



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2016		31 st	12	2016

Section A Reference and administration details

Charity name

RSPCA LONDON SOUTH EAST BRANCH

Other names charity is known by

RSPCA

Registered charity number (if any)

212444

Charity's principal address

380 Norwood Road

West Norwood

London

Postcode

SE27 9AA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Miss G Glage	Honorary Chairman		
2	Mr G Woods Freschi	Honorary Treasurer		
3	Mr D Mawson	Honorary Secretary		
4	Mr A Toletskiy			
5	Mr I Zharikov			
6	Mr I House			
7	Mr B Owora			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
BSS	Eileen Poole	RSPCA – Wilberforce Way, Southwater RH13 9RS
Property Solicitor	Stephen Whittaker	496 Streatham High Road, London SW16 3QB
Accountant	Martin Thomas	300 Vauxhall Bridge Road, London SW1V 1AA
HR Advisor	Kathryn Williams	Stone King via Charity Retail Association

Name of chief executive or names of senior staff members (Optional information)

None

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The Branch operates as an autonomous branch of the National RSPCA subject to its rules for Branches.
How the charity is constituted (eg. trust, association, company)	The Branch is constituted as an unincorporated association.
Trustee selection methods (eg. appointed by, elected by)	A Committee, elected at the AGM in June governs the branch, who are Trustees of the Branch. All Trustees are briefed on their responsibilities as Trustees prior to their acceptance of the role.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The trustees hold regular meetings at which decisions are made. Day to day running of the three charity shops is delegated to a full time employed Manager and part time Deputy Manager.

The Branch operates within a national network of organisations that pursue the same objectives and which are known collectively as the Royal Society for the Prevention of Cruelty to Animals.

The network comprises independent branches operating within a defined geographical area for the purposes of fundraising and the provision of animal care facilities and treatments. A regional structure also exists that is overseen on a national basis. This structure provides a team of specialist inspectors and coordinates the policies and objectives of the branches. Representatives of the branches, regional and national organisations meet on an annual basis as a forum to consider all issues affecting animal welfare; and to develop policies for the future pursuit or their common aims.

The branch also has links with other animal welfare organisations committed to the same objectives.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the branch are to promote the work and objects of the National Society of the RSPCA – to promote kindness or to 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.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

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

The Trustees have reviewed the outcomes and achievements of the Branch's objectives and activities for the year to ensure they remain focused on the charity's aims and continue to deliver benefits to the public. The Trustees complied with the duty under the Charities Act 1993 to have due regard to public benefit guidance published by the Charity Commission which can be illustrated as follows:

- The Branch supports the local Inspectors by taking in, free of charge, mistreated or abandoned animals including pets whose owners suffer ill health or financial difficulties or pass away. The Branch provides education, information and advice, benefiting the public by promoting compassionate human sentiments towards animals.
- The Branch provides subsidised veterinary treatment for animals which are sick or injured and belong to local people on low incomes. This is achieved through a voucher scheme and at the fortnightly welfare clinics held in West Norwood where we work closely with easipetcare a chain of low cost Vets.
- During 2016 29 welfare vouchers were issued to the public with a value of £3480.00 thus benefiting those on means tested benefits by giving financial help to obtain veterinary care for companion animals.
- The Branch offers subsidised neutering and free microchipping of companion animals for pet owners on means tested benefits or in receipt of a low incomes. This helps to control dog and cat populations and promotes responsible pet ownership. Animals in the care of the Branch receive veterinary treatment, vaccination, neutering and microchipping and are assessed for rehoming.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

- Free animal care advice is offered to pet owners, and talks are given by invitation to local school children about caring for pets. These activities benefit the public through the promotion of responsible pet ownership.
- RSPCA London South East Branch provides volunteering opportunities for those who wish to support our work including trusteeship, fundraising, charity shops and fostering. This benefits local people, schools and companies by providing the possibility of doing work which is compassionate and rewarding.

The main activities to achieve this are the operation of an animal re-homing programme and a fortnightly animal welfare clinic to help provide affordable veterinary care to local pets in need. Our force of dedicated volunteers provides invaluable support and without them the Branch would be unable to function.

We estimate that our volunteers (especially our team of charity shop volunteers) contributed 10,000 hours of their free time during 2016.

Summary of the main achievements of the charity during the year

Once again we have experienced another busy year at the Branch with 10 dogs, 111 cats, 5 rabbits and 10 miscellaneous animals being rehomed.

The fortnightly clinics held at our West Norwood shop since 2012 prove to be very popular.

The animal welfare figures for 2016 are as follows:

Number of animals rehomed: 136

Number of animals microchipped: 1208

Number of animals referred to easipetcare for subsidised neutering: 734

Number of animals vaccinated: 3526

Number of welfare assistance vouchers issued: (see above)

The annual Summary of Animal Welfare Achievements report is attached for your information.

Section E Financial review

Brief statement of the charity's policy on reserves

It is the policy of the branch to maintain the free reserves of the branch, at a level equal to one year's unrestricted expenditure. As the charity relies heavily on donations and legacies, both of which can fluctuate enormously from year to year to fund its animal welfare work in the area of South East London.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Branch operates three charity shops and relies on this income from the shops as the main source of funding for animal welfare activities such as rehoming, welfare assistance, neutering and microchipping.

The key objective is to promote kindness towards animals and prevent cruelty.

The Branch does not hold any investment policies.

Section F Other optional information

The Branch received no funding or grants from RSPCA Head Office during 2016.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Gerda Glage	David Mawson
Full name(s)	Gerda Glage	David Mawson
Position (eg Secretary, Chair, etc)	Honorary Chairman	Honorary Secretary
Date	1 st May 2017	

Charity Registration No. 212444

**RSPCA LONDON SOUTH EAST BRANCH
TRUSTEES' ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2016**

RSPCA LONDON SOUTH EAST BRANCH

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Miss G Glage
Mr D Mawson
Mr G Woods-Freschi
Mr I House
Mr A Toletskiy
Mr B Owora
Mr I Zharikov

Secretary

Mr D Mawson

Charity number

212444

Principal address

380 Norwood Road
London
SE27 9AA

Independent examiner

TaxAssist Accountants
300 Vauxhall Bridge Road
London
SW1V 1AA

RSPCA LONDON SOUTH EAST BRANCH

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RSPCA LONDON SOUTH EAST BRANCH

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2016

The trustees have pleasure in presenting their report and accounts for the year ended 31 December 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 01 to the accounts and comply with the charity's governing document, the Charities Act 2011 and the Statement of Recommended Practice (FRSSE), "Accounting and Reporting by Charities", issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The RSPCA London South East Branch is a separately registered charity. It does however, comply with the Rules and Guidelines issued by the National Society of the RSPCA and works tirelessly to achieve the Society's objects throughout the Branch area.

The charity was established by a charitable trust deed on its governing document and constitutes an unincorporated charity.

The trustees who served during the year were as follows:

Miss G Glage
Mr D Mawson
Mr G Woods-Freschi
Mr I House
Mr A Toletskiy
Mr B Owora
Mr I Zharikov

Shop Staff:

Julie Beazley
Sharon Bolton
Kim Hogan
Dawn Ancient
Sharon Bolton
Linda Ritchie

Bankers: Charities Aid Foundation (CAF Bank)

Solicitors: Thackray Williams LLP

Accountant: Martin Thomas

Book keeper: Nyi Nyi Sein

RSPCA LONDON SOUTH EAST BRANCH

TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

The Branch is constituted as an unincorporated association. The Branch operates as an autonomous branch of the National RSPCA subject to its rules for Branches (as updated 2009). A Committee, elected at the AGM governs the Branches, who are Trustees of the Branch. All trustees are briefed on their responsibilities as Trustees prior to their acceptance of the role.

The Trustees hold regular meetings at which decisions are made. Day to day running of the Charity shops are delegated to the paid shop managers.

The branch operates within the national network of organisations that pursue the same objectives and which are known collectively as the Royal Society for the Prevention of Cruelty to Animals.

The network comprises independent branches operating within a defined geographical area for the purposes of fundraising and the provision of animal care facilities and treatments. A regional structure also exists that is overseen on a national basis. This structure provides a team of specialist Inspectors and coordinates the policies and objectives of the branches. Representatives of the branches, regional and national organisations meet on an annual basis as a forum to consider all issues affecting animal welfare; and to develop policies for the future pursuit of their common aims.

The branch also has links with other organisations committed to the same objectives.

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

- Inability to operate the three shops because of fire or other destruction.
- Loss of reputation through error or fraud.
- Loss of income through error or fraud.
- Insufficient funds to cover the costs of animal welfare activities.

RSPCA LONDON SOUTH EAST BRANCH

TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

OBJECTS, OBJECTIVES AND PRINCIPAL ACTIVITIES

The objects of the branch are to promote the work and objects of the National Society of the RSPCA – to promote kindness or to 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 key aim is to find suitable new homes for as many animals as possible, and to provide proper care for those who have been mistreated or abandoned.

The trustees have reviewed the outcomes and achievements of the Branch's objectives and activities for the year to ensure they remain focussed on the charity's aims and continue to deliver benefits to the public. The Trustees have complied with the duty under the Charities Act 1993 to have due regard to public benefit guidance published by the Charity Commission which can be illustrated as follows:

The Branch supports the local Inspectors by taking in, free of charge, mistreated or abandoned animals including pets whose owners suffer ill health or financial difficulties or pass away. The Branch provides education, information and advice, benefiting the public by promoting compassionate human sentiments towards animals.

The Branch provides subsidised veterinary treatment for animals which are sick or injured and belong to local people on low incomes. This is achieved through a voucher scheme. During 2016, 29 welfare vouchers were issued to the public with a value of £3,480.00 thus benefiting those on means tested benefits by giving financial help to obtain veterinary care for companion animals.

The Branch offers subsidised and free neutering and microchipping of companion animals for owners on low incomes. This helps to control dog and cat populations and promotes responsible pet ownership. Animals in the care of the Branch receive veterinary treatment, vaccination, neutering, and microchipping and are assessed for re-homing.

Free animal care advice is offered to pet owners, and talks are given by invitation to local school children about caring for pets. These activities benefit the public through the promotion of responsible pet ownership.

RSPCA London South East Branch provides volunteering opportunities for those who wish to support our work including trusteeship, fundraising and retail experience. This benefits local people, schools and companies by providing the possibility of doing work which is compassionate and rewarding.

The main activities to achieve this are the operation of an animal re-homing programme, low cost animal clinic to help provide veterinary care. Our force of volunteers provide invaluable support. We estimate that our volunteers contributed some 10,000 hours of their free time during 2016.

RSPCA LONDON SOUTH EAST BRANCH

TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

ACHIEVEMENTS AND PERFORMANCE

Once again we have experienced another busy year at the Branch with 10 dogs, 111 cats, 5 rabbits and 10 miscellaneous animals being rehomed.

The Management of the three charity shops remained the same throughout 2016. We would like to thank all the staff for their hard work and dedication throughout the year.

Our fortnightly clinic continues to be very popular. We held a low cost vaccination and microchipping clinic every other Sunday during 2016 where we vaccinated 3526 pets and microchipped 1135 animals. Except for the Vet, the clinic is managed by local Volunteers who give up their Sunday to help local animals. Usually we have a team of six volunteers and four Trustees on duty to cover all the required tasks.

The Branch held no fundraising events during 2016. We rely on our three charity shops to provide a sustainable source of income.

The Committee would like to thank the staff and volunteers at the shops and clinic for their hard work and support during the year.

On behalf of the board of Trustees'

Honorary Chairman
Miss G Glage

Honorary Secretary
Mr D Mawson

Dated: 28 May 2017

RSPCA LONDON SOUTH EAST BRANCH

INDEPENDENT EXAMINER'S REPORT

TO THE OF RSPCA LONDON SOUTH EAST BRANCH

I report on the accounts of the for the year ended 31 December 2016, which are set out on pages 6 to 12.

Respective responsibilities of and examiner

The charity's are responsible for the preparation of the accounts. The charity's consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



TaxAssist Accountants

300 Vauxhall Bridge Road
London
SW1V 1AA

Dated: 26 June 2017

RSPCA LONDON SOUTH EAST BRANCH

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2016

	Notes	2016 £	2015 £
<u>Incoming resources from generated funds</u>			
Donations and legacies	2	56,680	83,061
Shop revenue	3	170,017	142,126
Total incoming resources		<u>226,697</u>	<u>225,187</u>
<u>Resources expended</u>	4		
<u>Costs of generating funds</u>			
Shop expenditures	3	67,799	59,622
Trading Costs	3	8,203	15,966
		<u>76,002</u>	<u>75,588</u>
Net incoming resources available		150,695	149,599
Charitable activities			
Animal Welfare		29,290	39,786
Other costs		25,602	27,331
Total charitable expenditure		<u>54,892</u>	<u>67,117</u>
Governance costs		83,970	81,773
Total resources expended		<u>214,864</u>	<u>224,478</u>
Net income for the year/ Net movement in funds		11,833	709
Fund balances at 1 January 2016		64,033	63,324
Fund balances at 31 December 2016		<u>75,866</u>	<u>64,033</u>

RSPCA LONDON SOUTH EAST BRANCH

BALANCE SHEET

AS AT 31 DECEMBER 2016

	Notes	2016 £	£	2015 £	£
Fixed assets					
Tangible assets	10		9,575		3,228
Current assets					
Debtors	11	45,989		40,504	
Cash at bank and in hand		36,871		27,115	
		<u>82,860</u>		<u>67,619</u>	
Creditors: amounts falling due within one year	12	<u>(16,569)</u>		<u>(6,814)</u>	
Net current assets			66,291		60,805
Total assets less current liabilities			<u>75,866</u>		<u>64,033</u>
Income funds					
Unrestricted funds			75,866		64,033
			<u>75,866</u>		<u>64,033</u>

The accounts were approved by the Board of Trustees on 28 May 2017 and were signed on its behalf by:

Miss G Glage

Mr D Mawson

RSPCA LONDON SOUTH EAST BRANCH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

1.2 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold property	Being written off over the twelve year period of the shop lease
Fixtures, fittings & equipment	25% Reducing Balance
Motor vehicles	25% Reducing balance

2 Donations and legacies

	2016	2015
	£	£
Donations and gifts	56,680	83,061

3 Activities for generating funds

	2016	2015
	£	£
Shop revenue	170,017	142,126
Shop expenditures	(67,799)	(59,622)
Trading cost	(8,203)	(15,966)
Net Activities for generating funds	94,015	66,538

RSPCA LONDON SOUTH EAST BRANCH

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2016 £	Total 2015 £
Costs of generating funds					
Shop expenditures	-	-	67,799	67,799	59,622
Trading cost	-	-	8,203	8,203	15,966
Total	-	-	76,002	76,002	75,588
Charitable activities					
Animal Welfare	-	-	29,290	29,290	39,786
Activities undertaken directly	-	-	25,602	25,602	27,331
	-	-	54,892	54,892	67,117
Governance costs	75,044	5,453	3,473	83,970	81,773
	75,044	5,453	134,367	214,864	224,478

5 Shop expenditures

	2016 £	2015 £
Other costs comprise:		
Rent	43,677	43,398
Rates & Water	14,461	3,696
Light and Heat	3,709	2,792
Repair and maintenance	2,247	2,446
Other	1,210	1,150
Other Shop costs	2,021	5,554
Card Charges	459	271
	67,799	59,622

RSPCA LONDON SOUTH EAST BRANCH

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

6 Activities undertaken directly

	2016 £	2015 £
Animal welfare costs relating to comprise:		
Micro chipping and Neutering expenses	1,884	2,428
Animal Boarding	13,368	9,672
Animal Welfare	5,120	4,449
Veterinary drugs and food	8,918	23,237
	<u>29,290</u>	<u>39,786</u>
Other costs relating to comprise:		
Insurance	3,215	108
Postage and stationery	3,845	2,854
Telephone, mobile and internet	5,095	3,269
Volunteer welfare and travelling	11,429	11,510
Advertising	1,529	5,012
Subscriptions	489	4,578
	<u>25,602</u>	<u>27,331</u>

7 Governance costs

	2016 £	2015 £
Social security costs	1,073	4,264
Staff wages and salaries	73,971	68,636
Legal and professional	65	1,462
Accountancy	1,965	6,061
Sundry expenses	(1)	(2)
Donation	516	-
Hire purchase interest	360	-
Bank charges	568	563
Depreciation of tangible FA	5,453	789
	<u>83,970</u>	<u>81,773</u>

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None of the trustees (or any persons connected with them) received any remuneration during the year,

RSPCA LONDON SOUTH EAST BRANCH

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2016 Number	2015 Number
	6	5
	<u>6</u>	<u>5</u>

Employment costs

	2016 £	2016 £
Wages and salaries	73,971	68,636
Social security costs	1,073	4,264
	<u>75,044</u>	<u>72,900</u>

10 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Motor vehicles £	Total £
Cost				
At 1 January 2016	3,995	10,444	-	14,439
Additions	-	539	11,261	11,800
At 31 December 2016	3,995	10,983	11,261	26,239
Depreciation				
At 1 January 2016	(2,490)	8,721	-	11,211
Charge for the year	-	-	2,815	2,815
Transfers	(376)	2,262	-	2,638
At 31 December 2016	(2,866)	10,983	2,815	16,664
Net book value				
At 31 December 2016	1,129	-	8,446	9,575
At 31 December 2015	1,505	1,723	-	3,228

RSPCA LONDON SOUTH EAST BRANCH

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2016

11 Debtors	2016	2015
	£	£
Other Debtors	44,991	40,504
Prepayments and accrued income	998	-
	<u>45,989</u>	<u>40,504</u>
12 Creditors: amounts falling due within one year	2016	2015
	£	£
Net obligations under finance lease and hire purchase contracts	8,392	-
Trade creditors	4,167	-
Taxes and social security costs	1,982	2,453
Other creditors	-	383
Accruals	2,028	3,978
	<u>16,569</u>	<u>6,814</u>
13 Analysis of net assets between funds		Total
		£
Fund balances at 31 December 2016 are represented by:		
Tangible fixed assets		9,575
Current assets		82,860
Creditors: amounts falling due within one year		(16,569)
		<u>75,866</u>