

Registered Charity Number 243352

**ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
SOUTH BUCKS BRANCH**

**Report and Accounts
for the year ended 31 December 2017**

**Lane Accounting Limited
Chartered Accountant
Denmark House
143 High Street
Chalfont St Peter
Bucks SL9 9QL**

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
South Bucks Branch - Registered Charity No. 243352

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Trustees' report

Our objectives and activities

Our core work

The charity's primary objective is to support and partner with the national body, the RSPCA, in our designated area in South Buckinghamshire, in the prevention of cruelty to animals. Our main activities are animal rescue and re-homing, neutering services, welfare services and education.

A sustainable RSPCA

We operate retail outlets at a surplus, and undertake various fundraising activities to maintain our reserves at a sufficient level to ensure our charitable activities can be maintained many months into the future.

Short-term goals:

To maintain our current level of animal care activities, to provide support to animal owners and to provide educational services to the public on animal care.

Medium to long-term goals:

To sustain current activities and to align with the national body's long term goals.

Experience gained and lessons learned

Our retail outlets should not just be profit making ventures but to also be a hub for the community for animal care activities.

Trustee's statement of responsibilities

The Trustees are legally required to prepare financial statements for each year and an Annual Report on the activities of the Branch during the year. The financial statements are prepared in accordance with The Charities Statement of Recommended Practice (SORP) 2015 Financial Reporting Standard (FRS 102) which came into effect from 1 January 2015.

In preparing the financial statements, the Trustees are required to: prepare accounts which represent a true and fair view; select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards have been followed; prepare the statements on a going concern basis unless it is inappropriate to assume that the Branch will continue to operate and prepare an assessment of the risks and opportunities.

The Trustees are responsible for ensuring that proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the Branch and enable Trustees to ensure that financial statements comply with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. The Trustees are also responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities by the establishment of a system of internal controls.

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RSPCA National Society

The RSPCA's statutory status, its internal rules and its branch rules regulate the relationship between the Society and the branches. Each branch is established as an unincorporated charitable association, but the RSPCA Council has powers to intervene in a branch's affairs in certain circumstances. Much of the RSPCA's direct animal care work is carried out through its branches such as subsidized veterinary care and rehoming in their local areas. The national Society works closely with the RSPCA branches in delivering animal welfare aims and strategy and provides financial and other support to the branches.

Public benefit

All charities in England and Wales have charitable aims that are based on providing public benefit and comply with the Charities Act 2011. The trustees pay due regard to Charity Commission guidance on public benefit. Preventing cruelty and promoting kindness to animals promotes humane sentiment in humans towards animals which gives a moral benefit to the human community as a whole.

Risk management

The charity is managing a portfolio of risks. The trustees identify major risks in their monthly meetings, consider their potential impact, and take appropriate actions to mitigate or manage such risks.

Financial Review

The Statement of Financial Activities (SOFA) on pages 5 to 7 report a surplus for the year of £59,925. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: accounting and reporting by charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

In 2017 the charity had sufficient funding to allow it to pay for all animal care costs and educational activities in full in the South Bucks area.

The Branch made a surplus of £59,925 in 2017 compared to a surplus of £22,873 in 2016. This increase is due to legacy income and a reduction in Branch expenditure. The surplus has increased our general funds from £409,443 at 31 December 2016 to £469,368 at 31 December 2017, which gives the Branch sound financial security going forward.

The surplus in 2017 includes legacy income of £29,500, donations and fund-raising events income of £35,646 and re-homing income of £7,085. We are very grateful to our benefactors, donors and fund-raisers for their kindness and generosity to our Branch.

Income in 2017 is £252,700 (2016: £237,387). Overall income in 2017 was at levels very similar to 2016 with the exception of legacies, which were higher than last year and tend to be irregular year on year.

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Expenditure in 2017 is £192,775 (2016: £214,514) and has been generally maintained at a similar level to 2016. The branch policy is to maintain expenditure levels in response to need in our area and knowing that the general funds can be utilized should the Branch fall into deficit in any annual period.

Our three shops made a combined surplus of £63,900 in 2017 compared with £65,393 in 2016. Both income and expenditure were very similar to previous year. Many thanks to all our employees and volunteers for their hard work.

The Trustees continue to keep our financial affairs under review to optimize our income and reduce those expenses we have control over so that we can continue with our welfare work for animals in South Bucks. The Branch has many loyal supporters. Every one of them has helped the Branch in some way to improve the lives of animals that come into our care. The Trustees of the Branch would like to thank you all so very much.

Reserves

The Branch only holds unrestricted reserves. As at 31 December 2017, the balance of reserves was £469,368. There are no pension liabilities as the charity's scheme is defined contribution. The Branch's reserves policy is to maintain a level of free reserves that will enable the Branch to ensure a continuity of activity and have the ability to adjust in a measured way to significant changes in the external economic environment and demands on services provided by the charity. The Branch holds the equivalent of twenty-six months of operational expenditure in either current or deposit accounts, which is deemed appropriate.



.....Charles Biggie (Treasurer)

On behalf of the Trustees of RSPCA South Bucks Branch

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
South Bucks Branch - Registered Charity No. 243352
Independent Examiners' Report to the Trustees

We report on the accounts for the year ended 31 December 2017 set out on the following pages.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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


Basis of independent examiner's report

Our examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - 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 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Lane Accounting Limited
Chartered Accountant
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Buckinghamshire SL9 9QL

14 April 2018

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
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Statement of Financial Activities for the year ended 31 December 2017

	Notes	2017		2016	
		£	£	£	£
INCOME					
DONATIONS & LEGACIES					
Subscriptions and collecting boxes		3,140		3,134	
Donations and fund-raising events		35,646		35,417	
Legacies		29,500		658	
		<u> </u>	68,286	<u> </u>	39,209
INCOME FROM INVESTMENTS					
Interest receivable			1,221		2,735
INCOME FROM TRADING ACTIVITIES					
Re-Homing income		7,085		7,323	
Shops Income	6	175,255		186,588	
		<u> </u>	182,340	<u> </u>	193,911
OTHER INCOME					
Other income		853		832	
Sale of Van		-		700	
		<u> </u>	853	<u> </u>	1,532
TOTAL INCOME			252,700		237,387

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
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Statement of Financial Activities for the year ended 31 December 2017

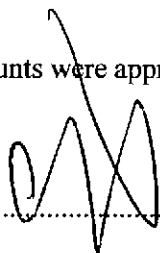
	Notes	2017	2016
		£	£
EXPENDITURE			
DIRECT CHARITABLE EXPENDITURE			
HQ quota		25	1,100
Kennel fees		6,713	11,342
Veterinary fees		31,110	35,931
Veterinary supplies		4,134	3,479
Depreciation		792	449
		<u>42,774</u>	<u>52,301</u>
EXPENDITURE ON RAISING FUNDS			
Advertising & fund raising		6,329	5,820
Telephone		1,241	1,183
Van expenses		2,316	3,440
Depreciation		3,476	4,048
Repairs and equipment		380	823
Storage		2,234	2,036
Printing, stationery, and postage		767	1,378
Bank charges		730	901
Legacy administrative expenses		738	-
Shops Expenditure	6	111,355	121,195
		<u>129,566</u>	<u>140,824</u>
GOVERNANCE & SUPPORT EXPENDITURE			
Wages & salaries		17,276	18,740
Pension Contributions		171	29
Depreciation		90	112
General expenses		170	41
Legal & professional fees		1,018	1,027
Annual report		510	240
Accountancy		1,200	1,200
		<u>20,435</u>	<u>21,389</u>
TOTAL EXPENDITURE		<u>192,775</u>	<u>214,514</u>
Surplus for the year		59,925	22,873
Surplus brought forward		409,443	386,570
SURPLUS CARRIED FORWARD		<u>469,368</u>	<u>409,443</u>

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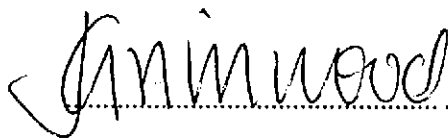
Balance Sheet
as at 31 December 2017

		2017		2016	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	2		16,620		14,738
Current Assets					
Stocks		1,962		2,013	
Debtors and prepaid expenses	3	43,068		11,833	
Cash at bank and in hand		420,892		395,327	
		<u>465,922</u>		<u>409,173</u>	
Creditors: amounts falling due within one year	4	<u>(13,174)</u>		<u>(14,468)</u>	
Net Current Assets			<u>452,748</u>		<u>394,705</u>
Total Assets Less Current Liabilities			<u>469,368</u>		<u>409,443</u>
Funds					
General funds brought forward			409,443		386,570
(Deficit)/Surplus for the year			59,925		22,873
GENERAL FUNDS CARRIED FORWARD			<u>469,368</u>		<u>409,443</u>

These accounts were approved by the board of trustees on 14 April 2018 and signed on their behalf by:



..... Charles Biggie (Treasurer)



..... Jill Grimwood (Secretary)

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Notes to the Financial Statements for the year ended 31 December 2017

1. Accounting Policies

1.1. Basis of Accounting

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of investments to market value. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: accounting and reporting by charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

1.2. Reconciliation with previous Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP (FRS 102) a restatement of comparative items was needed. At the date of transition, in applying the requirement to recognize liabilities arising from employee benefits, no material liability was recognized in respect of employee entitlement to paid annual leave. No other restatements were required.

1.3. Income and expenditure

All income and expenditure is accounted for on an accruals basis.

1.4. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	-	20% Reducing Balance
Motor vehicles	-	25% Straight Line

1.4. Stock

Stock is valued at the lower of cost and net realizable value.

1.5. Pension costs

The charity operates a defined contribution pension scheme. Pension charges represents the amounts payable by the charity as its contribution to the fund in respect of the year.

1.6. Governance & support costs

Governance & support costs are the direct costs of administering the Branch. The charity has no office property costs.

1.7. Expenditure on charitable activities

The analysis of expenditure by charitable activities to further animal welfare in this report identifies the direct operational costs and the support and governance costs described above.

The notes on the following pages form an integral part of these accounts.

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Notes to the Financial Statements for the year ended 31 December 2017

..... continued

1.8. Expenditure on raising funds

Fundraising costs include the full cost of operating our retail outlets.

2. Tangible fixed assets

	Fixtures, Fittings & Equipment	Motor vehicles	Total
	£	£	£
Cost			
At 1 January 2017	59,515	13,907	73,422
Additions	8,294		8,294
Disposals	(27,444)		(27,444)
At 31 December 2017	<u>40,365</u>	<u>13,907</u>	<u>54,272</u>
Depreciation			
At 1 January 2017	55,207	3,477	58,684
Charge for the year	2,935	3,477	6,412
Disposals	(27,444)		(27,444)
At 31 December 2017	<u>30,698</u>	<u>6,954</u>	<u>37,652</u>
Net book values			
At 31 December 2017	<u>9,667</u>	<u>6,953</u>	<u>16,620</u>
At 31 December 2016	<u>4,306</u>	<u>10,432</u>	<u>14,738</u>

3. Debtors

	2017 £	2016 £
VAT Repayable	3,407	2,537
Debtors and prepayments	39,661	9,296
	<u>43,068</u>	<u>11,833</u>

4. Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	10,344	11,910
Accruals	2,830	2,558
	<u>13,174</u>	<u>14,468</u>

The notes on the following pages form an integral part of these accounts.

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Notes to the Financial Statements for the year ended 31 December 2017

..... continued

5. Unrestricted Funds

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.

All funds are Unrestricted.

6. Shop Income & Expenditure

Shop	Princes Risborough	Chesham	Burnham	Total
	£	£	£	£
Income	31,491	59,751	84,013	175,255
Expense	27,327	54,769	29,259	111,355
Surplus	4,164	4,982	54,754	63,900

The notes on the following pages form an integral part of these accounts.

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Notes to the Financial Statements for the year ended 31 December 2017

.....continued

Shops Detailed Consolidated Income & Expenditure

	2017		2016	
	£	£	£	£
INCOME				
Donated goods	161,013		174,615	
Merchandise	5,091		5,337	
Cards	2,627		3,509	
Fundraising	1,059		3,127	
Insurance claim	5,465		-	
		175,255		186,588
EXPENDITURE				
Purchases	4,954		6,453	
Rent and rates	41,921		51,302	
Light and heat	2,409		3,481	
Repairs & Maintenance	713		5,785	
Insurance	1,536		1,476	
Wages	51,529		48,188	
Pension Contribution	447		73	
Telephone	945		1,102	
Postage and stationery	322		272	
Legal fees – leases	2,380		-	
Cleaning	410		414	
Sundry expenses	259		303	
Credit card expense	1,477		1,664	
Depreciation	2,053		682	
		111,355		121,195
SURPLUS		63,900		65,393