



**ROYAL SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALS
HERTFORDSHIRE EAST BRANCH**

**ANNUAL ACCOUNTS
2021**

Registered Charity Number: 208244

**RSPCA HERTFORDSHIRE EAST BRANCH
REPORT OF THE TRUSTEES
for the Year Ended 31 December 2021**

IMPORTANT NOTICE

Anyone witnessing, or having knowledge of acts of cruelty or neglect
to animals or birds should immediately contact the
RSPCA National Call Centre Tel: 0300 1234 999

Complainants may rest assured their names will not be divulged without their
consent

The Trustees prepare their annual report with the accounts of the charity for the year ended 31st December 2021.

TRUSTEES: Ms H Nicholls, Hon. Chairperson (resigned 31Dec 2021)
Mr D Briance
Ms S Burke, Hon. Treasurer
Mrs P Cope
Mrs K Fletcher
Mrs A Harvey, Hon. Secretary
Ms L Jeffrey
Ms J White
Ms Samantha Cuffin (appointed 1st March 2021)
Mr Brian Butcher (appointed 13th September 2021)

CHARITY NUMBER: 208244

PRINCIPAL ADDRESS Ground Floor, Room 5
Units 11 & 12 Baldock Industrial Estate
London Road
Baldock
SG7 6NG

INDEPENDENT EXAMINER: Mr M Ebrahim

RSPCA HERTFORDSHIRE EAST BRANCH
Trustees report
For the year ended 31 December 2021

Structure, governance and management

The RSPCA Hertfordshire East Branch is a registered charity, registered on 22 September 1962 and governed by the RSPCA Branch rules dated 1 January 2012.

The Trustees are elected by the members at the Annual General Meeting. Following a new appointment, the appointed trustee receives a pack of rules and guidance from RSPCA Head Office.

The charity is organised so that the board of trustees vote in order for decisions to be made. Trustees meet monthly, including the Annual General Meeting. Ad hoc expenditure is authorised by the charity secretary or treasurer. The board approves all major expenditure.

Objectives and activities

The charity's objectives in the year under review were that of promoting the work and objectives of the R.S.P.C.A. (charity number 219099). This entails preventing cruelty, promoting kindness, and alleviating suffering of animals, in particular within the area of the branch.

The charity aims to achieve this through providing a telephone helpline, taking in and rehoming signed over and stray animals, and providing financial assistance towards veterinary treatment for those on lower incomes.

Public benefit

The Trustees have read the general guidance provided by the Charities Commission with regard to a statement on the benefit of the public. The charity has established activities to achieve its objectives for the public benefit. The charity aims to achieve these objectives by promoting the work and objectives of the Royal Society for the Prevention of Cruelty to Animals, by providing support and financial assistance to those people whose animals are in need and who are unable to finance it themselves, promoting good care and welfare of animals, and re-homing abandoned or abused pets, all within the area of the branch.

Achievements and performance

The impact of the Coronavirus pandemic has continued to affect the branch. The shop was required to close for approximately three and a half months and in person fundraising activities are still proving difficult. However, Government support has enabled the branch to bridge the gap from lost income. Animal rehoming was still affected in the early part of the year although it is starting to recover with rehoming income +345% year on year.

During the year the charity:

- provided 138 (2020: 99) financial support vouchers for animals in the East Herts area towards financial support for veterinary costs.
- took in and treated 62 (2020: 44) animals, including strays and abandoned pets, 59 (2020: 43) of which were rehomed, reunited with owners or transferred to other RSPCA areas. As a branch we never euthanise a healthy animal, only on welfare grounds by vet recommendation.

RSPCA HERTFORDSHIRE EAST BRANCH
Trustees report (continued)
For the year ended 31 December 2021

Principal risks

A key risk to the future of the branch is recruitment and retention of experienced staff, volunteers and trustees. To mitigate this we are regularly reviewing succession planning to avoid over reliance on any one individual. Another risk is a general cost base increase. Rising Inflation will potentially impact vet fees, rents ,utility costs etc and will need to be carefully monitored and managed.

Financial review

Income exceeded expenditure by £25,977 (2020: £6,919 deficit). Income was boosted by a very welcome legacy of £25,893. Sales income from the branch shop totalled £47,685 (2020: £33,927), whilst this saw an increase year on year, this is lower than pre pandemic years and is still impacted by the restrictions imposed on opening due to Covid-19.

Veterinary costs of treating animals in RSPCA care and providing financial assistance to those that cannot afford it totalled £16,936 (2020: £12,576); boarding and fostering RSPCA care animals until permanently re-homed totalled £9,196 (2020: £11,413). Re-homing income amounted to £3,039 (2020: £880), with a lot of the restrictions being lifted during 2021, our operations team were able to re start this activity. The costs of running the shop amounted to £55,773 (2020: £55,900) which meant the shop sustained a pre-grants deficit of £8,088 (2020: pre grants deficit of £21,973). Grant income received in respect of the shop activities amounted to £20,594, meaning the shop contributed £12,506 to welfare activities after receipt of grant income.

Reserves Policy

The current designated capital reserve is £180,000 designated for branch expansion, and during the year the committee has been working towards our ambition of a small animal clinic. The committee have also approved the purchase of a branch van to support the movement of more animals around our region. £10,000 has been designated towards shop capital costs and commitments, and the remaining reserves of £68,692 represent 6 months operating expenditure, within our policy to hold 3-6 months in reserves.

Future Developments

The coronavirus pandemic continues to disrupt our fundraising and welfare work. The shop remained closed in the early part of 2021. Whilst 2022 will still be a challenging year for the branch, with potential government support and careful cash management the Trustees are confident the branch will be able to continue to operate through a continued difficult period.

Despite these challenges we continue to work on our aim to expand the capacity and reach of the branch through establishing a small animal clinic. With veterinary costs increasing we believe this will be of greatest welfare benefit in our local area by assisting those on low incomes to obtain essential veterinary care for their animals. Please do contact the branch if you think you can help with this or any other voluntary role.

ON BEHALF OF THE BOARD:

S Burke – Treasurer

DATE 3rd March 2022

**Independent Examiner's Report to the trustees
on the unaudited accounts of
RSPCA Hertfordshire East Branch**

I report to the trustees on my examination of the accounts of RSPCA Hertfordshire East Branch for the year ended 31 December 2021 which comprise the receipts and payments accounts, the statement of assets and liabilities and the related notes.

Responsibilities and basis of report

As the Charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission, under s. 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in accordance with section 130 of the 2011 Act; or
- (2) the accords do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M Ebrahim FCA

Date: 15th March 2022

Embee Oak Chartered Accountants
Basing House, 46 High Street, Rickmansworth, Herts, WD3 1HP

RSPCA HERTFORDSHIRE EAST BRANCH
Receipts and Payments account
For the year ended 31 December 2021

Receipts	Unrestricted 2021 £	Unrestricted 2020 £
Branch Fund Raising (Note 1)	3,702	1,657
Subscriptions	29	602
Bank interest	615	1,306
Legacies	25,893	-
Donations	9,472	5,741
EBay sales	2,895	886
Pet Insurance/Recycling	205	60
Door to Door Grant	24,134	25,173
Other Grant Income	23,156	44,620
Rehoming	3,039	880
Shop income	47,685	33,927
VAT refunded	1,989	4,557
Gift aid receipts	5,107	6,344
Other income	3	22
	147,924	125,775
Payments		
Shop (Note 4)	55,773	55,900
Fundraising expenses	-	322
Region 5 contribution	551	456
Branch insurance	615	620
Veterinary costs & C4 scheme	16,936	12,576
Boarding & fostering	9,196	11,413
Grants & donations paid	-	5,000
Office assistance, NI & pension	27,273	32,127
Office rent, heat & light	1,954	4,013
Sundry expenses (Note 3)	541	528
Telephone & internet	766	1,403
Postage expenses	19	65
Stationery and computer expenses	2,187	2,126
Advertising	-	455
AGM & meeting costs	50	42
Travelling expenses	1,345	1,079
Independent examination	1,230	600
VAT paid	3,197	3,713
Equipment purchases	314	256
	121,947	132,694
Excess of receipts over payments	25,977	(6,919)

RSPCA HERTFORDSHIRE EAST BRANCH
Statement of assets and liabilities
As at 31 December 2021

	2021 £	2020 £
ASSETS RETAINED FOR THE CHARITY'S OWN USE (AT COST)		
Shop fixtures and fittings	13,265	13,265
Office computers and furniture	1,010	696
	14,275	13,961
CASH FUNDS		
Bank accounts	258,417	230,646
Cash and credit card receipts	275	2,069
Total cash funds	258,692	232,715
OTHER MONETARY ASSETS		
VAT refund	973	696
Gift aid	1,433	6,500
Rent and insurance paid in advance	6,477	6,372
Subscriptions & donations receivable	137	658
Grants receivable	716	651
Commissions	-	-
	9,736	14,877
LIABILITIES		
Suppliers accounts not yet paid	(2,137)	(1,133)
Independent Examiners Fee	(600)	(600)
December PAYE	(1,998)	-
December pension	(254)	-
	(4,989)	(1,733)

Signed on behalf of the Trustees

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S Burke – Treasurer

DATE 3rd March 2022

RSPCA HERTFORDSHIRE EAST BRANCH
Notes to the financial statements
As at 31 December 2021

	2021	2020
	£	£
Note 1 - Branch fundraising		
Breakdown by area		
Baldock	55	197
Harpenden	60	-
Hertford	-	80
Letchworth Garden City	-	55
Stevenage	-	118
Ware	-	83
Other fundraising	426	-
Marketing team	3,161	1,124
	<u>3,702</u>	<u>1,657</u>

Note 2 - Reimbursements

During the year 4 trustees (2020: 2) were reimbursed expenses totalling £780 (2020: £813) in respect of mileage, fostering expenses, computer expenses and items bought for shop.

	2021	2020
	£	£
Note 3 - Sundry expenses		
Bank charges	96	133
Accountancy - payroll	360	90
Miscellaneous costs	85	304
	<u>541</u>	<u>528</u>

	2021	2020
	£	£
Note 4 - Shop expenses		
Goods purchased	321	556
Staff costs	26,064	22,627
Premises costs	24,616	26,159
Cleaning and refuse	837	834
Telephone & stationery	280	526
Consumables	126	755
Repairs & renewals	1,855	2,391
Other costs	682	1,300
Bank and credit charges	992	752
	<u>55,773</u>	<u>55,900</u>

RSPCA HERTFORDSHIRE EAST BRANCH
Notes to the financial statements
As at 31 December 2020

Note 5 - Unrestricted fund balances

	2020 £	Surplus for year £	Transfers 2021 £	2021 £
General funds				
General funds	42,715	25,977		68,692
Designated funds				
Grant funds	-	-	-	-
Capital reserve	180,000	-	-	180,000
Shop reserve	10,000	-	-	10,000
Total cash funds	232,715	25,977	-	258,692

General Funds of £68,692 represent approximately 6 months expenditure.

Funds of £165,000 have been designated to fund a capital project, such as a clinic, within the branch's area, in memory of Mrs Diana Russell and Pat Trussell.

Funds of £15,000 have been designated to buy and maintain a Branch van which will be used to transport more animals between veterinary appointments, boarding facilities and foster care.

Funds of £10,000 have been designated to fund potential capital costs or commitments on the shop lease.

Note 6 - Legacies, donations & in memoriam

The branch would like to extend grateful thanks to all those who have donated during 2021

