

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST DECEMBER 2020

RSPCA Suffolk East & Ipswich Branch

Charity Registration No: 206269

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Pages 1 - 2	Front Page / Contents Page
Pages 3 - 4	Legal and Administrative Information
Page 5	Independent Examiner's Report
Pages 6 - 10	Chief Inspector's Report
Pages 11 - 25	Trustees' Annual Report
Page 26	Statement of Financial Activities
Page 27	Balance Sheet
Page 28	Statement of Cash Flows
Pages 29 - 39	Notes to the Accounts

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Reference and Administrative Information

Charity Name	Royal Society for the Prevention of Cruelty to Animals Suffolk East and Ipswich Branch
Charity No:	206269
Financial Year:	1 st January to 31 st December 2020

Names of Charity Trustees

Name	Office if applicable	Dates acted, if not for whole year	Name of person (or body) entitled to appoint trustees
Felicity Brown		12.06.19 to 11.03.20	Branch Members at Annual General Meeting and Secondments by Branch Committee during the year
Ian Hendry			
Darren King			
Regine "Alex" Mery		From 08.01.20	
Jane "Lesley" Newton	Hon. Secretary		
Margaret Shiress			
Jean Short	Hon. Chairman		
Mary Taylor	Hon. Treasurer		
Stephen Taylor	Hon. Vice Chairman		

The existing Trustees appoint any new Trustees following the provisions laid out in the organisation's governing instrument.

The Trustees who held title to property on behalf of the charity at the date of this report are Jean Short, Margaret Shiress, Mary Taylor and Stephen Taylor.

Our Honorary President is Sue Southgate.

Senior Staff

Branch Manager	Kim Puttock
Animal Centre Manager	Zoe Barrett
Tacket Street, Ipswich Shop Manager	Sue Smith
Felixstowe Shop Manager	Cathie Livesey
Reynolds Road, Ipswich Shop Manager	Debbie Wright
Stowmarket Shop Manager	Julie Sommerville
Clinic Administrator	Rebecca Moll
Financial Administrator	Trudi Keeble
Branch Administrator	Kate Grimwood

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

LEGAL STATUS	Unincorporated Charity
GOVERNING INSTRUMENT	RSPCA Branch Model Rules Revised 19.7.56
OBJECTS	Promotion of kindness and prevention of cruelty to animals with particular reference to the area of benefit i.e., East Suffolk and Ipswich, area covered by the Branch.
PRINCIPAL ADDRESS	RSPCA Animal Centre, Mill Lane, Martlesham, IP12 4PD
PRIMARY BANKERS	HSBC Bank Plc 12 Tavern Street Ipswich Suffolk, IP1 3AZ
INDEPENDENT EXAMINERS	Beatons Limited 7 Three Rivers Business Park Felixstowe Road Foxhall Ipswich, IP10 0BF

Independent Examiner's Report to the Trustees of RSPCA Suffolk East & Ipswich Branch

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2020 which are set out on pages 26 to 39.

Responsibilities and basis of report

As the charity's trustees 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 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

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.



Jonathan Oakley F.C.A.

Beatons Limited – Chartered Accountants
7 Three Rivers Business Park
Felixstowe Road
Foxhall
Ipswich
Suffolk
IP10 0BF

Date: 21st June 2021

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

RSPCA Norfolk/Suffolk - Cambridge/Norfolk Inspectorate Branch Report - 2020

Chief Inspector -

Kathryn Parfitt 806

Animal Collection Officers -

Amy Marjoram 13704

Antoinette Shearsby 11317

Nicola Sullivan 9783

Paige Burnham 14804

Natalie Read 16673

Animal Welfare Officer -

Craig Plumley 8796

Inspectors -

Amy Pellegrini 11318

Ben Kirby 970

Dave Podmore 453

Dean Astillberry 398

Emily Astillberry 907

Jason Finch 735

John Jenkins 739

Nikki Thorne 881

Natalie Bartle 837

Welcome- Inspector Justin Stubbs, Inspector Rebecca Harper, Inspector Jo Bishop, and Inspector Alex Coghlan.

Goodbyes- ACO Amy Marjoram, ACO Antoinette Shearsby, ACO Nicola Sullivan, ACO Natalie Read, Inspector Dave Podmore, Inspector Jason Finch, Inspector Nicola Thorne, Inspector Natalie Bartle.

Overview

As we enter 2021, we look back and reflect on a year which has been undoubtedly challenging as individuals, as employees, and as a society.

At the end of January 2020, we saw the coronavirus outbreak reach the UK and from this moment forward, the way in which we worked changed entirely.

As a society we saw the damaging effects the virus had on our fundraising income, and as a charity who relies on public donations the 'Coronavirus emergency appeal' was launched - www.rspca.org.uk/getinvolved/donate/coronavirus.

Changes were made at the call centre in order to be able to prioritise the animals most in need,

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

meaning a change to the way we were tasked with jobs. It was clear we could not be everything to everyone in these challenging times, which meant we had to be proactive in giving the public advice, working with other agencies and charities in order to keep animal welfare at the heart of what we do. With this in mind we also had a main focus which was minimising contact, keeping ourselves and others safe and being readily available for the animals who needed us the most. We all know animal cruelty doesn't stop for coronavirus!

During April, we took advantage of the furlough scheme meaning we were able to save money over various areas of the Society, including the frontline officers. During 2020, we had five officers from Norfolk & Suffolk placed on the furlough scheme. Of course, with reduced staff on the roster, this put additional strain on the remaining officers with gaps and shifts that needed covering alongside booked annual leave. As a group, people pulled together and knew that this was for the greater good and our passion for animal welfare!

As June approached, it was clear the pandemic had caused (and was continuing to cause) a lot of financial strain on all businesses and charities with the worldwide economy taking a hit. A knock-on effect was that people were unable to support us how they may previously have done. In order to save the society to enable us to be here for animal welfare for years to come, the society had to make some important but difficult decisions.

It was proposed in June that with the heavy heart the Society had no other choice than to make redundancies in order to support the charities future. This included a percentage of frontline officers. The society called this the 'Organisational review'. For the Inspectorate it was proposed that the group areas and sizes would be changed with a set amount of staff per area. This meant officers could/would be moved into a new group and area, and in overpopulated areas, some officers would be put at risk of redundancy. It was also proposed that the Animal Collection Officer role would be disestablished along with the Animal Welfare Officer role. Replacing these roles would be a new position called an 'Animal Rescue Officer'. Due to the similarities in the job roles already, the Animal Welfare Officers (AWO) would naturally move over into the new position, but the Animal Collection Officers (ACO) would be at risk of redundancy and could apply for a new position of Animal Rescue Officer (ARO) where vacancies arose.

The proposals were successful and towards the end of summer into the autumn the restructure had been put in place. Norfolk/Suffolk group area changed into two new group areas - Cambs/Norfolk group and Suffolk/Essex group.

It is with a heavy heart that throughout this process, we said goodbye to ACO Nicola Sullivan and ACO Antoinette Shearsby who were both made redundant, both had been with the society for a number of years but are now in new employment and are fantastic assets to their new teams! We wish them all the best in their future.

With the group changes, Inspector Nicola Thorne, Inspector Jason Finch and Inspector Natalie Bartle became part of Suffolk/Essex group, alongside ACO Amy Marjoram and ACO Natalie Read becoming Suffolk/Essex new ARO's. Inspector Dave Podmore is now covering the Herts/Bedfordshire group area. AWO Craig Plumley and ACO Paige Burnham became Cambs/Norfolk new ARO's. We welcomed Inspector Rebecca Harper (Wildlife officer), Inspector

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Justin Stubbs, Inspector Jo Bishop (Wilberforce Project Officer), and Inspector Alex Coghlan into the Cambs/Norfolk group area.

As the year progressed and moving into winter, 2020 saw how strong we all are as a group and decided to throw another challenge at us, Avian Influenza!

The Avian influenza outbreak showed confirmed cases in commercial farms near Watton, Great Ellingham, Attleborough and Kings Lynn. Control, Surveillance, & Protection zones were put in place around these areas meaning we had strict government advice to follow. Frustratingly for all involved, East Winch fell into one of these zones meaning for a period we were unable to take any animals in or out. Thankfully restrictions are now lifted and we are able to use our wildlife hospital again, so far as COVID restrictions will allow.

Avian influenza, a notifiable disease, is unavoidable in wild birds, so we also saw an increase in sick birds and sought advice from DEFRA and APHA if we suspected a case. At times hard decisions had to be made to ensure best welfare for sick birds and to protect our staff and centres/rescue partners from any unnecessary disease spread. A number of euthanised birds were tested by APHA and we had confirmed disease in birds from St Neots, Cambs & Wisbech - following this advice was provided to the relevant staff and members of public by Public Health England.

This year has highlighted the importance of proper PPE & cleaning measures when dealing with birds and wild mammals, to ensure we keep ourselves and the animals in our care as safe as possible. Risk of Avian Influenza should now start to decrease as the year progresses and migration patterns change - fingers crossed nature doesn't throw us any more challenges!

Special Thanks

A special thanks to all our colleagues at East Winch Wildlife Centre who have been supportive and given expert advice through 2020. During the times they were full to capacity, restricted on what they were allowed to admit, and when short staffed due to self-isolation/shielding, they were always at the end of the phone for our officers to guide them through a situation when needed! You're all brilliant.

That brings me on to say a huge thank you to Wild Touch wildlife centre at Ridlington, Norfolk. Wild touch is an RSPCA approved establishment who have been no end of support to us during 2020 when East Winch has been full to capacity. They have taken in numerous animals who otherwise would have had nowhere to go and needed treatment and rehabilitation! Thank you! Another big thank you to our other approved wildlife establishment, Wildlives based down in Essex who again have helped with wildlife in 2020!

Thank you to the emergency services who assist us on jobs as and when needed! This covers the Fire and Rescue service who attend jobs where it may be unsafe for our officers to do so alone. The police who assist us in enquiries, difficult members of the public and help us rescue animals, whilst acting within the law.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Thank you to Dillon, our approved exotics specialist, who looks after all of the exotic species for us, which otherwise means we would have to travel for many hours to accommodate them.

Thank you to all the local seal charity groups who attend seals within our area and ensure we are not attending the same calls, keeping our officers available to deal with other animal emergencies. These are as follows- Friends of Horsey Seals, Wildtouch, Marine and Wildlife Rescue, BDMLR, Seal and Shore Watch and Sealife.

Thank you to Redwings and World Horse Welfare for attending incidents with us and always offering expert advice.

Lastly, a huge thank you to our wonderful branches who take on all our domesticated animals who enter our care. We really couldn't do it without you!



This lovely little girl was named 'Doris' by the Branch. Doris was a very sad story in the early part of 2020, when Inspector Natalie Bartle was tasked with the job of a kitten dumped in a cat carrier over the A14 flyover near Felixstowe.

On arrival, thankfully Natalie located the carrier and found poor little Doris huddled in the corner, petrified from all the noise and her ordeal. We are thankful her carrier was secure enough that she did not make a bid for freedom where she could have found herself in further trouble or harm.

We are unsure as to why Doris' owners felt the need to cruelly abandon her at just 10/12 weeks old, but there were a lot of concerns regarding cats and coronavirus at the time, so this could have been a potential reason. News reports around the time had left pet owners feeling particularly concerned about their cats and the possible impact of Coronavirus, but in actual fact the risk is incredibly small. Since this, our media department has put a lot of effort into providing information to try and reassure cat owners throughout the pandemic. A dedicated page on our website was published in April and we hope that this will put cat owners mind at rest going forward - <https://www.rspca.org.uk/-/we-re-reassuring-cat-owners-during-coronavirus-crisis>. We want to stress to owners to read reliable sources, and get in contact for advice and support.

Since the latter part of 2020, the branches that fall under our group areas have now changed.

Suffolk/Essex group area will now have the following within their area - RSPCA Suffolk East and Ipswich branch and RSPCA West Suffolk Branch.

Cambs/Norfolk will now have the following within their area - Block Fen Animal Centre (National), RSPCA Cambridge and district branch, RSPCA Cambridgeshire and Mid-East Branch, RSPCA Peterborough and District branch.

Although we work alongside the branches within the areas and have certain staff per area, on a

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

whole, as officers we will be practising 'borderless working'. This means we will travel into other group areas where appropriate and when we are the best officer placed to complete the particular job. This means more effective working and ultimately doing our best for animal welfare.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

The Trustees present their Report and Financial Statements

Objectives and Principal Activities of the Charity

The objectives of the Branch are to promote the work and objects of the RSPCA – to promote kindness and/or to suppress cruelty to animals by all lawful means – with particular reference to the area of the Branch, in accordance with the policies of the National Society.

The Branch's animal welfare work, although local in nature, benefits society at large and also aims to help people in need with the care of their animals. This report illustrates the main activities of the Branch and shows the benefit provided to the public.

The key aims of the Branch are to find suitable new homes for as many animals as possible, and to provide proper care to all animals which come into our Branch, particularly those who have been mistreated or abandoned. To also provide subsidised treatment through our Clinic for those members of the public who cannot afford normal veterinary fees.

Animals taken into our care for re-homing are assessed, receive veterinary treatment, flea and worm treatment, vaccinations, neutering and microchipping as needed. If an animal is not old enough to be neutered, a voucher is given to the adopter for when the animal reaches the appropriate age, and this is closely monitored. This work helps to control the incidence and spread of disease and suffering and promotes responsible pet ownership and both human and animal health.

We re-home animals in our care for a reasonable adoption fee to people willing and able to have a companion animal. It would not be in the best interests of the animals, and therefore would fall outside our objects, to re-home to those who do not meet our rehoming criteria. A home visit is carried out prior to rehoming for all dogs, cats, rabbits, ferrets and chinchillas, as well as post adoption/follow up visits to see how the animal is getting on in their new home. During the COVID-19 pandemic the Branch has had to adapt the way it works, taking into account the guidance provided both by the Government and the National Society. This was particularly evident in our rehoming process as we have not been able to undertake the usual face to face adoption work and processes at our Animal Centre, and pre and post home visits by our volunteers. The entire adoption process for the vast majority of 2020 was carried out remotely and worked exceptionally well in securing new homes efficiently and safely.

Our Animal Centre in Martlesham supports our local RSPCA Inspectorate team by taking in unwanted, mistreated or abandoned animals, as well as taking in pets whose owners are no longer able to care for them, through ill health, financial difficulties or whose owners have passed away. We continue to have a very good working relationship with the Inspectorate team and thank them for all they do; especially Insp. Natalie Bartlett who works very closely with our Branch.

We also take in wildlife that is in need of assistance and, when necessary, the wildlife is transferred to the RSPCA East Winch Wildlife Hospital in Norfolk.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

We assist those who cannot afford veterinary treatment for their animals, by running a Veterinary Clinic in Ipswich where heavily subsidised veterinary treatment is provided to those residing in the Branch area. These clients would otherwise be unable to afford help for their animals, which could result in the animal suffering. During the pandemic we have had to adjust our normal working procedures to ensure the clinic was COVID-Secure. We were fortunate that we were able to continue to operate the clinic throughout 2020, and found that our help was needed even more than ever.

The Branch feels neutering of companion animals is a priority and runs neutering schemes where the cost of neutering is heavily subsidised. During 2020 we continued to offer reduced neutering for dogs, cats and rabbits for those on low incomes. This assists members of the public, who would not be able to fund the full cost of the operation themselves and, in animal welfare terms, is a preventative measure to reduce the numbers of unwanted animals and promotes responsible pet ownership.

We also continue to provide low-cost microchipping of companion animals at our Animal Centre. To note that as of 6th April 2016 new legislation made it compulsory for all dogs to be microchipped.

We take in lost and stray animals (excluding dogs) and take steps to reunite them with their owners. The collection or intake of stray dogs is the responsibility of the Local Authority Dog Warden. During 2020 we continued to use the Pets Located online facility for lost and found pets; a very useful and proactive site which members of the public can use directly and to which the RSPCA network refers.

The Branch is registered for Gift Aid which increases the value of donations to the Branch by allowing us to reclaim tax on the donations. Not only can we claim Gift Aid on monetary donations, but we can also ask members of the public if they are willing/able to Gift Aid the donations which they bring to our charity shops. In 2020 through the hard work of our Shop Managers and volunteers we were able to claim £8,395.89 of Gift Aid through the donations given to our Charity Shops. This figure is down on 2019 due to the direct impact of the pandemic and the fact that our shops were closed for long periods of time

We were also able to claim a further Gift Aid refund of £4,504.15 from the monetary donations given to the Branch and collected by volunteers during the year; including supermarket collections. This sum is very similar to 2019 and due to some very generous donations from our supporters.

The Charity owns the Animal Centre at Martlesham, the Clinic situated at St Georges Street, Ipswich and the two houses adjacent to the Centre, namely Forest House and Sunnyland (all freehold). Animal Centre staff members reside in these houses providing overnight cover as and when needed. A lease is held on each of the four charity shops.

We respond to enquiries directly from the public and offer help and free advice to people who call or visit our Animal Centre, Clinic, shops or who call our Branch Administrator.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

We support the National Society, other branches and local animal welfare charities by helping with home visits, swapping and transferring animals, inviting them to have stalls at our events and collaborating on campaigns and fundraising events.

At the end of December 2020, the Branch employed 22 staff members (18.7 FTE).

The Branch provides volunteering and work experience opportunities for those who wish to support our work and gain valuable experience including trusteeship, fundraising, helping in our shops, at the Clinic and at the Animal Centre. This benefits local people, schools and companies by providing the possibility of doing work which is compassionate and rewarding.

We provide educational talks to both children and adults to increase awareness of animal welfare. In 2020 we were only able to provide a limited number of talks due to the pandemic. We have two volunteers who are able to provide talks so once it is safe to do so we will be starting these again.

The Trustees have reviewed the outcomes and achievements of our objectives and activities for 2020, to ensure they remain focused on our aims, and continue to deliver benefits to the public. We have complied with the duty under the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

There were no expenses paid to any of the Trustees during the financial year 1st January to 31st December 2020.

Advisors

HSBC Bank, Ipswich – Bankers

Prettys, Ipswich – Solicitors

Beatons Limited, Felixstowe – Independent Examiners

Richard Brunt FRICS & Associates, Bucklesham – Surveyors/Valuers

Bob Davis Building Design, Clopton – Building Design & Architectural Technician

Mervyn W Gill, Ipswich – Quantity Surveyor

JP Chick & Partners, Ipswich - Consulting Civil, Structural and Environmental Engineers

Soma Services Ltd, Warwick – Waste water and sewage treatment company

Sabrina Ward Business Support Officer, Community Action Suffolk

Organisational Structure

The Society was founded on the 16 June 1824 and granted the “Royal” prefix by Queen Victoria in 1840. The current constitution of the RSPCA was created with the adoption of the Royal Society for the Prevention of Cruelty to Animals Act 1932; the work of the Society is governed by the RSPCA Act and by the Rules of the Society. Membership of the Society is by subscription and may be on a life, annual or junior basis.

The Branch is an unincorporated charitable association and a separately registered charity.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

The work of the RSPCA covers England and Wales. There are three management regions, namely; the North, Wales and Midlands and the South. We are part of the Wales and Midlands Region.

A local committee elected at the AGM governs the RSPCA Suffolk East and Ipswich Branch. The Branch Committee must be a minimum of 7 members and a maximum of 14. The Committee is drawn from individuals who have been members of the Branch for at least three months (and have attended at least three meetings as an observer). The Trustees elected at the AGM may co-opt two additional Trustees during the year. Trustees are recruited through advertising and promotion. They receive ongoing training and support as necessary. They have individual and collective responsibility for the management of the Branch and its funds.

The day-to-day responsibility of the Animal Centre, Shops and Clinic has been delegated to the respective Managers with the Branch Manager heading up the team.

The Trustees hold monthly meetings at which decisions are made. There are also Sub-Committee meetings held to discuss areas such as the Animal Centre and fundraising. Additionally, Extraordinary Meetings are held as needed and an AGM is held in June. The 2020 AGM was held in October when lockdown measures allowed such meetings to take place with the necessary health and safety precautions, etc. in place.

Related Parties

There have been no related party transactions in the period 1 January – 31 December 2020.

Review of Activities

During 2020 the Branch operated in a country that was seriously affected by COVID-19 which had a major impact on the operations of our charity. A lot of the time we were working in very unfamiliar territory. The Branch continued its dedicated and tireless work to improve the welfare of local animals, especially those brought into Branch care by the RSPCA Inspectorate team - animals that have often been neglected and badly treated. The Animal Centre and Clinic were both kept very busy.

During the year the Branch took in 298 animals (211 for welfare reasons and 87 were for non-welfare reasons), and re-homed 243 animals. In addition, 29 wild animals and birds were accepted into our care and 23 of these were transferred for further treatment to either the RSPCA Hospital/Wildlife Centre in Norfolk or to local vet practices. The Branch microchipped 280 animals. (This figure includes all the animals which were microchipped prior to being adopted). In addition, the Branch neutered 378 animals (again, this includes animals we have re-homed).

At our Animal Centre we are able to care for 21 dogs, 20 rabbits, 40 ferrets, 56 cats plus a number of small animals and birds, at any one time.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Throughout 2020, although we were in the grip of COVID-19, rehoming continued with stringent procedures in place.

Our Animal Centre has seen a lot more guinea pigs needing help in 2020. All of the guinea pigs we have had come in are very under socialised.

We've seen a decrease in the number of dogs needing our help during lockdown. However, we are anticipating a sharp rise towards the middle/end of 2021 when life returns to a more normal setting. We are concerned about the large number of puppies purchased during lockdown who may potentially be under socialised with new people and other dogs, and likely experience separation related behaviours when their owners return to work.

A steady flow of cats has continued to come in. However, we had to manage intake during the pandemic to ensure we would be able to cope with reduced staffing should we have been directly impacted by the virus.

Turning to the longer stay animals and the dedicated work from our Animal Centre team that help them all find their loving homes. Ian, Belle and Poppy, are three lovely ferrets that were with us for 2 years and 3 months before finding their forever home. Belle and Poppy were our longest stay ferrets, and Ian joined them after he sadly lost his ferret friend. All 3 ferrets are very happy, active and mischievous in their new home and we were so pleased to see them adopted and given the chance they deserve. Ferrets are often overlooked, but they make great pets and bring endless amounts of fun!

Jessie the cat spent 9 months in our care, and was overlooked due to her initial feisty temperament. Jessie enjoyed many months in a foster home where she got a well-deserved break from cattery life before she was finally adopted. Jessie is doing fantastically in her new home and is showing how affectionate she can be. Jessie was a prime example of how a cattery environment can suppress an animal's true personality but given the chance and a bit of patience she's showing her friendly and loving side.

Tequila the Staffordshire Bull Terrier cross was in our care for 8 months and at first this was due to necessary behaviour training but also sadly because of the COVID-19 pandemic hitting. Tequila's adopters were very patient and waited until restrictions were lifted and they could come and spend lots of time with her. As Tequila was nervous of strangers her new adopter met her multiple times a week for a few months in order to allow her to feel comfortable. We're happy to report that Tequila is now very settled in her new home and is slowly being introduced to other members of the family outside of her household and is progressing well.

Volunteers play a vital role across the Branch and we are sincerely grateful to all our volunteers. At the Animal Centre the staff are very appreciative of their dedicated volunteer team who support their work. However, due to the pandemic, the Centre has had to temporarily put a hold on volunteers attending which has meant we did not see our volunteers for most of 2020 and we look forward to welcoming them back.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

We have a dedicated volunteer foster team and continue to work on increasing the number of fosterers we have on board. We are indebted to our foster team as they provide a life line for animals who find the centre environment difficult.

At the centre, Project Winston, our new isolation block, four wonderful new kennels and support block, plus waste treatment plant and a new 3-phase electricity supply, is slowly coming to an end. There was a considerable wait to have the upgraded electricity supply connected. This meant other areas, such as the commissioning of the waste treatment plant, could not be completed. These necessary works were also delayed by the pandemic and the first and subsequent lockdowns.

The Trustees and management are constantly working on the maintenance and upkeep of the fabric of the centre, shops and clinic together with the equipment to ensure that they are fit for purpose in all areas.

For example, at the Animal Centre, we installed a new commercial-sized washing machine for the dogs' section, fixed the ride on lawn mower, replaced the rabbit accommodation roofing, and new security fencing was erected around the site. A number of trees, which were overhanging the Animal Centre site, were pollarded for safety.

We have had to be innovative with our fundraising during the pandemic and so the Animal Centre team decided to sell donated animal food outside the Animal Centre gates; this is food that we are unable to feed to the animals in our care. The team has so far raised over £500 and we hope this will continue during 2021. This much needed income will help feed both the animals in our care and also help members of the public on low incomes who will greatly benefit from the reduced priced food for their pets.

Social media now plays a very important part in the re-homing of animals, enabling branches to showcase their animals to a much larger audience than was previously possible. We need to remain competitive and up to date with our work in this area and our Branch website, Facebook and Instagram pages go from strength to strength. They are very important tools, especially during the pandemic when the public were not able to attend our sites

At our Veterinary Welfare Clinic in St. Georges Street in Ipswich, 1,311 animals were seen and treated. The Clinic continues to see a high demand for help. A welfare assistance scheme is in place at the Clinic to ensure that assistance is given to those in genuine need, i.e., those in receipt of benefits or on a low income. However, no animal in need will ever be turned away.

The attendance figures for 2020 were remarkably similar to 2019. This was surprising as we were running the clinic remotely for four months and the vets were not prioritising neutering or vaccinations due to the pandemic.

In 2020 we witnessed a lot more general neglect; mostly lack of flea/worm treatment causing Flea Allergy Dermatitis, but also matted fur and ear/eye infections that have been left untreated, etc. We feel this is down to lack of funds and people delaying a trip to the vet due to

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

the pandemic. Alongside this, we are also experiencing a lot more people unable to pay, or only able to pay a small contribution.

We also saw a lot of puppies which were purchased online during lockdown. A number of these were in a poor state, too young to leave mum and unvaccinated/chipped, etc. In addition, we also encountered an increased number of overweight dogs!

Approximately 50% of our daily visitors now are new clients, many of whom have lost their jobs due to COVID. Around 50% of the calls we are receiving at the Clinic are from people asking for welfare assistance.

The Trustees believe that the statistics detailed above demonstrate that the branch's activities are making a significant difference to animal welfare in the Branch area and its core purpose is being achieved.

The Branch runs four busy charity shops; two in Ipswich, one in Felixstowe and one in Stowmarket. As well as raising vital funds for the Branch, the shops help to raise awareness of our Branch and the work we do by displaying rehoming and event posters. Additionally, our shops help to recycle and upcycle donations helping the environment.

We are very reliant on the profit from the shops, as this is a vital part of our income, and we are sincerely grateful for all the donations that are taken to the shops by the public and/or collected by volunteers. In 2020 our shops were closed for a number of months which seriously affected Branch finances. We were very lucky to receive financial support in the form of grants from the local authority for which we are most grateful. In 2020 our shops brought in a net profit of £24,176.

Our Safe Haven sponsorship scheme, whereby members of the public can sponsor animal accommodation at our Animal Centre, continues to help fund and support our work. During 2020, the Safe Haven scheme brought in £13,489 including Gift Aid. The Branch is very grateful for the ongoing support received through this scheme.

During 2020, even though fundraising efforts were severely affected by the pandemic, we managed to raise just under £3,500 through our events and supermarket collections. This was compared to just under £20,000 which was raised in 2019.

We would like to say a big thank you to, amongst other companies, AA Turners, Hughes, Soma Services, Azurri, Holmes (Mill Lane work) who helped and supported the Branch throughout the year in various ways from donating items to providing their services / products free or at very heavily reduced prices. Also thank you to Pets at Home, Martlesham, who have been very generous through donating food items and providing vouchers every 3 months through their PAH Lifeline Scheme. This has given us a real saving on the Animal Centre's expenditure on food, bedding, toys, etc. In addition, grateful thanks are given to Asda who gave us a wonderful 22 weeks rent free for our Stowmarket Shop, a figure of nearly £8,500. This help is so appreciated and we are very grateful to each and every one of them as their support meant that more of our vital funds could go to our core work of helping animals.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Throughout 2020 there were ongoing discussions regarding a possible merger with some of the area comprising the current RSPCA West Suffolk Branch. Several meetings and discussions have taken place to ensure that any merger is in the best interests of the branch and the animal welfare provision.

Both volunteers and employees carried out the fundraising on behalf of the branch, although the majority of the face-to-face fundraising was carried out by volunteers. There were no professional fundraisers or commercial participators involvement in any of the fundraising activities.

The Branch is registered with the Fundraising Preference Service (FPS), and only had one request for removal from our data base by the FPS in 2020. The FPS is a free service run by the Fundraising Regulator that helps people stay in touch with the charities they want to and end contact with those they don't.

Trustees monitor fundraising activities by having a Fundraising Sub-Committee. The Sub-Committee holds regular fundraising meetings which are chaired by our Branch Manager, attended by 2 Trustees, staff and volunteers. Minutes are taken and circulated to the Fundraising Sub-Committee, Board of Trustees and site managers

Our charity protects vulnerable people through a Safeguarding Policy which was introduced in November 2019. As part of the policy introduction, Trustees requested that all staff and volunteers were supplied with a copy of the policy and a short quiz was taken to demonstrate each person's knowledge and understanding of the policy.

The Branch received one complaint in 2020 which was dealt with and resolved by the Branch Manager.

Our volunteers, who number approximately 100 and to whom we are deeply indebted, provide invaluable support and give their free time generously and readily. The branch would not function without the continued support of these volunteers who help with all areas of our work. It is always hardest to recruit volunteers for our fundraising, especially store collections and our charity shops. Because of the pandemic, we were not able to have our volunteers on board as we usually would and we look forward to welcoming them back as soon as we are safely able to.

I would like to finish by thanking my fellow Trustees, our paid staff, the Inspectorate team who cover our Branch area (including the Animal Rescue Officers), our Branch Partnership Manager Sharon Collin and the two vets which support our Branch - The Barn Veterinary Practice and Ryder-Davies & Partners. But most of all, I'd like to thank all our wonderful volunteers who give up their time so selflessly to help with our animal welfare work. Without the tireless work and support of so many volunteers, it would be impossible to deliver the level of animal welfare work that we do.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Total expenditure was £646,915 and total income was £676,661. The main income items were:

Donations and Boxes (Including £3,000 COVID-19 Grant)	£23,264
Legacies	£280,754
Special Fundraising (incl. our events)	£3,408
Charity Shop Profit (Including £79,049 COVID-19 Grant)	£24,176
Clinic Donations (Including £10,000 COVID-19 Grant)	£25,003
Safe Haven	£13,489
Grants	£24,622
General Donations	£47,118

Risk Analysis

The Branch has carried out a review to identify major risks and has taken steps to mitigate them. The major risks identified are: -

- loss of reputation through error or fraud
- loss of income through error or fraud
- loss of income through poor investment performance
- insufficient Trustees for the Branch to continue
- insufficient volunteers for the fund-raising activities
- insufficient funds to cover the cost of animal welfare activities
- inability to operate the Animal Centre, Shops or Clinic because of fire, pandemic or other destruction

The Branch operates within the framework of the Society's rules and guidelines and it is the opinion of the Trustees that the Branch's policies, procedures and controls are adequate to mitigate financial and reputation loss through error or fraud and to maintain the future financial viability of the Branch. There is an ongoing awareness of the need to recruit further Trustees and volunteers.

During 2020 a full review of Branch policies and procedures was undertaken and any necessary alterations were put in place in order that we continued to comply with legislation and other regulations.

At the start of the pandemic, a COVID-19 risk assessment process was put in place for all areas of our charitable activities. Our activities are varied and complex. We have put in place an ongoing process of examining each part of the charity in light of the continually updated and changing Government guidance on managing the risk of the coronavirus.

In order to ensure that the Branch was COVID-Secure in all areas, a robust Controls Policy and COVID-Secure Risk Assessment was implemented. The Controls Policy operates in tandem with the Risk Assessment and both are regularly reviewed and updated.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Reserves Policy

It is Branch policy to maintain sufficient funds in reserve to cover maintenance of all Branch property plus keeping available monies to meet known future commitments. In addition, where funds are raised, donations given and/or legacies received for specific purposes, they must be kept separate until that purpose arises. To meet these obligations, the Branch maintains a reserve level of 9 months.

We can confirm that these funds are sufficient to meet all on-going items of expenditure, including rent for the Charity Shops and all other known or anticipated obligations. There are no likely delays foreseen in realising those assets when need arises.

Investment Policy

We confirm that all investments both present and future have been or will be acquired in accordance with the powers available to the Trustees. All investments are reviewed on an annual basis in conjunction with forward planning discussions.

Looking Back

The cost of running our branch operations for this last year were £646,915 against our total income from all sources of £676,661. This resulted in an excess of income over expenditure of £29,746. This is a remarkable achievement considering all the restrictions we were operating under due to the Coronavirus pandemic.

We are extremely grateful for all the donations we received from our many supporters during this very difficult year.

We applied for various grants and received £3,000 from the Pets at Home charity "Support adoption for pets", for our Martlesham Animal Centre, £79,049 Local Authority grants relating to our 4 charity shops and finally a £10,000 Local Authority grant for our Animal Welfare clinic in Ipswich.

Our landlords ASDA, who own the premises of our Stowmarket shop, were also extremely generous and allowed us 22 weeks rent free, which covered the various periods of lockdown that the shop was closed for during 2020. We are very grateful for this additional support during these challenging times for all charities and businesses.

All of our shop staff were furloughed during the various lockdowns and the branch was able to claim a total of £32,326 from the Coronavirus Job Retention Scheme, allowing us to retain all our shop staff.

Our Martlesham Animal Home remained "open" throughout the year, operating to very strict guidelines as laid down by DEFRA and RSPCA HQ. Our staff there were classed as "key workers".

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Our Animal Welfare Clinic also continued throughout the year, with support and guidance from The Barn Veterinary practice.

The Trustees would like to express their appreciation to all our staff and volunteers for their support and dedication to our work over the past turbulent year.

At the present time (June 2021) the Trustees are confident that we have taken all necessary actions to ensure the viability of the charity for the foreseeable future.

Future Plans

- To continue to provide a very valuable service and support to East Suffolk in line with our aims and objectives.
- Our domestic and wild bird facilities at the animal centre are in need of updating and so we will be looking to upgrade our existing facilities to facilitate the rescue and recovery of wild birds and the intake and rehoming of domestic birds.
- We will be looking at creating a fit for purpose grooming room at our animal centre.
- Focus will be given to increasing volunteer numbers to support the animal centre staff.
- Business and strategic planning will continue to play a very important part of taking the branch forward. Our Branch Manager, in conjunction with Trustees, is currently working on a Branch Strategy which will be an invaluable tool for the future.
- We will continue to work on ensuring we remain compliant with the General Data Protection Regulations (GDPR).
- The Branch will continue to advertise the animals needing homes as much as possible, through all means possible. Focusing particularly on our website, Facebook, Instagram and via press releases.
- The Branch will be recruiting more fundraising volunteers to assist with our events, store collections and to help in our charity shops, so that we can look at building on our existing fundraising activities.
- The Branch will continue to review its costs and identify ways of getting better value for money from its external contracts and suppliers.
- We will continue to look at ways of maximising our income opportunities in our charity shops and through other platforms, especially online.
- To identify sustainable income opportunities.
- Ongoing review of existing and implementation of new Branch Policies.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

- To review the existing skillset of the Trustees and to undertake a recruitment drive to fill any identified gaps
- Increase education talks to both children and adults so that we can increase animal welfare knowledge in future and current generations and to provide an educational experience.
- We will be reviewing, updating and promoting our Safe Haven scheme
- The Trustees will continue the merger discussions that commenced in 2020.

Trustees' Responsibilities

Under the Charities Act 2011, the Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year and of its incoming resources and the application of such resources during the year.

In preparing the statement, the Trustees are required to: -

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are prudent and reasonable;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which will enable the Trustees to ensure that the financial statements comply with the applicable law, regulations and Trust Deed.

The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of and detection of fraud and other irregularities.

The Trustees would like to sincerely thank all those who have helped and who have continued to show their dedication and commitment to animal welfare in the Branch area.

As a result of the COVID-19 pandemic and its effect on the charity's financial position, I am sure that 2021 will be a challenging time. I am confident however that our staff, many supporters and volunteers will enable us to continue our fantastic (and hard) work for the animals in our area. As always, our grateful thanks are extended to everyone who has supported us in whatever way they were able to during the past year, either financially or by the generous gift of their time.

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Approved by the Trustees on 21st June 2021 and

Signed on their behalf by Jean Short

**Mrs Jean Short
Hon. Chairman**

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Legacies Received

We are indebted to those who leave legacies to the Branch and to those family and friends who donate in memory of someone special. Their generosity will help us to continue our vital local animal welfare work. We are always touched when money is left to the branch in this way and it is very special to us and will continue to be so. Please contact the Branch Administrator (details below) if you would like a list of money that was left to us through legacies in 2019.

Form of Bequest

If you wish to support RSPCA Suffolk East & Ipswich Branch and their animal welfare work in East Suffolk by leaving a legacy in your will, please note that the bequest should be worded as follows to avoid any uncertainty: -

"I give, devise and bequeath to the RSPCA Suffolk East & Ipswich Branch, registered charity number 206269, the sum of £..... or the whole (or a share) or my residuary estate for its general charitable purposes. I declare that the receipt of the Honorary Treasurer or other proper officer of such Branch shall be a full and sufficient discharge of this legacy".

Branch Contact Details:

Mrs Jean Short (Hon. Chairman) - jean.short@rspca-ipswich.org.uk.

Mrs Mary Taylor (Hon. Treasurer) - mary.taylor@rspca-ipswich.org.uk.

Mrs Jane "Lesley" Newton (Hon. Secretary) - lesley.newton@rspca-ipswich.org.uk

Mrs Kim Puttock (Branch Manager) 07486004153 or kim.puttock@rspca-ipswich.org.uk.

Mrs Kate Grimwood (Branch Administrator) Tel: 01449 614057 or 07745771129 or kate.grimwood@rspca-ipswich.org.uk.

Branch Website: www.ipswich-rspca.org.uk

Branch Facebook Page: www.facebook.com/rspcasuffolkeastandipswich

Branch Instagram Page: www.instagram.com/rspca_martlesham

RSPCA CRUELTY LINE: 0300 1234 999 – 7am to 10pm

HQ WEBSITE: www.rspca.org.uk

Martlesham Animal Centre, Mill Lane, Martlesham, IP12 4PD
Tel: 0300 999 7321 or martlesham@rspca-ipswich.org.uk

**RSPCA Suffolk East and Ipswich Branch
Annual Report and Financial Statements
For the Year Ended 31st December 2020**

Open to the Public: Mon – Saturday 11.30am–3.30pm (Closed Wednesday)
Sunday (by appointment only) 1.30-3.30pm.
Telephone lines are open from 9am-4.30pm, 7 days a week.

Clinic, 35A St. George Street, Ipswich, IP1 3NF

Tel: 01473 231972

Open to the Public: Tues 12-1pm and Fri 12-1pm
(lines answered between 10.30am-1.30pm)

Ipswich Charity Shop, 1-3 Tacket Street, Ipswich, IP4 1AU

Tel: 01473 253420 Opening Hours: Mon – Sat 9am-4pm, Monday to Friday and most Saturdays

Ipswich Charity Shop, 15 Reynolds Road, Ipswich, IP3 0JL

Tel: 01473 7144782 Opening Hours: Mon – Fri 10am-4pm

Felixstowe Charity Shop, 144a Hamilton Road, Felixstowe, IP11 7DS

Tel: 01394 275350 Opening Hours: Mon – Sat 9am-5pm

Stowmarket Charity Shop, Meadow Centre, Stowmarket, IP14 1DE

Tel: 01449 259036 Open Hours: Tues – Sat 10am -4pm

RSPCA Suffolk East & Ipswich Branch
Statement of Financial Activities
for the year ended 31 December 2020

		Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
Notes	2020	2020	2020	2020	2019
	£	£	£	£	£
Incoming Resources					
Revenues, grants, legacies & donations		405,582	0	405,582	378,625
Activities for generating funds		143,612	0	143,612	266,027
Investment Income		3,092	0	3,092	5,481
Covid Grants		124,375	0	124,375	0
Total Incoming Resources	3	676,661	0	676,661	650,133
Costs of activities in furtherance of the charities objectives	4a	397,679	2,230	399,909	464,495
Cost of raising and generating funds	4b	177,562	0	177,562	184,524
Management & Administration of the charity	4c	69,444	0	69,444	39,378
Total Resources expended	4	644,685	2,230	646,915	688,397
Net Incoming Resources before Transfers		31,976	-2,230	29,746	-38,264
(ie Total A minus Total B)					
Gain/Loss on Disposal of Investments		0	0	0	0
Transfers		0	0	0	0
Total funds brought forward		1,764,144	3,048	1,767,192	1,805,456
Total funds carried forward		1,796,120	818	1,796,938	1,767,192

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners in England and Wales and is reconciled to the total funds as shown in the Balance Sheet on the following page as required by the said Statement.

RSPCA Suffolk East & Ipswich Branch
Balance Sheet as at
31st December 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible Assets	2	1,187,520	1,170,184
Investments	10	0	0
		<u>1,187,520</u>	<u>1,170,184</u>
Current Assets			
Stock		4,225	5,064
Debtors	7	141,976	83,345
Cash at Bank and In Hand	6	478,155	525,897
		<u>624,356</u>	<u>614,306</u>
Creditors:			
Amounts due within one year	8	14,938	17,298
		<u>14,938</u>	<u>17,298</u>
Net Current Assets		609,418	597,008
Total assets less current liabilities		<u>1,796,938</u>	<u>1,767,192</u>
Creditors:			
Amounts due after more than one year	9	0	0
Net assets		<u>1,796,938</u>	<u>1,767,192</u>
CAPITAL & RESERVES			
Income Funds			
General Funds	13	1,796,120	1,764,144
Restricted Funds	5	818	3,048
		<u>1,796,938</u>	<u>1,767,192</u>

The financial statements on pages 26 to 39 were approved and authorised for issue by the Trustees on 2021, and signed on their behalf by:-

Jean Short

Mrs J Short
Trustee

Date: *21st June 2021*

RSPCA Suffolk East & Ipswich Branch
Statement of Cash Flows
for the year ended 31 December 2020

	Notes	2020 £	2019 £
Cash flow from operating activities	19	- 14,423	356,341
Interest paid		-	-
Net cash flow from operating activities		- 14,423	356,341
Cash flow from investing activities			
Payments to acquire tangible fixed assets	- 36,411	- 200,779	
Interest received	3,092	5,481	
Net cash flow from investing activities		- 33,319	- 195,298
Cash flow from financing activities			
Interest paid		-	-
Net cash flow from financing activities		-	-
Net increase / (decrease) in cash and cash equivalents		- 47,742	161,043
Cash and cash equivalents at 1 January 2020		525,897	364,854
Cash and cash equivalents at 31 December 2020		<u>478,155</u>	<u>525,897</u>
Cash and cash equivalents consists of:			
Cash at bank and in hand		478,155	525,897
Cash and cash equivalents at 31 December 2020		<u>478,155</u>	<u>525,897</u>

1) Accounting policies

1.1 Basis of preparation of accounts

RSPCA Suffolk East and Ipswich Branch is an unincorporated charity in England. The address of the registered office is given in the charity information page on page 3 of these financial statements. The nature of the charity's operations and principal activities are also included on page 4 of these financial statements.

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 UK and Republic of Ireland (FRS 102) issued on 16th July 2014 (as updated through Update Bulletin 1 published on 2nd February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the UK Generally Accepted Practice.

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 16th 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 under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

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.

1.2 Stocks

Stock comprises of goods for resale in order to produce income to further the charity's objects and is valued at the lower of cost or net realisable value.

1.3 Tangible fixed assets for use by the charity and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets less their estimated residual value, over their expected useful lives on the following basis:-

Plant & machinery – 15 %

Motor vehicle – 25 %

Building sheds – 20 %

Ferret & Cattery houses – 10 %

Shop fittings - 10%

No depreciation is charged on the freehold land and buildings. In the opinion of the Trustees the buildings are maintained to such a standard that depreciation is not required.

1) Accounting policies (continued)

1.4 Legacies

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

1.5 Incoming resources

Incoming resources from the charity shops and from investments is included when received.

1.6 Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

1.7 Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

1.8 Designated funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

1.9 Reserves policy

The Trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees aim is to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

1.10 Risk assessment

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

1.11 Finance and operating leases

Rentals applicable to operating leases are charged to the SOFA over the period in which the cost is incurred. Assets purchased under finance lease are capitalised as fixed assets. Obligations under such agreements are included in creditors. The difference between the capitalised cost and the total obligation under the lease represents the finance charges. Finance charges are written-off to the SOFA over the period of the lease so as to produce a constant periodic rate of charge.

1.12 Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.13 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. 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. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

1) Accounting policies (continued)

1.14 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.15 Financial Instruments

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value are recognised in the statement of financial activities, except that investments in equity instruments that are not publicly traded and whose fair values cannot be measured reliably are measured at cost less impairment.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities, including creditors and bank loans, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year and not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective rate of interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.16 Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

RSPCA Suffolk East & Ipswich Branch
Notes to the Accounts
31 December 2020

1) Accounting policies (continued)

- 1.17 The charity receives government grants in respect of financial assistance following the economic effects of covid-19. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

RSPCA Suffolk East & Ipswich Branch
Notes to the Accounts
for the year ended 31 December 2020

2) TANGIBLE FUNCTIONAL FIXED ASSETS

		Land and Buildings		Motor Vehicles		Plant, Machinery		Shop Fittings		Ferret & Cattery Houses		Total
		£	£	£	£	£	£	£	£	£	£	£
Cost at	01-Jan-20	1,135,303	2,571	11,444	17,315	24,435	106,101	1,297,169				
Additions		31,811			4,600			36,411				
Disposals					-2,652			-2,652				
Cost at	31-Dec-20	1,167,114	2,571	11,444	19,263	24,435	106,101	1,330,928				
Depreciation at	01-Jan-20	0	2,571	11,444	17,315	19,952	75,703	126,985				
Charge		6,718			300	1,447	10,610	19,075				
Disposals					-2,652			-2,652				
Depreciation at	31-Dec-20	6,718	2,571	11,444	14,963	21,399	86,313	143,408				
Net Book Value	31-Dec-20	1,160,396	0	0	4,300	3,036	19,788	1,187,520				
Net Book Value	31-Dec-19	1,135,303	0	0	0	4,483	30,398	1,170,184				

RSPCA Suffolk East & Ipswich Branch
Notes to the Accounts
for the year ended 31 December 2020

3) INCOMING RESOURCES	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
a) Donations, Legacies and Similar Incoming Resources				
Grants	24,622		24,622	26,188
General	47,118		47,118	26,153
Animal Home-donations	0		0	1,728
Animal Home-other	18,387		18,387	37,294
Collection Boxes	648		648	286
Clinic Collections	15,003		15,003	23,061
House to House	0		0	0
Special Efforts	3,408		3,408	106,591
Legacies	280,754		280,754	140,319
Subscriptions	924		924	72
Safe Haven	13,489		13,489	14,181
Funeral Donations	1,229		1,229	2,752
	<u>405,582</u>	<u>0</u>	<u>405,582</u>	<u>378,625</u>
b) Income from Activities for Generating Funds				
Identichip	60		60	85
Donations Shops	1,106		1,106	1,916
Sales (Animal Home)	19,757		19,757	28,913
Shop Takings	122,689		122,689	235,113
	<u>143,612</u>	<u></u>	<u>143,612</u>	<u>266,027</u>
c) Investment Income				
Interest Receivable	3,092		3,092	5,481
UK Treasury Stock	0		0	0
	<u>3,092</u>	<u></u>	<u>3,092</u>	<u>5,481</u>
d) COVID Grants				
Coronavirus Job Retention Scheme	32,326		32,326	
Animal Home	3,000		3,000	
Reynolds Road	11,810		11,810	
Clinic	10,000		10,000	
Stowmarket	27,714		27,714	
Felixstowe	11,811		11,811	
Tacket Street	27,714		27,714	
	<u>124,375</u>	<u>0</u>	<u>124,375</u>	<u>0</u>

RSPCA Suffolk East & Ipswich Branch
Notes to the Accounts
for the year ended 31 December 2020

4) RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
a) Costs of Activities in Furtherance of the Charitable Objectives				
Animal Home	335,953	2,230	338,183	371,808
Clinic	36,924		36,924	48,084
Veterinary Surgeon	24,802		24,802	44,603
17b & 17c	397,679	2,230	399,909	464,495
b) Costs of Generating Funds				
Charity Shops	177,562		177,562	184,524
17a	177,562		177,562	
c) Resources Expended on Managing and Administering the Charity				
Telephone/Postage Costs	633		633	585
Sundry	1,417		1,417	1,079
Branch Contribution	0		0	0
Independent Examiners Fee	1,800		1,800	3,283
Consultancy	0		0	0
Accountancy Fees	0		0	0
Interest Payable	0		0	0
Staff Costs	65,594		65,594	34,431
	69,444		69,444	39,378

RSPCA Suffolk East & Ipswich Branch
Notes to the Accounts
for the year ended 31 December 2020

5) RESTRICTED FUNDS	Balance 01- Jan-20 £	Income £	Expenditure £	Transfers £	Balance 31- Dec-20 £
Legacies/Grants	3,048	0	-2,230	0	818
	3,048	0	-2,230	0	818

The restricted fund represents funds specifically received for new kennels and improvement to the animal home.
The balance remaining will be spent during the following financial year.

6) CASH AT BANK AND IN HAND	2020 £	2019 £
Current Account	22,060	13,800
High Interest Savings Account	21,546	87,434
Cash In Hand	329	375
Melton Building Society	85,000	0
Monmouthshire Building Society	85,000	0
Virgin Money	5,698	85,331
Close Brothers	0	82,970
Skipton Building Society	85,741	85,000
Cambridge & Counties	87,309	85,987
Nationwide Building Society	85,472	85,000
	478,155	525,897

7) DEBTORS AND PREPAYMENTS	2020 £	2019 £
Trade Debtors	0	0
Taxation Recoverable	10,140	7,769
Prepayments	3,875	5,725
Other Debtors	127,961	69,851
	141,976	83,345

8) CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2020 £	2019 £
PAYE, NI and Pensions	4,495	4,790
Accrued Expenses	1,800	1,800
Trade Creditors	8,643	10,708
Sundry Creditors	0	0
	14,938	17,298

9) CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

The charity held no long term creditors during this or the previous financial periods.

RSPCA Suffolk East & Ipswich Branch
Notes to the Accounts
for the year ended 31 December 2020

10) FIXED ASSET INVESTMENTS

	Property Investments £	Listed Investments £	Unlisted Investments £	2020 Total £	2019 Total £
Cost or valuation					
At 1 January 2020	-	-	-	-	-
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Realised Gain on Investments	-	-	-	-	-
At 31st December 2020	-	-	-	-	-
Cash held by investment advisors				-	
Total Investments including cash		At 31st December 2020		-	
Total Investments including cash		At 1st January 2020		-	
	Property Investments £	Listed Investments £	Unlisted Investments £	Total £	
Historical Cost (excluding cash) held by investment advisors					
At 31st December 2020	-	-	-	-	
At 1st January 2020	-	-	-	-	

11) ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
Fixed Assets and Investments	1,187,520		1,187,520	1,170,184
Cash	477,337	818	478,155	525,897
Net Current Assets	131,263		131,263	71,111
Liabilities (Due in more than one year)	0		0	0
	<u>1,796,120</u>	<u>818</u>	<u>1,796,938</u>	<u>1,767,192</u>

12) STAFF COSTS AND NUMBERS

	2020 £	2019 £
Gross Wages and Salaries	360,155	346,038
Employers Pensions	12,276	11,795
Employer's National Insurance Costs	17,411	17,566
	<u>389,842</u>	<u>375,399</u>

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £12,276 (2019: £11,795).

Employees who were engaged in each of the following activities:

	2020 No.	2019 No.
Cost of generating funds/fund raising	7	7
Activities in the furtherance of the organisation's objectives	19	19
	<u>26</u>	<u>26</u>

The charity operates a PAYE scheme to pay all employed members of staff and no employees received emoluments of £60,000 or above.

RSPCA Suffolk East & Ipswich Branch
Notes to the Accounts
for the year ended 31 December 2020

13) UNRESTRICTED FUNDS

	At 01-Jan-20 £	Income £	Expenditure £	Investment Gains £	Transfer s £	At 31-Dec-20 £
General Reserve	1,764,144	676,661	644,685		0	1,796,120
	<u>1,764,144</u>	<u>676,661</u>	<u>644,685</u>	<u>0</u>	<u>0</u>	<u>1,796,120</u>

The General Reserve represents the free funds of the charity which are not designated for particular purposes.

14) TRUSTEES AND OTHER RELATED PARTIES

No payments or reimbursements of expenses were made to trustees or any persons connected with them during the financial period. No other material transaction took place between the organisation and a trustee or any person connected with them.

15) COMMITMENTS

At 31st December 2020 the charity has commitments under non-cancellable operating leases as follows:-

Expiry date:	2020 Land and Buildings £	2020 Other £	2019 Land and Buildings £	2019 Other £
Within one year	62,250	0	62,250	0
Two to five years	85,083	0	147,333	0
Over five years	0	0	0	0
	<u>147,333</u>	<u>0</u>	<u>209,583</u>	<u>0</u>

£60,070 lease payments have been recognised as an expense during the year (2019: £65,882).

Capital expenditure contracted for but not provided in the financial statements was £nil (2019: £nil).

16) FINANCIAL INSTRUMENTS

	2020 £	2019 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	<u>127,961</u>	<u>69,851</u>
 Carrying amount of financial liabilities		
Measured at amortised cost	<u>10,443</u>	<u>12,508</u>

RSPCA Suffolk East & Ipswich Branch
Notes to the Accounts
for the year ended 31 December 2020

	Ipswich Reynolds Road £	Felixstowe £	Ipswich Tacket Street £	Stowmarket	Total 2020 £	Total 2019 £
17a) Costs of generating funds - Shops						
Rent	5,417	15,750	25,092	13,811	60,070	65,882
Legal Fees	0	0	0	0	0	0
Rates	230	283	120	179	812	3,414
Electricity	479	1,400	2,027	2,458	6,364	6,196
Administration	1,404	2,318	3,993	1,883	9,598	11,434
Repairs and Renewals	2,688	167	1,229	1,838	5,922	3,846
Telephone	253	294	379	207	1,133	1,298
Staff Costs	17,451	27,822	22,387	24,236	91,896	91,155
Goods for Sale	0	486	381	62	929	629
Insurance	1,018	450	-578	-52	838	670
	28,940	48,970	55,030	44,622	177,562	184,524

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
17b) Costs of generating funds - Animal Home				
Project Winston non capital Expenditure			0	0
Animal Costs	35,134		35,134	47,397
Staff Costs	235,022		235,022	251,144
Repairs and renewals	11,289	2,230	13,519	17,762
Rates	4,764		4,764	4,251
Electricity	9,734		9,734	10,015
Administration	38,060		38,060	36,885
Van expenses	1,497		1,497	834
Telephone	1,476		1,476	1,430
Forest House	1,399		1,399	1,444
Identichips	0		0	0
VET Fees	24,802		24,802	44,603
Cost of Goods Sold	-2,422		-2,422	646
Loss on disposal of fixed assets	0		0	0
	360,755	2,230	362,985	416,411

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
17c) Costs of generating funds - Clinic				
Rates	543		543	633
Electricity	1,292		1,292	900
Administration: Vet attendance	28,511		28,511	38,181
Other	927		927	780
Repairs and renewals	495		495	2,440
Telephone	123		123	133
Legal Fees	0			360
Staff Costs	5,033		5,033	4,657
	36,924		36,924	48,084

18) LEGACIES

In accordance with the Statement of Recommended Practice (FRS102) legacies are now recognised in the accounts when receipt is probable. Legacies notified but unreceived at 31st December 2020 included in debtors and income amounted to £126,229 (2019: £63,000).

19) RECONCILIATION OF NET INCOME/EXPENDITURE TO NET CASHFLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net income/(expenditure) for the year	29,746	-38,264
Interest received	-3,092	-5,481
Depreciation	19,075	12,057
Loss on disposal of fixed assets	0	0
(Increase)/decrease in stock	839	1,493
(Increase)/decrease in debtors	-58,631	392,915
Increase/(decrease) in creditors	-2,360	-6,379
Net cash flow from operating activities	-14,423	356,341