

**RSPCA Bournemouth, New Forest and District Branch**

**Annual Report and Financial Statements  
Year Ended 31 December 2020**

Charity registration number: 205126

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## Reference and Administrative Details

<b>Trustees</b>	Miss P Benwell
	Mrs C Dennis, Hon. Secretary
	Mr P Dennis, Treasurer
	Mr M Goff, Chairman
	Miss K Mason
	Mr R Whitham
	Mr J Lethbridge
	Mr S O'Connell (appointed 6 April 2020)
<b>Other Officers</b>	Mrs J Burden, Clinic Manager
<b>Principal Office</b>	144 Richmond Park Road Bournemouth
<b>Charity Registration Number</b>	205126
<b>Bankers</b>	HSBC plc 111 Poole Road Westbourne Bournemouth
	National Savings and Investments Glasgow GS8 1SB
<b>Independent Examiner</b>	PKF Francis Clark Chartered Accountants Towngate House 2-8 Parkstone Road Poole Dorset BH15 2PW

## Trustees' Report

The committee have pleasure in presenting their report and the financial statements for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2015 FRS102).

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

The charity is governed by RSPCA branch rules effective 1 January 2003.

The branch is run by an elected committee who receive no remuneration. The committee are elected each year at the general meeting by the members. The committee are obliged to hold branch committee meetings bi-monthly at least, and are both individually and collectively responsible for the management of the branch and its funds, and are, therefore, also trustees.

### **RISK MANAGEMENT**

The trustees have examined the major strategic, business and operational risks to which the Charity is exposed, and can confirm that systems have been established and are in the places to enable the early identification of issues so that the necessary steps can be taken to manage those at risks.

### **OBJECTIVE AND ACTIVITIES**

The objects of the charity continue to be the provision of animal welfare services in the Bournemouth, New Forest and surrounding area. The Charity is an independently run branch of the RSPCA, a nationwide charity.

Financial assistance is given to the public on limited financial means for their companion animals and a veterinary clinic is held five days a week at the branch premises. Other branches of the society and certain other animal charity organisations are helped where necessary.

Fundraising activities are carried on to assist with the cost of this work and volunteers assist the trustees in this respect.

### **ACHIEVEMENTS AND PERFORMANCE**

The trustees are convinced that the achievements of the branch and the performance of the branch satisfy the objects of the charity. The number of animals helped continues to rise.

### **PUBLIC BENEFIT**

The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with the Charity Commission's General Guidance on Public Benefit.

The paragraphs above set out our activities, achievements and performance during the year, which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through providing affordable veterinary care for the public on limited financial means. These benefits are directly related to the aims of the charity and are fully compliant with Principles 1 and 2 of the Charity Commission Principles on Public Benefit.

### **FINANCIAL REVIEW**

The charity is maintained financially by donations, legacies and clinic collections together with branch activities. The Charity maintains an investment portfolio, together with bank deposits upon which interests and dividends are earned. The coronavirus pandemic has had a significant consequence on the finances because of a reduction in veterinary consultations and procedures caused by the cancelation of planned operations etc. it is expected that in 2021 there will be a gradual pick up but nowhere near a normal year.

## Trustees' Report

Legacy income in 2020 has increased because of one substantial legacy. Clinic Takings have decreased, but overall direct costs have risen. During the year income of £314,974 (2019: £164,267) was received and expenditure totalling £247,905 (2019: £206,213) was made. Investments revaluation gain was £2,409 (2019: £2,642).

### PLANS FOR THE FUTURE

It is a key objective to expand the work of the Bournemouth Clinic and to treat more domestic animals where their owners on limited financial means struggle with vet bills, and often cannot afford to have them treated at all. This charity is willing to support financially other RSPCA branches in this part of the country who may be struggling.

### RESERVES POLICY

It is the policy of the trustees to maintain free reserves at a sufficient level to cover routine expenditure requirements for a period of 2-3 years if income is not sufficient to meet these outgoings and known commitments for non-routine expenditure and contingencies. At the year end total unrestricted reserves were £632,238 (2019: £562,760) which are deemed sufficient.

The clinic building is old and will need further substantial sums expended on it.

Where possible, as in previous years, the branch will assist other RSPCA branches. This is provided sufficient resources are maintained in this branch. This review is carried out annually by the trustees. As already stated, future legacy income is very uncertain and without that the vital work that is done in the local community would, without doubt, incur a substantial annual deficit. Branch fund raising has been curtailed through lack of volunteers. Donation income includes a substantial annual amount from the national door collections which could be discontinued. The veterinary clinic itself runs at a substantial loss because of the charging policy.

The annual report was approved by the trustees of the charity on 12 April 2021 and signed on its behalf by:

.....  
Mr P Dennis FCA  
Trustee

## Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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 of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities 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; and
- 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 that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 12 April 2021 and signed on its behalf by:

.....  
Mr P Dennis FCA  
Trustee

# Independent Examiner's Report

## RSPCA Bournemouth, New Forest and District Branch

I report to the trustees on my examination of the accounts of the RSPCA Bournemouth, New Forest and District Branch for the year ended 31 December 2020.

### **Responsibilities and basis of report**

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

### **Independent examiner's statement**

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

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

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

.....  
Michelle Love FCCA (a director of) PKF Francis Clark  
Chartered Accountants

Towngate House  
2-8 Parkstone Road  
Poole  
Dorset  
BH15 2PW

10 May 2021

Statement of Financial Activities for the Year Ended 31 December 2020  
(Including Income and Expenditure Account)

	Note	Unrestricted Total 2020 £	Unrestricted Total 2019 £
<b>Income and Endowments from:</b>			
Donations and legacies	2	302,560	150,849
Charitable activities	3	9,374	10,145
Investment income	4	3,040	3,273
Total Income		<u>314,974</u>	<u>164,267</u>
<b>Expenditure on:</b>			
Charitable activities	5	<u>(247,905)</u>	<u>(206,213)</u>
Total Expenditure		<u>(247,905)</u>	<u>(206,213)</u>
Gains/losses on investment assets		<u>2,409</u>	<u>2,642</u>
<b>Other recognised gains and losses</b>			
Net movement in funds		69,478	(39,304)
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>562,760</u>	<u>602,064</u>
Total funds carried forward	16	<u><u>632,238</u></u>	<u><u>562,760</u></u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2019 is shown in note 16.



# Balance Sheet

31 December 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	11	173,269	175,717
Investments	12	<u>131,119</u>	<u>128,710</u>
		<u>304,388</u>	<u>304,427</u>
<b>Current assets</b>			
Stocks	13	11,108	14,114
Debtors	14	34,828	7,088
Cash at bank and in hand		<u>303,520</u>	<u>249,902</u>
		349,456	271,104
<b>Creditors: Amounts falling due within one year</b>	15	<u>(21,606)</u>	<u>(12,771)</u>
<b>Net current assets</b>		<u>327,850</u>	<u>258,333</u>
<b>Net assets</b>		<u>632,238</u>	<u>562,760</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>632,238</u>	<u>562,760</u>
<b>Total funds</b>	16	<u>632,238</u>	<u>562,760</u>

The financial statements on pages 6 to 16 were approved by the trustees, and authorised for issue on 12 April 2021 and signed on their behalf by:

.....  
Mr P Dennis  
Trustee

# Notes to the Financial Statements for the Year Ended 31 December 2020

## 1 Accounting policies

### Statement of compliance

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 UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

### Basis of preparation

RSPCA Bournemouth, New Forset and District Branch is a registered charity, registration number 205126, registered in England and Wales. The address of the charity is given in the reference and administrative details on page 1 of these financial statements. The nature of the charity's operations and principal activities are described in the Trustees' annual report.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis and under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

### Exemption from preparing a cash flow statement

The charity has adopted Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

### Going concern

The financial statements have been prepared on a going concern basis. As explained in the annual report the board have considered the uncertainty relating to the coronavirus pandemic which occurred during the year and the impact on the charity's operations and finances in the short to medium term. In the opinion of the board, by proactively managing cash-flow the charity has sufficient working capital to continue to meet its financial obligations and pay its liabilities as they fall due for the foreseeable future and therefore the financial statements have been prepared on a going concern basis. The board have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves held for the charity to be able to continue as a going concern.

# Notes to the Financial Statements for the Year Ended 31 December 2020

## **Judgements**

Freehold property has not been depreciated because the trustees consider the high level of ongoing maintenance extends the life of the asset for an indefinite period. The trustees have considered whether any impairment has occurred and are not aware of any events or matters (such as damage or exceptional deterioration) that will require a write down against the carrying value of the property.

## **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

## ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

## ***Investment income***

Investment income is recognised on a receivable basis.

## **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

## ***Charitable activities***

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

## **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees' meetings and reimbursed expenses.

## **Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

# Notes to the Financial Statements for the Year Ended 31 December 2020

## Taxation

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

## Depreciation and amortisation

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

Asset class	Depreciation method and rate
Fixtures and fittings	20% Reducing balance basis

## Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

## Stock

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

## Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

## Fund structure

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

# Notes to the Financial Statements for the Year Ended 31 December 2020

## Pensions and other post retirement obligations

The charity provides a defined contribution plan to eligible employees.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

## 2 Income from donations and legacies

	Unrestricted Total 2020 £	Unrestricted Total 2019 £
Donations and legacies;		
Clinic takings	90,980	109,776
Collections - collecting boxes	67	423
Appeals and donations	27,623	29,831
Legacies	183,890	10,819
	<u>302,560</u>	<u>150,849</u>

## 3 Income from charitable activities

	Total 2020 £	Total 2019 £
Subscriptions	418	455
Branch activities	556	1,290
Rental income	8,400	8,400
	<u>9,374</u>	<u>10,145</u>

# Notes to the Financial Statements for the Year Ended 31 December 2020

## 4 Investment income

	<b>Unrestricted Total 2020 £</b>	<b>Unrestricted Total 2019 £</b>
Interest receivable and similar income;		
Interest receivable on bank deposits	2,295	2,605
Other income from fixed asset investments	<u>745</u>	<u>668</u>
	<u><u>3,040</u></u>	<u><u>3,273</u></u>

## 5 Expenditure on charitable activities

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
Staff salaries	43,145	39,989
Surgery vets and nurses	63,504	69,362
Surgery drugs	44,307	40,849
Rates and water	2,476	2,907
Insurance	1,280	1,308
Heat and light	2,048	5,023
Cleaning	90	355
Repairs and renewals	8,089	7,599
Property repairs	3,204	10,347
Branch contribution to region	1,378	1,378
Grants for veterinary treatment	1,200	1,939
Advertising	-	1,099
Telephone, stationary and post	3,069	1,791
Sundry	1,328	2,319
Depreciation	2,448	3,060
Card charges	1,592	1,343
Donations	60,000	7,500
Software support	2,601	2,549
Garden	1,800	1,800
Payroll Bureau	446	540
Accountancy	<u>3,900</u>	<u>3,156</u>
	<u><u>247,905</u></u>	<u><u>206,213</u></u>

# Notes to the Financial Statements for the Year Ended 31 December 2020

## 6 Analysis of governance and support costs

### Governance costs

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
	£	£	£
Independent Examiner's remuneration	3,900	3,900	3,156

## 7 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2020	2019
	£	£
Depreciation of fixed assets	2,448	3,060
Independent Examiner's fee	3,900	3,156

## 8 Trustees' remuneration and expenses

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

### Mr P Dennis

£446 (2019: £540) of expenses were reimbursed to Mr P Dennis during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

## 9 Staff costs

The aggregate payroll costs were as follows:

	2020	2019
	£	£
<b>Staff costs during the year were:</b>		
Wages and salaries	40,164	37,113
Social security costs	2,356	2,350
Pension costs	625	526
	43,145	39,989

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2020	2019
	No	No
Charitable activities	3	3

# Notes to the Financial Statements for the Year Ended 31 December 2020

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

The total employee benefits of the key management personnel of the charity were £25,208 (2019 - £26,039).

The charity offers a defined contribution pension plan to eligible employees. During the year the charity paid pension contributions which totalled £625 (2019 - £526). At the year end contributions of £Nil (2019 - £Nil) were outstanding and included in liabilities.

## 10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## 11 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 1 January 2020	163,479	41,452	204,931
At 31 December 2020	163,479	41,452	204,931
<b>Depreciation</b>			
At 1 January 2020	-	29,214	29,214
Charge for the year	-	2,448	2,448
At 31 December 2020	-	31,662	31,662
<b>Net book value</b>			
At 31 December 2020	163,479	9,790	173,269
At 31 December 2019	163,479	12,238	175,717



# Notes to the Financial Statements for the Year Ended 31 December 2020

## 12 Fixed asset investments

	2019 £	2019 £
Other investments	<u>131,119</u>	<u>128,710</u>

### Other investments

	Listed investments £	Total £
<b>Cost or Valuation</b>		
At 1 January 2020	128,710	128,710
Revaluation	<u>2,409</u>	<u>2,409</u>
At 31 December 2020	<u>131,119</u>	<u>131,119</u>
<b>Net book value</b>		
At 31 December 2020	<u>131,119</u>	<u>131,119</u>
At 31 December 2019	<u>128,710</u>	<u>128,710</u>

## 13 Stock

	2020 £	2019 £
Stocks	<u>11,108</u>	<u>14,114</u>

## 14 Debtors

	2020 £	2019 £
Other debtors	31,581	-
Prepayments	<u>3,247</u>	<u>7,088</u>
	<u>34,828</u>	<u>7,088</u>

## 15 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	12,136	7,247
Other taxation and social security	1,199	1,252
VAT grant repayable	3,007	1,041
Other creditors	147	31
Accruals	<u>5,117</u>	<u>3,200</u>
	<u>21,606</u>	<u>12,771</u>

# Notes to the Financial Statements for the Year Ended 31 December 2020

## 16 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 December 2020 £
<b>Unrestricted funds</b>					
<b>General</b>					
Unrestricted income fund	<u>562,760</u>	<u>314,974</u>	<u>(247,905)</u>	<u>2,409</u>	<u>632,238</u>
	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 December 2019 £
<b>Unrestricted funds</b>					
<b>General</b>					
Unrestricted income fund	<u>602,064</u>	<u>164,267</u>	<u>(206,213)</u>	<u>2,642</u>	<u>562,760</u>