

Charity no. 205858

**Royal Society for the Prevention of
Cruelty to Animals Bristol and District
Branch**

**Report and Audited Financial Statements
31 December 2020**

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Reference and administrative details

For the year ended 31 December 2020

Charity number	205858																
Registered office and operational address	48 Albert Road St Philips Bristol BS2 0XA																
Trustees	<p>The trustees who served during the year and up to the date of this report were as follows:</p> <table><tr><td>Philippa Carey</td><td>(resigned 11 December 2020)</td></tr><tr><td>Christopher Cowley</td><td></td></tr><tr><td>Steve Crossman</td><td></td></tr><tr><td>Linda Harper</td><td></td></tr><tr><td>Sue Lomax</td><td></td></tr><tr><td>Jonathan Parker</td><td></td></tr><tr><td>Helen Paterson</td><td>(appointed 4 May 2020)</td></tr><tr><td>Tom Whittaker</td><td></td></tr></table>	Philippa Carey	(resigned 11 December 2020)	Christopher Cowley		Steve Crossman		Linda Harper		Sue Lomax		Jonathan Parker		Helen Paterson	(appointed 4 May 2020)	Tom Whittaker	
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Christopher Cowley																	
Steve Crossman																	
Linda Harper																	
Sue Lomax																	
Jonathan Parker																	
Helen Paterson	(appointed 4 May 2020)																
Tom Whittaker																	
Chief executive officer	Victoria Chester (resigned 14 December 2020)																
Bankers	<table><tr><td>CAF 25 Kings Hill Avenue West Mailing Kent ME19 4JQ</td><td>Barclays Bank Plc 4-5 Southgate Street Bath BA1 1AQ</td></tr><tr><td>NatWest Bank plc 40 Queens Road Bristol BS8 1RF</td><td></td></tr></table>	CAF 25 Kings Hill Avenue West Mailing Kent ME19 4JQ	Barclays Bank Plc 4-5 Southgate Street Bath BA1 1AQ	NatWest Bank plc 40 Queens Road Bristol BS8 1RF													
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NatWest Bank plc 40 Queens Road Bristol BS8 1RF																	
Solicitors	Stone King LLP 13 Queen Square Bath BA1 2HJ																
Auditors	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD																

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Report of the trustees

For the year ended 31 December 2020

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Trust Deed and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

OBJECTIVES AND ACTIVITIES

Policies and objectives

The object of the national Society (The Royal Society for the Prevention of Cruelty to Animals) is “to ensure animals have a good life by rescuing and caring for those in need, by advocating on behalf of all animals and by inspiring everyone to treat them with compassion and respect.”

The Mission Statement of our Branch is based upon the Society’s object and states that we are committed “to provide the best possible care for Bristol’s animals in need, treating them with the compassion and respect they deserve.”

The objects of our linked charity, the Bristol Dogs and Cats Home are “to promote kindness and prevent cruelty to animals by establishing and maintaining upon the land specified in the schedule hereto or upon other land in or near the City of Bristol a home, hospital or clinic for dogs, cats and other domestic animals in need of care or medical attention.”

Our current strategy that covers the period from 2019-21 details the main objectives and key activities that were identified to achieve these objectives.

The main objectives identified that cover the core areas of our work are:

1. Improving the quality of our premises to better enable delivery of our mission;
2. Diversifying and increasing sources of income to support delivery of our mission;
3. Planning the future work of our Clinic and improving the welfare of Bristol’s animals in need through increasing our outreach support;
4. Enhancing the welfare of animals and responsible ownership through our rehoming activities;
5. Increasing the support for our cause that can be generated by good communications;
Ensuring our communications generate more support for our charity and our cause and promoting animal welfare to key audiences through education and campaigns;
6. Increasing support for and from volunteers;
7. ‘Our people’ – supporting the mental, professional development and physical needs of our staff and volunteers; and
8. ‘Our practice’ - Ensuring we sustain optimum levels of resources, facilities, skills and expertise to sustain delivery of our mission in Bristol.

Most of our activities for 2020 were severely affected by the outbreak of Covid-19, leading to a suspension or delay in many activities.

1. Improving the quality of our premises to better enable delivery of our mission.
 - Review our use of our current Albert Road site to identify the best options for development of a new site:
During the year, we investigated the potential of a new site, but with the outbreak of Covid-19 and its ongoing impact on our activities and finances, it was decided to delay any further decisions on this for a few years.

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- Plans were drawn up to create a new adoption suite to provide improved facilities for our supporters to meet with our animals and we hope to complete this work in early 2021 so that we will be able to welcome back the public to visit us in a safer and more welcoming environment.
 - Improving facilities at our current site for our animals
We carried out improvements to our cat accommodation in both the Clinic and Rehoming Centre, installing and creating larger new cat pods and providing new raised beds for existing Animal Home cat accommodation.
2. Diversifying and increasing sources and levels of income.
- *2020 has been a challenging year in terms of income generation as a result of the restrictions imposed due to Covid-19. All our scheduled events had to be cancelled and we were unable to engage with large groups of our supporters and our volunteers as planned.*
 - *Despite the fact that we were unable to implement many of the new fundraising initiatives planned in our fundraising strategy, our supporters continued to donate to us in many ways with amazing responses to our appeals and supporting us through our social media channels.*
3. Planning the future work of our Clinic and improving the welfare of animals in most need through increasing our outreach support.
- *Following a review of services in 2019, we ceased our public service provision in April 2020. Unfortunately, due to the impact of Covid-19, we have had to carry out a further review of how we deliver our services to reduce overall costs and ensure we are able to continue to provide care for those most in need in the Bristol area. From March 2021, emergency veterinary services will be outsourced overnight and at weekends and bank holidays to a local veterinary clinic.*
 - *Despite the lockdowns and the reduction in staff, we worked hard throughout the year to ensure that we could maintain as many of our services as the national Covid restrictions allowed:*
 - *To support our Outreach clients and their pets, the Clinic team kept in contact by phone consultations and ensured that regular medication was delivered throughout the year even when we were unable to run our local weekly drop-in sessions due to lockdown restrictions.*
 - *Veterinary services supporting the animal home continued with essential operations and consultations (sometimes remote).*
 - *Wildlife was very busy this spring/summer year, with a constant flow of animals to triage and treat.*
 - *We continued to support the RSPCA Inspectorate; examining welfare cases, providing advice and preparing for and attending court.*
 - *In recognition of a potential welfare crisis, we launched a low cost cat neutering scheme for Bristol.*
 - *Sadly, our ongoing involvement with educating veterinary students in animal welfare had to be suspended due to Covid restrictions.*

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4. Enhancing delivery of animal welfare and responsible pet ownership through our rehoming activities.
 - *Our rehoming activities were severely affected by movement restrictions during lockdown. The rehoming team worked hard to find new homes for as many animals as possible in our care in March 2020, identifying foster homes for many, allowing us to reduce the number of animals requiring long term care in our rehoming centre. We introduced new processes for registering potential new adopters and 'virtual' home visits which enabled us to continue to rehome animals for most of the year, although at a much reduced level compared to previous years.*
5. Increasing the support for our cause that can be generated by good communications; ensuring our communications generate more support for our charity and our cause and promoting animal welfare to key audiences through education and campaigns.
 - *Our communications strategy was adapted during the year due to lockdown restrictions, and we focused on increasing and diversifying our social media reach. While we were unable to meet with our supporters in the community, we provided regular updates and advice online and created additional content for our website, ensuring it was updated regularly with guidance and news.*
6. Increasing support for and from volunteers.
 - *Following a busy first quarter in 2020 with many new volunteers joining us in new roles focusing on supporting our fundraising team, unfortunately we have had to suspend many of our volunteer roles since last April due to lockdown restrictions. Our volunteer co-ordinator has continued to recruit new volunteers and we have been overwhelmed by the level of support that we have received in this area during the year and we are looking forward to being able to grow this support in 2021.*
7. Supporting the mental, professional development and physical needs of our staff and volunteers.
 - *The impact of Covid-19 on the mental health of our staff and volunteers has been forefront in our minds throughout the year particularly when it has been necessary at times to reduce staff numbers to minimise the risk of an outbreak on site, putting extra pressure on the remaining staff. Managers have ensured that they are in regular contact with their teams reminding them about access to our in-house mental health first-aiders and our employee assistance helpline. Professional development has been impacted as it has not been possible to carry out practical training. However, staff have benefitted from a wider range of availability of online training options, many being provided either free or at very low cost.*
8. Ensuring we sustain optimum levels of resources, facilities, skills and expertise to sustain delivery of our mission in Bristol.
 - *During the year, trustees and senior managers completed a full strategic review of activities, taking the ongoing impact of Covid-19 on our resources into account. This resulted in making a number of redundancies across the organisation along with renegotiating many operational contracts to meet our future needs.*

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Report of the trustees

For the year ended 31 December 2020

We also sustain our commitment to deliver care for animals in need in support of the Society's objectives and our mission statement by:

- Providing veterinary care and preventative health treatment for companion animals whose owners are unable to afford private veterinary fees through our outreach programme, as well as veterinary care for stray animals and wildlife.
- Taking in domestic animals of all kinds to our Animal Home, giving priority to those in urgent need where their current situation makes them vulnerable to suffering. This may include stray animals as well as those subjected to cruelty or neglect. Having removed animals to a safer environment our objective is then to do all we can to find them new homes with caring owners.
- Providing information and advice to the public on all animal welfare issues, promoting responsible pet ownership and campaigning for improvements in the welfare of both owned and unowned animals, including wildlife.

Commitment to public benefit

Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our charitable aims and objectives and in preparing the new strategy. While trustees believe that all activities to prevent cruelty to and enhance the wellbeing of animals also benefit the public, they have identified the following activities in particular that demonstrate our commitment to public benefit:

- a) Taking responsibility for a sick or injured animal free of charge, if the owner agrees to sign the animal over to us.
- b) Working with Bristol City Council to provide care and rehoming facilities for stray dogs.
- c) Taking responsibility for animals whose owners are no longer able to care for them.
- d) Providing free outreach clinics and access to telephone advice for those members of the public unable to pay fees.
- e) Providing free education on animal welfare to veterinary students, schools and groups across Bristol.
- f) Supporting the RSPCA Inspectorate.

ACHIEVEMENTS AND PERFORMANCE

Our Animal Home

Activity Summary

Activity	Total	Dogs	Cats	Rabbits	Other animals
Animals taken in	610	245	260	21	84
Rehomed	222	60	104	17	41

Highlights

- Activity during the year was significantly affected by the lockdown restrictions due to Covid-19. We remained open for emergencies throughout the year, but we were unable to allow public visits for quite long periods during lockdown resulting in reduced numbers of animals taken in for treatment and rehoming. We also continued to take in and care for stray animals and reunite them with their owners where possible.

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- We rehomed 222 animals during the year – this was a 57% reduction compared to 2019, and to be expected as there was a 50% reduction in animals taken in compared to last year. Despite lockdown restrictions, we managed to use our network to find new homes for as many of our animals as possible - 90% of animals in our care at the end of the year had been with us for less than six months.
- The work of our animal behaviour team has enabled us to continue to rehome as many of the animals in our care as possible and reduce the length of time they need to spend with us.

Our Clinic

Activity Summary

Activity	Total number of treatments	Dogs	Cats	Other Animals
Main Clinic - subsidised treatments for animals of low income clients	1,318	759	494	65
Outreach Clinic treatments	1,045	482	554	9
Stray and unowned animals treated	646	352	131	163
Neutering	294	88	175	31
Microchipping	207	32	156	19
Wildlife Admissions	1,198			

Highlights

- We ceased our subsidised public service in March 2020 and this in addition to lockdown restrictions resulted in 50% less private main clinic treatments taking place during the year compared to last year.
- Despite the reduction in activity in other areas, it was a very busy year for wildlife care with 1,198 admissions, mainly during the summer months which were slightly higher than the numbers treated in 2019.
- We continued to provide valued support at our outreach clinics in Lawrence Weston and Knowle West when restrictions allowed. When this wasn't possible, we kept in touch with our clients by phone consultation, ensuring they had access to emergency care, advice and medication when we were unable to meet with them in person.
- We continued to support the RSPCA Inspectorate; examining welfare cases, providing advice and preparing for and attending crown court cases.
- In recognition of a looming cat welfare crisis, we launched a low cost cat neutering scheme for Bristol.

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For the year ended 31 December 2020

FUNDRAISING AND COMMUNICATIONS

Fundraising

Our fundraising activities were impacted by Covid-19 lockdown restrictions from March 2020 and we were unable to carry out any events or other activities that involved meeting with our supporters. Even in these trying times, our supporters found innovative ways to fundraise on our behalf by running virtual events and activities. Our fundraising income included legacies of just over £1 million (including accrued legacies of £200k) which reflects our continuing reliance on legacy income (63% of total income for 2020). We are extremely grateful for the generosity of people and their families willing to support us with legacies to enable us to carry out our work. In addition to this, we had an amazing response to our public appeals this year raising over £80k in total. We are also very grateful to our corporate supporters who continued to fundraise on our behalf despite being unable to meet with us.

Our Fundraisers / donors	Event / Activity	Funds raised £ / resources donated
Members and supporters	Appeals and donations	£182,086
Regular donors	Regular giving schemes	£22,566
Event volunteers and supporters	Events	£8,246
Volunteer fundraisers	Community fundraising	£4,177
Corporate volunteers	Practical help around	£13,015
Corporate supporters	Free services provided	Will writing and free advertising

Fundraising compliance

We sustain our commitment to working with the Fundraising Regulator and the Fundraising Preference Service (FPS).

Specific assurances in response to current SORP requirements are provided as follows:

1. Our fundraising approach is based on the budgeted needs identified and approved by the board of trustees at the beginning of the financial year. We employ a small team of professional fundraisers to deliver the targets and initiatives set each year. Each member of the team receives regular training in compliance requirements and fundraising standards. We pursue a variety of fundraising activities throughout each twelve month period and seek to involve suitably trained volunteers in many activities. We undertake public collections, run events, place collection tins in local retail outlets as well as running appeals and challenge activities to raise funds and awareness for our cause. The majority of our funds are received as legacies or fees from our veterinary and rehoming services.
2. We do not employ any third party fundraising agencies or have activities carried out on our behalf by commercial participators.

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3. We are not aware of any failures to comply with fundraising standards or related schemes of regulation by us or others acting on our behalf. During 2018 we received two suppression requests through the Fundraising Preference Service. Neither of these individuals were on our database and therefore would not have been contacted by us in the past. This is good evidence of the hard work undertaken to ensure we are only in touch with those people who have asked us to do so.
4. We monitor fundraising activities by others in aid of our cause by ensuring that everyone volunteering to fundraise for us does so 'in aid' of us. Such fundraisers are also given guidance on best fundraising practice, and supplied with a specific logo stating that they are fundraising 'in aid of Bristol A.R.C.' to use with any materials that they create. During street or bucket collections, all volunteers are informed of the expected fundraising behaviour and policies.
5. We received no complaints about our fundraising activities during 2020. As noted above, we received two suppression requests through the Fundraising Preference Service.
6. In order to protect vulnerable people with regard to our fundraising activities all members of our Fundraising and Communications Team understand the requirements of the Institute of Fundraising Guidelines on 'Treating Donors Fairly' and this forms part of new staff inductions. This information has also been used to inform our policy on vulnerable donors, and we are monitoring the availability of further training opportunities.

Ongoing work to implement the requirements of the General Data Protection Regulations continued during the year with the production of a new Privacy Policy and training for all our staff team. Trustees continue to keep a close eye on our supporter engagement activities and ensure we meet the expectations of the public in terms of our use and accountability for the information they choose to provide to us.

Financial review

Total income for the year was £1.6 million which was a 11% decrease compared to 2019 income (£1.8 million). The decrease was mainly due to a reduction in legacy income which decreased by 13% from £1.15 million to £1 million and a reduction in charitable income from our clinic and rehoming services which decreased by 55% to £128k (2019 - £284k). This was partly due to the impact of Covid-19 to carry out our normal charitable activities, but also due to ceasing our subsidised public clinic service in April 2020, a decision that was taken in 2019. Following closure of our shop in December 2019, our retail income was significantly reduced at £6k (£85k – 2019), but this was more than compensated for by increases in both general and appeal income and associated gift aid. We also received a number of Government grants totalling £94k to help cover our expenditure due to Covid-19.

Expenditure decreased by 25% to £1.85 million (£2.46 million – 2019). Savings were made across all departments with reductions in staff and reduced overheads. Staff costs reduced by almost 20% to £1.3 million (£1.6 million – 2019). Fundraising costs reduced by almost 50% due to the closure of the shop.

Our investment portfolio ended the year with a £5k gain overall following a strong recovery in the last quarter of the year (£250k gain – 2019). However, dividend income was lower than expected.

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Overall, net expenditure for the year was £242k (2019 – net expenditure £403k) which was £450k improvement on budget. This was achieved with significantly increased legacy income compared to budget, but also with cost reductions achieved across the organisation during the year with lower staff and overhead costs leading to lower than budgeted expenditure.

Reserves policy

The aim of the policy is to reflect the trustees' objective of maintaining a sound financial base for the charity that enables both stability and growth. To achieve this, the trustees seek to manage the charity's financial reserves in accordance with the policy and the requirements of the charity's risk management strategy.

The trustees have allocated tangible fixed assets, which represent the building and equipment needed to provide our services, as designated funds. In addition to this, the investment assets are designated to provide an ongoing source of income and reduce our reliance on legacies as well as representing the funds as set out in our reserves policy.

The charity aims to hold financial reserves in accordance with the following structure:

1. A sum equal to between four and six months operating costs will be held for use as 'working capital' to cover day to day operational management.

As at December 2020, the figure was £750k, represented by £388k of unrestricted general reserves and £362k held in designated investment funds.

2. A sum that is held to provide for significant capital projects. The current organisational strategy has identified the need for the charity to secure and develop a new rehoming site. A decision was taken during the year to delay progressing this for five years due to the ongoing financial impact of Covid-19 on the charity and smaller capital improvements to the current site have been identified to complete in the next year. The purpose of the new site will be to improve the quality of care provided to animals ready for rehoming and the experience of visitors to the site, including supporters and potential adopters.

As at December 2020, the reserves held for significant capital projects is £1m which is represented by investments held as designated funds.

3. A sum that will be held to mitigate up to 2 years' bad performance on legacies. Legacies currently make up over 50% of the charity's income and a low level of receipts in any one year would present a significant risk to the operation of the charity.

As at December 2020 the amount held is £300k, represented by investments held as designated funds.

4. Buildings and equipment used to provide our core rehoming and clinic services are classified as designated funds and represented in fixed assets.

As at December 2020 the value of these assets was £2.3m.

The specific sums held will be quantified annually together with any changes to the charity's risk management profile and represented in the accounts in accordance with the structure noted above.

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For the year ended 31 December 2020

The trustees intend to sustain the level of reserves to ensure that they can meet all these contingencies with the aim of continuing the commitments to animal welfare the charity has taken responsibility for. It is the intention of the trustees to review this policy and agree any revisions at the April trustee meeting every year.

Risk management

The trustees are responsible for identifying and managing the major risks facing the charity that might significantly alter or undermine the capacity of the charity to fulfil its objectives. Risks are classified in the headings below in a risk management register that is regularly reviewed by senior managers and by trustees at board meetings.

The major risks to which the charity is exposed, as identified by the trustees is summarised under five headings in the risk register as follows:

- **Governance** e.g. organisational structure, skills base, key staff, trustee recruitment, retention and expertise.
- **Operational** e.g. animal welfare, commercial contracts, staff welfare and HR, asset security, health and safety, IT systems.
- **Financial** e.g. investments, cash, debtors, fraud, fund raising, legacies.
- **Reputation and external factors** e.g. online profile, media interest, relations with supporters / funders / clients / other animal welfare charities / professional bodies and the effect of changes in e.g. government policies.
- **Compliance** e.g. legal obligations, licence conditions, charity regulations, Data Protection and fundraising regulations, RSPCA rules.

During the year, trustees and the senior management team focussed on the impact of Covid-19 in terms of both health & safety as well as the impact to all other areas of the charity. Risk assessments were updated to reflect government guidance and for each board meeting.

All other risks were reviewed on a regular basis throughout the year, with an updated risk register being presented and approved by trustees at each board meeting.

As a result of the review trustees confirmed that they are satisfied with arrangements for managing the risks identified and are currently satisfied with the risk scores for each area.

Impact of the COVID-19 pandemic

In addition to the activities above, the trustees review the impact that the COVID-19 pandemic is having on the charity's future financial position on an ongoing basis. The charity took the following steps to mitigate the threats that COVID-19 may pose to the organisation:

- Our front line staff have been designated as key workers but we reviewed our working practices to ensure that only essential staff are working on site and staff have been enabled to work from home where possible;
- Cleaning procedures were updated and movement restrictions put in place to minimise the risk of infection across the site;
- All changes to working practices and important updates regarding COVID-19 are being communicated to all staff on a regular basis;
- The focus of fundraising activity was reviewed to ensure that priority and budget was allocated to activities that could be completed and generate income; and
- Trustees worked with the senior management team to identify further cost savings to ensure that the current budgeted operating deficit could be eliminated within 3 years.

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For the year ended 31 December 2020

The trustees consider that the charity will continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved for the following reasons:

- The charity holds designated reserves in investments that can be drawn down if necessary of £1,661,946 and a cash balance of £306,138; and
- The trustees have completed a full strategic financial review since the start of the pandemic and consider that sufficient income generating and cost saving measures have been put in place to minimise the impact on the charity and there are sufficient cash reserves in place to mitigate against further decline in funding.

The trustees therefore consider it appropriate to adopt the going concern basis of preparation of the accounts, as detailed in note 1(b) to the financial statements.

Remuneration and expenses

The board of trustees have overall responsibility for ensuring the charity delivers its objectives in full compliance with relevant legislation and related guidance from the Charity Commission. The board delegates responsibility for the day-to-day operations of the charity to the senior management team. All trustees give of their time freely and no trustee received remuneration in the year. Details of trustees' expenses are disclosed in note 9 to the accounts.

The pay of the senior staff is reviewed annually.

Related party relationships

Each trustee now completes a register of interests and related party transactions; this register is updated annually and whenever any relevant changes occur.

The charity is guided by national policy as stated by the national RSPCA. In the furtherance of its aims, it also has relationships with other animal welfare charities, professional bodies, local authorities and the Royal College of Veterinary Surgeons. Through its Clinic, the charity occasionally works with the other private vet practices within the Branch area concerning developments in animal welfare practice.

In addition, the charity works in partnership with other charities including Street Vet to support animals whose owners are in housing crisis. Through its animal home, the charity works with Bristol City Council to manage the welfare and care of stray dogs in Bristol and liaises with RSPCA and other animal welfare centres to locate appropriate rehoming opportunities for animals in its care.

Principal funding

The trustees recognise that the charity's two main areas of funding are legacies and rescue centre fees (including fees from our veterinary clinic and rehoming activities). Legacy income is unpredictable and varies from year to year; in 2020 the total amount received was £1m. The fees generated by the animal rescue centre were £128k, and other sources of income totalled £440k.

The ten-year average for legacy receipts is circa £1.15m pa. This has resulted in the creation of a strong investment portfolio and a review of the charity's reserves policy as set out above.

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Material investment policy

The trustees wish to pursue an investment strategy of diversified assets predominately including Government bonds and other fixed interest securities, UK and overseas shares, property and cash deposits, but not excluding alternative investments that may use derivatives for hedging purposes, private equity, commodities and foreign currencies.

Providing an income from the designated investments is a primary objective for supplementing the charity's other sources of income. The capital value of the investment portfolio should be maintained in real terms, after allowing for the effects of inflation, over the medium to long term, commensurate with the level of risk the trustees deem necessary in achieving these objectives.

The Investment Manager is required to provide half yearly reports to include, portfolio valuation of all investments held, detailed transaction and income statements, investment review and commentary. Each year, statements provide accounting information of all tax deducted from income received. Additionally, each year the Investment Manager presents their investment portfolio review to the trustees and ad hoc valuations are available upon request with electronic versions on line.

The trustees are required to review the Investment Policy Statement each year. Any change in policy or the investment objectives is conveyed to and agreed with the Investment Manager on a timely basis. A review took place at the June board meeting and it was agreed that the objectives remained the same but a realignment of classes of investments was agreed to take account of market changes due to COVID-19. The current policy includes strict guidelines on the type of investments the trustees believe to be compatible with the ethical position of the charity including avoidance of investments in companies involved in animal testing.

STRATEGY PLAN ACTIVITIES 2021

In the coming year trustees plan to continue the activities outlined above to deliver the objectives of the new strategy plan; subject to sufficient funding, these will include:

2021 Our Animal Home activities will include:

- Providing shelter and re-homing services for abandoned and unwanted companion animals.
- Continuing to take in and care for stray animals and remain the main kennels for Bristol City Dog Warden Services under our contract with Bristol City Council.
- Continuing to improve behavioural training standards and the welfare of animals in our care and enhance their potential of finding a new home.
- Increasing the number of volunteer Animal Care Assistants.
- Complete building work to create a new adoption suite that will allow us to invite more potential adopters to our site and create a better environment for both animals and visitors.

2021 Our Clinic activities will include:

- Secure funding to extend our outreach clinics across the Bristol area following the success of our pop-up Clinics in Lawrence Weston and Knowle West (once these have been re-established post Covid) and so increase the support we provide to those animals in greatest need.
- Continuing to provide expert veterinary care for all the animals passing through our Animal Home.
- A daytime veterinary service for sick and injured stray pets.
- A daytime service for emergency wildlife casualties.

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- Providing animal welfare expertise in supporting the RSPCA Inspectorate.
- Provision of low cost neutering schemes for Bristol.
- Re-engaging with the education, in animal welfare, of veterinary students.
- Working with partners to deliver more economically sustainable out of hours veterinary services.

2021 Bristol Animal Rescue Centre activities will include:

- Continuing to increase support and opportunities for volunteers to engage with us across all our activities.
- Deliver and promote new Individual Giving programme of activities to enhance the value of our supporter journey and improve opportunities for our supporters to learn more about our work.
- Continuing to raise awareness of our work to help Bristol's animals in need with local solicitors and will writing organisations as part of a new legacy marketing campaign.
- Sustaining and growing promotion of our cause via our online profiles and website as well as targeted events across the City.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Bristol and District Branch (charity number: 205858) was originally formed under the title of The Bristol and Clifton Branch in 1842 as an unincorporated body. The Charity Commissioners granted a certificate of incorporation of the trustees of the charity by the name of "The Incorporated Trustees of the RSPCA – Bristol and District Branch". The certificate was issued on 13 April 2006. The branch is governed in accordance with the rules set by the national charity the Royal Society for the Prevention of Cruelty to Animals.

Bristol Dogs and Cats Home is governed by a Scheme set up on 4 December 1953 by an order of the Charity Commission. On 27 June 2012 a resolution was passed that "The Bristol Dogs and Cats Home Trust" ("the Trust") be constituted as the managing trustee of Bristol Dogs and Cats Home ("the Home").

The Branch and the Home are registered with the Charity Commission for England and Wales as linked charities sharing the same number.

In January 2018, the two charities adopted the working names of Bristol Animal Rescue Centre (Bristol A.R.C.) to enable them to promote their charitable activities on behalf of Bristol's animals more effectively to the public.

Governance

The trustees will continue monitor closely the financial operations of the charity with the CEO and senior management team and seek the professional guidance of the charity's professional financial and investment advisors.

Ongoing monitoring will also continue to ensure compliance for our fundraising and communication activities. Trustees are also being offered more opportunities to attend training courses on governance and other relevant subjects that are provided at little or no charge by our professional advisors and Bristol charity support organisations.

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For the year ended 31 December 2020

Recruitment and training of trustees

The managing trustees are the Incorporated Trustees of the RSPCA Bristol and District Branch. The board of trustees is elected every year from the members of the RSPCA Bristol Branch at the Annual General Meeting of the Branch. The board must consist of not less than seven or more than fourteen elected by the members, plus 3 co-opted trustees are allowed at any one time. It is a requirement that trustees are members of the branch.

Each year, trustees review the skills and experience the board requires. Role descriptions for new trustees are drafted with reference to the results of this review and advertised widely on line. Supporters of the charity who express an interest in the trusteeship are initially offered the opportunity to visit the charity and meet with the Chairman and CEO to discuss the role and responsibilities of the trusteeship in relation to the charity's activities. If appropriate, they are then invited to attend a number of board meetings as observers.

The directors of the Trust are the Branch trustees.

An information pack containing Charity Commission CC3, RSPCA Animal Welfare Policies, and Guidelines for Branch trustees and other relevant information is provided for each trustee. In addition, all new trustees spend up to two days at the charity's Albert Road HQ meeting with senior managers, touring the site and being introduced to staff. Trustees are also provided with full copies of the current strategy plan, annual report and accounts and meeting minutes. Information is provided about trustee training days organised both internally and by external providers.

STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. The trustees 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.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Report of the trustees

For the year ended 31 December 2020

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

Auditors

Godfrey Wilson Limited were re-appointed as auditors to the charity during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 26 April 2021 and signed on their behalf by

Steve Crossman

Steve Crossman
Chairman

Independent auditors' report

To the members of

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Opinion

We have audited the financial statements of Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch (the 'charity') for the year ended 31 December 2020 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Independent auditors' report

To the members of

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent auditors' report

To the members of

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Godfrey Wilson Limited

Date: 28 April 2021

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Statement of financial activities

For the year ended 31 December 2020

				2020	2019
	Notes	Restricted £	Unrestricted £	Total £	Total £
Income from:					
Donations and legacies	3	20,944	1,376,308	1,397,252	1,317,090
Charitable activities	4	4,785	130,966	135,751	289,401
Other trading activities	5	-	34,746	34,746	136,102
Investments	6	-	36,022	36,022	62,556
Total income		<u>25,729</u>	<u>1,578,042</u>	<u>1,603,771</u>	<u>1,805,149</u>
Expenditure on:					
Raising funds		-	254,723	254,723	436,677
Charitable activities		<u>11,439</u>	<u>1,584,967</u>	<u>1,596,406</u>	<u>2,027,300</u>
Total expenditure	8	<u>11,439</u>	<u>1,839,690</u>	<u>1,851,129</u>	<u>2,463,977</u>
Net gains / (losses) on investments		<u>-</u>	<u>5,471</u>	<u>5,471</u>	<u>255,391</u>
Net income / (expenditure)	9	14,290	(256,177)	(241,887)	(403,437)
Transfers between funds		<u>(7,770)</u>	<u>7,770</u>	<u>-</u>	<u>-</u>
Net movement in funds		6,520	(248,407)	(241,887)	(403,437)
Reconciliation of funds:					
Total funds brought forward		<u>9,641</u>	<u>4,737,272</u>	<u>4,746,913</u>	<u>5,150,350</u>
Total funds carried forward		<u><u>16,161</u></u>	<u><u>4,488,865</u></u>	<u><u>4,505,026</u></u>	<u><u>4,746,913</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 18 to the accounts.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Balance sheet

As at 31 December 2020

	Note	£	2020 £	2019 £
Fixed assets				
Tangible assets	12		2,348,469	2,432,855
Investments	13		1,661,946	1,671,054
			4,010,415	4,103,909
Current assets				
Stock	14	54,154		59,751
Debtors	15	246,492		496,164
Cash at bank and in hand		306,138		199,999
		606,784		755,914
Liabilities				
Creditors: amounts falling due within 1 year	16	(112,173)		(112,910)
Net current assets			494,611	643,004
Net assets	17		4,505,026	4,746,913
Funds	18			
Restricted funds			16,161	9,641
Unrestricted funds				
Designated funds			3,648,469	4,103,909
General funds			840,396	633,363
Total charity funds			4,505,026	4,746,913

Approved by the trustees on 26 April 2021 and signed on their behalf by

Steve Crossman

Steve Crossman - Chairman

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Statement of cash flows

For the year ended 31 December 2020

	2020 £	2019 £
Cash used in operating activities:		
Net movement in funds	(241,887)	(403,437)
<i>Adjustments for:</i>		
Depreciation charges	92,156	90,928
(Gains) / losses on investments	(5,471)	(255,391)
Loss on disposal of fixed assets	-	53,519
Dividends, interest and rents from investments	(36,022)	(62,556)
Investment management fees	14,558	20,458
Decrease / (increase) in stock	5,597	12,410
Decrease / (increase) in debtors	249,672	(348,884)
Increase / (decrease) in creditors	(737)	(59,781)
Net cash used in operating activities	77,866	(952,734)
Cash flows from investing activities:		
Dividends, interest and rents from investments	36,022	62,556
Investment management fees	(14,558)	(20,458)
Purchase of tangible fixed assets	(7,770)	(34,160)
Proceeds from the sale of investments	602,293	1,138,473
Purchase of investments	(618,363)	(81,525)
Net cash provided by investing activities	(2,376)	1,064,886
Increase in cash and cash equivalents in the year	75,490	112,152
Cash and cash equivalents at the beginning of the year*	260,323	148,171
Cash and cash equivalents at the end of the year*	335,813	260,323
 <i>* Cash and cash equivalents comprises:</i>		
Cash at bank and in hand	306,138	199,999
Cash held in investments	29,675	60,324
Total cash	335,813	260,323

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

These financial statements consolidate the results of the Bristol and District Branch of the Royal Society for the Prevention of Cruelty to Animals and those of the Bristol Dogs and Cats Home which are linked charities.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. The trustees have considered the impact of the COVID-19 pandemic on the charity's current and future financial position. The trustees have completed a full strategic financial review since the start of the pandemic and consider that sufficient income generating and cost saving measures have been put in place to minimise the impact on the charity and there are sufficient cash reserves in place to mitigate against further decline in funding. The trustees consider that the charity has sufficient cash reserves to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income tax recoverable in relation to donations received under gift aid is recognised at the time of the donation.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

1. Accounting policies (continued)

c) Income (continued)

Charitable activities income generated through clinic and rehoming fees are recognised at point of sale. Retail shop and rental income is also recognised at point of sale with general fundraising income being recognised at point of receipt.

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Donated goods are recognised at the point of donation where the value is measurable, otherwise they are recognised at the point of sale and at the actual value realised for the sale of the goods.

e) Interest receivable

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

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity. Investment income and gains and losses are allocated to unrestricted funds.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

The charity is partially exempt and irrecoverable VAT is allocated across cost categories using the support cost allocation basis set out in note 1h.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

1. Accounting policies (continued)

h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the following basis, being the proportion of staff costs:

	2020	2019
Raising funds	10.3%	13.1%
Charitable activities	89.7%	86.9%

The cost of raising funds includes investment management fees.

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Freehold property	straight line over expected useful life (50 years)
Motor vans and equipment	straight line over 4 - 5 years
Freehold land	not depreciated

Items of equipment are capitalised where the purchase price exceeds £2,000.

j) Listed investments

Investments in quoted shares, traded bonds and similar investments are measured initially at cost and subsequently at fair value (their market value). The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

k) Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

l) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

m) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

n) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

1. Accounting policies (continued)

o) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

p) Pension costs

The charity operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

q) Operating leases

Rentals under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

r) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

2. Prior period comparatives

	Restricted £	Unrestricted £	2019 Total £
Income from:			
Donations and legacies	5,875	1,311,215	1,317,090
Charitable activities	5,000	284,401	289,401
Other trading activities	-	136,102	136,102
Investments	-	62,556	62,556
Total income	10,875	1,794,274	1,805,149
Expenditure on:			
Raising funds	506	436,171	436,677
Charitable activities	728	2,026,572	2,027,300
Total expenditure	1,234	2,462,743	2,463,977
Net gains / (losses) on investments	-	255,391	255,391
Net income / (expenditure) and net movement in funds	9,641	(413,078)	(403,437)

3. Income from donations and legacies

	Restricted £	Unrestricted £	2020 Total £
Donations	20,944	235,367	256,311
Legacies	-	1,005,436	1,005,436
Grants	-	93,859	93,859
Gift aid	-	41,646	41,646
Total donations and legacies	20,944	1,376,308	1,397,252
Prior period comparative			2019 Total £
Donations	5,875	151,891	157,766
Legacies	-	1,150,407	1,150,407
Gift aid	-	8,917	8,917
Total donations and legacies	5,875	1,311,215	1,317,090

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

4. Income from charitable activities

	Restricted £	Unrestricted £	2020 Total £
Subsidised vet fees	-	43,417	43,417
RSPCA income	-	41,142	41,142
Adoptions	-	21,785	21,785
Dog warden income	4,785	16,372	21,157
Grants	-	8,250	8,250
Total charitable activities	4,785	130,966	135,751
Prior period comparative			2019 Total £
	Restricted £	Unrestricted £	
Subsidised vet fees	-	142,027	142,027
RSPCA income	-	66,739	66,739
Adoptions	-	43,195	43,195
Dog warden income	-	31,360	31,360
Grants	5,000	1,080	6,080
Total charitable activities	5,000	284,401	289,401

5. Income from other trading activities

	Restricted £	Unrestricted £	2020 Total £	2019 Total £
Other fundraising income	-	1,155	1,155	15,966
Shop income	-	6,280	6,280	84,813
Sundry rental income	-	27,311	27,311	35,323
Total other trading activities	-	34,746	34,746	136,102

All income from other trading activities in the prior year was unrestricted.

6. Investment income

	Restricted £	Unrestricted £	2020 Total £	2019 Total £
Dividends received	-	28,054	28,054	55,364
Interest received	-	7,968	7,968	7,192
	-	36,022	36,022	62,556

All investment income in the prior year was unrestricted.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

7. Government grants

The charity receives government grants, defined as funding from Bristol City Council and under the Coronavirus Job Retention Scheme to fund charitable activities. The total value of such grants in the year ending 31 December 2020 was £93,859 (2019: £nil). There are no unfulfilled conditions or contingencies attaching to these grants.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

8. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2020 Total £
Staff costs (note 10)	111,525	974,830	239,204	1,325,559
Rehoming centre costs	-	121,645	-	121,645
Clinic costs	-	111,530	-	111,530
Printing and design	5,441	-	-	5,441
Communications	-	-	1,344	1,344
Subscriptions, licences and charges	2,133	-	1,611	3,744
Travel and subsistence	1,036	-	5,182	6,218
Room hire and event costs	98	-	-	98
Goods for resale costs	9,600	-	-	9,600
Fundraising costs	16,284	-	-	16,284
Premises and maintenance costs	57,057	-	48,965	106,022
Website and database development	-	-	3,115	3,115
Investment management costs	14,558	-	-	14,558
Insurance	-	-	8,683	8,683
Audit and accountancy	-	-	6,300	6,300
Professional and legal	-	-	1,398	1,398
Depreciation	-	65,065	27,091	92,156
HR, training and development costs	-	-	5,355	5,355
Irrecoverable VAT	-	-	11,957	11,957
Miscellaneous costs	-	-	122	122
Sub-total	217,732	1,273,070	360,327	1,851,129
Allocation of support and governance costs	36,991	323,336	(360,327)	-
Total expenditure	254,723	1,596,406	-	1,851,129

Total governance costs were £25,020 (2019: £39,909), which includes audit fees, governance-related legal and professional fees and staff salaries related to governance activities.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

8. Total expenditure

Prior year comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2019 Total £
Staff costs (note 10)	183,075	1,217,955	263,623	1,664,653
Rehoming centre costs	-	167,570	-	167,570
Clinic costs	-	206,961	-	206,961
Printing and design	4,943	-	-	4,943
Communications	784	-	983	1,767
Subscriptions, licences and charges	1,181	-	1,908	3,089
Travel and subsistence	1,244	-	6,106	7,350
Room hire and event costs	2,213	-	-	2,213
Goods for resale costs	38,931	-	-	38,931
Fundraising costs	2,746	-	-	2,746
Premises and maintenance costs	71,820	-	68,998	140,818
Website and database development	-	-	5,201	5,201
Investment management costs	20,458	-	-	20,458
Insurance	-	-	8,725	8,725
Audit and accountancy	-	-	5,550	5,550
Professional and legal	-	-	11,438	11,438
Depreciation	-	63,837	27,091	90,928
HR, training and development costs	-	-	20,165	20,165
Irrecoverable VAT	-	-	6,020	6,020
Loss on disposal of fixed assets	53,519	-	-	53,519
Miscellaneous costs	-	-	932	932
Sub-total	380,914	1,656,323	426,740	2,463,977
Allocation of support and governance costs	55,763	370,977	(426,740)	-
Total expenditure	436,677	2,027,300	-	2,463,977

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

9. Net movement in funds

This is stated after charging:

	2020 £	2019 £
Loss on disposal of fixed assets	-	53,519
Depreciation	92,156	90,928
Operating lease payments	82,502	74,159
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit (including VAT)	6,300	6,000

10. Staff costs and numbers

Staff costs were as follows:

	2020 £	2019 £
Salaries and wages	1,192,816	1,486,584
Social security costs	93,885	129,591
Pension costs	38,858	48,478
	1,325,559	1,664,653

Total redundancy and termination payments included in the figures above are £59,540 (2019: £18,648).

The number of higher paid employees was:

	2020 No.	2019 No.
Band £60,001 to £70,000	-	1
Band £70,001 to £80,000	1	1

The key management personnel of the charity comprise the Trustees, Chief Executive Office, Clinic Manager, Finance Manager, Fundraising & Communications Manager, General Manager and Rehoming Centre Manager. The total employee benefits of the key management personnel were £284,302 (2019: £371,598).

	2020 No.	2019 No.
Average head count:		
Charitable	35	51
Fundraising	3	5
Shop	0	3
Support	7	7
	45	66

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

11. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

12. Tangible fixed assets

	Freehold property £	Motor vans and equipment £	Total £
Cost			
At 1 January 2020	4,229,870	301,080	4,530,950
Additions in year	-	7,770	7,770
At 31 December 2020	<u>4,229,870</u>	<u>308,850</u>	<u>4,538,720</u>
Depreciation			
At 1 January 2020	1,834,097	263,998	2,098,095
Charge for the year	<u>75,419</u>	<u>16,737</u>	<u>92,156</u>
At 31 December 2020	<u>1,909,516</u>	<u>280,735</u>	<u>2,190,251</u>
Net book value			
At 31 December 2020	<u>2,320,354</u>	<u>28,115</u>	<u>2,348,469</u>
At 31 December 2019	<u>2,395,773</u>	<u>37,082</u>	<u>2,432,855</u>

Included in freehold property is freehold land at a cost of £459,020 (2019: £459,020) which is not depreciated.

13. Investments

	Listed securities £	Cash £	2020 £	2019 £
At 1 January 2020	1,610,730	60,324	1,671,054	2,431,035
Additions	618,363	-	618,363	81,525
Disposals proceeds	(602,293)	-	(602,293)	(1,138,473)
Gains / (losses)	5,471	-	5,471	255,391
Cash movement	<u>-</u>	<u>(30,649)</u>	<u>(30,649)</u>	<u>41,576</u>
Market value at 31 December 2020	<u>1,632,271</u>	<u>29,675</u>	<u>1,661,946</u>	<u>1,671,054</u>
Historical cost:				
At 31 December 2020			<u>1,406,246</u>	<u>1,409,775</u>

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

13. Investments (continued)

Investments at market value comprise:

	2020 £	2019 £
Listed investments	1,632,271	1,610,730
Cash held by brokers	29,675	60,324
	<u>1,661,946</u>	<u>1,671,054</u>

14. Stock

	2020 £	2019 £
Medical supplies, new goods for resale, donated goods for use and resale	<u>54,154</u>	<u>59,751</u>

15. Debtors

	2020 £	2019 £
Trade debtors	8,669	15,960
Prepayments	21,319	22,516
Accrued legacies	193,452	420,167
Accrued income	7,756	21,472
VAT	7,385	2,806
Other debtors	7,911	13,243
	<u>246,492</u>	<u>496,164</u>

16. Creditors : amounts due within 1 year

	2020 £	2019 £
Trade creditors	22,080	30,138
Accruals	18,344	22,202
Other taxation and social security	33,332	34,663
Other creditors	38,417	25,907
	<u>112,173</u>	<u>112,910</u>

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

17. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	2,348,469	-	2,348,469
Investments	-	1,300,000	361,946	1,661,946
Current assets	16,161	-	590,623	606,784
Current liabilities	-	-	(112,173)	(112,173)
Net assets at 31 December 2020	<u>16,161</u>	<u>3,648,469</u>	<u>840,396</u>	<u>4,505,026</u>
 Prior year comparative				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	2,432,855	-	2,432,855
Investments	-	1,671,054	-	1,671,054
Current assets	9,641	-	746,273	755,914
Current liabilities	-	-	(112,910)	(112,910)
Net assets at 31 December 2019	<u>9,641</u>	<u>4,103,909</u>	<u>633,363</u>	<u>4,746,913</u>

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Notes to the financial statements

For the year ended 31 December 2020

18. Movements in funds

	At 1 January 2020 £	Income £	Expenditure £	Transfers between funds £	Investment gains £	At 31 December 2020 £
Restricted funds						
Wellbeing suite improvements	1,868	-	-	-	-	1,868
Cat pod improvements	2,773	4,997	-	(7,770)	-	-
Kennel improvements	5,000	7,000	-	-	-	12,000
Carry on Winter	-	8,391	(6,098)	-	-	2,293
Regular giving funds	-	220	(220)	-	-	-
Personalised social media appeals	-	5,121	(5,121)	-	-	-
Total restricted funds	9,641	25,729	(11,439)	(7,770)	-	16,161
Unrestricted funds						
<i>Designated funds:</i>						
Tangible fixed assets	2,432,855	-	(92,156)	7,770	-	2,348,469
Fixed asset investments	1,671,054	-	-	(1,676,525)	5,471	-
Capital projects	-	-	-	1,000,000	-	1,000,000
Legacy contingency fund	-	-	-	300,000	-	300,000
<i>Total designated funds</i>	4,103,909	-	(92,156)	(368,755)	5,471	3,648,469
General funds	633,363	1,578,042	(1,747,534)	376,525	-	840,396
Total unrestricted funds	4,737,272	1,578,042	(1,839,690)	7,770	5,471	4,488,865
Total funds	4,746,913	1,603,771	(1,851,129)	-	5,471	4,505,026

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Notes to the financial statements

For the year ended 31 December 2020

18. Movements in funds (continued)

Purposes of restricted funds

Wellbeing suite improvements	Appeal funds were allocated to make improvements in the Wellbeing Suite.
Cat pod improvements	Appeal funds and a grant from the PetPlan Charitable Trust were used to upgrade accommodation for cats. The transfer out represents the purchase of fixed assets.
Kennel improvements	A grant from Animal Friends and an individual donation has been allocated to make improvements to kennel accommodation for the dogs in the Rehoming Centre.
Carry on Winter	The Carry on Winter appeal funded heating in the kennels in the rehoming centre.
Regular giving funds	Regular givers have requested that their contributions be allocated specifically to either dogs or cats upkeep.
Personalised social media appeals	Various appeals were made on social media throughout the year to fundraise for the cost of operations for specific animals. During 2020 this included dogs, cats and a bearded dragon.

Purposes of designated funds

As set out in the reserves policy, designated funds represent the net book value of tangible fixed assets and fixed asset investments ringfenced for future capital projects and to mitigate poor performance on legacies.

Transfers between funds

Transfers between funds represent drawdowns on investments, the purchase of fixed assets from restricted funds and the re-designation of fixed asset investments to better align with the reserves policy.

Royal Society for the Prevention of Cruelty to Animals Bristol and District Branch

Notes to the financial statements

For the year ended 31 December 2020

18. Movements in funds (continued)
Prior year comparative

	At 1 January 2019 £	Income £	Expenditure £	Transfers between funds £	Investment losses £	At 31 December 2019 £
Restricted funds						
Heating Hearts	-	728	(728)	-	-	-
Wellbeing suite improvements	-	1,868	-	-	-	1,868
Cat pod improvements	-	3,279	(506)	-	-	2,773
Kennel improvements	-	5,000	-	-	-	5,000
Total restricted funds	-	10,875	(1,234)	-	-	9,641
Unrestricted funds						
<i>Designated funds:</i>						
Tangible fixed assets	-	-	-	2,432,855	-	2,432,855
Fixed asset investments	2,431,035	-	-	(1,015,372)	255,391	1,671,054
<i>Total designated funds</i>	2,431,035	-	-	1,417,483	255,391	4,103,909
General funds	2,719,315	1,794,274	(2,462,743)	(1,417,483)	-	633,363
Total unrestricted funds	5,150,350	1,794,274	(2,462,743)	-	255,391	4,737,272
Total funds	5,150,350	1,805,149	(2,463,977)	-	255,391	4,746,913

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Notes to the financial statements

For the year ended 31 December 2020

19. Financial instruments

	2020	2019
	£	£
Financial assets measured at fair value	<u>1,632,271</u>	<u>1,610,730</u>

Financial assets measured at fair value comprise listed investments.

20. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2020	2019
	£	£
Amount falling due:		
Within 1 year	62,254	63,399
Within 1 - 5 years	161,017	216,369
After more than 5 years	<u>3,750</u>	<u>53,428</u>
	<u>227,021</u>	<u>333,196</u>

The charity is in the process of reassigning the lease on the Clifton Shop and expects to complete in 2021. The total lease commitment included in the above figures is £183,750 (within 1 year: £45,000, within 1 - 5 years: £135,000 and after more than 5 years: £3,750).

21. Related party transactions

In addition to their time, the trustees often provide support to the charity in the form of monetary donations and the donation of goods for sale in the charity's shop. During the year the trustees, in aggregate, made donations of goods for resale of £775 (2019: £1,409).

22. Contingent assets

The charity has a number of pipeline legacies at 31 December 2020 that are considered probable but have not been recognised in the accounts as the measurability is not considered to be sufficiently accurate. The total value of such legacies is £500,000 (2019: £379,500).