

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008
FOR
ROYAL SOCIETY FOR THE PREVENTION OF
CRUELTY TO ANIMALS
DURHAM AND DISTRICT BRANCH**

Ribchesters
Chartered Accountants
67 Saddler Street
Durham City
DH1 3NP

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

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FOR THE YEAR ENDED 31 DECEMBER 2008**

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2008. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

232263

Principal address

20 High Street
Langley Moor
Co. Durham
DH7 8JF

Trustees

J Myatt

Mrs C Whillis

Mrs A Parkin

Mrs L Whittle

Mrs P Bartlett

Mrs K Myatt

Mrs A Eason

Mrs A Nightingale

G Walton

- appointed 1/5/2008

S Smith

- appointed 1/5/2008

Independent Examiner

Ribchesters

Chartered Accountants

67 Saddler Street

Durham City

DH1 3NP

The Trustees are elected annually from the Branch membership at the Annual General Meeting and form the management Committee of the Branch.

Branch Staff during 2008 were as follows:

Ms Jacqueline Bell	Shop Manager
Mrs Pat Pattinson	Deputy Manager
Mrs Sylvia Storey	Shop Assistant

Other relevant organisations are as follows:

Bankers:	Girobank (Alliance and Leicester), 62 Hagley Road, Birmingham
	Barclays Bank plc, 6/7 Market Place, Durham
	Nat West Bank, Durham
	Lloyds Bank Plc, Consett

Independent Examiner: Ribchesters, Chartered Accountants, 67 Saddler Street, Durham

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity known as the Durham and District Branch is an unincorporated organisation governed by the rules of the national organisation, The Royal Society for the Prevention of Cruelty to Animals. It is independently registered with the Charity Commission and its number is 232262.

**ROYAL SOCIETY FOR THE PREVENTION OF
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DURHAM AND DISTRICT BRANCH**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Trustees are recruited mostly through being personally known to current Trustees and who have been associated with the branch for some time. If not already members of the Society they are asked to join and wait the required 3 months. An initial interview is made by the Chairman with the potential Trustee to explain the duties and responsibilities of trusteeship and how the branch operates. If they feel they can fulfil these duties and would like to stand, they are entered into the election process at the AGM or they may be co-opted before then. Other Trustees have joined through enquiry to the branch offering to volunteer and Trusteeship is offered as a option along with other alternatives such as fostering or home visiting.

Induction and training of new trustees

After new Trustees have been elected they are given the Trustee Induction Pack, the RSPCA publications 'Guidance for Branch Trustees' and the 'Branch and RSPCA Rules'. As part of their induction they are taken to our shop to meet the staff and to the Kennels to see our animals and meet the staff there.

Organisational structure

All policy, planning, major financial or strategic decisions are made by the Trustees in committee. Operational decisions on a day to day basis are made by the appropriate people who have responsibility for their areas of activity such as dog or cat rehoming or the shop. One Trustee is designated as the Shop Co-ordinator and is the Line Manager for the shop manager.

Related parties

We have been ably assisted and guided in many ways throughout the year by Peter Bolton in the absence of our Branch Development Advisor Wendy Richardson.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The RSPCA exists to promote animal welfare, relieve suffering and prevent cruelty to animals. The aim of the Durham and District Branch is to carry out those principles in practical terms by the following means: taking in animals who have been donated to us by their owners or have been found abandoned or injured or rescued from unfortunate circumstances, or animals brought to us by the Inspectors. We give veterinary treatment to those animals in our care who require it and kennel them until we can find new homes for them. We also work to prevent abandonment and suffering by unrestricted breeding by offering assisted neutering programmes to the public and contribute assistance to people on low income who are unable to pay vet bills.

The objective of the branch each year is to remain financially stable so that we can maintain the level of work that we do, or increase it if more funds become available. Our strategy for achieving such an objective is to monitor our spending and income closely and ensuring that the expenditure does not outpace the income. If it is in decline we reduce the amount of animals we take in and try and increase fundraising activities. The Treasurer presents a financial statement to the Committee each month so we are aware of the financial resources of the branch and we review the current situation and future activities in relation to this.

**ROYAL SOCIETY FOR THE PREVENTION OF
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DURHAM AND DISTRICT BRANCH**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008**

OBJECTIVES AND ACTIVITIES

Significant activities

The income for the Branch is provided in many ways: sales from the charity shop; the Adopt a Kennel Scheme; fees from animal adoptions; subscriptions, public donations, income from static collection boxes around the County, bank interest, legacies and fundraising activities such as fairs, tombolas, face to face collections in local superstores and street collections.

We are greatly helped by several large supermarket chains supermarkets who have agreed to hold bins for the public to donate dog and cat food, these are: Tesco Durham, Morrison's Newton Aycliffe, ASDA Bishop Auckland, Co-op Newton Hall. Numerous businesses and organisations throughout the region hold collecting boxes for us which brings in considerable income.

Specific fundraising activities which were held during 2008 were the Dog Show, an Auction, the Xmas Fair, a street collection in Durham and the collection in Tesco during RSPCA week.

We have been very grateful for the use of the Framwellgate Moor Community Centre for our committee meetings and auction this year. We are also thankful to the Bethel Methodist Church for allowing us to use their hall for our Xmas fair.

Volunteers

We could not operate without the loyal support of the people who volunteer their time to assist us in our work either at the shop, with the animal work or at our fundraising activities. There are varying numbers of volunteers at the shop throughout the year but an average is 10. Many of our shop volunteers and our shop manager achieved NVQ qualifications in retail this year through the support of Wear Valley Training and this is an ongoing scheme.

There are approx 10 people who we can call on to take part in street and shop collections, operate stalls and serve refreshments at our fairs, open days and tombolas. We also have fosterers who have agreed to care for animals in their own homes and currently we have 5. Training for this is given by the cat and dog rehoming coordinators. There are other volunteers who carry out home visits to prospective adoptees and they will have attended a homevisitors training course run by the national Society.

Some volunteers are members and others are not. There has been a gradual decline in membership since the national Society introduced the donor scheme but following some efforts to promote the Membership, new ones were gained for the branch and at the close of 2008 it stood at 105.

This year saw the introduction of the Branch web site which has given us more prominence with the public and another way to promote the animals we have for adoption.

**ROYAL SOCIETY FOR THE PREVENTION OF
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The job of carrying out the main aim of the branch of rehoming and treating as many animals as we can, is done by the hard work of our dog and cat rehoming coordinators and their achievements are demonstrated by the figures below.

Figures for 2007

	Dogs	Cats	Misc	Total
Rehomed	87	327	-	414
Microchipped	20	70	-	90
Neutered	18	197	8	224
Welfare assistance	49	84	4	137

In 2008 we are awarded the prize for the highest number of animals rehomed in 2007 by a branch without an animal home for which all credit goes to our rehoming team.

The Branch does not have an animal home and therefore uses the facilities of Deerness Kennels in Langley Moor. We are very grateful to Mr and Mrs Forsythe and the staff there for their continued assistance to us in caring for the animals we take in and in the adoption process.

The branch is also indebted to the many veterinary practices throughout the County who carry out work for us.

Despite the Dogs Trust ending their neutering scheme with us this year we have continued to offer free neutering to those on benefits or for dogs considered at risk of unwanted litters. The free cat neutering vouchers given to people in need have continued to be in great demand.

The Shop continues to be our greatest asset financially and takings from the shop continue to show a profit. We hope that this success will continue in the future.

Conclusion

The branch had a successful year once again due to the team work of all who invest their free time in the often very stressful work of dealing with animals who have been neglected and unwanted. Many animals have been successfully restored to health and found new homes and many people have been given assistance with their pets. The branch remains financially healthy and intends to carry on its work and continue to promote responsible animal care and relieve the suffering of animals in the County Durham area.

FINANCIAL REVIEW

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 resources. Reserves in this context mean funds that are freely available for the Branch's general purposes after all commitments have been met.

In addition the Branch may hold "restricted reserves" which represent funds donated for a specific purpose, which cannot be used for anything other than the purpose for which they were donated.

The Branch holds unrestricted reserves of £169,937 represented by net current assets of £163,518 and fixed assets of £6,419 at the year ending 31 December 2008. Such reserves represent approximately 18 months expenditure, based on total expenditure.

It is the opinion of the Trustees that the existing reserves are sufficient to meet any reduction in incoming resources.

**ROYAL SOCIETY FOR THE PREVENTION OF
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008**

FINANCIAL REVIEW

Investment policy and objectives

At 31 December 2008 the Branch investment policy was:

- " That money held in the Natwest Treasury fund should not fall below £95,000.
- " That the Natwest current account be held at £10,000
- " That the Barclays Bank current account not fall below £1,000
- " That the Alliance & Leicester current account balance should not fall below £1,000.

The Trustees recognise that this policy should be reviewed on an annual basis following the publication of the independently examined accounts for the previous year. In line with the Investment policy at December 2007 we continue to review the investment in short term Treasury funds and these continue to produce a substantial increase in interest over available bank accounts.

ON BEHALF OF THE BOARD:

.....
J Myatt - Trustee

Date:

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ROYAL SOCIETY FOR THE PREVENTION OF
CRUELTY TO ANIMALS
DURHAM AND DISTRICT BRANCH**

I report on the accounts for the year ended 31 December 2008 set out on pages seven to twelve.

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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 43(3)(a) of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

have 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.

Ribchesters
Chartered Accountants
67 Saddler Street
Durham City
DH1 3NP

Date:

**ROYAL SOCIETY FOR THE PREVENTION OF
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DURHAM AND DISTRICT BRANCH**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2008**

	Notes	Unrestricted funds £	Restricted funds £	2008 Total funds £	2007 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	53,560	-	53,560	44,946
Activities for generating funds	3	67,158	-	67,158	58,355
Investment income	4	6,226	-	6,226	5,629
Other incoming resources		<u>7,075</u>	<u>-</u>	<u>7,075</u>	<u>9,126</u>
Total incoming resources		134,019	-	134,019	118,056
 RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		26,140	-	26,140	19,469
Fundraising trading: cost of goods sold and other costs		23,711	-	23,711	23,652
Charitable activities					
Welfare		8,754	-	8,754	7,661
Kennelling and fostering		52,318	-	52,318	44,622
Governance costs		<u>2,420</u>	<u>-</u>	<u>2,420</u>	<u>2,230</u>
Total resources expended		113,343	-	113,343	97,634
 NET INCOMING RESOURCES					
		<u>20,676</u>	<u>-</u>	<u>20,676</u>	<u>20,422</u>
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>149,261</u>	<u>-</u>	<u>149,261</u>	<u>128,839</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>169,937</u></u>	<u><u>-</u></u>	<u><u>169,937</u></u>	<u><u>149,261</u></u>

The notes form part of these financial statements

**ROYAL SOCIETY FOR THE PREVENTION OF
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**BALANCE SHEET
AT 31 DECEMBER 2008**

	Notes	Unrestricted funds £	Restricted funds £	2008 Total funds £	2007 Total funds £
FIXED ASSETS					
Tangible assets	6	6,419	-	6,419	8,268
CURRENT ASSETS					
Stocks	7	-	-	-	50
Debtors	8	6,405	-	6,405	6,814
Cash at bank and in hand		<u>167,211</u>	<u>-</u>	<u>167,211</u>	<u>144,171</u>
		173,616	-	173,616	151,035
CREDITORS					
Amounts falling due within one year	9	(10,098)	-	(10,098)	(10,042)
NET CURRENT ASSETS		<u>163,518</u>	<u>-</u>	<u>163,518</u>	<u>140,993</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>169,937</u>	<u>-</u>	<u>169,937</u>	<u>149,261</u>
NET ASSETS		<u>169,937</u>	<u>-</u>	<u>169,937</u>	<u>149,261</u>
FUNDS	10				
Unrestricted funds				<u>169,937</u>	<u>149,261</u>
TOTAL FUNDS				<u>169,937</u>	<u>149,261</u>

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
J Myatt -Trustee

The notes form part of these financial statements

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Charities Act 1993 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination and accountancy fees and costs linked to the strategic management of the charity.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	-15% on reducing balance
Motor vehicles	-25% on reducing balance
Equipment	-15% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2008**

2. VOLUNTARY INCOME

	2008	2007
	£	£
Gifts	-	1
Donations	53,560	43,445
Grants	-	1,500
	<u>53,560</u>	<u>44,946</u>

Grants received, included in the above, are as follows:

	2008	2007
	£	£
RSPCA headquarters	<u>-</u>	<u>1,500</u>

3. ACTIVITIES FOR GENERATING FUNDS

	2008	2007
	£	£
Fundraising events	4,820	4,127
Shop income	62,158	54,160
Christmas catalogue	<u>180</u>	<u>68</u>
	<u>67,158</u>	<u>58,355</u>

4. INVESTMENT INCOME

	2008	2007
	£	£
Deposit account interest	<u>6,226</u>	<u>5,629</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2008 nor for the year ended 31 December 2007.

Trustees' Expenses

	2008	2007
Number of trustees who were paid expenses	2	2
Nature of the expenses		mileage allowance
Total amount paid	£131	£114

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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2008**

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Motor vehicles £	Equipment £	Totals £
COST				
At 1 January 2008 and 31 December 2008	<u>5,412</u>	<u>6,500</u>	<u>950</u>	<u>12,862</u>
DEPRECIATION				
At 1 January 2008	3,371	406	817	4,594
Charge for year	<u>306</u>	<u>1,524</u>	<u>19</u>	<u>1,849</u>
At 31 December 2008	<u>3,677</u>	<u>1,930</u>	<u>836</u>	<u>6,443</u>
NET BOOK VALUE				
At 31 December 2008	<u>1,735</u>	<u>4,570</u>	<u>114</u>	<u>6,419</u>
At 31 December 2007	<u>2,041</u>	<u>6,094</u>	<u>133</u>	<u>8,268</u>

7. STOCKS

	2008 £	2007 £
Stocks	<u>-</u>	<u>50</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2008 £	2007 £
Other debtors	<u>6,405</u>	<u>6,814</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2008 £	2007 £
Trade creditors	1,534	1,583
Taxation and social security	575	512
Other creditors	<u>7,989</u>	<u>7,947</u>
	<u>10,098</u>	<u>10,042</u>

10. MOVEMENT IN FUNDS

	At 1.1.08 £	Net movement in funds £	At 31.12.08 £
Unrestricted funds			
General fund	149,261	20,676	169,937
	<u>149,261</u>	<u>20,676</u>	<u>169,937</u>
TOTAL FUNDS	<u>149,261</u>	<u>20,676</u>	<u>169,937</u>

**ROYAL SOCIETY FOR THE PREVENTION OF
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2008**

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	134,019	(113,343)	20,676
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>134,019</u>	<u>(113,343)</u>	<u>20,676</u>

**ROYAL SOCIETY FOR THE PREVENTION OF
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**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	£	£
INCOMING RESOURCES		
Voluntary income		
Gifts	-	1
Donations	53,560	43,445
Grants	-	<u>1,500</u>
	53,560	44,946
Activities for generating funds		
Fundraising events	4,820	4,127
Shop income	62,158	54,160
Christmas catalogue	<u>180</u>	<u>68</u>
	67,158	58,355
Investment income		
Deposit account interest	6,226	5,629
Other incoming resources		
VAT reclaimable	<u>7,075</u>	<u>9,126</u>
Total incoming resources	134,019	118,056
RESOURCES EXPENDED		
Costs of generating voluntary income		
Adoption costs	26,140	19,469
Fundraising trading: cost of goods sold and other costs		
Events and trade stands	132	206
Cost of sales	50	298
Wages	15,156	13,947
Stationery	660	385
Telephone	267	306
Rental	4,160	4,160
Light and heat	558	558
Insurance	295	322
Cleaning	106	131
Refreshments	155	63
Sundry	1,113	1,008
Water rates & waste collection	159	161
Repairs and renewals	575	1,724
Depreciation - shop fittings	306	360
Depreciation - equipment	<u>19</u>	<u>23</u>
	23,711	23,652

This page does not form part of the statutory financial statements

**ROYAL SOCIETY FOR THE PREVENTION OF
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**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	£	£
Charitable activities		
Welfare costs	6,698	6,063
ID chips	1,448	1,533
Kennelling and fostering costs	45,702	38,101
Grants to institutions	<u>500</u>	<u>2,000</u>
	54,348	47,697
 Governance costs		
Quota	1,050	1,050
Accountancy	1,239	984
Licenses	83	69
Meeting expenses	48	27
Sundry	<u>-</u>	<u>100</u>
	2,420	2,230
 Support costs		
Other		
Travelling expenses	2,702	1,719
Telephone, postage and stationery	1,429	1,392
Sundries	962	290
Advertising	108	175
Motor vehicles	1,523	406
Loss on sale of tangible fixed assets	<u>-</u>	<u>604</u>
	<u>6,724</u>	<u>4,586</u>
 Total resources expended	 113,343	 97,634
	<hr/>	<hr/>
 Net income	 <u>20,676</u>	 <u>20,422</u>