

## PET BLOOD BANK UK

### Report of the Trustees for the year ended 31st March 2016

The Board present their Report, together with the accounts for the year ended 31st March 2016. The Board have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, 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 UK and Republic of Ireland (FRS 102).

#### Chair's report

We underwent our Veterinary Medicines Directorate inspection in January 2016, which is a legal requirement of our licence. I am pleased to say that the charity passed its inspection successfully. This is an indication of how hard the charity works to deliver a "Gold Standard" service that complies with the regulatory and governing bodies' requirements.

Advancement in veterinary transfusion medicine has meant it has been another challenging year with demand for canine blood products increasing year on year. However, the PBB team, our supportive donor owners and our host venues have allowed us to meet this need. The plans for the incoming year will include an increase in the number of collection sessions by 30%. This will require more investment in staff, equipment and the need to raise awareness within the canine pet owning population.

We have completed successful marketing campaigns with media attention from both national and local press, TV and radio.

Our donor programme continues to grow and this year, we celebrated the milestone of our programme's 7,000th donor registration. We launched the Donor Recognition Programme in celebration of the support of our donors and their owners.

The Heart of Pet Blood Bank Awards continues to grow with a new category Bramble Craddock Award, being announced in 2016.

In closing I would like to thank our donor owners, volunteers, fundraisers and staff and the general public for all your support in making our work possible. Without your help and support we would not be able to help save dogs' lives.

For more information please visit our website [www.petbloodbankuk.org](http://www.petbloodbankuk.org)

John Hill  
Chair

## PET BLOOD BANK UK

### Report of the Trustees for the year ended 31st March 2016

#### OBJECTIVES AND ACTIVITIES

Pet Blood Bank (PBB) is the only charity pet blood bank in the UK. It supplies vital lifesaving blood products to veterinary practices throughout the UK, which in turn allows veterinary surgeons to treat thousands of dogs a year. PBB operates a voluntary scheme with dogs volunteered by their owners from the general public in the UK. In order to collect sufficient blood to meet the growing demand from the veterinary profession PBB encounters many difficulties and operating the service is not without its challenges and risks such as owners not always attending their pre-agreed appointment, dogs not being able to donate blood on the day for various reasons and the requirement to ensure all blood products supplied are safe for use and have therefore passed the required donor screening and quality tests. Once blood is collected, it is transported to the PBB laboratory for processing which allows one donated unit of blood to be divided into several blood products thus allowing more than one dog's life to be saved by a single donation. Blood products are stored in a strictly temperature monitored storage facility before being dispatched to veterinary practices as they request them. The above process is carried out by qualified and trained staff working to a Good Manufacturing Practice (GMP) as set out by the regulators, the Veterinary Medicines Directorate, for operating a pet blood bank - for which PBB has a licence. Veterinary staff are also required to be registered and adhere to their professional code of conduct as set out by the Royal College of Veterinary Surgeons. PBB has supplied more than 24,000 units of blood in the past 9 years, with demand growing year on year as veterinary treatments advance. In the last 12 months 2,300 units were collected and over 4,200 products were dispatched to help save dog's lives across the length and breadth of the country. Without the provision of blood, the health and wellbeing of many dogs would be compromised.

The aims of the Charity are:

- To advance animal health and welfare and to relieve suffering, by providing vital blood products to the veterinary profession.
- To promote an understanding of, and educate those involved in, the provision of health care to animals. This relates in particular to those involved in the emergency and critical care of animals through the advancement of transfusion medicine.
- To educate the general public about the welfare needs of animals and the availability of the provision of care and welfare for animals.
- To provide and promote a blood transfusion service for animals.

To do this:

- PBB have produced and work within a Welfare Policy for our donors, to ensure that their health and wellbeing is at the core of our service.
- PBB provide the veterinary profession with information to support a better understanding of transfusion medicine.

PBB work with:

- Pet owners, to raise awareness of the importance of dogs giving blood to support the needs of sick and injured dogs which need lifesaving blood transfusions.
- Veterinary professionals to increase awareness of and understanding of how to use blood products. PBB provide lectures and seminars on transfusion medicine to ensure a better understanding within the profession.
- Other pet orientated organisations to raise awareness of good animal welfare and healthcare of pets.
- PBB undertake research to advance blood donation and transfusion medicine and offer the most up to date and accurate information to pet owners and veterinary professionals.

## PET BLOOD BANK UK

### Report of the Trustees for the year ended 31st March 2016

#### OBJECTIVES AND ACTIVITIES (cont'd)

In addition to the provision of blood products the charity improves the welfare of animals and provision of healthcare through its education programme – which includes:

- A free 24-hour advice service to veterinary surgeons dealing with a patient that requires a transfusion to educate and support them in all aspects of transfusion medicine.
- Continual Professional Development (CPD) lectures for veterinary surgeons and veterinary nurses all over the UK, as well as attending conferences, which at this time is through the trading company, as these can be expensive to run and minimises any risk of financial loss if the host providers cancel at short notice.
- Talks to members of the public, including groups and associations such as Brownies, Women's rural groups and others.
- Attend veterinary career events to promote / educate delegates in blood banking careers within the veterinary profession.
- Produce a peer reviewed papers in the veterinary literature on a variety of topics relating to canine healthcare including:
  - Produced a valuable paper on the normal parameters of Greyhound's blood – which has been adopted by laboratories and the veterinary profession throughout the UK.
  - Presented award winning studies on cross matching compatibility and blood typing at the British Small Animal Veterinary Association Congress.
  - Presented research to support a change in the timescales of processing canine blood – which was unique and revolutionised processing procedures within canine blood banking throughout the world.
- Carried out initial research into the viability of feline blood donation and presented the findings to the veterinary profession both in the UK and Europe
- Supported a number of veterinary organisations undertaking research to improve health and welfare of animals by providing data or obsolete samples including:
  - Development of a test to identify renal failure earlier than is possible at present.
  - Assisting with projects to detect certain canine cancers, detection of canine Norovirus and tests to detect liver disease to name but a few.
- Working with other animal charities such as the Retired Greyhound Trust. PBB provides veterinary care and advice to local kennel owners whilst working with them as blood donors and, in addition to this, provides funding to improve the kennel environment thus improving the welfare of the animals and when possible provides preventative healthcare products to support the health of the rescue dogs.
- Our website provides veterinary surgeons with comprehensive information in blood donation and transfusion medicine and PBB have been praised by many veterinary professionals for the wealth of advice and support that is readily accessible to any vet via the website. PBB is aware of vets in other parts of the world utilising the website to support their needs to provide the best healthcare.
- PBB has provided advice and support to other blood banks setting up in other countries so that the welfare of animals improves not only in the UK but in Europe and beyond. This has also included acting as advisor to UK military staff based in war zones to guide them on how best to provide the provision of blood to their working dogs.

## **PET BLOOD BANK UK**

Report of the Trustees for the year ended 31st March 2016

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Business Review and Plans for the Future**

The Trustees consider that the development of the charity has been satisfactory, and would not be possible without the continued hard work from the Trustees and other workers.

Last year PBBUK:

- held 194 collection sessions
- had over 7,000 donors registered
- collected over 2,352 units of blood
- supplied over 2,400 units of Packed Red Blood Cells
- supplied over 1,835 units of Plasma
- dispatched over 3,000 orders
- supported 600 customers
- Mixture of national and regional press, media and radio coverage alongside specialist publications and magazines. Highlights include BBC magazine, Daily Records, The Daily Mail, i Magazine, Country Life and ITV Web.
- Over 11,000 Likes and counting on Facebook and just over 2,000 Twitter Followers
- Support joint campaign work with the National Blood Service, Scottish National Blood Service, BSAVA, Henry Schein and Fish4Dogs and mentions on Facebook and Twitter reaching those who recognise the lifesaving importance of blood
- Raised over £29,000 via Fundraising

#### **Fundraising Performance**

PBB encourages individuals and organisations to help raise vital funds for the charity. This year we raised over £29,000 through fundraising and donations. At present this is through private individuals and groups carrying out activities and sponsored events to raise money. In addition to this a veterinary group raises money via their clients donating a pound when attending their clinics.

As a small charity PBB raise awareness of fundraising through their website, literature and word of mouth. More formal fundraising has not always been successful i.e. setting up paid events and therefore the fundraising is more organic which minimises the risk to the charity

#### **Plans for the future**

As the charity grows and has more funds available, in addition to the continued work outlined above we are planning for the following:

- The need for feline blood products continues to increase and in 2016 meetings are being held to discuss the licencing requirements for felines with relevant governing bodies, from this it is hoped to set up a pilot project to develop the processes from which it will allow PBB to develop and launch a feline blood bank at the earliest opportunity. The investment to launch a feline blood bank will be considerable and the charity hopes that the funds it's raising at this time in addition to investigating any grants or external support that may be available.
- With continued demand for Canine Blood Products increasing – PBB is planning to increase the number of days collecting from 3 days to 5 days a week with investment in more staff, collection sessions and equipment to ensure it can meet the demand of the veterinary profession.

## **PET BLOOD BANK UK**

Report of the Trustees for the year ended 31st March 2016

### Plans for the future (cont'd)

- PBB has been approached by a number of veterinary practices in need of Alpaca blood products and therefore PBB plans to apply for an amendment to its licence in 2016 and run pilot sessions to develop the necessary systems and processes to comply with a licence application
- Review and update website
- Continue to develop and deliver CPD lectures for veterinary professionals

### FINANCIAL REVIEW

The results for charity for the year are set out on page 13 of the Accounts. The Trustees consider the state of affairs of the charity to be satisfactory. The results of the group, including the trading subsidiary Pet Blood Bank Services Limited, are set out on page 12.

### Principal Funding Sources

The principal source of funding for the charity is donations from third parties

### Reserves policy

The Trustees aim to maintain reserves equivalent to 3 months operating costs to meet the funding requirements of the charity and to cover any unplanned items of expenditure. The trustees consider that the ideal level of reserves to be maintained for the year to 31 March 2016 is £150,000.

### Pricing policy

In order to ensure blood products are made accessible to all dog owners PBB incorporated an agreement into their Terms and Conditions with their veterinary customers that they will only charge their clients the cost of blood products and no "mark-up" on the blood product is added so that no one is profiting from the donated blood

### Auditors

To ensure robust governance, the Board of Management assessed the performance of and reappointed, Thomson Cooper Accountants, whom they felt represented best value for the organisation.

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

### Governing Document

Pet Blood Bank UK is a company limited by guarantee. The charity is governed by a Memorandum and Articles of Association, and by its constitution.

The charity is organised so that the Trustees meet regularly to manage its affairs.

## **PET BLOOD BANK UK**

### Report of the Trustees for the year ended 31st March 2016

#### Governing Document (cont'd)

The aims of the Charity are:

- To advance animal health and welfare and to relieve suffering, by providing vital blood products to the veterinary profession.
- To promote an understanding of and educate those involved in the provision of health care to animals. This relates in particular to those involved in the emergency and critical care of animals through the advancement of transfusion medicine.
- To educate the general public about the welfare needs of animals and the availability of the provision of care and welfare for animals.
- To provide and promote a blood transfusion service for animals

To do this:

- Pet Blood Bank UK set up a subsidiary trading company Pet Blood Bank Services Limited to minimise the risk to the charity. The provision of blood related services carries inherent risks by the very nature of the products and processes involved. Such risks include those associated with employment, financing and those associated with commercial transactions. Based upon the overall assessment of risk, the Trustees consider it is prudent that the activities be carried out through a subsidiary company which provides protection to both the assets of the charity, Pet Blood Bank UK, and for the Trustees involved. Therefore it is the Pet Blood Bank Services Limited which runs the service including collecting, processing, storage and distribution of blood products to veterinary surgeons for a fee to cover the costs of the trading company. The accounts represent the activities of both organisations. Any surplus (profit) made by the trading company is gift aided to the charity to ensure the charity can meet its charitable remit as set out above.
- PBB have produced and work within a Welfare Policy for our donors, to ensure that their health and wellbeing is at the core of our service.
- PBB provide the veterinary profession with information to support a better understanding of transfusion medicine.

PBB work with:

- Pet owners, to raise awareness of the importance of dogs giving blood to support the needs of sick and injured dogs which need lifesaving blood transfusions.
- Veterinary professionals to increase awareness of and understanding of how to use blood products. PBB provide lectures and seminars on transfusion medicine to ensure a better understanding within the profession.
- Other pet orientated organisations to raise awareness of good animal welfare and healthcare of pets.
- PBB undertake research to advance blood donation and transfusion medicine and offer the most up to date and accurate information to pet owners and veterinary professionals

#### Recruitment and Appointment of Trustees

There are six Trustees and those who have served during the year are set out on page 8.

The Trustees are appointed by the members and elected or re-elected annually. New Trustee appointments are made by the existing Trustees discussing and suggesting potential candidates with the expertise that the Trustees believe would be of benefit to the charity. The candidates are then approached to discuss a possible appointment, after which the Trustees vote on whom to appoint. Each of the Trustees confirm that they will continue on the Board for a further 12 months.

## **PET BLOOD BANK UK**

Report of the Trustees for the year ended 31st March 2016

### Recruitment and Appointment of Trustees (cont'd)

The board of Trustees who are well respected within their field of expertise. They bring a wealth of knowledge and experience to support us, and it is our Trustees who oversee the governance of the charity. As with many charities, our Trustees are not paid for their service to Pet Blood Bank UK.

### Risk Management

The provision of blood related services carries inherent risks by the very nature of the products and processes involved. All trading activities involve a degree of risk. Such risks include those associated with employment, financing and those associated with commercial transactions. Based upon the overall assessment of risk, the Trustees consider it is prudent that the activities be carried out through a subsidiary company which provides protection to the assets of the charity, Pet Blood Bank UK.

The provision of blood bank services is viewed as trading activities by HM Revenue Customs (HMRC). The structure selected whereby a trading subsidiary is used for the commercial operations will allow any surplus made to be gift aided to the parent charity to reduce or eliminate the profits which are liable to taxation. For these reasons the Trustees consider the current structure of operation meets the objectives of reducing commercial risk as well as implementing a taxation strategy which is both approved by HMRC and will ultimately allow the charity to benefit from the profits generated by the trading subsidiary with the minimum of taxation cost.

### Related parties

As mentioned above, Pet Blood Bank UK has a subsidiary company: Pet Blood Bank Services Limited (Company no. SC311735). Pet Blood Bank Services Limited carries out the provision of providing blood bank services to veterinary surgeons.

## **PET BLOOD BANK UK**

Report of the Trustees for the year ended 31st March 2016

### **Reference and Administrative Information**

The Directors, who are also Trustees who served during the period, were as follows: -

John Hill	Chair
Wendy Barnett	Treasurer
Colin Clark	
Peter Locke	
Christopher Laurence	
Jenny Helm	(Appointed 7 August 2015)
Secretary	AS Company Services Limited
Registered Office	1 Rutland Court Edinburgh EH3 5EY
Principal Office	Unit 21-22 Loughborough Technology Centre Epinal Way Loughborough LE11 3GE
Auditors	Thomson Cooper 3 Castle Court Carnegie Campus Dunfermline Fife, KY11 8PB
Bankers	Bank of Scotland PO Box 18 1 Bothwell Street Dunfermline KY11 3AG
Charity Registration Number	SC037745
Company Number	SC313849

## **PET BLOOD BANK UK**

### Statement of the Trustees Responsibilities

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

Company law requires the Board of Management to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company and the group for that period. In preparing these financial statements, the Board 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 UK 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and the group and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) 2006 Regulations (as amended). They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of Disclosure to the Auditor In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors is unaware; and,
- the Trustees have taken all steps that they ought to have taken in order to make themselves aware of any relevant audit information and to establish that the group's auditor is aware of that information .

### Auditors

Thomson Cooper Accountants are eligible for re-appointment as auditor to the charity.

Approved by the Board of Directors on 21 December 2016 and signed on its behalf by:



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Colin Clark – Trustee