



RSPCA Surrey East Branch
Registered Charity No. 202280

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31 DECEMBER 2021**

FOR THE

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

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

REFERENCE AND ADMINISTRATIVE DETAILS

CHARITY NUMBER: 202280

TRUSTEES: Mr G Barford
Miss S Dalton (Treasurer)
Mr R Ings
Mrs A Kortenray (Membership Secretary)
Miss S Kortenray
Mr R Osborne (Vice Chair until 26 August; Chair - 26 August onwards)
Mr I Thomas (Chair until 26 August; Secretary - 26 August onwards)
Mrs C Young (Co-opted Vice Chair - 26 August onwards)

PRINCIPAL ADDRESS: 1 Pondfield Road
Rudgwick
Horsham
RH12 3EN

INDEPENDENT EXAMINER: David Wheeler FCCA
Cheeld Wheeler & Co
Chartered Certified Accountants
Goodman House
13a West Street
Reigate
Surrey, RH2 9BL

BANKERS: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent, ME19 4JQ

United Trust Bank
One Ropemaker Street
London, EC2Y 9AW

Nationwide Building Society
Nationwide House
Pipers Way
Swindon
Wiltshire, SN38 1NW

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is constituted as an unincorporated association. The charity operates as a separately registered branch of the National RSPCA subject to its rules for branches (as updated in 2012).

Trustees are appointed to the committee by election by branch members at the Annual General Meeting. The committee consists of at least five and not more than fourteen eligible branch members, plus up to three co-opted members (who need not be branch members). The committee may appoint a replacement committee member from eligible branch members to fill any casual vacancy. Induction and training is provided by the RSPCA.

TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The 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 state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity rules. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OBJECTIVES AND ACTIVITIES

The objectives of the Royal Society for the Prevention of Cruelty to Animals are to promote kindness and to prevent or suppress cruelty to animals. The objects of the branch are to promote the work and objects of the RSPCA, with particular reference to the local area of the branch, by all lawful means and in accordance with the policies of the RSPCA.

The main activities of the branch are:

- Providing accommodation and necessary veterinary care for animals rescued by RSPCA Inspectors and RSPCA Animal Rescue Officers;
- Financial assistance to eligible owners who cannot afford to pay the full cost of their animals' veterinary treatment and/or neutering;
- Undertaking home visits for potential adopters and post-homing visits;
- Supporting the work of regional RSPCA centres;
- Raising funds to meet the cost of this work – collections, donations and legacies. The RSPCA receives no government funding.

We employ no staff and rely entirely on volunteers to do this work.

PUBLIC BENEFIT

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 2011 to have due regard to public benefit guidance published by the Commission.

ADVANCEMENT OF ANIMAL WELFARE

Under the Charities Act 2011, the advancement of animal welfare is recognised as a distinct statutory charitable purpose. This legislation and the Animal Welfare Act 2006 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. All our charitable activities 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

We support our local RSPCA Inspectors by taking in, where we can, and free of charge, mistreated or abandoned and injured animals. The RSPCA 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 objects, 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 a voucher scheme. This work benefits those on means tested benefits by giving them financial help to obtain care for companion animals in need of veterinary treatment.

We provide subsidised neutering and microchipping of companion animals for those in the Branch area on low incomes. We also provide a subsidised scheme for the neutering of Bull Breed Dogs. We do this by a voucher scheme. This work helps to control companion animal 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, microchipping and are assessed for rehoming. This work helps to control the incidence and spread of disease and suffering through vaccination and neutering.

We take in, free of charge, lost and injured animals. This work 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 provide volunteering opportunities for those who wish to support our work, including trusteeship, fostering and fundraising. This benefits local people and companies by providing the possibility of doing work which is compassionate and rewarding.

We provide support for local foodbanks by way of regular donations of pet food. This work benefits our local community by alleviating hardship.

PRINCIPAL RISKS AND UNCERTAINTIES

The trustees actively review the risks which the branch faces on a regular basis through regular meetings of the trustees which cover operational and financial reviews. The trustees also examine other operational and business risks which the branch faces and confirm that they have established systems to mitigate the significant risks, which have been identified as:

- Insufficient funds to fulfil our charitable purposes including loss of funds from the “Door to Door” collection
- Loss of reputation through error or fraud
- Loss of income through error or fraud (including investment performance)
- Insufficient Trustees for the Branch to continue
- Insufficient volunteers for fundraising activities

HEALTH & SAFETY

We are committed to maintaining high standards of health and safety and have a policy in place which outlines the ways in which we will achieve this. This policy is reviewed regularly to take account of changes.

FINANCIAL REVIEW

Our income was £32,788 (2020: £49,669) and our expenditure £18,874 (2020: £37,376) resulting in an excess of income over expenditure of £13,914 (2020: £12,293).

In response to the COVID-19 pandemic, a significant expenditure in 2020 included the donation of our income from the National Society Door to Door scheme to a Branch Emergency Fund which was established by the National Society to help struggling branches that were in danger of closing due to the financial effects of the pandemic. In 2021, the Branch Emergency Fund was closed and remaining funds redistributed pro-rata to the original contribution. We therefore received a repayment of £5,435.45.

We currently hold reserves of £117,131 (2020: £103,217).

Our reserves and investment policy is to hold a suitable level of reserves. We do not knowingly invest in anything which causes harm to animals.

RESERVES POLICY

The reserves policy of the society is to maintain a level of unrestricted funds, not committed or invested in tangible fixed assets (free reserves), that will enable the charity to ensure a continuity of activity and the ability to adjust, in a measured way, to any significant changes in resources.

The trustees estimate that an appropriate reserve will be three years running costs. Should no new funds come into the charity, three years is felt to be the length of time needed to significantly increase our fundraising and therefore a reserve of this level is felt necessary to maintain our current level of support to beneficiaries. Our existing level of reserves is 6.3 years.

THE BOARD OF TRUSTEES APPROVED THIS REPORT ON 28 APRIL 2022


.....
R Osborne – Honorary Chairman

FOODBANK PROJECT

The activity in support of the local foodbanks in the RSPCA East Surrey area, which had started in June 2020, continued throughout the whole of 2021. The pandemic seriously affected the operation, but the need for the continuing support was made very clear by the foodbanks themselves.

Trustees were able to offer a supply of cat, dog and small animal food as required by the individual banks, delivered to their doors within the time frame requested, every week for the entire year.

This was made possible by the remainder of the gift of dog and cat food which had been received from the manufacturer and stored at Leybourne, and by the continuing VIP Lifelines vouchers which were received from Pets at Home. It is no longer possible to estimate the value of the petfood distributed during the year, but it was significantly greater than the previous half-year of operation, which had been assessed as having a retail value of nearly £2,200. The foodbanks themselves believe that the support prevented the surrender or abandonment of a number of pets that would have been brought on by a lack of household funds to pay for their meals. So it may well be that the project was beneficial not only to local folk affected by the crisis and their animals, but ultimately to the RSPCA themselves as we would have faced the need to take in and support most of the animals so affected.

Demand for petfood for the foodbanks was entirely unpredictable, no two weeks bringing the same needs. Supply of foodstuff remained a problem throughout the year, as did the question of storage, but the problems were not allowed to interrupt the support.

Trustees wish to acknowledge the invaluable assistance of the Branch Partnership Manager, and the generosity of Pets at Home.

CHAIRMAN'S STATEMENT FOR 2021 RSPCA SURREY EAST BRANCH

Whilst I was voted in as the new Chair at the August AGM this report also covers the period when Iain Thomas was Chair of the Branch. Iain provided much needed stability to the board and drove numerous initiatives to improve the administration of the Branch. Iain decided to step down as Chair as he moved to Wales in the year and felt that he could no longer dedicate the level of time and effort required to be Chair. He wanted to stay as a Trustee which the committee welcomed. I'd like to take this opportunity to thank Iain for his vision, passion and hard work as Chair and his continued support as a Trustee.

I think it is fair to say that 2021 continued where 2020 left and has been another 12 months of changes, uncertainty, and challenges for the Branch. The country, our communities and the Branch continued to find their way through the restrictions and live with covid. We continued to operate throughout the year through virtual monthly committee meetings however we look forward to 2022 when we will hope to meet through a blend of virtual and face to face meetings.

Our trustees remain our biggest asset however we lost a valuable Trustee and our Secretary, Clare Firmager, in July. Clare decided that she wanted to prioritise other commitments and it was with sadness as well as best wishes that we said goodbye. I'd like to take this opportunity to also thank Clare for her input, experience, and support. Unfortunately, we have continued through the rest of the year without a permanent Secretary and with one less Trustee. I will make it my priority in 2022 to attract new Trustees to the Branch and build our skills and experience for the future.

The Branch have continued to drive the exploration of employing an Animal Welfare Officer (AWO) throughout the year. Iain and I presented our AWO proposal to a group of the Friends of South Godstone (FoSG) Trustees in August seeking agreement that our request that they set aside £75,000 from the FoSG funds to help pay for our AWO was put to the full Board. I'm proud to say that in December it was verbally confirmed that our request had been put to the full Board, as well as senior representatives from the National Society, at their final "closing" AGM and that they unanimously voted in favour. We would subsequently receive written confirmation from the National Society. We look forward to receiving these funds in 2022 and recruiting our new AWO which I hope to have in place by the end of 2022.

South Godstone continued to play a part in our lives through 2021. I believe the full effects of its closure have yet to materialise, but I feel that our AWO will help to mitigate the impact and ensure the Branch continue to provide support to our Inspectors and animal welfare in our area.

During the year we also received the news that the National Society Headquarters in Southwater, West Sussex would be sold and that the RSPCA would be looking for a new home. For me this felt like it had the potential to be a seismic shift within the RSPCA but we continue to work with and support the National Society and look forward to hearing about the next steps.

Throughout the year the Branch have continued to deliver our foodbank project. Our Trustees diligently deliver pet food to participating foodbanks on a weekly/fortnightly basis and I'd like to thank them for their passion and dedication. We have received further vouchers from the Pets at Home VIP Lifelines scheme totalling over £1,700 and the Trustees and I are very grateful and extend our thanks.

We have continued to receive requests from members of the public for financial support with vet bills with some being for considerable sums. It is clear that some owners have bought pets when their financial situation was not stable enough which is a worrying trend. Our Animal Welfare Advocate has tirelessly dealt with these requests with compassion but has had to balance the support we can offer with the funds we have available. This has meant that we were not always able to offer the level of support needed or that we wanted to give which at times has been a distressing situation. I'd like to recognise this and thank my Trustees, especially Ray Ings, for their continued dedication to the welfare of animals.

Within the year the Branch also decided to combine with the Guildford and Epsom Branch to support our Inspectors in dealing with wildlife in our Branch area. Our Inspectors have highlighted to the Trustees that the uncertainty about how to deal with wildlife rescued in our Branch area has created issues. To address this, we engaged with the Guildford and Epsom Branch and now fund wildlife treatment costs billed by Wildlife Aid in Leatherhead for animals collected in our Branch area, and confirmed to the Inspectors that they could use this facility.

As I have described this year has been a challenge, but we have faced up to it with a resilient positivity and I would like to not only express my heartfelt thank you to all my Trustees for their support, energy, and when necessary, scrutiny but also to Sarah Piggott, our Branch Partnership Manager, for her professionalism, advice, and commitment despite her busy schedule.

Looking forward to 2022 I'm excited about the possibilities for the Branch and I will work with my fellow Trustees to continue to provide an essential service to our Inspectors and our animal friends as well build our committee with new Trustees, recruit our AWO and expand our service to our community.

Richard Osborne
Chair – Surrey East Branch

INDEPENDENT EXAMINER'S REPORT TO TRUSTEES OF THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS SURREY EAST BRANCH

I report to the trustees on my examination of the accounts of the Royal Society for the Prevention of Cruelty to Animals Surrey East Branch for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the Branch 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 Branch's accounts as required 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 section 145(5)(b) of the 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 respect of the Branch as required by section 130 of the Act; or
2. That accounts do not accord with those records; or
3. That accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



David Wheeler

David Wheeler - Independent Examiner

David Wheeler FCCA
Cheeld Wheeler & Co
Chartered Certified Accountants
Goodman House
13a West Street
Reigate
Surrey
RH2 9BL

Dated: 13 May 2022

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

| | Notes | <u>2021</u> £ | <u>2020</u> £ |
|--|-------|------------------|------------------|
| INCOME | | | |
| Donations and voluntary income | 2 | 26,808 | 27,785 |
| Income from other activities | 3 | 5,635 | 20,950 |
| Investment income | 4 | 345 | 934 |
| TOTAL INCOME | | <u>32,788</u> | <u>49,669</u> |
| EXPENDITURE | | | |
| Costs of raising funds | 5 | 2 | 73 |
| Charitable activities | 6 | 17,947 | 36,404 |
| Governance costs | 7 | 925 | 899 |
| TOTAL EXPENDITURE | | <u>18,874</u> | <u>37,376</u> |
| NET INCOME / (EXPENDITURE) FOR THE YEAR | | 13,914 | 12,293 |
| RECONCILIATION OF FUNDS | | | |
| TOTAL FUNDS AT 1 JANUARY 2021 | | 103,217 | 90,924 |
| TOTAL FUNDS AT 31 DECEMBER 2021 | | <u>117,131</u> | <u>103,217</u> |

**BALANCE SHEET
31 DECEMBER 2021**

| | Notes | 2021 £ | 2020 £ |
|---|-------|----------------|----------------|
| CURRENT ASSETS: | | | |
| Debtors and Prepayments | | 292 | 588 |
| Accrued income | | 420 | 727 |
| Cash at bank | | 118,928 | 103,102 |
| TOTAL CURRENT ASSETS | | <u>119,640</u> | <u>104,417</u> |
| CURRENT LIABILITIES: | | | |
| Creditors: Amounts falling due within one year | | | |
| Sundry creditors and accruals | | <u>2,509</u> | <u>1,200</u> |
| NET CURRENT ASSETS: | | | |
| NET ASSETS | | <u>117,131</u> | <u>103,217</u> |
| THE FUNDS OF THE CHARITY: | | | |
| General accumulated fund | 10 | 117,131 | 103,217 |
| TOTAL FUNDS | | <u>117,131</u> | <u>103,217</u> |

ON BEHALF OF THE CHARITY:



 R Osborne



 S Dalton
 Approved by the Charity on 28 April 2022

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 ACCOUNTING POLICIES

Basis of accounting

These financial statements have been prepared under the historical cost convention and are in accordance with the Statement of Recommended Accounting Practice (Charity SORP FRS102), the Charities Act 2011 and applicable United Kingdom accounting standards.

The particular accounting policies adopted are described below and are consistent with previous years unless otherwise stated.

The society constitutes a public benefit entity as defined by FRS102.

Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Membership subscriptions are accounted for when received.
- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when received.
- Incoming resources from charitable trading activity are accounted for when earned.
- Legacies are accounted for when the funds are received.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

The notes form part of these financial statements

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

Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

| | 2021 £ | 2020 £ |
|---|---------------|---------------|
| 2 DONATIONS AND VOLUNTARY INCOME | | |
| Collections and boxes | - | 122 |
| Door to door collections (share from HQ) | 24,134 | 25,173 |
| Donations | 2,300 | 2,117 |
| Membership | 374 | 373 |
| | <u>26,808</u> | <u>27,785</u> |
| 3 INCOME FROM OTHER ACTIVITIES | | |
| Fundraising | 122 | 810 |
| Sale of donated goods | 63 | - |
| Adoption fees | - | 140 |
| Commission from pet insurance sales | 15 | - |
| Return of South Godstone grant | - | 20,000 |
| Return of unused Branch Emergency Fund donation | 5,435 | - |
| | <u>5,635</u> | <u>20,950</u> |
| 4 INVESTMENT INCOME | | |
| Bank interest | 345 | 934 |
| | <u>345</u> | <u>934</u> |
| 5 EXPENDITURE ON RAISING FUNDS | | |
| Fundraising costs | 2 | 73 |
| | <u>2</u> | <u>73</u> |
| 6 CHARITABLE ACTIVITIES EXPENDITURE | | |
| Veterinary fees and microchips (excluding foster animals), homeless animal costs, and provision of equipment for Inspectors | 14,255 | 8,981 |
| Fostering | - | 487 |
| Insurance | 524 | 524 |
| Branch contribution to regional fund | 1,378 | 551 |
| Donations to other charities | 1,790 | 25,861 |
| | <u>17,947</u> | <u>36,404</u> |
| 7 GOVERNANCE COSTS | | |
| Independent examiner's fee | 720 | 720 |
| Annual General Meeting | 74 | 75 |
| Printing, stationery, telephone & postage | - | 9 |
| Data protection fee | 35 | 35 |
| Bank charges | 96 | 60 |
| | <u>925</u> | <u>899</u> |

The notes form part of these financial statements

8 TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS

No members of the management committee received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year except for one trustee who made purchases of £44.42 (2020: £63).

The Branch complies with the Branch Rules as issued by the National Society and has a number of related financial transactions with this organisation. Clare Young was also employed by the RSPCA National Society.

The Trustees Ann Kortenray and Sara Kortenray are mother and daughter. Sara Kortenray is a signatory on the bank accounts, but Ann Kortenray is not.

Related party transactions have included:

- £5,435.45 repaid from our donation to the Branch Emergency Fund which closed in 2021 and remaining funds were redistributed pro-rata to the original contribution.

9 TAXATION

As a charity, the society benefits from various exemptions from taxation afforded by tax legislation and is therefore not liable to corporation tax on income or gains falling within those exemptions. Recovery is made from receipts under Gift Aid. Expenditure subject to VAT which is not recoverable by the Branch is shown inclusive of the VAT.

The notes form part of these financial statements

10 MOVEMENTS IN FUNDS

| | At 1 January 2021 £ | Incoming Resources £ | Outgoing Resources £ | Transfers £ | At 31 December 2021 £ |
|---------------------------|---------------------------|----------------------------|----------------------------|----------------|-----------------------------|
| Unrestricted funds | | | | | |
| General funds | <u>103,217</u> | <u>32,788</u> | <u>18,874</u> | - | <u>117,131</u> |
| Total funds | <u>103,217</u> | <u>32,788</u> | <u>18,874</u> | - | <u>117,131</u> |

The notes form part of these financial statements