

# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 10 2019	To	30 09 2020

## Section A Reference and administration details

Charity name Romney House Cat Rescue

Other names charity is known by

Registered charity number (if any) 1122119

Charity's principal address Romney House, Luxted Road

Downe, Orpington

Kent

Postcode

BR6 7JX

### 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	Silvana Locke			
2	Anthony Locke			
3	Daniel Locke			
4	Rachel Mason			
5	Sharon Stranger			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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

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

--

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed at special meeting

**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.

Romney House Cat Rescue has an established relationship with Battersea Dogs and Cats Home, and Cats Protection. In addition, it is well known and respected within the community, and often liaises with several smaller local rescue groups.

The trustees do not receive any remuneration or other benefits from the charity.

## Section C Objectives and activities

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

The charity's mission is to care for any unwanted cats, vaccinating, micro-chipping and neutering cats so they can have a second chance of a better life in a loving forever home. The core of its work can be grouped together under three main areas:

- To offer shelter and sanctuary for cats (including feral cats) in need of medical attention.
- To actively seek new homes for cats
- To promote humane behaviour towards cats by educating members of the public in all matters pertaining to animal welfare and the prevention of cruelty to animals.



The charity is fully cognisant with, and adheres to the Charity Commission's public benefit guidance. The trustees are aware of and abide by this guidance at all times in their decision-making.

**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)**

**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.

Romney House Cat Rescue attracts a number of highly committed volunteers from the local community. Many of these volunteers assist with the day to day operational aspects of running a cat rescue centre: feeding the cats, replenishing litter trays, interacting with and grooming cats. Volunteering enables these individuals to learn how to properly care for cats, and with regard to young people, provides an insight into a possible career in cat or animal welfare and protection.

Romney House provides work experience for Animal Management students from Hadlow College and Capel Manor College.

Our charity actively promotes the importance of neutering.

Around 150 cats are resident at any one time.

**Summary of the main achievements of the charity during the year**

During the year, support from the general public in the form of individual donations ensured that the charity was able to maintain its charitable activities.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The charity does not have any reserves.

**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 charity's principal source of funds have been revenue from its single charity shop (located at 93 Queensway, Petts Wood, Kent BR5 1DQ), and donations from supporters of the charity.

## Section F Other optional information

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

**Position (eg Secretary, Chair, etc)**

**Date**

Anthony Alfred Locke

Chair

28 July 2021



Romney House Cat Rescue  
Receipts & Payments for the Year Ended  
30 September 2020

Romney House Cat Rescue  
Income & Expenditure Account  
For the year ended 30 September 2020

	2020 £	2019 £
<b>Sales</b>	160,088	150,279
Cost of sales	98,114	80,691
<b>Gross profit</b>	62,974	69,588
<b>Expenses</b>		
Wages, salaries & other staff costs	13,033	10,018
Rent, rates, power & insurance costs	24,890	26,600
Repairs & renewals of property and equipment	1,475	10,488
Telephone, fax, stationary & other office costs	2,415	1,661
Bank, credit card & other finance charges	328	495
Other business expenses	12,477	12,390
	54,618	61,652
<b>Excess of income over expenses</b>	<u>7356</u>	<u>7936</u>



Romney House Cat Rescue  
Income & Expenditure Account  
For the year ended 30 September 2020

1 **Accounting basis**

The accounts have been compiled on a basis that enables income over expenses to be calculated and provides sufficient and relevant information to enable the completion of a charity return.

2 **Profit and loss account analysis**

	2020	2019
<b>Sales</b>		
Donations, shop takings & gift aid	160,088	150,279
<b>Cost of sales</b>		
Cat food	33,487	35,465
Veterinary fees	60,264	39,855
Protective clothing	737	281
Pet care	75	44
Cat Litter	3,551	5046
	98,114	80,691
	<hr/>	<hr/>
<b>Wages, salaries and other staff costs</b>		
Wages & salaries	13,033	10,018
	<hr/>	<hr/>
<b>Rent, rates, power and insurance costs</b>		
Rent	22,000	22,000
Rates	704	2319
Light, heat & water	2,185	2,028
Insurance	0	253
	24,889	26,600
	<hr/>	<hr/>
<b>Repairs and renewals of property and equipment</b>		
Cat house repairs	1,475	10,488
	<hr/>	<hr/>
<b>Telephone, fax, stationary and other office costs</b>		
Stationary & printing	200	55
Telephone	133	274
Cleaning	2,082	1,332
	2,415	1,661
	<hr/>	<hr/>
<b>Bank, credit card &amp; other finance charges</b>		
Bank charges	328	495
	<hr/>	<hr/>
<b>Other business expenses</b>		
Sundry expenses	12,477	12,390
	<hr/>	<hr/>



Dashboard

## Romney House Cat Rescue - Profit and Loss

## Profit and Loss

Romney House Cat Rescue  
1 October 2019 to 30 September 2020

30 Sep 20

## Income

CAF	6,737.15
HMRC Charity Checkout	5,148.82
HMRC Gift Aid	21,752.68
Just Giving	71.38
Online Giving	6,079.07
Other Revenue	72,613.81
RAGS	270.09
Shop Takings	37,425.30
Standing Order Donations	9,989.95
<b>Total Income</b>	<b>160,088.25</b>

## Less Cost of Sales

Direct Expenses	567.90
<b>Total Cost of Sales</b>	<b>567.90</b>

## Gross Profit

159,520.35

## Less Operating Expenses

Accountants	88.00
Bank Fees	327.77
BOARDING LICENCE	542.00
Cat Litter	3,550.55
Charitable and Political Donations	120.00
Chestnut Lodge	488.00
Cleaning	2,081.69
CONSULTANTS	135.00
Entertainment-100% business	61.83
General Expenses	8,789.90
IT Software and Consumables	29.17
Light, Power, Heating	1,702.86



Pet Food	33,486.64
PET REMEDY	74.50
Printing & Stationery	200.08
Rates	704.00
Rent	22,000.00
Repairs & Maintenance	1,475.00
Salaries	13,033.31
Subscriptions	579.20
Telephone & Internet	133.49
VEOLIA	675.38
Vet Bills	60,264.37
VOLUNTEERS UNIFORMS	736.96
WATER RATES	482.06
WORLDPAY	400.57
<b>Total Operating Expenses</b>	<b>152,162.33</b>
<b>Net Profit</b>	<b>7,358.02</b>





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Romney House Cat Rescue

**On accounts for the year  
ended**

30 September 2020

**Charity no  
(if any)**

1122119

**Set out on pages**

1 & 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2020.

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the 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 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 no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

J. J. Browning

**Date:**

29<sup>th</sup> July 2021

**Name:**

Jill Browning

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

85 Pinks Hill

Swanley Kent

BR8 8NN

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here details of any items that the examiner wishes to disclose.**