

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007  
FOR  
ROYAL SOCIETY FOR THE PREVENTION OF  
CRUELTY TO ANIMALS  
DURHAM AND DISTRICT BRANCH**

Ribchesters  
Chartered Accountants  
67 Saddler Street

Durham City  
DH1 3NP

# RSPCA DURHAM AND DISTRICT BRANCH

Registered charity no. 232262

## BRANCH ANNUAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2007

### 1. REFERENCE AND ADMINISTRATION

The full name of the charity is the Durham and District Branch of the Royal Society for the Prevention of Cruelty to Animals.

The principal address of the branch is 20 High Street, Langley Moor,

County Durham DH7 8JF The names of the Trustees who served during

2007 were as follows:

Mrs Christine Whillis	Chairperson	Re-elected May 2007
Mr John Myatt	Treasurer	Re-elected May 2007
Mrs Alison Parkin	Secretary	Re-elected May 2007
Mrs Laurie Whittle		Re-elected May 2007
Mrs Pauline Bartlett		Re-elected May 2007
Mrs Kath Myatt		Re-elected May 2007
Mrs Angela Eason		Re-elected May 2007
Ms Susan Brooks		Re-elected May 2007 resigned August 2007
Mrs Alison Nightingale		Elected May 2007
Mrs Joyce Zensz- Snell		Did not stand for re-election

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

Sue Bielby resigned as Branch

President in July 2007. Branch

Staff during 2007 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

Auditors: Ribchesters Accountants, 67 Saddler Street, Durham  
**STRUCTURE GOVERNANCE AND MANAGEMENT**

### *Recruitment, appointment and training of new trustees*

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.

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.

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 Coordinator 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 our Branch Development Advisor Wendy Richardson and by other staff from RSPCA HQ.

### *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*

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.

### *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 2007 were the Dog Show, a notably success being the best in show who went on become the National Dog of the Year, the 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. Training for them is given by the shop manager. There are approx 15 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 tombola's. We also have fosterers who have agreed to care for animals in their own homes and currently we have 7. 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 2007 it stood at 103.

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.

## **ACHIEVEMENTS 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	96	345	8	419
Microchipped	70	235		305
Neutered	83	319		402
Welfare assistance	55	79	4	138

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.

We have continued to offer free neutering to those on benefits or for dogs considered at risk of having unwanted litters through the scheme operated in conjunction with the Dogs Trust. 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 our new manager Jacqui has done well increasing the takings from the shop considerably. 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.

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

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**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 £151,035 represented by net current assets of £151,035 and fixed assets of £8,268 at the year ending 31 December 2007. 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.

**Investment policy and objectives**

At 31 December 2007 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 2006 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 EXAMINERS REPORT TO THE TRUSTEES OF  
ROYAL SOCIETY FOR THE PREVENTION OF  
CRUELTY TO ANIMALS  
DURHAM AND DISTRICT BRANCH**

We report on the financial statements for the year ended 31 December 2007 set out on pages six to eleven.

**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 our responsibility to:

- examine the financial statements (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**

Our 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 our examination, no matter has come to our 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 our 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  
CRUELTY TO ANIMALS  
DURHAM AND DISTRICT BRANCH**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	Unrestricted funds	Restricted funds	2007 Total funds	2006 Total funds
Notes	£	£	£	£
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds</b>				
Voluntary income	2	44,945	-	44,945
Activities for generating funds	3	58,355	-	58,355
Investment income	4	5,629	-	5,629
<b>Other incoming resources</b>		9,126	-	9,126
<b>Total incoming resources</b>		118,055	-	118,055
<b>RESOURCES EXPENDED</b>				
<b>Costs of generating funds</b>				
Costs of generating voluntary income		19,469	-	19,469
Fundraising trading: cost of goods sold and other costs		23,652	-	23,652
<b>Charitable activities</b>				
Welfare		7,661	-	7,661
Kennelling and fostering		44,622	-	44,622
<b>Governance costs</b>		2,230	-	2,230
<b>Total resources expended</b>		97,634	-	97,634
<b>NET INCOMING RESOURCES</b>		20,421	-	20,421
		14,177		
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>		128,839	-	128,839
		114,662		
<b>TOTAL FUNDS CARRIED FORWARD</b>		149,260	-	149,260
		128,839		128,839

The notes form part of these financial statements

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

**BALANCE SHEET  
AT 31 DECEMBER 2007**

	Notes	Unrestricted funds £	Restricted funds £	2007 Total funds £	2006 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	8,268	-	8,268	3,161
<b>CURRENT ASSETS</b>					
Stocks	7	50	-	50	100
Debtors	8	6,814	-	6,814	5,038
Cash at bank and in hand		144,171	-	144,171	129,140
		151,035	-	151,035	134,278
 <b>CREDITORS</b>					
			-	(10,043)	(8,600)
<b>NET CURRENT ASSETS</b>		140,992	-	140,992	
		125,678	-		
 <b>TOTAL ASSETS LESS CURRENT</b>					
<b>LIABILITIES</b>		149,260	-	149,260	
		128,839			
<b>NET ASSETS</b>		149,260	-	149,260	128,839
 <b>FUNDS</b>					
	10				
Unrestricted funds				149,260	128,839
Restricted funds				-	-
<b>TOTAL FUNDS</b>				149,260	128,839

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

.....  
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 2007**

**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.

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**2. VOLUNTARY INCOME**

	2007	2006
	£	£
Donations	43,445	41,900
Grants	<u>1,500</u>	<u>25,000</u>
	44,945	66,900

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

	2007	2006
	£	£
RSPCA headquarters	<u>1,500</u>	<u>25,000</u>

**3. ACTIVITIES FOR GENERATING FUNDS**

	2007	2006
	£	£
Fundraising events	4,127	4,920
Shop income	54,160	41,119
Christmas catalogue	68	236
	58,355	46,275

**4. INVESTMENT INCOME**

	2007	2006
	£	£
Deposit account interest	<u>5,629</u>	<u>4,094</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2007 nor for the year ended 31 December 2006.

**Trustees' Expenses**

	2007	2006
Number of trustees who were paid expenses	2	4
Nature of the expenses		mileage allowance

Total amount paid

£114

£165

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**6. TANGIBLE FIXED ASSETS**

	Fixtures and fittings	Motor vehicles	Equipment	Totals
	£	£	£	£
<b>COST</b>				
At 1 January 2007	5,412	2,678	950	9,040
Additions	-	6,500	-	6,500
Disposals	-	<u>(2,678)</u>	-	<u>(2,678)</u>
At 31 December 2007	<u>5,412</u>	<u>6,500</u>	<u>950</u>	<u>12,862</u>
<b>DEPRECIATION</b>				
At 1 January 2007	3,011	2,074	794	5,879
Charge for year	360	406	23	789
Eliminated on disposal	-	<u>(2,074)</u>	-	<u>(2,074)</u>
At 31 December 2007	3,371	406	817	4,594
<b>NET BOOK VALUE</b>				
At 31 December 2007	<u>2,041</u>	<u>6,094</u>	<u>133</u>	<u>8,268</u>
At 31 December 2006	<u>2,401</u>	<u>604</u>	<u>156</u>	<u>3,161</u>

**7. STOCKS**

	<u>2007</u>	<u>2006</u>
	£	£
Stocks	50	100

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<u>2007</u>	<u>2006</u>
	£	£

Other debtors	6,814	5,038
<b>9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
	2007	2006
	£	£
Trade creditors	1,584	4,495
Taxation and social security	512	433
Other creditors	7,947	3,672
	10,043	8,600

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**10. MOVEMENT IN FUNDS**

	Net movement		
31.12.07	At 1.1.07	in funds	At
	£	£	£
<b>Unrestricted funds</b>			
General fund	128,839	20,421	
	149,260		
<b>TOTAL FUNDS</b>	<u>128,839</u>	<u>20,421</u>	<u>149,260</u>
	<u>          </u>	<u>          </u>	<u>          </u>

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

Incoming resources	Resources expended	Movement in funds
<u>£</u>	<u>£</u>	<u>£</u>

**Unrestricted funds**

General fund	118,055	(97,634)	20,421
<b>TOTAL FUNDS</b>	<u>118,055</u>	<u>(97,634)</u>	<u>20,421</u>

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007	2006
	£	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	43,445	41,900
Grants	<u>1,500</u>	<u>25,000</u>
	44,945	66,900
<b>Activities for generating funds</b>		
Fundraising events	4,127	4,920
Shop income	54,160	41,119
Christmas catalogue	68	236
	58,355	46,275
<b>Investment income</b>		
Deposit account interest	5,629	4,094
<b>Other incoming resources</b>		
VAT reclaimable	9,126	8,195
<b>Total incoming resources</b>	<b>118,055</b>	<b>125,464</b>
 <b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Adoption costs	19,469	21,389
<b>Fundraising trading: cost of goods sold and other costs</b>		
Events and trade stands	206	130
Cost of sales	298	538
Advertising	-	334
Wages	13,947	9,140
Stationery	385	247
Telephone	306	196
Rental	4,160	4,160
Light and heat	558	558
Insurance	322	25
Cleaning	131	169
Refreshments	63	33
Sundry	1,008	363
Water rates & waste collection	161	799
Repairs and renewals	1,724	2,170
Depreciation - shop fittings	360	423
Depreciation - equipment	23	28
	23,652	19,313

This page does not form part of the statutory financial statements

**DURHAM AND DISTRICT BRANCH**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007 £	2006 £
<b>Charitable activities</b>		
Welfare costs	6,063	3,397
ID chips	1,533	1,243
Kennelling and fostering costs	38,101	33,314
Grants to institutions	2,000	27,000
	47,697	64,954
<b>Governance costs</b>		
Quota	1,050	1,020
Accountancy	984	1,116
Licenses	69	66
Meeting expenses	27	45
Sundry	100	145
	2,230	2,392
<b>Support costs</b>		
<b>Other</b>		
Travelling expenses	1,719	1,463
Telephone, postage and stationery	1,392	1,246
Sundries	290	243
Advertising	175	86
Motor vehicles	406	201
Loss on sale of tangible fixed assets	604	-
	4,586	3,239
<b>Total resources expended</b>	<b>97,634</b>	<b>111,287</b>
<b>Net income/(expenditure)</b>	<b>20,421</b>	<b>14,177</b>

This page does not form part of the statutory financial statements

Page 14