

Charity Registration No. 205155

**RSPCA PETERBOROUGH AND DISTRICT BRANCH
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

RSPCA PETERBOROUGH AND DISTRICT BRANCH

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	D Clifford S Barnes A Gilbert N Bedford C Randall D Barnes D Doughty	(Appointed 3 July 2017)
Charity number	205155	
Principal address	3 Lovell's Centre Blunts Lane Whittlesey Peterborough Cambridgeshire PE7 1AH	
Independent examiner	Tracey Richardson BSc (Hons) FCA Ruthlyn House 90 Lincoln Road Peterborough Cambridgeshire PE1 2SP	
Bankers	Barclays Bank PLC 1 Church Street Peterborough Cambridgeshire PE1 1XE	

RSPCA PETERBOROUGH AND DISTRICT BRANCH

CONTENTS

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the accounts	6 - 14

RSPCA PETERBOROUGH AND DISTRICT BRANCH

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees present their report and accounts for the year ended 31 December 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The objectives of the Branch are to promote the work and objects of the National Society of the RSPCA within the Peterborough & District area. These objectives are to use all lawful means to prevent cruelty, promote kindness and alleviate the suffering of animals.

The main activity of the charity is the adoption and re-homing of animals.

The charity implements these objectives through the activities of the Block Fen Animal Centre, and a private boarding home. These establishments care for abandoned or mistreated animals and operate a re-homing programme. The shops in Market Deeping, Stamford and Whittlesey provide vital income to fund this work.

The trustees confirm that they have taken account of the Charity Commission guidance on public benefit in determining the activities of the charity.

Volunteers provide invaluable support to the work of the Branch, at both RSPCA shops and at Block Fen.

Achievements and performance

The charity has been able to maintain funding in the current year to enable the continuation of its activities.

These activities include a total of 494 animals being taken in and cared for in 2017. This was a 26% increase on the previous year. It is the highest we have ever taken in, in one year. 73 of these animals were micro-chipped in case the animals strayed and 137 were neutered, to prevent unwanted pregnancies. 180 home visits were also carried out.

There were campaigns in the local press and radio, not only to help re-home animals but also to raise the profile of the charity within the Peterborough and District area. We also attended local carnivals and fetes, to also, raise awareness.

At our 2017 AGM, we re-elected the committee, who are now running the Branch.

Nigel Bedford - Chairperson

Robert Clark – Treasurer - since resigned

Danni Doughty - Secretary

David Clifford - Home Visiting Co-ordinator

Sandra Barnes

Dereck Barnes

Anne Gilbert

Colin Randall

Financial review

Our main source of income, our four shops, increased their takings in comparison to 2016, being £8,740 up, year on year.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

RSPCA PETERBOROUGH AND DISTRICT BRANCH

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity, although independent, was registered as a charity in March 1962 and is governed by the RSPCA branch rules (effective 1 January 2003).

The trustees who served during the year were:

D Clifford

R Clark

(Resigned 30 November 2017)

S Barnes

A Gilbert

N Bedford

C Randall

D Barnes

D Doughty

(Appointed 3 July 2017)

The charity is managed by a committee of trustees.

Statement of trustees' responsibilities

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

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, 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 estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.



N Bedford

Chairman

Dated:1.6.2018

RSPCA PETERBOROUGH AND DISTRICT BRANCH

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF RSPCA PETERBOROUGH AND DISTRICT BRANCH

I report to the trustees on my examination of the accounts of RSPCA Peterborough and District Branch (the charity) for the year ended 31 December 2017.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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



Tracey Richardson BSc (Hons) FCA

Ruthlyn House
90 Lincoln Road
Peterborough
Cambridgeshire
PE1 2SP

Dated: 31/5/18

RSPCA PETERBOROUGH AND DISTRICT BRANCH

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	2017 £	2016 £
<u>Income and endowments from:</u>			
Donations and legacies	3	37,319	32,633
Income from charitable activities	4	4,910	4,198
Other trading activities	5	201,887	193,291
Investments	6	538	908
Other income	7	1,230	-
		<hr/>	<hr/>
Total income and endowments		245,884	231,030
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Expenditure on raising funds	8	179,948	179,981
		<hr/>	<hr/>
Expenditure on charitable activities	9	41,825	41,134
		<hr/>	<hr/>
Total expenditure		221,773	221,115
		<hr/>	<hr/>
Net income for the year/ Net movement in funds		24,111	9,915
Fund balances at 1 January 2017		198,446	188,531
		<hr/>	<hr/>
Fund balances at 31 December 2017		222,557	198,446
		<hr/> <hr/>	<hr/> <hr/>

RSPCA PETERBOROUGH AND DISTRICT BRANCH

BALANCE SHEET

AS AT 31 DECEMBER 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	13		11,533		2,466
Current assets					
Stocks	16	520		144	
Debtors	15	5,861		4,626	
Investments		75,538		75,000	
Cash at bank and in hand		132,712		121,517	
		<u>214,631</u>		<u>201,287</u>	
Creditors: amounts falling due within one year	17	<u>(3,607)</u>		<u>(5,307)</u>	
Net current assets			211,024		195,980
Total assets less current liabilities			<u>222,557</u>		<u>198,446</u>
Income funds					
Unrestricted funds			222,557		198,446
			<u>222,557</u>		<u>198,446</u>

The accounts were approved by the Trustees on1.6.2018



N Bedford
Trustee

RSPCA PETERBOROUGH AND DISTRICT BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

1 Accounting policies

Charity information

RSPCA Peterborough and District Branch is a charity registered in March 1962 and is governed by the RSPCA branch rules (effective 1 January 2003).

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Resources expended

Expenditure is included on an accruals basis.

Support costs and governance costs comprise costs for the running of the charity itself as an organisation.

RSPCA PETERBOROUGH AND DISTRICT BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% p.a. straight line
Motor vehicles	25% p.a. straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and net realisable value.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

RSPCA PETERBOROUGH AND DISTRICT BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated 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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

RSPCA PETERBOROUGH AND DISTRICT BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

3 Donations and legacies

	2017	2016
	£	£
Donations and gifts	12,558	10,586
Grants receivable for core activities	24,761	22,047
	<u>37,319</u>	<u>32,633</u>
Grants receivable for core activities		
Door to door funding	24,761	22,047
	<u>24,761</u>	<u>22,047</u>

4 Income from charitable activities

	Adoption Commission and re- homing of animals £	Commission received on sales of pet insurance £	Total 2017 £	Total 2016 £
Income from charitable activities	<u>4,854</u>	<u>56</u>	<u>4,910</u>	<u>4,198</u>
For the year ended 31 December 2016	<u>3,931</u>	<u>267</u>		<u>4,198</u>

5 Other trading activities

	2017	2016
	£	£
Fundraising events	1,592	1,736
Shop income	200,295	191,555
Other trading activities	<u>201,887</u>	<u>193,291</u>

RSPCA PETERBOROUGH AND DISTRICT BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

6 Investments

	2017	2016
	£	£
Interest receivable	538	908

7 Other income

	2017	2016
	£	£
Net gain on disposal of tangible fixed assets	1,230	-

8 Expenditure on raising funds

	2017	2016
	£	£
<u>Fundraising trading</u>		
Operating charity shops	65,103	67,616
Staff costs	114,399	109,403
Depreciation	446	2,962
Fundraising trading	179,948	179,981

RSPCA PETERBOROUGH AND DISTRICT BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

9 Expenditure on charitable activities

	2017 £	2016 £
Depreciation and impairment	3,495	2,373
Vet and kennel fees	22,062	23,500
Printing, postage and stationery	979	787
Telephone	3,490	3,953
Travelling expenses	814	1,202
Motor expenses	1,754	3,151
Advertising	462	571
Repairs and renewals	1,524	974
Subscriptions	465	608
Donation to Block Fen Animal Centre	2,500	-
	<u>37,545</u>	<u>37,119</u>
Share of governance costs (see note 10)	4,280	4,015
	<u>41,825</u>	<u>41,134</u>

10 Support and governance costs

	Governance costs £	2017 £	2016 £
Accountancy	945	945	900
Bookkeeping	1,800	1,800	1,815
Branch contribution	100	100	300
Legal and professional fees	1,435	1,435	1,000
	<u>4,280</u>	<u>4,280</u>	<u>4,015</u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or were reimbursed any expenses during the year (2016 - none).

RSPCA PETERBOROUGH AND DISTRICT BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

12 Employees

Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Branch manager	1	1
Shop operations manager	1	1
Shop managers	2	2
Deputy shop managers	3	3
Shop assistants	5	3
	<u>12</u>	<u>10</u>

Employment costs

	2017 £	2016 £
Wages and salaries	<u>114,399</u>	<u>109,403</u>

There were no employees whose annual remuneration was £60,000 or more.

13 Tangible fixed assets

	Fixtures, fittings & equipment £	Motor vehicles £	Total £
Cost			
At 1 January 2017	29,674	9,490	39,164
Additions	1,400	13,978	15,378
Disposals	-	(9,490)	(9,490)
At 31 December 2017	<u>31,074</u>	<u>13,978</u>	<u>45,052</u>
Depreciation and impairment			
At 1 January 2017	29,578	7,120	36,698
Depreciation charged in the year	446	3,495	3,941
Eliminated in respect of disposals	-	(7,120)	(7,120)
At 31 December 2017	<u>30,024</u>	<u>3,495</u>	<u>33,519</u>
Carrying amount			
At 31 December 2017	<u>1,050</u>	<u>10,483</u>	<u>11,533</u>
At 31 December 2016	<u>96</u>	<u>2,370</u>	<u>2,466</u>

RSPCA PETERBOROUGH AND DISTRICT BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

14 Financial instruments

	2017 £	2016 £
Carrying amount of financial assets		
Other debtors	5,861	4,626
Bank and cash	132,712	121,517
Current asset investments	75,538	75,000
	<u>214,111</u>	<u>201,143</u>
Carrying amount of financial liabilities		
Accruals and deferred income	3,607	5,307
	<u>3,607</u>	<u>5,307</u>

15 Debtors

	2017 £	2016 £
Amounts falling due within one year:		
Other debtors	5,861	4,626
	<u>5,861</u>	<u>4,626</u>

16 Stocks

	2017 £	2016 £
Goods for resale	520	144
	<u>520</u>	<u>144</u>

17 Creditors: amounts falling due within one year

	2017 £	2016 £
Accruals and deferred income	3,607	5,307
	<u>3,607</u>	<u>5,307</u>

18 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2017 £	2016 £
Within one year	42,432	42,552
Between two and five years	79,604	114,536
In over five years	42,742	65,288
	<u>164,778</u>	<u>222,376</u>

RSPCA PETERBOROUGH AND DISTRICT BRANCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

19 Related party transactions

There were no disclosable related party transactions during the year (2016 - none).

Remuneration of key management personnel

The remuneration of key management personnel, is as follows.

	2017 £	2016 £
Aggregate compensation	20,855	19,996
	<u>20,855</u>	<u>19,996</u>

20 Control

No one individual controls the charity.