

**APPENDIX 1**



Scottish Charity Regulator

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	01	01	24	To	31	12	24

**Reference and administration details**

Charity name  
Other names charity is known by  
Registered charity number  
Charity's principal address

Fife Cat Shelter	
SC 021654	
[REDACTED]	
[REDACTED]	
[REDACTED]	
Postcode	[REDACTED]

**Names of the charity trustees on date of approval of Trustees' Annual Report**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	[REDACTED]			
2	[REDACTED]			
3	[REDACTED]			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Reference and administration details**

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

**Structure, governance and management**

Type of governing document

The Charity, established in 1993 was registered with the charity commission on June 23rd 1993. Copy of constitution enclosed)

Trustee recruitment and appointment

The organisation structure of the charity is a membership who elect a management committee and appoint trustees.

**Objectives and activities**

Charitable purposes

The purpose of the charity is to rescue, rehome and provide veterinary treatment for the cats and kittens that come into our care.

Summary of the main activities in relation to these objects

Prioritise cats whose owners have gone into residential care or died. Assist those who because of a change in personal circumstances e.g. Job loss or move to rented accommodation. We offer financial assistance to those on low income if help is requested for a cat requiring specialised treatment following an RTA. Also provide assistance with neutering.

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### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

1. Financial help for members of the public whose cats required specialised aftercare following surgery or accident.
2. Respond to ever increasing request from local authorities, SSPCA, Vets, Police and members of the public reporting injured, and abandoned cats. Use of social media to help the public trace/report missing cats.
3. We were able to rehome 140 cats and 103 kittens during 2024.

### Financial review

#### Brief statement of the charity's policy on reserves

Unrestricted funds represent income earned but not yet utilised in the support of the charities work.  
At the end of our financial year to 31/12/24 the charity held

#### Details of any deficit

N/A

#### Donated facilities and services (if any)

N/A

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### Other optional information

1. Closure of 2 Cats protection branches in the Fife area has continued to have a huge impact on the charity/ Shelter space.
2. Cost of living has also affected the numbers of cats that require rehoming.

### Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b> <i>OSCR will accept digital or typed signatures</i>		
<b>Full name(s)</b>		
<b>Position (e.g. Chair)</b>	Trustee	Treasurer
<b>Date</b>	31/07/2025	31/07/2025

**FIFE CAT SHELTER**  
**Annual General Meeting**  
on 20 March 2025  
Beauford Cottage – Kinross at 6.45pm

**1.0 Present:**

██████████, Coordinator Fife Cat Shelter  
██████████, Coordinator Fife Cat Shelter  
██████████, Cleish CEO Cumbernauld Theatre  
██████████, Volunteer, Kirkcaldy  
██████████, Note Taker by conference call

**2.0 Apologies:**

██████████ Vet Kingdom Veterinary Practice Glenrothes

**3.0 Approval of Minutes from meeting 13/10/2024**

Read and accepted by ██████████

**4.0 Review of points raised at meeting 13/10/2024**

No feedback required.

**5.0 Current Constitution**

The constitution is currently correct although the following changes to be made

- Date of AGM to be changed to July annually, from 2026.
- Number of committee member

**6.0 Matters Arising:**

**6.1 Introduction of new Trustees**

██████████ (in her absence) were welcomed as new Trustees and thanked for attending.

**6.2 Grants and trusts**

Pets Foundation: grant received on 31.05.24 - £23,000. This was slightly delayed due to agreeing vaccination terms. This grant was for vaccinations and boarding costs. We have agreed to give first vaccination to all kittens and cats before rehoming. This has resulted in us keeping kittens for longer, approx. 2 weeks which has increased boarding costs. The vets are coming to us to give vaccinations, we are using Vets for Pets who are connected with Pet Foundation and have no call fee – just vaccination costs which are discounted.

We can apply for this grant again in May 2025.

Application to Dziniak Trust: letter to be sent once books are finished, by end of March 2025 (approximately £4/5K per year).

Pet Plan: available every 18 months, will be applied for in September 2025.

We have access to a website of trust and grants that are available to charities. [REDACTED] and [REDACTED] are going to look through the list. We are looking at adding more educational events/literature as many grants look for this. Vets at Pets at Kirkcaldy are happy to help with this, talks etc. Pets in the park will have numerous education talks throughout the day. [REDACTED] (Volunteer) to help with applying for grants and educational literature based on the grant requirements.

### 6.3 Fundraising

We have a fantastic team; however, we do need more volunteers to do fundraising. [REDACTED] or [REDACTED] always attends an event along with [REDACTED] i. We get calls for volunteers who want to visit the cats but not many for attending fundraising events. Fortunately, two additional volunteers have been taken on recently who can provide weekend cover at Catnip and/or at events.

#### Pets at Home & Pets Foundation Partnership

We will continue to be partners with pets at home, attending Kirkcaldy store regularly to hold a fundraising stall. We receive income from the Pets Foundation via the tills at Christmas and Easter.

#### Craigtoun Park partnership

We attended a meeting at Craigtoun Park early March 2025. We are working with their charity to attend all their fayres, access to stall pitch when required and to jointly host new event with them. We are not being charged for attending any events in the park. Pets in the Park will be on 09.08.25. If this is successful, we are hoping to do a 2-day event next year.

[REDACTED] (volunteer) will bring along her exotic pets and [REDACTED] setting up Geo-caches in the park, no cost to shelter. Helps maintain our relationship with park and increases the visitors which benefits our events.

#### Events Planned for 2025

The diary is very busy throughout 2025. Any dates without events can be used to attend Pets at Home or Craigtoun depending on the time of year.

- Kinross Farmers Markets will be attended 3 times again this year (Easter Market to have later end time with possibility of an evening food festival)
- Spooky nights: £45 charge for hall, 2 free mediums, minimum of 1 event to be planned in 2025
- Open days: to be held in approx. May and Nov 25
- Silvervine packs: to be sold via Facebook instead of an Easter Hamper
- [REDACTED] (volunteer) jumping out of a plane for our funds, collection tins can be used in pets at home.
- Cat walk: [REDACTED] (volunteer) is keen to organise a walk with everyone dressed as cats. Craigtoun was suggested as maybe easier to set up as we already have fundraiser partnership.
- Abseiling the kelpies – [REDACTED] offered [REDACTED] and [REDACTED] happy to attend for fundraising.

#### Other Fundraising:

Sum up card which essential is a huge benefit to income at events.

The leaflets handed out at events to continue to prompt adoptions, donations etc. We maintain a list of vets in Fife and surrounding regions and regularly email with event, adoption and shelter information.

Judi was thanked for commitment to fundraising.

#### 6.4 Donations

The income from direct debits was £5809 last year

76 cards and newsletter were posted out from our list of regular donators and supporters.

We receive regular small and large donations along with regular monthly donations by direct debit throughout the year.

Enthuse has been a great success for donating for nearly 2 years now.

We received pallets and donations of food, litter and more. Rebranded stock has been donated recently.

Food received from Tesco recently with short end date so this was donated to others in need. Donations are used by Catnip and Causeway. Adult cat food is the most common donation.

#### 6.5 Rehoming:

Rehoming improving slightly over the last year. No cat is put down unless under vet's advice which has resulted in long term stays for a few cats (who all found good homes). Social media and fundraising events are great for raising shelter awareness which increases adoptions.

We will be looking at making changes to the website soon.

#### 6.6 Neutering Amnesty:

Neutering Amnesty was offered at a reduced cost of £40 per cat in January and February 2025 (this is normally £60 per cat). This was very successful (and expensive for the shelter) with 164 cats being neutered at the discounted price.

#### 6.7 Current financial report: January – December 2024

- Figures are correct. Simplified version handed out. More detailed balance sheet to be completed by [REDACTED] – will be forwarded to Trustees. [REDACTED] offered to help if required.
- The current bank balance is £86,274.
- [REDACTED] suggested working out projected income from events etc. [REDACTED] to look at this.
- Rehoming is £0. Both catteries received the payment for the cat from the new owner, then this is taken off the cattery bill for boarding every month (unless bank transfer payment is used for adoption).
- Shelter bank accounts can now be accessed online.
- 4 vets are used for the amnesty with Kingdom have been our main vet for shelter cats.
- [REDACTED] is the only paid worker, usually cash payment using fundraising/petty cash. This is always recorded.
- Trustees approved [REDACTED] as our independent examiner, and are comfortable that [REDACTED] has the necessary skills to examine the charity's accounts.

#### 6.7 Proposed change to kitten food costs:

Currently Catnip Cattery pay for all cat and kitten food which is very expensive during kitten season. Last year, when the shelter had 46 kittens, £500 was spent on kitten food in a week. Kitten food costs totalled £2500 last August.

Kittens require extra feeds during the day and mum cats who also eat kitten food are given extra food especially with nursing.

It was proposed and agreed by all Trustees present agreed:

*Fife Cat Shelter will purchase all kitten food in 2025 and going forward.*

Catnip Cattery will continue to purchased adult food and litter (which will be covered in the £8 daily pen fee).

Any donated kitten food would be used by Catnip to help reduce costs.

It was agreed the shelter can afford this change.

████ suggested the minimum amount kept in the bank (12months costs) be increased to reflect this change.

████ is learning business books for the first time and adapting a spreadsheet to meet her needs for recording.

████ to show █████ would to edit spreadsheet for vets (add drop down to select vets which can be filtered).

- OSCR

████ confirmed the accounts are passed to OSCR. The shelter is compliant with OSCR regulations. █████ offered to help with spreadsheet if required.

- AOCB

It was agreed that █████ and █████ are doing a great job as Co-ordinators.

Meeting end at 8.30pm

**APPENDIX 3**



		<b>Independent examiner's report on the accounts</b>						v2
<b>Report to the trustees/members of</b>	Charity name Fife Cat Shelter							
<b>Registered charity number</b>	SC21654							
<b>On the accounts of the charity for the period</b>	Period start date			to	Period end date			
	Day	Month	Year		Day	Month	Year	
	01	01	2024		31	12	2024	
<b>Set out on pages</b>							(remember to include the page numbers of additional sheets)	
<b>Respective responsibilities of trustees and examiner</b>	The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.							
<b>Basis of independent examiner's statement</b>	My examination is carried out in accordance with Regulation 11 of the 2006 Accounts 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.							
<b>Independent examiner's statement</b>	<p>In the course of my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> <li>1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> </li> </ol> <p>have not been met, or</p> <ol style="list-style-type: none"> <li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>							
<b>Signed**:</b>	[Redacted Signature]				<b>Date:</b>	12/09/2025		
<b>Name:</b>	[Redacted Name]							
<b>Relevant professional qualification(s) or body (if any):</b>	Not required							
<b>Address:</b>	[Redacted Address]							

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.  
 \*\* OSCR will accept digital or typed signatures

## APPENDIX 3

### Disclosure section

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose**

I do not wish to highlight any material problems









Date	Reference/Name	Dir Deb	Donations	Gift Aid	Sum Up	Enteuse	Pay Pal	Other	Von/Enth	Sarah/Oth	Vets	Cat/Cause	Balance
			15										102013.18
			25										102038.18
			5										102043.18
			10										102053.18
			10										102063.18
			5										102068.18
4-Jun	Sum Up				101.76								102169.94
	Donation		6860										109029.94
	Online Giving							0.52					109030.46
	Enteuse DD								41.99				108988.47
5-Jun			20										109008.47
			10										109018.47
	Causeway Cattery											1238	107780.47
	Kingdom Vets										902.6		106877.87
	Lomond Hills										458.42		106419.45
6-Jun	Auction							25					106444.45
			5										106449.45
10-Jul				20									106469.45
			10										106484.45
	Alba Vet										439.87		106044.58
11-Jun	Sum Up				123.89								106168.47
12-Jun	Credit Petty Cash							427.11					106595.58
13-Jun			10										106605.58
17-Jun			15										106620.58
	Sum Up				120.94								106741.52
			10										106751.52
			25										106776.52
	HMRC Gift Aid			15									106791.52
	HMRC Gift Aid			30									106821.52
	B&M Event Stock										33.99		106787.53
18-Jun									24				106763.53
20-Jun	Enteuse					145							106908.53
21-Jun			20										106928.53
24-Jun			10										106938.53
	Cash Withdrawal										140		106798.53
25-Jun	Thorndike Cat Payment							35					106833.53
			15										106848.53
			25										106873.53
			10										106883.53
28-Jun			15										106898.53
			10										106908.53
	Charities Trust							10					106918.53
	Catnip Boarding											2245	104673.53
	<b>Totals</b>		<b>425</b>	<b>6880</b>	<b>45</b>	<b>346.59</b>	<b>145</b>	<b>145.25</b>	<b>497.63</b>	<b>65.99</b>	<b>173.99</b>	<b>1800.89</b>	<b>3483</b>
1-Jul			30										104703.53
			20										104723.53
			20										104743.53
			10										104753.53
			10										104763.53
			20										104783.53
			10										104793.53
			30										104823.53
			25										104848.53
	Pay Pal						743.6						105592.13
			5										105597.13
			10										105607.13
			6										105613.13
			10										105623.13
			10										105633.13
			10										105643.13
			5										105648.13
	Online Giving							0.27					105648.4
2-Jul	Sum Up				212.39								105860.79
			5										105865.79
			15										105880.79
			5										105885.79
	Causeway Cattery											1628	104257.79
4-Jul	Lomond Hills										267.7		103990.09
	Kingdom Vets										44.25		103945.84
	Kingdom Vets										753.48		103192.36
	Enteuse DD								47.99				103144.37
5-Jul			20										103164.37
			10										103174.37
8-Jul			10										103184.37
	Tickets							10					103194.37
	Tickets							10					103204.37
	Bucklyvie Cattery			20									103224.37
			10										103234.37
	Alba Vet										232.81		103001.56
9-Jul			5										103006.56
10-Jul	Post Office										20		102986.56
11-Jul	Fulton Auction							10					102996.56
15-Jul			10										103006.56
			10										103016.56
16-Jul			25										103041.56
	Raffle							10					103051.56
													103027.56
									24				103027.56







Date	Reference/Name	Dir Deb	Donations	Gift Aid	Sum Up	Enthuse	Pay Pal	Other	Von/Enth	Sarah/Oth	Vets	Cat/Cause	Balance
			20										101712.52
			25										101737.52
			20										101757.52
			30										101787.52
			30										101817.52
			10										101827.52
	Pay Pal						242.5						102070.02
			15										102085.02
			10										102095.02
			5										102100.02
			5										102105.02
			10										102115.02
			10										102125.02
			20										102145.02
			10										102155.02
			10										102165.02
			5										102170.02
			10										102180.02
	Catnip Boarding											1280	100900.02
3-Dec	Sum Up				346.08								101246.1
	Kingdom Vets										3124.56		98121.54
	Catnip Boarding											670	97451.54
	Alba Vet										86.63		97364.91
	Cash Withdrawal									80			97284.91
4-Dec			10										97294.91
	Causeway Cattery											660	96634.91
5-Dec			20										96654.91
	Lomond Hills										76.46		96578.45
	Enthuse DD								47.99				96530.46
6-Dec	Online Giving							22.23					96552.69
9-Dec			100										96652.69
	Sum Up				122.89								96775.58
			5										96780.58
			10										96790.58
	Cash Withdrawal									200			96590.58
10-Dec	Post Office									3.5			96857.08
11-Dec			35										96622.08
13-Dec			10										96632.08
16-Dec			25										96657.08
			10										96667.08
	Pets at Home Stock									8.2			96658.88
	Pets at Home Stock									8.98			96649.9
17-Dec			15										96664.9
	Sum Up				396.19								97061.09
	HMRC Gift Aid			31.5									97092.59
									24				97068.59
18-Dec	Credit Petty Cash							995					98063.59
19-Dec			75										98138.59
20-Dec			15										98153.59
	Enthuse					133.36							98286.95
	Catnip Boarding											2828	95458.95
23-Dec	Sum Up				236.96								95695.91
			20										95715.91
	Pets at Home Stock									208.92			95506.99
24-Dec			65										95571.99
	Sum Up				224.16								95796.15
	Charities Trust							30					95826.15
27-Dec			25										95851.15
			15										95866.15
	Sum Up				92.41								95958.56
30-Dec			15										95973.56
			30										96003.56
			10										96013.56
			10										96023.56
								150.97					96174.53
	Cash Withdrawal									120			96054.53
31-Dec			10										96064.53
	Totals		505	285	31.5	1418.69	133.36	242.5	1198.2	71.99	629.6	3287.65	5438
Date	Reference/Name	Dir Deb	Donations	Gift Aid	Sum Up	Enthuse	Pay Pal	Other	Von/Enth	Sarah/Oth	Vets	Cat/Cause	Balance



Month	Von/Enth	Sarah/Oth	Vets	Boarding		
January	78.48	780	3418.29	2594		
February	65.99	946.44	2349.41	2654		
March	65.99	190	2651.77	2080		
April	65.99	185.4	1587.71	3620		
May	65.99	240	1575	5562		
June	65.99	173.99	1800.89	3483		
July	71.99	20	1502.55	3820		
August	71.99	450.77	3186.65	3899		
September	71.99	120	2843.71	3300		
October	71.99	700.4	1970.48	4930.5		
November	71.99	459.33	3489.63	996		
December	71.99	629.6	3287.65	5438		
<b>Totals</b>	<b>840.37</b>	<b>4895.93</b>	<b>29663.74</b>	<b>42376.5</b>	<b>77776.54</b>	