FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

REGISTERED CHARITY NUMBER 205153

A & N Haslemere Limited
Registered Auditors
Aruna House
2 Kings Road
HASLEMERE
GU27 2QA

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS ALTON, HASLEMERE, PETERSFIELD & DISTRICT BRANCH INDEX TO THE FINANCIAL STATEMENTS

	<u>Page</u>
Committee Members and Advisers	2
Committee Members Annual Report	3 -6
Independent Examiners Report	7 - 8
Statement of Financial Activities	9 – 10
Balance Sheet	11
Notes to the Accounts	12 - 16

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

ALTON, HASLEMERE, PETERSFIELD & DISTRICT BRANCH

COMMITTEE MEMBERS AND ADVISERS

Committee members:

Mrs V Kemp

(Chairman and Hon.Treasurer)

Mrs H. Woodrow

(Deputy Chairman, Homing Co-ordinator and

Facebook)

Mr I Leston

(Hon.Secretary)

Ms D Fowler

(Hon Membership Secretary)

Mr N Fowler

 $Ms \subset Houghton$

(Website)

Mrs D Andrews Mr L Brown

Mr M Hawker

(As from 04/06/2020)

Ms R Greaves

(As from 02/07/2020 To 31/08/2020)

Address:

C/O The Chairman

Copperfield
Farnham Lane
Haslemere
Surrey
GU27 1EZ

Examiners:

A & N Haslemere Limited

Registered Auditors

Aruna House 2 Kings Road Haslemere

Surrey, GU27 2QA Tel;: 01428 645398 www.aruna.com

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

The Committee present their draft report for the year ended 31 December 2020.

Chairman and Hon. Treasurer Deputy Chairman, Homing co-

ordinator and Facebook

Hon. Secretary

Hon Membership Secretary

Website

Mrs V Kemp Mrs H Woodrow

Mr J Leston Mrs D Fowler

Mr N Fowler

Ms C Houghton Mrs D Andrews

Mr L Brown

Mr M Hawker (As from 04/06/2020)

Objects, organisation and activities

The objectives of the RSPCA Alton Haslemere Petersfield & District Branch are to promote animal welfare and help the Royal Society for the Prevention of Cruelty to Animals (the Society) in the branch area. Our main objective is to find suitable homes for as many animals as possible and provide proper care for those who come into its care. A secondary objective is to provide financial assistance to those on low incomes whose animals are in need of veterinary treatment. The branch is very involved in fundraising to achieve these aims.

Constitution

The charity is constituted as an unincorporated association. The charity operates as an autonomous branch of the National RSPCA (Charity Number 219099), subject to its rules for branches.

The branch is run by a Committee who are trustees of the branch. This Committee is elected at the AGM and is usually recruited from existing volunteers and supporters or by recommendations. The branch will also use local volunteer centres. All new Trustees will be sent an information pack from HQ who also run training courses. Trustees have individual and collective responsibility for the management of the branch and the funds. Subject to the supervision of the Society, the Committee controls and monitors all the fundraising and animal welfare initiatives of the branch. The trustees hold monthly meeting at which all decisions are made as to the running of the Branch. However, the Branch does work closely with HQ staff and where applicable other RSPCA Branches.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020 (cont.)

Chairman's review of the year

As all charities know 2020 will go down as one of the worst as far as fundraising is concerned, with virtually no funds coming into the branch. No events, not much money from our boxes in various shops, as obviously so many closed for so long, and few donations. People everywhere finding the year hard both emotionally and financially. Many people turning to animals to combat loneliness and buying puppies or kittens, prices for both are becoming incredibly high. Dog thefts have risen substantially over the year with criminals finding this a very lucrative business. Crooks have taken to all sorts of means to kidnap dogs, even impersonating our RSPCA Inspectors! I would once again like to take this opportunity of informing people that an RSPCA Inspector would not, and in fact cannot by law, take your dog away.

The National Society is facing an enormous deficit in funds and many branches are struggling. We are fortunate that because of our investments and past legacies we have been in a position to assist and in 2020 we gave the whole of the money normally received in the National Door to Door Collection (£25,173.00) to a Branches Emergency Fund set up to help any branch in financial difficulties.

Obviously the shop in Petersfield, where we are in partnership with Solent Branch, has had to be closed most of the year so we do not expect to see any profit for 2020. However, we did receive £937.15 in June which was our share for 2019.

The Dog Show which we hold in Haslemere every other year as part of the Haslemere Festival was cancelled last year and has been moved to this year. Although some parts of the Festival are going ahead, we have decided that as social distancing would still be in place it is far too difficult for us to undertake. We are hoping that in 2023 we can once again hold one. We have no other fundraising activities planned at the present time.

We have been able to help many pet owners who have found themselves in financial difficulties with unexpected vet bills. This has obviously been exacerbated by the Covid crisis. We are so glad to be able to help any animal which is in pain and distress get the treatment it deserves.

I have decided to step down as Chairman and Heather Woodrow, who has been Deputy Chairman during 2020, has agreed to take over as from 1st January 2021. I will be staying on the Committee as Hon Treasurer. We are all grateful to Heather for agreeing to take on this role, but in order to do so she has stepped down as Homing Coordinator and this has been taken on as from 1st January 2021 by Ms Shauna Kellie. Heather is also trying to get another volunteer to take over our Facebook page.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020 (cont.)

As always I am very grateful to each and every member of the Committee for their support and hard work. I also would like to thank all the veterinary practices we deal with for their support. To all our volunteers, although we have not seen you during 2020 and may not see you in 2021, we hope you will keep on supporting us. Finally, our thanks to A&N (our accountants) for all their hard work throughout the year.

Our website address is <u>www.rspca-altonhaslemerepetersfield.org.uk</u> our email addresses have changed and can be found on the back of this report as can the relevant telephone numbers.

Risk Statement

The branch has carried out a review to identify the key risks and has taken appropriate steps to mitigate them.

The key risks identified are:-

- (a) The loss of reputation due to error, or fraud.
- (b) The loss of income due to error, or fraud.
- (c) The loss of income and reserves due to poor investment performance.
- (d) The loss of reserves due to savings being held which exceed the FSCS threshold.
- (e) Insufficient numbers of volunteers for fundraising activities.
- (f) Insufficient numbers of trustees to allow the branch to continue.
- (g) Insufficient funds to allow the branch to meets its objectives.
- (h) Loss of reputation if it is perceived to not be using its available reserves in a positive manner to meet the stated aims and objectives.

In the opinion of the Trustees the Branch policies and procedures are adequate to mitigate financial and reputation loss due to error, or fraud whilst maintaining a viable future financially. The controls in place are also adequate but are being monitored to help strengthen the Branch in any way deemed appropriate. The numbers of volunteers and trustees is being addressed, especially in light of having recently lost the skills of several valued committee members.

Public Benefit

The trustees have given consideration to how the Charity considers it benefits the public. It achieves this amongst other ways by education of the general public to help alleviate suffering of animals which might otherwise suffer due to neglect and ill treatment. In addition, the Charity provides homing and neutering services for animals which would otherwise possibly roam unchecked and cause a nuisance in the local region. Through the dedication and love of animals we try to pass on to others the benefits to life that can be bought through owning animals.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020 (cont.)

Reserves Policy

The branch holds reserves in order that levels of service provided for animal welfare may be maintained should there be a continued decline of incoming resources. Despite all efforts the fundraising levels continue to fall with more competition amongst Charities for the goodwill and generosity of the general public and our membership, via the RSPCA's headquarters is declining.

Without Legacies, which are irregular and unpredictable, though highly welcomed, expenditure may well exceed income. For this reason the Trustees believe that Reserves should be maintained to ensure a safe long term future for the branch. If however opportunities, such as when the Cattery arose, which will offer long term financial savings then the trustees will consider them even if the initially reduce the reserves of

the Charity. Where Legacies are received the size of the income will dictate how the trustees can make best use of the funds in order to achieve the stated aims of the Charity. The trustees are aware that the Charities reputation can be damaged where the general public perceive that funds are being hoarded and not used in a positive manner.

The Trustees will, via their monthly management meetings, monitor the reserves and policies and take appropriate action to ensure that the reserves policy is adhered to and that the reserves comply with the guidelines issued by the Charities Commission.

Investment Policy

At 31 December 2020 the branch investment policy was:-

- (a) The Current Bank Account operates with a preserved daily balance. Any excess or deficit is swept to or from the Business Premium Account on a daily basis. This prevents the Current Account from becoming overdrawn.
- (b) To continue to review funds held on deposit in our base rate reward account.
- (c) The M&G Equity fund should be maintained.
- (d) The Charishare Common Investment fund and Charinco Common Investment fund should be maintained where day to day funding allows.
- (e) To ensure reserves are managed to ensure Financial Services Compensation Scheme is monitored and action taken to mitigate any risk arising from the failure of any of the Charities bank or savings providers.

The trustees recognise the need to review this policy on an annual basis and to appropriately monitor the investment funds and be proactive in their management, to ensure the best interests of the branch objectives are maintained

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020 (cont.)

Connected Parties

The Charity is a local branch of the Royal Society for the Prevention of Cruelty to Animals (Charity Number 219099) a national Charity that acts as a support organisation. The Charity pays an annual Quota to the RSPCA Headquarters based on its level of reserves during the previous year.

This report was approved by the Committee on \$ \?

Vanesa Vanc

Signed:

Mrs V Kemp - Chairman

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS ALTON, HASLEMERE, PETERSFIELD AND DISTRICT BRANCH

I report on the accounts of the charity for the year ended 31 December 2020 which comprise of the Statement of Financial Activities, the Balance Sheet, and the related notes and are set out on pages nine to sixteen.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants of England and Wales (ICAEW).

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

(continued)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS ALTON, HASLEMERE, PETERSFIELD AND DISTRICT BRANCH (CONT.)

Independent examiner's statement

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

- which gives me reasonable cause to believe that, in any material respect, the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act;
 and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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

Mrs Anugrah Sharma BSc.FCA

A & N (Haslemere) Limited

Chartered Accountants and Statutory Auditors

Aruna House

2 Kings Road

Haslemere

Surrey

GU27 2QA

Date: 14/07/2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	**	2020		<u>2019</u>
	<u>Un~</u> <u>Restricted</u> <u>£</u>	Restricted £	Total £	£
INCOMING RESOURCES	<u> 2</u>	<u> 4</u>	전	=
Voluntary income	1 250		1,259	890
Donations	1,259 587	-	587	727
Collecting boxes	25,173	-	25,173	26,739
RSPCA Headquarters collections Legacies received (Note 10)	-	-	20,170	-
Activities for generating funds			-00	
Membership subscriptions	590	-	590	- 4 FE4
Proceeds from special efforts	112	-	112	1,551
Charity Shop	937		937	200
Miscellaneous income	146	-	-	300
<u>Investment income</u> Bank deposit interest (gross)	134	_	134	440
Investment income	5,057	_	5,057	6,478
Incoming resources from charitable	0,001		0,000	.,
activities	33,849	-	33,849	37,125
Other incoming resources	-	-	-	
Total incoming resources	33,849	-	33,849	37,125
RESOURCES EXPENDED				
Costs of generating voluntary income				
Clinics and veterinary fees	9,881	-	9,881	11,747
Animal expenses	700	-	700	370
Expenses of special efforts	-		-	244
<u>Fundraising trading costs of goods sold</u> Merchandise	-	-	-	359
	10,581	-	10,581	12,720
Costs of charitable activities			,	07.075
Headquarters and regional quotas	22,050	-	44,100	22,050
Donation	25,173		3,123	1,900
	47,223	12	47,223	23,950

(continued)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

		<u>2020</u>		<u>2019</u>
	<u>Un-</u> <u>Restricted</u> <u>£</u>	Restricted £	Total £	£
Governance costs				
Printing, stationery, advertising,				E05
telephone, postage and bank charges	210	-	210	597
Insurance	524	~	524	52 4 122
Computer exp & equipment hire	050	-	950	950
Independent Examiner's fee	950 965	-	950 965	1,290
Bookkeeping fees	35	•	35	35
Subscription	- 33	_	-	90
Meeting and AGM expenses	-	-		70
	2,684		2,684	3,608
Other resources expended	-	-	-	-
Total resources expended	60,488		60,488	40,278
Net incoming/(outgoing) resources before transfers	(26,639)	-	(26,639)	(3,153)
Gross transfer between funds	-	-	-	-
<u>Gains/(Losses) on investment assets</u> Realised		-	-	-
Un-Realised (Note 3)	-	-	-	26,124
Net movement in funds for the year:	(26,639)		(26,639)	22,971
Fund balances brought forward	311,577		311,577	308,606
Fund balances carried forward	284,938		284,938	331,577

The notes on pages 12 to 16 form part of these accounts

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS ALTON, HASLEMERE, PETERSFIELD & DISTRICT BRANCH

BALANCE SHEET AS AT 31 DECEMBER 2020

	<u>2020</u>		<u>2019</u>		
	<u>Note</u>	£	£	£	£
Fixed assets					
Investments	3		182,051		182,051
Current assets					
Debtors	4	664		223	
Goods in stock	7	400		400	
Cash at bank		108,853		137,407	
	_	109,917	_	138,030	
Current liabilities					
Creditors: amounts falling due	5	7,030		8,504	
within one year	-		-		
Net current assets			102,887		129,526
Total assets less current liabilities			284,938	_	311,577
Creditors: amounts falling due after					
more than one year			-		-
Provision for liabilities and charges			-		-
Net assets			284,938	-	311,577
<u>Funds</u>	2				
Unrestricted income funds					
Designated funds			4,410		4,410
General funds			280,528		307,167
Restricted income funds					
General fund			-		-
Cattery project					#
Total funds		-	284,938	-	311,577
ſ					
1 60 10				01 1	O 4
Signed: Vanes C	(?		Date	:2(7)	21
Mrs Vanessa Kemp	,			, ,	
Chairman					

For and on behalf of the Committee

The notes on pages 12 to 16 form part of these accounts

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS ALTON, HASLEMERE, PETERSFIELD & 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 under the historical cost convention, with the exception of investments which are included at market value. SORP (FRS 102), the Statement of Recommended Practice - Accounting and Reporting by Charities 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005. This is necessary for their accounts to give a true and fair view as required by the 2008 Regulations.

The charity has availed itself of Paragraph 4(1) of Schedule 1 of the Regulations 2008 and adapted the Companies Act formats to reflect the special nature of the charity's activities. No separate SOFA has been presented for the charity alone as permitted by Section 408 of the Companies Act 2006 and paragraph 397 of the SORP.

(b) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

(c) Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement arises when the charity has sufficient evidence that a gift has been left to them. The fair value is measured or estimated based on the information available, and will generally be the expected cash amount.

The branch splits its income between different categories on the SOFA. These are Membership subscriptions, which represent the branch's element of the national subscription paid by members in their area. Donations represent the monies donated locally (excluding those in special efforts) and those made direct to the RSPCA Headquarters but for the benefit of this branch. Income from Special Efforts represents the monies raised at events (such as fetes, car boot sales etc). Collecting boxes are the monies collected from the various collecting tins displayed in local shops and amenities. RSPCA Headquarters collections reflect the branch's element of the monies collected on a national level from donations by bank transfer.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020 (Continued)

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

(d) Resources expended

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

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

(e) Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

The Trustees recognise the need to review this policy on an annual basis and to look at other potential opportunities whilst appropriately monitoring the available funds and being proactive in their management, to ensure the best interests of the Charity's objectives are maintained.

(f) Stock

Stock consists of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value. Items donated for resale or distributions were not included in the financial statements until they are sold or distributed.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020 (Continued)

2. STATEMENT OF FUNDS

	Balance at 01/01/20	Resources received £	Resources expended £	Transfers £	Balance at 31/12/20 £
Unrestricted					
Designated					
Shop Project	-	-	-	-	_
Emergency Vet	4,410	_	-	-	4,410
Neutering	_	-	-	-	
General Fund	307,167	33,849	60,488	~	280,528
_	311,577	33,849	60,488	-	284,938

DESIGNATED FUNDS

Shop Project

The trustees earmarked during 2014 £10,000 to put towards the cost of opening a branch shop. This was viewed as a long term project which was expected to give them an opportunity to improve the branch profile and allow them to increase the branches income. Post year end a joint branch was opened with the Solent RSPCA Branch (11 May 2019).

Emergency Vet

RSPCA Headquarters will now only meet the cost of an emergency vet where they are contacted in advance and agree the treatment, otherwise emergency veterinary treatment for injured animals and this is now the responsibility of the individual branches. The trustees do not have any historical information about the likely cost over one year and initially set aside a reserve of £4,410 to help meet this expense. Whilst there has been no specific use of this fund during 2019 or 2018, the trustees believe this is still an ongoing funding requirement felt it was appropriate to maintain it as designated funds.

Neutering

The trustees have re-evaluated the need for a designated neutering reserve and due to a decrease in demand locally. The trustees considered alternative options such as donating funds towards a street vet charity however policy rules prevented this. It was felt therefore that the funds would be better allocated back to general reserves.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

3. FIXED ASSET INVESTMENTS

		2020			2019	
	<u>Holding</u>	Cost	<u>Market</u>	<u>Holding</u>	<u>Cost</u>	<u>Market</u>
		0	<u>value</u>		0	<u>Value</u>
		$\underline{\mathcal{E}}$	<u>£</u>		$\underline{\mathfrak{t}}$	£
Quoted equity shares:						
M & G Equities Inv. Fund	3,200.00	4,954	53,142	3,200.00	4,954	53,142
Investment funds						
Charishare Common Inv. Fund	15,674.77	34,296	108,438	15,674.77	34,296	108,438
Charinco Common Inv. Fund	10,740.07	19,370	20,471	10,740.07	19,370	20,471
Total		58,620	182,051		58,620	182,051
	-			•		

No unrealised gain shown in the Statement of Financial Activities for 2020 and keep valuation base on 2019.

4. Debtors

	2020	2019
	£	£
VAT recoverable	709	268
Trade debtors	(45)	(45)
	664	223

5. CREDITORS

2020	2019
£	£
530	2,004
6,500	6,500
7,030	8,504
	£ 530 6,500

6. COMMITTEE MEMBERS' EXPENSES AND REMUNERATION

No committee members received any remuneration and the branch has no other paid staff.

7. <u>STOCK</u>

The stock held at the year-end was valued by the committee at £400 (2019 - £400). All stocks have been valued at the lower of cost and net realisable value.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

8. DONATIONS MADE

Donations of £25,173 to BFE were made by the Branch during the year (2019 - £1,900).

9. DONATIONS RECEIVED

During the year the branch received donated items worth £294 (2019 £348) to the Charity.

10. LEGACIES

A legacy received during the year was nil (2019 nil).

11. CONTROLLING PARTY

The trustees control the Charity in accordance with the constitution and the branch rules of the main RSPCA Charity.