves, net of tangible fixed assets, of the Home at 31 January 2014 amounted to £5,264,515 (2013: £5,192,812). Income totalling £928,954 (2013: £1,244,546) was received during the financial year. The Home is financed entirely from receipts from the public and receives no grant funding. Over the past few years the Home has been the grateful benefactor of a number of generous legacies and the Committee have taken the decision to retain these within their reserves to cover any unknown future contingencies.

Net funds at 31 January 2014 are £6,659,443 (2013: £6,338,695). These funds were transferred on 31 January 2014 to the Charity's new limited company.

#### **OBJECTIVES**

1. To provide a temporary Home for Lost and Unwanted Dogs and Cats.
2. To restore to their owners, Dogs and Cats which have been lost and brought to the Home, and, failing this, to find, if possible, new and suitable homes for them.

#### **AIMS**

Our aim is to never turn away a dog or cat in need of help. We try to find each and every one of our residents the right home, where they will be loved and cared for. Until then we aim to provide the best possible care for each animal brought to us for help. This year we have commenced an enrichment programme to promote re-homing and to actively improve the quality of the lives of the dogs and cats in our care. We continue to promote re-homing and responsible pet ownership by means of our website, selective advertising and social media.

#### **ACHIEVEMENTS AND PERFORMANCE**

The number of animals cared for by us during the year has remained similar to last year's figures. We remain focussed on promoting re-homing and recruiting volunteers to help us achieve our aims. Faced with competition from other charitable organisations, we recognise the need to attract additional funding to increase donations and to prevent an over-reliance on legacy income. To this end we have recently purchased a second charity shop in Edinburgh and recruited a part-time Community Fundraiser.

Further information about our achievements in the year can be found in our separate Annual Report, which can be obtained on request from our office.

#### **FUTURE PLANS**

During the coming year we plan to increase public awareness and support by updating our website to provide more and improved information on our charity, our activities and events.

## **THE EDINBURGH DOG AND CAT HOME**

### **ANNUAL REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2014**

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#### **CHAIRMAN'S REPORT**

Thank you to David and Rosemary and their staff for their ceaseless, hard work in looking after the cats and dogs that find their way into our care. Without their dedication the Home would not maintain its reputation as one of Scotland's most respected animal welfare charities and achieve the high levels of success in re-homing the stray and unwanted cats and dogs. Their work is supported in the background by the unique Friends of the Home. Indeed, to many of our supporters they are the visible face of the Home and their dedication to fund raising through their shop on Portobello High Street, can collections in all weathers and the Christmas Fair is irreplaceable. Thank you all again.

There are an increasing number of animal welfare charities of all sizes in and around Edinburgh and also in the wider context of Scotland. The smaller charities are often driven by passionate individuals who work hard on small budgets to care for individual breeds or small geographical areas. We applaud their efforts. There are also large, national organisations that have considerable marketing and fund raising budgets and are able to advertise fundraising appeals on television. Whilst we all complement each other's activities, we are also in competition for the charitable funding required to finance those activities. The cost of welfare increases year on year - energy costs and vet costs being the most obvious - and we understand that we need to take positive steps to generate funding from sources other than donations and legacies to ensure these rising costs are covered. Careful management of the Home's investment portfolio, income from the dog and cat boarding facilities and the hard work of the Friends of the Home are all crucial elements of our income. However, in the event of a shortfall in legacies for example, we need to develop other, secure funding sources.

To this end the management team, with the Committee's support, have investigated the establishment of new charity shops in other districts of Edinburgh and developed ideas for fundraising events.

A shop on the busy Morningside Road was bought towards the end of last year and refurbished over the winter months. It was opened in February by Maisie of Morningside author, Aileen Paterson, and is already generating good income. An incidental benefit of trading from a busy high street location is that we can display pictures of the dogs and cats that are looking for homes - re-homing has increased as a consequence. I look forward to reporting on the success of the shop next year. It is also hoped that another shop, perhaps in Stockbridge, can be bought and refurbished this year.

The shops and fundraising events require your support to be an ongoing, sustainable success. I ask you all to visit the shop and to buy tickets for the Dinners. I ask you to tell your friends about them and to tell your friends to tell their friends about them. This level of support will ensure that secure funding for the core activities of the Home will be generated for the foreseeable future.

## **THE EDINBURGH DOG AND CAT HOME**

### **ANNUAL REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2014**

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#### **MANAGER'S REPORT**

It has been another busy, but interesting, year here at EDCH with what seems like a never ending stream of stray and unwanted dogs and cats arriving at our door.

I am pleased to report that the number of animals coming to us is about the same as last year. Not seeing an increase is clearly a good sign. We are also seeing fewer animals coming to us obviously in need of immediate, serious veterinary attention. However, we still have a steady flow of those that require ongoing, and sometimes long-term, treatment before they are ready to be re-homed. For example, those with skin conditions, in particular, can be with us for months while the vets carry out various tests and try different remedies. As long as the animal is otherwise healthy, it is worthwhile to persevere in the knowledge that they will end up in a happy, loving home at the end of the day. The Royal (Dick) School of Veterinary Medicine provides our vet care and are recognised experts in their field. They have been our vets for as long as I can remember and we work closely with them to make sure every patient is given the best possible care.

We have been extremely fortunate this year as Pedigree offered to provide us with dog food free of charge for a year as part of The Pedigree Feeding Project, which they are running nationwide. This campaign aims to provide rescue dogs with complete, nutritious meals to help them on their journey to become the happy family pets they deserve to be. We are very grateful to Pedigree for this opportunity, which has resulted in a cost saving to us of thousands of pounds.

Staffies, as a breed, still feature largely in our kennels. However, I am delighted at the continuing success rate of finding new homes for them. It further delights me to find how many older people are prepared to commit to this type of dog and they find them, as we know, to be lovely, affectionate little dogs. We will carry on delivering the message "Staffies Are Softer Than You Think" and it is my hope that they will soon become as popular as Greyhounds are today.

Rosemary and I would like to thank our Management Committee for their continued support and trust in allowing us to manage the Home. Their support and guidance is much appreciated. I would also like to pay tribute to our hard working staff, both office and animal care staff, who all do a sterling job and are often faced with difficult circumstances. Working here can be very challenging, but also very rewarding at times. We all work together as a team and have the same aim - to find each and every one of our residents the right home, where they will be loved and cared for. I am, as ever, proud to be part of this great team and, with your continued support, we will continue to strive to make a difference for all of our animals.

# THE EDINBURGH DOG AND CAT HOME

## ANNUAL REPORT (continued) FOR THE YEAR ENDED 31 JANUARY 2014

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### STATEMENT OF THE COMMITTEE OF MANAGEMENT'S RESPONSIBILITIES

The Committee of Management are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the Committee of Management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Committee of Management are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Committee of Management are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's constitution. 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.

By order of the Committee of Management

Mr David Blaikie  
**Chairman**

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## **THE EDINBURGH DOG AND CAT HOME**

### **INDEPENDENT AUDITORS' REPORT**

#### **TO THE COMMITTEE OF MANAGEMENT OF THE EDINBURGH DOG AND CAT HOME**

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We have audited the financial statements on pages 8 to 18. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our audit work has been undertaken so that we might state to the Committee of Management those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the Committee of Management as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the committee of management and auditors**

As explained more fully in the Statement of the Committee of Management's Responsibilities, the Committee of Management are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Committee of Management; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 January 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

**THE EDINBURGH DOG AND CAT HOME**

**INDEPENDENT AUDITORS' REPORT (continued)  
TO THE COMMITTEE OF MANAGEMENT OF THE EDINBURGH DOG AND CAT HOME**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the trustees' annual report is inconsistent in any material respect with the financial statements; or
- the charity has not kept proper accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Saffery Champness  
Chartered Accountants  
Statutory Auditors**

.....  
Edinburgh Quay  
133 Fountainbridge  
Edinburgh  
EH3 9BA

Eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**THE EDINBURGH DOG AND CAT HOME**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JANUARY 2014**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2014 £	2013 £
<b>Incoming Resources</b>					
Incoming resources from generated funds					
- Donations and legacies		539,138	-	539,138	882,453
- Investment income		153,608	-	153,608	117,731
Charitable activities					
- Receipts from local authorities		13,574	-	13,574	15,141
- Boarding fees, sale of animals and accessories		222,634	-	222,634	229,221
<b>Total incoming resources</b>		<u>928,954</u>	<u>-</u>	<u>928,954</u>	<u>1,244,546</u>
<b>Resources Expended</b>					
Costs of generating funds	<b>2</b>	31,772	-	31,772	22,086
Charitable activities	<b>3</b>	879,479	-	879,479	830,760
Governance costs	<b>4</b>	2,500	-	2,500	2,400
<b>Total resources expended</b>		<u>913,751</u>	<u>-</u>	<u>913,751</u>	<u>855,246</u>
<b>Net incoming resources before other recognised gains and losses</b>		15,203	-	15,203	389,300
Transfer to The Edinburgh Dog and Cat Home limited company	<b>7</b>	(6,659,443)	-	(6,659,443)	-
		(6,644,240)	-	(6,644,240)	-
Realised gain on investment assets		11,892	-	11,892	77,768
Unrealised gain on investment assets		248,653	-	248,653	363,047
<b>Net movement in funds for the year</b>		<u>(6,383,695)</u>	<u>-</u>	<u>(6,383,695)</u>	<u>830,115</u>
Fund balance at 1 February 2013		<u>6,383,695</u>	<u>-</u>	<u>6,383,695</u>	<u>5,553,580</u>
<b>Fund balance at 31 January 2014</b>		<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>6,383,695</u></u>

The notes on pages 11 to 18 form part of these financial statements.

**THE EDINBURGH DOG AND CAT HOME**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JANUARY 2014**

	Notes	£	2014 £	£	2013 £
<b>Income</b>					
Dividend income and tax recoverable			152,405		115,890
Income from deposits			1,203		1,841
Subscriptions and donations			133,572		109,666
Receipts from local authorities			13,574		15,141
Boarding fees, sale of animals and accessories			222,634		229,221
Legacies			405,566		772,787
Gain on sale of investments			11,892		77,768
			<u>940,846</u>		<u>1,322,314</u>
<b>Expenditure</b>					
<b>Costs of Generating Funds</b>					
Investment management fees		23,337		16,550	
Fundraising/E-fundraising events		3,477		2,046	
<i>Charity shop expenses:</i>					
Rates and insurance		3,200		2,038	
Heat and light		1,319		613	
Repairs		439		839	
<b>Direct charitable expenditure</b>					
Rates and insurance		26,879		27,452	
Salaries, wages and national insurance	5	540,348		496,894	
Repairs and renewals		26,932		21,037	
Running expenses		191,262		207,332	
Advertising and publicity expend		24,462		23,686	
<i>Depreciation on:</i>					
Heritable property		35,419		30,200	
Furniture and fittings		6,089		4,188	
Motor vehicles		1,755		2,340	
<b>Management and administration</b>					
Administration expenses		26,333		17,631	
Audit fee		2,500		2,400	
			<u>913,751</u>	<u>855,246</u>	
<b>Surplus at 31 January 2014</b>			<u>27,095</u>	<u>467,068</u>	

The notes on pages 11 to 18 form part of these financial statements.

# THE EDINBURGH DOG AND CAT HOME

## BALANCE SHEET AS AT 31 JANUARY 2014

	Notes	£	2014 £	£	2013 £
<b>Fixed assets</b>					
Tangible assets	8		1,394,928		1,190,883
Investments	9		4,721,067		4,340,286
			<u>6,115,995</u>		<u>5,531,169</u>
<b>Current assets</b>					
Debtors	10	166,570		162,347	
Cash at bank and in hand		424,861		734,977	
		<u>591,431</u>		<u>897,324</u>	
<b>Creditors: amounts falling due within one year</b>	11	(6,707,426)		(44,798)	
<b>Net current (liabilities)/assets</b>			<u>(6,115,995)</u>		<u>852,526</u>
<b>Total assets</b>			<u>-</u>		<u>6,383,695</u>
<b>Funds of the charity</b>					
Unrestricted funds	13		-		6,383,695
Restricted funds	13		-		-
			<u>-</u>		<u>6,383,695</u>

The notes on pages 11 to 18 form part of these financial statements.

Approved by The Committee of Management on ..... and signed on their behalf by:

.....  
Mr David Blaikie  
Chairman

Charity Registration No. SC006914

# THE EDINBURGH DOG AND CAT HOME

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2014

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### 1 Accounting policies

#### 1.1 Accounting Convention

The foregoing accounts have been prepared according to the following accounting principles. The home is recognised as a Scottish Charity (No. SC006914).

The accounts have been prepared under the historical cost convention modified to include the revaluation of certain fixed assets. The accounts are prepared in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The accounts also comply with the Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005).

#### 1.2 Tangible Fixed Assets and Depreciation

All capital expenditure is capitalised at cost. Items costing less than £200 are not capitalised in the balance sheet.

Depreciation is provided on the Home at Seafield Road, the shops at High Street, Portobello and Morningside Road, Morningside and the management flats at 2.5% on the reducing balance method.

In respect of non-heritable property, depreciation is provided at the following rates to write off the assets over their estimated useful life.

Furniture and fittings	- 20% to 25% straight line
Motor vehicles	- 25% reducing balance

#### 1.3 Investments and Investment Income

Investments are included in the balance sheet at market value at the year end date, the unrealised gain/loss being added/subtracted to/from the Funds. Income from investments is accounted for on a receivable basis. Gains or losses realised over the previous year end valuation on sale of investments are credited or charged to the Statement of Financial Activities.

#### 1.4 Donations and Legacies

Donations are accounted for on a received basis.

Legacies are accounted for when the Committee are satisfied that the legacy is receivable and they can accurately assess the amount receivable. At the year-end, the Charity had been notified of individually material legacies which are estimated as totalling £100,000. These legacies have not been recognised in the financial statements because the Committee of Management consider that the amount receivable cannot be estimated reliably at the Balance Sheet date.

#### 1.5 Boarding Fees, Sale of Animals and Accessories

Boarding fees, sales of animals and sales of accessories are accounted for when receivable.

# THE EDINBURGH DOG AND CAT HOME

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 JANUARY 2014

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### 1 Accounting policies (continued)

#### 1.6 Grants

Any grants received for capital purposes prior to 1 February 2006 are treated as deferred income and released to the income and expenditure account over the useful life of the asset in accordance with SSAP4. However any capital grants received after 1 February 2006 will be reflected in the accounts in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities (2005)".

#### 1.7 Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis. Where possible, expenditure has been charged direct to costs of generating funds, charitable expenditure or governance costs.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Costs of generating funds comprise investment management fees and the costs of running the Home's shops.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

#### 1.8 Taxation

The Home has been recognised by HMRC as a charity for the purpose of Section 519 Income Taxes Act 2007.

Tax recovered from voluntary income received under gift aid is recognised when the related income is receivable and is allocated to the income category to which the income relates.

#### 1.9 Pensions

Contributions payable to the Home's defined contribution pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 1.10 Operating Lease Agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### 1.11 Funds

Unrestricted funds are the funds which can be used in accordance with the charitable objects at the discretion of the Committee.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further details of restricted funds are provided in note 13.

# THE EDINBURGH DOG AND CAT HOME

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 JANUARY 2014

### 1 Accounting policies (continued)

#### 1.12 Going Concern

At 31 January 2014, all of the assets and liabilities were transferred to The Edinburgh Dog and Cat Home limited company (company registration number: SC466183). The unincorporated entity is therefore not considered to be a going concern beyond the balance sheet date but the new incorporated charity is considered to be a going concern in its place.

2 Costs of generating funds	2014 £	2013 £
Investment management fees	23,337	16,550
E-fundraising/fundraising events	3,477	2,046
Costs of running shop	4,958	3,490
	<u>31,772</u>	<u>22,086</u>

### 3 Charitable activities

	2014 £	2013 £
<b>Direct charitable expenditure</b>		
Salary costs	540,348	496,894
Property costs	53,811	48,489
Running expenses	191,262	207,332
Advertising and publicity expenses	24,462	23,686
Depreciation	43,263	36,728
	<u>853,146</u>	<u>813,129</u>
<b>Support costs</b>		
Administration expenses	26,333	17,631
	<u>879,479</u>	<u>830,760</u>

### 4 Governance costs

	2014 £	2013 £
Audit fee	2,500	2,400

## THE EDINBURGH DOG AND CAT HOME

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 JANUARY 2014

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<b>5 Staff costs</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Wages and salaries	483,826	444,104
Social security costs	36,213	32,143
Other pension costs	18,613	20,544
Staff training/long service awards	1,587	103
	<u>540,348</u>	<u>496,894</u>

The average number of full time equivalent employees during the year was 26 (2013: 25).

There are no employees with emoluments in excess of £60,000.

#### **6 Committee of management**

The Committee of Management did not receive any remuneration for their services or any travel expenses incurred while representing the Home during the year.

#### **7 Assets transferred**

In accordance with a legal agreement signed by the Committee of Management, all of the assets and liabilities were transferred from the unincorporated charity to the newly incorporated charity at 31 January 2014.

Consequently the balance of the funds of the unincorporated charity at 31 January 2014 were £nil.

## THE EDINBURGH DOG AND CAT HOME

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 JANUARY 2014

#### 8 Tangible fixed assets

	<b>Heritable Property and</b>	<b>Furniture and Fittings</b>	<b>Motor vehicles</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
At 1 February 2013	1,710,836	35,473	29,586	1,775,895
Additions	238,938	8,370	-	247,308
	<u>1,949,774</u>	<u>43,843</u>	<u>29,586</u>	<u>2,023,203</u>
At 31 January 2014				
	<u>1,949,774</u>	<u>43,843</u>	<u>29,586</u>	<u>2,023,203</u>
<b>Depreciation</b>				
At 1 February 2013	533,001	29,445	22,566	585,012
Charge for the year	35,419	6,089	1,755	43,263
	<u>568,420</u>	<u>35,534</u>	<u>24,321</u>	<u>628,275</u>
At 31 January 2014				
	<u>568,420</u>	<u>35,534</u>	<u>24,321</u>	<u>628,275</u>
<b>Net book value</b>				
At 31 January 2014	<u>1,381,354</u>	<u>8,309</u>	<u>5,265</u>	<u>1,394,928</u>
At 31 January 2013	<u>1,177,835</u>	<u>6,028</u>	<u>7,020</u>	<u>1,190,883</u>

The Home's property at Seafield Road East is subject to a Standard Security in favour of City of Edinburgh Council.

The Home have acquired a new shop on Morningside Road, Morningside during the year. This is included within heritable property, along with some refurbishment costs.

## THE EDINBURGH DOG AND CAT HOME

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 JANUARY 2014

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#### 9 Investments

	2014	2013
	£	£
<b>Valuation</b>		
At 1 February 2013	4,340,286	3,660,051
Additions	456,255	1,384,663
Disposals	(324,127)	(1,067,475)
	<u>4,472,414</u>	<u>3,977,239</u>
Unrealised gain	248,653	363,047
	<u>4,721,067</u>	<u>4,340,286</u>
<b>At 31 January 2014</b>		
	<u>4,721,067</u>	<u>4,340,286</u>
<b>Cost</b>	<u>3,523,522</u>	<u>3,223,830</u>

All investments are in listed securities, with 95% of investments in the United Kingdom and 5% of investments outside the United Kingdom.

Two investment holdings are considered material in the context of the value of the portfolio at the year end. These were a 5.38% holding in Findlay Park American USD Fund and a 5.02% holding in JP Morgan Asset Management UK Ltd US Equity Inc C.

#### 10 Debtors

	2014	2013
	£	£
Trade debtors	1,643	3,637
Other debtors	2,879	2,519
Tax recoverable	10,839	988
Prepayments and accrued income	151,209	155,203
	<u>166,570</u>	<u>162,347</u>

THE EDINBURGH DOG AND CAT HOME

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 JANUARY 2014

11 Creditors: amounts falling due within one year	2014 £	2013 £
Trade creditors	21,259	21,134
Other creditors	6,720	6,422
Taxation and social security	11,303	8,894
Accruals	8,701	8,348
Transfer to The Edinburgh Dog and Cat Home limited company	6,659,443	-
	<u>6,707,426</u>	<u>44,798</u>

12 Financial commitments	2014 £	2013 £
At 31 January 2014 the charity had annual commitments under non-cancellable leases as follows:		
Within one to two years	1,104	-
Within two to five years	239	1,343
	<u>1,343</u>	<u>1,343</u>

13 Funds	At 1 February 2013 £	Incoming Resources £	Outgoing Resources £	Net gain on investments £	Transfer to limited company £	At 31 January 2014 £
<b>Unrestricted funds</b>	6,383,695	928,954	(913,751)	260,545	(6,659,443)	-
<b>Restricted funds</b>	-	-	-	-	-	-
	<u>6,383,695</u>	<u>928,954</u>	<u>(913,751)</u>	<u>260,545</u>	<u>(6,659,443)</u>	<u>-</u>

The unrestricted fund represents the accumulated revenue results to date.

There were no restricted funds received for the year ended 31 January 2014.

## THE EDINBURGH DOG AND CAT HOME

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 JANUARY 2014

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#### 14 Analysis of net assets between funds

	Fixed Assets	Current Assets	Current Liabilities	Transfer to Limited Company	Total
	£	£	£	£	£
Unrestricted funds	6,115,995	591,431	(47,983)	(6,659,443)	-

#### 15 Related party transactions

During the year the home received £54,000 (2013: £52,000) in donations from the Friends of Edinburgh Dog & Cat Home, an organisation set up to raise funds for the Home. The Friends of Edinburgh Dog & Cat Home is run by a committee of members who consider their organisation to be independent of The Edinburgh Dog & Cat Home itself.

The Friends of The Edinburgh Dog & Cat Home operate out of a shop owned by the Home. The Home is responsible for paying all costs in connection with the shop. During the year the total costs amounted to £2,964 (2013: £3,490).

During the year total costs of £2,422 (2013: £375) were charged by David Blaikie Architects for architectural work provided in relation to heritable property. Mr David Blaikie is a trustee of the charity. These were part of the fixed asset addition costs in the year in relation to the Morningside property.

#### 16 Pension Scheme

The Home operates a defined pension contribution scheme. The assets of the scheme are held separately from those of the Home in an independently administered fund. The pension cost charge represents contributions payable by the Home of the fund.

The pension charge for the year was £18,613 (2013: £20,544). At 31 January 2014 contributions of £208 (2012: £193) were payable to the fund.