

**RSPCA ESSEX HAVERING  
AND HAROLD HILL BRANCH**

Charity registration number 240507

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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# RSPCA ESSEX HAVERING AND HAROLD HILL BRANCH

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**ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS**

**ESSEX HAVERING & HAROLD HILL BRANCH**

**CHARITY NO: 240507**

**ANNUAL REPORT AND ACCOUNTS  
FOR YEAR ENDED 31 DECEMBER 2017**

The Committee presents its annual report and accounts for the year ended 31st December 2017.

**REFERENCE AND ADMINISTRATIVE DETAILS**

The Royal Society For the Prevention of Cruelty to Animals Essex Havering & Harold Hill Branch of Campbell Clinic, 144 Chippenham Road, Romford, RM3 8HT, is registered with the Charity Commission under charity number 240507 and is governed by the rules and regulations laid down by the Royal Society for the Prevention of Cruelty to Animals (RSPCA).

**Trustees:**

Christine Beaumont-Kerridge  
Richard Booker  
Christina Tomlinson

**Previous trustees during 2017 were:**

Jenny Orsburn - resigned 31 May 2017  
Mary Steeds - resigned 2 September 2017  
Claire Danilovic - resigned 2 September 2017  
Nicole Van De Laak - resigned 18 October 2017  
Nicky Duff - resigned 29 November 2017  
Alan Jones - resigned 22 December 2017  
Marie Donald - resigned 22 December 2017  
Jacky Danilovic - resigned 22 December 2017  
Emma Carter - 22 December 2017

**Bankers:**

Natwest Bank  
Grays Branch  
17 High Street  
Grays  
Essex  
RM17 6NP

### **Independent examiner:**

The Branch has annual turnover of less than £500,000 so does not require an audit but an independent examination. This was undertaken by Community 360, High St, Colchester CO1 1UG

### **National Council Trusteeship:**

The Branch constitution requires seven trustees to be elected at an AGM and a minimum of four Committee members to manage the Branch, however, the committee was dissolved due to insufficient local trustee numbers in December 2017. As a result, the National RSPCA Council was asked to appoint, under the Society's Rules, temporary trustees to manage the Branch's affairs to the exclusion of any former trustees. National trustees Richard Booker, Christine Beaumont-Kerridge and Christina Tomlinson were appointed on 24<sup>th</sup> December 2017.

Their purpose in this role is to manage the affairs of the Branch and secure its proper application for the Branch objects until such time as the Branch is returned to the control of a local committee. As temporary officers, they all have proven experience of managing an RSPCA Branch. Christine Beaumont-Kerridge is also the Society's Regional Representative for the area and the National Society's Treasurer.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is constituted as an unincorporated association. The charity operates as an autonomous Branch of the National RSPCA subject to its rules for Branches (as updated in 2012). In the normal course of business, Committee members are elected at every Annual General Meeting, from the members of the Branch, to carry on the work for the ensuing year. Candidates must receive over 50% of the votes of the members present. The elected Branch Committee can co-opt not more than three members onto the committee until the next annual general meeting. All Committee members must be Society members for a minimum of three months on appointment. The Committee members are trustees of the Branch and are briefed on their responsibilities as trustees prior to their acceptance of the role. The trustees hold regular meetings at which decisions are made and conveyed to the staff for actioning.

In the event that the number of local trustees falls below four at any time, the Branch is placed into Council Trusteeship, and that is currently the case for this Branch. The Council trustees are responsible for the day to day management and development of the Branch until it can be returned to the control of local trustees. The animal welfare work is delegated to an Animal Welfare Officer who is contracted from another branch area.

### **RISK MANAGEMENT**

The Branch has carried out a risk assessment and identified the following risks:

- Loss of income through error or fraud
- Loss of reputation through error or fraud
- Loss of income through outside forces
- Insufficient trustees to continue
- Insufficient volunteers to fundraise
- Risk of claims against volunteers

- Risk of claims by volunteers or the public
- Adverse publicity
- Insufficient funds to help the animals that need us
- Health & Safety for staff and volunteers dealing with the most abused animals and their owners

The Branch has no employees.

## **AIMS AND OBJECTIVES, PUBLIC BENEFIT STATEMENT AND PRINCIPAL ACTIVITIES**

The object of the charity is to promote kindness and good care, and prevent or suppress cruelty to animals by all lawful means with particular reference to the area of the Branch, in accordance with the policies of the Society. Our activities to achieve the objectives include the following:

- To provide neutering and micro-chipping facilities for those on low incomes. This work benefits those members of the public on low income by giving them financial help and promoting responsible pet ownership. Neutering has both behavioural and health benefits for the animal which in turn benefits the owner.
- To support the Society's Inspectorate in their work providing financial assistance and emergency accommodation for mistreated or abandoned animals, including pets whose owners suffer ill health or financial difficulties or pass away. The Society's inspectorate, as well as providing education, information and advice, rescues animals in distress and enforces laws against the cruel mistreatment of animals in England and Wales by bringing prosecutions. This work is key to 'the prevention or suppression of cruelty' part of the RSPCA objects and promotes humane sentiments towards animals which involves moral benefit to humankind as a whole. The National Call Centre accepts complaints about animals in distress 24 hours a day, every day of the year and the public benefits by being able to call in for help when an animal is suffering, which can be very distressing for humans to witness and feel powerless to help.
- To accept stray and owned animals for re-homing. Animals in our care receive veterinary treatment, vaccination, neutering, micro-chipping and are assessed for re-homing. This work helps to control the incidence and spread of disease and suffering through vaccination and neutering. The work benefits our local community including local authorities as it reduces the incidence of abandonment and cruelty and the public knows that we assist animals in need. Whilst we are primarily an animal charity, the service we offer pet owners who cannot assist their pets themselves in times of crisis can relieve much distress for the owner as well as the pet.

We provide many volunteering opportunities for those who wish to support our work, including fostering and fundraising opportunities. This benefits local people and companies by providing the possibility of doing work which is both compassionate and rewarding and offers experience which may assist participants in finding paid work. It is not possible to quantify the financial value of our volunteers but in 2017 we had the benefit of over 1,000 hours of volunteer work.

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 this duty under the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Our current short term and long term aims and objectives can be summarised as follows:

**Short term:**

- To build the fundraising and events team in order to enable us to have presence at local events.
- To develop our fostering and re-homing network, to support the National Society.
- To develop our engagement with the community to ensure adequate homes for our animals and support at our events.
- To achieve a balanced budget moving forward.
- To set up charity shops to ensure the sustainability of the Branch and to allow us to develop our animal welfare capability.

**Long term:**

- To develop a community outreach program in order to be able to provide assistance for the most needy and abused animals.

## **HEALTH AND SAFETY POLICY**

This policy applies to all Branch staff whether employed or volunteers. A comprehensive policy that outlines in detail the administrative arrangements for health and safety within the Branch and the procedures to be followed to minimise health and safety risks has been developed. This policy is available for reference and is reviewed regularly to take account of changes.

## **REVIEW OF ACTIVITIES AND ACHIEVEMENTS**

### **Significant activities**

The charity continued its animal welfare work in 2017 and re-homed or transferred slightly more animals than in 2016. The Branch continued to accept as many animals as possible from the RSPCA Inspectorate and also took in animals where the Branch themselves identified a welfare issue, ensuring that those animals with the greatest need were cared for and re-homed.

The Branch continued to increase community engagement in the branch area, as well as recruiting a team of volunteers to fundraise. Events were held throughout 2017 to help support the branch income.

The Branch also continued to expand its foster scheme and managed to recruit some new fosterers adding to its foster network, meaning vulnerable animals such as kittens were not kept in the cattery while waiting for a permanent home.

The Branch continued to expand its social media presence by continuing to operate a Facebook page for the community to boost re-homing, neutering campaigns and appeals.

The branch clinic (known as the Campbell Clinic) carried out animal welfare in 2017 within the branch area. This was supported one day per week with veterinary care. This care included vaccinations, flea and worm treatment and general health checks.

### **Animal welfare results**

During 2017, the Branch took in 69 animals, all either for welfare reasons or via the Inspectorate. The Branch carried out 44 home visits and homed 63 animals, neutered 33 Branch animals and provided low cost neutering to animals whose owners were on low income. The Branch micro-chipped 60 animals that came into Branch care. The clinic supported approximately 450 animals during 2017.

The Branch aims to continue to provide a service to the Inspectorate and to continue to offer welfare assistance to those animals in greatest need within the Branch area.

### **Financial results and review**

The charity's funds are collected from membership subscriptions, re-homing, donations, legacies, grants and special fund-raising events, such as collection days.

Total income for the year was £70,156. Total expenditure for the year was £113,306 including a one off provision of £40,814 for repairs and renewals to the clinic, the future of which is being considered by the trustees in view of the financial position of the Branch. The surplus of expenditure over income for the year was £43,150.

The trustees expect to return to a balanced budget in 2018 and will be seeking to establish a sustainable source of income by opening charity shops and increasing fundraising capacity.

Our thanks go to all our, volunteers and Head Office support staff for all their hard work. We would also like to thank all those people and local businesses who contribute to the success of the Branch and support us with volunteer time, fundraising activities, financial discounts or advertising. There are too many to name individually but they include veterinary surgeries, Branch members, volunteers and local press. Lastly we would like to thank the public for their ongoing support of the branch.

### **RESERVES POLICY**

The Branch reserves are 4.8 months of non-exceptional expenditure which are within the reserves policy of 3-6 months expenditure and the Branch is considered a going concern.

### **INVESTMENT POLICY**

The trustees have wide powers of investment governed and restricted by the Royal Society for the Prevention of Cruelty to Animals Investment Act 1958.

## FUTURE DEVELOPMENTS

During 2018 the trustees continue to focus on and increase effective delivery of animal welfare in the Essex Havering & Harold Hill Branch area.

The trustees will continue to develop all activities including income generation, re-homing and community engagement.

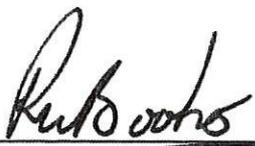
The branch will search for a potential shop throughout 2018 which will enable the Branch to engage with the community, raise funds to support the animal welfare work of the Branch and work towards making the Branch sustainable for the future.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the trustees of the charity to provide financial statements each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources for that period. In preparing those financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enables them to ensure that the financial statements comply with The Charities Act 1993. 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.

  
\_\_\_\_\_ Date: 26/10/2018  
Richard Booker  
Council Trustee

  
\_\_\_\_\_ Date: 26/10/2018  
Christine Beaumont-Kerridge  
Council Trustee

  
\_\_\_\_\_ Date: 26/10/2018  
Christina Tomlinson  
Council Trustee

# RSPCA ESSEX HAVERING AND HAROLD HILL BRANCH

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

|   | Notes    | 2017<br>Total<br>£ | 2016<br>Total<br>£ |
|---|----------|--------------------|--------------------|
| <b>Incoming resources</b>   |          |                    |                    |
| Donations and legacies  | 2        | 19,752             | 3,603              |
| Charitable Activities   |          |                    |                    |
| Fundraising Income  | 3        | 24,953             | 31,412             |
| Charitable activities   | 4        | 25,437             | 55,515             |
| Investment income   |          | 14                 | 36                 |
| <b>Total incoming resources</b>   |          | <b>70,156</b>      | <b>90,566</b>      |
| <br>  |          |                    |                    |
| <b>Resources expended</b>   |          |                    |                    |
| Direct charitable expenditure   | 5, 6 & 7 | 113,306            | 87,497             |
| <b>Total resources expended</b>   |          | <b>113,306</b>     | <b>87,497</b>      |
| <br>  |          |                    |                    |
| <b>Net incoming/(outgoing) resources<br/>prior to exceptional items</b> |          | (43,150)           | 3,069              |
| <br>  |          |                    |                    |
| <b>Net incoming/(outgoing) resources<br/>before transfers</b>           |          | (43,150)           | 3,069              |
| <br>  |          |                    |                    |
| <b>Previous Year Adjustment</b>   | 11       | -                  | 9,000              |
| <br>  |          |                    |                    |
| <b>Gross transfers between funds</b>                                    |          | -                  | -                  |
| <br>  |          |                    |                    |
| <b>Net incoming/(outgoing) resources</b>                                |          | (43,150)           | 12,069             |
| <br>  |          |                    |                    |
| <b>Total funds brought forward at 1 January 2017</b>                    |          | 78,132             | 66,063             |
| <br>  |          |                    |                    |
| <b>Total funds carried forward at 31 December 2017</b>                  |          | <b>34,982</b>      | <b>78,132</b>      |

The notes on pages 9-12 form part of these financial statements

# RSPCA ESSEX HAVERING AND HAROLD HILL BRANCH

## BALANCE SHEET AS AT 31 DECEMBER 2017

|   | Notes | 2017<br>£            | 2016<br>£            |
|---|-------|----------------------|----------------------|
| <b>Fixed Assets</b>                                   |       |                      |                      |
| Tangible Fixed Assets                                 | 8     | -                    | 1,000                |
| <b>Current assets</b>                                 |       |                      |                      |
| Debtors   | 9     | 6,000                | 12,800               |
| Cash at bank and in hand                              |       | 88,142               | 89,009               |
|   |       | <u>94,142</u>        | <u>101,809</u>       |
| <b>Creditors: amounts falling due within one year</b> | 10    | 59,160               | 24,677               |
| <b>Net current assets</b>                             |       | 34,982               | 77,132               |
| <b>Total assets less current liabilities</b>          |       | <u><u>34,982</u></u> | <u><u>78,132</u></u> |
| <b>Funds of the charity</b>                           |       |                      |                      |
| Revaluation Reserve                                   |       | 5,924                | 5,924                |
| Unrestricted Funds                                    |       | 29,058               | 72,208               |
| <b>Total Funds</b>                                    |       | <u><u>34,982</u></u> | <u><u>78,132</u></u> |

These financial statements were approved by the Board of Trustees on \_\_\_\_\_  
and were signed on their behalf by:



Richard Booker - Council Trustee



Christine Beaumont-Kerridge - Council Trustee



# RSPCA ESSEX HAVERING AND HAROLD HILL BRANCH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

|  |                             |                             |
|--|-----------------------------|-----------------------------|
| <b>3. Activities to further the charities objectives</b> | <b>Total<br/>2017<br/>£</b> | <b>Total<br/>2016<br/>£</b> |
| Fundraising  | 24,953                      | 31,412                      |
|  | <b>24,953</b>               | <b>31,412</b>               |
| <b>4. Charitable Activities</b>                          | <b>Total<br/>2017<br/>£</b> | <b>Total<br/>2016<br/>£</b> |
| Clinic Income  | 22,437                      | 55,515                      |
| Rental Income  | 3,000                       | -                           |
|  | <b>25,437</b>               | <b>55,515</b>               |
| <b>5. Direct charitable expenditure</b>                  | <b>Total<br/>2017<br/>£</b> | <b>Total<br/>2016<br/>£</b> |
| Veterinary fees and clinic costs                         | 42,673                      | 52,767                      |
| Fostering and boarding expenses                          | 4,618                       | 15,616                      |
|  | <b>47,291</b>               | <b>68,383</b>               |
| <b>6. Management and administration</b>                  | <b>Total<br/>2017<br/>£</b> | <b>Total<br/>2016<br/>£</b> |
| Branch administrators                                    | 13,218                      | 11,206                      |
| Rates, utilities and storage                             | 2,716                       | 2,061                       |
| Telephone  | 1,297                       | 1,626                       |
| Repairs and maintenance                                  | 2,118                       | 929                         |
| Provision for repairs and renewals                       | 40,814                      | -                           |
| Depreciation   | 1,000                       | 1,646                       |
| Administration expenses                                  | 2,709                       | 865                         |
| Professional Fees  | 1,858                       | 293                         |
| Bank charges   | 85                          | 88                          |
|  | <b>65,815</b>               | <b>18,714</b>               |

# RSPCA ESSEX HAVERING AND HAROLD HILL BRANCH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

|   |                                     |                             |
|---|-------------------------------------|-----------------------------|
| <b>7. Governance Costs</b>                                | <b>2017<br/>Total<br/>£</b>         | <b>2016<br/>Total<br/>£</b> |
| Accountancy   | 200                                 | 400                         |
|   | <u>200</u>                          | <u>400</u>                  |
| <b>8. Tangible fixed assets</b>                           | <b>Computer<br/>equipment<br/>£</b> | <b>Totals<br/>£</b>         |
| <b>Cost</b>   |                                     |                             |
| As at 1 January 2017                                      | 11,872                              | 11,872                      |
| Additions   | -                                   | -                           |
| As at 31 December 2017                                    | <u>11,872</u>                       | <u>11,872</u>               |
| <b>Depreciation</b>                                       |                                     |                             |
| As at 1 January 2017                                      | 10,872                              | 10,872                      |
| Charge for the year                                       | 1,000                               | 1,000                       |
| As at 31 December 2017                                    | <u>11,872</u>                       | <u>11,872</u>               |
| <b>As at 31 December 2017</b>                             | <u>-</u>                            | <u>-</u>                    |
| <b>As at 31 December 2016</b>                             | <u>1,000</u>                        | <u>1,000</u>                |
| <b>9. Debtors: Amounts falling due within one year</b>    | <b>Total<br/>2017<br/>£</b>         | <b>Total<br/>2016<br/>£</b> |
| Trade Debtors   | <u>6,000</u>                        | <u>12,800</u>               |
| <b>10. Creditors: Amounts falling due within one year</b> | <b>Total<br/>2017<br/>£</b>         | <b>Total<br/>2016<br/>£</b> |
| Accruals  | 41,864                              | 5,047                       |
| Trade Creditors   | 2,624                               | -                           |
| VAT   | 14,672                              | -                           |
|   | <u>59,160</u>                       | <u>5,047</u>                |

# RSPCA ESSEX HAVERING AND HAROLD HILL BRANCH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

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### 11. Previous Year Adjustment 2016

RSPCA HQ owed £9000 as a donation for the running cost of the clinic as they used one of the rooms. This donation is 3 years worth of £3,000 a year that had previously not been accounted for.

### 12. Trustee Remuneration

No remuneration was paid to any Trustee or to any person or persons known to be connected with any of them.

### 13. Related Parties

The Branch complies with the Branch Rules as issued by the National Society and has a number of related financial transactions with this organisation. All the Branch trustees are also current trustees of the RSPCA (National Society) and in addition, Richard Booker is a Council appointed trustee of RSPCA London East Branch. He is also a Council appointed trustee of RSPCA Essex Havering & Harold Hill Branch, RSPCA Isle of Wight Branch, RSPCA North Devon Branch, RSPCA Solent Branch, RSPCA Shropshire Branch, RSPCA Surrey Sutton & District Branch and RSPCA Huddersfield, Bradford & District Branch. He is an elected trustee of RSPCA Worcester and Mid Worcestershire Branch.

Christina Tomlinson is a Council appointed trustee of RSPCA London East Branch and an elected trustee of RSPCA Northallerton, Thirsk & Dales Branch.

Christine Beaumont-Kerridge is also an elected trustee of RSPCA Central, West & North East London Branch. She is also a Council appointed trustee of RSPCA London East Branch, RSPCA Surrey Sutton & District Branch, RSPCA Croydon, Crystal Palace & District Branch and Kent Isle of Thanet Branch. The Animal Welfare Officer seconded to the RSPCA Essex, Havering & Harold Hill Branch is an employee of the Central West & North East London Branch of which Christine Beaumont-Kerridge is a trustee.

### 14. Going Concern

The charity is operating on a going concern basis

### 15. Key Management Personnel

No staff have been employed by RSPCA London East during the 2017 financial year.

# RSPCA ESSEX HAVERING AND HAROLD HILL BRANCH

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

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I report on the accounts of RSPCA Essex Havering and Harold Hill Branch for the year ended 31 December 2017 which are set out on pages 7 to 12.

### **Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations 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 I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the 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 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.

Shelley-Marie Rudling FMAAT MIP for and on behalf of:

Community360

Winsley's House, High Street, Colchester, Essex



Date

30<sup>th</sup> October  
2018