

REGISTERED CHARITY NUMBER: 205154

RSPCA EXETER, EAST AND WEST DEVON BRANCH
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2009

Bush & Co
Chartered Accountants
2 Barnfield Crescent
Exeter
EX1 1QT

RSPCA EXETER, EAST AND WEST DEVON BRANCH

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FOR THE YEAR ENDED 31 DECEMBER 2009**

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RSPCA EXETER, EAST AND WEST DEVON BRANCH

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2009**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Name	RSPCA Exeter, East and West Devon Branch
Charity Number	205154
Address	Little Valley Animal Shelter Black Hat Lane Bakers Hill Exeter EX2 9TA
Trustees	Miss D Absalom (President) Mrs C B Allan (Chairman) Mrs W D Brookes (Secretary) Mr D F Williamson (Treasurer) Mrs S Bromage (resigned June 09) Mr C Bromage (resigned June 09) Miss P Cowler Mrs B Foster Mrs B Gooding Mrs P Pollock Mrs K Morton Mrs S Shave Mrs J Williams Miss M Wood Mrs M Hardy (appointed July 09)
Senior Staff	Animal Shelter Manager Mr N J Edwards Deputy Manager Miss J Evans
Shop Managers	Mrs S Mason Mrs P Pollock
Independent Examiners	Bush & Co 2 Barnfield Crescent Exeter EX1 1QT
Bankers	Nat West Bank Plc 59 High Street Exeter EX4 3DL

RSPCA EXETER, EAST AND WEST DEVON BRANCH

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2009

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is constituted as an incorporated association. The charity operates as an autonomous branch of the National RSPCA, subject to its rules for branches (as updated in 2006).

A committee, elected at the AGM, governs the branch. Committee members are the Trustees of the branch. All Trustees are briefed on their responsibilities prior to their acceptance of the role.

The Trustees hold regular meetings (monthly or bi-monthly) at which decisions are made. Day to day running of the shelter is delegated to the shelter manager, and the day to day running of the shops is delegated to the shop managers.

The Trustees actively review financial and operational matters affecting the branch and ensure that systems are in place to comply with legal requirements (eg Employment Laws, Health and Safety, Environmental Regulations etc) and to prevent loss of income through fraud and error.

OBJECTS, OBJECTIVES AND PRINCIPAL ACTIVITIES

The objects of the branch are to promote the work and objects of the National Society, with particular reference to the branch area.

The key aim is to find suitable new homes for as many animals as possible, and to provide proper care for those who have been mistreated or abandoned.

The main activities to achieve this are the operation of the animal shelter, a re-homing programme and help towards the cost of veterinary treatment for applicants on state benefits.

PUBLIC BENEFIT STATEMENT

The Trustees have reviewed the outcomes and achievements of our objectives and activities for the year, to ensure they remain focused on our charitable aims, and continue to deliver benefits to the public. We have complied with the duty under the Charities Act 2009 to have due regard to public benefit guidance published by the Commission. The following Branch activities during the year constitute clear benefit to the public:

- a) Financial help continues to be given to members of the public on state benefits, living in the branch area, to assist them in payment of veterinary bills. Financial help is also given towards age related veterinary bills to those who adopt older animals from the shelter.
- b) Animals in our care receive veterinary treatment, vaccination, neutering, micro-chipping and if necessary treatment for behavioural problems, and are assessed for re-homing.
- c) We support our local community and Inspectors by taking in mistreated or abandoned animals and those whose owners, through bereavement, disability, age, marriage breakup or other reasons, are unable or unwilling to keep them.
- d) We re-home the animals in our care at low cost to people willing and suitable to provide a home for them.
- e) We provide free animal care advice to members of the public.

ACHIEVEMENT AND PERFORMANCE

In spite of the recession, Branch finances have held up reasonably well owing to the dedicated efforts of our many volunteers who must be thanked for the time and effort they devote to raising money for the cause of animal welfare. Our two shops continue to provide a significant contribution. Legacies were down on the record amount bequeathed in 2008 but nevertheless remained a major part of our income.

RSPCA EXETER, EAST AND WEST DEVON BRANCH

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2009

2009 was a successful year for the Shelter. Re-homing was steady, but in line with other centres there was a small reduction in our figures compared to 2008. We re-homed 184 dogs, 166 cats and 48 rabbits plus 278 miscellaneous animals.

It was the first full year the Dog Training Room has been in use and it has proved a godsend. It is in continuous use and even when not used for training it is used as a "chill-out zone" for stressed dogs. Funds were secured to enable Dog Behaviour Assistant Gill Hodge to focus entirely on the dogs' training and behaviour. This role should develop more fully in the next 12 months.

ACHIEVEMENT AND PERFORMANCE

The refurbishment of the Shelter got underway in 2009 and good progress is being made. The employment of Roy Shave as an additional maintenance worker has been invaluable and he has been hard at work painting, fixing doors, filling in concrete and much else to rejuvenate the Shelter.

We are very lucky to have kept our staff virtually intact for the sixth consecutive year. As they become more experienced and develop more skills the welfare of the animals has improved. We are very fortunate to have them. Our Dog Supervisor Louise Rowe went on maternity leave in 2009 and we eagerly await her return. Staff now work on their own areas of interest and expertise rather than rotating round all sections, and this has proved very beneficial, not only for the care of the animals but also the motivation of staff.

FINANCIAL REVIEW

The total incoming resources for the year amounted to £488,000 (2008: £565,000) including legacies of £201,000 (2008: £281,000). Expenditure in the year amounted to £533,000 (2008: £494,000). Unrealised gains on investments of £49,000 gave a surplus for the year of £6,149 (2008: loss of £3,309).

RESERVES POLICY

The branch holds reserves in order that the service level provided for animal welfare is maintained should there be a reduction in incoming resources. Reserves are those funds which are freely available for general purposes and are uncommitted. The Trustees have established a policy of holding reserves of unrestricted funds equivalent to one and a half to two years' expenditure. At 31 December 2009 the branch had cash reserves of £925,000. This figure includes investments of £457,000. Reserves therefore fall within the policy guidelines.

INVESTMENT POLICY

Our policy remains unchanged. Our investments are to be balanced equally between Narrow Range (fixed interest) securities and Wider Range (Equities) at medium risk

FUTURE PLANS

2010 should see the continuation of the planned refurbishment of the Shelter (although routine maintenance of the Shelter and the shops will continue to be a major and increasing expense). All expenditure will continue to be closely scrutinised with a view to reducing costs to an absolute minimum, whilst remaining consistent with our stated aims. We intend to examine, and if practicable implement, possible major fundraising projects.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year, and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2009**

- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- 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 accounting records which disclose with reasonable accuracy the financial position of the Charity which will enable them to ensure that the financial statements comply with applicable law, regulations and Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdiction.

The Board of Trustees approved this report on

Mrs C B Allan
Chairman

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
RSPCA EXETER, EAST AND WEST DEVON BRANCH**

I report on the accounts for the year ended 31 December 2009 set out on pages 6 to 15.

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 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Independent Examiner's Statement

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 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.

Mrs S Truran FCCA, ACA
Bush & Co
Chartered Accountants
2 Barnfield Crescent
Exeter
EX1 1QT

Date:

RSPCA EXETER, EAST AND WEST DEVON BRANCH

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2009

	Notes	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total Funds 2009 £	Total Funds 2008 £
INCOMING RESOURCES						
Incoming Resources from Generated Funds						
Voluntary Income	2	219,406	15,300	-	234,706	308,639
Activities for generating funds	3	178,098	4,334	-	182,432	164,184
Investment income	4	13,882	-	-	13,882	22,505
Incoming Resources from Charitable Activities						
	5	57,692	-	-	57,692	70,312
Other Incoming Resources						
	6	114	-	-	114	113
TOTAL INCOMING RESOURCES		469,192	19,634	-	488,826	565,753
Resources Expended						
Costs of Generating Funds						
Costs of generating voluntary income		76,409	4,567	-	80,976	81,400
Charitable Activities						
		419,077	26,864	-	445,941	404,499
Governance Costs						
	7	6,347	-	-	6,347	8,929
TOTAL RESOURCES EXPENDED		501,833	31,431	-	533,264	494,828
Net Incoming Resources before other recognised gains and losses		(32,641)	(11,797)	-	(44,438)	70,925
Realised gain/(loss) on fixed asset investments		857	-	-	857	9,884
Net Income/(Expenditure)		(31,784)	(11,797)	-	(43,581)	80,809
Unrealised gains/losses on investment assets		49,730	-	-	49,730	(84,118)
Net Movement in Funds		17,946	(11,797)	-	6,149	(3,309)
RECONCILIATION OF FUNDS						
Total Funds brought forward		1,093,897	32,108	150,000	1,276,005	1,279,314
Transfers between funds		20,000	-	(20,000)	-	-
TOTAL FUNDS CARRIED FORWARD		1,131,843	20,311	130,000	1,282,154	1,276,005

The statement of financial activities includes all gains and losses in the year and, therefore, a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes form part of these financial statements

RSPCA EXETER, EAST AND WEST DEVON BRANCH

BALANCE SHEET

AS AT 31 DECEMBER 2009

	Notes	£	2009 £	£	2008 £
FIXED ASSTS					
Tangible assets	11		342,366		355,296
Investments	12		456,626		367,160
			<hr/>		<hr/>
			798,992		722,456
CURRENT ASSETS					
Stocks	13	1,247		247	
Debtors: amounts falling due within one year	14	45,833		37,215	
Cash at bank and in hand		468,431		539,073	
			<hr/>	<hr/>	
			515,511	576,535	
CREDITORS: Amounts falling due within one year	15	(32,349)		(22,986)	
			<hr/>	<hr/>	
NET CURRENT ASSETS			483,162		553,549
			<hr/>		<hr/>
NET ASSETS			1,282,154		1,276,005
			<hr/> <hr/>		<hr/> <hr/>
FUNDS	16				
Unrestricted funds			1,131,843		1,093,897
Restricted funds			20,311		32,108
Designated funds			130,000		150,000
			<hr/>		<hr/>
TOTAL FUNDS			1,282,154		1,276,005
			<hr/> <hr/>		<hr/> <hr/>

These financial statements were approved by the Board of Trustees on
signed on their behalf by:

and were

.....
Trustee

.....
Trustee

The notes form part of these financial statements.

RSPCA EXETER, EAST AND WEST DEVON BRANCH
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2009

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and in accordance with the Charities Act 1993 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005 (SORP 2005).

Incoming Resources

Voluntary income is recognised when received.

Legacies are accounted for as income once the representatives of the estate have advised the amount receivable whether received as a pecuniary or residuary bequest or subject to a life tenancy. Assets received by way of legacies are included as legacy income at market value on the date of transfer.

Income received as a result of generating funds is recognised when received.

Incoming resources from charitable activities are recognised on the accruals basis and are included net of any VAT that has been charged.

Interest and dividends are recognised when received.

Resources Expended

Resources expended are recognised in the period they are incurred and include VAT unless it is recoverable. Expenditure is either allocated on a direct or usage basis.

Expenditure that is directly attributable to raising funds is included in the costs of generating funds. This includes holding fundraising events, running charity shops and purchasing retail goods.

Expenditure attributable to meeting charitable objectives, including the support costs of the animal shelter, is included in charitable activities.

Costs associated with the general running of the charity which are not attributable to meeting charitable objects are classified as governance costs.

Tangible Fixed Assets

Fixed assets are recorded at cost, assets costing less than £100 are not capitalised. When an asset is received by way of donation it is recorded at its market value on the date of donation.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value over their expected useful lives on the following basis:

Freehold property	- not depreciated
Buildings	- straight line over 20 years
Plant and machinery	- 15% reducing balance
Fixtures and fittings	- 15% reducing balance
Motor vehicles	- 25% reducing balance
Computers	- 15% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Stocks

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

RSPCA EXETER, EAST AND WEST DEVON BRANCH

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2009

1. ACCOUNTING POLICIES continued

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 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 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, expenditure that meets these criteria is charged to the fund.

Investments

Investments are included as fixed assets in the balance sheet at market value.

Gains and losses on revaluations and disposals of investments are recognised in the statement of financial activities. The difference between the disposal proceeds of an investment and its current carrying value is recognised as a gain or loss on disposal.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
Gift Aid	707	2,984	3,691	3,535
General donations	16,052	12,112	28,164	21,756
Collecting boxes	2,172	-	2,172	1,794
Legacies	200,475	204	200,679	281,554
	-----	-----	-----	-----
	219,406	15,300	234,706	308,639
	=====	=====	=====	=====

3. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
Friends of Little Valley				
Animal Shelter	11,424	-	11,424	12,803
Shop income	127,661	-	127,661	121,528
Sales of RSPCA goods	5,078	-	5,078	6,228
Flag days	15,062	-	15,062	13,280
RSPCA week	5,363	-	5,363	3,819
Open day	4,137	-	4,137	-
Other events	9,373	4,334	13,707	6,526
	-----	-----	-----	-----
	178,098	4,334	182,432	164,184
	=====	=====	=====	=====

RSPCA EXETER, EAST AND WEST DEVON BRANCH

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2009

4. INVESTMENT INCOME

	2009	2008
	£	£
Dividends	12,269	13,794
Bank interest	1,613	8,711
	<hr/>	<hr/>
	13,882	22,505
	<hr/> <hr/>	<hr/> <hr/>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2009	2008
	£	£
Adoptions	22,162	24,740
Boarding	18,804	25,288
Pet insurance commission	2,662	2,148
Vet reimbursement	10,045	14,082
Contributions from Head Office	3,339	3,397
RHQ subscription	680	657
	<hr/>	<hr/>
	57,692	70,312
	<hr/> <hr/>	<hr/> <hr/>

6. OTHER INCOMING RESOURCES

	2009	2008
	£	£
Other income	114	113
	<hr/> <hr/>	<hr/> <hr/>

7. GOVERNANCE COSTS

	2009	2008
	£	£
Accountancy	3,010	-
Auditors fee	-	6,014
Bookkeeping	1,617	-
Legal and professional fees	-	665
Investment fees	1,720	2,250
	<hr/>	<hr/>
	6,347	8,929
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RSPCA EXETER, EAST AND WEST DEVON BRANCH
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2009

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2009 nor for the year ended 31 December 2008.

Trustees' Expenses

The following trustees were reimbursed travel expenses:

	2009	2008
	£	£
Number of trustees who were paid travel expenses	2	2
Total amounts paid	£280	£357

10. STAFF COSTS

	2009	2008
	£	£
Wages and salaries	276,585	255,431
Social security costs	19,572	15,697
	<u>296,157</u>	<u>271,128</u>

The average number of employees during the year was as follows:

	2009	2008
Fundraising and shop	2	2
Charitable activities	14	14
Support staff	3	2
	<u>19</u>	<u>18</u>

No employee received emoluments of more than £60,000 during the year (2008 - £60,000).

RSPCA EXETER, EAST AND WEST DEVON BRANCH
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2009

11. TANGIBLE FIXED ASSETS

	Freehold Property £	Short Leasehold £	Plant & Machinery £	Fixtures & Fittings £	Motor Vehicles £	Computer	Total £
COST							
At 1 Jan 2009	105,620	483,228	42,265	12,764	15,701	884	660,462
Additions	-	13,879	821	122	-	172	14,994
At 31 Dec 2009	105,620	497,107	43,086	12,886	15,701	1,056	675,456
DEPRECIATION							
At 1 Jan 2009	-	249,685	34,039	10,063	11,186	193	305,166
Charge for year	-	24,856	1,357	423	1,129	159	27,924
At 31 Dec 2009	-	274,541	35,396	10,486	12,315	352	333,090
NET BOOK VALUE							
At 31 Dec 2009	105,620	222,566	7,690	2,400	3,386	704	342,366
At 31 Dec 2008	105,620	233,543	8,226	2,701	4,515	691	355,296

RSPCA EXETER, EAST AND WEST DEVON BRANCH
NOTES TO THE FINANCIAL STATEMENTS
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12. FIXED ASSET INVESTMENT

	Listed Investments
Market Value	£
At 1 January 2009	367,160
Additions	87,086
Disposals	(47,350)
Revaluation	49,730

At 31 December 2009	456,626

Net Book Value	
At 31 December 2009	456,626

At 31 December 2008	367,160

There were no investments asset outside the UK.

Analysis of Investments at 31 December 2009 Between Funds:

	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Listed Investments				
Equities	223,066	-	223,066	159,363
Fixed interest stock	233,560	-	233,560	207,797
	-----	-----	-----	-----
	456,626	-	456,626	367,160
	-----	-----	-----	-----

At the year end, cash held as part of the investment portfolio was £29,635 (2008: £58,148). This is included in cash at bank on the balance sheet.

13. STOCKS

	2009 £	2008 £
Stock	1,247	247
	-----	-----

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009 £	2008 £
Trade debtors	27,840	7,346
VAT recoverable	3,583	22,365
Other debtors	-	285
Tax refunds due	5,000	3,580
Prepayments	9,410	3,639
	-----	-----
	45,833	37,215
	-----	-----

RSPCA EXETER, EAST AND WEST DEVON BRANCH

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2009

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009	2008
	£	£
Trade creditors	14,407	9,149
PAYE and social security	5,011	5,114
Accruals	12,931	8,723
	<hr/>	<hr/>
	32,349	22,986
	<hr/> <hr/>	<hr/> <hr/>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Designated Funds	2009 Total Funds	2008 Total Funds
	£	£	£	£	£
Fixed assets	342,366	-	-	342,366	355,296
Investments	456,626	-	-	456,626	367,160
Current assets	365,200	20,311	130,000	514,079	576,535
Current liabilities	(32,349)	-	-	(32,849)	(22,986)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	1,131,843	20,311	130,000	1,282,154	1,276,005
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17. RELATED PARTY DISCLOSURE

During the year the charity paid £262 for computer equipment provided by Gipsy Media Ltd of Exmouth on normal commercial terms. Miss M Wood, a trustees of the charity was at the time of the transaction a director of this company. There are no amounts outstanding at the year end.

During the year, the charity has employed a spouse of a trustee as a maintenance assistant. The total remuneration paid was £8,736.

18. RESTRICTED FUND

During the year the Charity received legacies net of administration fees of £204 and £1,081 from the Safe Haven Scheme which are to be spent on improvements to Little Valley Animal Shelter. In addition to this income a balance of £32,108 was brought forward from previous years resulting in a total of £33,393 received in relation to improvements to Little Valley Animal Shelter. During the year the charity has spent £23,413 on improvements leaving a balance of £9,980 to be spent in future years.

The charity also received donations of £18,349 which are to be spent in relation to the provision of a dog behaviourist working at the Shelter. A total of £8,018 has been spent in relation to providing a dog behaviourist which leaves a balance of £10,331 to be spent in future years.

17. DESIGNATED FUND

In 2008 the Trustees committed £150,000 to be designated for the redevelopment work at Little Valley Animal Centre. In 2009 work has been undertaken on the redevelopment and, therefore, this designated fund is reduced to £130,000.