

**Petplan  
Charitable Trust**

**Annual Report and Accounts**

31 December 2016

Charity Registration Number 1032907

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## Reference and administrative information

<b>Trustees</b>	David Simpson Hon. Assoc. RCVS (Chair) Clarissa Baldwin CBE Patsy Bloom Hon. Assoc. RCVS John Bower MBE BVSc MRCVS Edward Chandler BVetMed FRCVS Jamie Crittall BVSc MRCVS Gary Davess Peter Laurie The Lord Trees Kathryn Willis MPhil FIA ARCS
<b>Trust administrator</b>	Catherine Bourg BA MSc
<b>Registered office</b>	Great West House (GW2) Great West Road Brentford Middlesex TW8 9EG
<b>Charity registration number</b>	1032907
<b>Auditor</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Yorkshire Bank 7 Gold Street Northampton NN1 1EN
<b>Investment managers</b>	Cazenove Capital Management Limited 12 Moorgate London EC2R 6DA
<b>Solicitors</b>	Bates Wells & Braithwaite LLP 2-6 Cannon Street London EC4M 6YH

## **Trustees' report** Year to 31 December 2016

The Trustees present their report together with the accounts of the Petplan Charitable Trust for the year ended 31 December 2016.

The accounts have been prepared in accordance with the accounting policies set out on pages 14 to 17 of the attached accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 United Kingdom and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2015 or later.

### **Structure, governance and management**

The Petplan Charitable Trust is a registered charity (Charity Registration No. 1032907) and is governed by a Trust Deed dated 21 January 1994.

The Trust is governed by a Board of Trustees which meets twice a year. The Trust Deed states that, at any time, there should be no less than three Trustees. The Board considers recommendations made by the Welfare Committee, which meets once a year to consider welfare/educational grant applications, and the Scientific Committee, which meets once a year to consider scientific grant applications. Members of the Board of Trustees sit on both the Welfare and Scientific Committees.

The Trustees and Committee members are chosen for their knowledge and expertise in the specialist veterinary/animal health field. Trustees serve for a term of up to two years, on a rotation basis, after which they may be re-elected for further terms. All Trustees are aware of their duties and responsibilities as charity trustees and sign a contract between themselves and the charity when they agree to serve.

The Committee members who served during the period were as follows:

#### Welfare Committee

Clarissa Baldwin CBE (Welfare Secretary)

Claire Bessant (Chief Executive, International Cat Care)

Edward Chandler BVetMed FRCVS

Roly Owers (Chief Executive, World Horse Welfare)

#### Scientific Committee

Edward Chandler BVetMed FRCVS (Scientific Secretary)

Professor Mike Day BSc BVMS Hons, PhD DSc DipIECVP FASM FRCPATH FRCVS – University of Bristol

Professor Kin-Chow Chang BVSc MSc PhD FRCVS – University of Nottingham

Professor Jonathan Elliott MA VetMB PhD MRCVS – Royal Veterinary College (Chair)

Michael Herrtage MA BVSc DVR DVD DSAM, DipECVIM, DipECVDI, MRCVS – University of Cambridge

Cathy McGowan BVSc PhD DEIM DipECEIM MRCVS – University of Liverpool

Dr Tim Parkin BSc, BVSc, PhD, DipECVPH, MRCVS – University of Glasgow

**Structure, governance and management** (continued)

Scientific Committee (continued)

Professor Richard Piercy MA VetMB DipACVIM MRCVS – Royal Veterinary College

Dr Keith Thoday BVetMed PhD DVD DipECVD MRCVS – Chair of Veterinary Dermatology, University of Edinburgh

Dr Andrew Waller – Head of Bacteriology, Animal Health Trust

Professor Sarah Wolfensohn OBE BSc MA VetMB CertLAS FSB DipECAWBM-WSEL MRCVS – University of Surrey

The following Trustees were in office during the year to 31 December 2016:

**Board of Trustees**

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David Simpson (Chair)

Clarissa Baldwin

Patsy Bloom

John Bower

Edward Chandler

Jamie Crittall

Gary Davess

Peter Laurie

Kathryn Willis

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Subsequent to the year end, The Lord Trees was appointed as a Trustee.

The connections of the Trustees to Petplan Limited and its group companies are as stated below:

Gary Davess                      Director of Personal and Speciality Lines.

***Statement of Trustees' responsibilities***

The Trustees are responsible for preparing the Trustees' report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts 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 accounts, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and

**Structure, governance and management** (continued)

**Statement of Trustees' responsibilities** (continued)

- ◆ 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 that disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure that the accounts comply with the Charities Act 2011, the applicable Charity (Accounts and Reports) Regulations and the provisions of the charity's trust deed. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

**Key management personnel**

The Trustees consider that they, along with the trust administrator, comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the Trustees receive any remuneration or reimbursement of expenses in connection with their duties as Trustees.

The salary of the trust administrator is reviewed and agreed annually by the Trustees.

**Risk management**

The Trustees have assessed all the major risks to which the Trust is exposed, in particular those relating to the specific operational areas of the Trust, its investments and its finances. The Trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the Trust, they have established effective systems to mitigate those risks.

The Trustees have identified two key risks faced by the charity:

- ◆ The charity makes grants to other charitable and academic organisations. The Trustees and Committees responsible for overseeing the grant making activity always ensure that they are fully briefed about and familiar with the work of a potential recipient of funds, that funds are transferred via bank transfer, that proof of receipt is obtained and that, wherever possible a full written report of how the monies have been utilised and applied is obtained from the recipient.
- ◆ The charity's principal asset comprises listed investments, the value of which is dependent on movements in UK and world stock markets. The investments are managed by reputable investment managers who adhere to a policy agreed by the Trustees. The Trustees meet twice a year with the investment managers and the manager's performance and that of the portfolio are monitored. The investment strategy is assessed regularly to ensure it remains appropriate to the charity's needs - both now and in the future.

During the year the Trustees introduced a policy that requires the internal risk register to be updated annually and reviewed by the full Board of Trustees.

### **Objectives, activities and performance**

In setting the Trust's objectives and planning its activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The Trust has the following aims and objectives:

- ◆ To provide grants for the welfare of dogs, cats, horses and rabbits by funding clinical veterinary investigation, education and welfare projects. The Trust does not and will not consider applications which involve experimental or invasive surgery.
- ◆ To promote and improve the welfare of animals and relieve their suffering.
- ◆ To give Petplan policy holders the opportunity to act as a major collective force for the well being of animals through modest individual donations which, when added together, will allow substantial grants to be made.
- ◆ To harness the compassion and concern of the Petplan policy holders for the good of all animals.

The principal activity of the Trust is to make grants from donations received to fund clinical veterinary investigation, education and welfare projects. Two rounds of grants are awarded each year, welfare and scientific. Capital grants for major projects may also be awarded to Veterinary Schools when funds allow, although there has been a moratorium in place on these since 2007.

In 2014 the Trust invested in an online applications package called Benefactor. This has greatly improved the application process both for the applicants and the Committees who assess them, and means that the grant administration is more streamlined.

**Welfare grant applications** are scrutinised by the Welfare Committee before a shortlist is put forward for consideration by the Trustees. All applicants must be registered charities, and must provide comprehensive information including photographs and their most recent accounts.

Several charities are visited each year, and all successful applicants are required to provide a written report within twelve months detailing how the funds have been utilised.

**Scientific grant applications** are invited annually via an announcement in the Veterinary Record magazine and are split into two as follows:

- ◆ Pump priming grants, up to a maximum of £10,000, which are meant to fund initial research over a period of no more than one year. Pump priming grant applications are scrutinised by the Scientific Advisory Committee (SAC) before a shortlist is put forward for consideration by the Trustees.
- ◆ Full grants (which can be any amount at the discretion of the Trustees), which fund in-depth research over one, two or three years. In order to qualify for a full grant, applicants must first complete an initial application which is scrutinised by the SAC. If appropriate, the applicant is then required to complete a second, full application. These full applications are once again checked by the SAC and are also subject to external peer review. A final shortlist is drawn up and shortlisted applicants are invited for interview with the SAC. From those interviewed, the SAC will make recommendations to the Trustees.

**Objectives, activities and performance** (continued)

All successful applicants are required to provide project reports to update the Trust on progress. The project reports are reviewed by the SAC and any which fail to meet the required standard are followed up before additional funds are awarded.

Between 2010 and 2014 the Trust administered the **Pedigree Adoption Scheme** on behalf of Mars Petcare UK Limited. Under this scheme, members of the public were invited to make donations to fund grants to the members of the Association of Dogs and Cat Homes (ADCH). In line with the Trust's practice for the approval of welfare grants, a committee was established to review all applications made under this scheme and to make recommendations to the Trustees. During the year the committee consisted of Clarissa Baldwin, David Simpson and Edward Chandler, together with two representatives of Mars Petcare UK Limited. The monies to be awarded were held by the Trust in a dedicated restricted fund. During 2015 the Trust decided to withdraw from administering the Scheme and advised Mars Petcare UK Limited. A small balance remained on the account at the end of the year which was distributed, on behalf of Mars Petcare UK Limited, by way of awards and grants to ADCH in April 2016.

Grants approved during the year less those returned or cancelled were:

	2016 £	2015 £
Scientific grants	336,920	306,535
Welfare and educational grants	201,500	206,552
Pedigree adoption scheme grants	—	94,000
	<b>538,420</b>	<b>607,087</b>

At the inception of the Trust in 1994, Petplan policy holders were invited to make an annual voluntary £1 donation to the Trust. The suggested amount was increased to £1.50 in April 2007 and increased to £2 in May 2015. The Trustees would like to express their thanks to Petplan Limited for actively supporting the work of the Trust.

The Trust has its own website – [www.petplantrust.org](http://www.petplantrust.org) – which explains how the Trust is administered and contains information and articles about some of the organisations helped by the Trust. The Trust also produces its own newsletter, which is displayed on the website.

Within the scientific community the Trust appears to grow in stature year on year. Good friends are being made with specialist referees from Australia, USA and Europe and occasionally China and Japan. The Trust is clearly perceived as a valuable asset to research into the welfare of companion animals.

**Investment policy**

The Trust's funds are managed by Cazenove Capital Management Limited (formerly known as Schroder Investment Management Limited) with an emphasis on capital growth rather than income.

The previous cash position in the investments was reduced to 10% during the year as some uncertainties in the markets became less concerning.

**Investment policy** (continued)

Representatives from the Board of Trustees communicate with the investment managers on a regular basis to ensure that funds are being managed in the most appropriate way and the investments are fully reviewed and discussed at all meetings of the Board of Trustees

**Reserves policy**

Overall the Trust's strategy remains that of establishing a firm capital base so that it can make an enduring contribution through its grants. Total reserves as at 31 December 2016 were £714,204, of which £714,041 were unrestricted free reserves. The Trustees consider this level of free reserves to be adequate but not excessive at the present time.

In the early years of the Trust's existence the Trustees, unsure as to the likely strength of donations, considered that this strategy would be best achieved by investing a significant portion of donations received. But by 2002 the Trustees felt that a clear pattern of donation level had been established and that the continued commitment of Petplan Limited to support the Trust allowed them greater flexibility. Therefore, since 2002 a greater proportion of funds has been released annually for grants.

Whilst it remains the policy to release the greater proportion of funds for grants annually the Board of Trustees has decided that in the coming years it will place some further funds into the investment portfolio.

**Financial review**

In view of the economic climate and the financial uncertainties this has created, the Trustees continued to adopt a conservative approach to the Trust's finances.

Donations and legacies amounted to £757,256 (2015 - £832,086), of which £2,694 is restricted (2015 - £97,000). Income from investment activity resulted in investment income of £33,194 (2015 - £31,341), interest receivable of £159 (2015 - £244), of which £4 is restricted (2015 - £31) and unrealised gains on investments of £112,169 (2015 - £5,004).

New grants pledged from unrestricted funds, less cancelled grants from previous years, totalled £538,420 (2015 - £513,087). No restricted grants were awarded (2015 - £94,000). In addition, other charitable expenditure of £153,709 (2015 - £132,919) was incurred, of which £14,039 was restricted (2015 - £2,002).

The Trust continues to invest funds for the future, and at 31 December 2016 had £1,339,420 (2015 - £1,199,303) invested in a portfolio under discretionary fund management. Total net assets of the Trust at 31 December 2016 were £714,204 (2015 - £503,556), of which £163 were restricted (2015 - £11,504).

**Plans for future periods**

The Trustees have discussed the direction of the Trust and have agreed that there does not need to be any fundamental change of direction. The majority of the grants made by the Trust will continue to be through the invitation of applications which will be assessed and reviewed by the Trust's Welfare and Scientific Committees who will then make their recommendations to Trustees who shall make the final decision.

The Trustees have, however, recognised that there are areas which the Trust may from time to time seek to support and encourage and that it may wish to take a more proactive role. To this end, the Trustees have recognised that the Chair and the Administrator shall be free to explore and recommend additional grants to Trustees. All such cases shall first be reviewed by a Special Grants Committee that has been established and is comprised of three Trustees – Edward Chandler (Chair), Clarissa Baldwin and Jamie Crittall.

Approved on behalf of the Trustees

David Simpson  
Trustee

Date of approval: 7 September 2017

## **Independent auditor's report** Year to 31 December 2016

### **Independent auditor's report to the trustees of Petplan Charitable Trust**

We have audited the accounts of Petplan Charitable Trust for the year ended 31 December 2016, which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the related notes. 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), including FRS 102, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland.

This report is made solely to the Trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and with regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an auditor's 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 Trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustees and auditor**

As explained more fully in the Trustees' responsibilities statement set out in the Trustees' report, the Trustees are responsible for the preparation of accounts which give a true and fair view.

We have been appointed as auditor under Section 144 of the Charities Act 2011 and report in accordance with the regulations made under Section 154 of that Act. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts 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 Trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the report of the Trustees to identify material inconsistencies with the audited accounts 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 inconsistencies we consider the implications for our report.

## **Independent auditor's report** Year to 31 December 2016

### **Opinion of the accounts**

In our opinion the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2016 and of its income and expenditure 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 Act 2011.

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

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the Trustees' report is inconsistent in any material respect with accounts, or
- ◆ sufficient accounting records have not been kept, or
- ◆ the accounts 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.

Buzzacott LLP  
Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

20 September 2017

Buzzacott LLP is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.

**Statement of financial activities** Year to 31 December 2016

	Notes	Unrestricted funds £	Restricted funds £	<b>Total funds 2016 £</b>	Total funds 2015 £
<b>Income from:</b>					
Donations	1	754,562	2,694	<b>757,256</b>	832,086
Investments and bank deposits					
. Listed investments	2	33,194	—	<b>33,194</b>	31,341
. Interest *		155	4	<b>159</b>	244
<b>Total income</b>		<b>787,911</b>	<b>2,698</b>	<b>790,609</b>	<b>863,671</b>
<b>Expenditure on:</b>					
Charitable activities					
. The promotion and improvement of the welfare of animals and the relief of their suffering	3	678,090	14,039	<b>692,129</b>	740,006
<b>Total expenditure</b>		<b>678,090</b>	<b>14,039</b>	<b>692,129</b>	<b>740,006</b>
<b>Net income (expenditure) before investment gains</b>		109,821	(11,341)	<b>98,480</b>	123,665
Net gains on investments		112,168	—	<b>112,168</b>	5,004
<b>Net income (expenditure) and net movement in funds</b>		221,989	(11,341)	<b>210,648</b>	128,669
<b>Balances brought forward at 1 January 2016</b>		492,052	11,504	<b>503,556</b>	374,887
<b>Balances carried forward at 31 December 2016</b>		714,041	163	<b>714,204</b>	503,556

All of the Trust's activities derived from continuing operations in the above two financial periods.

\*Interest receivable in 2015 comprised £31 in respect to restricted funds and £213 in respect to unrestricted funds.

## Balance sheet Year to 31 December 2016

	Notes	2016 £	2016 £	2015 £	2015 £
<b>Fixed assets</b>					
Tangible fixed assets	6		2,400		3,558
Investments	7		1,339,420		1,199,303
Total fixed assets			1,341,820		1,202,861
<b>Current assets</b>					
Debtors	8	30,416		27,055	
Cash at bank and in hand		79,799		22,426	
Total current assets		110,215		49,481	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	9	(609,480)		(402,949)	
<b>Net current liabilities</b>			(499,265)		(353,468)
<b>Total assets less current liabilities</b>			842,555		849,393
Creditors: amounts falling due after one year					
. Grants payable			(128,351)		(345,837)
<b>Total net assets</b>			714,204		503,556
<b>Represented by:</b>					
Unrestricted funds					
. General funds			711,641		488,494
. Tangible fixed assets fund	10		2,400		3,558
			714,041		492,052
Restricted funds	11		163		11,504
			714,204		503,556

Approved on behalf of the Trustees

David Simpson  
Trustee

Edward Chandler  
Trustee

Date of approval: 7 September 2017

## Statement of cash flows Year to 31 December 2016

	Notes	2016 £	2015 £
<b>Cash flows from operating activities:</b>			
Net cash provided by (used in) operating activities	A	<b>55,569</b>	(12,446)
<b>Cash flows from investing activities:</b>			
Investment income received		<b>33,194</b>	31,341
Interest received		<b>159</b>	244
Purchase of tangible fixed assets		<b>(3,600)</b>	—
<b>Net cash provided by investing activities</b>		<b>29,753</b>	31,585
<b>Change in cash and cash equivalents in the year</b>		<b>85,322</b>	19,139
<b>Cash and cash equivalents at 1 January 2016</b>	B	<b>219,297</b>	200,158
<b>Cash and cash equivalents at 31 December 2016</b>	B	<b>304,619</b>	219,297

### Notes to the statement of cash flows for the year to 31 December 2016

<b>A Reconciliation of net income to net cash provided by (used in) operating activities</b>			
		2016 £	2015 £
<b>Net income (as per the statement of financial activities)</b>		<b>210,648</b>	128,669
<b>Adjustments for:</b>			
Depreciation charge		<b>4,758</b>	3,558
Gains on investments		<b>(112,168)</b>	(5,004)
Investment income receivable		<b>(33,194)</b>	(31,341)
Interest receivable		<b>(159)</b>	(244)
Increase in debtors		<b>(3,361)</b>	(6,068)
Decrease in creditors		<b>(10,955)</b>	(102,016)
<b>Net cash provided by (used in) operating activities</b>		<b>55,569</b>	(12,446)
<b>B Analysis of cash and cash equivalents</b>			
		2016 £	2015 £
Cash at bank and in hand		<b>79,799</b>	22,426
Cash held by investment managers		<b>224,820</b>	196,871
<b>Total cash and cash equivalents</b>		<b>304,619</b>	219,297

## **Principal accounting policies** Year to 31 December 2016

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the accounts are laid out below.

### **Basis of preparation**

These accounts have been prepared for the year to 31 December 2016 with comparative information provided for the year to 31 December 2015.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared 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 United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

The accounts are presented in sterling and are rounded to the nearest pound.

### **Critical accounting estimates and areas of judgement**

Preparation of the accounts requires the Trustees to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the liability for multi-year grant commitments; and
- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the annual depreciation charge.

### **Assessment of going concern**

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The Trustees have made this assessment in respect to a period of one year from the date of approval of these accounts.

The Trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The Trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 31 December 2017, the most significant areas that affect the carrying value of the assets held by the charity are the level of investment return and the performance of the investment markets (see the investment policy and the risk management sections of the Trustees' report).

## **Principal accounting policies** Year to 31 December 2016

### **Income**

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and investment income.

Donations receivable from Petplan policy holders, Petplan Limited (see note 13) and private donations are credited to the statement of financial activities when the charity has confirmation of both the amount and the settlement date. Donations arising out of fundraising events are credited to the statement of financial activities in the year in which the event takes place. All other income is credited to the statement of financial activities on a receivable basis.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

### **Expenditure**

Expenditure is debited to the statement of financial activities on an accruals basis and comprises solely of expenditure on charitable activities which consists of grants payable and the costs of administering the grants programme.

Grants comprise amounts pledged in the year to fund clinical veterinary investigation, education, welfare and capital projects for dogs, cats, horses and rabbits. This category also includes grants paid out in the year to various members of the Association of Dogs and Cats Homes (ADCH) as a result of Petplan Charitable Trust administering the Pedigree Adoption Scheme.

Where grants are payable by instalment, but those instalments form part of a binding commitment by the Trustees, the total grant is charged to the statement of financial activities in the year in which the commitment is made. Future instalments are shown on the balance sheet as creditors analysed between amounts due within one year and amounts due after more than one year.

Administration costs comprise reimbursed expenses of the Scientific and Welfare Committees, and fees of a part-time Scientific Secretary who reviews and considers grant applications and advises the Trustees on the feasibility of projects. They also comprise central management costs, including the remuneration costs of an administrator; governance costs which include costs which are attributable to legal procedures necessary for compliance with constitutional and statutory requirements; costs associated with the management of the Trust's assets; and organisation management.

### **Tangible fixed assets**

All assets costing more than £500 are capitalised. Any assets costing less than £500 are charged directly to expenditure. Tangible fixed assets are included in the accounts at cost and are depreciated based on a straight-line basis as follows:

Office equipment                      - over 3 years

## **Principal accounting policies** Year to 31 December 2016

### **Investments**

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

As noted above the main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value is acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the year in which they arise.

### **Debtors**

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

### **Cash at bank and in hand**

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

### **Creditors and provisions**

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

### **Value added tax**

Irrecoverable value added tax is aggregated with the expenditure to which it relates.

### **Fund accounting**

The general funds comprise those monies available for use at the discretion of the Trustees in furtherance of the general charitable objectives of the Trust.

The tangible fixed assets fund comprises the net book value of charity's tangible fixed assets, the existence of which is fundamental to the charity being able to perform its charitable work and thereby achieve its charitable objectives. The value represented by such assets should not be regarded, therefore, as realisable.

## **Principal accounting policies** Year to 31 December 2016

### **Fund accounting** (continued)

Restricted funds comprised monies raised by the Pedigree Adoption Scheme which Petplan Charitable Trust administered. The use of these funds was restricted in that the funds could only be spent on providing donations to members of the Association of Dogs and Cats Homes (ADCH) under this scheme.

Restricted funds also comprise funds in respect to the Animals in War Memorial Fund which are administered by Petplan Charitable Trust. The use of these funds is restricted to activities relating to the remembrance of animals in war.

**Notes to the accounts** Year to 31 December 2016

**1 Donations received**

	Unrestricted £	Restricted £	<b>Total 2016 £</b>	Total 2015 £
Donations from Petplan policy holders	699,707	—	<b>699,707</b>	680,667
Donations from Petplan Limited (Note 13)	50,000	—	<b>50,000</b>	50,000
Donations from Mars Petcare UK Limited	—	—	—	96,000
Donations in respect to Animals in War	—	2,694	<b>2,694</b>	1,000
Other donations	4,855	—	<b>4,855</b>	4,419
<b>2016 Total funds</b>	<b>754,562</b>	<b>2,694</b>	<b>757,256</b>	<b>832,086</b>
2015 Total funds	735,086	97,000	832,086	

**2 Investment income**

	Unrestricted £	Restricted £	<b>Total 2016 £</b>	Total 2015 £
Equities and unit trusts – UK	30,083	—	<b>30,083</b>	28,694
Equities and unit trusts – Overseas	3,111	—	<b>3,111</b>	2,647
<b>2016 Total funds</b>	<b>33,194</b>	<b>—</b>	<b>33,194</b>	<b>31,341</b>
2015 Total funds	31,341	—	31,341	

**3 The promotion and improvement of the welfare of animals and the relief of their suffering**

	Unrestricted £	Restricted £	<b>Total 2016 £</b>	Total 2015 £
Grants payable (Note 4)	538,420	11,388	<b>549,808</b>	607,087
Grant administration costs:				
. Scientific secretary fee (Note 16)	22,500	—	<b>22,500</b>	18,750
. Committee expenses	8,256	—	<b>8,256</b>	7,664
. Management charge payable to Petplan Limited (Note 13)	25,861	—	<b>25,861</b>	26,470
. Staff costs (Note 5)	48,438	—	<b>48,438</b>	47,281
. Investment managers' fees	5,099	—	<b>5,099</b>	5,098
. Depreciation	4,758	—	<b>4,758</b>	3,558
. Auditor's remuneration	7,000	—	<b>7,000</b>	6,900
. Other expenses	17,758	2,651	<b>20,409</b>	17,198
<b>2016 Total funds</b>	<b>678,090</b>	<b>14,039</b>	<b>692,129</b>	<b>740,006</b>
2015 Total funds	644,004	96,002	740,006	

#### 4 Grants payable

During the year the Trustees agreed to pledge the following grants:

Recipient	Purpose	2016 £	2015 £
<b>Welfare grants</b>			
ADCH	Online learning platform	7,500	—
Animal Rescue Cymru	Purchase of a dedicated dog/cat vehicle	—	5,000
Ashbourne Animal Welfare	Veterinary Care and Neutering Programme	—	5,000
Bath Cats & Dogs Home	Paws and Claws Magazine	6,000	5,706
Blue Cross	ADCH Award	1,500	1,500
Border Collie Trust UK	ADCH Award	—	1,500
Bristol & Wales Cat Rescue	Neutering Project	—	5,000
Brooke Hospital for Animals	Assessment tool for tablet	—	25,000
Camp Nibble	Rabbit neutering, vaccination and vet care	—	1,000
Canine Partners	Neutering	5,000	—
Caring for Cats (Yorkshire and Humber)	Trapping and neutering	3,000	—
Carla Lane Animals in Need	Vets bills	5,000	—
Cats Protection Bracknell	Neutering Campaign 2015	—	5,000
Cats Protection	Re-homing project	5,500	—
Chats du Quercy	Adoption Centre	3,000	—
Chilters Dog Rescue Society	Neutering	5,000	—
Dogs for Good for disabled	Assistance dogs	9,000	—
Dogs Trust	Sensory garden	5,000	—
Ebony Horse Club	Ebony Horse Club	—	7,500
Fairly Beloved Rabbit Care	2015 Neutering Costs	—	5,000
Fen Bank Greyhound Sanctuary	New vehicle	4,000	—
Ferne Animal Sanctuary	New Digs For Dogs - Introduction Room	—	5,000
Furry Tails Feline Welfare	New Digs For Dogs - Introduction Room	—	5,000
Gables Farm Dogs and Cats Home	Fencing appeal	—	6,419
Gambia HDT	ADCH Award	1,500	—
Greatwood Charity	Equine operating costs	7,000	—
Greyhound Awareness League	Funding towards routine and emergency veterinary care	—	3,000
Greyhound Rescue Wales	Neutering Programme	—	5,000
Greyhound Rescue West England	Vets fees	5,000	—
Headway Suffolk Brainy Dogs	Vehicle	12,000	—
HEROS	Re-furbishing and setting up a bespoke veterinary area	—	3,500
Hope Rescue	Rhondda Cynon Stray Dogs	—	5,000
Hope Rescue	Vets bills	5,000	—
Jerry Green Dog Rescue	New Food Prep Area, Nottingham Centre	—	4,420
<b>Carried forward</b>		<b>90,000</b>	<b>104,545</b>

Notes to the accounts Year to 31 December 2016

4 Grants payable (continued)

Recipient	Purpose	2016 £	2015 £
<b>Brought forward</b>		<b>90,000</b>	104,545
Kerry Greyhounds UK	Running costs	1,000	—
K9 Focus	ADCH Award	—	1,500
Leicester Animal Aid	Dog training barn	20,000	4,672
Lincolnshire Trust for Cats	Vehicle	5,000	—
Lluest Horse & Pony Trust	Mobile field shelters	5,000	—
Mane Chance Sanctuary	Project Mule	—	7,075
Margaret Green AR	Fence replacement	5,000	—
Mayhew Animal Home	ADCH Award	1,500	—
Mayhew Animal Home	Pick n Snip	5,000	—
Newcastle Dog & Cat Shelter	Long term dog kennels	7,000	—
North Clwyd Animal Rescue	Veterinary equipment to equip new veterinary clinic	—	20,000
Our Special Friends	Integrated Community Care for People and Animals	—	2,500
Paws for Kids	Pets project	5,000	—
Protect Animals Greece	Funds to launch Charity	5,000	—
Rain Rescue	New Cat Pens	—	10,000
Retired Greyhound Trust	A new kennel complex for Sheffield Retired Greyhound Trust	—	4,000
Riding for the Disabled	Fitness for horses	10,000	4,000
Rotherham Rescue Rangers	TNR project	2,000	1,500
RSPCA Chesterfield	Dog Behavioural Treatment Project	—	5,000
RSPCA Llys Nini	Cattery furniture	—	1,000
Save The Dogs & Other Animals	Playground	3,000	—
Service Dogs	Sponsor training of new dogs	10,000	—
Society for Abandoned Animals	Cat rehoming centre	—	4,000
SNIP International	TNR Croatia	2,000	—
SPANNA	Clinical Skills Centre	—	4,760
Staffordshire Bull Terrier	On going running costs	—	2,500
Stokenchurch Dog Rescue	Vet fees	—	5,000
Sunshine Cats Rescue	Payment of veterinary bills, including neutering	—	5,000
Support Dogs	Aftercare Project	—	10,000
Sussex Pony Grazing & Conservation	Trailer	2,000	—
Tia Greyhound & Lurcher Rescue	Neutering	3,000	—
Wood Green	Rabbit Neutering Campaign	—	2,500
Worcestershire Animal Rescue Shelter	Isolation block	8,000	—
Yorkshire Cat Rescue	Kitten ambulance	5,000	—
WSAVA	AFSCAN project	7,000	7,000
<b>Total welfare grants awarded</b>		<b>201,500</b>	206,552

Notes to the accounts Year to 31 December 2016

4 Grants payable (continued)

Recipient	Purpose	2016 £	2015 £
<b>Scientific grants</b>			
Animal Health Trust	Randomised controlled trial of Clostridium botulinum type C vaccination for prevention of Equine Grass Sickness	—	25,850
Animal Health Trust	Toll like receptors and strangles	—	9,870
Animal Health Trust	Eq. PP stem cells and 3D bone constructs	—	9,934
Animal Health Trust	Deriving an in vitro source of canine corneal stromal cells to use as a novel treatment strategy for blinding corneal disease	<b>66,328</b>	—
Animal Health Trust	Improving the safety of future strangles vaccines	<b>86,022</b>	—
Animal Health Trust	New target for strangles vaccine	<b>9,840</b>	—
Animal Health Trust	Canine osteosarcoma therapy using EHV1	<b>9,000</b>	—
Animal Health Trust	Water treadmill depths in equine rehab	<b>9,963</b>	—
Highcroft Veterinary Referrals	Platelet analysis in feline hypertrophic cardiomyopathy	<b>8,300</b>	—
Royal Veterinary College	Mitral valve disease in dogs attending UK practices	—	3,000
Royal Veterinary College	Avoid rejection to fix a broken heart: assessing the feasibility of allogeneic stem cell therapy for canine dilated cardiomyopathy.	—	32,800
Royal Veterinary College	Improved control of the equine tapeworm, Anoplocephala through new insights into the biology of the oribatid mite intermediate host	—	101,214
Royal Veterinary College	Cardiomyopathy and myosin binding protein	—	10,000
Royal Veterinary College	GFR and Alabama rot	—	9,639
Royal Veterinary College	KIT as diagnostic marker in canine mammary tumours	<b>9,882</b>	—
Royal Veterinary College	Chemo-targeting of TSPO to validate Endocrine Therapy in Canine Mammary Tumours	<b>87,000</b>	—
Royal Veterinary College	Is Cross Matching Beneficial Prior to the First Blood Transfusion in Cats?	<b>8,225</b>	—
University of Bristol	Identification of the cellular entry receptor (CER) for field-derived feline coronaviruses (FCoV) - a significant step towards the control of feline infectious peritonitis (FIP)	—	19,450
<b>Carried forward</b>		<b>294,560</b>	<b>221,757</b>

Notes to the accounts Year to 31 December 2016

4 Grants payable (continued)

Recipient	Purpose	2016 £	2015 £
<b>Brought forward</b>		<b>294,560</b>	221,757
University of Cambridge	Bacterial Genome sequencing to understand Staphylococcus aureus infections in rabbits	—	2,049
University of Cambridge	Senescence and canine hepatitis	—	2,146
University of Cambridge	Colposuspension v. artificial sphincter	<b>360</b>	9,485
University of Cambridge	An Investigation into the immune profile of English Cocker Spaniels with Immune-mediated disease	<b>16,661</b>	—
University of Edinburgh	Cortisol and canine congestive heart failure	—	4,000
University of Edinburgh	MRE and canine brain	—	9,961
University of Edinburgh	Canine mast cell cytology staining comparison	<b>4,800</b>	—
University of Edinburgh	Min invasive immunohistochemistry in dog cavitory effusions	<b>10,000</b>	—
University of Glasgow	Can wound healing be modified in horses by down regulating the gap junction between protein Connexin 43	—	28,500
University of Glasgow	Sutures in equine linea alba repair	—	6,568
University of Glasgow	Faecal proteomics and GI disease in dogs	<b>10,000</b>	—
University of Glasgow	Fibrosis in equine hepatic disease	<b>8,700</b>	—
University of Kent	Understanding why adults abuse animals	<b>10,000</b>	—
University of Liverpool	Disease surveillance and sequencing techniques	—	9,653
University of Liverpool	Canine atopy and otitis ext flora	<b>6,800</b>	—
University of Northumbria	Phage therapy and strangles	—	9,981
University of Nottingham	Reporter assay and anti-parasitic drug assay	—	9,000
University of Nottingham	Parvovirus	—	8,505
University of Nottingham	Genes & sex hormones in canine bladder cancer	—	10,000
University of Nottingham	Physics/maths in hoof deformities and equine laminitis	<b>10,000</b>	—
University of Surrey	Innovative risk factor analysis in canine CLM/syringomyelia	<b>10,000</b>	—
		<b>381,881</b>	331,605
<b>Less scientific grants returned or cancelled</b>		<b>(44,961)</b>	(25,070)
<b>Total scientific grants awarded</b>		<b>336,920</b>	306,535
<b>Total unrestricted grants awarded</b>		<b>538,420</b>	513,087

**Notes to the accounts** Year to 31 December 2016

**4 Grants payable** (continued)

<b>Recipient</b>	<b>2016</b> <b>£</b>	<b>2015</b> <b>£</b>
<b>Pedigree Adoption Scheme grants</b>		
Abandoned Animals Association	—	100
Animal Care Lancashire	—	7,831
Ashbourne & District Animal Welfare Society	—	7,500
Babbington Rescue	—	100
Birmingham Dogs Home	—	100
Blue Cross	—	20,000
Border Collie Trust GB	—	100
Bristol DAWG	—	300
Carla Lane Animals	—	5,000
Freshfields Animal Rescue	—	100
Great Dane Adoption	—	3,183
Guernsey SPCA	—	5,000
Hope Rescue	—	2,000
Jerry Green Dog Rescue	—	100
Jersey SPCA	—	5,000
Labrador Lifeline	—	1,000
Labrador Welfare	—	100
Manx SPCA	—	100
Margaret Green Animal Rescue	—	15,000
Mayflower Sanctuary	—	100
Mayhew Animal Home	—	100
Newcastle Dogs	—	4,366
North Clwyd Animal Rescue	—	100
Summerfields Rain Rescue	—	10,000
Retired Greyhound Trust	—	3,420
St Francis Home Animals	—	100
Teckels Animal Sanctuaries	—	100
Wood Green Animal Shelter	—	2,300
£100 donations to other ADCH members	—	800
<b>Total Pedigree Adoption Scheme grants</b>	<b>—</b>	<b>94,000</b>
<b>Total grants awarded</b>	<b>538,420</b>	<b>607,087</b>

**5 Staff costs**

	<b>Total 2016 £</b>	Total 2015 £
Wages and salaries	<b>44,250</b>	42,500
Social security costs	<b>1,987</b>	2,751
Pension	<b>2,201</b>	2,030
	<b>48,438</b>	47,281

There was one full-time employee during the year (2015 - one).

No employees earned £60,000 per annum or more (including taxable benefits but excluding employee pension contributions) during the year (2015 - none).

Key management personnel comprise the trustees and the trust administrator. The total remuneration payable in respect to employed members of key management personnel of the charity was £44,250 (2015 – £42,500). In addition, one trustee received payment of £22,500 (2015 – £18,750) in connection with advisory services, details of which are disclosed in note 13.

No trustees received any remuneration in connection with their duties as trustees (2015 - no remuneration).

**6 Tangible fixed assets**

	<b>Office equipment £</b>
<b>Cost</b>	
At 1 January 2016	<b>10,675</b>
Additions	<b>3,600</b>
At 31 December 2016	<b>14,275</b>
<b>Depreciation</b>	
At 1 January 2016	<b>7,116</b>
Charge for the year	<b>4,759</b>
At 31 December 2016	<b>11,875</b>
<b>Net book values</b>	
At 31 December 2016	<b>2,400</b>
At 31 December 2015	<b>3,558</b>

## 7 Investments

	2016 £	2015 £
<b>Listed investments at market value</b>		
At 1 January 2016	1,002,432	997,428
Net gains on revaluation at 31 December 2016	112,168	5,004
At 31 December 2016	<b>1,114,600</b>	1,002,432
<b>Cash held by investment managers</b>	<b>224,820</b>	196,871
<b>Total investments at 31 December 2016</b>	<b>1,339,420</b>	1,199,303
Cost of listed investments at 31 December 2016	<b>828,528</b>	828,528

All listed investments were dealt in on a recognised stock exchange.

Listed investments held at 31 December comprised:

	2016 £	2015 £
Equities and unit trusts – UK	926,282	854,013
Equities and unit trusts – overseas	188,318	148,419
	<b>1,114,600</b>	1,002,432

At 31 December 2016 the individual investment holdings were all deemed material in the context of the market value of the listed investment portfolio and were as follows:

	Value at 31 December 2016 £	% of portfolio
iShares plc - FTSE 100 Tracker	383,942	34.45%
Charities Property Fund	141,967	12.74%
M&G Strategic Corp Bond	113,037	10.14%
iShares plc - FTSE 250 Tracker	152,901	13.72%
iShares plc - MSCI World Tracker	188,318	16.90%
Trojan Fund	68,513	6.14%
Ruffer Total Return Fund	65,922	5.91%
	<b>1,114,600</b>	<b>100.00%</b>

## 8 Debtors

	2016 £	2015 £
Amounts due from Petplan Limited (Note 13)	28,458	25,315
Prepayments and accrued income	1,958	1,740
	<b>30,416</b>	27,055

**9 Creditors: amounts falling due within one year**

	2016 £	2015 £
Grants payable	598,109	393,776
Expense and other creditors	—	6
Social security and other taxes	132	21
Accruals	11,241	9,146
	<b>609,482</b>	<b>402,949</b>

**10 Tangible fixed assets fund**

	At 1 January 2016 £	Net movement in the year £	At 31 December 2016 £
Tangible fixed assets fund	3,558	(1,158)	<b>2,400</b>

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets. A decision was made to separate this fund from the general funds of the charity in recognition of the fact that the assets are essential to the day-to-day work of the charity and as such their value should not be regarded as funds that would be realisable with ease, in order to meet future contingencies.

**11 Restricted funds**

The funds of the charity include restricted funds comprising the following unexpended balance relating to the administration of the Pedigree Adoption Scheme and Animals in War.

	At 1 January 2016 £	Income £	Expenditure £	At 31 December 2016 £
Pedigree Adoption Scheme	11,384	4	(11,388)	—
Animals in War	120	2,694	(2,651)	<b>163</b>
	<b>11,504</b>	<b>2,698</b>	<b>(14,039)</b>	<b>163</b>

**12 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total 2016 £
Tangible fixed assets	2,400	—	<b>2,400</b>
Investments	1,339,420	—	<b>1,339,420</b>
Current assets	110,052	163	<b>110,215</b>
Creditors: amounts falling due within one year	(609,480)	—	<b>(609,480)</b>
Creditors: amounts falling due after one year	(128,351)	—	<b>(128,351)</b>
	<b>714,041</b>	<b>163</b>	<b>714,204</b>

**12 Analysis of net assets between funds** (continued)

The total unrealised gains as at 31 December 2016 constitute movements on the revaluation of investments and are as follows:

	2016 £	2015 £
<b>Total unrealised gains on investments at 31 December 2016</b>	<b>286,072</b>	173,904
<b>Reconciliation of movements in unrealised gains</b>		
Unrealised gains at 1 January 2016	<b>173,904</b>	168,900
Add: net gains arising on revaluation during the year	<b>112,168</b>	5,004
<b>Total unrealised gains at 31 December 2016</b>	<b>286,072</b>	173,904

**13 Related party transactions**

***Petplan Limited***

The charity's funds are raised by requesting an annual donation with the insurance premiums charged to policy holders of Petplan Limited, an insurance agency marketing pet insurance products on behalf of Allianz Insurance plc. In addition, fundraising literature for the charity is enclosed with renewal notices sent to policy holders.

Donations are channelled to the charity and are managed completely separately from the funds of Petplan Limited.

Petplan Limited has committed itself to donating £50,000 per annum to the charity. Should Petplan Limited decide to cease this annual payment, the charity will be given eighteen months' notice.

During the period the charity paid a management charge of £25,861 (2015 - £26,470) to Petplan Limited in respect of premises, office services and general overheads. At 31 December 2016 Petplan Limited owed the charity £28,458 (2015 - £25,315).

Details of the connections of the Trustees to Petplan Limited and its group companies are given in the Trustees' report.

***The Association of Dogs and Cats Homes***

Clarissa Baldwin, a Trustee of Petplan Charitable Trust, was the Chairman of the Association of Dogs and Cats Homes (ADCH) during the year ended 31 December 2015. During the year ended 31 December 2015, Petplan Charitable Trust administered the Pedigree Adoption Scheme which involved offering grants to members of the ADCH from donations made by members of the public.

During the year ended 31 December 2015, the charity received £96,000 under this scheme and distributed grants totalling £94,000 to the members of ADCH / Mars Pedigree. The charity incurred administration costs of £126. At 31 December 2015, the balance held in restricted funds in relation to this scheme was £11,384. This balance was distributed during the year ended December 2016.

### 13 Related party transactions (continued)

#### ***Animals in War Memorial Fund***

David Simpson, a Trustee of Petplan Charitable Trust, was also a Trustee of the Animals in War Memorial Fund which has ceased to operate. Petplan Charitable Trust took over the organisation of the annual ceremony around Remembrance Day.

Donations in the year totalled £2,694 (2015 - £1,000). The fund incurred costs for the organisation of the ceremony of £2,651 (2015 - £1,876). At 31 December 2016, a balance carried forward of £163 (2015 - £120) was held in restricted funds in relation to the Animals in War Memorial Fund.

#### ***Vetstream Limited***

David Simpson, a Trustee of Petplan Charitable Trust, is a Director of Vetstream Limited. During the year under review, the charity paid Vetstream Limited £3,600 (2015 - £nil) for website development services.

#### ***Trustees' remuneration***

One Trustee, Edward Chandler, received remuneration in respect to advisory services provided to the charity. Edward Chandler served as secretary to the Scientific Advisory Committee reviewing grant applications for the charity for several years before also becoming a Trustee in September 2006. During the year under review, fees totalling £22,500 were payable to him (2015 - £18,750), of which £1,875 was outstanding at 31 December 2016 (£nil at 31 December 2015).

None of the Trustees received any remuneration in respect of their services as Trustees during the year (2015 - none).

During the year travel expenses amounting to £1,065 (2015 - £1,170) were reimbursed to four Trustees (2015 - three).

### 14 Taxation

Petplan Charitable Trust is a registered charity and therefore is not liable to income tax or corporation tax on income or gains derived from its charitable activities as they fall within the various exemptions available to registered charities.