

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended
31st December 2018
for
RSPCA Hants & Surrey Border Branch**

RSPCA Hants & Surrey Border Branch

**Contents of the Financial Statements
for the Year Ended 31st December 2018**

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 14
Detailed Statement of Financial Activities	15 to 16

RSPCA Hants & Surrey Border Branch

Report of the Trustees for the Year Ended 31st December 2018

The trustees present their report with the financial statements of the charity for the year ended 31st December 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objective of the branch is to promote the objective of the Society with particular reference to the Hants & Surrey border area, in accordance with the policies of the Society. The Society's objectives are to promote kindness and to prevent or suppress cruelty to animals.

The policy of the branch is to raise funds in the Hants & Surrey border area with the intention being mainly twofold in how we spend the raised funds. Firstly, there is our Rescue & Rehoming Service of cats and kittens that we take into care, either from members of the public who don't want their pet/s anymore or from RSPCA Officers, who have removed pets from their homes because they have been cruelly treated, neglected or abandoned. These pets are cared for at our cattery or through fosterers and are rehomed when they are well enough. Secondly, there is our Welfare Assistance Scheme which provides financial help to local families on State Benefits or low incomes who have pets that are sick or injured. We make a contribution towards the costs based on a case by case basis. As part of our Welfare Assistance Scheme, we also provide free neutering and microchipping for cats, dogs and rabbits; again criteria dependent.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees consider that the performance of the branch during 2018 has been satisfactory, with only a slight reduction in fundraising and a more prudent policy for charitable expenditure leading to a significant reduction in our reserves from 2017. However reserves remain healthy at nearly £200k.

The branch continues to provide financial help towards the cost of veterinary treatment for sick & injured pets to members of the public, including free neutering and microchipping. The branch also rescued and re-homed 121 cats and other companion animals during 2018. We microchipped 157 cats and 1 dog and provided welfare assistance for 156 dogs, 98 cats and 5 rabbits.

The branch could not function without the support of its volunteers. New people are always welcome to support our fundraising efforts, provide support for rehoming and help out in our shops. To those who already help out, we are thankful for their support!

When planning our activities for the year, the trustees have considered the Commission's guidance on public benefit.

FINANCIAL REVIEW

Principal funding sources

Our two shops (Ash Vale and North Camp) continued to produce the principal income for the branch. The trustees continue to explore ways to manage operating costs efficiently and generate more income through promotion and fundraising. The trustees actively manage our welfare and rehoming expenditure to ensure that it is well targeted..

RSPCA Hants & Surrey Border Branch

Report of the Trustees for the Year Ended 31st December 2018

FINANCIAL REVIEW

Reserves policy

The branch has adopted a formal reserves policy that takes into consideration our current reserves; anticipated income; ongoing welfare expenditure; fundraising expenses; other planned expenses and a contingency. The policy is intended to guide and inform how trustees plan expenditure through the year so that the branch will maintain satisfactory financial health. It is reviewed at least once annually, by the committee, such that expenditure or fundraising plans or the policy itself may be amended. The policy supplements the treasurer's ongoing oversight of more frequent (monthly or quarterly) reviews with the trustees

At the 31 December 2018 the unrestricted fund amounts to a sum of £198,951 which the Trustees consider to be sufficient to cover the stated reserves policy.

FUTURE PLANS

The trustees do not envisage any change in the way the branch carries on its activities, although they are always looking at ways of attracting volunteers, increasing publicity, awareness of our activities and increase our overall income.

The ongoing growth of demand for our resources means that we have to continually monitor our expenditure policies to ensure we are using our generated income as effectively as possible and with a sustainable, long-term approach to animal welfare.

We also continue to review new opportunities for expanding our income generation through retail and fundraising in order to grow or, at least, sustain our current level of welfare and rehoming expenditure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The branch is an unincorporated charitable association and a branch of, and thus dependent on, the Royal Society for the Prevention of Cruelty to Animals, (the Society).

The Society was incorporated by the Royal Society for the Prevention of Cruelty to Animals Act 1932 (as amended), and is governed by the Acts and by the rules of the Society.

The branch is governed by the branch rules, and these accord with Rule XI of the Society's rules, and are approved by the Council of the Society. The branch is a separate registered charity.

Organisational structure

The management of the Branch is entrusted to a branch committee, who are the trustees of the charity.

The method of appointment of new trustee members is set out in the Society's branch rules.

Key management remuneration

The trustees consider the Board of Trustees as comprising the key management personnel of the Charity in charge of directing and controlling and operating the charity on a day to day basis. All trustees give their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in notes 4 and 13 to the accounts.

Investment policy

The branch's investment powers are in accordance with those of the Society, which are set out in the RSPCA Act 1958. The branch can invest until needed any part of its capital and income not required for the immediate running of the branch.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

RSPCA Hants & Surrey Border Branch

**Report of the Trustees
for the Year Ended 31st December 2018**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

201291

Principal address

PO Box 7389
Hartley Wintney
Hook
Hampshire
RG27 7JE

Trustees

S Littlewood
C Jones
E Godbolt
J Cardew
P Flint
K Godbolt
M Newman
V Leonard
A Cardew - resigned 16.6.2018
Ms E Grieveson - resigned 25.4.2018

Independent examiner

Paul Timothy Whiteley F.C.C.A
the Association of Chartered Certified Accountants
Whiteleys
Chartered Certified Accountants
Sovereign House
155 High Street
Aldershot
Hampshire
GU11 1TT

Professional Advisers

Bankers: Natwest, 45 Park Street, Camberley, Surrey GU15 3PA
The Co-operative Bank
The Charities Aid Foundation Bank

Solicitors: Bates Solicitors, 67 Fleet Road, Fleet, Hants GU51 3PJ.

Approved by order of the board of trustees on and signed on its behalf by:

.....
C Jones - Trustee

**Independent Examiner's Report to the Trustees of
RSPCA Hants & Surrey Border Branch**

Independent examiner's report to the trustees of RSPCA Hants & Surrey Border Branch

I report to the charity trustees on my examination of the accounts of the RSPCA Hants & Surrey Border Branch (the Trust) for the year ended 31st December 2018.

Responsibilities and basis of report

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

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

Independent examiner's statement

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 Trust 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Paul Timothy Whiteley F.C.C.A
the Association of Chartered Certified Accountants
Whiteleys
Chartered Certified Accountants
Sovereign House
155 High Street
Aldershot
Hampshire
GU11 1TT

Date:

RSPCA Hants & Surrey Border Branch

Statement of Financial Activities for the Year Ended 31st December 2018

		2018 Unrestricted fund £	2017 Total funds £
	Notes		
INCOME AND ENDOWMENTS FROM			
Donations and legacies		47,134	36,303
Charitable activities			
Local & national animal welfare		7,410	6,885
Other trading activities	2	180,673	236,325
Investment income	3	231	143
Total		235,448	279,656
 EXPENDITURE ON			
Raising funds			
Other trading activities		121,946	171,617
		121,946	171,617
 Charitable activities			
Local & national animal welfare		97,161	114,592
Total		219,107	286,209
 NET INCOME/(EXPENDITURE)		16,341	(6,553)
 RECONCILIATION OF FUNDS			
Total funds brought forward		182,610	189,163
 TOTAL FUNDS CARRIED FORWARD		198,951	182,610

The notes form part of these financial statements

RSPCA Hants & Surrey Border Branch

Balance Sheet At 31st December 2018

	Notes	2018 Unrestricted fund £	2017 Total funds £
FIXED ASSETS			
Tangible assets	8	4,041	5,740
CURRENT ASSETS			
Stocks	9	588	1,103
Debtors	10	9,356	20,933
Cash at bank and in hand		209,199	168,502
		<u>219,143</u>	<u>190,538</u>
CREDITORS			
Amounts falling due within one year	11	(24,233)	(13,668)
		<u>194,910</u>	<u>176,870</u>
NET CURRENT ASSETS			
		<u>194,910</u>	<u>176,870</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>198,951</u>	<u>182,610</u>
NET ASSETS			
		<u>198,951</u>	<u>182,610</u>
FUNDS	13		
Unrestricted funds		<u>198,951</u>	<u>182,610</u>
TOTAL FUNDS		<u>198,951</u>	<u>182,610</u>

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
C Jones -Trustee

The notes form part of these financial statements

RSPCA Hants & Surrey Border Branch

Notes to the Financial Statements for the Year Ended 31st December 2018

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The trust constitutes a public benefit entity as defined by FRS102.

The financial statements are presented in Sterling (£).

Income

The general principle is that incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. However the nature of much of the income is voluntary, and can only be included on a cash basis. This includes any share of the national door to door collection, which is apportioned between branches, in some cases over a year after the collection, and the amount received by the branch is not under its control.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

The branch charitable activities relate to the operation of the veterinary care and animal re-homing scheme.

Tangible fixed assets

Tangible fixed assets are carried at cost less accumulated depreciation and accumulated impairment losses.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over their estimated useful lives as follows:

Fixtures and fittings	-	20% on reducing balance
Motor vehicles	-	20% on cost

On disposal, the difference between the net disposal proceeds and the carrying amount of the item sold is recognised in profit or loss.

Stocks

Stocks are measured at the lower of cost and selling price less cost to complete and sell.

Cost is calculated on a first in, first out basis and includes all costs of purchase and other costs incurred in bringing the stocks to their present location and condition.

Taxation

The charity is exempt from tax on its charitable activities.

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2018**

1. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. All other leases are classified as operating leases

The rights of use and obligations under finance leases are initially recognised as assets and liabilities at amounts equal to the fair value of the leased assets or, if lower, the present value of the minimum lease payments.

Minimum lease payments are apportioned between the finance charge and the reduction in the outstanding liability using the effective interest rate method. The finance charge is allocated to each period during the lease so as to produce a constant periodic rate of interest on the remaining balance of the liability.

Leased assets are depreciated in accordance with the company's policy for tangible fixed assets. If there is no reasonable certainty that ownership will be obtained at the end of the lease term, the asset is depreciated over the lower of the lease term and its useful life.

Operating lease payments are recognised as an expense on a straight line basis over the lease term.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

RSPCA Hants & Surrey Border Branch

Notes to the Financial Statements - continued for the Year Ended 31st December 2018

1. ACCOUNTING POLICIES - continued

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

For financial assets measured at amortised cost, the impairment loss is measured as the difference between an asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. If a financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between an asset's carrying amount and the best estimate, which is an approximation, of the amount that the company would receive for the asset if it were to be sold at the reporting date.

Financial assets and liabilities are offset and the net amount reported in the statement of financial position when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Impairment of non-financial assets

At each reporting date non-financial assets not carried at fair value, like plant, property and equipment, are reviewed to determine whether there is an indication that an asset may be impaired. If there is an indication of possible impairment, the recoverable amount of any asset or group of related assets, which is the higher of value in use and the fair value less cost to sell, is estimated and compared with its carrying amount. If the recoverable amount is lower, the carrying amount of the asset is reduced to its recoverable amount and an impairment loss is recognised immediately in profit or loss.

Stocks are also assessed for impairment at each reporting date. The carrying amount of each item of stock, or group of similar items, is compared with its selling price less costs to complete and sell. If an item of or stock group of similar items is impaired, its carrying amount is reduced to selling price less costs to complete and sell, and an impairment loss is recognised immediately in profit or loss.

If an impairment loss is subsequently reversed, the carrying amount of the asset or group of related assets is increased to the revised estimate of its recoverable amount, but not to exceed the amount that would have been determined had no impairment loss been recognised for the asset or group of related assets in prior periods. A reversal of an impairment loss is recognised immediately in profit or loss.

2. OTHER TRADING ACTIVITIES

	2018 £	2017 £
Fundraising events	722	1,389
Shop sales of donated & bought -in goods	179,951	234,936
	<u>180,673</u>	<u>236,325</u>

RSPCA Hants & Surrey Border Branch

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2018**

3. INVESTMENT INCOME

	2018 £	2017 £
Deposit account interest	<u>231</u>	<u>143</u>

4. SUPPORT COSTS

	Governance costs £
Local & national animal welfare	<u>1,050</u>

5. INDEPENDENT EXAMINATION FEE

	2018 £	2017 £
Fees paid by the charity for assistance in the preparation of the accounts and the independent examination of those accounts	<u>1,050</u>	<u>1,350</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2018 nor for the year ended 31st December 2017 .

Trustees' expenses

During the year two trustees were reimbursed expenses in the sum of £455 (2017 £884). The monies related to travel expenses, telephone and postage costs incurred by the trustees in relation to their service for the charity.

RSPCA Hants & Surrey Border Branch

Notes to the Financial Statements - continued for the Year Ended 31st December 2018

7. STAFF COSTS

	2018 £	2017 £
Wages and salaries	71,568	91,983
Social security costs	1,674	2,987
Other pension costs	1,142	537
	<u>74,384</u>	<u>95,507</u>

The average monthly number of employees during the year was as follows:

	2018	2017
Fundraising	7	7
Animal Welfare	1	1
	<u>8</u>	<u>8</u>

No employees received emoluments in excess of £60,000.

In addition to employed staff, the charity also relies upon the 80 or so volunteers who are involved in all the branch activities.

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Motor vehicles £	Totals £
COST			
At 1st January 2018	12,547	6,990	19,537
Additions	360	-	360
	<u>12,907</u>	<u>6,990</u>	<u>19,897</u>
At 31st December 2018			
	<u>12,907</u>	<u>6,990</u>	<u>19,897</u>
DEPRECIATION			
At 1st January 2018	9,603	4,194	13,797
Charge for year	661	1,398	2,059
	<u>10,264</u>	<u>5,592</u>	<u>15,856</u>
At 31st December 2018			
	<u>10,264</u>	<u>5,592</u>	<u>15,856</u>
NET BOOK VALUE			
At 31st December 2018	2,643	1,398	4,041
	<u>2,643</u>	<u>1,398</u>	<u>4,041</u>
At 31st December 2017	2,944	2,796	5,740
	<u>2,944</u>	<u>2,796</u>	<u>5,740</u>

9. STOCKS

	2018 £	2017 £
Stocks	588	1,103
	<u>588</u>	<u>1,103</u>

RSPCA Hants & Surrey Border Branch

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2018**

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade debtors	-	74
Other debtors	9,356	20,859
	<u>9,356</u>	<u>20,933</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Bank loans and overdrafts (see note 12)	15,662	318
Trade creditors	5,907	8,281
Taxation and social security	-	1,227
Other creditors	2,664	3,842
	<u>24,233</u>	<u>13,668</u>

12. LOANS

An analysis of the maturity of loans is given below:

	2018 £	2017 £
Amounts falling due within one year on demand:		
Bank overdraft	<u>15,662</u>	<u>318</u>

13. MOVEMENT IN FUNDS

	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
Unrestricted funds			
General fund	182,610	16,341	198,951
	<u>182,610</u>	<u>16,341</u>	<u>198,951</u>
TOTAL FUNDS	<u>182,610</u>	<u>16,341</u>	<u>198,951</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	235,448	(219,107)	16,341
	<u>235,448</u>	<u>(219,107)</u>	<u>16,341</u>
TOTAL FUNDS	<u>235,448</u>	<u>(219,107)</u>	<u>16,341</u>

RSPCA Hants & Surrey Border Branch

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2018**

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.17 £	Net movement in funds £	At 31.12.17 £
Unrestricted Funds			
General fund	189,163	(6,553)	182,610
TOTAL FUNDS	<u>189,163</u>	<u>(6,553)</u>	<u>182,610</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	279,656	(286,209)	(6,553)
TOTAL FUNDS	<u>279,656</u>	<u>(286,209)</u>	<u>(6,553)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.17 £	Net movement in funds £	At 31.12.18 £
Unrestricted funds			
General fund	189,163	9,788	198,951
TOTAL FUNDS	<u>189,163</u>	<u>9,788</u>	<u>198,951</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	515,104	(505,316)	9,788
TOTAL FUNDS	<u>515,104</u>	<u>(505,316)</u>	<u>9,788</u>

RSPCA Hants & Surrey Border Branch

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2018**

14. OTHER FINANCIAL COMMITMENTS

a) The North Camp premises are occupied under a fixed term lease to February 2026 at an annual rent of £18,000.

b) The Ash Vale premises lease finished in January 2016 and are occupied outside of any formal lease terms, which are currently being negotiated. There is currently no date when these are expected to be finalised.

15. RELATED PARTY DISCLOSURES

At the year end, the charity owed Liz Godbolt £130 (2017 £1,997), Vivienne Leonard £110 and Pat Flint £86.21. All are trustees.

16. ULTIMATE CONTROLLING PARTY

For the whole of the current and previous period the charity was controlled by its trustees.

RSPCA Hants & Surrey Border Branch

Detailed Statement of Financial Activities for the Year Ended 31st December 2018

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	31,063	29,084
Gift aid	4,318	6,670
Legacies	10,871	-
Subscriptions	882	549
	<u>47,134</u>	<u>36,303</u>
Other trading activities		
Fundraising events	722	1,389
Shop sales of donated & bought -in goods	179,951	234,936
	<u>180,673</u>	<u>236,325</u>
Investment income		
Deposit account interest	231	143
Charitable activities		
Animal adoptions	7,410	6,885
Total incoming resources	<u>235,448</u>	<u>279,656</u>
EXPENDITURE		
Other trading activities		
Shop purchases	3,663	6,211
Wages	58,997	79,412
Social security	1,093	2,377
Pensions	1,142	537
Other shop operating costs	54,987	79,673
Other fundraising costs	5	145
Fixtures and fittings	661	967
Motor vehicles	1,398	1,398
Loss on disposal of fixed assets	-	897
	<u>121,946</u>	<u>171,617</u>
Charitable activities		
Wages	12,571	12,571
Social security	581	610
Veterinary scheme	48,284	61,379
Animal board costs	25,613	25,903
Insurance	551	769
Motor expenses	2,624	2,097
Telephone	2,074	2,700
Carried forward	92,298	106,029

This page does not form part of the statutory financial statements

RSPCA Hants & Surrey Border Branch

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2018**

	2018 £	2017 £
Charitable activities		
Brought forward	92,298	106,029
Postage and stationery	1,210	1,461
Advertising	39	668
Sundries	851	1,206
Bank charges	1,713	1,497
	<hr/> 96,111	<hr/> 110,861
Support costs		
Governance costs		
Independent examination fee	1,050	1,350
Legal fees	-	2,381
	<hr/> 1,050	<hr/> 3,731
Total resources expended	<hr/> 219,107	<hr/> 286,209
Net income/(expenditure)	<hr/> <hr/> 16,341	<hr/> <hr/> (6,553)

This page does not form part of the statutory financial statements