

Charity registration number 226624

**RSPCA BURY & OLDHAM BRANCH**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

# **RSPCA BURY & OLDHAM BRANCH**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

---

### **Trustees**

Mr D Haigh  
Mr C Peart  
Mrs D Peart  
Mr T Jones  
Ms S M Paterson  
Ms K Jakeman

### **Charity number**

226624

### **Independent examiner**

Champion TLL Limited  
7-9 Station Road  
Hesketh Bank  
Preston  
Lancashire  
PR4 6SN

---

# RSPCA BURY & OLDHAM BRANCH

## CONTENTS

---

|                                   | <b>Page</b> |
|-----------------------------------|-------------|
| Trustees' report                  | 1 - 7       |
| Independent examiner's report     | 8           |
| Statement of financial activities | 9           |
| Balance sheet                     | 10          |
| Statement of cash flows           | 11          |
| Notes to the financial statements | 12 - 22     |

---

# **RSPCA BURY & OLDHAM BRANCH**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 DECEMBER 2022**

---

The trustees present their annual report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Charities Act 2011 and "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 2019).

#### **Objectives and activities**

The Charity's objectives are to promote the work and objectives of the RSPCA in their Branch area. Namely to use all lawful means to prevent cruelty, promote kindness to and alleviate suffering of animals.

The Trustees have reviewed the outcomes and achievements of our objectives and activities for the year to ensure that they remain focussed on our charitable aims and continue to deliver benefits to the public. We have complied with the duty under the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

#### **Public benefit**

The Trustees have reviewed our objectives and activities for the year to ensure that they remain focused on our charitable aims and continue to deliver benefits to the public. We consider we have complied with the duty under the Charities Act 2011 to have due regard to the guidance on public benefit published by the Charity Commission and that the Charity's activities as described below have met the Charity Commission's requirements.

#### **Achievements and performance**

##### **Charitable activities**

##### **Animal welfare**

The Animal Centre at Strinesdale, Holgate Street, Oldham OL4 2JW continued its operation utilising its National Society licensed facilities for the support of the protection, rehabilitation, and rehoming of cats. Again, this period, dogs were unfortunately not able to be accommodated this period due to the continuing financial pressures and the additional staffing this required. The Centre is now in its fifth year of operation. We continued to work closely with the RSPCA Inspectorate providing accommodation and extensive rehabilitation treatment to animals prior to rehoming. As just mentioned, the limited financial resources restricted the numbers of animals the Branch was able to accommodate during the year, however, the dedicated work of the animal centre team under the guidance of the Animal Centre Manager, Vikki Walsh resulted in increased numbers of animals helped compared to 2021.

We were also able to continue to offer some neutering, microchipping and welfare services on the Animal Centre premises, as previously.

We believe welfare and preventative work is important to improve the quality of life for animals, enable members of the public to retain the companionship of their animals in their homes and to reduce the numbers of unwanted and abandoned animals.

The Trustees would like to thank all the animal centre team under the leadership of Vikki Walsh, Animal Centre Manager for their dedication and hard work in running a first-class facility serving the Bury and Oldham areas.

Sadly, as the year came towards a close, and having assessed the latest financial situation we had to make the difficult decision to close the Animal Centre and to make plans for this to happen in 2023. All attempts to seek financial support, be this repayable or not, were made but these options were unable to be realised. It is very much hoped that this suspension of activities will be on a temporary basis and that this will enable us to rebuild and continue to operate in line with our stated objectives.

# RSPCA BURY & OLDHAM BRANCH

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

---

### Retail Operations

The work undertaken by the Retail Operations Manager, Mary Mulkeen and her team in continuing to implement the retail strategy saw turnover in the remaining shops continue to increase during the year. The Trustees are extremely grateful to them for their support.

A full review of all the charity shops was undertaken in August 2022 with revised operating targets and expectations being set. The purpose of this review being that we would remove unprofitable shops in either the short or medium term should shop lease length prevent this sooner. This review led to the decision to close the Shaw shop when this came up for renewal due to low profitability but also a decision to continue to look for alternative , new profitable sites.

The local high street continued to be challenging, as was the case pre pandemic , but with a firm control on cost , fast decision making and seizing the chance to go down alternative routes when presented we managed to achieve a smaller than expected deficit.

### Volunteers

We are also extremely indebted , as always , to the volunteers who support the Branch. We have as previously provided opportunities to members of the public who wish to help at the animal centre, in the Branch charity shops, or at events and with fundraising activities. Without these volunteers the Branch would be unable to run smoothly and to undertake the amount of animal welfare work currently achieved. This year the Charity had many volunteers each donating their personal time and commitment. In total we had 21,000 hours of support provided by volunteers , an increase of 40% when compared with 2021. The overall numbers of volunteers has not risen back to numbers as they were pre pandemic but nevertheless we have been able to retain many and we are very grateful for this support . It goes without saying that the support from these volunteers is invaluable in reducing our operating costs and enabling us to provide the services and support we do.

### Key Performance Indicators

The Trustees monitor a range of key performance indicators at the monthly Trustees meetings. This helps to assess the financial performance of the Branch and effectiveness of our activities against targets set for the year. The indicators monitored include the following:

| Key Performance Indicator                      | 2021     | 2022     |
|------------------------------------------------|----------|----------|
| Retail Income                                  | £796,439 | £665,956 |
| Gift Aid percentage recovered/ actual for 2022 | 19.16%   | £4.21%   |
| Retail Volunteer Hours                         | 14300    | 17172    |
| Animals Rehomed                                | 221      | 187      |
| Animals Neutered                               | 387      | 275      |
| Animals Microchipped                           | 435      | 250      |
| Animal Welfare Assistance                      | 1234     | 38       |
| Animal Centre Volunteer Hours                  | 3953     | 3324     |
| Absence levels                                 | 2.11%    | 2.05%    |

# **RSPCA BURY & OLDHAM BRANCH**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 DECEMBER 2022***

---

### **Financial review**

#### **Financial position**

The statements reflect a deficit in funds of £135,874 and a fund balance of £1,583,062 as at 31st December 2022.

#### **Principal funding sources**

The principal funding source available to the charity during the year has continued to be our charity shop network.

#### **Investment policy and objectives**

At 31st December 2022, the branch investment policy was:

- Following the volatility in the stock market the majority of branch funds should be held in cash invested, when appropriate, in longer term high interest deposit accounts or on the money market.
- Our financial position being so acute we also took a view that if need to ensure solvency , we would liquidate any investments and move them to cash.

In reality our financial position became so severe that the Trustees recognised the need to expect to have to liquidate some investment assets to buoy up our cash position, especially with redundancy costs expected in 2023.

#### **Reserves policy**

The branch holds reserves in order that levels of service provided for animal welfare may be maintained should there be a reduction in incoming reserves. The trustees propose to maintain the charity's reserves at a level which is at least equivalent to 3 month's operational expenditure and have done so having regards to its manner of operation of likely funding streams.

Reserves in this context mean funds that are freely available for the Branch's general purpose after all commitments have been met. Tangible fixed assets such as property, vehicles and equipment are therefore excluded from the calculation of branch reserves.

The Branch has unrestricted reserves of £101,879, after designating amounts already tied up/spent on fixed assets, for the year ending 31st December 2022. Such reserves represent around 1.5 months expenditure based on 2022 expenditure levels.

# **RSPCA BURY & OLDHAM BRANCH**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

---

### **Financial Stability**

The cost of maintaining our Animal Centre continues to be funded from our retail income, our own reserves as needed and fundraising, when possible. The Trustees and senior management team will ensure that the Branch continues to have strong financial management to meet this additional financial challenge and to ensure that the Branch remains financially viable without reliance on legacy income by the following means:

- Eliminate waste and unnecessary expenditure
- Close unprofitable shops/or shops not fit for purpose
- Open new shops with potential to increase revenue
- Focus on profitable sales (furniture & electrical items)
- Look at new ways to generate sales via outlets such as eBay( planned to commence in 2023)
- Increase gift aided sales
- Establish and maintain a healthy portfolio of regular monthly donors
- Strengthen links with the corporate sector
- Sell a proportion or all of the investment portfolio, if needed

It is the opinion of the Trustees that as existing reserves are insufficient to meet any reduction in incoming resources given the volatility of retail income, that immediate steps had to be taken to review our financial position and ensure all liabilities can be met. It was for this reason that the decision was taken in quarter 4 2022 to look at the temporary cessation of the Animal Centre and the redundancy of staff associated with this part of the operation. The decision being made to reduce operating cost whilst other options could be explored.

### **Plans for future periods**

Animal Welfare Services continued during 2022 and we hope to seek to find ways to continue to deliver and improve animal welfare services in the North Manchester area. The decision to close, albeit we hope temporarily, has been a very difficult decision to make but had to be made to ensure the longer term future of the Branch. Through early 2023 we will continue to maximise revenue from our retail network with an expectation that later in the year we can once again offer some form of local animal welfare support. It is not possible to state right now what form this will take but is still very much part of our continuing objectives. We also intend to explore other options and potential partnerships that could see us able to operate once again. We hope to be able to continue to co-operate operationally with the Inspectorate and neighbouring branches.

### **Income Generation and Fundraising**

The Branch strategy is to be financially viable without reliance on unpredictable legacy income. Targets for 2022 increased but sadly so did operating cost, minimum wage rises and utility costs being of particular influence.

We continue to be grateful for the flexibility of our staff and volunteers and recognise that against this backdrop there were some excellent performances from some individual shops.

As stated, costs continue to rise and increased demand for services have resulted in an operating deficit for the Branch.

We will continue to examine profitability on a shop-by-shop basis, and will take decisions to close, relocate or commence new outlets as appropriate. We will also use any retail profit over and above target to upgrade and rebrand the shops the Branch decides to retain. The Retail Operations Manager will continue to closely manage performance and ensure all shop managers have the training and opportunity to fulfil their potential.

A key priority continues to be increasing the numbers of volunteers in the shops to support paid colleagues and to recruit additional Trustees especially with experience and skills in finance and commerce, working with volunteers, PR and marketing.

### **Structure, governance and management**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

---

# **RSPCA BURY & OLDHAM BRANCH**

## **TRUSTEES' REPORT (CONTINUED)**

### ***FOR THE YEAR ENDED 31 DECEMBER 2022***

---

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr D Haigh

Mr C Peart

Mrs D Peart

Mr T Jones

Ms S M Paterson

Ms K Jakeman

#### **Recruitment and appointment of new Trustees**

The Board of Trustees reviews the skills and expertise on the Board at annual strategy events. Any gaps identified may be specifically recruited for by placing advertisements in the Branch charity shops, the local press, RSPCA websites or by word of mouth. Applicants are interviewed by at least 2 members of the Board of Trustees and if successful are invited to attend up to 3 Board meetings as observers after which time they may be invited to fill a casual vacancy, be co-opted or be invited to stand for election at the next AGM.

Trustee appointments are made in accordance with the 2012 Branch rules. A minimum of 5 and maximum of 14 Trustees are elected annually by members of the Branch at the AGM. All elected Trustees must be qualifying Branch members and serve for one year with no limits on the number of consecutive years' service. Candidates for election must be nominated in writing by at least two eligible Branch members. Nominations must be delivered to the Branch Secretary at least 10 days before the date fixed for the AGM and must be accompanied by the candidate's written consent to stand for election. At the AGM all candidates are listed on the voting paper and every eligible Branch member may cast a vote for each vacancy. To be elected candidates must receive the votes of at least 50 per cent of the eligible members present. If the votes are equal the available places are to be filled by resubmitting the names of tied candidates at the meeting as often as is required to achieve a clear result.

In addition, the Branch may co-opt up to 3 Trustees who may, but need not be, Branch members (but who must not be members of another Branch or have received less than 50 per cent of the votes at the last election. Co-opted members serve until the next election.

If a casual vacancy arises during the year this may be filled by an eligible Branch member (provided they did not receive less than 50 per cent of the votes at the last election.)

#### **Induction and training of new trustees**

New Trustees are required to attend an Induction session with the Branch Support Specialist to explain the role and responsibilities of a Trustee, the structure of the RSPCA and the Branch and the work undertaken by the Branch. New Trustees are given an induction pack including the Branch rules and other relevant documents and are invited to spend a day with the Operations Director at the animal centre to orientate them into the workings of the Branch. They are also invited to visit the Branch's charity shops.

Attendance at up to 3 meetings before candidates are formally appointed as Trustees is intended to ensure potential Trustees are sufficiently informed to understand the role of a Trustee and the work of the Branch to decide whether to proceed with their candidature and for the Branch to decide whether candidates have the required skills and experience.

Trustees are encouraged to attend relevant training sessions.

The Trustees were incorporated in January 2018 (allowing a form of legal status affiliated to the Charity, allowing legal documents, and the like, to be signed in the name of the incorporated Trustees).



## **RSPCA BURY & OLDHAM BRANCH**

### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 DECEMBER 2022**

---

The Trustees would like to recognise the contribution of Mrs J Khaliq who stepped down as a Trustee during this period.

The Society for the Prevention of Cruelty to Animals was founded on 16th 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 society is managed by an elected Council which, subject to the rules, control the affairs, funds, property and proceedings of the Society. They are assisted in the administration of the Society by a central organisation, headquarters and branches.

The Branch is governed by a Board who are Trustees of the Branch. They have individual and collective responsibility for the management of the Branch and its funds. Subject to the overall supervision of the Society, the Committee controls and monitors all the fundraising and animal welfare initiatives of the Branch, including the work of the Bury, Oldham & District RSPCA Animal Centre.

The Trustees are supported in running the Branch by the Branch Partnership Manager, who is employed by the Society, the paid employees of the Branch under the leadership of the Retail Operations and Animal Centre Managers and a team of volunteers to whom the Branch are extremely grateful for their commitment and dedication.

The decision was taken in June 2022 to not appoint a replacement Branch Operations Manager following the departure of the incumbent in this role. The decision being taken in recognition of additional cost this would create at a time of increasing fiscal challenge.

The Trustees consider the Board of Trustees, the Retail Operations Manager and Animal Centre Manager as comprising the key management personnel of the Charity in charge of directing and controlling the Charity and running and operating the Charity on a day to day basis. Trustees give of their time freely and no Trustee remuneration was paid in the year.

Trustees are required to disclose all relevant interests and register them in the minutes of the relevant meeting and withdraw from decisions where a conflict of interest arises.

All employees have the same contract of employment and terms and conditions with the exception of increased notice periods for senior employees, and for some an allowance to cover associated travel costs.

Pension payments by both employee and employer are determined by statute and are paid accordingly.

The arrangements for setting the pay and remuneration of the Charity's key management personnel are as follows:

The Operation's Director's remuneration and terms and conditions of employment are set by the Board of Trustees. Remuneration is performance related and reviewed annually taking into account regular performance reviews and an annual appraisal conducted by one of the Trustees. Remuneration is also benchmarked against other similar RSPCA posts and similar posts in the wider charity sector. An annual performance related non-consolidated bonus may also be awarded at the discretion of the Board.

All remuneration pay scales for the other key management personnel are set by the Board of Trustees and are benchmarked against other similar RSPCA posts and similar posts in the wider charity sector.

The Animal Centre Manager and Retail Operation Managers' remuneration is reviewed annually by the Trustees. Salaries are set within the scales agreed by the Board and the budget set annually by the Board. Annual non-consolidated performance related bonuses may also be awarded using the same criteria. We adhere to UK Government requirements for the payment of the national minimum wage.

#### **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate and manage exposure to the major risks. The major risks identified by the Trustees are recorded in the Branch's risk register which is reviewed on a six monthly basis.

## RSPCA BURY & OLDHAM BRANCH

### TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

---

#### Events since the end of the year

Information relating to events since the end of the year is given in the notes to the financial statements.

#### Key management personnel

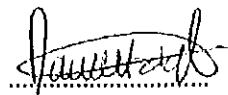
During the year the Trustees delegated responsibility for the day-to-day management of the charity to the following senior employees:

Vincent Sherard-Borshin - Operations Director (until 20<sup>th</sup> July 2022)

Vikki Walsh - Animal Centre Manager

Mary Mulkeen - Retail Operations Manager

The trustees' report was approved by the Board of Trustees.



Mr D Haigh  
Trustee

Date: 10<sup>th</sup> June 2023

# RSPCA BURY & OLDHAM BRANCH

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF RSPCA BURY & OLDHAM BRANCH

---

I report to the trustees on my examination of the financial statements of RSPCA Bury & Oldham Branch (the charity) for the year ended 31 December 2022.

#### Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Champion TLL Limited

P Buck FCA, DChA  
7-9 Station Road  
Hesketh Bank  
Preston  
Lancashire  
PR4 6SN

Dated: .....12/6/2023.....

# RSPCA BURY & OLDHAM BRANCH

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2022

|                                                                | Notes | Unrestricted funds<br>2022<br>£ | Unrestricted funds<br>2021<br>£ |
|----------------------------------------------------------------|-------|---------------------------------|---------------------------------|
| <b><u>Income from:</u></b>                                     |       |                                 |                                 |
| Donations and legacies                                         | 3     | 52,401                          | 395,258                         |
| Charitable activities                                          | 4     | 51,089                          | 54,365                          |
| Other trading activities                                       | 5     | 675,436                         | 422,531                         |
| Investments                                                    | 6     | 4,522                           | 5,183                           |
| <b>Total income</b>                                            |       | <b>783,448</b>                  | <b>877,337</b>                  |
| <b><u>Expenditure on:</u></b>                                  |       |                                 |                                 |
| Raising funds                                                  | 7     | 541,066                         | 537,113                         |
| Charitable activities                                          | 8     | 371,515                         | 373,463                         |
| Other                                                          | 12    | 992                             | -                               |
| <b>Total expenditure</b>                                       |       | <b>913,573</b>                  | <b>910,576</b>                  |
| Net gains/(losses) on Investments                              | 13    | (5,749)                         | 10,115                          |
| <b>Net expenditure for the year/<br/>Net movement in funds</b> |       | <b>(135,874)</b>                | <b>(23,124)</b>                 |
| Fund balances at 1 January 2022                                |       | 1,718,936                       | 1,742,060                       |
| <b>Fund balances at 31 December 2022</b>                       |       | <b>1,583,062</b>                | <b>1,718,936</b>                |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

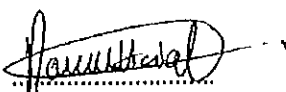
# RSPCA BURY & OLDHAM BRANCH

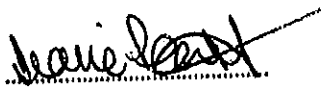
## BALANCE SHEET

AS AT 31 DECEMBER 2022

|                                                       | Notes | 2022<br>£ | £         | 2021<br>£ | £         |
|-------------------------------------------------------|-------|-----------|-----------|-----------|-----------|
| <b>Fixed assets</b>                                   |       |           |           |           |           |
| Tangible assets                                       | 14    |           | 1,481,183 |           | 1,524,230 |
| <b>Current assets</b>                                 |       |           |           |           |           |
| Stocks                                                | 16    | 10,000    |           | 5,000     |           |
| Debtors                                               | 17    | 60,364    |           | 134,373   |           |
| Investments                                           | 18    | -         |           | 96,822    |           |
| Cash at bank and in hand                              |       | 97,774    |           | 79,542    |           |
|                                                       |       | 168,138   |           | 315,737   |           |
| <b>Creditors: amounts falling due within one year</b> | 19    | (66,259)  |           | (121,031) |           |
| <b>Net current assets</b>                             |       |           | 101,879   |           | 194,706   |
| <b>Total assets less current liabilities</b>          |       |           | 1,583,062 |           | 1,718,936 |
| <b>Income funds</b>                                   |       |           |           |           |           |
| <u>Unrestricted funds</u>                             |       |           |           |           |           |
| Designated funds                                      | 20    | 1,481,183 |           | 1,524,230 |           |
| General unrestricted funds                            |       | 101,879   |           | 194,706   |           |
|                                                       |       |           | 1,583,062 |           | 1,718,936 |
|                                                       |       |           | 1,583,062 |           | 1,718,936 |

The financial statements were approved by the Trustees on 10<sup>th</sup> June 23

  
Mr D Halgh  
Trustee

  
Mrs D Peart  
Trustee

# RSPCA BURY & OLDHAM BRANCH

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2022

|                                                             | Notes | 2022<br>£ | £             | 2021<br>£ | £             |
|-------------------------------------------------------------|-------|-----------|---------------|-----------|---------------|
| <b>Cash flows from operating activities</b>                 |       |           |               |           |               |
| Cash absorbed by operations                                 | 22    |           | (78,814)      |           | (24,900)      |
| <b>Investing activities</b>                                 |       |           |               |           |               |
| Purchase of tangible fixed assets                           |       | -         |               | (8,495)   |               |
| Proceeds from disposal of tangible fixed assets             |       | 1,451     |               | -         |               |
| Proceeds from disposal of investments                       |       | 91,073    |               | 8,179     |               |
| Investment income received                                  |       | 4,522     |               | 5,183     |               |
| <b>Net cash generated from investing activities</b>         |       |           | 97,046        |           | 4,867         |
| <b>Net cash used in financing activities</b>                |       |           | -             |           | -             |
| <b>Net increase/(decrease) in cash and cash equivalents</b> |       |           | 18,232        |           | (20,033)      |
| Cash and cash equivalents at beginning of year              |       |           | 79,542        |           | 99,575        |
| <b>Cash and cash equivalents at end of year</b>             |       |           | <u>97,774</u> |           | <u>79,542</u> |

# **RSPCA BURY & OLDHAM BRANCH**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 31 DECEMBER 2022**

---

#### **1 Accounting policies**

##### **Charity Information**

RSPCA Bury & Oldham Branch is a local branch of the national RSPCA organisation. It is controlled by its governing document which is the RSPCA branch rules and is an unincorporated charity.

##### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements 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 Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

##### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are free reserves that have been designated by the trustees for specific purposes. These are further disclosed in the notes to the accounts.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                     |                      |
|---------------------|----------------------|
| Freehold property   | 2% on cost           |
| Short Leasehold     | 33% on cost          |
| Plant and machinery | 15% on cost          |
| Computer equipment  | 15% on cost          |
| Motor vehicles      | 25% reducing balance |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents 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.



# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

---

### 1 Accounting policies

(Continued)

#### 1.10 Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **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.

##### **Basic financial 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 are not amortised.

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

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations 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.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Taxation

The charity is exempt from tax on its charitable activities.

#### 1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 2 Critical accounting estimates and judgements

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.

### 3 Donations and legacies

|                     | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
|                     | 2022               | 2021               |
|                     | £                  | £                  |
| Donations and gifts | 51,401             | 38,225             |
| Legacies receivable | -                  | 132,138            |
| Grants              | 1,000              | 224,895            |
|                     | <u>52,401</u>      | <u>395,258</u>     |

### 4 Charitable activities

|                                    | Animal centre | Animal welfare | Total         | Animal centre | Animal welfare | Total         |
|------------------------------------|---------------|----------------|---------------|---------------|----------------|---------------|
|                                    | 2022          | 2022           | 2022          | 2021          | 2021           | 2021          |
|                                    | £             | £              | £             | £             | £              | £             |
| Sales within charitable activities | <u>33,653</u> | <u>17,436</u>  | <u>51,089</u> | <u>36,774</u> | <u>17,591</u>  | <u>54,365</u> |

### 5 Other trading activities

|                                | Unrestricted funds | Unrestricted funds |
|--------------------------------|--------------------|--------------------|
|                                | 2022               | 2021               |
|                                | £                  | £                  |
| Fundraising events             | 11,405             | 2,663              |
| Shop income                    | 664,031            | 403,490            |
| Trading activity income: other | -                  | 16,378             |
| Other trading activities       | <u>675,436</u>     | <u>422,531</u>     |

# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 6 Investments

|                                | Unrestricted funds | Unrestricted funds |
|--------------------------------|--------------------|--------------------|
|                                | 2022               | 2021               |
|                                | £                  | £                  |
| Income from listed investments | 4,512              | 5,181              |
| Interest receivable            | 10                 | 2                  |
|                                | <u>4,522</u>       | <u>5,183</u>       |

### 7 Raising funds

|                      | Unrestricted funds | Unrestricted funds |
|----------------------|--------------------|--------------------|
|                      | 2022               | 2021               |
|                      | £                  | £                  |
| <u>Trading costs</u> |                    |                    |
| Staff costs          | 302,250            | 310,097            |
| Support costs        | 238,816            | 227,016            |
|                      | <u>541,066</u>     | <u>537,113</u>     |
| Trading costs        | 541,066            | 537,113            |
|                      | <u>541,066</u>     | <u>537,113</u>     |

### 8 Charitable activities

|                                         | Animal centre<br>2022<br>£ | Animal centre<br>2021<br>£ | Animal welfare<br>2021<br>£ | Total<br>2021<br>£ |
|-----------------------------------------|----------------------------|----------------------------|-----------------------------|--------------------|
| Depreciation and impairment             | 40,604                     | 42,279                     | -                           | 42,279             |
| Provision of services in animal welfare | 324,846                    | 107,841                    | 214,186                     | 322,027            |
|                                         | <u>365,450</u>             | <u>150,120</u>             | <u>214,186</u>              | <u>364,306</u>     |
| Share of governance costs (see note 9)  | 6,065                      | 9,157                      | -                           | 9,157              |
|                                         | <u>371,515</u>             | <u>159,277</u>             | <u>214,186</u>              | <u>373,463</u>     |

# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 9 Support costs

|                                    | Support costs  | Governance costs | 2022           | Support costs  | Governance costs | 2021           |
|------------------------------------|----------------|------------------|----------------|----------------|------------------|----------------|
|                                    | £              | £                | £              | £              | £                | £              |
| Purchases                          | 4,707          | -                | 4,707          | 2,267          | -                | 2,267          |
| Gift aid expenditure               | 7,020          | -                | 7,020          | 3,841          | -                | 3,841          |
| Rent and rates                     | 154,552        | -                | 154,552        | 179,407        | -                | 179,407        |
| Insurance                          | 5,836          | -                | 5,836          | 79             | -                | 79             |
| Heat and light                     | 16,282         | -                | 16,282         | 16,450         | -                | 16,450         |
| Other general premises expenditure | 47,927         | -                | 47,927         | 15,356         | -                | 15,356         |
| Travelling and entertainment       | 44             | -                | 44             | 1,470          | -                | 1,470          |
| Vehicle costs                      | 1,687          | -                | 1,687          | 1,398          | -                | 1,398          |
| Telephone and internet             | 110            | -                | 110            | 113            | -                | 113            |
| Bank charges and interest          | 651            | -                | 651            | 6,635          | -                | 6,635          |
| Independent examiners fee          | -              | 6,065            | 6,065          | -              | 9,157            | 9,157          |
|                                    | <u>238,816</u> | <u>6,065</u>     | <u>244,881</u> | <u>227,016</u> | <u>9,157</u>     | <u>236,173</u> |
| Analysed between                   |                |                  |                |                |                  |                |
| Trading                            | 238,816        | -                | 238,816        | 227,016        | -                | 227,016        |
| Charitable activities              | -              | 6,065            | 6,065          | -              | 9,157            | 9,157          |
|                                    | <u>238,816</u> | <u>6,065</u>     | <u>244,881</u> | <u>227,016</u> | <u>9,157</u>     | <u>236,173</u> |

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 11 Employees

The average monthly number of employees during the year was:

|                    | 2022<br>Number | 2021<br>Number |
|--------------------|----------------|----------------|
|                    | 34             | 32             |
|                    | <u>34</u>      | <u>32</u>      |
| Employment costs   | 2022<br>£      | 2021<br>£      |
| Wages and salaries | 302,250        | 310,097        |
|                    | <u>302,250</u> | <u>310,097</u> |

# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 11 Employees

(Continued)

The key management personnel of the charity during the year comprised the Trustees, the Chief Executive Officer, Retail Operations Manager(s), the Animal Centre Manager and the Deputy Animal Centre Manager. The total employee benefits of the key management personnel of the charity were £130,613 (2021: £120,942)

There were no employees whose annual remuneration was more than £60,000.

### 12 Other

|                                               | Unrestricted<br>funds | Total             |
|-----------------------------------------------|-----------------------|-------------------|
|                                               | 2022                  | 2021              |
|                                               |                       | £                 |
| Net loss on disposal of tangible fixed assets | 992                   | -                 |
|                                               | <u>          </u>     | <u>          </u> |

### 13 Net gains/(losses) on Investments

|                                    | Unrestricted<br>funds | Unrestricted<br>funds |
|------------------------------------|-----------------------|-----------------------|
|                                    | 2022                  | 2021                  |
|                                    | £                     | £                     |
| Gain/(loss) on sale of investments | (5,749)               | 10,115                |
|                                    | <u>          </u>     | <u>          </u>     |

# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

| 14 | Tangible fixed assets              | Freehold property<br>£ | Short<br>Leasehold<br>£ | Plant and<br>machinery<br>£ | Computer Motor<br>equipment<br>£ | Motor vehicles<br>£ | Total<br>£ |
|----|------------------------------------|------------------------|-------------------------|-----------------------------|----------------------------------|---------------------|------------|
|    | <b>Cost</b>                        |                        |                         |                             |                                  |                     |            |
|    | At 1 January 2022                  | 1,662,978              | 159,512                 | 31,797                      | 54,812                           | 62,240              | 1,971,339  |
|    | Disposals                          | -                      | -                       | -                           | -                                | (10,300)            | (10,300)   |
|    | At 31 December 2022                | 1,662,978              | 159,512                 | 31,797                      | 54,812                           | 51,940              | 1,961,039  |
|    | <b>Depreciation and impairment</b> |                        |                         |                             |                                  |                     |            |
|    | At 1 January 2022                  | 154,082                | 154,459                 | 31,202                      | 54,273                           | 53,092              | 447,108    |
|    | Depreciation charged in the year   | 34,513                 | 3,190                   | 357                         | 485                              | 2,059               | 40,604     |
|    | Eliminated in respect of disposals | -                      | -                       | -                           | -                                | (7,856)             | (7,856)    |
|    | At 31 December 2022                | 188,595                | 157,649                 | 31,559                      | 54,758                           | 47,295              | 479,856    |
|    | <b>Carrying amount</b>             |                        |                         |                             |                                  |                     |            |
|    | At 31 December 2022                | 1,474,383              | 1,863                   | 238                         | 54                               | 4,645               | 1,481,183  |
|    | At 31 December 2021                | 1,508,896              | 5,053                   | 595                         | 539                              | 9,147               | 1,524,230  |

# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 14 Tangible fixed assets (Continued)

Included within freehold property is land costing £100,000 which is not depreciated.

### 15 Financial instruments

|  | 2022<br>£ | 2021<br>£ |
|--|-----------|-----------|
|--|-----------|-----------|

#### Carrying amount of financial assets

Instruments measured at fair value through profit or loss

|   |        |
|---|--------|
| - | 96,822 |
|---|--------|

### 16 Stocks

| 2022<br>£ | 2021<br>£ |
|-----------|-----------|
|-----------|-----------|

Finished goods and goods for resale

|        |       |
|--------|-------|
| 10,000 | 5,000 |
|--------|-------|

### 17 Debtors

| 2022<br>£ | 2021<br>£ |
|-----------|-----------|
|-----------|-----------|

#### Amounts falling due within one year:

Trade debtors

|    |   |
|----|---|
| 50 | - |
|----|---|

Other debtors

|        |        |
|--------|--------|
| 31,829 | 24,970 |
|--------|--------|

Prepayments and accrued income

|        |         |
|--------|---------|
| 28,485 | 109,403 |
|--------|---------|

|        |         |
|--------|---------|
| 60,364 | 134,373 |
|--------|---------|

### 18 Current asset investments

| 2022<br>£ | 2021<br>£ |
|-----------|-----------|
|-----------|-----------|

Unlisted investments

|   |        |
|---|--------|
| - | 96,822 |
|---|--------|

### 19 Creditors: amounts falling due within one year

| 2022<br>£ | 2021<br>£ |
|-----------|-----------|
|-----------|-----------|

Other taxation and social security

|   |       |
|---|-------|
| - | 9,426 |
|---|-------|

Trade creditors

|        |        |
|--------|--------|
| 55,009 | 66,728 |
|--------|--------|

Other creditors

|   |       |
|---|-------|
| - | 4,039 |
|---|-------|

Accruals and deferred income

|        |        |
|--------|--------|
| 11,250 | 40,838 |
|--------|--------|

|        |         |
|--------|---------|
| 66,259 | 121,031 |
|--------|---------|

# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

#### 20 Designated funds

The Income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

| Balance at<br>1 January 2021 | Resources<br>expended | Transfers | Balance at<br>1 January 2022 | Resources<br>expended | Revaluations,<br>gains and<br>losses | Balance at<br>31 December<br>2022 |
|------------------------------|-----------------------|-----------|------------------------------|-----------------------|--------------------------------------|-----------------------------------|
| £                            | £                     | £         | £                            | £                     | £                                    | £                                 |
| 1,558,014                    | (42,279)              | 8,495     | 1,524,230                    | (40,604)              | (2,443)                              | 1,481,183                         |
| 1,558,014                    | (42,279)              | 8,495     | 1,524,230                    | (40,604)              | (2,443)                              | 1,481,183                         |

The Designated Fund represents the net book value of unrestricted assets which do not consist of liquid balances.

#### 21 Related party transactions

##### Transactions with related parties

During the year the charity entered into the following transactions with related parties:

The branch is a member of the RSPCA National legacy scheme under which the national society administer the legacies left to the branch for a nominal fee of 2.5%. Legacies shown in these accounts are net of the 2.5% deducted by the national society. The amount received through this scheme during the year was £NIL (2021: £132,138).

The branch also transacts with the national society by providing boarding services to animals rescued by the national society in their region. The amount charged to RSPCA national for these services in the year amount to £49,746 (2021: £54,365). The balance outstanding at the year end is £NIL (2021: £NIL) and is shown in Trade Debtors.

The branch purchase items of medical equipment and other items from the national society. The amount charged by the national society in the year amounted to £3,657 (2021: £2,267). The balance owing at the year end is £52,620 (2021: £48,962) and is shown in Trade Creditors.



# RSPCA BURY & OLDHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

| 22 | Cash generated from operations                                    | 2022<br>£       | 2021<br>£       |
|----|-------------------------------------------------------------------|-----------------|-----------------|
|    | Deficit for the year                                              | (135,874)       | (23,124)        |
|    | Adjustments for:                                                  |                 |                 |
|    | Investment income recognised in statement of financial activities | (4,522)         | (5,183)         |
|    | Loss on disposal of tangible fixed assets                         | 992             | -               |
|    | Loss/(gain) on disposal of Investments                            | 5,749           | (10,115)        |
|    | Depreciation and impairment of tangible fixed assets              | 40,604          | 42,279          |
|    | Movements in working capital:                                     |                 |                 |
|    | (Increase)/decrease in stocks                                     | (5,000)         | 1,944           |
|    | Decrease/(Increase) in debtors                                    | 74,009          | (82,398)        |
|    | (Decrease)/increase in creditors                                  | (54,772)        | 51,697          |
|    | <b>Cash absorbed by operations</b>                                | <b>(78,814)</b> | <b>(24,900)</b> |

### 23 Analysis of changes in net funds

The charity had no debt during the year.

### 24 Going Concern

The Trustees keep the level of general reserves under constant review. The Trustees are aware that the current reserve levels are below the target levels. Whilst they are at these levels there are contingencies in place, including the availability to attract finance should it be needed, that would allow the Charity to continue. Therefore the Trustees believe that preparing the accounts on a Going Concern basis is correct at this time.