



## Medway West Branch

Charity No. 209192

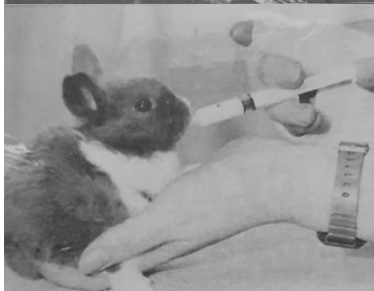
## ANNUAL REPORT 2019



This year's front cover has been created to highlight just how much our wonderful Manager, Michele Carr, has accomplished throughout her many years of hard work. She is mortified that I have done this, but I hope she will forgive me!

Chantal Goddard

(All pictures used, are from newspaper articles, from the last 27years!)



## Chairman's Annual Report 2019

As always I would like to begin by saying a BIG THANK YOU to everyone who has contributed to our Branch with your time, hard work etc whether you are a volunteer or paid staff, we could not run the Branch without you all, so please accept my heartfelt thanks.

The shop has yet again performed well. Emma, Wendy and all their volunteers have really done us proud, so a very BIG THANK YOU to them, I hope they realise just how much we appreciate what they do.

Thanks also to Michele and Chantal for seeing that the Clinic/Branch runs smoothly. This year Michele had to deal with the car park being flooded when the drains in the Walderslade Road over flowed, but as usual she took it in her stride and dealt with it so thank you Michele. I would like to give a special mention to Chantal for always getting behind raffles I arrange, and I thank her for her continued support.

Final thanks go to Becky our Branch Support Specialist and our Committee Members for their ongoing support of our Branch.

In 2018 we were buying gazebos for our yard sale in August because of the really hot weather we were having. This year we had to hang onto them for dear life as the gusts of high winds tried to take them from us. Incredibly while we were dealing with this some 'charming' person stole a portable radio from our bric-a-brac stall, I would like to meet them face to face and tell them what I think of them.



It was also in August that we had a security review with our bank, this did not go to plan and they threatened to close our accounts, Lois and myself went to the bank to try and sort it, but at the end of December it is still ongoing. We will get it sorted and I thank Michele, Chantal, and Lois for the work they have put in so far.

At the end of November, we sent 9 adult rabbits to Manor Vets to be neutered all went well, they soon recovered, and many went on to be rehomed. This will continue from time to time so that all adult rabbits rehomed by us are neutered. Youngsters not neutered will only be rehomed on the condition that the adopter gets them done as age permits.

Finally, I would like to pay my respects to Barbara Letchford who sadly passed away on 10<sup>th</sup> March. Barbara was our Chairman for many years, also this year age and ill health overtook our committee member John Horswell who is now in a care home in Gillingham, and our best wishes are with him.

Dave Downard

Hon. Branch Chairman

## **Treasurers/Trustees Report**

### **Treasurers Report**

#### Treasurer's Annual Report for 2019

First of all, I would like to give a very grateful thank you to Michele Carr for her relentless work to keep the Branch and Clinic running smoothly. There is a large amount of work that goes on behind the scenes to maintain the Branch's activities successfully. When the clinic closes Michele is still working making sure the animals are well cared for. Medications need to be ordered and repeat prescriptions prepared ready for dispensing.

My thanks also to Chantal for keeping the administration side running like clockwork.

Apart from the daily running of the clinic they both are also involved with rehoming our animals making sure all applicants understand the welfare and financial commitment needed for the pet they are adopting.

It's been another successful year with Dave Downard as our Chairman.

Again we don't see the amount of work that Dave puts into the Branch. The annual summer event takes an endless amount of work in the lead up to it. Dave and his wife Maureen spend hours sorting, packaging and labelling goods to be sold. Dave also plays a large part in our Charity Shop in Strood which has had a very successful year and continues to be a valuable part of our fundraising efforts.

Thanks must go to Shop Manager Emma Smith and her Assistant Wendy Medhurst and their band of volunteers who make sure everything runs smoothly.

Their 'jumble rumble' days are really well attended and very popular!

Thank you all.

Many thanks to all the volunteers that help in the clinic with feeding and cleaning out the cages and enclosures. We really appreciate the effort you put in.

We have had 4 quiz nights hosted by Marc Coates. Not only are they great fun but also raise funds for the clinic. Many thanks Marc for all that you do.

The annual door to door grant from headquarters greatly helps too.

We had a grant from The Regional Board which has helped considerably with the neutering and vaccination of rabbits this year.

We are very grateful to the people who have been so thoughtful in leaving a legacy in their wills. This year we have had a total of just over £20,000.00 funding via legacies.

The Branch needs all the support we can get to enable it to keep running at its full potential, so we can look after the welfare of all the animals and wildlife which pass through our doors, and also to enable us to assist the pets of members of public with low incomes.

Let's hope we can look forward to another positive year.

Lois Warren

Hon. Treasurer

## Trustees Report

### Organisational Structure

The Society for the Prevention of Cruelty to Animals was founded on the 16<sup>th</sup> June 1824 and granted the “Royal” prefix by Queen Victoria in 1840. The current constitution of the RSPCA was created with the adoption of the Royal Society for the Prevention of Cruelty to Animals Act 1932. The work of the society is governed by the RSPCA Act and by the Rules of the Society. Membership of the Society is by subscription and may be on a life, annual or junior basis.

The Society is managed by an elected Council who, subject to the rules, control the affairs, funds, property and proceedings of the Society. They are assisted in the administration of the Society by a central organisation, headquarters and branches.

The Branch is governed by a committee who are trustees of the Branch. They have individual and collective responsibility for the management of the Branch and its funds. Subject to the overall supervision of the Society, the committee controls and monitors all the fundraising and animal welfare initiatives of the Branch including the work of The Parsons Memorial Clinic and Rehoming centre.

### Objectives and public benefit statement

The RSPCA Medway West Branch is an unincorporated charitable association and a separately registered branch of the Royal Society for the Prevention of Cruelty to Animals (the Society), carrying out its direct animal welfare work in the areas of Chatham, Rochester, Gillingham and the Isle of Grain.

The objectives of the Branch are to promote the work and objectives of the Society – to promote kindness and to prevent or suppress cruelty to animals by all lawful means – with particular reference to the area of the Branch, in accordance with the policies of the Society.

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 2006 to have due regard to public benefit guidance published by the Commission.**

### Advancement of animal welfare

Under the Charities Act 2006, the advancement of animal welfare is recognised as a distinct statutory charitable purpose. This legislation and the Animal Welfare Act of the same year indicate an acceptance by society that treating living creatures with compassion has a moral benefit for the public as a whole. Whilst this public benefit is clear, it is sometimes difficult to quantify and must be balanced against any detriment.

The Branch’s animal welfare work, although local in nature, benefits society at large, and also aims to help people in need with the care of their animals. The next section of this report highlights the Branch’s main activities and demonstrates the benefit provided to the public (*in italics*). All our charitable activities, as described in more detail in the following pages of this report, focus on promoting kindness and preventing or suppressing cruelty to animals and are undertaken to further these purposes for the public benefit.

### Charitable activities pursued for the public benefit

Details of the Medway West Branch activities can be found within the individual Trustees reports.

We support our local Inspector[s] by [*taking in, free of charge, mistreated or abandoned animals, including pets whose owners suffer ill health or financial difficulties or pass away*]. *The Society’s Inspectorate (as well as providing education, information and advice) rescues animals in distress and enforces laws against*

*the cruel mistreatment of animals in England and Wales by bringing prosecutions. This work is key to 'the prevention or suppression of cruelty' part of the RSPCA objectives and promotes humane sentiments towards animals which involves moral benefit to humankind as a whole.*

We provide subsidised veterinary treatment for animals which are sick or injured and belong to local people on low incomes. We do this through our Branch Clinic. *This work benefits those on means tested benefits by giving them financial help to obtain care for companion animals in need of veterinary treatment.* During 2019 we treated 853 animals.

We provide subsidised neutering and microchipping of companion animals for those in the Branch area on low incomes. We do this through our Branch Clinic. *This work helps to control dog/cat populations through neutering and benefits those on means tested benefits by giving them financial help to neuter and microchip companion animals, thereby promoting responsible pet ownership.*

Animals in our care receive veterinary treatment, vaccination, neutering, micro-chipping and are assessed for rehoming. *This work helps to control the incidence and spread of disease and suffering through vaccination and neutering.*

We rehome animals in need at low cost to people willing and able to have a companion animal. *Whilst we recognise that companion animals provide measurable benefits to people's physical and mental health, we consider the provision of pets as subsidiary to the main charitable aim of this service, which is to reduce animal suffering. Our policy to charge a reasonable adoption fee for animals aims to highlight the ongoing personal and financial commitment of pet ownership. It would not be in the best interests of animals, and therefore would fall outside our objectives to rehome to those who could not afford them.*

We take in, free of charge, lost animals and take steps to reunite them with owners. *This works benefits our local community (including local authorities) by preventing animals straying and posing a risk to themselves and to people through road traffic accidents.*

We respond to enquiries (both direct and via the Society's national call centre) from the public about animals locally. *The public benefits from knowing that we can intervene to assist animals in need.*

We offer free animal care advice at our clinic and on our website. *The public benefits through the promotion of responsible pet ownership.*

Within the terms of our governing document, we support the National Society, other RSPCA branches and other local animal welfare charities by taking in and rehoming animals from other Branch areas and boarding case animals for the National Society if required.

We provide volunteering opportunities for those who wish to support our work, including trusteeship, fundraising, providing work experience placements for schools, colleges and back to work initiatives. *This benefits local people and companies by providing the possibility of doing work which is compassionate and rewarding.*

The cost of maintaining the Clinic, providing appropriate levels of care for animals awaiting rehoming and undertaking pro-active animal welfare in the local community meant that the Branch spent £113,771.00 during the year.

The Branch funded this activity from incoming resources of £158,630.00 this included over the counter income from the clinic itself, adoption donations, fund raising, legacies and interest.

## **Risk Analysis**

The Branch has carried out a review to identify major risks and has taken steps to mitigate them. (Original copies of the Risk Management Policies and Reserves may be viewed at The Parsons Memorial Clinic)

The major risks identified are:

1. Loss of reputation through error or fraud.
2. Loss of income through error or fraud.
3. Insufficient trustees for the Branch to continue.
4. Insufficient volunteers for fundraising and animal care activities.
5. Insufficient funds to cover the costs of the clinic and other animal welfare activities.

It is the opinion of the Trustees that the Branch's policies, procedures and controls are adequate to mitigate financial and reputation loss through error or fraud to maintain the future financial viability of the Branch. Steps are to be taken to address the issues of the recruitment of further trustees and volunteers.

## **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.

The Branch has unrestricted reserves of £101,710.00.

Such reserves represent approximately 10 and a half months expenditure based on gross expenditure, minus funds spent on repairs and upgrading.

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

## **Investment Policy**

As of 31<sup>st</sup> December 2019 the Branch investment policy was:

1. That the higher rate account balances should not fall below the reserves level.
2. That current account balances should not fall below £25,000.00 (£20,000 for the Branch account and £5,000.00 for the clinic account)

The Trustees recognise that this policy should be reviewed on an annual basis following the publication of the audited annual accounts for the previous year.

## Statement of Trustees Responsibilities

Under the Charities Act 1993, the Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the Medway West Branch at the end of the year and of its incoming resources and the application of such resources during the year. In preparing the statement, the Trustees are required to:

1. Select suitable accounting policies and apply them consistently.
2. Make judgements and estimates that are prudent and reasonable.
3. State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts.
4. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue its operations.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity at that time and enable the Trustees to ensure that any statement of account prepared by them complies with the regulation under section 42(1) of the Charities Act 1993.

The Trustees are responsible for safeguarding the assets of the Charity and for taking reasonable steps for prevention and detection of fraud and other irregularities.

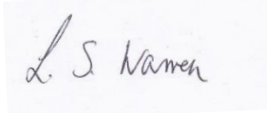
Signed on behalf of The Medway West Branch

Hon. Chairman



Dave Downard

Hon. Treasurer



Lois Warren

Date: 16/4/20

### Clinic Annual Report for 2019

During 2019 a total of 853 owned animals were treated by the Branch as shown in the table below. A further 6 animals microchipped and 1 was neutered.

<b>Animal</b>	<b>Welfare Assistance</b>	<b>Neutered</b>	<b>Microchipped</b>	<b>Total</b>
<b>Dogs</b>	512	1	3	516
<b>Cats</b>	309	-	3	312
<b>Rabbits</b>	19	-	-	19
<b>Miscellaneous</b>	13	-	-	13
<b>Total</b>	853	1	6	860

The Branch also directly treated or paid for the following unowned animals.

<b>Animal</b>	<b>Treatments</b>	<b>Neutered</b>	<b>Microchipped</b>	<b>Total</b>
<b>Dogs</b>	-	-	-	-
<b>Cats</b>	31	11	7	49
<b>Rabbits</b>	-	21	-	21
<b>Miscellaneous</b>	-	-	-	-
<b>Total</b>	31	32	7	70

This year the Branch has noted that a very high proportion of both owned and unowned cats and rabbits that have come into our care have already been neutered and microchipped. Although this has helped to keep our costs down, sadly we have found that many of those microchipped have had chips implanted but not registered to an owner or the owners have failed to update the chip details when they have moved therefore we strongly urge everyone to check they have either registered or have updated their pet's details when they change address.

I would like to thank all the staff from DNA Vetcare at the Manor Veterinary Centre for their assistance throughout the year especially the vets Peter Thompson, Laura Novensa and Tanith Wells who covered our clinics on a weekly basis. Thanks also to the staff and vets at Clover Street Vets for their assistance with the many sick and injured stray cats.

Our reception staff Chantal Goddard (21 years service), Dave Downard (18 years service), Jill Watts (12 years service), Jane Henson (6 years service), Miriam Davis (3years service) and Lois Warren (3 years service) have all again coped admirably with clients, visitors and endless calls for advice. My sincerest thanks go to all of them for their loyalty and commitment. They are a fantastic team who manage to maintain complete professionalism and a sense of humour even when faced with challenging situations. I would also like to thank Pat Warren for his help with odd jobs and regular trips to the bank and accountants.

Nic Banham and Doreen Brunger's range of handmade items continue to raise much needed funds for which we are extremely grateful, and Nic has been invaluable in organizing the collection of pet food and accessories in conjunction with the Pets at Home VIP/Lifelines schemes. I would like to thank Pets at Home not only for running these schemes but also by allowing us to collect at their local stores.

Marc Coates from The Quiz People again organized and hosted four popular quizzes throughout the year, raising £2141.70 after expenses. The Branch is extremely grateful to Marc and to Lisa Coates, Chantal Goddard and Nic Banham for their hard work making the events run smoothly and of course to all our supporters who attended.

Our annual table top sale raised £799.15 and sincerest thanks go to all the staff and volunteers who helped man the stalls on a very windy day and for tying down and hanging on to supports when the wind threatened to blow the gazebos away.

Our Chairman Dave Downard produced some lovely baskets for our Easter Raffle with Chantal Goddard doing a sterling job trying to get everyone she came in contact with to buy a ticket. Even some of our more difficult clients/visitors succumbed to her charm.

Our ever popular Christmas table in reception again set up and displayed by Dave produced much needed funds with clients asking from the beginning of October when it would be set up.

Heartfelt thanks go to all the staff, volunteers and supporters for another successful year, and finally special thanks to our Branch Support Specialist Becky Blackmore for her guidance and unwavering support.

Michele Carr

Branch, Clinic and Animal Centre Manager.



## Rehoming Annual Report for 2019

During 2019 the Branch admitted 127 domestic animals: 39 cats, 44 rabbits, 18 guinea pigs, 6 hamsters, 1 mouse, 1 gerbil, 2 racing/fancy pigeons, 7 dogs, 1 chinchilla, 1 cockatiel, 4 budgies, 1 African pygmy hedgehog, 1 conure and 1 bearded dragon.

We rehomed 89 animals: 1 cat, 56 rabbits, 15 guinea pigs, 6 hamsters, 1 mouse, 3 gerbils, 1 chinchilla, 2 cockatiels, 2 budgies, 1 African pygmy hedgehog and 1 degu.

Sadly 1 rabbit, 4 guinea pigs and 3 hamsters died all due to age related natural causes and 6 cats were euthanised on veterinary advice.

24 cats were transferred to other RSPCA facilities and 5 cats and 7 dogs were transferred to private boarding facilities until they were either rehomed or a space became available at an RSPCA centre.

2 rabbits, 1 conure and 1 cat were returned to their owners and 2 cats released back to safe areas after treatment and neutering.

Our regular volunteers have continued to care for the animals on a daily basis come rain, sunshine, snow and gale force winds. These dedicated individuals are Brenda Coveney (16 years service), Sandy Smart (20 years service), Nic Banham (9 years service), Suzy Bale (8 years service) Kayleigh Mayatt (15 months service) and Charlie Woolterton, who stayed on after a work experience placement (just under 3 years service including W/E placement)

They have been assisted by Olivia Godden, Danielle Foskett, Ellie Wear, Katie Price, Emma Morris, Chloe Price, Lauren White, Selina Ghebremeskel, Lucy Reeves, Luke Pymm, Chloe Tanton, Abbey Cuthbert, Charlotte Quick, Cheryl Baxter, Tanya Breach and Dana Weaver, who either requested work experience placements at our centre or were community volunteers. All these wonderful people have helped to feed and maintain a clean and loving environment for all the animals in our care.

As in many previous years, special thanks go to Dave and Maureen Downard for taking in unwanted birds and chinchillas, as well as all the hard work they do behind the scenes preparing for fund raising events to help pay the costs of keeping the animals in care.

Both Alan Smart and Dave Coveney continue to keep us well supplied with their regular trips to the farm for hay and straw and to Aylesford for woodshavings and readigrass, that keep the animals warm, dry and well fed.

Anita and Malcolm White, Ruby Woolmer, Helen Thomas, Hayley VanDort, Crista Kirkpatrick, Caz Lack, Mrs Gadd, Mrs Thornhill and many other anonymous supporters have continued to provide regular donations of newspapers, animal food, toys, equipment and monetary collections which all help to keep costs to a minimum. My heartfelt thanks go to each and every one of them.

The staff and customers both at Morrisons in Walderslade and Pets at Home have provided regular donations of pet food for both the animals in our care and to help keep our food bank constantly supplied. The pet food bank is used by RSPCA Inspectors and collection officers and members of public to help feed 'strays', provide emergency food in the case of abandonments, and to provide support for those who suddenly see a temporary drop in income to enable pets to stay in a kind and loving home without the need to bring the animals into our care.

Finally a huge thank you to all the special people who have adopted various animals throughout the year and to Chantal Goddard for keeping our Facebook and website up to date showing potential adopters the animals waiting for new homes.

Michele Carr

Branch, Clinic and Animal Centre Manager.



## Wildlife Annual Report for 2019

During 2019 The Branch admitted 77 wild animals and birds: 22 feral pigeons, 17 woodpigeons, 7 collared doves, 1 starling, 1 swift, 3 crows, 7 blackbirds, 2 sparrows, 4 robins, 4 hedgehogs, 1 field mouse, 1 duck, 3 gulls, 1 fox, 1 green woodpecker and 2 magpies.

53 animals and birds were successfully treated and released back to the wild: 14 feral pigeons, 13 woodpigeons, 5 collared doves, 1 starling, 1 swift, 2 crows, 6 blackbirds, 2 sparrows, 2 robins, 2 hedgehogs, 1 field mouse, 1 gull, 1 green wood pecker and 2 magpies.

1 duck and 1 gull were transferred to separate private wildlife facilities.

20 sadly died due to their injuries, age or sickness: 7 feral pigeons, 4 woodpigeons, 2 collared doves, 1 crow, 1 blackbird, 2 robins and 3 hedgehogs.

1 gull and 1 fox were euthanised on veterinary advice due to their injuries.

There was a significant increase in the amount of feral pigeons admitted this year with many suffering from wing damage and anorexia after being caught in or behind netting placed on buildings or bridges to prevent them roosting or nesting.

As in previous years many woodpigeons have been victims of road traffic accidents with many people reporting that they leave it too late before flying out of the way of oncoming traffic.

### Clarification

I have been asked by members, why in previous reports the figures of animals being released, transferred, have died or been euthanised do not tally with the amount admitted. This is because some of the animals released etc would have been admitted at the end of the previous year, but only fit for release at the beginning of the new year and some animals admitted would still be in care at the end of the reported year.

Michele Carr

Branch, Clinic and Animal Centre Manager.



## Branch Charity Shop Annual Report 2019

Our Charity shop in Wells Road, Strood still continues to be highly successful in raising essential funds for the Branch. The takings increased by over £11,000 from the previous year with the addition of a further £1,951.10 from Jumble Rumbles and £359.85 from raffles and box collections.

The increase in sales has been in part due to the shop now selling electrical items after our shop assistant Wendy Medhurst completed a PAT testing course in 2018. This has enabled the shop to sell over £3,000 worth of electrical goods during 2019 that previously couldn't be sold. Although the shop staff are appreciative of the regular donations coming in, they would like to remind supporters to please only donate items in a condition that in all probability is likely to be sold. The staff have experienced some bags of donated goods to be quite unsavoury in nature or with items that are either broken or have pieces missing. Although the staff appreciate that these donations are often well intended, they actually cost the Branch to dispose of them.

The staff strive to regularly change window displays and have produced some very eye-catching seasonal displays throughout the year.

After such a productive year our sincerest thanks go to our Shop Manager Emma Smith and her assistant Wendy Medhurst and to their team of exceptional volunteers Darren, Amy and Leah Smith, Darren, Sharmain and Charlee Green, Jo and Millie Fritter, Janice Wisbey, Linda Skeet, Paula Phillips and Paul Williams who all do such a fantastic job in keeping the shop running smoothly.

Michele Carr  
Branch, Clinic and Animal Centre Manager

# Branch Report 2019 - Inspectorate Group SE6 Kent

Chief Inspector Nick Wheelhouse  
ACO Emma Byrne 8654  
ACO Brian Milligan 11516  
ACO Roy Jezard 9090  
AWO Lynn White 6833  
Inspector Dave Grant 173  
Inspector Grace Harris-Bridge 15085  
Inspector Clive Hopwood 16768  
Inspector Tina Nash 10608  
Inspector Kirsten Ormerod 16741  
Inspector Rosie Russon 723  
Inspector Deborah Rutherford (nee Smith) 15892

Welcome to the 2019 SE6 Kent Group annual branch report. 2019 saw lots of changes within the SE6 Kent Group, we welcomed two new Trainee Inspectors Clive Hopwood and Kirsten Ormerod. Clive and Kirsten joined the new Inspectors course in February 2019 and joined the group fulltime in September 2019. They have been invaluable and really hit the ground running. We also saw Inspector Ed Halligan move to the SE3 South East London group.

Trialing a new style of working in early 2019, working with the SE5 Sussex group, SE6 was tasked by field officers based in Sussex. This resulted in greater local knowledge and this would have a positive impact on the officers and in our ability to better manage the public's expectations whilst maintaining good animal welfare standards.

After the busy summer the group returned to tasking via the NCC in preparation for a new operating software to replace TAIL's, called Wilberforce. This also introduced a new way of working for the officers, not just a new type of software.

Effective change management training for Steve and the team, helped the officers mentally prepare for the changes that Wilberforce was bringing, as well as helping the National Call Centre transition the workload from the old system to the new. In October 2019 we went live on the new system of working. The result was that SE6 team adopted the Wilberforce way of working very well and the Wilberforce Project Team sent some very kind messages of thanks to SE6 for working so well during the training period.

Wilberforce is now fully working in Kent, and whilst there are still teething issues we as a team are continuing to work well with the NCC and neighbouring teams. New upgrades and simplification of the mobile application are due in 2020 as the RSPCA continues to invest in this important frontline work.

In SE6 we also helped rescue, collect and rehabilitate thousands more animals from situations that would have resulted in severe injury and suffering. Within Kent you have officers who specialise in exotic animal rescue and care, technical rope rescue, specialist flood rescue, Inland boat rescue, and equine rescue to name but a few. Officers in this team help coordinate team members from all over the UK and attend wherever and whenever they are needed to help rescue animals in distress.

Towards the end of 2019 Animal Welfare Officer Tina Nash temporarily left the group to join the latest Trainee Inspector course. Due to complete the course in April 2020, we are fully supportive of Tina and know she will return to the team as an excellent Inspector. WE also saw the start of Steve's countdown to retirement start at the end of 2019 and his last shift is to be the 14th February.

Without the support of the Branch networks we would simply not be as effective in rescuing animals in all sorts of predicaments. The field officers are under significant pressure and your continued patience and support is very much appreciated. Your work in supporting members of the public with funding, helping rehome

unwanted animals, and caring for the sick and traumatised is to be commended. It can be a thankless task but I can assure you my team and I fully appreciate the hard work you and your teams put in. We are also very grateful to Folkestone Branch Animal Welfare Officer Lucy Smith for her continued hard work and dedication.

We wish to offer our thanks to Kent Police for their invaluable assistance in exercising their powers of entry, search, seizure and occasionally arrest of people who mistreat their animals. Our thanks also goes to Kent Fire and Rescue Service for the many occasions that they have helped with rescues of animals that have got themselves trapped or in difficulty and we have needed their equipment and manpower to resolve the situation.

Of course we have not forgotten the RSPCA animal centres that take in our animals, care for them and eventually rehome them. Our sincere thanks to the Branch catteries and kennels that board, care for and rehome our animals, usually at very short notice and at the most inconvenient times, and to the experts who care for our sick and injured wildlife until they have been rehabilitated and are able to be released back into the wild.

We are also supported by Veterinary Practices from all across Kent. The support they provide helps us bring justice for animals, and support for the sick & injured. We work with other charities such as World Horse Welfare, The British Horse Society, Folly Wildlife Hospital and numerous more. We are most grateful to them all.

Finally, on behalf of everyone in the SE6 Kent group, a big thank you to all of the Branches, members and volunteers for making us feel so welcome at your meetings and for all the difficult and invaluable work you have done throughout 2019. Without you dedicating your time and efforts we would not be able to achieve all that we do.

During 2019 the team of 11 Officers covering Kent dealt with;

**Complaints of cruelty to animals. (Jan to October 2019)**

Canterbury & District - 458  
Folkestone & District - 132  
Isle of Sheppey - 71  
Isle of Thanet - 204  
Kent North West - 266  
Kent West - 35  
Ashford, Tenterden & District - 283  
Medway West - 334  
Tonbridge & Maidstone - 386  
Unknown - 4

**Total 2173**

**Collections and rescues of animals in distress.**

Canterbury & District - 546  
Folkestone & District - 227  
Isle of Sheppey - 35  
Isle of Thanet - 321  
Kent North West - 232  
Kent West - 20  
Ashford, Tenterden & District - 223  
Medway West - 347  
Tonbridge & Maidstone - 307  
Unknown - 9

**Total 2267**

**Case File Investigations (Serious Breaches of animal welfare legislation) 12**

We issued:

166 Animal Welfare Assessment Notices

44 Improvement Notices

All the very best for 2020

**Nick Wheelhouse**

**RSPCA Chief Inspector 12709 - SE6 Kent Group**

# **RSPCA – MEDWAY WEST BRANCH**

## **COMMITTEE MEMBERS 2019/20**

Elected at AGM held on 14<sup>th</sup> May 2019

(In alphabetical order)

Ms Sarah Campbell (Hon. Minutes Secretary)  
16 Kings Avenue, Rochester. ME1 3DS

Mrs Miriam Davis  
77 Dove Close, Chatham ME5 7PS

Mr Dave Downard (Hon. Chairman)  
26 The Ridgeway, Chatham. ME4 6PD

Mrs Maureen Downard  
26 The Ridgeway, Chatham. ME4 6PD

Mrs Catherine Gillett  
23 Kent Road, Rochester. ME2 1AR

Mr John Horswell  
91 Elaine Avenue, Rochester. ME2 2YP

Mrs Veronica Mitchell (Hon. Vice Chairman)  
14 Norah Lane, Higham, Rochester, ME3 7EP

Mrs Lois Warren (Hon. Treasurer)  
260 Walderslade Road, Chatham. ME5 0PA

### **STAFF MEMBERS**

Ms Michele Carr (Branch, Clinic and Animal Centre Manager)

Miss Chantal Goddard (Branch and Clinic General Administrative Assistant)

Mrs Emma Smith (Shop Manager)

Mrs Wendy Medhurst (Shop Assistant)

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
FOR  
RSPCA KENT – MEDWAY WEST**

**CHARITY NO: 209192**



**RSPCA KENT – MEDWAY WEST**

**INDEX TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

	<b>Page</b>
<b>Independent Examiner's Report</b>	<b>1</b>
<b>Statement of Financial Activities</b>	<b>2</b>
<b>Balance Sheet</b>	<b>3</b>
<b>Notes to the Accounts</b>	<b>4 - 11</b>

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF RSPCA KENT – MEDWAY WEST BRANCH**

We report on the accounts of the Trust (Medway West Branch) for the year ended 31<sup>st</sup> December 2019, which are set out on pages 2 to 11.

**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 this year (under section 144 (2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act and
- to state whether particular matters have come to our attention.

**Basis of Independent Examiner's Report**

Our examination was carried out in accordance with the general Directions given by the Charity Commissioners. 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 statement below.

**Independent Examiner's Statement**

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

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

Signed ..... 

Thompson Elphick  
Chartered Certified Accountants,  
The Corner House,  
2 High Street,  
Aylesford,  
Kent  
ME20 7BG

Date 31 March 2020.....


**RSPCA KENT - Medway West**  
**Statement of Financial Activities**  
**For the year ended 31st December 2019**

		<u>31/12/2019</u>	<u>31/12/2018</u>
	Notes	Unrestricted Funds	Unrestricted Funds
<b>Incoming Resources</b>	<b>3</b>		
<b>Income and endowments from</b>			
Donations and legacies		61,086	40,430
Charitable activities		19,194	23,927
Trading activities		77,751	65,179
Investment income		96	118
Other income		503	20
<b>Total</b>		<u><b>158,630</b></u>	<u><b>129,674</b></u>
 <b>Resources Expended</b>	 <b>4</b>		
<b>Expenditure on</b>			
Raising funds		40,128	41,677
Charitable activities		73,643	81,105
 <b>Total</b>		<u> <b>113,771</b></u>	<u> <b>122,782</b></u>
 <b>Net movement of funds</b>		 <b>44,859</b>	 <b>6,892</b>
 <b>Reconciliation of funds:</b>			
<b>Total funds brought forward</b>		<b>236,178</b>	<b>229,286</b>
<b>Total funds carried forward</b>		<u><b>£281,037</b></u>	<u><b>£236,178</b></u>

**RSPCA KENT - Medway West**  
**Balance Sheet as at 31 December 2019**

		31/12/2019	31/12/2018
	Notes	£ Unrestricted Funds	£ Unrestricted Funds
<b>Fixed assets</b>	7	<u>107,583</u>	<u>110,207</u>
<b>Current assets</b>			
Stock	8	5,988	4,883
Debtors	9	2,884	2,894
Cash at bank and in hand	11	<u>167,852</u>	<u>121,657</u>
<b>Total Current Assets</b>		<u>176,723</u>	<u>129,434</u>
<b>Liabilities:</b>			
<b>Creditors :</b> amounts falling due within one year	10	3,269	3,463
<b>Net Current Assets</b>		<u>173,454</u>	<u>125,971</u>
<b>Total net assets</b>		<u>£281,037</u>	<u>£236,178</u>
<b>FUNDS OF THE CHARITY</b>			
Unrestricted income funds	12	281,037	236,178
<b>Total Funds</b>		<u>£281,037</u>	<u>£236,178</u>

Approved by the trustees and signed on their behalf by:

 D Downard (Chairman)

27 March 2020..... Date

**RSPCA KENT - Medway West**  
**Notes to the Accounts**  
**For the year ended 31st December 2019**

**Note 1. Basis of preparation**

**1.1 Basis of preparation and assessment of going concern**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts 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 with:

the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and applicable regulations.

**1.2 Going concern**

These accounts have been prepared on a going concern basis and there are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

**1.3 Change of accounting policy**

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

**1.4 Changes to accounting estimates**

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

**1.5 Material prior year errors**

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).



**RSPCA KENT - Medway West**  
**Notes to the Accounts**  
**For the year ended 31st December 2019**

**Note 2            Accounting policies**  
**2.1                Income**

*This standard list of accounting policies has been applied by the charity. Where a different or additional policy has been adopted then this is detailed in the box below.*

<b>Recognition of income</b>	<p>These are included in the Statement of Financial Activities (SoFA) when:</p> <ul style="list-style-type: none"> <li>• the charity becomes entitled to the</li> <li>• it is more likely than not that the</li> <li>• the monetary value can be measured</li> </ul>
<b>Offsetting</b>	<p>There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.</p>
<b>Grants and donations</b>	<p>Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).</p>
<b>Legacies</b>	<p>Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.</p>
<b>Tax reclaims on donations and gifts</b>	<p>Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.</p>
<b>Donated goods</b>	<p>Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.</p> <p>The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.</p> <p>Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.</p> <p>Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.</p> <p>Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.</p>
<b>Donated services and facilities</b>	<p>Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.</p> <p>Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SoFA.</p>
<b>Support costs</b>	<p>The charity has incurred expenditure on support costs.</p>
<b>Volunteer help</b>	<p>The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.</p>
<b>Income from interest, royalties and dividends</b>	<p>This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.</p>

**RSPCA KENT - Medway West**  
**Notes to the Accounts**  
**For the year ended 31st December 2019**

**2.3 Expenditure and liabilities**

**Liability recognition** Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Governance and support costs** Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Redundancy cost** The charity made no redundancy payments during the reporting period.

**Deferred income** No material item of deferred income has been included in the accounts.

**Creditors** The charity has creditors which are measured at settlement amounts less any trade discounts

**Provisions for liabilities** A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

**Basic financial instruments** The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

**2.4 ASSETS**

**Tangible fixed assets for use by charity** These are capitalised if they can be used for more than one year, and cost at least £1,000

The depreciation rates currently in use for fixed assets held for use by the charity are as follows:-

Freehold Property	2% on the reducing balance
Fixtures and Equipment	25% on the reducing balance
Motor Vehicle	25% on the reducing balance
Computer Equipment	25% on the reducing balance

**Stocks and work in progress** Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.

Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.

**Debtors** Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**RSPCA KENT - Medway West**  
**Notes to the Accounts**  
**For the year ended 31st December 2019**

Note 3	Analysis of income	31/12/2019 Unrestricted funds £	31/12/2018 Unrestricted funds £
<b>Donations and legacies:</b>	Donations and gifts	40,170	39,801
	Gift Aid	-	-
	Legacies	20,916	629
	General grants provided by government/other charities	-	-
	Membership subscriptions and sponsorships which are in substance donations	-	-
	Donated goods, facilities and services	-	-
	Other	-	-
		<u>61,086</u>	<u>40,430</u>
<b>Charitable activities:</b>	Consultations,vaccines,operations & Drugs	15,294	20,027
	Rent received	3,900	3,900
		<u>19,194</u>	<u>23,927</u>
<b>Other trading activities:</b>	sale of goods	77,454	64,900
	100 club	297	279
		<u>77,751</u>	<u>65,179</u>
<b>Income from investments:</b>	Interest income	96	118
		<u>96</u>	<u>118</u>
<b>Other:</b>	Other	503	20
		<u>503</u>	<u>20</u>
<b>TOTAL INCOME</b>		<u>158,630</u>	<u>129,674</u>



**RSPCA KENT - Medway West**  
**Notes to the Accounts**  
**For the year ended 31st December 2019**

Note 4	Analysis of expenditure	31/12/2019 Unrestricted funds £	31/12/2018 Unrestricted funds £
	<b>Expenditure on raising funds:</b>		
	Incurring seeking donations	16,672	12,915
	Operating membership schemes and social lotteries	120	120
	Staging fundraising events	1,581	945
	Operating charity shops	19,755	16,313
	Advertising, marketing, direct mail and publicity	340	1,846
	Other trading activities	528	800
	Rent collection, property repairs and maintenance charges	1,132	8,737
		<u>40,128</u>	<u>41,677</u>
	<b>Expenditure on charitable activities</b>		
	RSPCA HQ	492	109
	Veterinary Accounts	4,127	8,127
	Drugs ,ID chips & Clinic consumables	9,840	14,303
	Governance costs	59,185	58,567
		<u>73,643</u>	<u>81,105</u>
	<b>TOTAL EXPENDITURE</b>	<u>113,771</u>	<u>122,782</u>

**RSPCA KENT - Medway West**  
**Notes to the Accounts**  
**For the year ended 31st December 2019**

**Note 5 Details of certain items of expenditure**

**5.1 Fees for examination of the accounts**

	31/12/2019	31/12/2018
	£	£
Independent examiner's fees	1,600	1,600
Other legal & professional fees paid to the independent examiner	1,699	1,573
	<u>3,299</u>	<u>3,173</u>

**Note 6 Paid employees**

**6.1 Staff Costs**

	31/12/2019	31/12/2018
	£	£
Salaries and wages	55,668	55,145
Social security costs	218	249
Total staff costs	<u>55,886</u>	<u>55,394</u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

**6.2**

**The parts of the charity in which the employees work**

	31/12/2019	31/12/2018
	Number	Number
Charitable Activities	3	3
Total	<u>3</u>	<u>3</u>

**Note 7 Tangible fixed assets**

**7.1 Cost or valuation**

	Freehold land & buildings	Computer Equipment	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Total
	£	£	£	£	£
1st January 2019	169,172	9,083	9,040	11,661	198,956
Additions	-	-	-	-	-
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
31st December 2019	<u>169,172</u>	<u>9,083</u>	<u>9,040</u>	<u>11,661</u>	<u>198,956</u>
<b>7.2 Depreciation and impairments</b>					
1st January 2019	60,794	8,921	7,430	11,605	88,750
Disposals	-	-	-	-	-
Depreciation	2,168	40	402	13	2,624
31st December 2019	<u>62,961</u>	<u>8,961</u>	<u>7,832</u>	<u>11,618</u>	<u>91,373</u>
<b>7.3 Net book value</b>					
Net book value at 1st January 2019	108,378	162	1,610	56	110,206
Net book value at 31st December 2019	<u>106,211</u>	<u>122</u>	<u>1,208</u>	<u>43</u>	<u>107,583</u>

**RSPCA KENT - Medway West**  
**Notes to the Accounts**  
**For the year ended 31st December 2019**

<b>Note 8      Stocks</b>			
<b>8.1</b>	<b>Analysis of stocks held</b>		
		<b>31/12/2019</b>	<b>31/12/2018</b>
		<b>£</b>	<b>£</b>
	Stock of medicines and drugs	5,533	4,478
	Stock of goods in shop	455	406
		<u>5,988</u>	<u>4,883</u>
<b>Note 9      Debtors and prepayments</b>			
<b>9.1</b>	<b>Analysis of debtors</b>	<b>31/12/2019</b>	<b>31/12/2018</b>
		<b>£</b>	<b>£</b>
	Trade debtors	195	439
	Prepayments and accrued income	1,723	1,767
	Other debtors	965	688
	<b>Total</b>	<u>2,884</u>	<u>2,894</u>
<b>Note 10      Creditors and accruals</b>			
<b>10.1</b>	<b>Analysis of creditors</b>		
		<b>Amounts falling due within one year</b>	
		<b>31/12/2019</b>	<b>31/12/2018</b>
		<b>£</b>	<b>£</b>
	Accruals and deferred income	1,900	1,890
	Taxation and social security	1,369	1,573
	Other creditors		
	<b>Total</b>	<u>3,269</u>	<u>3,463</u>
<b>Note 11      Cash at bank and in hand</b>			
		<b>31/12/2019</b>	<b>31/12/2018</b>
		<b>£</b>	<b>£</b>
	Short term deposits	48,152	48,057
	Cash at bank and on hand	119,699	73,600
	<b>Total</b>	<u>167,852</u>	<u>121,657</u>

**RSPCA KENT - Medway West**  
**Notes to the Accounts**  
**For the year ended 31st December 2019**

**Note 12 Charity funds**

**12.1 Details of material funds held and movements during the CURRENT reporting period**

Fund names	Type	Purpose and Restrictions	Fund balances 1st January 2019 £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances 31st December 2019 £
General purpose fund	Unrestricted fund	N/a	236,178	158,630	(113,771)	-	-	281,037
<b>Total Funds</b>			<u>236,178</u>	<u>158,630</u>	<u>(113,771)</u>	<u>-</u>	<u>-</u>	<u>281,037</u>

**12.2 Details of material funds held and movements during the PREVIOUS reporting period**

Fund names	Type	Purpose and Restrictions	Fund balances 1st January 2018 £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances 31st December 2018 £
General purpose fund	Unrestricted fund	N/a	229,286	129,674	(122,782)	-	-	236,178
<b>Total Funds</b>			<u>229,286</u>	<u>129,674</u>	<u>(122,782)</u>	<u>-</u>	<u>-</u>	<u>236,178</u>