

RSPCA Bournemouth, New Forest and District Branch

**Annual Report and Financial Statements
Year Ended 31 December 2021**

Charity registration number: 205126

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Reference and Administrative Details

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

Trustees' Report

The committee have pleasure in presenting their report and the financial statements for the year ended 31 December 2021. 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 2019 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.

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 2022 there will be a pick up and a return to a normal level of activities.

Trustees' Report

Legacy income in 2021 includes two substantial legacies. Clinic Takings have increased, but overall direct costs have fallen. During the year, income of £198,732 (2020: £302,560) was received and expenditure totalling £221,954 (2020: £247,905) was made. Investments revaluation gain was £2,657 (2020: £2,409).

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 £622,513 (2020: £632,238) 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 19 May 2022 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 19 May 2022 and signed on its behalf by:

.....
Mr P Dennis FCA
Trustee

Independent Examiner's Report to the trustees of RSPCA Bournemouth, New Forest and District Branch

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021 which are set out on pages 6 to 16.

Respective responsibilities of trustees and examiner

As the charity's trustees of RSPCA Bournemouth, New Forest and District Branch 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 RSPCA Bournemouth, New Forest and District Branch'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 RSPCA Bournemouth, New Forest and District Branch 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 accounting 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.

.....
Anne-Marie Gates FCCA FCA (a partner of) PKF Francis Clark
Chartered Accountants

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

25 May 2022

Statement of Financial Activities for the Year Ended 31 December 2021 (Including Income and Expenditure Account)

	Note	Unrestricted Total 2021 £	Unrestricted Total 2020 £
Income and Endowments from:			
Donations and legacies	2	198,732	302,560
Charitable activities	3	9,845	9,374
Investment income	4	995	3,040
Total Income		<u>209,572</u>	<u>314,974</u>
Expenditure on:			
Charitable activities	5	<u>(221,954)</u>	<u>(247,905)</u>
Total Expenditure		<u>(221,954)</u>	<u>(247,905)</u>
Gains/losses on investment assets		<u>2,657</u>	<u>2,409</u>
Other recognised gains and losses			
Net movement in funds		(9,725)	69,478
Reconciliation of funds			
Total funds brought forward		<u>632,238</u>	<u>562,760</u>
Total funds carried forward	16	<u><u>622,513</u></u>	<u><u>632,238</u></u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2020 is shown in note 16.

Balance Sheet

31 December 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	171,311	173,269
Investments	12	<u>133,776</u>	<u>131,119</u>
		<u>305,087</u>	<u>304,388</u>
Current assets			
Stocks	13	12,728	11,108
Debtors	14	63,789	34,828
Cash at bank and in hand		<u>261,765</u>	<u>303,520</u>
		338,282	349,456
Creditors: Amounts falling due within one year	15	<u>(20,856)</u>	<u>(21,606)</u>
Net current assets		<u>317,426</u>	<u>327,850</u>
Net assets		<u>622,513</u>	<u>632,238</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>622,513</u>	<u>632,238</u>
Total funds	16	<u>622,513</u>	<u>632,238</u>

The financial statements on pages 6 to 16 were approved by the trustees, and authorised for issue on 19 May 2022 and signed on their behalf by:

.....
Mr P Dennis
Trustee

Notes to the Financial Statements for the Year Ended 31 December 2021

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 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 2021

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 2021

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 2021

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 2021 £	Unrestricted Total 2020 £
Donations and legacies;		
Clinic takings	110,026	90,980
Collections - collecting boxes	312	67
Appeals and donations	29,400	27,623
Legacies	58,994	183,890
	<u>198,732</u>	<u>302,560</u>

3 Income from charitable activities

	Total 2021 £	Total 2020 £
Subscriptions	412	418
Branch activities	233	556
Rental income	9,200	8,400
	<u>9,845</u>	<u>9,374</u>

Notes to the Financial Statements for the Year Ended 31 December 2021

4 Investment income

	Unrestricted Total 2021 £	Unrestricted Total 2020 £
Interest receivable and similar income;		
Interest receivable on bank deposits	139	2,295
Other income from fixed asset investments	<u>856</u>	<u>745</u>
	<u>995</u>	<u>3,040</u>

5 Expenditure on charitable activities

	Total 2021 £	Total 2020 £
Staff salaries	48,071	43,145
Surgery vets and nurses	73,812	63,504
Rates and water	1,697	2,476
Surgery drugs	44,152	44,307
Heat and light	3,481	2,048
Insurance	1,300	1,280
Cleaning	380	90
Repairs and renewals	7,951	8,089
Property repairs	20,617	3,204
Branch contribution to region	-	1,378
Grants for veterinary treatment	276	1,200
Telephone, stationary and post	2,684	3,069
Sundry	3,332	1,328
Depreciation	1,958	2,448
Card charges	1,827	1,592
Donations	-	60,000
Software support	2,971	2,601
Garden	2,105	1,800
Payroll Bureau	447	446
Accountancy	<u>4,893</u>	<u>3,900</u>
	<u>221,954</u>	<u>247,905</u>

Notes to the Financial Statements for the Year Ended 31 December 2021

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds	Total 2021	Total 2020
	General	2021	2020
	£	£	£
Independent Examiner's remuneration	<u>4,893</u>	<u>4,893</u>	<u>3,900</u>

7 Net incoming/outgoing resources

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

	2021	2020
	£	£
Depreciation of fixed assets	1,958	2,448
Independent Examiner's fee	<u>4,893</u>	<u>3,900</u>

8 Trustees' remuneration and expenses

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

Mr P Dennis

£447 (2020: £446) 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:

	2021	2020
	£	£
Staff costs during the year were:		
Wages and salaries	45,138	40,164
Social security costs	2,333	2,356
Pension costs	<u>600</u>	<u>625</u>
	<u>48,071</u>	<u>43,145</u>

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

	2021	2020
	No	No
Charitable activities	<u>4</u>	<u>3</u>

Notes to the Financial Statements for the Year Ended 31 December 2021

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 £24,956 (2020 - £25,208).

The charity offers a defined contribution pension plan to eligible employees. During the year the charity paid pension contributions which totalled £646 (2020 - £626). At the year end contributions of £Nil (2020 - £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 £
Cost			
At 1 January 2021	163,479	41,452	204,931
At 31 December 2021	163,479	41,452	204,931
Depreciation			
At 1 January 2021	-	31,662	31,662
Charge for the year	-	1,958	1,958
At 31 December 2021	-	33,620	33,620
Net book value			
At 31 December 2021	163,479	7,832	171,311
At 31 December 2020	163,479	9,790	173,269

Notes to the Financial Statements for the Year Ended 31 December 2021

12 Fixed asset investments

	2019 £	2020 £
Other investments	<u>133,776</u>	<u>131,119</u>

Other investments

	Listed investments £	Total £
Cost or Valuation		
At 1 January 2021	131,119	131,119
Revaluation	<u>2,657</u>	<u>2,657</u>
At 31 December 2021	<u>133,776</u>	<u>133,776</u>
Net book value		
At 31 December 2021	<u>133,776</u>	<u>133,776</u>
At 31 December 2020	<u>131,119</u>	<u>131,119</u>

13 Stock

	2021 £	2020 £
Stocks	<u>12,728</u>	<u>11,108</u>

14 Debtors

	2021 £	2020 £
Other debtors	58,744	31,581
Prepayments	<u>5,045</u>	<u>3,247</u>
	<u>63,789</u>	<u>34,828</u>

15 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	11,515	12,136
Other taxation and social security	1,266	1,199
VAT grant repayable	2,225	3,007
Other creditors	-	147
Accruals	<u>5,850</u>	<u>5,117</u>
	<u>20,856</u>	<u>21,606</u>

Notes to the Financial Statements for the Year Ended 31 December 2021

16 Funds

	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 December 2021 £
Unrestricted funds					
General	<u>632,238</u>	<u>209,572</u>	<u>(221,954)</u>	<u>2,657</u>	<u>622,513</u>
	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 December 2020 £
Unrestricted funds					
General	<u>562,760</u>	<u>314,974</u>	<u>(247,905)</u>	<u>2,409</u>	<u>632,238</u>