

**BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALS**

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1 - 2
Trustees' report	3 - 12
Independent auditors' report	13 - 15
Statement of financial activities	16
Balance sheet	17
Statement of cash flows	18
Notes to the financial statements	19 - 31

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2018

Trustees
J P Parker, President
P Carey, Honorary Chairman
D Elder, FCMA, Honorary Treasurer (resigned 18 June 2018)
L Harper
S Lomax
T Whittaker
S Crossman
J Meacham, Vice Chairman
S Chapman (resigned 6 February 2019)
B MacKenzie (resigned 19 February 2018)

Charity registered number 205858

Principal office
48 Albert Road
St Philips
Bristol
BS2 0XA

Patrons
The Right Hon The Lord Mayor of Bristol
The Right Rev The Bishop of Bristol

Chief executive officer V F Chester

Senior management team
M Stone
J Hayward
B Mackenzie, (from 20 February 2018)
J Rees
E Grinham

Independent auditors
Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
16 Queen Square
Bristol
BS1 4NT

Bankers
CAF
25 Kings Hill Avenue
West Mailing
Kent
ME19 4JQ

Barclays Bank Plc
4-5 Southgate Street
Bath
BA1 1AQ

NatWest Bank plc
40 Queens Road
Bristol
BS8 1RF

Solicitors
Stone King LLP
13 Queen Square
Bath
BA1 2HJ

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2018

Advisers (continued)

Investment managers	Investec Wealth & Investment Limited 30 Gresham Street London EC2V 7QN
----------------------------	---

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

The Trustees present their annual report together with the audited financial statements for the year ended 31 December 2018. The Trustees confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the 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 2017).

REFERENCE AND ADMINISTRATIVE INFORMATION

The general information including the names of patrons and trustees, the principal address of the Charity and particulars of the Charity's professional advisors is given on pages 1 and 2.

OBJECTIVES AND ACTIVITIES

POLICIES AND OBJECTIVES

The object of the national Society (The Royal Society for the Prevention of Cruelty to Animals) is "to promote kindness and prevent or suppress cruelty to animals and to do all such lawful acts as the Society may consider to be conducive or incidental to the attainment of those objectives".

The Mission Statement of our Branch is based upon the Society's object and states that "**We are committed to preventing cruelty, reducing suffering and increasing and promoting animal wellbeing.**"

The Organisational Strategy set in place in 2016-18 identified the objectives and activities that the Trustees agreed would deliver the focus and work of our Charity in the short-medium term. Twelve objectives cover the core areas of our work and are identified as follows:

1. Improving the quality of the physical premises in Bristol and explore opportunities for new premises.
2. Increasing resources to support fundraising activities
3. Diversifying and increasing sources of income to support welfare activities
4. Taking action to function as one organisation
5. Planning the future work of the Clinic
6. Increasing the Charity's outreach to animals in greatest need in Bristol
7. Planning the future work of the Home
8. Promoting animal welfare education to key audiences including schools and families
9. Increasing the support for our cause that can be generated by good communications
10. Delivering campaigns that raise the profile of the Charity and awareness of animal welfare issues
11. Increasing support for and from volunteers
12. Ensuring the Charity sustains optimum levels of human and financial resources, facilities, skills and expertise to deliver our mission in Bristol.

From these strategic objectives we identified the key activities to deliver the outcomes required. For 2018 our activities were focussed on delivering the following outcomes:

1. Improving the quality of the physical premises to better enable delivery of the Charity's mission.
 - Maximising the use of the additional premises at 1, Victor Street
This all-weather, secure off-lead exercise and socialisation space for our dogs is used daily by animals and has improved their welfare as a direct result. The space is also a valuable site for public events including the launch of our new brand and annual Open Day.
 - Reviewing options for location and facilities for rehoming activities
We continue to search for a suitable new rehoming site within the boundary of our Branch area. The challenges to finding an affordable, accessible site include the high price of land in the Bristol area and the designation of much land for residential development. Trustees have set aside a sum from reserves to apply to this project and the search continues.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

2. Increasing resources to support fundraising activities.
 - The critical activity for 2018 has been the 'roll out' of our new brand using targeted advertising on Bristol Buses, local media and our own website and social media to publicise our activities as Bristol's oldest and best animal rescue centre.
 - With the rebrand also came the launch of a new website that promotes all our activities through an easy to use portal. This makes communication with supporters and receipt of donations simpler, particularly with a new facility to accept donations on line for the first time in our history.
3. Taking action to function as one organisation.
 - The rebrand has also enabled us to improve our function as one organisation, particularly with regard to our public profile. The use of one brand across our site provides the public and other visitors with one, clear identity and helps all staff promote our work more consistently.
4. Increase outreach to animals in most need in Bristol
 - Working with the RSPCA Inspectorate Team is a vital part of our work to care for animals in greatest need. Following the Community Action Event in Lawrence Weston in 2017, we successfully opened our pop-up clinic in the same area, providing weekly support for animals and their owners that they would otherwise struggle to access.
5. Promote animal welfare education to key audiences
 - The facility at Victor Street has also provided the potential for us to offer behavioural support and training classes to the public and in particular to people adopting our animals. With the appointment of our Sr Behaviour and Welfare Specialist at the end of the year this extends our ability to reach more people with advice on improving the welfare of their animals.

We also sustain our commitment to deliver care for animals in need in support of the Society's objectives and our mission statement by:

- Providing veterinary care and preventative health treatment for companion animals whose owners are unable to afford private veterinary fees, as well as veterinary care for stray animals and wildlife.
- Taking in domestic animals of all kinds to our Rehoming Centre, giving priority to those in urgent need where their current situation makes them vulnerable to immediate suffering. This may include stray animals as well as those subjected to cruelty or neglect. Having removed animals to a safer environment our objective is then to do all we can to find them new homes with caring owners.
- Providing information and advice to the public on all animal welfare issues, promoting responsible pet ownership and campaigning for improvements in the welfare of both owned and unowned animals, including wildlife.

COMMITMENT TO PUBLIC BENEFIT

Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our charitable aims and objectives and in preparing the new strategy. While Trustees believe that all activities to prevent cruelty to and enhance the wellbeing of animals also benefit the public, they have identified the following activities in particular that demonstrate our commitment to public benefit:

- (a) Taking responsibility for a sick or injured animal free of charge, if the owner agrees to sign the animal over to us.
- (b) Working with Bristol City Council to provide care and rehoming facilities for stray dogs.
- (c) Taking responsibility for animals whose owners are no longer able to care for them.
- (d) Offering reduced fees for veterinary treatment to eligible clients, as well as providing free access to telephone advice for those members of the public unable to pay fees.
- (e) Providing free education on animal welfare to schools and groups across Bristol.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2018**

ACHIEVEMENTS AND PERFORMANCE

Our Animal Home

Activity Summary

Activity	Total Animals	Dogs	Cats	Rabbits	Other Animals
Animals taken in	1,245	473	577	32	163
Rehomed	449	147	197	21	84

Highlights

- In line with other rescue centres across the country we received fewer animals in 2018 but managed to sustain a challenging level of successful rehoming activities.
- With our increased focus on improving our understanding of animal behaviour and the range of solutions we put in place to meet each animal's needs we have increased the number of animals, particularly dogs, that have been successfully rehomed. This means that despite receiving fewer dogs into our Rehoming Centre we have been able to rehome more than last year.
- The strength of our support for the work of the RSPCA Inspectorate was shown in particular this year with the emergency accommodation and care we provided for high numbers of rescued guinea pigs and cats. Partnership working like this is at the heart of what we achieve for many of our animals.

Our Clinic

Activity Summary

Activity	Total number of treatments	Dogs	Cats	Other animals
Main clinic - subsidised treatments for animals of low income clients	6,740	3,208	3,198	334
Outreach clinic treatments	384	139	235	10
Neutering	612	258	243	111
Stray and unowned animals treated	1,245	473	577	195
Microchipping	382	93	250	39
Wildlife admissions	870			

Highlights

- With the introduction of the law mandating chipping of dogs we are pleased to see a continued decline in the numbers of dogs requiring chips and take this as a sign of the success of our persistent campaigning on this issue. The lack of a similar decline in the numbers of cats chipped indicates the need for equivalent statutory action for this species.
- For the first time we are able to show the additional animals we were able to help through the provision of our pop-up clinic in Lawrence Weston. The total number of public welfare treatments provided by our main Clinic increased in 2018 to 7,124 (compared to 6,445 in 2017) whereas the figures for neutering in 2018 decreased to 247 (compared to 365 in 2017). The decline in neutering seems best accounted for by the wider availability of other low price commercial veterinary providers.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

FUNDRAISING AND COMMUNICATIONS

Fundraising

In 2018 fundraising income including legacies was £862,966 which was a noticeable decline from the previous two years and reflects our continuing exposure to variances in legacy income. The generosity of people willing to support us with legacies remains a significant source of financial support for our work and we are very grateful to them and their families for remembering us in this way. The table below highlights some of the non-legacy contributions so generously provided by our volunteers, staff individual and corporate supporters:

Our fundraisers / donors	Event / activity	Funds raised £ / resources donated
Members and supporters	Appeals	11,464
Regular donors	Regular giving schemes	14,529
Event volunteers and supporters	Events	10,509
Volunteer fundraisers	Community fundraising	17,065
Corporate volunteers	Practical help around site	480 hours
Shops, wholesalers and donors	Donations	Animal food circa 27,000
Corporate supporters	Free services provided	Will writing and free advertising

Successful new fundraising initiatives included a partnership event with Newfoundland water rescue dogs at Portishead Marina raising over £4,000 on the day. The 'hall mark' of partnership working is something we continue to make the best use of in driving new sources of support for our fund and profile raising activities.

Sadly increasing levels of criminal activity in and around our shop in Bedminster meant that we reluctantly had to take the decision to close the shop in the interests of staff and customer safety. We are very grateful to everyone in Bedminster who has supported us as well as our wonderful volunteer and staff team for all their generosity over the past three years.

Raising awareness of our cause



Highlights

- The launch of our new brand, Bristol Animal Rescue Centre (abbreviated as Bristol A.R.C.) in January 2018 marked a significant step forward in our aim of raising the profile of our cause and our charity with the Bristol public. From posters on local buses to celebration events and news in local and social media our historic and continuing commitment to care for Bristol's animals was celebrated across the city.
- We took our campaign to change the reputation of Staffordshire Bull Terriers to another level celebrating their many special qualities and excellent temperament as family pets. From the very positive results recorded not only in local and social media but also in the successful rehoming of staffies this campaign made a big difference in public perceptions of this breed and of our work in their cause.

Fundraising Compliance

Part of our work to comply fully with new fundraising regulations has also been to sustain our commitment to working with the Fundraising Regulator and the new Fundraising Preference Service (FPS).

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2018**

Specific assurances in response to current Charities Act 2011 requirements are provided as follows:

1. Our fundraising approach is based on the budgeted needs identified and approved by the Board of Trustees at the beginning of the financial year. We employ a small team of professional fundraisers to deliver the targets and initiatives set each year. Each member of the team receives regular training in compliance requirements and fundraising standards. We pursue a variety of fundraising activities throughout each twelve month period and seek to involve suitably trained volunteers in many activities. We undertake public collections, run events, place collection tins in local retail outlets as well as running appeals and challenge activities to raise funds and awareness for our cause. The majority of our funds are received as legacies or fees from our veterinary and rehoming services.
2. We do not employ any third party fundraising agencies or have activities carried out on our behalf by commercial participators.
3. We are not aware of any failures to comply with fundraising standards or related schemes of regulation by us or others acting on our behalf. During 2018 we received two suppression requests through the Fundraising Preference Service. Neither of these individuals were on our database and therefore would not have been contacted by us in the past. This is good evidence of the hard work undertaken to ensure we are only in touch with those people who have asked us to do so.
4. We monitor Fundraising activities by others in aid of our cause by ensuring that everyone volunteering to fundraise for us does so 'in aid' of us. Such fundraisers are also given guidance on best fundraising practice, and supplied with a specific logo stating that they are fundraising 'in aid of Bristol A.R.C.' to use with any materials that they create. During street or bucket collections, all volunteers are informed of the expected fundraising behaviour and policies.
5. We received no complaints about our fundraising activities during 2018. As noted above, we received two suppression requests through the Fundraising Preference Service. Neither of these individuals were on our database and therefore would not have been contacted us in the past.
6. In order to protect vulnerable people with regard to our fundraising activities all members of our Fundraising and Communications Team understand the requirements of the Institute of Fundraising Guidelines on 'Treating Donors Fairly' and this forms part of new staff inductions. This information has also been used to inform our policy on vulnerable donors, and we are monitoring the availability of further training opportunities.

Ongoing work to implement the requirements of the General Data Protection Regulations continued during the year with the production of a new Privacy Policy and training for all our staff team. Trustees continue to keep a close eye on our supporter engagement activities and ensure we meet the expectations of the public in terms of our use and accountability for the information they choose to provide to us.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

FINANCIAL REVIEW

GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

RESERVES POLICY

The aim of the policy is to reflect the Trustees' objective of maintaining a sound financial base for the charity that enables both stability and growth. To achieve this the Trustees seek to manage the charity's financial reserves in accordance with the policy and the requirements of the charity's Risk Management Strategy.

The charity will hold financial reserves in accordance with the following structure:

1. A sum equal to between four and six months operating costs will be held for use as 'working capital' to cover day to day operational management.

As at 31 December 2018 this equates to between £720k and £1.080m.

2. A sum that will be held to mitigate 2 years of below average performance on legacies. Legacies currently make up over 50% of the charity's income and a low level of receipts in any one year would present a significant risk to the operation of the charity.

As at 31 December 2018 this amounts to £800k.

3. A sum that is held to provide for significant capital projects. The current organisational strategy has identified the need for the charity to secure and develop a new rehoming site. The purpose of the new site will be to improve the quality of care provided to animals ready for rehoming and the experience of visitors to the site, including supporters and potential adopters.

As at 31 December 2018 the reserves held for significant capital projects is £1m.

The specific sums held will be quantified annually together with any changes to the charity's Risk Management profile and represented in the accounts in accordance with the structure noted above.

As at 31 December 2018 available reserves (total reserves less tangible fixed assets) was £2,607,208 which is in line with this policy.

The Trustees intend to sustain the level of reserves to ensure that they can meet all these contingencies with the aim of continuing the commitments to animal welfare the Charity has taken responsibility for. It is the intention of the Trustees to review this policy and agree any revisions at the April Trustee meeting every year.

PRINCIPAL FUNDING

The Trustees recognise that the Charity's two main areas of funding are legacies and fees generated by the Clinic. Legacy income is unpredictable and varies from year to year; in 2018 the total amount was £743,140. The fees for work done at the veterinary clinic were £279,403 and other sources of income totalled £311,661.

The ten year average for legacy receipts is circa £1.124m p/a. This has resulted in the creation of a strong investment portfolio and a review of the Charity's reserves policy as set out above.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

MATERIAL INVESTMENTS POLICY

The Trustees wish to pursue an investment strategy of diversified assets predominately. This includes Government bonds and other fixed interest securities, UK and overseas shares, property and cash deposits, but not excluding alternative investments that may use derivatives for hedging purposes, private equity, commodities and foreign currencies.

Providing an income from the designated investments is a primary objective for supplementing the Charity's other sources of income. The capital value of the investment portfolio should be maintained in real terms, after allowing for the effects of inflation, over the medium to long term, commensurate with the level of risk the Trustees deem necessary in achieving these objectives.

The Investment Manager is required to provide half yearly reports to include, portfolio valuation of all investments held, detailed transaction and income statements, investment review and commentary. Each year, statements provide accounting information of all tax deducted from income received. Additionally, each year the Investment Manager presents their investment portfolio review to the Trustees and ad hoc valuations are available upon request with electronic versions online.

The Trustees are required to review the Investment Policy Statement each year. Any change in policy or the investment objectives is conveyed to and agreed with the Investment Manager on a timely basis. The current policy includes strict guidelines on the type of investments the Trustees believe to be compatible with the ethical position of the Charity including avoidance of investments in companies involved in animal testing.

STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION

The Bristol and District Branch (Charity Number: 205858) was originally formed under the title of The Bristol and Clifton Branch in 1842 as an unincorporated body. The Charity Commissioners granted a certificate of incorporation of the Trustees of the charity by the name of "The Incorporated Trustees of the RSPCA – Bristol and District Branch". The certificate was issued on 13 April 2006. The branch is governed in accordance with the rules set by the national charity the Royal Society for the Prevention of Cruelty to Animals.

Bristol Dogs and Cats Home is governed by a Scheme set up on 4 December 1953 by an order of the Charity Commission. On 27 June 2012 a resolution was passed that "The Bristol Dogs and Cats Home Trust" ("the Trust") be constituted as the managing Trustee of Bristol Dogs and Cats Home ("the Home").

The Branch and the Home are registered with the Charity Commission for England and Wales as linked charities sharing the same number.

In January 2018 the two charities adopted the working names of Bristol Animal Rescue Centre (Bristol A.R.C.) to enable them to promote their charitable activities on behalf of Bristol's animals more effectively to the public.

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The managing Trustees are the Incorporated Trustees of the RSPCA Bristol and District Branch. The Board of Trustees is elected every year from the members of the RSPCA Bristol Branch at the Annual General Meeting of the Branch. The Board must consist of not less than seven or more than fourteen elected by the members, plus 3 co-opted Trustees are allowed at any one time. It is a requirement that Trustees have been members of the Branch for 3 months or more.

Each year Trustees review the skills and experience the Board requires. Role descriptions for new trustees are drafted with reference to the results of this review and advertised widely on line. Supporters of the Charity who express an interest in Trusteeship are initially offered the opportunity to visit the Charity and meet with the Chairman and CEO to discuss the role and responsibilities of Trusteeship in relation to the Charity's activities. If appropriate, they are then invited to attend a number of Board meetings as observers.

The Directors of the Trust are the Branch Trustees.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

An information pack containing Charity Commission CC3, RSPCA Animal Welfare Policies, and Guidelines for Branch Trustees and other relevant information is provided for each new Trustee. In addition, all new Trustees spend up to two days at the charity's Albert Road HQ meeting with Senior Managers, touring the site and being introduced to staff. Trustees are also provided with full copies of the current Strategy Plan, Annual Report and Accounts and meeting minutes. Information is provided about Trustee training days organised both internally and by external providers.

REMUNERATION AND EXPENSES

The Board of Trustees have overall responsibility for ensuring the Charity delivers its objectives in full compliance with relevant legislation and related guidance from the Charity Commission. The Board delegates responsibility for the day-to-day operations of the Charity to the CEO with the Senior Management Team. All Trustees give of their time freely and no trustee received remuneration in the year. Details of trustees' expenses are disclosed in note 9 to the accounts.

The pay of the senior staff is reviewed annually.

ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Trustees meet formally at least six times per year, in addition to an Annual General Meeting. The Senior Management Team reports at these meetings while Sub-Committee meetings between various trustees and managers to deal with specific subjects are arranged as needed. The Finance Committee is led by the Honorary Treasurer and Chairman with terms of operation approved by the Board of Trustees. The Committee has delegated authority from the Board to make recommendations on financial matters to the Board and to provide support and oversight to the CEO and Finance Manager on key issues including financial reporting, budget setting and investments.

The Senior Management Team attend all Board meetings, but have no voting rights. There is also frequent contact between some Trustees, in particular the Chairman, Vice Chairman, Treasurer and Managers on an individual basis. Decisions made by Trustees are referred to the CEO for implementation with the Senior Management Team as appropriate. The Board of Trustees has a wide variety of professional backgrounds and areas of expertise relevant to the work of the Charity.

RELATED PARTY RELATIONSHIPS

Each Trustee now completes a register of interests and related party transactions; this register is updated annually and whenever any relevant changes occur.

The Charity is guided by national policy as stated by the national RSPCA. In the furtherance of its aims, it also has relationships with other animal welfare charities, professional bodies, local authorities, and the Royal College of Veterinary Surgeons. Through its Clinic the Charity occasionally works with other private vet practices within the Branch area concerning developments in animal welfare practice. In addition, the Charity works in partnership with other charities including Street Vet and St Mungos to support animals whose owners are in housing crisis. Through its Animal Home the Charity works with Bristol City Council to manage the welfare and care of stray dogs in Bristol and liaises with RSPCA and other animal welfare centres to locate appropriate rehoming opportunities for animals in its care.

RISK MANAGEMENT

The Trustees are responsible for identifying and managing the major risks facing the Charity that might significantly alter or undermine the capacity of the Charity to fulfil its objectives. Risk management is building an increasing profile in the Charity's reporting and is considered in every aspect of its work. Working with abused and distressed animals as well as daily engagement with the public entails risk and demands constant attention.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

In response to the Financial Reporting Standards applicable in the UK (FRS102) and the recommendations of the Charity Commission (England and Wales) the Charity recently completed a strategic review of risk management across all areas of operation. The review identified the specific significant risks Trustees believe the Charity is exposed to and scored each risk in terms of impact and likelihood of occurrence.

The major risks to which the Charity is exposed, as identified by the Trustees is summarised under five headings in the risk register as follows:

Governance e.g. organisational structure, skills base, key staff, Trustee recruitment, retention and expertise.

Operational e.g. animal welfare, commercial contracts, staff welfare and HR, asset security, health & safety, IT systems.

Financial e.g. investments, cash, debtors, fraud, fundraising, legacies.

Reputational and External factors e.g. online profile, media interest, relations with supporters / funders / clients / other animal welfare charities / professional bodies and the effect of changes in e.g. government policies.

Compliance e.g. legal obligations, licence conditions, charity rules, Data Protection, Fundraising rules, RSPCA rules.

Trustees have worked with the Sr. Management Team to identify actions that reduce or eliminate each risk and produce a revised managed risk score. As a result of the review Trustees confirmed that they are satisfied with arrangements for managing the risks identified. Trustees have agreed the revised managed risk score is at an acceptable level for the Charity and monitor the level of risk and any changes at each meeting of the Board of Trustees, taking further action as required to maintain an acceptable level.

PLANS FOR FUTURE PERIODS

STRATEGY PLAN ACTIVITIES 2019

In the coming year Trustees plan to continue the activities outlined above to deliver the objectives of the new Strategy Plan. Subject to sufficient funding, these will include:

2019 Our Rehoming Centre activities will include:

- Providing shelter and re-homing services for abandoned and unwanted companion animals;
- Continuing to take in and care for stray animals and remain the main kennels for Bristol City Dog Warden Services;
- Increasing behavioural training standards and provision to improve the welfare of animals in our care and enhance their potential of finding a new home;
- Expanding the use of the new facilities at The Barn on Victor Street to provide new training opportunities for our adopters and members of the public.

2019 Our Clinic activities will include:

- Building on the success of our pop-up Clinic in Lawrence Weston by launching a second venue in the Knowle West area to increase the support we provide to those animals in greatest need;
- Continuing to provide expert veterinary care for all the animals passing through our Animal Home;
- Delivering support for the work of the RSPCA Inspectors in acting as expert witness in prosecution cases, treating animals referred by the Inspectors for treatment and/or neutering, and taking in stray animals and wildlife rescued by the Inspectorate Team;
- Exploring opportunities to encourage practical support for our outreach activities in partnership with local academic veterinary medicine providers.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

2019 Bristol Animal Rescue Centre activities will include:

- Launching our new Retail Strategy to grow income and awareness of animal welfare with our new 'ethical' pet store, BARC Clifton;
- Developing support 'on the ground' through the growth of local community groups to raise awareness of, as well as support and funds for our cause across Bristol;
- Growing the programme of engagement opportunities we offer to Bristol businesses;
- Sustaining and growing promotion of our cause via our online profiles and new website as well as targeted events across the City.

GOVERNANCE

The Trustees will continue to monitor closely the financial operations of the charity with the CEO and Senior Management Team and seek the professional guidance of the charity's professional financial and investment advisors. Ongoing monitoring will also continue to ensure compliance for our fundraising and communication activities. Trustees are also being offered more opportunities to attend training courses on governance and other relevant subjects that are provided at little or no charge by our professional advisors and Bristol charity support organisations.

TRUSTEES' RESPONSIBILITIES STATEMENT

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

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on 29 April 2019 and signed on their behalf by:

P Carey
Honorary Chairman

J Meacham
Vice Chairman

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

OPINION

We have audited the financial statements of Bristol and District Branch of The Royal Society for the Prevention of Cruelty to Animals (the 'charity') for the year ended 31 December 2018 set out on pages 16 to 31. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards 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 been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

OTHER INFORMATION

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

USE OF OUR REPORT

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
16 Queen Square
Bristol
BS1 4NT

Date:

Bishop Fleming LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Note	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
INCOME FROM:				
Donations and legacies	2	862,966	862,966	1,174,928
Charitable activities:				
Animal rescue centre		279,403	279,403	285,194
Other trading activities	3	101,945	101,945	158,544
Investments	4	89,890	89,890	82,857
TOTAL INCOME		1,334,204	1,334,204	1,701,523
EXPENDITURE ON:				
Raising funds		261,835	261,835	205,080
Animal rescue centre		2,168,233	2,168,233	1,878,735
TOTAL EXPENDITURE	5	2,430,068	2,430,068	2,083,815
NET EXPENDITURE BEFORE INVESTMENT GAINS/(LOSSES)				
Net gains/(losses) on investments	13	(1,095,864) (204,793)	(1,095,864) (204,793)	(382,292) 224,036
NET EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES				
		(1,300,657)	(1,300,657)	(158,256)
NET MOVEMENT IN FUNDS				
		(1,300,657)	(1,300,657)	(158,256)
RECONCILIATION OF FUNDS:				
Total funds brought forward		6,451,007	6,451,007	6,609,263
TOTAL FUNDS CARRIED FORWARD		5,150,350	5,150,350	6,451,007

The notes on pages 19 to 31 form part of these financial statements.

The total of free reserves carried forward is £552,983.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**BALANCE SHEET
AS AT 31 DECEMBER 2018**

	Note	£	2018 £	£	2017 £
FIXED ASSETS					
Tangible assets	12		2,543,142		2,589,854
Investments	13		2,054,225		3,093,706
			<u>4,597,367</u>		<u>5,683,560</u>
CURRENT ASSETS					
Stocks		72,161		78,756	
Debtors	14	147,280		163,515	
Current asset investments	15	376,810		567,485	
Cash at bank and in hand		129,423		94,203	
		<u>725,674</u>		<u>903,959</u>	
CREDITORS: amounts falling due within one year	16	(172,691)		(136,512)	
NET CURRENT ASSETS			<u>552,983</u>		<u>767,447</u>
TOTAL NET ASSETS			<u>5,150,350</u>		<u>6,451,007</u>
CHARITY FUNDS					
Unrestricted funds	18		<u>5,150,350</u>		<u>6,451,007</u>
TOTAL FUNDS			<u>5,150,350</u>		<u>6,451,007</u>

Signed and authorised for issue by the fixing of the seal in the presence of the Honorary Chairman and Vice Chairman and by the authority of a resolution of the Incorporated Trustees of the RSPCA - Bristol and District Branch on 29 April 2019.

P Carey
Honorary Chairman

J Meacham
Vice Chairman

The notes on pages 19 to 31 form part of these financial statements.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Note	2018 £	2017 £
Cash flows from operating activities			
Net cash used in operating activities	19	<u>(822,573)</u>	<u>(442,972)</u>
Cash flows from investing activities:			
Investment income received		89,890	84,388
Investment management fees		(22,212)	(18,573)
Purchase of tangible fixed assets		(44,573)	(41,950)
Proceeds from sale of investments		1,223,588	982,724
Purchase of investments		(607,137)	(991,112)
Net cash provided by investing activities		<u>639,556</u>	<u>15,477</u>
Change in cash and cash equivalents in the year		(183,017)	(427,495)
Cash and cash equivalents brought forward		<u>707,998</u>	<u>1,135,493</u>
Cash and cash equivalents carried forward	20	<u><u>524,981</u></u>	<u><u>707,998</u></u>

The notes on pages 19 to 31 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The 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 Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

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 Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Bristol and District Branch of The Royal Society for the Prevention of Cruelty to Animals constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

These financial statements consolidate the results of the Bristol and District Branch of the Royal Society for the Prevention of Cruelty to Animals and those of the Bristol Dogs and Cats Home which are linked charities.

1.2 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

1. ACCOUNTING POLICIES (continued)

1.3 INCOME

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.4 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.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters.

Charitable activities are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

1. ACCOUNTING POLICIES (continued)

1.5 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £500 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is not charged on freehold land. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold buildings	-	straight line over the remaining useful economic life
Leasehold property improvements-	-	straight line over the remaining useful economic life
Motor vans and equipment	-	straight line over 4-5 years
Freehold land	-	not depreciated

1.6 INVESTMENTS

Fixed and current asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Net gains/(losses) on investments' in the Statement of financial activities.

1.7 OPERATING LEASES

Rentals under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

1.8 STOCKS

Stocks include items purchased for use or resale and donated foods and goods. Items purchased for resale or consumption are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Donated food and goods are valued at fair value.

1.9 PENSIONS

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.10 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1.11 DEBTORS

Trade and other debtors are recognised at the settlement amount after any discount offered.

1.12 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

1. ACCOUNTING POLICIES (continued)

1.13 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.14 FINANCIAL INSTRUMENTS

Financial instruments are recognised in the Charity's balance sheet when it becomes a party to the contractual provisions of the financial instrument.

2. INCOME FROM DONATIONS AND LEGACIES

	Total funds 2018 £	Total funds 2017 £
Donations	119,826	121,792
Legacies	743,140	1,053,136
	<hr/>	<hr/>
Total donations and legacies	862,966	1,174,928
	<hr/> <hr/>	<hr/> <hr/>
Total 2017 - unrestricted	1,174,928	
	<hr/> <hr/>	

There are some legacies which have been notified to the Charity as at 31 December 2018 for which the amount receivable cannot be measured reliably. These financial statements include payments received on account but not any estimates for future amounts receivable. Indications are that the potential value of these legacies is in the region of £100,000.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

3. OTHER TRADING ACTIVITIES

	Total funds 2018 £	Total funds 2017 £
Collecting boxes	4,186	3,399
Donations of food	27,000	27,000
Other fundraising income	26,525	29,747
Shop income (excluding collars, leads and pet carriers)	28,574	83,249
Sundry rental income	15,660	15,149
	<u>101,945</u>	<u>158,544</u>
	<u><u>158,544</u></u>	
Total 2017 - unrestricted		<u>158,544</u>

4. INVESTMENT INCOME

	Total funds 2018 £	Total funds 2017 £
Dividends received	66,989	63,359
Interest received	22,901	19,498
	<u>89,890</u>	<u>82,857</u>
	<u><u>82,857</u></u>	
Total 2017 - unrestricted		<u>82,857</u>

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

5. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2018 £	Depreciation 2018 £	Other costs 2018 £	Total 2018 £	Total 2017 £
COSTS OF RAISING FUNDS:					
Expenditure on raising funds	141,894	-	97,729	239,623	191,847
Expenditure on investment management	-	-	22,212	22,212	13,233
	<u>141,894</u>	<u>-</u>	<u>119,941</u>	<u>261,835</u>	<u>205,080</u>
CHARITABLE ACTIVITIES:					
Animal Rescue Centre	1,432,347	91,285	644,601	2,168,233	1,878,735
	<u>1,574,241</u>	<u>91,285</u>	<u>764,542</u>	<u>2,430,068</u>	<u>2,083,815</u>
Total 2017	<u>1,407,369</u>	<u>97,544</u>	<u>578,902</u>	<u>2,083,815</u>	

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2018 £	Support costs 2018 £	Total 2018 £	Total 2017 £
Animal Rescue Centre	1,727,881	440,352	2,168,233	1,878,735
Total 2017	<u>1,485,230</u>	<u>393,505</u>	<u>1,878,735</u>	

7. DIRECT COSTS

	Total 2018 £	Total 2017 £
Clinic costs	296,431	221,512
Animal home costs	184,711	165,731
Wages and salaries	1,064,883	948,141
National insurance	85,723	74,899
Pension cost	22,638	14,290
Depreciation	73,495	60,657
	<u>1,727,881</u>	<u>1,485,230</u>
Total 2017 - Restricted £752, unrestricted £1,484,478	<u>1,485,230</u>	

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

8. SUPPORT COSTS

	Total 2018 £	Total 2017 £
Establishment costs	77,787	67,003
Administration costs	57,372	49,944
Governance costs	28,300	16,927
Wages and salaries	228,317	197,584
National insurance	23,386	20,746
Pension cost	7,400	4,414
Depreciation	17,790	36,887
	<u>440,352</u>	<u>393,505</u>
Total 2017 - unrestricted	<u>393,505</u>	

9. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets: - owned by the charity	91,285	97,544
Auditors' remuneration - audit	9,000	10,000
Auditors' remuneration - other services	3,000	2,840
Operating lease rentals	42,426	33,689
	<u>145,711</u>	<u>144,073</u>

During the year, no Trustees received any remuneration (2017: £NIL).

During the year, no Trustees received any benefits in kind (2017: £NIL).

During the year, no Trustees received any reimbursement of expenses (2017: £NIL).

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

10. STAFF COSTS

Staff costs were as follows:

	2018	2017
	£	£
Wages and salaries	1,418,959	1,279,032
Social security costs	119,786	105,973
Other pension costs	35,496	22,364
	<u>1,574,241</u>	<u>1,407,369</u>

The average number of persons employed by the charity during the year was as follows:

	2018	2017
	No.	No.
Charitable	51	49
Fundraising and shop	7	8
Support	7	7
	<u>65</u>	<u>64</u>

Average headcount expressed as a full time equivalent:

2018	2017
No.	No.
54	53

The number of higher paid employees was:

	2018	2017
	No.	No.
In the band £60,001 - £70,000	1	1
In the band £70,001 - £80,000	1	1

Total employee benefits of key management personnel in the year amounted to £347,582 for 6 employees (2017: £341,008 7 employees).

11. TRUSTEE INSURANCE

The charity provided indemnity insurance to trustees. The cost of this is included in charitable expenditure.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

12. TANGIBLE FIXED ASSETS

	Freehold property £	Long-term leasehold property £	Motor vans and equipment £	Total £
COST				
At 1 January 2018	4,229,870	-	286,189	4,516,059
Additions	-	23,816	20,757	44,573
At 31 December 2018	<u>4,229,870</u>	<u>23,816</u>	<u>306,946</u>	<u>4,560,632</u>
DEPRECIATION				
At 1 January 2018	1,683,263	-	242,942	1,926,205
Charge for the year	75,417	-	15,868	91,285
At 31 December 2018	<u>1,758,680</u>	<u>-</u>	<u>258,810</u>	<u>2,017,490</u>
NET BOOK VALUE				
At 31 December 2018	<u>2,471,190</u>	<u>23,816</u>	<u>48,136</u>	<u>2,543,142</u>
At 31 December 2017	<u>2,546,607</u>	<u>-</u>	<u>43,247</u>	<u>2,589,854</u>

Included in land and buildings is freehold land at a cost of £459,020 (2017: £459,020) which is not depreciated.

13. FIXED ASSET INVESTMENTS

	Listed securities £	Cash £	Total £
MARKET VALUE			
At 1 January 2018	3,047,396	46,310	3,093,706
Additions	607,137	-	607,137
Disposals	(1,351,633)	-	(1,351,633)
Revaluations	(267,423)	-	(267,423)
Cash movement	-	(27,562)	(27,562)
At 31 December 2018	<u>2,035,477</u>	<u>18,748</u>	<u>2,054,225</u>

INVESTMENTS AT MARKET VALUE COMPRISE:

	2018 £	2017 £
Listed investments	2,035,477	3,047,396
Cash held by brokers	18,748	46,310
Total market value	<u>2,054,225</u>	<u>3,093,706</u>

All the fixed asset investments are held in the UK

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

14. DEBTORS

	2018 £	2017 £
Legacies receivable	61,996	50,000
Other debtors	40,720	47,302
Prepayments and accrued income	44,564	66,213
	<u>147,280</u>	<u>163,515</u>

15. CURRENT ASSET INVESTMENTS

	2018 £	2017 £
Listed investments	<u>376,810</u>	<u>567,485</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade creditors	40,071	59,201
Other taxation and social security	36,279	-
Other creditors	10,714	2,217
Accruals and deferred income	85,627	75,094
	<u>172,691</u>	<u>136,512</u>

17. FINANCIAL INSTRUMENTS

	2018 £	2017 £
Financial assets measured at fair value through income and expenditure		
- Listed securities	2,431,035	3,614,881
Financial assets measured at amortised cost		
- Other debtors, accrued income and cash	236,149	203,617
	<u>2,667,184</u>	<u>3,818,498</u>
Financial liabilities measured at amortised cost		
- Trade and other creditors	<u>(50,785)</u>	<u>(61,418)</u>

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

18. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 January 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2018 £
DESIGNATED FUNDS						
Designated funds	3,093,706	-	-	(834,688)	(204,793)	2,054,225
GENERAL FUNDS						
General funds	3,357,301	1,334,204	(2,430,068)	834,688	-	3,096,125
	6,451,007	1,334,204	(2,430,068)	-	(204,793)	5,150,350
Total of funds	6,451,007	1,334,204	(2,430,068)	-	(204,793)	5,150,350

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 January 2017 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2017 £
DESIGNATED FUNDS						
Designated funds	2,923,952	-	-	(54,282)	224,036	3,093,706
GENERAL FUNDS						
General funds	3,684,559	1,701,523	(2,083,063)	54,282	-	3,357,301
Total Unrestricted funds	6,608,511	1,701,523	(2,083,063)	-	224,036	6,451,007
RESTRICTED FUNDS						
Sennington fund	752	-	(752)	-	-	-
Total of funds	6,609,263	1,701,523	(2,083,815)	-	224,036	6,451,007

A designated fund has been set up which is represented by the fixed asset investments held by the charity. The aim of this fund is to provide further investment income each year thereby reducing the dependency on legacies.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

19. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2018 £	2017 £
Net expenditure for the year (as per Statement of Financial Activities)	(1,300,657)	(158,256)
Adjustment for:		
Depreciation charges	91,285	97,544
Gains/(losses) on investments	204,793	(221,731)
Investment income less fees	(67,678)	(82,857)
Current asset investments	190,675	(567,485)
Decrease/(increase) in stocks	6,595	(430)
Decrease in debtors	16,235	404,422
Increase in creditors	36,179	85,821
Net cash used in operating activities	(822,573)	(442,972)

20. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2018 £	2017 £
Cash at bank and in hand	129,423	94,203
Investment cash and current asset investments	395,558	613,795
	524,981	707,998

21. OPERATING LEASE COMMITMENTS

At 31 December 2018 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2018 £	2017 £
AMOUNTS PAYABLE:		
Within 1 year	72,671	45,084
Between 1 and 5 years	260,546	122,738
After more than 5 years	117,210	-
	450,427	167,822

22. RELATED PARTY TRANSACTIONS

In addition to their time, the trustees often provide support to the charity in the form of monetary donations and the donation of goods for sale in the charity's shop. During the year the trustees, in aggregate, made donations of up to £1,000 (2017: £1,000).

23. VOLUNTARY HELP

The charity receives voluntary help from the public for their fundraising activities and with the direct care of animals.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

24. CHARITY INFORMATION

Bristol and District Branch of the Royal Society for the Prevention of Cruelty to Animals is an unincorporated charity, registered at the Charity Commission in England and Wales. The principal office is 48 Albert Road, St Philips, Bristol, BS2 0XA.

25. SUMMARY OF NET ASSETS

LINKED CHARITIES

	Tangible fixed assets	Fixed asset investments	Net current assets	2018	2017
	£	£	£	£	£
Bristol and District Branch of the Royal Society for the Prevention of Cruelty to Animals	649,663	790,918	276,602	1,717,183	2,477,114
Bristol Dogs and Cats Home	1,893,479	1,263,307	276,381	3,433,167	3,973,893
Total	<u>2,543,142</u>	<u>2,054,225</u>	<u>552,983</u>	<u>5,150,350</u>	<u>6,451,007</u>

Bristol Dogs and Cats Home is a linked charity of the Bristol and District Branch of the Royal Society for the Prevention of Cruelty to Animals. The charitable objects of each entity are given below:

BRISTOL DOGS AND CATS HOME

To promote kindness and prevent cruelty to animals by establishing and maintaining a home, hospital or clinic for dogs, cats and other domestic animals in need of care or medical attention.

BRISTOL AND DISTRICT BRANCH OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

To promote the work and objects of the society (Royal Society for the Prevention of Cruelty to Animals (219099), with particular reference to the area of the branch, in accordance with the policies of the society.