

Registered Charity Number 243352

**ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
SOUTH BUCKS BRANCH**

**Report and Accounts
for the year ended 31 December 2021**

**Lane Accounting Limited
Chartered Accountant
Denmark House
143 High Street
Chalfont St Peter
Bucks SL9 9QL**

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Trustees' report

Our objectives and activities

Our core work and public benefit

The charity's primary objective is to support the national body, the RSPCA, in our designated area in South Buckinghamshire, in the prevention of cruelty to animals. Our main activities are animal rescue and re-homing, neutering services, welfare services and education.

A sustainable RSPCA

Currently we have 3 retail shops which are the primary source of our income and ensures our reserves are at a sufficient level. Unfortunately, as a result of restrictions imposed by the Covid 19 pandemic we have been unable to engage in any fundraising activities.

We continue to be pro-active with our recruitment of trustees and volunteers. We are keen to attract individuals that would be willing to take on roles requiring a significant time commitment, in order to create stability in our charity as well as having a breadth of experience to keep all our goals on track and delivered in an ethical manner.

Trustee's statement of responsibilities

The Trustees are legally required to prepare financial statements for each year and an Annual Report on the activities of the charity during the year. The financial statements are prepared in accordance with The Charities Statement of Recommended Practice (SORP) 2015 Financial Reporting Standard (FRS 102) which came into effect from 1 January 2015.

In preparing the financial statements, the Trustees are required to: prepare accounts which represent a true and fair view; select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards have been followed; prepare the statements on a going concern basis unless it is inappropriate to assume that the charity will continue to operate and prepare an assessment of the risks and opportunities.

The Trustees are responsible for ensuring that proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the charity and enable Trustees to ensure that financial statements comply with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. The Trustees are also responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities by the establishment of a system of internal controls.

RSPCA National Society

The RSPCA's statutory status, its internal rules and its branch rules regulate the relationship between the Society and the branches. Each branch is established as an unincorporated charitable association, but the RSPCA Council has powers to intervene in a branch's affairs in certain circumstances. Much of the RSPCA's direct animal welfare is carried out through its branches such as subsidised veterinary care and rehoming in their local areas. The national Society works closely with the RSPCA branches in delivering animal welfare aims and strategy and provides some financial and other support to the branches.

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Public benefit

All charities in England and Wales have charitable aims that are based on providing public benefit and comply with the Charities Act 2011. The trustees pay due regard to Charity Commission guidance on public benefit. Preventing cruelty and promoting kindness to animals promotes humane sentiment in humans towards animals which gives a moral benefit to the human community as a whole.

Financial Risk management

The charity is managing a portfolio of financial risks. The trustees identify new and monitor existing major risks in their monthly meetings, consider their potential impact, and take appropriate actions to mitigate or manage such risks.

As at 31st December 2021 the charity held £521,145 in bank deposits with six different banks. The charity holds current accounts with Lloyds and NatWest and deposit accounts with Virgin Money, Santander, Shawbrook and Nationwide. Thereby maximising interest income and minimising risk.

Financial Review

The Statement of Financial Activities (SOFA) on page 6 reports a surplus for the year of £42,327. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

In 2021 the charity had sufficient funding to allow it to pay for all animal care costs and educational activities in full in the South Bucks area.

The year's financial performance in terms shows a net movement in funds of £42,327. This is a substantial increase from 2020, where the movement was £(56,320). The main contributory factors to this are, firstly, an increase in shop income. In 2020 the shops reported a surplus of £38,804 and in 2021 this was increased to £100,793. Secondly the charity was in receipt of legacies amounting to £37,553.

Additional income from re-homing and cash investments in 2021 of £5,919 are reduced from that of 2020 £9,545. Our total income for 2021 being £347,453 compared to an income figure of £238,825 in 2020.

In terms of the charity's operational objectives, income from its supporters and donors has increased 7.8% to £39,540 from £36,673 in the previous year. This demonstrates our supporters' commitment during what, for many, has been an uncertain year.

Costs across the charity over the previous year have increased by 3.4% being much reduced on the previous year's increase of 10%, with total expenditure of £305,126.

Almost a sixth of our total spending has been directly upon Animal Welfare, a figure of £53,918 which is a increase of 27% from 2020.

The charity recognises the invaluable financial support that has been made available to us during the year.

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The Coronavirus Job Retention Scheme enabled the charity to claim up to 80% of salary costs, for those members of staff that were unable to work due to government imposed restrictions, amounting to just over twenty thousand pounds. During the lockdowns we were able to retain our shop staff by putting them on furlough or flexi-furlough and taking advantage of the Scheme. Between January and June 2021 each of our shops received grants of £14,276 from Buckinghamshire Council.

The charity's free financial reserves have increased by £42,327 from the previous year to £540,235 representing 21 months of expenditure, which will continue to provide a good buffer against future financial uncertainty.

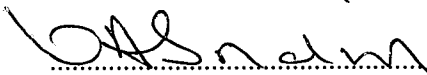
It is the Trustees' intentions that the charity will continue to prioritise expenditure in accordance with our charitable aims and objectives.

The charity will consider financial assistance for other RSPCA branches in financial difficulties, whilst being aware of the need to hold an appropriate level of financial reserves to ensure continued resilience and allowing the charity to plan with confidence future spending in improving the welfare of animals that come into our care.

It is a testament to the loyalty and hard work of our supporters, employees and volunteers that has enabled the charity to continue to provide important animal welfare support during a most unusual and difficult year. The Trustees are thankful to all involved.

Reserves

The charity only holds unrestricted funds. As at 31 December 2021, the balance of funds was £540,235. There are no pension liabilities as the charity's scheme is defined contribution. The charity's reserves policy is to maintain a level of free reserves that will enable the charity to ensure a continuity of activity and have the ability to respond to significant external economic changes and demands on services provided by the charity. The charity holds the equivalent of twenty one months of operational expenditure in either current or deposit accounts, which is deemed appropriate.

 Valerie Brickell (Honorary Treasurer)

On behalf of the Trustees of RSPCA South Bucks Branch

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Independent Examiners' Report to the Trustees

We report on the accounts for the year ended 31 December 2021 set out on the following pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.


Basis of independent examiner's report

Our examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Lane Accounting Limited

Chartered Accountant

Denmark House

143 High Street

Chalfont St Peter

Buckinghamshire SL9 9QL

11 May 2022

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Statement of Financial Activities for the year ended 31 December 2021

	Notes	2021 £	£	2020 £	£
INCOME					
DONATIONS & LEGACIES					
Subscriptions and collecting boxes		685		1,929	
Donations and fund-raising events		39,540		36,673	
Legacies		37,553		0	
		<u> </u>	77,778	<u> </u>	38,602
INCOME FROM INVESTMENTS					
Interest receivable			984		2,480
INCOME FROM TRADING ACTIVITIES					
Re-Homing income		4,935		7,065	
Shops Income	6	238,595		164,014	
		<u> </u>	243,530	<u> </u>	171,079
OTHER INCOME					
			25,161		26,664
TOTAL INCOME					
			347,453		238,825

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Statement of Financial Activities for the year ended 31 December 2021

	Notes	2021 £	2020 £
EXPENDITURE			
DIRECT CHARITABLE EXPENDITURE			
HQ quota		1,378	1,378
Animal boarding & equipment		1,763	3,468
Veterinary fees		43,251	31,952
Veterinary supplies		4,244	4,480
Depreciation		3,282	1,263
		<hr/>	<hr/>
		53,918	42,541
EXPENDITURE ON RAISING FUNDS			
Advertising & fund raising		3,260	2,878
Telephone		3,082	1,624
Van expenses		3,362	3,206
Equipment		2,073	-
Storage		3,187	3,061
Printing, stationery and postage		369	790
Bank charges		457	299
Charitable contributions		-	23,795
Shops Expenditure	6	137,802	125,210
		<hr/>	<hr/>
		153,592	160,863
GOVERNANCE & SUPPORT EXPENDITURE			
Wages & salaries		88,090	83,428
Pension Contributions		1,424	2,016
Depreciation		161	720
Meeting costs		392	-
Data Processing		758	716
General expenses		305	411
Travel expenses		2,428	1,753
Insurance		78	-
Bad debts		585	-
Legal & professional fees		1,430	1,326
Annual Report expenses		765	171
Accountancy		1,200	1,200
		<hr/>	<hr/>
		97,616	91,741
TOTAL EXPENDITURE		305,126	295,145
Fund movement for the year		42,327	(56,320)
Funds brought forward		497,908	554,228
UNRESTRICTED FUNDS CARRIED FORWARD		540,235	497,908

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Balance Sheet
as at 31 December 2021

		2021		2020	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	2		16,509		13,150
Current Assets					
Stocks		1,623		1,675	
Debtors and prepaid expenses	3	13,629		20,249	
Cash at bank and in hand		521,145		482,353	
		<u>536,397</u>		<u>504,277</u>	
Creditors: amounts falling due within one year	4	<u>(12,671)</u>		<u>(19,519)</u>	
Net Current Assets			<u>523,726</u>		<u>484,758</u>
Total Assets Less Current Liabilities			<u>540,235</u>		<u>497,908</u>
Funds					
Unrestricted funds brought forward			497,908		554,228
Fund movement for the year			42,327		(56,320)
UNRESTRICTED FUNDS CARRIED FORWARD			<u>540,235</u>		<u>497,908</u>

These accounts were approved by the board of trustees on 11 May 2022 and signed on their behalf by:

*11/5
BAS*

Valerie Brickell Valerie Brickell (Treasurer)

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Notes to the Financial Statements
for the year ended 31 December 2021

1. Accounting Policies

1.1. Basis of Accounting

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of investments to market value. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: 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) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

1.2. Reconciliation with previous Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP (FRS 102) a restatement of comparative items was needed. At the date of transition, in applying the requirement to recognise liabilities arising from employee benefits, no material liability was recognized in respect of employee entitlement to paid annual leave. No other restatements were required.

1.3. Income and expenditure

All income and expenditure is accounted for on an accruals basis.

1.4. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	-	20% Reducing Balance
Motor vehicles	-	25% Straight Line

1.5. Stock

Stock is valued at the lower of cost and net realisable value.

1.6. Pension costs

The charity operates a defined contribution pension scheme. Pension charges represent the amounts payable by the charity as its contribution to the fund in respect of the year.

1.7. Governance & support costs

Governance & support costs are the direct costs of administering the Branch. The charity has no office property costs.

1.8. Expenditure on charitable activities

The analysis of expenditure by charitable activities to further animal welfare in this report identifies the direct operational costs and the support and governance costs described above.

1.9. Expenditure on raising funds

Fundraising costs include the full cost of operating our retail outlets.

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Notes to the Financial Statements
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2. Tangible fixed assets

	Fixtures, Fittings & Equipment	Motor vehicles	Total
	£	£	£
Cost			
At 1 January 2021	61,000	13,907	74,907
Additions	10,677	-	10,677
Disposals	-	-	-
At 31 December 2021	<u>71,677</u>	<u>13,907</u>	<u>85,584</u>
Depreciation			
At 1 January 2021	47,850	13,907	61,757
Charge for the year	7,318	-	7,318
Disposals	-	-	-
At 31 December 2021	<u>55,168</u>	<u>13,907</u>	<u>69,075</u>
Net book values			
At 31 December 2021	<u>16,509</u>	-	<u>16,509</u>
At 31 December 2020	<u>13,150</u>	-	<u>13,150</u>

3. Debtors

	2021	2020
	£	£
VAT Repayable	1,710	2,726
Debtors and prepayments	11,919	17,523
	<u>13,629</u>	<u>20,249</u>

4. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	9,976	9,541
Income received in advance	-	7,500
Accruals	2,695	2,478
	<u>12,671</u>	<u>19,519</u>

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..... continued

5. Unrestricted Funds

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.

All funds are Unrestricted.

6. Shop Income & Expenditure

Shop	Princes Risborough	Chesham	Burnham	Total
	£	£	£	£
Income	53,230	95,220	90,145	238,595
Expense	31,074	64,390	42,338	137,802
Surplus	22,156	30,830	47,807	100,793

7. Trustees' Expenses

The Charity Trustees were not paid nor received any other benefits from employment with the Charity in the year. Reasonable expenses for travel, subsistence and incidentals reimbursed to 6 trustees during the year totalling £834 are included in Governance and Support Costs.

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.....continued

Shops Detailed Consolidated Income & Expenditure

	2021		2020	
	£	£	£	£
INCOME				
Donated goods	188,279		129,026	
Merchandise	6,234		5,580	
Cards	1,254		938	
Business support grants	42,828		28,470	
		238,595		164,014
EXPENDITURE				
Purchases	7,156		6,751	
Rent and rates	36,520		36,550	
Light and heat	3,195		2,472	
Repairs & Maintenance	276		459	
Refurbishment costs	-		150	
Insurance	1,664		1,464	
Wages	77,357		66,758	
Pension Contribution	1,839		917	
Telephone	1,000		812	
Postage and stationery	557		186	
Licence fees	365		-	
Training	153		-	
Cleaning	399		338	
Sundry expenses	266		677	
Credit card expense	3,180		2,247	
Depreciation	3,875		5,429	
		137,802		125,210
SURPLUS		100,793		38,804