

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018  
FOR  
RSPCA – FYLDE BRANCH**

Jones Harris  
Chartered Accountants  
17 St. Peters Place  
Fleetwood  
FY7 6EB

## **RSPCA – FYLDE BRANCH**

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**RSPCA – FYLDE BRANCH**  
**LEGAL AND ADMINISTRATIVE DETAILS**  
**for the year ended 31 December 2018**

**TRUSTEES/COMMITTEE MEMBERS**

Mr D B Timms (Chairman)  
Mr A Bijsterbosch (Secretary)  
Mrs L Newbold  
Mrs J Holden (Treasurer)  
Mrs P Mills (previously Holden)  
Mr D Muir  
Mrs L Crook  
Ms E Penny (appointed 11 June 2018)  
Ms P Barnes (appointed 11 June 2018)

**REGISTERED ADDRESS:**

1A North Albert Street  
Fleetwood  
Lancashire  
FY7 6AA

**REGISTERED CHARITY NUMBER:**

232246

**INDEPENDENT EXAMINERS:**

Jones Harris  
Chartered Accountants  
17 St. Peters Place  
Fleetwood  
FY7 6EB

**BANKERS:**

Lloyds TSB Bank plc  
77 Victoria Road West  
Cleveleys  
Lancashire  
FY5 1AW

## **RSPCA – FYLDE BRANCH**

### **REPORT OF THE TRUSTEES for the year ended 31 December 2018**

The trustees present their report with the financial statements of the Charity for the year ended 31 December 2018

#### **GENERAL**

RSPCA – Fylde Branch (“the Charity”) was registered with the Charity Commissioners on 5 August 1966 and is governed by the R.S.P.C.A. branch model rules, revised 19 July 1956.

#### **OBJECTIVES**

The Charity’s objectives are to promote the work and objectives of the Royal Society for the Prevention of Cruelty to Animals (the Society) in the Branch area, namely to use all lawful means to prevent cruelty, promote kindness to and alleviate suffering of animals.

##### *Advancement of animal welfare*

1. The Branch’s animal welfare work, although local in nature, benefits society at large, and also aims to help people in need with the care of their animals. The next section of this report highlights the Branch’s main activities and demonstrates the benefit provided to the *public*. All our charitable activities, as described in more detail in the following pages of this report, focus on promoting kindness and preventing or suppressing cruelty to animals and are undertaken to further these purposes for the public benefit.

##### *Charitable activities pursued for the public benefit*

2. *We support our local Inspectors by taking in, free of charge, mistreated or abandoned animals, including pets whose owners suffer ill health or financial difficulties or pass away. The Society’s Inspectorate (as well as providing education, information and advice) rescues animals in distress and enforces laws against the cruel mistreatment of animals in England and Wales by bringing prosecutions. This work is key to ‘the prevention or suppression of cruelty’ part of the RSPCA objects, and promotes humane sentiments towards animals which involves moral benefit to humankind as a whole.*
3. *Animals in our care receive veterinary treatment, vaccination, neutering, micro-chipping and are assessed for rehoming. This work helps to control the incidence and spread of disease and suffering through vaccination and neutering.*
4. *We respond to enquiries (both direct and via the Society’s national call centre) from the public about animals locally. The public benefits from knowing that we can intervene to assist animals in need.*
5. *We offer free animal care advice by having a dedicated local Advice Line. The public benefits through the promotion of responsible pet ownership*

#### **ORGANISATIONAL STRUCTURE**

The Society was formed by the Royal Society for the Prevention of Cruelty to Animals Act 1932 (as amended) and is governed by the RSPCA Acts and by the Rules of the Society. Membership of the Society is by subscription and may be on a life, annual, ex-officio or junior basis.

The Society is managed by an elected Council who, subject to the rules, control the affairs, funds, property and proceedings of the Society. They are assisted in the administration of the Society by a central organisation, headquarters and branches.

The Branch is governed by a Committee who are Trustees of the Branch. They have individual and collective responsibility for the management of the Branch and its funds. Subject to the overall supervision of the Society the Committee controls and monitors all the fundraising and animal welfare initiatives of the Branch.

All Branch members are eligible to stand for the Branch Committee/Trustee subject to the following:

## **RSPCA – FYLDE BRANCH**

### **REPORT OF THE TRUSTEES for the year ended 31 December 2018**

- a) Candidates for the Committee/Trustee must be nominated in writing by at least 2 eligible Branch members.
- b) Nominations must be delivered to the Secretary at least 10 days before the date fixed for the AGM and accompanied by the candidate's written consent to stand for election.
- c) A candidate is elected if he/she receives at least 51 per cent of the vote.
- d) Committee/Trustees are encouraged to read the guidance set out in the Commissions booklet CC3 responsibilities of Charity Trustees.

#### **RELATED PARTIES**

There have been no related party transactions in the year ended 31 December 2018

#### **REVIEW OF ACTIVITIES**

2018 finally heralded the opening of our newly refurbished cattery facility at Meadow Green after successfully passing an inspection by the RSPCA field Officer in June. I believe the Inspectors and ACOs made good use of it before the paint was even dry (metaphorically speaking of course). Sincere thanks to our Trustee Lesley Crook for making it all happen. I'm sure we will now see an increase in our feline rehoming figures. Thanks must go to Trustees Elaine Penny, Paula Barnes and Lesley, who spend a lot of their spare time helping out at the cattery, socialising the cats and helping with their re homing.

Thanks also to our Branch Manager, Liz Rawson-Hall for her continued hard work. Liz has been heavily involved, along with Branch Volunteers, with a feral feline cat colony at a Fleetwood Allotment and as well as neutering and retuning the cats, has also helped educate the allotments tenants into caring for, or at least tolerating, the cats. Liz continues to update our Social Media outlets, as well as undertaking the general day to day tasks needed to keep the Branch up and running.

There have been many successes in the last few years but one of the highlights for me is the progress our Charity Shop has made since reopening in 2015, especially since our current Shop Manager Bekkie Holme took over. You will see from the figures enclosed that the Charity Shop takings have again increased significantly this year. With the down turn in the High Street and the fact that Fleetwood is not the most affluent of towns, this is an impressive achievement. I'm sure Bekkie herself would acknowledge the help of the shop Volunteers, but great credit must go to Bekkie for her dedication and imagination which keeps the shop fresh (literally) and current.

You will also see from the figures enclosed that legacies are significantly down on previous years. The Trustees are fully aware that in order for the Branch to fully function, we can't rely on legacy income alone. With that in mind we set up a Fundraising sub Committee in 2018 headed by Paula Barnes, which will look into ways of increasing our income through more planned events and other fundraising initiatives. Successful events in 2018 included the Lions Sponsored Swimathon which saw the Fylde Branch enter a talented and highly trained team of aqua athletes and the Shop took over £300.00 at the ever popular Fleetwood Transport Festival.

The Trustees are also aware of the ever changing Charity Sector rules and regulations and we must thank Lesley Crook for her work in this area. Lesley made sure we are GDPR compliant, produced a Branch Hand book, created a Risk Register and continues to update our Business Plan. I'm sure the vast majority of other Branches do not have a Trustee of Lesley's calibre and knowledge in these matters, for which we are all extremely grateful.

On behalf of the Committee I must thank our BSS Liz Jones for all her help and advice during the year and for the last 13 years for that matter as Liz will be retiring in 2019. Sincere thanks also to the hardworking Inspectorate and ACO's.

Finally, my thanks to all our Volunteers including the Fylde Branch Committee for their continued support and hard work this year, Chairman, Derek Timms, Treasurer Joyce Holden, Linda Newbold, David Muir, Lesley Crook, Paula Mills, Paula Barnes and Elaine Penny

It was mentioned at our AGM in 2018 that RSPCA membership in general was down, several Branches were struggling financially and some even found themselves having to merge or ended up in HQ control, due to the lack of Volunteers and Trustees. The same cannot be said for the Fylde Branch, we now have more active members, which saves me time having to round up enough members for the AGM, a growing number of volunteers, borne out by the increased attendance at our annual Christmas meal and an increase in the number of Trustees. Hopefully we can continue to progress and provide a much needed animal welfare service in the Fylde area.

## **FINANCIAL SITUATION**

The trustees are satisfied with the results for the year and the year end position of the charity.

## **RESERVES POLICY**

The trustees are of the opinion they should try to retain reserves equivalent to four times the expected level of annual net expenditure. In addition, they have identified expenditure requirements for maintaining the condition of the buildings operated by the branch. They therefore believe the current level of reserves to be appropriate and prudent, especially as they cannot rely on legacies, the timing and amount of which are beyond their control.



Mr A. Bijsterbosch  
Secretary, RSPCA Fylde Branch

Dated: 8 April 2019

**RSPCA – FYLDE BRANCH**  
**REPORT OF THE INDEPENDENT EXAMINERS TO THE MEMBERS OF**  
**RSPCA – FYLDE BRANCH**

We report on the accounts of the charity for the year ended 31 December 2018 set out on pages 5 to 8.

**Respective responsibilities of trustees and examiners**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. It is our responsibility to examine the accounts (under section 145 of the 2011 Act), to follow the procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act and to state whether particular matters have come to our attention.

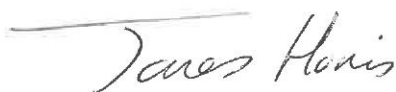
**Basis of independent examiners' report**

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

**Independent examiners' statement**

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

- (1) which gives us reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Jones Harris Limited  
Chartered Accountants  
17 St. Peters Place  
Fleetwood  
FY7 6EB

Dated: 8 April 2019

**RSPCA - FYLDE BRANCH**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31st December 2018**

	Notes	Unrestricted funds £	Restricted funds £	<b>TOTAL FUNDS</b>	
				<b>2018 £</b>	<b>2017 £</b>
<b>INCOMING RESOURCES</b>					
RSPCA Grant		27,034	-	27,034	24,761
Donations		6,661	-	6,661	7,278
Charitable trading income		21,226	-	21,226	17,526
Legacies		5,678	-	5,678	124,007
Investment income receivable	2	1,016	24	1,040	955
<b>TOTAL INCOMING RESOURCES</b>		<b>61,615</b>	<b>24</b>	<b>61,639</b>	<b>174,527</b>
<b>RESOURCES EXPENDED</b>					
Direct charitable expenditure					
Veterinary fees		10,728	-	10,728	14,676
Feeding, foster and boarding fees		12,162	-	12,162	29,735
Shop		1,021	-	1,021	986
Branch contribution		1,313	-	1,313	3,000
Other		49,984	-	49,984	49,717
<b>Total direct charitable expenditure</b>		<b>75,208</b>	<b>-</b>	<b>75,208</b>	<b>98,114</b>
Other expenditure					
Heat and light		1,712	-	1,712	1,776
Rates and general water		878	-	878	776
Insurance		689	-	689	616
Telephone		914	-	914	1,069
Repairs and renewals		1,152	-	1,152	2,553
Printing, stationery and advertising		369	-	369	335
Accountancy fees		1,620	-	1,620	1,600
Depreciation		2,125	-	2,125	1,867
<b>Total other expenditure</b>		<b>9,459</b>	<b>-</b>	<b>9,459</b>	<b>10,592</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>84,667</b>	<b>-</b>	<b>84,667</b>	<b>108,706</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(23,052)</b>	<b>24</b>	<b>(23,028)</b>	<b>65,821</b>
<b>Fund balance brought forward at 1st January 2018</b>		<b>372,055</b>	<b>45,279</b>	<b>417,334</b>	<b>351,513</b>
<b>Fund balance carried forward at 31st December 2018</b>		<b>349,003</b>	<b>45,303</b>	<b>394,306</b>	<b>417,334</b>



# RSPCA – FYLDE BRANCH

## **BALANCE SHEET** **At 31 December 2018**

		<u>2018</u>		<u>2017</u>	
	Notes	£	£	£	£
<b>Fixed Assets:</b>					
Tangible fixed assets	4		66,085		65,520
<b>Current Assets:</b>					
Debtors	5	495		3,767	
Cash at bank and in hand – unrestricted funds		292,240		340,695	
Cash at bank and in hand – restricted funds		<u>47,634</u>		<u>47,610</u>	
		340,369		392,072	
<b>Creditors:</b> amounts falling due within one year	6	<u>(12,148)</u>		<u>(40,258)</u>	
Net Current assets			<u>328,221</u>		<u>351,814</u>
Net Assets			<u>£394,306</u>		<u>£417,334</u>
<b>Funds</b>					
Unrestricted funds			349,003		372,055
Restricted			<u>45,303</u>		<u>45,279</u>
			<u>£394,306</u>		<u>£417,334</u>

Approved by the Board of Trustees on 8 April 2019 and signed on its behalf by:



Mr D B Timms - CHAIRMAN

## RSPCA– FYLDE BRANCH

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2018

#### 1. ACCOUNTING POLICIES

##### **Basis of preparation**

The financial statements are prepared under the historical cost convention except for the revaluation of investments and in accordance with the Charities Act 2011 and the requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities".

##### **Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the charity qualifies as a small charity.

##### **Incoming resources**

Income from fundraising, donations and legacies is credited to the statement of financial activities as it becomes due, gross of income tax where applicable.

Income from grants is credited to the Statement of Financial Activities as it becomes due.

##### **Resources expended**

Expenditure has been charged to the statement of financial activities on an accruals basis. Expenditure relating directly to the objectives of the Charity is shown as direct charitable expenditure.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 10% on written down value

Tangible fixed assets which have an acquisition cost of less than £500 are not capitalized on the balance sheet.

##### **Investments**

Investments are stated at open market valuation, any surplus or deficit on revaluation being credited or debited to the Statement of Financial Activities.

##### **Funds**

Income which is donated for a specific purpose is included in the restricted funds of the Charity. Subsequent expenditure relating to a specific purpose is allocated to the restricted fund in the Statement of Financial Activities. There was no restricted income in the year, other than the investment income generated by the assets held on the restricted fund.

#### 2. INVESTMENT INCOME RECEIVABLE

	2018 £	2017 £
Net interest received on bank deposits	144	216
COIF Charities Investment Fund dividends & share sales	896	739
	<u>1,040</u>	<u>955</u>

#### 3. STAFF COSTS

Wages and salaries	<u>47,453</u>	<u>44,872</u>
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The trustees received no remuneration, nor reimbursement of expenses during the year (2017- £nil).

# RSPCA – FYLDE BRANCH

## NOTES ON FINANCIAL STATEMENTS for the year ended 31 December 2018

### 4. Tangible Fixed Assets

Cost or Valuation	Fixtures and Fittings £	Freehold Land & Buildings £	Total £
1 January 2018	10,532	87,665	98,197
Additions	<u>2,690</u>		<u>2,690</u>
	<u>13,222</u>	<u>87,665</u>	<u>100,887</u>
<b>Depreciation</b>			
1 January 2018	9,503	23,174	32,677
Charge for year	<u>372</u>	<u>1,753</u>	<u>2,125</u>
31 December 2018	<u>9,875</u>	<u>24,927</u>	<u>34,802</u>
<b>Net Book Amount</b>			
31 <sup>st</sup> December 2018	<u>3,347</u>	<u>62,738</u>	<u>66,085</u>
31 <sup>st</sup> December 2017	<u>1,030</u>	<u>64,490</u>	<u>65,520</u>

### 5. Debtors

	2018 £	2017 £
Prepayments	<u>495</u>	<u>3,767</u>

### 6. Creditors: amounts falling due within one year

Trade Creditors	3,228	38,658
Accruals	<u>8,920</u>	<u>1,600</u>
	<u>12,148</u>	<u>40,258</u>

### 7. Funds

The Fylde Branch restricted funds were set out in a legacy received by the Branch in which the benefactor stipulated that the money must be used for the sole purpose of looking after cats in the area of Cleveleys, Lancashire.

### 8. Controlling party

The Fylde Branch Committee as Charity Trustees is the ultimate controlling party.

**RSPCA – FYLDE BRANCH**  
**DETAILED INCOME & EXPENDITURE ACCOUNT**  
For the year ended 31 December 2018

	Boarding £	Shop £	General £	Total £
<b>Income</b>				
Shop Sales	-	21,226	-	21,226
Donations & Grants	-	-	33,497	33,497
Collecting Boxes	-	-	-	-
Events	-	-	-	-
Dividends & Interest	-	-	1,040	1,040
Sundry Receipts	-	-	45	45
Subscriptions	-	-	153	153
<b>Total Income</b>	<u>-</u>	<u>21,226</u>	<u>34,735</u>	<u>55,961</u>
<b>Expenditure</b>				
Veterinary Fees	-	-	10,728	10,728
Feeding, Foster & Boarding Fees	12,162	-	-	12,162
Wages	-	-	47,453	47,453
Heat & Light	-	1,712	-	1,712
Rates & General Water	-	878	-	878
Telephone & Insurance	-	1,603	-	1,603
Repairs & Renewals	-	1,152	-	1,152
Shop	-	1,021	-	1,021
Printing, Stationery & Advertising	-	-	369	369
Accountancy Fees	-	-	1,620	1,620
Branch Regional Contribution	-	-	1,313	1,313
Depreciation	-	-	2,125	2,125
Other	-	-	2,531	2,531
<b>Total Expenditure</b>	<u>12,162</u>	<u>6,366</u>	<u>66,139</u>	<u>84,667</u>
<b>Surplus/(Deficit) before Legacies</b>	(12,162)	14,860	(31,404)	(28,706)
Legacies	-	-	5,678	5,678
<b>Surplus/(Deficit) after Legacies</b>	<u>(12,162)</u>	<u>14,860</u>	<u>(25,726)</u>	<u>(23,028)</u>