**REGISTERED CHARITY NUMBER: 201291** 

Report of the Trustees and
Unaudited Financial Statements for the Year Ended
31st December 2019
for
RSPCA Hants & Surrey Border Branch

# Contents of the Financial Statements for the Year Ended 31st December 2019

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 14
Detailed Statement of Financial Activities	15 to 16

# Report of the Trustees for the Year Ended 31st December 2019

The trustees present their report with the financial statements of the charity for the year ended 31st December 2019. The trustees have adopted the provisions of 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) (effective 1 January 2015).

## **OBJECTIVES AND ACTIVITIES**

### Objectives and aims

The objective of the branch is to promote the objective of the Society with particular reference to the Hants & Surrey border area, in accordance with the policies of the Society. The Society's objectives are to promote kindness and to prevent or suppress cruelty to animals.

The policy of the branch is to raise funds in the Hants & Surrey border area with the intention being mainly twofold in how we spend the raised funds. Firstly, there is our Rescue & Rehoming Service of cats and kittens that we take into care, either from members of the public who don't want their pet/s anymore or from RSPCA Officers, who have removed pets from their homes because they have been cruelly treated, neglected or abandoned. These pets are cared for at our cattery or through fosterers and are rehomed when they are well enough. Secondly, there is our Welfare Assistance Scheme which provides financial help to local families on State Benefits or low incomes who have pets that are sick or injured. We make a contribution towards the costs based on a case by case basis. As part of our Welfare Assistance Scheme, we also provide free neutering and microchipping for cats, dogs and rabbits; again criteria dependent.

## **ACHIEVEMENT AND PERFORMANCE**

### Charitable activities

The trustees consider that the performance of the branch during 2019 has been satisfactory, with incoming resources improving in all areas and continuing our prudent policy for charitable expenditure resulting in a small increase in our reserves when compared with 2018. Reserves remain healthy at £256k.

The branch continues to provide financial help towards the cost of veterinary treatment for sick & injured pets to members of the public, including free neutering and microchipping. The branch also rescued and re-homed 140 cats and other companion animals during 2019. We microchipped 196 cats and dogs, neutered 252 and provided welfare assistance for 232 dogs and 131 cats.

The branch could not function without the support of its volunteers. New people are always welcome to support our fundraising efforts, provide support for rehoming and help out in our shops. To those who already help out, we are thankful for their support!

When planning our activities for the year, the trustees have considered the Commission's guidance on public benefit.

## **FINANCIAL REVIEW**

### **Principal funding sources**

Our two shops (Ash Vale and North Camp) continued to produce the principal income for the branch. The trustees continue to explore ways to manage operating costs efficiently and generate more income through promotion and fundraising. The trustees actively manage our welfare and rehoming expenditure to ensure that it is well targeted.

### Reserves policy

The branch has adopted a formal reserves policy that takes into consideration our current reserves; anticipated income; ongoing welfare expenditure; fundraising expenses; other planned expenses and a contingency. The policy is intended to guide and inform how trustees plan expenditure through the year so that the branch will maintain satisfactory financial health. It is reviewed at least once annually, by the committee, such that expenditure or fundraising plans or the policy itself may be amended. The policy supplements the treasurer's ongoing oversight of more frequent (monthly or quarterly) reviews with the trustees

At the 31 December 2019 the unrestricted fund amounts to a sum of £256,350 which the Trustees consider to be sufficient to cover the stated reserves policy.

# Report of the Trustees for the Year Ended 31st December 2019

#### **FUTURE PLANS**

The trustees had not envisaged any change in the way the branch carried on its activities, however with the Covid 19 situation this has left retail operations suspended until further Government notice but envisage a 2 -3-month loss of sales at least. We will look for other streams of retail such as eBay Amazon-smile to try and make some compensation. We will continue looking at ways of attracting volunteers, increasing publicity, awareness of our activities and increase our overall income.

The increased growth of demand for our resources means that we have to continually monitor our expenditure policies to ensure we are using our generated income as effectively as possible and with a sustainable, long-term approach to animal welfare.

We also continue to review new opportunities for expanding our income generation through retail, government assistance and fundraising in order to try and sustain our current level of welfare and rehoming expenditure.

# STRUCTURE, GOVERNANCE AND MANAGEMENT Governing document

The branch is an unincorporated charitable association and a branch of, and thus dependent on, the Royal Society for the Prevention of Cruelty to Animals, (the Society).

The Society was incorporated by the Royal Society for the Prevention of Cruelty to Animals Act 1932 (as amended), and is governed by the Acts and by the rules of the Society.

The branch is governed by the branch rules, and these accord with Rule XI of the Society's rules, and are approved by the Council of the Society. The branch is a separate registered charity.

### **Organisational structure**

The management of the Branch is entrusted to a branch committee, who are the trustees of the charity.

The method of appointment of new trustee members is set out in the Society's branch rules.

## Key management remuneration

The trustees consider the Board of Trustees as comprising the key management personnel of the Charity in charge of directing and controlling and operating the charity on a day to day basis. All trustees give their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in notes 6 and 15 to the accounts.

# Investment policy

The branch's investment powers are in accordance with those of the Society, which are set out in the RSPCA Act 1958. The branch can invest until needed any part of its capital and income not required for the immediate running of the branch.

### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

## REFERENCE AND ADMINISTRATIVE DETAILS

## **Registered Charity number**

201291

### **Principal address**

Karen Folkes 47-49 Camp Road North Camp Farnborough Hampshire GU14 6EN

# Report of the Trustees for the Year Ended 31st December 2019

### REFERENCE AND ADMINISTRATIVE DETAILS

**Trustees** 

S Littlewood

C Jones - resigned 4.2.2020 E Godbolt - resigned 2.5.2019

J Cardew P Flint

K Godbolt - resigned 4.5.2019

M Newman V Leonard

C Lee - appointed 13.7.2019

- resigned 28.2.2020

S Herber - appointed 19.9.2019 P Herber - appointed 19.9.2019 M Wingate - appointed 19.9.2019

Independent examiner

Paul Timothy Whiteley F.C.C.A

Association of Chartered Certified Accountants

Whiteleys

**Chartered Certified Accountants** 

Chartered Certifie Sovereign House 155 High Street Aldershot Hampshire GU11 1TT

**Professional Advisers** 

Bankers: Natwest, 45 Park Street, Camberley, Surrey GU15 3PA

The Co-operative Bank

The Charities Aid Foundation Bank

Solicitors: Bates Solicitors, 67 Fleet Road, Fleet, Hants GU51 3PJ.

Approved by order of the board of trustees on 30th June 2020 and signed on its behalf by:

S Littlewood - Trustee

# Independent Examiner's Report to the Trustees of RSPCA Hants & Surrey Border Branch

### Independent examiner's report to the trustees of RSPCA Hants & Surrey Border Branch

I report to the charity trustees on my examination of the accounts of the RSPCA Hants & Surrey Border Branch (the Trust) for the year ended 31st December 2019.

## Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Association of Chartered Certified Accountants which is one of the listed bodies

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Paul Timothy Whiteley F.C.C.A
Association of Chartered Certified Accountants
Whiteleys
Chartered Certified Accountants
Sovereign House
155 High Street
Aldershot
Hampshire
GU11 1TT

2nd July 2020

# Statement of Financial Activities for the Year Ended 31st December 2019

		2019	2018
		Unrestricted fund	Total funds
INCOME AND ENDOWMENTS FROM	Notes	£	£
Donations and legacies		70,752	47,134
Charitable activities Local & national animal welfare		8,325	7,410
Other trading activities Investment income	2	197,950 442	180,673 231
	3		
Total		277,469	235,448
EXPENDITURE ON			
Raising funds Other trading activities		119,100	121,946
· ·		119,100	121,946
		110,100	121,010
Charitable activities			
Local & national animal welfare		100,970	97,161
Total		220,070	219,107
NET INCOME		57,399	16,341
RECONCILIATION OF FUNDS			
Total funds brought forward		198,951	182,610
TOTAL FUNDS CARRIED FORWARD		256,350	198,951

The notes form part of these financial statements

# Balance Sheet At 31st December 2019

	2019 Unrestricted fund	2018 Total funds
Notes	£	£
8	2,114	4,041
9	556	588
10		9,356
	252,587	209,199
	264,660	219,143
11	(10,424)	(24,233)
	254,236	194,910
;	256,350	198,951
	256,350	198,951
13		
10	256,350	198,951
	<u>256,350</u>	198,951
	9	Notes  8 2,114  9 556 10 11,517 252,587 264,660  11 (10,424) 254,236 256,350 256,350  13

The financial statements were approved by the Board of Trustees on 30th June 2020 and were signed on its behalf by:

S Littlewood -Trustee

The notes form part of these financial statements

# Notes to the Financial Statements for the Year Ended 31st December 2019

#### 1. ACCOUNTING POLICIES

## Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The trust constitutes a public benefit entity as defined by FRS102.

The financial statements are presented in Sterling (£).

#### Income

The general principle is that incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. However the nature of much of the income is voluntary, and can only be included on a cash basis. This includes any share of the national door to door collection, which is apportioned between branches, in some cases over a year after the collection, and the amount received by the branch is not under its control.

## **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Charitable activities

The branch charitable activities relate to the operation of the veterinary care and animal re-homing scheme.

### Tangible fixed assets

Tangible fixed assets are carried at cost less accumulated depreciation and accumulated impairment losses.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over their estimated useful lives as follows:

Fixtures and fittings - 20% on reducing balance

Motor vehicles - 20% on cost

On disposal, the difference between the net disposal proceeds and the carrying amount of the item sold is recognised in profit or loss.

#### Stocks

Stocks are measured at the lower of cost and selling price less cost to complete and sell.

Cost is calculated on a first in, first out basis and includes all costs of purchase and other costs incurred in bringing the stocks to their present location and condition.

### **Taxation**

The charity is exempt from tax on its charitable activities.

# Notes to the Financial Statements - continued for the Year Ended 31st December 2019

## 1. ACCOUNTING POLICIES - continued

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### Hire purchase and leasing commitments

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. All other leases are classified as operating leases

The rights of use and obligations under finance leases are initially recognised as assets and liabilities at amounts equal to the fair value of the leased assets or, if lower, the present value of the minimum lease payments.

Minimum lease payments are apportioned between the finance charge and the reduction in the outstanding liability using the effective interest rate method. The finance charge is allocated to each period during the lease so as to produce a constant periodic rate of interest on the remaining balance of the liability.

Leased assets are depreciated in accordance with the company's policy for tangible fixed assets. If there is no reasonable certainty that ownership will be obtained at the end of the lease term, the asset is depreciated over the lower of the lease term and its useful life.

Operating lease payments are recognised as an expense on a straight line basis over the lease term.

### Pension costs and other post-retirement benefits

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

# Notes to the Financial Statements - continued for the Year Ended 31st December 2019

#### 1. ACCOUNTING POLICIES - continued

### Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

For financial assets measured at amortised cost, the impairment loss is measured as the difference between an asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. If a financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between an asset's carrying amount and the best estimate, which is an approximation, of the amount that the company would receive for the asset if it were to be sold at the reporting date.

Financial assets and liabilities are offset and the net amount reported in the statement of financial position when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

### Impairment of non-financial assets

At each reporting date non-financial assets not carried at fair value, like plant, property and equipment, are reviewed to determine whether there is an indication that an asset may be impaired. If there is an indication of possible impairment, the recoverable amount of any asset or group of related assets, which is the higher of value in use and the fair value less cost to sell, is estimated and compared with its carrying amount. If the recoverable amount is lower, the carrying amount of the asset is reduced to its recoverable amount and an impairment loss is recognised immediately in profit or loss.

Stocks are also assessed for impairment at each reporting date. The carrying amount of each item of stock, or group of similar items, is compared with its selling price less costs to complete and sell. If an item of or stock group of similar items is impaired, its carrying amount is reduced to selling price less costs to complete and sell, and an impairment loss is recognised immediately in profit or loss.

If an impairment loss is subsequently reversed, the carrying amount of the asset or group of related assets is increased to the revised estimate of its recoverable amount, but not to exceed the amount that would have been determined had no impairment loss been recognised for the asset or group of related assets in prior periods. A reversal of an impairment loss is recognised immediately in profit or loss.

2010

2010

### 2. OTHER TRADING ACTIVITIES

2019	2010
£	£
2,727	722
195,223	179,951
197,950	180,673
	£ 2,727 195,223

# Notes to the Financial Statements - continued for the Year Ended 31st December 2019

3.	INVESTMENT INCOME		
	Deposit account interest	2019 £ 442	2018 £ 231
4.	SUPPORT COSTS		
	Local & national animal welfare		Governance costs £ 2,374
5.	INDEPENDENT EXAMINATION FEE		
	Fees paid by the charity for assistance in the preparation of the	2019 £	2018 £
	accounts and the independent examination of those accounts	1,275	1,050

## 6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2019 nor for the year ended 31st December 2018.

## Trustees' expenses

During the year five trustees were reimbursed expenses in the sum of £4,843 (2018 £455). The monies related to travel expenses, telephone, postage costs and disbursements incurred by the trustees in relation to their service for the charity.

# Notes to the Financial Statements - continued for the Year Ended 31st December 2019

7.	STAFF COSTS			
	Wages and salaries Social security costs Other pension costs		2019 £ 73,862 - 2,011 75,873	2018 £ 71,568 1,674 1,142 74,384
	The average monthly number of employees during the year w	as as follows:	<del></del>	
	Fundraising Animal Welfare		2019 7 2 ——————————————————————————————————	2018 7 1 
	No employees received emoluments in excess of £60,000.			
	In addition to employed staff, the charity also relies upon branch activities.	the 80 or so volur	iteers who are invol	ved in all the
8.	COST	Fixtures and fittings £	Motor vehicles £	Totals £
	At 1st January 2019 and 31st December 2019	12,907	6,990	19,897
	<b>DEPRECIATION</b> At 1st January 2019 Charge for year	10,264 529	5,592 1,398	15,856 1,927
	At 31st December 2019	10,793	6,990	17,783

**NET BOOK VALUE** At 31st December 2019

At 31st December 2018

**STOCKS** 

Stocks

9.

2,114

2,643

1,398

2019

556

2,114

4,041

2018 £

588

# Notes to the Financial Statements - continued for the Year Ended 31st December 2019

10.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
			2019 £	2018 £
	Trade debtors Other debtors		1,194 10,323	9,356
			11,517	9,356
11.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
			2019 £	2018 £
	Bank loans and overdrafts (see note 12) Trade creditors Other creditors		234 6,735 3,455	15,662 5,907 2,664
			10,424	24,233
12.	LOANS			
	An analysis of the maturity of loans is given below:			
			2019 £	2018 £
	Amounts falling due within one year on demand: Bank overdraft		<u>234</u>	15,662
13.	MOVEMENT IN FUNDS			
		At 1.1.19 £	Net movement in funds £	At 31.12.19 £
	Unrestricted funds General fund	198,951	57,399	256,350
	TOTAL FUNDS	198,951	57,399	256,350
	Net movement in funds, included in the above are as follows:			
		Incoming resources £	Resources expended £	Movement in funds £
	Unrestricted funds General fund	277,469	(220,070)	57,399
	TOTAL FUNDS	277,469	(220,070)	57,399

# Notes to the Financial Statements - continued for the Year Ended 31st December 2019

### 13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds			
	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
Unrestricted Funds General fund	182,610	16,341	198,951
TOTAL FUNDS	182,610	16,341	198,951
Comparative net movement in funds, included in the above are a	as follows:	<del></del>	
	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds General fund	235,448	(219,107)	16,341
TOTAL FUNDS	235,448	(219,107)	16,341
A surround was a 40 secondly and a singular and a s		_	

A current year 12 months and prior year 12 months combined position is as follows:

	Ne	t movement	
	At 1.1.18 £	in funds £	At 31.12.19 £
Unrestricted funds General fund	182,610	73,740	256,350
TOTAL FUNDS	182,610	73,740	256,350

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds
Unrestricted funds General fund	512,917	(439,177)	73,740
TOTAL FUNDS	512,917	(439,177)	73,740

## 14. OTHER FINANCIAL COMMITMENTS

- a) The North Camp premises are occupied under a fixed term lease to February 2026 at an annual rent of £18,000.
- b) The Ash Vale premises lease finished in January 2016 and are occupied outside of any formal lease terms, which are currently being negotiated. There is currently no date when these are expected to be finalised.

# Notes to the Financial Statements - continued for the Year Ended 31st December 2019

## 15. RELATED PARTY DISCLOSURES

At the year end, the charity owed Vivienne Leonard £NIL (2018: £110) and Pat Flint £129.91 (2018: £86.21). Both are trustees.

## 16. ULTIMATE CONTROLLING PARTY

For the whole of the current and previous period the charity was controlled by its trustees.

# **Detailed Statement of Financial Activities** for the Year Ended 31st December 2019

	2019 £	2018 £
INCOME AND ENDOWMENTS		
Donations and legacies Donations Gift aid Legacies Subscriptions	30,613 7,146 32,528 465	31,063 4,318 10,871 882
Other trading activities Fundraising events Shop sales of donated & bought -in goods	70,752 2,727 195,223 197,950	47,134 722 179,951 180,673
Investment income Deposit account interest	442	231
Charitable activities Animal adoptions	8,325	7,410
Total incoming resources	277,469	235,448
EXPENDITURE		
Other trading activities Shop purchases Wages Social security Pensions Other shop operating costs Other fundraising costs Fixtures and fittings Motor vehicles	2,632 60,225 - 2,011 52,276 30 528 1,398 	3,663 58,997 1,093 1,142 54,987 5 661 1,398
Charitable activities Wages Social security Veterinary scheme Animal board costs Insurance Motor expenses Telephone Postage and stationery Carried forward	13,637 - 50,162 23,936 541 3,454 1,989 1,044 94,763	12,571 581 48,284 25,613 551 2,624 2,074 1,210 93,508

This page does not form part of the statutory financial statements

# **Detailed Statement of Financial Activities** for the Year Ended 31st December 2019

	2019	2018
	£	£
Charitable activities		
Brought forward	94,763	93,508
Advertising	64	39
Sundries	1,446	851
Bank interest	22	-
Bank charges	2,301	1,713
	98,596	96,111
Support costs		
Governance costs		
Independent examination fee	1,275	1,050
Legal fees	1,099	
	2,374	1,050
Total resources expended	220,070	219,107
Net income	<del></del>	40.244
Net income	57,399	16,341

This page does not form part of the statutory financial statements