

TRUSTEES' ANNUAL REPORT FOR 2019

RSPCA Reading With Oxon Border Branch

A. Reference and Administration Details

Registration Number: 251482

Principal Address: PO Box 8184, Reading, Berkshire, RG6 9PS

Trustees Names as At Date of Report:

Ms Jo Martin (Chair, Out of Branch Home-Check Requests Co-ordinator)

Mrs Sandra Ayers (Treasurer, Welfare Officer)

Mr Steve Ayers (Secretary, Rabbit Re-homing Co-ordinator)

Mrs Lindsay Mills (Animal Boarding Co-ordinator)

Ms Penelope Garden (Volunteers and Fund-Raising Co-ordinator)

Ms Jean Rainey (Minutes Secretary)

Ms Jo Le'Burn (Cat Foster Co-ordinator)

Ms Claire Perks

Names of Trustees Who Served During the Year: Mrs Jane Griffiths (until September 19)

Names of Senior Staff Members Exercising Delegated Management Powers: None

Names of Any Retained Advisors or Agents: None

Names of Any Custodian Trustees Acting For the Branch: None

Details of Any Assets Held As Custodian For Other Charities: None

B. Structure, Governance and Management

How the Branch Is Constituted; Date of Governing Document:

The Charity is constituted as an unincorporated association established by Trust Deed. The charity operates as an autonomous branch of the national RSPCA subject to its rules for branches (as updated in 2012).

How Trustees Are Recruited, Appointed, Inducted and Trained:

Advertisements for Trustees are put on the Society and Branch Websites. Trustees are elected at the AGM or in between times may be co-opted on to the Governing Committee by a vote at a meeting of the existing Trustees. All Trustees are briefed on their responsibilities as Trustees prior to their acceptance of the role.

How the Trustees' Decision-Making Processes Operate:

The Trustees hold monthly meetings at which decisions are made by vote or verbal agreement following discussion. These meetings and decisions are minuted. In between these meetings decisions are made by email consultation between the Trustees.

Organisational Structure for Decision-Making, Identifying Any Powers Delegated to Staff:

All Trustees make decisions collectively without any structure, there are no staff and therefore no powers delegated to them.

Branch Network Relationship, Any Impacts on the Operating Policies Adopted By The Branch: None

Relationships with 'Related Parties' And with Other Charities Co-operating In Pursuit Of Charitable Objectives:

Liaising with local cat welfare charities whereby they neuter some cats which come to the notice of the Branch.

Management of Major Risks to the Branch:

The Trustees review the risks which the Charity faces through the monthly meetings, which cover operational and financial reviews. The Trustees examine the operational risks which the Branch faces, and confirm that they have established systems to mitigate the significant risks, which have been identified as:

- loss of reputation through error or fraud
- loss of income through error or fraud
- insufficient funds to cover the costs of animal welfare activities
- loss of income through poor investment performance
- insufficient volunteers for fundraising activities
- insufficient trustees for the branch to continue

C. Objects, Objectives and Principal Activities

Objects:

The objects of the Branch are to promote the work and objects of the National Society of the RSPCA with particular reference to the area of the Branch. The key aim is to find suitable new homes for as many animals as possible, and to provide proper care for those who have been mistreated or abandoned.

Aims, Changes or Differences The Branch Seeks To Make Through Its Services:

Reducing the number of stray and abandoned animals in the Branch area by taking in such animals and rehoming them. Reducing the suffering of sick or injured pets with owners who are in receipt of specific benefits and who are unable to cover the full cost of veterinary treatment by assisting them with the cost of such treatment. Supporting the work of the Inspectorate by funding two weeks boarding of animals which they take into their care within the Branch area.

Main Objectives for the Year:

As para above

Strategies for Achieving Those Objectives:

Our Trustees through each of their roles actively perform these objectives, in particular those Trustees responsible for the care, fostering and rehoming of animals that come into the Branch. As we cannot care for dogs within the Branch we make contribution to the initial costs of dogs within the area cared for by the Inspectorate. In addition, through our Welfare line we provide financial assistance to those who would otherwise have insufficient funds to pay for the veterinary care their animals require. We also cover the costs in certain instances of animals being neutered through a voucher scheme. Please see further below.

Significant Projects/Services Contributing To Achievement Of Those Objectives:

The housing, care and rehoming operations of our Rabbit and Cat Co-ordinators.

How The Branch's Activities Are For the Public Benefit:

The Trustees have had regard to the Charity Commission Guidance on Public Benefit.

The Branch's animal welfare work, although local in nature, benefits society at large, and also aims to help people in need with the care of their animals.

We support our local Inspector[s] by taking in, free of charge, mistreated or abandoned animals, including pets whose owners suffer ill health or financial difficulties or pass away. This work is key to 'the prevention or suppression of cruelty' part of the RSPCA objects, and promotes humane sentiments towards animals which involves moral benefit to humankind as a whole.

We provide subsidised veterinary treatment for animals which are sick or injured and belong to local people on low incomes. We do this through a voucher scheme. This work benefits those on means tested benefits by giving them financial help to obtain care for companion animals in need of veterinary treatment.

We provide subsidised neutering of companion animals for those in the Branch area on low incomes. We do this by a voucher scheme. We also provide a free neutering scheme for bull-breeds via the local Inspectors. This work helps to control dog/cat populations through neutering and benefits those on means tested benefits by giving them financial help to neuter companion animals, thereby promoting responsible pet ownership.

We take in, free of charge, lost animals. This work benefits our local community (including local authorities) by preventing animals straying and posing a risk to themselves and to people through road traffic accidents.

We respond to enquiries (both direct and via the Society's national call centre) from the public about animals locally. The public benefits from knowing that we can intervene to assist animals in need, either directly or by referral to the National RSPCA Inspectorate.

We offer free animal care advice by giving appropriate information to adopters and responding to enquiries from the public. The public benefits through the promotion of responsible pet ownership.

Within the terms of our governing document, we support the National Society.

We provide volunteering opportunities for those who wish to support our work, including trusteeship, fostering and fundraising. This benefits local people and companies by providing the possibility of doing work which is compassionate and rewarding.

Use Of Volunteers and Their Contribution (Measured in Hours):

Our street collection fundraising volunteers are critical to our fundraising efforts.

Throughout the year we hold on average 12 street collections which last six hours in total with usually two collectors at any point in time, each doing a two hour slot (144 hours per year). We also host two tombolas a year, at local charity events and usually manned by three volunteers at any one time (36 hours per year). Our rabbit and cat co-ordinators very much appreciate the assistance of their volunteers who brush and cuddle cats and rabbits and assist with nail clipping. This is more ad hoc in nature and therefore difficult to quantify the hours.

D. Achievements and Performance

Review of charitable activities undertaken, explaining performance against objectives set:

Rehoming cats and rabbits: 31 cats & kittens and 16 rabbits were rehomed by the Branch in 2019 at a cost of £17,521.

Welfare: 53 public-owned animals were neutered and of the 269 Welfare Vouchers issued by the Branch, 231 were redeemed. The total cost of neutering and welfare was £18,479

Helping the Inspectorate: 12 dogs and 8 cats were boarded at Branch expense for a maximum of three weeks each at a cost of £1,456

Branch Contribution to Main Society: £10,860

Review of fundraising and income generation against objectives:

Budget for Fundraising versus actual income: Budget £3,200 Raised £3,865

Budget for other income versus actual: (excluding investment income and National Door to Door collection): Budget £6,340 Actual £7,540

Factors affecting performance that are within or beyond the Branch's control:

Difficulty in finding suitable Trustees and volunteers; we are a very small band of volunteers and it takes all our time just to keep the Branch going with current activities; there is little to no capacity for increasing our activities unless we can get more people in to help.

Investment performance against objectives set:

We do not set objectives for Investment performance as we have no control over this.

However, the Treasurer regularly checks that the investments are appropriate for the Branch and advises the Committee accordingly.

E. Financial Review and Results For the Year

Review of the Financial Position of The Branch, Statement of Principal Financial Management Policies Adopted in the Year:

The total incoming resources for the year amounted to £84,604 (2018 £59,022). Expenditure in the year amounted to £49,774 (2018 £70,078). Unrestricted reserves increased in the year from £261,734 to £292,674.

Policy on Reserves, Level of Reserves Held and Why They are Held:

The Branch holds reserves in order that levels of service provided for animal welfare may be maintained should there be a reduction in incoming resources. Reserves in this context mean funds that are freely available for the Branch's general purposes after all

commitments have been met. The Branch had unrestricted reserves of £292,674 as at 31 December 2019 represented by net assets of that amount. Such reserves, after deduction of the designated funds, represent 588% of one year's expenditure based on gross expenditure levels in 2019. It is the opinion of the Trustees that the existing reserves are sufficient to meet any reduction in incoming resources.

Purpose of Any Designated Funds and Likely Timing of Spend:

£2,000 of the reserves has been designated for improvements to fostering facilities and service for cats, dogs and rabbits together with the improvement of the branch infrastructure.

Any Funds Materially In Deficit and Steps Taken To Eliminate the Deficit: None

Principal Funding Sources:

Interest on Investments, National Door-to-Door Collection, Fund-raising Events/Street Collections.

Policy on Investments and Their Objectives; Any Social, Environmental or Ethical

Considerations Taken into Account:

At 31 December 2019 the Branch investment policy was:

- that the current account balance should not fall below £1,000;
- that the monies in the deposit account should be used to "top up" the current account when necessary, and
- that the remainder of investments should continue to be held in the M & G ChariBond and ChariFund.

The Trustees recognise that this policy should be reviewed on an annual basis following the finalisation of the accounts for the previous year.

How the Year's Expenditure Supported the Key Objectives:

Through the care of animals which would otherwise be in need/suffer and ensuring the rehoming where appropriate of animals taken in by the Branch.

F. Future Plans

Summary of Future Plans Distinguishing Between Short/Medium/Long Term:

Short term plan: Continued operation of the Branch, maintaining the care and rehoming of rabbits and cats, Welfare support provided to owners in need of advice and financial support and assistance to the Inspectorate with dogs where possible.

Medium Term Plan: Recruit more Trustees and Volunteers with a mind to Succession Planning and to re-starting dog rehoming

Long-Term Plan: Ensure future sustainability of the Branch; promote the Branch in the community

G. Declaration

Approved by the trustees on ^{20th} xx July 2020 signed on its behalf by:

.....


Ms J Martin

Trustee and Chair

CHARITY REGISTERED NUMBER:251482

RSPCA READING WITH BERKS & OXON BORDER

BRANCH

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

JOHN TURNER
CHARTERED ACCOUNTANT
400 THAMES VALLEY PARK DRIVE
THAMES VALLEY PARK
READING
BERKSHIRE
RG6 1PT

RSPCA READING WITH BERKS & OXON BORDER BRANCH

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity Number: 251482

Chairman: Ms J L Martin

Chief Executive Officer: Ms J L Martin

Treasurer: Mrs S E Ayers

Trustees: Ms J L Martin
Mrs L Mills
Ms J Rainey
Mr S J Ayers
Mrs S E Ayers
Ms P Garden
Ms J Le'Burn
Ms C Perks

Secretary: Mr S J Ayers

Registered Office: P.O. Box 8184
Reading
Berkshire
RG6 9PS

Accountants: John Turner
Chartered Accountant
400 Thames Valley Park Drive
Thames Valley Park
Reading
Berkshire
RG6 1PT

Bankers: CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Lloyds Bank
24 Broad Street
Reading
Berkshire
RG1 2BT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF RSPCA READING WITH BERKS & OXON BORDER BRANCH

FOR THE YEAR ENDED 31 DECEMBER 2019

I report on the accounts which are set out on pages 5 to 11

Respective responsibilities of the branch and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

Examine the accounts under section 145 of the 2011 Act; follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:

a. to keep accounting records in accordance with section 130 of the 2011 Act; and

b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which in my opinion, attention should be drawn in order to enable an understanding of the accounts to be reached.



Dated: 19 May 2020

.....
John Turner FCA
Chartered Accountant
Berkshire House
252-256 Kings Road
Reading
Berkshire
RG1 4HP

RSPCA READING WITH BERKS & OXON BORDER BRANCH

REPORT OF THE BRANCH

FOR THE YEAR ENDED 31 DECEMBER 2019

The branch present their annual report for the year ended 31 December 2019 under the Charities Act 2011, together with the financial statements for the year, and confirm that the latter comply with the requirements of the Act, the Trust Deed and the Charities SORP (FRS 102).

Structure, Governance and Management

Governing document

The charity is constituted as an unincorporated association established by Trust Deed. The charity operates as an autonomous branch of the national RSPCA subject to its rules for branches (as updated in 2012).

Organisation

A committee of Trustees, elected at the AGM governs the branch. All trustees are briefed on their responsibilities as trustees prior to their acceptance of the role. The trustees hold monthly meetings at which decisions are made.

Risk policy

The trustees actively review the risks which the charity faces on a regular basis through the monthly meetings, which cover operational and financial reviews. The trustees examine the operational risks which the branch faces, and confirm that they have established systems to mitigate the significant risks, which have been identified as:

- loss of reputation through error or fraud
- loss of income through error or fraud
- insufficient funds to cover the costs of animal welfare activities
- loss of income through poor investment performance
- insufficient volunteers for fundraising activities
- insufficient trustees for the branch to continue

Objectives and activities

The objects of the branch are to promote the work and objects of the National Society of the RSPCA with particular reference to the area of the branch.

The key aim is to find suitable new homes for as many animals as possible, and to provide proper care for those who have been mistreated or abandoned.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

REPORT OF THE BRANCH (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

Achievements and performance

Financial review

The total incoming resources for the year amounted to £84,604 (2018 £59,022). Expenditure in the year amounted to £49,774 (2018 £70,078). Unrestricted reserves increased in the year from £261,734 to £292,674.

Investment policy

At 31 December 2019 the branch investment policy was:

- that the current account balance should not fall below £1,000;
- that the monies in the deposit account should be used to "top up" the current account when necessary, and
- that the remainder of investments should continue to be held in the M & G ChariBond and ChariFund.

The trustees recognise that this policy should be reviewed on an annual basis following the finalisation of the accounts for the previous year.

Reserves policy

The branch holds reserves in order that levels of service provided for animal welfare may be maintained should there be a reduction in incoming resources.

Reserves in this context mean funds that are freely available for the branch's general purposes after all commitments have been met.

The branch had unrestricted reserves of £292,674 as at 31 December 2019 represented by net assets of that amount. £2,000 of the reserves has been designated for improvements to fostering facilities and service for cats, dogs and rabbits together with the improvement of the branch infrastructure. Such reserves, after deduction of the designated funds, represent 588.0% of one year's expenditure based on gross expenditure levels in 2019.

It is the opinion of the Trustees that the existing reserves are sufficient to meet any reduction in incoming resources.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

REPORT OF THE BRANCH (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

Accounting and reporting responsibilities

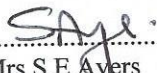
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 a 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 which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 19 May 2020 signed on its behalf by:


.....
Mrs S E Ayers
Trustee

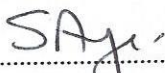
RSPCA READING WITH BERKS & OXON BORDER BRANCH

BALANCE SHEET

AT 31 DECEMBER 2019

	Note	2019	2018
		£	£
Tangible fixed assets			
Tangible assets	2	-	-
Investments		203,892	176,204
		<u>203,892</u>	<u>176,204</u>
Current assets			
Bank Accounts		112,470	101,651
Debtors		267	1,778
		<u>112,737</u>	<u>103,429</u>
Creditors			
Amounts falling due within one year	3	15,645	13,479
Net current assets		<u>97,092</u>	<u>89,950</u>
Total assets less current liabilities		<u>300,984</u>	<u>266,154</u>
Net assets		<u>300,984</u>	<u>266,154</u>
Capital funds			
Endowment funds		203,892	176,204
Restricted Funds		8,310	4,420
Unrestricted funds		88,782	85,530
Total funds		<u>300,984</u>	<u>266,154</u>

Approved by the trustees on 19 May 2020 and signed on its behalf.


.....
Mrs S E Ayers

The annexed notes form part of these financial statements.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019

	Restricted Funds 2019 £	Unrest'd Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Incoming resources				
Incoming Resources from generated funds:				
Voluntary income	5,150	46,164	51,314	23,366
Activities to generate funds	-	33,290	33,290	35,656
	<u>5,150</u>	<u>79,454</u>	<u>84,604</u>	<u>59,022</u>
Total incoming resources	<u>5,150</u>	<u>79,454</u>	<u>84,604</u>	<u>59,022</u>
Resources expended				
Costs of generating funds	1,260	48,514	49,774	70,078
Total resources expended	<u>1,260</u>	<u>48,514</u>	<u>49,774</u>	<u>70,078</u>
Net movement in funds	3,890	30,940	34,830	(11,056)
Total funds brought forward	<u>4,420</u>	<u>261,734</u>	<u>266,154</u>	<u>277,210</u>
Total funds carried forward	<u>8,310</u>	<u>292,674</u>	<u>300,984</u>	<u>266,154</u>

Details of Incoming resources and resources used are given in the notes to the financial statements.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31 DECEMBER 2019

	2019		2018	
	£	£	£	£
General Fund				
Balance B/fwd	85,530		67,597	
Surplus/(Deficit) for the year	3,252		17,933	
		88,782		85,530
Restricted Fund				
Balance B/fwd	4,420		7,570	
Surplus/(Deficit) for the year	3,890		(3,150)	
		8,310		4,420
Endowment fund				
Opening balance	176,204		202,043	
Surplus/(Deficit) for the year	27,688		(25,839)	
		203,892		176,204
Total funds at 31 December 2019		300,894		266,154

RSPCA READING WITH BERKS & OXON BORDER BRANCH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

1. Accounting policies

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities SORP (FRS 102), applicable UK Accounting Standards and the Charities Act 2011. The principal accounting policies adopted in the preparation of the financial statements are set out below.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Plant and machinery - 25% per annum of cost

Investments

Investments are stated at their market value at the year end. Income from investments is accounted for on a cash basis.

Endowment fund

The endowment fund, which is expendable, is regularly increased by donations from the trustees. The trust deed allows this fund to be expended on the charity's objectives or retained as capital at the trustees' discretion. The income arising from the endowment is unrestricted.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

2. **Tangible fixed assets**

	Plant and Machinery £
Cost:	
At 1 January 2019	18,315
At 31 December 2019	18,315
Depreciation:	
At 1 January 2019	18,315
Charge for the year	-
At 31 December 2019	18,315
Net book value:	
At 31 December 2019	-
At 31 December 2018	-

3. **Creditors**

Amounts falling due within one year:-

	2019 £	2018 £
Accruals	15,645	13,479
	15,645	13,479

RSPCA READING WITH BERKS & OXON BORDER BRANCH

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

4. Incoming resources

	Restricted Funds 2019	Unrest'd Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Voluntary Income				
Dividends and interest	-	10,049	10,049	9,535
Increase in value of investments	-	27,688	27,688	-
Donations and legacies	1,500	12,077	13,577	13,831
	<hr/> 1,500	<hr/> 49,814	<hr/> 51,314	<hr/> 23,366
 Activities for generating funds				
House to house collections	-	26,739	26,739	27,265
Collection boxes	-	800	800	419
Flag days	-	2,592	2,592	2,264
Fund-raising events	-	1,273	1,273	1,943
Subscriptions	-	101	101	453
VAT refunds	-	1,785	1,785	3,312
Other income	-	-	-	-
	<hr/> -	<hr/> 33,290	<hr/> 33,290	<hr/> 35,656

RSPCA READING WITH BERKS & OXON BORDER BRANCH

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

5. Governance costs	Restricted Funds 2019	Unrest'd Funds 2019	Total Funds 2019	Total Funds 2018
Veterinary expenses	-	30,223	30,223	30,690
Printing, postage and stationery	-	270	270	342
Accountancy	-	480	480	480
Travel and telephone expense	-	729	729	787
Boarding and fostering	1,260	4,089	5,349	6,501
Cat Fostering Pens	-	19	19	680
Rabbit Foster Accommodation	-	931	931	244
Trade Waste Collection	-	205	205	205
Branch contribution	-	10,860	10,860	3,583
Insurance	-	573	573	587
Bank Charges	-	60	60	55
Sundry expenses	-	75	75	85
Change in value of investment	-	-	-	25,839
	<u>1,260</u>	<u>48,514</u>	<u>49,774</u>	<u>70,078</u>

RSPCA READING WITH BERKS & OXON BORDER BRANCH

FOR THE YEAR ENDED 31 DECEMBER 2019

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CHARITY REGISTERED NUMBER:251482

RSPCA READING WITH BERKS & OXON BORDER

BRANCH

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

JOHN TURNER
CHARTERED ACCOUNTANT
400 THAMES VALLEY PARK DRIVE
THAMES VALLEY PARK
READING
BERKSHIRE
RG6 1PT

RSPCA READING WITH BERKS & OXON BORDER BRANCH

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity Number: 251482

Chairman: Ms J L Martin

Chief Executive Officer: Ms J L Martin

Treasurer: Mrs S E Ayers

Trustees: Ms J L Martin
Mrs L Mills
Ms J Rainey
Mr S J Ayers
Mrs S E Ayers
Ms P Garden
Ms J Le'Burn
Ms C Perks

Secretary: Mr S J Ayers

Registered Office: P.O. Box 8184
Reading
Berkshire
RG6 9PS

Accountants: John Turner
Chartered Accountant
400 Thames Valley Park Drive
Thames Valley Park
Reading
Berkshire
RG6 1PT

Bankers: CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Lloyds Bank
24 Broad Street
Reading
Berkshire
RG1 2BT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF RSPCA READING WITH BERKS & OXON BORDER BRANCH

FOR THE YEAR ENDED 31 DECEMBER 2019

I report on the accounts which are set out on pages 5 to 11

Respective responsibilities of the branch and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

Examine the accounts under section 145 of the 2011 Act; follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:

a. to keep accounting records in accordance with section 130 of the 2011 Act; and

b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which in my opinion, attention should be drawn in order to enable an understanding of the accounts to be reached.



Dated: 19 May 2020

.....
John Turner FCA
Chartered Accountant
Berkshire House
252-256 Kings Road
Reading
Berkshire
RG1 4HP

RSPCA READING WITH BERKS & OXON BORDER BRANCH

REPORT OF THE BRANCH

FOR THE YEAR ENDED 31 DECEMBER 2019

The branch present their annual report for the year ended 31 December 2019 under the Charities Act 2011, together with the financial statements for the year, and confirm that the latter comply with the requirements of the Act, the Trust Deed and the Charities SORP (FRS 102).

Structure, Governance and Management

Governing document

The charity is constituted as an unincorporated association established by Trust Deed. The charity operates as an autonomous branch of the national RSPCA subject to its rules for branches (as updated in 2012).

Organisation

A committee of Trustees, elected at the AGM governs the branch. All trustees are briefed on their responsibilities as trustees prior to their acceptance of the role. The trustees hold monthly meetings at which decisions are made.

Risk policy

The trustees actively review the risks which the charity faces on a regular basis through the monthly meetings, which cover operational and financial reviews. The trustees examine the operational risks which the branch faces, and confirm that they have established systems to mitigate the significant risks, which have been identified as:

- loss of reputation through error or fraud
- loss of income through error or fraud
- insufficient funds to cover the costs of animal welfare activities
- loss of income through poor investment performance
- insufficient volunteers for fundraising activities
- insufficient trustees for the branch to continue

Objectives and activities

The objects of the branch are to promote the work and objects of the National Society of the RSPCA with particular reference to the area of the branch.

The key aim is to find suitable new homes for as many animals as possible, and to provide proper care for those who have been mistreated or abandoned.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

REPORT OF THE BRANCH (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

Achievements and performance

Financial review

The total incoming resources for the year amounted to £84,604 (2018 £59,022). Expenditure in the year amounted to £49,774 (2018 £70,078). Unrestricted reserves increased in the year from £261,734 to £292,674.

Investment policy

At 31 December 2019 the branch investment policy was:

- that the current account balance should not fall below £1,000;
- that the monies in the deposit account should be used to "top up" the current account when necessary, and
- that the remainder of investments should continue to be held in the M & G ChariBond and ChariFund.

The trustees recognise that this policy should be reviewed on an annual basis following the finalisation of the accounts for the previous year.

Reserves policy

The branch holds reserves in order that levels of service provided for animal welfare may be maintained should there be a reduction in incoming resources.

Reserves in this context mean funds that are freely available for the branch's general purposes after all commitments have been met.

The branch had unrestricted reserves of £292,674 as at 31 December 2019 represented by net assets of that amount. £2,000 of the reserves has been designated for improvements to fostering facilities and service for cats, dogs and rabbits together with the improvement of the branch infrastructure. Such reserves, after deduction of the designated funds, represent 588.0% of one year's expenditure based on gross expenditure levels in 2019.

It is the opinion of the Trustees that the existing reserves are sufficient to meet any reduction in incoming resources.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

REPORT OF THE BRANCH (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

Accounting and reporting responsibilities

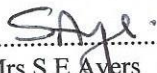
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 a 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 which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 19 May 2020 signed on its behalf by:


.....
Mrs S E Ayers
Trustee

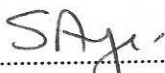
RSPCA READING WITH BERKS & OXON BORDER BRANCH

BALANCE SHEET

AT 31 DECEMBER 2019

	Note	2019	2018
		£	£
Tangible fixed assets			
Tangible assets	2	-	-
Investments		203,892	176,204
		<u>203,892</u>	<u>176,204</u>
Current assets			
Bank Accounts		112,470	101,651
Debtors		267	1,778
		<u>112,737</u>	<u>103,429</u>
Creditors			
Amounts falling due within one year	3	15,645	13,479
Net current assets		<u>97,092</u>	<u>89,950</u>
Total assets less current liabilities		<u>300,984</u>	<u>266,154</u>
Net assets		<u>300,984</u>	<u>266,154</u>
Capital funds			
Endowment funds		203,892	176,204
Restricted Funds		8,310	4,420
Unrestricted funds		88,782	85,530
Total funds		<u>300,984</u>	<u>266,154</u>

Approved by the trustees on 19 May 2020 and signed on its behalf.


.....
Mrs S E Ayers

The annexed notes form part of these financial statements.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019

	Restricted Funds 2019 £	Unrest'd Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Incoming resources				
Incoming Resources from generated funds:				
Voluntary income	5,150	46,164	51,314	23,366
Activities to generate funds	-	33,290	33,290	35,656
	<u>5,150</u>	<u>79,454</u>	<u>84,604</u>	<u>59,022</u>
Total incoming resources	<u>5,150</u>	<u>79,454</u>	<u>84,604</u>	<u>59,022</u>
Resources expended				
Costs of generating funds	1,260	48,514	49,774	70,078
Total resources expended	<u>1,260</u>	<u>48,514</u>	<u>49,774</u>	<u>70,078</u>
Net movement in funds	3,890	30,940	34,830	(11,056)
Total funds brought forward	<u>4,420</u>	<u>261,734</u>	<u>266,154</u>	<u>277,210</u>
Total funds carried forward	<u>8,310</u>	<u>292,674</u>	<u>300,984</u>	<u>266,154</u>

Details of Incoming resources and resources used are given in the notes to the financial statements.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31 DECEMBER 2019

	2019		2018	
	£	£	£	£
General Fund				
Balance B/fwd	85,530		67,597	
Surplus/(Deficit) for the year	3,252		17,933	
		88,782		85,530
Restricted Fund				
Balance B/fwd	4,420		7,570	
Surplus/(Deficit) for the year	3,890		(3,150)	
		8,310		4,420
Endowment fund				
Opening balance	176,204		202,043	
Surplus/(Deficit) for the year	27,688		(25,839)	
		203,892		176,204
Total funds at 31 December 2019		300,894		266,154

RSPCA READING WITH BERKS & OXON BORDER BRANCH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

1. Accounting policies

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities SORP (FRS 102), applicable UK Accounting Standards and the Charities Act 2011. The principal accounting policies adopted in the preparation of the financial statements are set out below.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Plant and machinery - 25% per annum of cost

Investments

Investments are stated at their market value at the year end. Income from investments is accounted for on a cash basis.

Endowment fund

The endowment fund, which is expendable, is regularly increased by donations from the trustees. The trust deed allows this fund to be expended on the charity's objectives or retained as capital at the trustees' discretion. The income arising from the endowment is unrestricted.

RSPCA READING WITH BERKS & OXON BORDER BRANCH

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

2. **Tangible fixed assets**

	Plant and Machinery £
Cost:	
At 1 January 2019	18,315
At 31 December 2019	18,315
Depreciation:	
At 1 January 2019	18,315
Charge for the year	-
At 31 December 2019	18,315
Net book value:	
At 31 December 2019	-
At 31 December 2018	-

3. **Creditors**

Amounts falling due within one year:-

	2019 £	2018 £
Accruals	15,645	13,479
	15,645	13,479

RSPCA READING WITH BERKS & OXON BORDER BRANCH

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

4. Incoming resources

	Restricted Funds 2019	Unrest'd Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Voluntary Income				
Dividends and interest	-	10,049	10,049	9,535
Increase in value of investments	-	27,688	27,688	-
Donations and legacies	1,500	12,077	13,577	13,831
	<hr/> 1,500	<hr/> 49,814	<hr/> 51,314	<hr/> 23,366
 Activities for generating funds				
House to house collections	-	26,739	26,739	27,265
Collection boxes	-	800	800	419
Flag days	-	2,592	2,592	2,264
Fund-raising events	-	1,273	1,273	1,943
Subscriptions	-	101	101	453
VAT refunds	-	1,785	1,785	3,312
Other income	-	-	-	-
	<hr/> -	<hr/> 33,290	<hr/> 33,290	<hr/> 35,656

RSPCA READING WITH BERKS & OXON BORDER BRANCH

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 DECEMBER 2019

5. Governance costs	Restricted Funds 2019	Unrest'd Funds 2019	Total Funds 2019	Total Funds 2018
Veterinary expenses	-	30,223	30,223	30,690
Printing, postage and stationery	-	270	270	342
Accountancy	-	480	480	480
Travel and telephone expense	-	729	729	787
Boarding and fostering	1,260	4,089	5,349	6,501
Cat Fostering Pens	-	19	19	680
Rabbit Foster Accommodation	-	931	931	244
Trade Waste Collection	-	205	205	205
Branch contribution	-	10,860	10,860	3,583
Insurance	-	573	573	587
Bank Charges	-	60	60	55
Sundry expenses	-	75	75	85
Change in value of investment	-	-	-	25,839
	<u>1,260</u>	<u>48,514</u>	<u>49,774</u>	<u>70,078</u>

RSPCA READING WITH BERKS & OXON BORDER BRANCH

FOR THE YEAR ENDED 31 DECEMBER 2019

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