

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST DECEMBER 2017
FOR
CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA

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**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2017**

	Page
Report of the Trustees	1 to 10
Independent Examiner's Report	11
Statement of Financial Activities	12
Balance Sheet	13
Cash Flow Statement	14
Notes to the Cash Flow Statement	15
Notes to the Financial Statements	16 to 23

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017**

The Trustees of the Royal Society for the Protection of Animals (RSPCA) Canterbury & District Branch (the Branch) present their annual report and the financial statements of the charity for the year ending 31st December 2017.

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities (FRS 102)" in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with accounting policies set out in notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102) published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The overall mission of the Branch is to promote the work and objectives of the National Society of the RSPCA - by lawful means to seek to prevent cruelty, promote kindness and alleviate suffering of animals - in accordance with the policies of the Society. The Branch aims to fulfil this mission within our District through education, encouragement and communication.

The Branch's key aims are to provide suitable homes for as many animals as possible, to provide proper care and rehabilitation for abandoned or mistreated animals and to promote animal welfare across our District.

Animals in the care of the Branch receive veterinary health checks, treatment, vaccination, neutering and microchipping and are assessed for suitable homing.

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017**

OBJECTIVES AND ACTIVITIES

Public benefit statement

The Trustees have reviewed the outcomes and achievements of the Branch in relation to their objectives and activities for the year to ensure they remain focused on the charitable aims and to continue to deliver benefits to the public, as prescribed by the Charity Commission's general guidance on public benefit. This can be illustrated by the following activities:-

- RSPCA Canterbury & District Branch supports the local Inspectors by taking in, free of charge, mistreated or abandoned animals, including pets whose owners have suffered ill health, financial difficulties, or have passed away.
- The Branch raises awareness of and provides free education, information and advice on animal care, benefiting the public by promoting compassionate human sentiments towards animals via social media, telephone, information leaflets and face-to-face at regular events and workshops.
- The Branch provides subsidised veterinary treatment for animals which are sick or injured and belong to local people on low incomes. In Dover and Sittingbourne there are specific areas where subsidised treatment is needed for the benefit of domestic animals. Provision is met through an assessment procedure using a clearly defined policy for owners who are eligible.
- The Branch offers subsidised neutering and micro-chipping services. This helps to control pet populations and promotes responsible pet ownership.
- The Branch invites tenders for veterinary services every 2-3 years to seek the best value for money for the Branch. The selected Veterinary Practice provides the main support for the Branch at the animal centre with weekly visits, while other veterinary practices are used in other areas, such as Dover and Sittingbourne, if more convenient.
- The Branch offers volunteering opportunities and work experience through alliances with schools, colleges and employment organisations as part of a development programme and stepping stones towards employment and vocational development. Volunteering experiences have provided the background for several people who have gained employment elsewhere from this route.
- The Branch positively supports and encourages ongoing training programmes for all staff, volunteers and Trustees to improve knowledge, experience and confidence in their work.
- The Branch also fosters links with other local animal welfare organisations committed to the same objectives to share information and make the most efficient use of resources.

The Branch generates income from operating fundraising shops, receiving donations, running fundraising projects and events and from other sources where available. Its income is subsequently spent on various activities to achieve its objectives, including the operation of CADAC which provides facilities for the Branch (and other local branches) to provide the necessary services to assist animals in need.

CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

CADAC is licensed to care for up to 80 cats in specially designed units and it is estimated that around 300 cats will be cared for and successfully re-homed each year. During 2017, 300 cats (target 280), 11 rabbits (target up to 15) and 3 dogs were re-homed via the Centre compared to 2016 - 281 cats (target 275), 16 rabbits and 3 guinea pigs (target 15-20) and 1 dog.

The following statistics are taken from the annual return to RSPCA Horsham SUMMARY OF ANIMAL WELFARE ACTIVITIES for RSPCA Canterbury & District Branch:-

IN Entry route

Animals in need - Inspectorate	Dog	Cat	Rabbit	Misc	Total
Inspectorate case animals	0	2	0	0	2
Inspectorate welfare concern	0	114	0	1	115
Inspectorate - networked from PBE/society hospital	0	16	0	0	16
Animals in need - Other branch welfare concern	0	160	5	2	170
Unowned sick & injured via NCC	0	1	0	0	1
Pet Retreat, Home For Life & born on site	0	6	6	4	10
Transfers from RSPCA centres	0	14	0	0	14
Returns	0	19	1	0	20
Total in - Animals in need	3	332	6	7	348

OUT - Reason for leaving

	Dog	Cat	Rabbit	Misc	Total
Rehomed	3	300	11	0	314
Died	0	4	3	0	7
Transferred out- other RSPCA	0	0	0	0	0
Transferred out - non- RSPCA	0	0	0	0	0
Other	0	13	0	0	13
PTS	0	16	0	0	16
Total out	3	333	14	0	350

Home Visiting

	Dog	Cat	Rabbit	Misc	Total
Pre-home visits	3	140	8	0	151
Post- home visits	2	112	6	0	120

Micro- Chipping

	Dog	Cat	Rabbit	Misc	Total
Branch animals	1	239	10	0	250
Other RSPCA animals	0	0	0	0	0
Public/ other owned - clinic	0	2	0	0	2
Public/ other owed - other	0	4	0	0	4
Total	1	245	10	0	256

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017**

ACHIEVEMENT AND PERFORMANCE

Neutering

	Dog	Cat	Rabbit	Misc	Total
Branch animals	2	179	8	0	189
Other RSPCA animals	0	8	0	0	8
Public/ other owned - clinic	0	17	0	0	17
Public/ other owned - other	2	38	0	0	40
Total	4	242	8	0	254

Welfare assistance

	Dog	Cat	Rabbit	Misc	Total
Other RSPCA animals (non-Branch)	0	2	0	0	2
Public/ other owned - clinic	0	0	0	0	0
Public other owned - other	1	26	0	0	27
Sub-Total	1	28	0	0	29
PTS at owner's insistence	0	0	0	0	0

Feral cats

Feral cats neutered and released					5
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Length of stay in care

	Dog	Cat	Rabbit	Misc	Total
No. of non-Case animals					
0-3 months	0	42	1	7	50
4-6 months	0	3	0	0	3
Over 6 months	0	4	2	0	6
Total	0	49	3	7	59

Fundraising Initiatives

In addition to the usual sales activities of the Branch shops across the district, their staff and volunteers also held seasonal tombolas, raffles and attended weekend events/fairs, as well as holding a summer fashion show in Whitstable, generating an additional £4,218 in total for the Branch.

The Branch also has a fundraising and events group in order to raise awareness of and generate additional income for the animal centre and other charitable activities. In 2017, in addition to the various CADAC open weekends and supermarket/car park collections, the Branch celebrated the 5-year anniversary of the opening of the animal centre with an event at CADAC, which also served to recognise long-term service volunteers with certificates. The group also held two sponsored group events away from the animal centre - a dragon boat race in Mote Park and an assault course in Betteshanger. These activities raised £1,073.

The Trustees would like to thank all the staff and volunteers working in the fundraising shops, at the Animal Centre, conducting home checks and taking part in other fundraising activity.

FINANCIAL REVIEW

The Branch generated income of £506,969 in 2017 (£567,191 in 2016) and incurred expenses of £561,371 (£539,929 in 2016), giving a deficit after recognised gains and losses on investments of (£54,402) (2016 surplus £27,262). The income for the year included legacies of £13,355 (£35,814 in 2016). Overall shop income decreased by £18,556 year on year to £373,581, giving a net surplus of £76,546 (£89,274 in 2016).

Unfortunately, as the branch has grown and new legislation is introduced, it has been necessary to buy in more services, such as payroll and pensions administration, in place of trustees/volunteers providing services free of charge. Our long-standing Treasurer also had to retire during 2017, requiring us to employ a Finance Manager. Despite a good performance from our shop staff against targets set for sales and % Gift Aid, competition is ever fiercer on the High Street from other low-cost retailers and charity shops and we constantly seek to research and embrace new ways of promoting and making sales, such as social media and online sales sites, for the future.

CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017

FINANCIAL REVIEW

CADAC: overall operating costs of £263,990 (£237,066 in 2016) reflects the increase in the number of animals cared for and re-homed. Wages costs for the CADAC were £121,377 (£87,247 in 2016), reflecting a small increase in Animal Care staff and including the Branch Finance Manager.

Senior management pay is reviewed annually in line with performance, annual Consumer Price Index (CPI) rate at year end and what the Branch can afford. Staff salaries are linked to National Living Wage (NLW) and National Minimum Wage (NMW) rates.

All Trustees are unpaid and provide their time on a regular basis helping the Branch in its strategic direction and implementation of operational activities.

Reserves Policy

It is Branch policy to maintain free reserves (unrestricted funds not held as tangible assets) of the Branch at a level equal to six months' unrestricted expenditure. As the Branch relies heavily on donations and legacies, both of which can fluctuate enormously from year to year, it is felt prudent to maintain reserves at this level in order to fund the running of the animal centre and other animal welfare work across the District. Trustees are of the opinion that the existing level of reserves is sufficient to meet any reduction in incoming resources during the next six months.

Restricted Funds

The Branch had no restricted funds during 2017.

Investment Policy

The investment policy remains unchanged, with the Branch holding £62,941 (100% of investments) in a fixed interest savings account.

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017**

FUTURE PLANS

Our strategic plan for 2018 and beyond is summarised below:-

Mission & Guiding Principles

As per the mission statement of the national RSPCA, the Branch will by lawful means seek to prevent cruelty, promote kindness and alleviate suffering of animals. Further, as guiding principles the Branch aims to fulfil this mission within our district through education, encouragement and communication.

Vision

The RSPCA vision is of a caring world where all animals are respected and treated with compassion. The Branch will aspire to this vision within our District area and beyond.

Values

The Branch will operate with compassion, integrity, vision and commitment.

Core Strategies

To promote and progress our aims our core strategies are....

1. We will actively work across the communities in our district to educate and promote responsible pet ownership and compassion and kindness towards all animals as sentient beings
2. We will seek to rehabilitate and re-home as many animals as possible on an ongoing basis, prioritising those most in need to assist the national Inspectorate
3. We will maintain a robust but nimble governance model to ensure the current and future legality, safety and financial stability of the Branch
4. We will consider and manage risk and seek to improve the quality of our business processes and procedures
5. We will always operate our activities with a commitment to legal, health & safety and environmental requirements. We are committed to people's and animals' safety.
6. We will constantly seek opportunities to improve and add to the facilities we operate within our Branch, always mindful of financial and human resources
7. We will recruit and retain a group of committed trustees, who will possess a diversity of skills to facilitate the delivery of the Branch objectives
8. We will recruit and retain a group of trained and well equipped full/part-time/zero hours' staff to reflect the needs and demands of the Branch. We will always treat our staff with respect and ensure that their working conditions are safe and conform with at least minimum regulatory requirements
9. We will recruit and retain a committed group of volunteers, recognizing that they are the life blood of the Branch
10. We will manage and maintain our assets to ensure value is retained to the benefit of the Branch
11. We will have a robust and transparent procurement process to ensure we extract maximum value from our vendors
12. We will maximize our revenue generation through efficient operation of our chain of shops.
13. We will actively explore and develop all other viable sources of revenue generation.
14. Our aim will be to become to self-financing for our animal welfare activities through our own commercial activities.

These strategies will be constantly monitored and amended as appropriate but will be reviewed at least annually in January.

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017**

Short-Term Plans - 2018

Next year will be spent consolidating existing plans, concentrating on establishing more rigour to our governance model and resolving any immediate issues in preparation for more ambitious progress and plans from 2019.

Therefore to progress our strategies in 2018, we will aim to:-

- Progress the dog isolation unit
- Recruit and train more trustees with specific required skills, clearly defined roles and responsibilities
- Gain a full understanding of the financial position of the branch - with emphasis on cash flow/current account situation to enable us to make informed decisions as regards our future projects
- Undertake a review of potential branch expenditure, with emphasis on repair and maintenance of the centre, shops and motor vehicles
- Assess our current policies particularly with regard to data and privacy and implement any required changes in line with new legislation being introduced in May 2018.

Medium and Longer-Term Plans

To be reviewed post-AGM 2018 following review of financial data.

Dog ISO

Our major plan for 2018 is the completion of the dog isolation unit, which would enable the Branch to take in up to 4 dogs whilst awaiting outcomes of court cases. The Trustees have designated up to £50,000 for expenditure in the next twelve months in order to complete the Dog Isolation Unit.

Cat Friendly Homing Pilot

The Branch is also planning to take part in a pilot scheme in conjunction with International Cat Care, to trial different ways of rehabilitating and homing cats with different backgrounds and therefore very different needs. The initiative is called Cat Friendly Homing and has already been piloted with Battersea Dogs & Cats Home and other cat welfare charities with good results.

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The RSPCA Canterbury and District Branch is a separately registered and autonomous branch of the RSPCA. The Branch is constituted as an unincorporated charity governed by the deed of trust and its governing document known as the 'RSPCA Branch Rules', which was issued by the RSPCA on 18 February 2002 and amended on 2 May 2012.

Recruitment and appointment of new trustees

The Branch is governed by a Committee who are appointed Trustees of the Branch. Members of the Committee are appointed by vote each year at the Annual General Meeting (AGM). The Trustees can co-opt up to three additional places during the year, and the co-opted Trustees can be offered to the public membership at the following year's AGM.

All trustees are briefed on their responsibilities as trustees prior to their acceptance of the role and are invited to attend any relevant induction and training in relation to their specific roles. In 2017 our working groups comprised of Animal Welfare, People, Asset Management, Project Management & Procurement and Income Generation & Marketing. The Committee is kept up to date by the RSPCA Business Support Specialist, as well as via other advice communicated by the RSPCA monthly.

Subject to the overall support of the RSPCA network, the Trustees control and monitor all fundraising and animal welfare initiatives of the Branch. The Trustees of the Branch have an individual and collective responsibility for the management of the Branch and its funds. The Trustees hold monthly meetings at which strategic decisions as to the performance and operation of the Branch are made.

The day-to-day running of the Canterbury and District Animal Centre (CADAC) is delegated to the Animal Centre Manager and Deputy Manager and the day-to-day running of the Branch's nine fundraising shops (Canterbury, Deal, Dover, Faversham x 2, Herne Bay x 2, Tankerton and Whitstable) to the Area Retail Manager. The management is supported in the day to day operation by a team of 17 employed and c. 180 volunteer staff. The Branch also employs a part-time finance manager.

Organisational structure

The Society for the Prevention of Cruelty to Animals (SCPA) was founded on 16 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 and its work is governed by this Act and, more recently, by the Animal Welfare Act 2006, as well as by the Rules of the Society. Membership of the RSPCA is by subscription and may be on life, annual, ex-officio or junior basis.

The RSPCA 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 and operation of their charitable activities by a central organisation, headquarters and local branches of which this Branch is one.

Representatives of the branches, regional and national organisations meet on an annual basis to consider all issues affecting animal welfare and to develop policies for the future pursuit of common aims.

CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Branch has maintained its strategy to identify any risks that might be experienced by the Branch, and the steps necessary to mitigate them.

The major risks identified by the Branch are as follows:

- Loss of income or reputation through mismanaged operations, poor investment, error or fraud,
- Insufficient Trustees or volunteers for the Branch to carry out activities or continue operations,
- Insufficient funds to cover the costs of the Branch and its animal welfare activities,
- Failure to deal correctly with employment or other legislative matters.

It is the opinion of the Trustees that the Branch policies, procedures and controls are adequate to mitigate the above risks and to maintain the future viability of the Branch.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number:	210743
Principal Address:	Canterbury and District Animal Centre Haseden Farm Hersden, Canterbury Island Road Kent CT3 4JD
Trustees:	Michael Staff (Chair - to 31 July 2017) Deborah Condor (Chair - from 1 August 2017) John Garlinge (Treasurer) - resigned 31 July 2017 Margaret Brooks (Secretary) - resigned 31 July 2017 Angie Ray (Secretary) - resigned 29 October 2017 Peter Little (Secretary - from 16 November) - appointed 31 July 2017 Helen Scopes Natalie Archer - co-option, waiver received from National Society as employed by National Society during 2017 Debbie Hawkes - co-opted 16 February 2017 Barrie Seton-Thomas - appointed 31 July 2017 Sharon Jordan - resigned 31 July 2017
Senior Staff:	Beth Hixson (Animal Centre Manager) Tara Luxford (Deputy Manager) Denise Johnson-Rogers (Area Retail Manager)
Independent Examiner:	Paul A Flood Spain Brothers & Co. Chartered Accountants Westgate House 87 St. Dunstons Street Canterbury Kent CT2 8AE

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2017**

Approved by order of the board of trustees on and signed on its behalf by:

.....
Mrs D Condor (Chair) - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

Independent examiner's report to the trustees of CANTERBURY AND DISTRICT BRANCH OF THE RSPCA

I report to the charity trustees on my examination of the accounts of the CANTERBURY AND DISTRICT BRANCH OF THE RSPCA (the Trust) for the year ended 31st December 2017.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the ICAEW which is one of the listed bodies

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the 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 any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

PAUL A FLOOD FCA
the ICAEW
Spain Brothers & Co
Chartered Accountants
Westgate House
87 St Dunstons Street
Canterbury
Kent
CT2 8AE

Date:

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2017**

	Notes	Unrestricted funds £	Restricted fund £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	130,091	-	130,091	148,295
Charitable activities	5				
General		19,056	-	19,056	21,035
Other trading activities	3	357,479	-	357,479	397,433
Investment income	4	343	-	343	428
Total		506,969	-	506,969	567,191
EXPENDITURE ON					
Raising funds		276,334	-	276,334	302,864
Charitable activities	6				
General		258,569	-	258,569	210,101
Other		26,468	-	26,468	25,868
Total		561,371	-	561,371	538,833
Net gains/(losses) on investments		-	-	-	(1,096)
NET INCOME/(EXPENDITURE)		(54,402)	-	(54,402)	27,262
RECONCILIATION OF FUNDS					
Total funds brought forward		1,452,888	-	1,452,888	1,425,626
TOTAL FUNDS CARRIED FORWARD		1,398,486	-	1,398,486	1,452,888

The notes form part of these financial statements

CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA

BALANCE SHEET
AT 31ST DECEMBER 2017

	Notes	2017	2016
		£	£
FIXED ASSETS			
Tangible assets	10	1,091,244	1,120,346
CURRENT ASSETS			
Stocks	11	7,668	5,939
Debtors	12	40,285	76,477
Prepayments and accrued income		8,090	5,496
Cash at bank		279,910	255,126
		<hr/> 335,953	<hr/> 343,038
CREDITORS			
Amounts falling due within one year	13	(28,711)	(10,496)
NET CURRENT ASSETS		<hr/> 307,242	<hr/> 332,542
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/> 1,398,486	<hr/> 1,452,888
NET ASSETS		<hr/> 1,398,486	<hr/> <hr/> 1,452,888
FUNDS	16		
Unrestricted funds		1,398,486	1,452,888
TOTAL FUNDS		<hr/> 1,398,486	<hr/> <hr/> 1,452,888

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Mrs D Condor (Chair) -Trustee

.....
P Little (Secretary and Treasurer)-Trustee

The notes form part of these financial statements

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2017**

		2017	2016
	Notes	£	£
Cash flows from operating activities:			
Cash generated from operations	1	24,765	34,661
Interest paid		(136)	-
		<hr/>	<hr/>
Net cash provided by (used in) operating activities		24,629	34,661
		<hr/>	<hr/>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(1,338)	(6,134)
Sale of tangible fixed assets		1,150	-
Interest received		343	428
		<hr/>	<hr/>
Net cash provided by (used in) investing activities		155	(5,706)
		<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period		24,784	28,955
Cash and cash equivalents at the beginning of the reporting period		255,126	226,171
		<hr/>	<hr/>
Cash and cash equivalents at the end of the reporting period		279,910	255,126
		<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2017**

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES	2017	2016
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(54,402)	27,262
Adjustments for:		
Depreciation charges	28,372	30,051
Losses on investments	-	1,096
Loss on disposal of fixed assets	918	-
Interest received	(343)	(428)
Interest paid	136	-
(Increase)/decrease in stocks	(1,729)	1,572
Decrease/(increase) in debtors	33,598	(14,749)
Increase/(decrease) in creditors	18,215	(10,143)
	<hr/>	<hr/>
Net cash provided by (used in) operating activities	24,765	34,661
	<hr/> <hr/>	<hr/> <hr/>

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2017**

1. ACCOUNTING POLICIES

General information and basis of preparing the financial statements

Canterbury and District Branch of the RSPCA is an unincorporated charity, registered at the Charity Commission in England and Wales. The principal address is shown on page 4 of these financial statements. The nature of the charity's operations and principal activities are to promote the work of the RSPCA in the branch area, namely to use all lawful means to prevent cruelty, promote kindness to and alleviate suffering for animals.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has evolved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2017**

1. ACCOUNTING POLICIES - continued

Income

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Gifts donated for resale are included as income when they are sold.

Donated services and facilities are only included in incoming resources where the benefit to the Branch is reasonably quantifiable, measurable and material.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 15% on reducing balance
Motor vehicles	- 25% on reducing balance

Stocks

Stocks are valued at the lower of cost and estimated selling price less costs to complete and sell, after making due allowance for obsolete and slow-moving stock.

Taxation

The charity is exempt from tax on its charitable activities.

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2017**

1. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Debtors and creditors receivable/ payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Pensions

The charity makes contributions into a defined contribution pension for employees. The annual contributions payable are charged to the statement of financial activities.

2. DONATIONS AND LEGACIES

	2017	2016
	£	£
Contributions from RSPCA Inspector	77,839	94,597
Donations, collections and other voluntary income	38,897	17,884
Legacies and bequests	13,355	35,814
	<u>130,091</u>	<u>148,295</u>

The legacies received in the year is attributed to unrestricted funds.

3. OTHER TRADING ACTIVITIES

	2017	2016
	£	£
Fundraising events	1,073	-
Shop income	349,131	392,137
CADC shop	7,275	5,296
	<u>357,479</u>	<u>397,433</u>

4. INVESTMENT INCOME

	2017	2016
	£	£
Deposit account interest	343	428

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2017**

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2017	2016
		£	£
Subscriptions	General	101	91
Re-homing income	General	18,955	20,944
		19,056	21,035

6. CHARITABLE ACTIVITIES COSTS

Charitable expenditure	2017	2016
	£	£
Animal home costs	208,275	189,789
Establishment costs	37,547	22,886
Support costs	35,617	19,427
Governance costs	3,598	3,867
	285,037	235,969

Analysis of total resources expended

	Staff costs	Other costs	Depreciation	2017	2016
	£	£	£	£	£
Cost of generating funds					
- Shop costs	123,627	151,764	-	275,391	298,386
- Fundraising costs	-	398	-	398	-
- Purchases of goods	-	545	-	545	4,478
	123,627	152,707	-	276,334	302,864
Charitable activities					
-see above	121,377	134,370	29,290	285,037	235,969
	245,004	287,077	29,290	561,371	538,833

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2017 nor for the year ended 31st December 2016 .

Trustees' expenses

Expenses paid during the year ended 31st December 2017 totalled £255.00 (2016 nil).

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2017**

8. STAFF COSTS

Staff costs

	2017 £	2016 £
Wages and salaries	236,244	207,182
Social security costs	7,931	7,944
Pension costs	829	269
	245,004	215,395
	245,004	215,395

**Employee
information**

The average no. of persons employed during the year was:

	2017 No	2016 No
	21	21
	21	21

No employee earned remuneration above £60,000 per annum (2016 :none).

9. INDEPENDENT EXAMINERS REMUNERATION

The independent examiners remuneration amounts to an independent examination fee of £550 (2016 £550) and other services of £1,814 (2016 £1,300).

10. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Totals £
COST				
At 1st January 2017	1,215,715	21,589	28,799	1,266,103
Additions	-	1,338	-	1,338
Disposals	-	-	(8,715)	(8,715)
	1,215,715	22,927	20,084	1,258,726
At 31st December 2017	1,215,715	22,927	20,084	1,258,726
DEPRECIATION				
At 1st January 2017	116,154	13,993	15,610	145,757
Charge for year	24,312	1,276	2,784	28,372
Eliminated on disposal	-	-	(6,647)	(6,647)
	140,466	15,269	11,747	167,482
At 31st December 2017	140,466	15,269	11,747	167,482
NET BOOK VALUE				
At 31st December 2017	1,075,249	7,658	8,337	1,091,244
At 31st December 2016	1,099,561	7,596	13,189	1,120,346

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2017**

11. STOCKS

	2017	2016
	£	£
Stocks	<u>7,668</u>	<u>5,939</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Other debtors	<u>40,285</u>	<u>76,477</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Taxation and social security	2,489	4,375
Other creditors	<u>26,222</u>	<u>6,121</u>
	<u>28,711</u>	<u>10,496</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2017	2016
	£	£
Within one year	63,757	90,825
Between one and five years	68,664	120,435
In more than five years	6,042	13,292
	<u>138,463</u>	<u>224,552</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted fund	2017 Total funds	2016 Total funds
	£	£	£	£
Fixed assets	1,091,244	-	1,091,244	1,120,346
Current assets	335,953	-	335,953	343,038
Current liabilities	(28,711)	-	(28,711)	(10,496)
	<u>1,398,486</u>	<u>-</u>	<u>1,398,486</u>	<u>1,452,888</u>

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2017**

16. MOVEMENT IN FUNDS

	At 1/1/17 £	Net movement in funds £	Transfers between funds £	At 31/12/17 £
Unrestricted funds				
General fund	353,327	76,546	(107,095)	322,778
Designated Fund - CADAC building fund	1,099,561	(130,948)	107,095	1,075,708
	<u>1,452,888</u>	<u>(54,402)</u>	-	<u>1,398,486</u>
TOTAL FUNDS	<u><u>1,452,888</u></u>	<u><u>(54,402)</u></u>	<u><u>-</u></u>	<u><u>1,398,486</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	373,585	(297,039)	76,546
Designated Fund - CADAC building fund	133,384	(264,332)	(130,948)
	<u>506,969</u>	<u>(561,371)</u>	<u>(54,402)</u>
TOTAL FUNDS	<u><u>506,969</u></u>	<u><u>(561,371)</u></u>	<u><u>(54,402)</u></u>

Comparatives for movement in funds

	At 1/1/16 £	Net movement in funds £	Transfers between funds £	At 31/12/16 £
Unrestricted Funds				
General fund	307,885	193,840	(148,398)	353,327
Designated Fund - CADAC building fund	1,117,741	(166,578)	148,398	1,099,561
	<u>1,425,626</u>	<u>27,262</u>	-	<u>1,452,888</u>
TOTAL FUNDS	<u><u>1,425,626</u></u>	<u><u>27,262</u></u>	<u><u>-</u></u>	<u><u>1,452,888</u></u>

**CANTERBURY AND DISTRICT BRANCH OF THE
RSPCA**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2017**

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	529,405	(334,469)	(1,096)	193,840
Designated Fund - CADAC building fund	37,786	(204,364)	-	(166,578)
	<u>567,191</u>	<u>(538,833)</u>	<u>(1,096)</u>	<u>27,262</u>
TOTAL FUNDS	<u><u>567,191</u></u>	<u><u>(538,833)</u></u>	<u><u>(1,096)</u></u>	<u><u>27,262</u></u>

17. PENSION COMMITMENTS

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £829 (2016 - £269).

The amount payable at the year end, was £132. (2016 - £219).

18. CAPITAL COMMITMENTS

	2017 £	2016 £
Contracted but not provided for in the financial statements	<u>-</u>	<u>-</u>

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2017.

20. VOLUNTARY HELP

The charity received voluntary help from the public for the raising of funds and also with the direct care of animals.