

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 DECEMBER 2018  
FOR  
RSPCA YORK, HARROGATE & DISTRICT BRANCH**

UHY Calvert Smith LLP  
Statutory Auditor  
Chartered Accountants  
31 St Saviourgate  
York  
North Yorkshire  
YO1 8NQ

# **RSPCA YORK, HARROGATE & DISTRICT BRANCH**

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## **RSPCA YORK, HARROGATE & DISTRICT BRANCH**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018**

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#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

232222

##### **Principal address**

RSPCA York Animal Home  
Landing Lane  
York  
North Yorkshire  
YO26 4RH

##### **Trustees**

J Snelling	
L Longman	
F Preston	
G England	- resigned 2/12/2019
J Yeomans	- resigned 26/3/2019
P Ki	- resigned 3/12/2019
E Lockey	- resigned 9/4/2019
K Smith	- resigned 26/3/2019
K Quigley	- resigned 3/12/2019
D Hawthorne	- appointed 20/3/2018
	- resigned 26/6/2019
H McKenzie	- resigned 4/3/2018
A Metcalfe	- resigned 22/2/2018
	- appointed 25/6/2019
B Fisher	- appointed 20/3/2018
	- resigned 1/5/2019
A Radka	- appointed 17/7/2018
	- resigned 29/3/2019
A Hirst	- appointed 21/5/2019

The trustees delegate the day to day running of the charity to a number of key management personnel. The key management personnel of the charity are as follows:

Angela Hunter	General manager
Mick Prescott	General manager
Val Hogg	Branch fundraiser
Nic Willis	Branch outreach manager
Cath Booth	Volunteer co-ordinator

## **RSPCA YORK, HARROGATE & DISTRICT BRANCH**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018**

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#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Auditors**

UHY Calvert Smith LLP  
Statutory Auditor  
Chartered Accountants  
31 St Saviourgate  
York  
North Yorkshire  
YO1 8NQ

##### **Solicitors**

Burn & Company  
Lendal House  
11 Lendal  
York  
YO1 8AQ

Mitchells Solicitors  
2 Peckitt Street  
Clifford Street  
York  
YO1 9SF

##### **Bankers**

The Co-operative Bank  
15 Feasgate  
York  
YO1 2SH

## **RSPCA YORK, HARROGATE & DISTRICT BRANCH**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018**

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The trustees are pleased to present their report with the financial statements of the charity for the year ended 31 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).

#### **The main objectives of the Charity**

The objects of the RSPCA York, Harrogate & District Branch are to promote the work and objects of the Society, which are to promote kindness and to prevent or suppress cruelty to animals by all lawful means, within the York, Harrogate and District area, in accordance with the policies of the Society.

As a branch we support the RSPCA Inspectorate and their work wholeheartedly and have started and will continue to offer animal spaces at the York Animal Home to the Inspectors as a priority and only taking animals from the public, when no inspector animal needs a rescue place.

This work is key to avoiding the repetition or suppression of cruelty as a part of the York, Harrogate & District objectives and promotes humane sentiments towards animals which involve moral benefit to humankind

#### **Public benefit statement**

We have complied with the duty under the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

#### **Significant activities**

We support local inspectors by taking in, free of charge, mistreated or abandoned animals, including pets whose owners suffer ill health, financial difficulties or who have passed away.

As a branch we support the RSPCA Inspectorate and their work wholeheartedly and have started and will continue to offer animal spaces at the York Animal Home to the Inspectors as a priority and only taking animals from the public, when no inspector animal needs a rescue place. Over 70% of all animals were taken in to the York Animals Home from the Inspectors.

We provide a subsidised clinic to provide veterinary treatment for sick or injured animals for local people on low incomes. This clinic uses means tested benefits as a guide as to whom to give financial help to obtain care.

Alongside the Inspectorate we provide education, information and advice, to aid the prevention of cruelty and mistreatment of animals. This work is key to avoiding the repetition or suppression of cruelty as a part of the York, Harrogate & District objectives and promotes humane sentiments towards animals which involve moral benefit to humankind.

## **RSPCA YORK, HARROGATE & DISTRICT BRANCH**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018**

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#### **ACHIEVEMENT AND PERFORMANCE**

Our shops, in a difficult climate, showed outstanding performance, generating income and gross profit of £265,941.

We have rehomed 432 animals in 2018, the majority being cats, 141 and 79 kittens, closely followed by dogs 102, and puppies 39. The small animal unit rehomed 29 rabbits, and many, many others including hamsters, birds and Chinchillas.

The majority of our oldest and long stay cats and dogs were rehomed. Some of our success stories include rehoming two dogs rescued from a car on one of the hottest days on record, to a forever home. A kitten abandoned in a skip, was rescued, and following some days which were touch and go, pulled through and was able to be integrated into another litter, where the young pregnant mother had also been abandoned, and rescued. All have now been successfully rehomed to loving families.

Over the summer, the dogs enjoyed the new sensory garden. It also provides a more appealing place for potential adopters to meet the dogs.

Our grounds are looking tidy and colourful, thanks to our dedicated volunteers looking after the flowers and the herb garden relentlessly.

Some members of staff and volunteers have created a lovely enrichment area for our cats.

We would like to take this opportunity to thank our staff, volunteers and the public for their help in finding these animals their forever home, and ensuring that our grounds are well maintained so that we can help provide an excellent standard of care, which is closely monitored and appreciated by the National Society.

## RSPCA YORK, HARROGATE & DISTRICT BRANCH

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

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#### Financial Review

As a branch, we have heavily relied upon legacies and donations for the running costs of the branch. Legacies, have decreased dramatically since 2017, and as a result we are utilising our reserve, which we had ring fenced for home improvements. The table below highlights our results.

£000's	2013	2014	2015	2016	2017	2018
Branch income	1,100	555	985	575	603	842
Branch Expenditure	593	750	888	916	1,075	1,245
Surplus/(Deficit)	507	(195)	97	(341)	(472)	(403)

We sought to increase Branch revenues during 2017 and 2018 by the employment of a professional fundraising function as well as the establishment of a further retail outlet in Harrogate. Unfortunately neither of these initiatives delivered on expectations.

This led to a fundamental review of our activities in 2018-2019 and the development of a strategy which sought to fundamentally reduce the Branch overheads and running cost base.

The Board of Trustees are aware that this is a sensitive and delicate process and one that must be handled with utmost care and professionalism.

There is still significant work to be undertaken to redress the imbalance of costs with the reduction in income which will be led by our new Branch Manager – Peter Gorbett who is eager and willing to move the Branch forward.

Staff at the Animal home who throughout the year have cut costs and reduced expenditure in a host of ways to aid our task, a particular thanks to Ruth McCabe Marie Sandall & Mandy who have assisted, in the redesign of the refurbishment/rebuild project to reduce our costs and provide a potential and much needed new facility over the coming years.

We currently have a deficit of circa £500k year on year. We had set aside £1 million for redevelopment. This has been used in running costs. We are looking at a three year strategy to make the Home self-sufficient.

#### Reserves Policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between at least 6 to 9 months of the expenditure. Estimate expenditure for 2019 is £1.1m. These reserves are needed to meet the working capital requirements of the charity. At the end of 2018, reserves are £1.2m which will dip to £0.8m at the end of the 2019. Therefore, without significant changes to the model, assuming current levels of income, reserves would be depleted in 2021, forcing the branch to begin winding down in early 2022.

#### Investment policy

We use, an investment manager at Investec, who manage our investment portfolio, using the same ethical screening process as that of the National Society.

In 2018, we saw our investments generating an income of £27,776, and our portfolio also achieved capital growth.

In 2019, the stock market has been quite volatile, with our investment dipping at an alarming rate. Due to Brexit we have been advised that this will continue to rise and fall for the next 18 months, and not to invest any money we will need in the short term.

## **RSPCA YORK, HARROGATE & DISTRICT BRANCH**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is constituted as an unincorporated charitable association. The charity operates as an autonomous branch of the National RSPCA subject to its rules for branches (as updated in 2012).

The objects of the charity are:

- To prevent cruelty to animals;
- To look after their general welfare in York, Harrogate and District.

The York, Harrogate and District has a Committee of no less than 7 and up to 14 board who meet monthly and are responsible for the strategic direction and policy of the charity.

A scheme of delegation is in place and the day to day responsibility of the York, Harrogate and District home and shops rests with the Branch Manager, overseen by the trustees board.

##### **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. During the monthly meetings, the Trustees actively review risks which the charity faces. Looking at operational and financial reviews and business risks which have been identified as:

- Inability to operate the animal home because of fire or other destruction;
- Loss of reputation through error or fraud;
- Loss of income through error or fraud;
- Insufficient funds to cover costs of animal welfare activities.

Steps to mitigate significant risk include:

- Internal control risks have been minimised by the implementation of procedures in accordance to the Charity Commission Act 2011;
- Procedures are in place to ensure compliance of health and safety regulations for staff, volunteers and visitors;
- Emergency plans have been drawn up to ensure the animal centre can continue to operate in the event of fire, flood or other destruction



## **RSPCA YORK, HARROGATE & DISTRICT BRANCH**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018**

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#### **Recruitment and training of trustees**

All trustees are appointed by being proposed and voted by secret ballot at the Annual General Meeting to serve for the following year. We can co-op up to three additional members during the year.

The Secretary and Chair have been overseeing applications for trustees following recent departures, and once screened in accordance with Charity Commission guidelines, potential trustees meet the board, giving a brief introduction about themselves and the skills that they will bring to the role.

The National Society provide basic trustee training on the RSPCA, and a welcome pack for each new Trustee, and oversee meetings on a monthly basis. Giving guidance where appropriate.

#### **Key management personnel remuneration**

Key management personnel remuneration is proposed by members of the Management Leadership Team and agreed by the Trustee Board. This is set at a commercial rate in relation to the sector and location, and taking into account and National Minimum Wage increases.

Our aim is to become a living wage employee and strive to pay our employees above National Minimum wage.

#### **Fund raising**

Our main sources of fundraising are from the National Societies door to door fundraising, from which each branch receives a share of the Net Income generated. This work is undertaken by professional fund raisers, who follow the Guide lines set by the National Society, and are screened and monitored.

The RSPCA closely monitors its campaigns to ensure that their representatives adhere to the regulations and Codes of Practice set out by the Institute of Fundraising (IoF) and Fundraising Regulator.

In addition, we have a volunteer fundraising team who have a calendar of activities across the York, Harrogate and district.

We have a lottery scheme, which has been designed by and is run by a volunteer Frank Preston and in 2018 this earned a net profit of £9,189. All proceeds of which go to the York Animal Home.

Staff members also undertook lots of varied fundraising events such as a Sky dive in September which raised £650.

We would like to close by give thanks to the following Volunteering Groups - Fundraising Teams in York and Harrogate. Animal Home volunteers -dog walkers, cat socialisers, and home visitor teams.

We would also like to thank our staff, and volunteers for their hard work and support during, this difficult period. Their continued support is very much appreciated.

## **RSPCA YORK, HARROGATE & DISTRICT BRANCH**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018**

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#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that 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 Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the 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 Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 17 December 2019 and signed on its behalf by:

L Longman - Trustee

# **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF RSPCA YORK, HARROGATE & DISTRICT BRANCH**

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## **Opinion**

We have audited the financial statements of RSPCA York, Harrogate & District Branch (the 'charity') for the year ended 31 December 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

# **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF RSPCA YORK, HARROGATE & DISTRICT BRANCH**

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## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## **Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

## **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

## **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

UHY Calvert Smith LLP

Statutory Auditor

Chartered Accountants

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

31 St Saviourgate

York

North Yorkshire

YO1 8NQ

Date: 19 December 2019

# RSPCA YORK, HARROGATE & DISTRICT BRANCH

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

		Unrestricted funds £	Restricted fund £	Total 2018 funds £	Total f unds 2017 £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	291,898	-	291,898	221,704
<b>Charitable activities</b>	5				
Animal welfare		164,666	-	164,666	99,334
Other trading activities	3	356,126	-	356,126	266,963
Investment income	4	28,911	-	28,911	15,054
<b>Total</b>		<b>841,601</b>	<b>-</b>	<b>841,601</b>	<b>603,055</b>
<b>EXPENDITURE ON</b>					
Raising funds	6	290,318	-	290,318	231,029
<b>Charitable activities</b>	7				
Animal welfare		954,910	-	954,910	844,189
<b>Total</b>		<b>1,245,228</b>	<b>-</b>	<b>1,245,228</b>	<b>1,075,218</b>
Net gains/(losses) on investments		(71,126)	-	(71,126)	96,375
<b>NET INCOME/(EXPENDITURE)</b>		<b>(474,753)</b>	<b>-</b>	<b>(474,753)</b>	<b>(375,788)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>2,003,826</b>	<b>-</b>	<b>2,003,826</b>	<b>2,379,614</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>1,529,073</b>	<b>-</b>	<b>1,529,073</b>	<b>2,003,826</b>

# RSPCA YORK, HARROGATE & DISTRICT BRANCH

## BALANCE SHEET AT 31 DECEMBER 2018

	Notes	Unrestricted funds £	Restricted fund £	2018 Total funds £	2017 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	344,562	-	344,562	385,564
Investments	14	<u>907,213</u>	<u>-</u>	<u>907,213</u>	<u>1,256,513</u>
		1,251,775	-	1,251,775	1,642,077
<b>CURRENT ASSETS</b>					
Stocks	15	714	-	714	714
Debtors	16	180,134	-	180,134	53,183
Cash at bank and in hand		<u>160,521</u>	<u>-</u>	<u>160,521</u>	<u>378,399</u>
		341,369	-	341,369	432,296
<b>CREDITORS</b>					
Amounts falling due within one year	17	(64,071)	-	(64,071)	(70,547)
<b>NET CURRENT ASSETS</b>		<u>277,298</u>	<u>-</u>	<u>277,298</u>	<u>361,749</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		1,529,073	-	1,529,073	2,003,826
<b>NET ASSETS</b>		<u>1,529,073</u>	<u>-</u>	<u>1,529,073</u>	<u>2,003,826</u>
<b>FUNDS</b>	19				
Unrestricted funds				<u>1,529,073</u>	<u>2,003,826</u>
<b>TOTAL FUNDS</b>				<u>1,529,073</u>	<u>2,003,826</u>

**RSPCA YORK, HARROGATE & DISTRICT BRANCH**

**BALANCE SHEET - CONTINUED**  
**AT 31 DECEMBER 2018**

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The financial statements were approved by the Board of Trustees on 17 December 2019 and were signed on its behalf by:

L Longman -Trustee

J Snelling -Trustee

**RSPCA YORK, HARROGATE & DISTRICT BRANCH****CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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	Notes	2018 £	2017 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<b>(514,206)</b>	<b>(293,024)</b>
<b>Net cash provided by (used in) operating activities</b>		<b>(514,206)</b>	<b>(293,024)</b>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		<b>(10,757)</b>	<b>(55,705)</b>
Purchase of fixed asset investments		<b>(29,749)</b>	<b>(16,007)</b>
Sale of fixed asset investments		<b>307,923</b>	<b>350,000</b>
Interest received		<b>1,135</b>	<b>4</b>
Dividends received		<b>27,776</b>	<b>15,050</b>
<b>Net cash provided by (used in) investing activities</b>		<b>296,328</b>	<b>293,342</b>
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(217,878)</b>	<b>318</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b>378,399</b>	<b>378,081</b>
<b>Cash and cash equivalents at the end of the reporting period</b>		<b>160,521</b>	<b>378,399</b>



**RSPCA YORK, HARROGATE & DISTRICT BRANCH****NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

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**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>(474,753)</b>	<b>(375,788)</b>
<b>Adjustments for:</b>		
Depreciation charges	<b>51,759</b>	44,057
Losses/(gain) on investments	<b>71,126</b>	(96,375)
Interest received	<b>(1,135)</b>	(4)
Dividends received	<b>(27,776)</b>	(15,050)
Decrease in stocks	-	3,604
(Increase)/decrease in debtors	<b>(126,951)</b>	123,470
(Decrease)/increase in creditors	<b><u>(6,476)</u></b>	<b><u>23,062</u></b>
<b>Net cash provided by (used in) operating activities</b>	<b><u>(514,206)</u></b>	<b><u>(293,024)</u></b>

## RSPCA YORK, HARROGATE & DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

RSPCA York, Harrogate & District Branch is a registered charity in England. The address of the registered office is given in the charity information on page 4 of these financial statements. The nature of the charity's operations and principal activities are to promote the work and objects of the RSPCA, with particular reference to the area of the branch, in accordance with the policies of the RSPCA.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets. The financial statements are presented in sterling which is the functional currency of the charity.

##### **Going concern**

The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements and have concluded that these are sufficient for the charity to continue as a going concern. Therefore, the financial statements have been prepared on a going concern basis and the trustees believe that no material uncertainties exist.

##### **Income**

All 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. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers or items donated for resale in the shop.

##### **Expenditure**

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. Costs of generating funds are those costs incurred in attracting voluntary income and those in trading activities that raise funds. Charitable activities include those costs incurred in the operation of the animal home.

##### **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	- straight line over 25 years
Improvements to property	- 10% straight line
Animal home equipment	- 20% on reducing balance
Shop & office equipment	- 20% on reducing balance
Motor vehicles	- 25% on reducing balance

## RSPCA YORK, HARROGATE & DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2018

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#### 1. ACCOUNTING POLICIES - continued

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **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.

##### **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.

##### **Investments**

Investments are stated in the balance sheet at their market value with annual gains and losses on revaluation being accounted for in the Statement of Financial Activities.

##### **Financial instruments**

Fixed asset investments are measured at fair value.

All other company financial assets and liabilities are measured at amortised cost.

#### 2. DONATIONS AND LEGACIES

	2018	2017
	£	£
Subscriptions, collections & donations	64,580	49,500
Legacies	<u>227,318</u>	<u>172,204</u>
	<u>291,898</u>	<u>221,704</u>

## RSPCA YORK, HARROGATE & DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2018

#### 3. OTHER TRADING ACTIVITIES

	2018	2017
	£	£
Fundraising events	90,185	77,302
Shop income - Landing Lane	10,881	9,950
Shop income - Gillygate	-	4,197
Shop income - Goodramgate	70,401	67,457
Shop income - Selby	87,774	81,201
Shop income - Acomb	69,979	19,744
Shop income - Harrogate	26,906	7,112
	<u>356,126</u>	<u>266,963</u>

#### 4. INVESTMENT INCOME

	2018	2017
	£	£
Other fixed asset investments	27,776	15,050
Deposit account interest	1,135	4
	<u>28,911</u>	<u>15,054</u>

#### 5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2018	2017
		£	£
Rehoming fees	Animal welfare	34,650	38,046
Rents	Animal welfare	6,040	4,920
Sundries	Animal welfare	1,969	2,229
Boarding fees	Animal welfare	122,007	54,139
		<u>164,666</u>	<u>99,334</u>

#### 6. RAISING FUNDS

##### Other trading activities

	31/12/18	31/12/17
	£	£
Shop operating costs	<u>290,318</u>	<u>231,029</u>

## RSPCA YORK, HARROGATE & DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2018

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#### 7. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
Animal welfare	<u>947,652</u>	<u>7,258</u>	<u>954,910</u>

#### 8. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Animal welfare	<u>2,240</u>	<u>1,018</u>	<u>4,000</u>	<u>7,258</u>

#### 9. AUDITORS' REMUNERATION

The auditor's remuneration amounts to an audit fee of £4,000 (2017: £3,500).

#### 10. TRUSTEES' REMUNERATION AND BENEFITS

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

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2018 nor for the year ended 31 December 2017.

# RSPCA YORK, HARROGATE & DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2018

### 11. STAFF COSTS

	2018 £	2017 £
Wages and salaries	658,584	520,767
Social security costs	42,367	36,301
Other pension costs	11,226	8,581
	<u>712,177</u>	<u>565,649</u>

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

	2018	2017
Branch managers	1	1
Animal centre managers	1	1
Animal care centre & other staff	31	24
Charity shop manager	4	3
Charity shop staff	4	4
	<u>41</u>	<u>33</u>

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

During the year the charity's key management personnel received remuneration of £113,638 (2017:£78,189).

### 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	221,704	-	221,704
<b>Charitable activities</b>			
Animal welfare	99,334	-	99,334
Other trading activities	266,963	-	266,963
Investment income	15,054	-	15,054
<b>Total</b>	<b>603,055</b>	<b>-</b>	<b>603,055</b>
<b>EXPENDITURE ON</b>			
Raising funds	231,029	-	231,029
<b>Charitable activities</b>			
Animal welfare	844,189	-	844,189
<b>Total</b>	<b>1,075,218</b>	<b>-</b>	<b>1,075,218</b>
<b>Net gains/(losses) on investments</b>	<b>96,375</b>	<b>-</b>	<b>96,375</b>

**RSPCA YORK, HARROGATE & DISTRICT BRANCH****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2018****12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	<b>Unrestricted funds £</b>	<b>Restricted fund £</b>	<b>Total funds £</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(375,788)</b>	<b>-</b>	<b>(375,788)</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>2,379,614</b>	<b>-</b>	<b>2,379,614</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>2,003,826</u></b>	<b><u>-</u></b>	<b><u>2,003,826</u></b>

# RSPCA YORK, HARROGATE & DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2018

### 13. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Animal home equipment £
<b>COST</b>			
At 1 January 2018	799,567	49,164	74,024
Additions	<u>945</u>	<u>-</u>	<u>-</u>
At 31 December 2018	<u>800,512</u>	<u>49,164</u>	<u>74,024</u>
<b>DEPRECIATION</b>			
At 1 January 2018	523,223	8,991	49,254
Charge for year	<u>32,019</u>	<u>4,917</u>	<u>4,953</u>
At 31 December 2018	<u>555,242</u>	<u>13,908</u>	<u>54,207</u>
<b>NET BOOK VALUE</b>			
At 31 December 2018	<u>245,270</u>	<u>35,256</u>	<u>19,817</u>
At 31 December 2017	<u>276,344</u>	<u>40,173</u>	<u>24,770</u>
	Shop & office equipment £	Motor vehicles £	Totals £
<b>COST</b>			
At 1 January 2018	72,426	4,750	999,931
Additions	<u>380</u>	<u>9,430</u>	<u>10,755</u>
At 31 December 2018	<u>72,806</u>	<u>14,180</u>	<u>1,010,686</u>
<b>DEPRECIATION</b>			
At 1 January 2018	29,276	3,623	614,367
Charge for year	<u>8,680</u>	<u>1,188</u>	<u>51,757</u>
At 31 December 2018	<u>37,956</u>	<u>4,811</u>	<u>666,124</u>
<b>NET BOOK VALUE</b>			
At 31 December 2018	<u>34,850</u>	<u>9,369</u>	<u>344,562</u>
At 31 December 2017	<u>43,150</u>	<u>1,127</u>	<u>385,564</u>



**RSPCA YORK, HARROGATE & DISTRICT BRANCH****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2018****14. FIXED ASSET INVESTMENTS**

	<b>Listed investments £</b>
<b>MARKET VALUE</b>	
At 1 January 2018	<b>1,256,513</b>
Additions	<b>29,749</b>
Disposals	<b>(307,923)</b>
Revaluations	<b>(71,126)</b>
	<u><b>907,213</b></u>
At 31 December 2018	
	<u><b>907,213</b></u>
<b>NET BOOK VALUE</b>	
At 31 December 2018	<u><b>907,213</b></u>
At 31 December 2017	<u><b>1,256,513</b></u>

The listed investment is a managed investment portfolio, comprising bonds, equity funds and other investments held within and outside of the UK.

**15. STOCKS**

	<b>2018 £</b>	<b>2017 £</b>
Stocks	<u><b>714</b></u>	<u><b>714</b></u>

**16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2018 £</b>	<b>2017 £</b>
Trade debtors	<b>13,367</b>	<b>11,664</b>
Other debtors	<u><b>166,767</b></u>	<u><b>41,519</b></u>
	<u><b>180,134</b></u>	<u><b>53,183</b></u>

**17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2018 £</b>	<b>2017 £</b>
Trade creditors	<b>35,491</b>	<b>42,230</b>
Other creditors	<u><b>28,580</b></u>	<u><b>28,317</b></u>
	<u><b>64,071</b></u>	<u><b>70,547</b></u>

# RSPCA YORK, HARROGATE & DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2018

### 18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2018 £	2017 £
Within one year	63,462	66,210
Between one and five years	<u>56,135</u>	<u>105,597</u>
	<u>119,597</u>	<u>171,807</u>

### 19. MOVEMENT IN FUNDS

	At 1/1/18 £	Net movement in funds £	Transfers between funds £	At 31/12/18 £
<b>Unrestricted funds</b>				
General fund	1,003,826	(474,753)	1,000,000	1,529,073
Animal home refurbishment fund	<u>1,000,000</u>	<u>-</u>	<u>(1,000,000)</u>	<u>-</u>
	<u>2,003,826</u>	<u>(474,753)</u>	<u>-</u>	<u>1,529,073</u>
<b>TOTAL FUNDS</b>	<u>2,003,826</u>	<u>(474,753)</u>	<u>-</u>	<u>1,529,073</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	841,601	(1,245,228)	(71,126)	(474,753)
<b>TOTAL FUNDS</b>	<u>841,601</u>	<u>(1,245,228)</u>	<u>(71,126)</u>	<u>(474,753)</u>

# RSPCA YORK, HARROGATE & DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2018

### 19. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1/1/17 £	Net movement in funds £	Transfers between funds £	At 31/12/17 £
<b>Unrestricted Funds</b>				
General fund	1,879,614	(375,788)	(500,000)	1,003,826
Animal home refurbishment fund	500,000	-	500,000	1,000,000
	2,379,614	(375,788)	-	2,003,826
<b>TOTAL FUNDS</b>	<b>2,379,614</b>	<b>(375,788)</b>	<b>-</b>	<b>2,003,826</b>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	603,055	(1,075,218)	96,375	(375,788)
<b>TOTAL FUNDS</b>	<b>603,055</b>	<b>(1,075,218)</b>	<b>96,375</b>	<b>(375,788)</b>

	At 1/1/17 £	Net movement in funds £	Transfers between funds £	At 31/12/18 £
<b>Unrestricted funds</b>				
General fund	1,879,614	(850,541)	500,000	1,529,073
Animal home refurbishment fund	500,000	-	(500,000)	-
<b>TOTAL FUNDS</b>	<b>2,379,614</b>	<b>(850,541)</b>	<b>-</b>	<b>1,529,073</b>

## RSPCA YORK, HARROGATE & DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2018

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#### 19. MOVEMENT IN FUNDS - continued

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 £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	<u>1,444,656</u>	<u>(2,320,446)</u>	<u>25,249</u>	<u>(850,541)</u>
<b>TOTAL FUNDS</b>	<u><u>1,444,656</u></u>	<u><u>(2,320,446)</u></u>	<u><u>25,249</u></u>	<u><u>(850,541)</u></u>

#### Transfers between funds

The Animal Home refurbishment fund had been designated by the trustees for refurbishment of the animal home. During the year the trustees have transferred £1,000,000 from the Animal Home refurbishment fund to the general fund.

The balance on the Animal Home refurbishment fund as at 31 December 2018 is £Nil (2017: £1,000,000).

On the merger of RSPCA York and District Branch and RSPCA Harrogate and District Branch as of 1 January 2017, it was agreed that the funds provided by RSPCA Harrogate and District Branch (£43,676) be spent on costs relating to the Harrogate area. During the year ended 31 December 2017 all of these funds were spent on costs incurred relation to the Harrogate area.

#### 20. RELATED PARTY DISCLOSURES

The charity is an affiliated branch of the Royal Society for the Prevention of Cruelty to Animals (RSPCA) (Charity registration number: 219099) and is governed by the RSPCA Branch Model Rules. During the year the charity received donations of £54,068 (2017: £49,522 ) from the RSPCA door to door fundraising event and received grants and donations of £Nil (2017: £1,000 ).

At 31 December 2018 £Nil (2017: £847) was due to the RSPCA.

**RSPCA YORK, HARROGATE & DISTRICT BRANCH****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2018**

	2018 £	2017 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Subscriptions, collections & donations	64,580	49,500
Legacies	<u>227,318</u>	<u>172,204</u>
	291,898	221,704
<b>Other trading activities</b>		
Fundraising events	90,185	77,302
Shop income - Landing Lane	10,881	9,950
Shop income - Gillygate	-	4,197
Shop income - Goodramgate	70,401	67,457
Shop income - Selby	87,774	81,201
Shop income - Acomb	69,979	19,744
Shop income - Harrogate	<u>26,906</u>	<u>7,112</u>
	356,126	266,963
<b>Investment income</b>		
Other fixed asset investments	27,776	15,050
Deposit account interest	<u>1,135</u>	<u>4</u>
	28,911	15,054
<b>Charitable activities</b>		
Rehoming fees	34,650	38,046
Rents	6,040	4,920
Sundries	1,969	2,229
Boarding fees	<u>122,007</u>	<u>54,139</u>
	164,666	99,334
<b>Total incoming resources</b>	841,601	603,055
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Shop operating costs	290,318	231,029
<b>Charitable activities</b>		
Wages & NI	537,445	444,229
Carried forward	537,445	444,229

**RSPCA YORK, HARROGATE & DISTRICT BRANCH****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2018**

	2018 £	2017 £
<b>Charitable activities</b>		
Brought forward	537,445	444,229
Pensions	11,226	8,581
Rates and water	9,502	5,284
Insurance	3,024	2,894
Light and heat	29,861	25,300
Telephone	4,180	3,853
Postage and stationery	2,980	3,417
Sundries	22,698	13,896
Feeding & bedding	52,873	49,589
Cleaning & laundry	13,282	13,025
Waste disposal	24,915	17,675
Vets fees & medicines	154,268	160,119
Microchips	804	940
Motor expenses	2,902	4,748
Repairs & renewals	17,987	26,322
Legal & professional fees	7,946	9,399
Freehold property	32,020	31,722
Improvements to property	4,917	2,955
Depn of home equipment	4,954	5,885
Depn of shop & office equip	8,680	3,119
Motor vehicles	1,188	376
	<u>947,652</u>	<u>833,328</u>
<b>Support costs</b>		
<b>Management</b>		
Accountancy fees	2,240	6,654
<b>Finance</b>		
Bank charges	1,018	707
<b>Governance costs</b>		
Auditors' remuneration	<u>4,000</u>	<u>3,500</u>
<b>Total resources expended</b>	<u>1,245,228</u>	<u>1,075,218</u>
<b>Net expenditure before gains and losses</b>	<b>(403,627)</b>	<b>(472,163)</b>
<b>Realised recognised gains and losses</b>		
Realised gains/(losses) on fixed asset investments	<u>(71,126)</u>	<u>96,375</u>
<b>Net expenditure</b>	<b><u>(474,753)</u></b>	<b><u>(375,788)</u></b>