

RSPCA South East Somerset Branch

Charity number: 264783

Trustees report and accounts

for the year ended 31 December 2017



Accounts for the year ended 31 December 2017

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Trustees report for 2017

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's constitution, the Charities Act 2011 and the Charities Statement of Recommended Practice (FRS 102) applicable to charities preparing their accounts in accordance with the Financial reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

Reference and administrative information

Trustees

Karen Harley - Chairperson
Margaret Baker - Treasurer
Clare Burns - Secretary
Colin Baker
Lee Chapman (also Vice Chair and bookkeeper)
Niki Croft (from June 2017)
Piers Farley (from June 2017)
Sarah Harris
Peter Luscombe
Shani Thomas
Michele Westlake

Welfare Officers Michelle Westlake and Margaret Baker

Dog Fosterer/Rehabilitator Sarah Harris

Professional advisors

Accountants Milsted Langdon LLP

Bankers National Westminster Westminster Street, Yeovil

Co-operative Bank Southway, Skelmersdale

Lloyds The Borough, Yeovil

Solicitor Robin Wheelen Bartlett Gooden and Weelan, Old Bank

Chambers, Upper High St, Castle Cary

Charity address Dairy House, Lufton, Yeovil, BA22 8SU

Cattery Supervisor Penny Smith

Cattery volunteers Led by Penny with Alexis, Becky, Judith, Terry, Sue, Michele, Callum, Olivia,

Jodie, Caitlin

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Shop employees

Shops manager Paula Cullingford

Crewkerne

Supervisor Kim Studley

Supervisor Kirsten Catherwood

Volunteers Marilyn, Callum, Margaret, Jane, Piers, Tom, Ebony, Niki, Rosie, Lucy, Alice,

Molly, Alfie & Jack, the last six of whom are undertaking their Duke of

Edinburgh volunteering with the branch.

Glastonbury

Supervisor Sam Haggerty (till May)
Supervisor Theresa Blandford
Supervisor Kirsten Chapman

Volunteers Kirsten, Shane, George, Andre, Julie, Ann, Alexander, Jess and Becky

Somerton

Deputy Manager Colleen Wolski Supervisor Janice McHale

Volunteers Ann D, Jacqueline, Charlotte, Delia, Heather, Robin, Annalise, Shani, Ann W,

Jane, Tania, Debbie, Catherine, Maureen, Ross, Louise, Eleanor, Nikol, Emily

Street

Supervisor Collette Allen (till July)

Supervisor Pat Heal
Shop assistant Gail Churches

Volunteers Diane, Irene, Amanda, Kirsteen, Dimond, Claire, Jenny, Emily (Duke of

Edinburgh) Justin & Sam, Pat, Gail, Rene

Some of our supervisors started as volunteers prior to being employed and

Kirsten and Janice have covered wherever they were needed

Shop transport and deliveries Colin assisted by Allen and Piers

PAT testing Colin, Robin and Paula are all qualified and test all electrical items

The branch Trustees wish to thank all contributors during the year. With this support, financial or otherwise, the Charity has been able to assist all those animals and their owners that have asked for financial help during 2017. We try to share our funds to the many rather than pay major bills for the few. If we are alerted to the problem soon enough this usually means a satisfactory outcome. From the volunteers, the staff, the donors, the customers, the Inspectors, the vets and HQ staff, the premises that have our collecting boxes in place, our solicitors and accountants all of whom are extremely patient with all the questions fired at them and undertake more than we are charged for. Thank you from all the animals and their owners, where they have one, that the South East Somerset Branch has assisted in 2017.



REPORT FOR 2017

The branch trustees are pleased to submit their Annual Report and Financial Statements of the charity for the year ended 31st December 2017. The South East Somerset Branch of the RSPCA is a separate registered charity governed by a constitution. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, 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 FRS 102 applicable in the UK and Republic of Ireland.

OBJECTIVES AND ACTIVITIES FOR PUBLIC BENEFIT

The purpose of the charity is "To prevent cruelty and promote kindness to animals". The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Our purposes are, by lawful means, to prevent cruelty, promote kindness and alleviate suffering to animals in the area of South East Somerset according to the rules and objectives of the Royal Society for the Prevention of Cruelty to Animals.

The branch carries out these purposes by: -

- 1. Providing support for the Inspectorate in their work. The priority of the branch is to support this work by providing funds for veterinary assistance to animals identified by the Inspectorate as "in need" and when possible to accept animals for rehoming that are found neglected or cruelly treated.
- 2. The branch will also identify animals with a similar need before they come to the attention of the inspectorate thus attempting to reduce the work of the Inspectors in the field where possible.
- 3. Providing welfare assistance and neutering facilities for those on low incomes. Both welfare officers are very experienced and always available to the public for help and advice. The branch has provided this support when possible to enable the inspectorate to improve the lives of many animals in the area.
- 4. Rehoming animals accepted by us for this purpose after neutering and microchipping.
- 5. Providing advocacy, advice and information to members of the public on matters related to animal welfare.
- 6. Promote the campaigning work of the RSPCA.
- 7. Present a welcoming and helpful shop window for the RSPCA.

In planning the branch activities, the Trustees have considered the Charity Commission guidance on public benefit. The trustees are pleased that the sections below report on the achievements and performance of the charity describe our main activities and demonstrate the benefit provided to the public.

The benefits of the charity's work are demonstrated by the branch undertaking as its prime purpose to assist the Inspectorate in accommodating and rehabilitating neglected or cruelly ill-treated animals. It is not the prime purpose of the branch to rehome unwanted animals and the branch does not always have the capacity to do so, but when there is the space it will try to help. As the branch has no animal centre we need to undertake our role to support the Inspectors work and local animal welfare in other ways.

A REVIEW OF OUR ACHIEVEMENTS AND PERFORMANCE: HOW OUR ACTIVITIES DELIVERED PUBLIC BENEFIT

Some of the memorable events in 2017

1. INSPECTORATE SUPPORT

- On each occasion that help was requested by the Inspectors the branch offered finance or accommodation. The Inspectors identified a number of equines that needed to be removed urgently. These were provided with accommodation until the RSPCA could find "in house" places. Three cobs were gelded prior to rehoming with the branch paying for this.
- A local resident was looking after their neighbour's dog while they were away. The dog escaped home and hid under rubbish behind shed. Together with AWO (Animal Welfare Officer) Ali, we got it out and after racing round the garden it went back through the hole and hid behind another shed. Eventually it was "persuaded" back into the house.

2. PRE-EMPTING INSPECTORATE CALLS

- A number of wildlife incidents were dealt with including a baby badger abandoned by the mother on Ham Hill, an injured deer that sadly had to be put to sleep by the vet late at night as the injuries were neurological and a fox cub abandoned and the caller to the branch waited with it until the Inspector arrived.
- The duck that turned out to be a seagull. The adults were dive bombing the volunteer as it was collected for a vet Check.
- A man brought in a pipistrelle bat found in a fridge.
- A rag doll cat with the most horrendous abscess on its neck that wouldn't repair regardless of the hours spent in veterinary care.
- A swan was found sitting quietly in a housing estate. It was obviously unwell so with assistance from an ACO it was taken to the vet were following examination it was quietly put to sleep. It was suffering from severe arthritis and a nasty wound on the chest through to the bone. Further suffering was prevented.
- We also managed to return a stolen cat to its rightful owner with police aware.

WELFARE SUPPORT

3. WELFARE AND NEUTERING

Michele and Maggie operate a dedicated, often 24/7, welfare line (07971 175491). Along with the branch web site www.rspca-eastsomerset.org.uk. The line is busy with both requests for financial help and other advice. Requests relating to neglect or cruelty concerns were referred to the National Control Centre 0300 1234 999 from where they can be properly tasked to the Inspectors. There was also a steady stream of enquiries from the web site that we either dealt with or forwarded to the control centre.

We offered support to:-

- 640 animals through local vets and their owners
 - 323 cats
 - 270 dogs
 - 42 equine
 - 5 rabbit or similar
- 226 animals were neutered or the owners assisted with costs to neuter
 - 131 cats
 - 92 dogs
 - 1 rabbit
 - 2 equines
- Microchipped
- 96 cats were "chipped" in conjunction with the Yeovil Cats Protection on a "Snip and Chip" scheme that has become an annual event in South Somerset
- 58 dogs, most of these for rehoming or prior to the new law that came into force in April
- We continued our help in regards to assisting with equine welfare by initially "topping up" the designated fund by £7,034 towards this work. £3,405 was spent during the year to purchase wormers, undertake veterinary care and tests for such diseases as Strangles, rugs for the animals, castrations, boarding and transport or given extra care which was offset aginst the restricted equine fund. This ensured the inspectors could undertake proactive welfare for a further number of neglected animals without delay and on occasion without removing them from their owners or if this was necessary the transport and some boarding was paid by the branch.
- Michele and Maggie operated a dedicated, often 24/7, welfare line (07971 175491) which was always available. southeastsomerset.rspca@gmail.com and the branch web site www.rspca-eastsomerset.org.uk give the opportunity for no animal to wait for assistance. This is a prompt, cost effective and excellent way to promote animal welfare advice and support to the public. The line was busy with both requests for financial help and other advice. Requests relating to neglect or cruelty concerns were referred to the National Control Centre 0300 1234999 from where they can be properly tasked to the Inspectors. There is also a steady stream of enquiries from the web site.

Accounts for the year ended 31 December 2017

- The branch took in a total of 95 animals including 2 rabbits. A slight increase from 2016. 63 cats and 60 so far rehomed, 30 dogs with 24 rehomed and the remainder waiting. Almost 50% of our intake was directly through the Inspectors and the remainder identified by the branch as having welfare concerns.
- The work at Cricket St Thomas has continued with the Garden Team and one of our shop staff assisting. All healthy adults were neutered and released back on site. Any kittens caught were neutered and rehomed. This will continue to be monitored so as to prevent any escalation at these sites with Warner's paying neutering costs.
- A Bengal cat with kittens was found at Sherborne tip where the Guys were feeding her. We scanned her and found she was local. On locating the owners we cared for her until the kittens were old enough then she went home to her excited owners and the Branch rehomed the kittens.

4. REHOMING

- The branch rehomed animals far and wide including to London where the home visit was undertaken by the local branch.
- Monitored animals in St Giles Kennels to ensure they are getting the required care prior to rehoming.
- Kittens in a massive thick hedge with mum running back and forth over a busy road in Yeovil. Report next night she's moved them into the house opposite and they're safe. Using the opportunity to develop friends around the area. All cats neutered prior to rehoming.
- Cat trapped for 2 weeks under floor in Crewkerne. Aggressive. Fine with volunteer and picked up in a few minutes. Identified it had been bought off girl in Yeovil off Facebook. Tracked back through chip. The cats coming to the branch were all vet checked, vaccinated, microchipped and neutered prior to being rehomed. This enabled the branch to maintain a flow of animals. The facilities at St Giles were reviewed and again approved for use by local branches of the RSPCA in 2017.

5. ADVICE

- Call for a "snake in the bed" a slow worm! Perhaps people are more aware. Another snake one metre long and an insipid White with beige patches. Inspector was consulted and thought maybe python. The man was happy to keep it in a box overnight. Children worried they hadn't food for it but after advice was given they were more interested.
- Another snake one metre long and an insipid White with beige patches. The Inspector was consulted and decided to deal with this one.

6. CAMPAIGNING

• The branch will plan for 2018 how they may promote the Campaigning side of their role more effectively. They will review the HQ campaigns to see where these can be promoted through the shops.

7. PROMOTE THE RSPCA

• Following the grant from the South West Regional Board for a six pen quarantine kennel block at St Giles, this was completed and in use by the end of the year. This is for the use of the branch and dogs coming in from local dog wardens from the branch areas. St Giles have a behaviourist and a veterinary practice on site which is an asset to animal welfare.

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VOLUNTEERS

We recognised that volunteers are a much undervalued resource for any charity. We are not lucky enough to have a team of fosterers so the cattery is heavily occupied and the volunteer team were hard pressed most of the year. We welcomed those in need of "therapy", it's a wonderful feeling to tame a feral, stressed or badly treated animal or to see a donation in the shops sold to raise the funds for our welfare work. In 2016 we believe the following hours or more were donated by volunteers and trustees in their role as a volunteer.

- Cattery and welfare team 4,500
- Somerton Shop 2,800
- Street Shop 1,000
- Crewkerne Shop 2,400
- Glastonbury Shop 1,800
- Sarah Harris on dog welfare 1,000
- Colin Baker 1,500
- Maggie Baker on administration including production of Annual Report, posters, flyers and including shops, cattery, welfare etc 3,000 minimum
- Trustees 400

TRANSPORT

- Colin and Maggie Baker purchased a larger vehicle early in 2017. The branch pay the cost of tax and insurance but the operating costs are donated by them.
- The van is used generally to transfer stock between shops, house clearances and rubbish to the tips. It is used to transport animals to the vets or other establishments such as St Giles or another RSPCA centre.
- We offered collection and delivery of reasonably sized items within a five to ten mile radius. The branch has to pay for items that are not recyclable and transport these across to Dimmer waste site but overall it is a valuable source of materials for sale.
- Colin does a weekly run to remove rubbish to the tips or transfer stock to another shop or one of the four "lock up" units we used for storage of our plentiful supply of donations including furniture. Colin puts in a minimum of two days a week with extra time as needed and PAT testing as an extra and is at times assisted by brother in law Allen and Piers

CATTERY

- Penny has improved the training regime in the cattery for students and others.
- We helped a number of persons in need of confidence building and who now are undertaking further education or who are still with us doing an excellent job with a number of difficult or scared cats.
- Following referrals from Social Services and others a number of persons worked in the cattery gaining both confidence and experience.
- We gained new persons to replace those successful in finding a career.

FUNDRAISING

Our main efforts went into the promotion and good income generation provided by the four shops. We do have a small number of collection boxes in shops and cafes and we are grateful to those establishments for their support. We found the time and skills needed to refurbish a large dog box during the year and he looks so much better. He had been neglected!

SOCIAL MEDIA

The branch operates a web site www.rspca-eastsomerset.org.uk, which by the end of the year was undertaken by one of our cattery volunteers, Jodie. She is excellent at IT and we hope to develop this further in 2018. Both Facebook and Twitter were undertaken to a lesser degree and our "followers" are definitely increasing. Branch trustees on the whole lack time to understand the complexity of the RSPCA branch and the Society and the work undertaken between them. It requires a person either a trustee or a volunteer prepared to "get stuck" into the day to day work of the branch.

SHOPS

The shops under the care of our Shops Manager have done extremely well in the towns and Crewkerne and Somerton have achieved the targets set. Street and Glastonbury are still a challenge but this will hopefully be addressed in 2018. Since the closure of a major retailer in Street local footfall has reduced drastically.

The shops took £288,000 at a cost of £190,578 with a net profit of around £97,422 for animal welfare. Each shop has its own character but all are buzzing with enthusiasm and dedication to the cause of animal welfare. There were two members of staff at each shop, some full time and others on a job share. Most staff could and do work from a different shop to cover holiday or sickness.

The new Glastonbury shop continued with seven days a week opening. It is a fantastic large shop close to the town centre. However it has not achieved the figures we set and during the year we said goodbye to both Sam and Theresa. With a lot of work reshaping the shop we hope to see further improvements in 2018.

As usual Somerton shop was well supported by the locals both with volunteers and customers. Somerton has always been a great place for support. The new "lock up" for storing extra stock is managed by Robin, Colleen's husband and a great thank you to him for this.

FUTURE PLANS

With the steady income from the shops, the branch now has the opportunity to review other income streams. We are still waiting for a legacy circa £40,000 that should be received early in 2018. As a result we have planned two community action days and an increase in our contribution to veterinary fees in 2018. With increases for treatment, changes in credit systems and people generally being less well off, our help is needed more than ever. These would obviously each be of considerable cost but could save inspectorate hours and be long term beneficial to animal welfare as a result.

We have created a detailed budget for 2018 focusing on improving support in areas where we and the Inspectors are aware of hardship. As a result we have plans for two Community Actions days focused in areas of high Inspectorate workload and increased identification of need to both neuter and attend to the welfare needs of local animals.

INVESTMENT POLICY

The trustees reviewed the investment policy in 2017. At this point the market had the potential to be extremely volatile and it was considered an unacceptable risk to address new investments at this time. The branch will further review investments in 2018. The Barclay shares are unlikely to be sold due to the current realised loss if the trustees were to do so. They are currently at less than 40% of their original value.

RISK MANAGEMENT

The branch carried out a risk assessment and identified the following risks:-

- Loss of income through fraud or theft
- Damage to reputation through fraud
- Damage to reputation through adverse publicity
- Risk of activities of RSPCA the main society
- Risk of reputation of RSPCA, the main Society
- Loss of income through outside forces, including severe inclement weather
- Insufficient trustees to continue
- Insufficient funds to continue
- · Managing risk for succession
- · Insufficient volunteers to fundraise
- · Severe changes in trading
- Risk of claims against volunteers
- Health, Safety and Welfare of volunteers and staff
- Risk of claims by volunteers or the public
- Risk of non-compliance with such as GDPR

Having identified these risks, the charity continued to take active steps to manage them and to reduce both the likelihood of incidents occurring and to minimise the impact should an incident occur. It is the opinion of the trustees that the branch's procedures, policies and controls are adequate to mitigate financial loss and damage to reputation through error or fraud and to maintain the future financial viability of the branch. It is planned that there will be considerable training undertaken in 2018 to further ensure risks are kept under control.

RESERVES POLICY

The trustees reviewed the reserve policy in view of the four shops now operating. They no longer felt it was sufficient to identify six or twelve months of operating costs but will take into consideration the committed cost of the shop leases which have all been taken as ten year internal repairing leases with a five year "break clause".

The branch has no animal centre and animal welfare contributions could be temporarily suspended. The staff consideration would be those employed at the shops. Therefore the trustees would be responsible for redundancy payments and the ongoing rents and winding up costs for these properties. The branch is responsible for four shops. Somerton, Street, Crewkerne and Glastonbury. These have a liability for up to five years maximum but it may be possible to sub-let should it be necessary to close prematurely. However trustees are required to consider the total length of the lease when considering our liabilities.

Taking all these points into consideration the free reserves stood at £182,223 at the end of 2017 of which £10,000 was designated for equine welfare and a legacy recognised, but not received, of £41,000 is also included. A further £2,340 was restricted for use with equine welfare and castration.

The trustees will review this figure in 2018 following completion of their annual accounts and adjustment of the remaining leases to which the branch is committed.

LEGAL INFORMATION

The charity was registered with the Charity Commission on the 24th November 1972.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The current constitution of the Royal Society for the Prevention of Cruelty to Animals (the Society) was created under the Parliamentary Act 1932. The work of the Society is governed by this act and the accompanying rules.

The Society is governed by an elected Council, which is assisted by staff and branches.

A committee that is elected annually by the branch members governs the South East Somerset branch. Committee members are members of and trustees of the branch. They have individual and collective responsibility for the management of the branch and its funds. The committee controls and monitors all fundraising and animal welfare initiatives subject of the overall approval and rules of the Society.

The branch is an independent charity but may be considered a "franchise" of the main society in order to use the logo and benefit from the expertise and purchasing power of the main society. However the branch must raise its own funds. The branch is guided by the main society and expected to undertake work locally in a variety of ways to support the work of the Inspectorate.

TRUSTEES INDUCTION AND TRAINING

Every prospective trustee is provided with information about the work of the branch and invited to attend one or more trustee meetings as an observer. Training is offered as appropriate to trustees; however with many volunteers working full or part time, requests for take up tends to be low. The newsletters from the Charity Commission are distributed to Trustees to assist in their role. The Treasurer and Trustee/book keeper hold qualifications suitable for their roles and undertake regular training.

HEALTH AND SAFETY POLICY

Staff undertake training for H&S on line via our insurers' web site. They are expected to renew this on a regular basis. All staff hold 1st Aid certificates or will undertake this at the first opportunity.

- **a.** The RSPCA South East Somerset branch will ensure so far as is reasonably practicable, the health and safety of volunteers and staff and also exercise its duty of care in respect of the health and safety of all persons visiting branch premises or events (e.g., volunteers, members of the public, staff and contractors). The branch requires the full co-operation of members of staff and others in meeting these objectives. Risk assessments are undertaken as necessary and held by the trustee responsible for the event or at the premises concerned. In return it is expected that all persons will behave in a responsible manner in order that the health and safety of everyone is ensured.
- **b.** The branch will comply with all relevant regulations, which are designed to ensure good standards of health and safety at work.
- **c**. The branch will ensure so far as is reasonable practicable.
 - Safe and healthy work conditions
 - Safe plant and equipment and systems of work
- Appropriate protective equipment and clothing will be provided in order to minimise risks where these are unavoidable. The branch will provide such information, undertake training and supervision as are necessary to ensure compliance with current legislation
- **d.** A trustee is appointed as a "competent" person who is responsible for advising on health and safety matters within the branch. Day to day management of health and safety in the workplace lies with the staff and volunteers themselves.

BRANCH POLICIES

The branch is signed up for Data Protection and a Privacy Policy has been completed and adopted in 2017. The Data Protection has been approved by the Trustees. Maggie Baker is registered as the Data Controller. Further work will be undertaken on this in 2018. The branch is currently making provisions for the introduction of GDPR on 25 May 2018.

Key management personnel remuneration

The trustees consider that the board of trustees comprise the key management personnel of the charity in charge of the directing and controlling the charity and running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee remuneration was paid in the year. Details of trustee expenses and related party transactions are disclosed in note 10 to the accounts. Trustees are required to disclose all relevant interests and register them and in accordance with the charity's policy withdraw from decisions where a conflict of interest arises. Where there is a conflict of interest a waiver will be obtained through the Regional Board. This is the case for Peter Luscombe, vet (waiver earlier) Piers Farley who will undertake a limited amount of maintenance, (related to Paula Cullingford an employee) and

ricocumo for the year ended of become

FINANCIAL REVIEW

Income

- The overall income was £363,313, increase on 2016.
- General fund raising, grants, donations and legacies* totalled £69,441 which included "door to door" money raised by the national society and given back to the branches as a grant annually.
- *The branch is still not in receipt of the legacy of £41,000 recognised in these accounts. It is hoped this will be resolved by the end of 2018.
- Donations from rehoming cats and dogs totalled £5,770 an increase from 2016 at £4,235.
- Shop income can be broken down as £40,679 (£40,865 2016) from Street, £89,172 (£80,458 2016) from Somerton, £81,543 (£68,745 2016) from Crewkerne, £68,849 (£44,934 2016) from Glastonbury. Rag sales and eBay previously included in shop figures totalled £7,757 (£842 2016). The total shop income was £288,000 after deducting £3,478 VAT. An increase from 2016 at £235,844 after deducting £2,339 VAT.
- •The shops made a net profit of £97,422 (2016: £77,006). The branch currently holds new stock to the value of £4,364 having purchased £9,427 in total. Both figures are exclusive of VAT. New items to the net value of £17,388 were sold in the shops.

Expenditure

To highlight some of the costs:

- The shops cost £190,578 (2016: £158,838) to operate.
- £70,669 (2016: £61,552) was spent on direct animal welfare.
- £3,965 of veterinary and food spend is still held in stock at the year end.
- The cost of tax for the van was £248, with insurance of £701.
- The cost of £2,830 for book keeping services for the year includes the cost of salary administration.
- The branch is required to have the accounts independently examined which cost a further £2,332 (£3,115 2016) including VAT some of which is reclaimable.
- The branch spent £792 (£1,392 2016) on postage, website maintenance, printing and computer supplies. Unfortunately as governance takes a more prominent role these items will escalate. However all efforts will be made to keep these to a minimum.

Statement of trustee's responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements 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 charity trustees to prepare financial statements for each 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 the period. 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 applicable Charities SORP;
- Make judgements and 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 a going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

The trustees are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved and signed on behalf of the trustees by;

M A Baker	L Chapman	
Treasurer	Trustee	Date: 31 May 2018

Independent examiner's report to the trustess of RSPCA South West Somerset Branch

I report to the trustees on my examination of the accounts of RSPCA South West Somerset Branch for the year ended 31 December 2017.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examinar must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

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

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

G J Freeman ACA Date 31-May-18

Milsted Langdon LLP Chartered Accountants Motivo House Alvington Yeovil Somerset, BA20 2FG

Statement of financial activities

		Unrestricted funds	Restricted funds	2017 Total	2016 Total
	Notes	£	£	fotal	£
Income and Endowments from:					
Donations and legacies	2	69,441	-	69,441	43,949
Charitable activities	3	5,770	-	5,770	4,235
Other trading activities	4	288,000	-	288,000	235,844
Investment income	5	102	-	102	160
Total income		363,313	-	363,313	284,188
Expenditure on:					
Raising funds	6	190,578	-	190,578	158,838
Charitable activities	7	86,737	10,982	97,719	86,294
Total expenditure		277,315	10,982	288,297	245,132
Net income before gains and losses or	n investments	85,998	(10,982)	75,016	39,056
Net (losses)/gains on investments		(618)	-	(618)	109
Net income/(expenditure) and					
movement in funds		85,380	(10,982)	74,398	39,165
Total funds brought forward		124,698	13,322	138,020	98,855
Total funds carried forward	19	210,078	2,340	212,418	138,020

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Statement of financial position as at 31 December 2017

		2017	7	201	6
	Notes	£	£	£	£
Fixed assets					
Tangible assets	13		21,315		29,539
Investments	14	_	6,540		7,158
Total fixed assets			27,855		36,697
Current assets					
Stocks	15	8,329		6,861	
Debtors	16	44,926		1,982	
Cash at bank and in hand	_	135,551		95,116	
Total current assets		188,806		103,959	
Creditors: amounts falling due					
within one year	17 _	(4,243)		(2,636)	
Net current assets			184,563		101,323
Net assets		- =	212,418	_ =	138,020
Funds of the charity:					
Unrestricted income funds					
General funds			200,078		121,732
Designated funds			10,000		2,966
Restricted income funds					
Equine Welfare			2,340		5,745
St Giles Building		_			7,577
Total charity funds	19	_	212,418	_	138,020

The financial statements were approved by the trustees, and authorised for issue on 31 May 2018 and signed on their behalf by:

M A Baker L Chapman Treasurer Trustee

Statement of Cash Flows

	Note	Total Funds 2017 £	Prior Year 2016 £
Net cash generated in operating activities	21	40,333	47,843
Cash flows from investing activities:			
Purchase of furniture and equipment Interest and dividends		102	(5,373) 160
Net cash generated/(used) in investing activities		102	(5,213)
Change in cash and cash equivalents in the year		40,435	42,630
Cash and cash equivalents brought forward		95,116	52,486
Cash and cash equivalents carried forward		135,551	95,116

Notes to the financial statements

1 Accounting policies

Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The 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 (Charities SORP 2015 (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

RSPCA South East Somerset Branch meets the definition of a public benefit entity under FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Funds structure

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the Charity. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose by the donor. There are two restricted funds, the Equine Welfare Fund, raised by the inspector and restricted to providing funds for Equine Welfare, and the St Giles fund, raised for providing funds for the St Giles quarantine building.

Further details of each fund are disclosed in note 19.

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfillment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Income from the sale of donated goods in the shops operated by the charity is recognised once sold due to there not being a practical method of valuing the goods being donated by the general public.

Notes to the financial statements

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

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. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Donated services and facilities

Donated services or 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 the economic benefit can be measured reliably. On receipt, donated services and 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.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable settlement is required and the amount of the obligation can be measured reliably.

All expenditure is recognised on an accruals basis. All costs, including support costs and governance costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Cost of raising funds

The costs of generating funds consist of costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Notes to the financial statements

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination, strategic management and Trustee's meetings and reimbursed expenses.

Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £150 or more are capitalised and valued at historical cost.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Leasehold property improvements over lease of the property

Fixtures, fittings and equipement 20% straight line Cattery 10% straight line

Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

Notes to the financial statements

Pensions

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Any annual contributions are charges to the Statement of Financial Activities.

Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between the sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Goods donated by the general public to be sold in the shops operated by the charity are not included in the value of stock due to there being no practical method of determining the value prior to sale.

Financial instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the charity and their measurement basis are as follows;

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

Notes to the financial statements

2 Income from donations and legacies				
	Unrestricted	Restricted	Total	Total
	fund	fund	2017	2016
	£	£	£	£
Legacies	41,000	-	41,000	-
Donations	2,301	-	2,301	2,243
Subscriptions	209	-	209	349
Fund raising	81	-	81	6,197
Door to door	24,661	-	24,661	22,298

35

250

12,577

43,949

1,189

69,441

Included in 2016 was £18,367 of restricted funds.

3 Income from charitable activities

Miscellaneous income

Donated services

Grant from regional board

	Unrestricted fund	Restricted fund	Total 2017	Total 2016
	£	£	£	£
Rehoming income	5,770	-	5,770	4,235
	5,770	-	5,770	4,235

1,189

69,441

Included in 2016 was £nil of restricted funds.

Notes to the financial statements

4 Other trading activitites	Unrestricted fund £	Restricted fund £	Total 2017 £	Total 2016 £
Shop income by RSPCA branch sh	ops			
Crewkerne	81,543	-	81,543	68,745
Glastonbury	68,849	-	68,849	44,934
Somerton	89,172	-	89,172	80,458
Street	40,679	-	40,679	40,865
Bowers	7,651	-	7,651	-
Ebay	106	-	106	842
	288,000	-	288,000	235,844

Included in 2016 was £nil of restricted funds.

5	Investment income	Unrestricted fund £	Restricted fund £	Total 2017 £	Total 2016 £
	Interest receivable and similar income				
	Bank interest	5	-	5	14
	Dividend income	97	-	97	146
		102	-	102	160

Included in 2016 was £nil of restricted funds.

Notes to the financial statements

6 Individual shop costs						
	Crewkerne	Glastonbury	Street	Somerton	Ebay	Total
2017	£	£	£	£	£	£
Rent	12,093	15,237	10,402	13,612	-	51,344
Rates and water	1,285	1,409	1,252	740	-	4,686
Electricity	886	985	1,339	1,344	-	4,554
Telephone	118	220	102	49	-	489
Wages	24,836	32,571	28,132	24,292	-	109,831
Repairs	762	593	242	589	-	2,186
Other	2,253	2,521	1,804	2,039	32	8,649
Goods for resale	2,193	3,651	2,020	975	-	8,839
	44,426	57,187	45,293	43,640	32	190,578
	Crewkerne	Glastonbury	Street	Somerton	Ebay	Total
2016	Crewkerne £	Glastonbury £	Street £	Somerton £	Ebay £	Total £
2016 Rent		•			-	
	£	£	£	£	-	£
Rent	£ 11,713	£ 11,309	£ 9,906	£ 12,476	-	£ 45,404
Rent Rates and water	£ 11,713 1,394	£ 11,309 1,064	£ 9,906 1,672	£ 12,476 665	-	£ 45,404 4,795
Rent Rates and water Electricity	£ 11,713 1,394 829	£ 11,309 1,064 300	£ 9,906 1,672 1,445	£ 12,476 665 657	-	£ 45,404 4,795 3,231
Rent Rates and water Electricity Telephone	£ 11,713 1,394 829 172	11,309 1,064 300 201	9,906 1,672 1,445 170	£ 12,476 665 657 -	-	£ 45,404 4,795 3,231 543
Rent Rates and water Electricity Telephone Wages	£ 11,713 1,394 829 172 19,951	11,309 1,064 300 201 18,983	9,906 1,672 1,445 170 28,088	£ 12,476 665 657 - 20,559	-	£ 45,404 4,795 3,231 543 87,581
Rent Rates and water Electricity Telephone Wages Repairs	£ 11,713 1,394 829 172 19,951 50	11,309 1,064 300 201 18,983 1,789	9,906 1,672 1,445 170 28,088 20	£ 12,476 665 657 - 20,559 36	- - - -	£ 45,404 4,795 3,231 543 87,581 1,895

Accounts for the year ended 31 December 2017

Notes to the financial statements

7	Costs of charitable activities	Unrestricted	Restricted	Total	Total
		fund	fund	2017	2016
		£	£	£	£
	Neutering	10,863	-	10,863	12,291
	Veterinary welfare	20,990	3,405	24,395	19,599
	Welfare assistance	3,000	-	3,000	2,000
	Kennels	26,431	-	26,431	20,172
	Animal food	1,138	-	1,138	2,957
	Microchips	287	-	287	541
	Cattery consumables	4,555	-	4,555	3,992
	Regional contribution	-	-	-	300
	Vehicle costs	1,540	-	1,540	627
	Advertising	322	-	322	1,684
	Insurance	1,709	-	1,709	1,619
	Room hire	92	-	92	75
	Printing, stationery and office supplies	571	-	571	1,137
	Postage, carriage and telephone	221	-	221	255
	Other expenses	411	-	411	332
	Disallowed VAT	1,610	-	1,610	714
	Depreciation	8,224	-	8,224	7,823
	St Giles Quarantine Building Contribution	-	7,577	7,577	5,000
	_	81,964	10,982	92,946	81,118
	Governance and support costs	4,773	-	4,773	5,176
		86,737	10,982	97,719	86,294
	Included in 2016 was £5,790 of restricted fur	nds.			
8	Governance and support costs				
	•	Unrestricted	Restricted	Total	Total
		fund	fund	2017	2016
		£	£	£	£
	Independent examiner's fees	1,943	-	1,943	2,596
	Bookkeeping	2,830	-	2,830	2,580
		4,773		4,773	5,176
	Included in 2016 was £nil of restricted funds				
9	Net income/(expenditure)				
	Net income/(expenditure) for the year include	des:		2017	2016
				£	£
	Independent examiner's fees Independ	dent examination		1,480	1,623
	Other			463	973
	Depreciation of fixed assets			8,224	7,823
	= -p 25.00.00. 000 00000		_		

Accounts for the year ended 31 December 2017

Notes to the financial statements

10 Trustees remuneration and expenses

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2016: £nil)

During the year, the charity made the following transactions with trustees:

Sarah Harris

£510 (2016: £1,365) of costs were paid to Sarah Harris in respect of the care and rehabilitation of dogs on behalf of the branch during the year, plus the supply of specialist dog and cat accessories and alternative therapies.

Margaret Baker

£Nil (2016: £527) of costs were reimbursed to Margaret Baker, to cover postage, food and consumables for the cattery, petty cash for the shops and new goods purchased direct from wholesalers that were paid privately during the year. Margaret Baker has made a van available to the charity. A donation in kind of £939 (2016: £Nil) has been included in repect of the running costs of the vehicle.

Lee Chapman

£2,830 (2016: £2,580) was paid to Lee Chapman during the year for bookkeeping services.

Piers Farley

£639 (2016: £nil) of costs were paid to Piers Farley Property in respect of property maintenance undertaken during the year.

11 Staff costs

2017	2016
£	£
108,379	87,581
974	-
478	-
109,831	87,581
	£ 108,379 974 478

The monthly average number of persons (including senior management team) employed by the charity during the year as average head count with full time equivalent as additional optional disclosure as follows:

	2017	2016
	No	No
Full time	5	4
Part time	6	6
	11	10

No employee received emoluments of more than £60,000 during the year.

12 Taxation

No tax was charged in the year (2016 - £nil).

Notes to the financial statements

13 Tangible fixed assets				
	Leasehold		Fixtures,	
	Property	Motor	fittings &	
	improvements	vehicles	equipment	Total
		£	£	£
Cost				
At 1 January 2017 and as at 31 December 2017	36,430	9,964	26,511	72,905
Depreciation				
At 1 January 2017	15,170	9,964	18,232	43,366
Charge for the year	5,573	-	2,651	8,224
At 31 December 2017	20,743	9,964	20,883	51,590
Net book value				
At 31 December 2017	15,687	-	5,628	21,315
At 31 December 2016	21,260	-	8,279	29,539
			·	· · · · · · · · · · · · · · · · · · ·
14 Fixed asset investments				Total
				£
Market value brought forward at 1 January 2017				7,158
Net loss on revaluation				(618)
Market value as at 31 December 2017				6,540

All investments are carried at their fair value. Investment in equities and fixed interest securities are all traded in quoted public markets, primarily the London Stock Exchange. The basis of fair value for quoted investments is equivalent to the market value, using the bid price. Asset sales and purchases are recognised at the date of the trade at cost (that is their transaction value).

The significance of financial instruments to the ongoing financial sustainability of the charity is considered in the financial review and investment policy sections of the Trustees' Annual Report.

Liquidity risk is anticipated to be low as all assets are traded and the commitment to intervention by central banks and market regulators has continued to provide for orderly trading in markets and so the ability to buy and sell quoted equities and stock is anticipated to continue. The charity's investments are mainly traded in markets with good liquidity and high trading volumes. The charity has no material investment in markets subject to exchange controls or trading restrictions.

Notes to the financial statements

15 Stock		2017	2016
		£	£
Stock held at shops		4,364	3,776
Veterinary stock		3,965	3,085
		8,329	6,861
16 Debtors		2017	2016
TO DEDICOIS		£	2016 £
- 1 11.		4.267	275
Trade debtors		1,267	275
Prepayments/accrued income		41,384	78
VAT recoverable		2,275	1,629
		44,926	1,982
17 Creditors: amounts falling due	within one year	2017	2016
		£	£
Accruals		4,243	2,636
		4,243	2,636
18 Obligations under leases and hi	ire purchase contracts		
Operating lease commitments	•		
Total future minimum lease pay	ments under non-cancellable operating lease	es are as follows:	
	, ,	2017	2016
		£	£
Land and buildings			
Between two and five years		-	-
Over five years		318,917	364,667
		318,917	364,667

Each shop lease has a break clause as part of the agreement with the landlord. If the charity chose to initialise the break clauses currently in place the total future minimum lease payments at 31 December 2017 would be £160,042 (2016: £139,125).

Notes to the financial statements

19 Funds	Balance 1 January 2017 £	Income £	Expenditure T	ransfer £	Other recognised gains/(losses)	Balance at 31 December 2017 £
Unrestricted funds						
General funds	121,732	363,313	(277,315)	(7,034)	(618)	200,078
Designated funds	2,966	-	-	7,034	-	10,000
Restricted funds						
Equine Welfare	5,745	-	(3,405)	-	-	2,340
St Giles Quarantine Building	7,577	-	(7,577)	-	-	-
Total funds	138,020	363,313	(288,297)	-	(618)	212,418

The unrestricted funds are available to be used at the trustees discretion to further the objects of the charity.

The designated fund represents money trustees wish to spend directly on equine welfare.

The restricted funds were raised and donated specifically for the purpose of equine welfare and the St Giles quarantine building.

20 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	21,315	-	21,315
Fixed asset investments	6,540	-	6,540
Current assets	186,466	2,340	188,806
Current liabilities	(4,243)	-	(4,243)
Total net assets	210,078	2,340	212,418
Included in 2016 was £13,322 of Restricted funds.			

21 Reconciliation of net movement in funds to net cash flow from operating activities

	2017	2016
	£	£
Net movement in funds	74,398	39,165
Removal of bank interest and dividends	(102)	(160)
Add back depreciation charge	8,224	7,823
Remove gains/(add back losses) in investments	618	(109)
(Increase)/decrease in stock	(1,468)	1,109
(Increase)/decrease in debtors	(42,944)	116
Increase/(decrease) in creditors	1,607	(101)
Net cash generated/(from) in operating activities	40,333	47,843

22 Related parties

There are no related parties in the year other than as detailed in note 10 of the accounts and on page 14 in the trustees report.



RSPCA South East Somerset Branch

Charity number: 264783