

**R.S.P.C.A WOKING AND DISTRICT  
ANNUAL REPORT AND ACCOUNTS  
31 DECEMBER 2022**

**(Registered Charity No. 202025)**

**R.S.P.C.A. WOKING AND DISTRICT  
LEGAL AND ADMINISTRATIVE DETAILS**

Trustees:

Mrs Ruth Lamb	Branch Secretary
Miss Sarah Dade	Chair
Mr Steve Hallett	
Ms Charlotte Notley	
Ms Natalie Randell	
Ms Victoria Parker	
Ms Sue Sherburn	
Mrs Fran Slaney	

Registered name

Royal Society for the Prevention of Cruelty to Animals Surrey  
Woking and District with the Charity Commission in England and  
Wales under reference 202025

Operating name

RSPCA Woking and District

Branch Office:

44 Grindstone Crescent  
Knaphill  
Woking  
Surrey GU21 2RY

Independent Examiner

Azets Audit Services  
Lime Court  
Pathfields Business Park  
South Molton  
Devon  
EX36 3LH

Bankers:

Santander Business Banking  
  
Barclays Bank plc

**RSPCA WOKING AND DISTRICT**  
**Trustees' Report for the year ended 31 December 2022**

The trustees present their report along with the financial statements of the charity for the year ended 31<sup>st</sup> December 2022.

**OBJECTIVES AND ACTIVITIES**

The objectives of the RSPCA Woking and District ( Woking Branch) are to promote the work and objectives of the RSPCA Society for the Prevention of Cruelty to Animals (The Society) in the Woking and District area. The objectives of the Society are to promote kindness and to prevent or suppress cruelty to animals and to do all such lawful acts as the Society may consider to be conducive or incidental to the attainment of those objectives.

The activities of the Woking Branch during 2022 were and continue to be in 2023:

- (1) The re-homing of abandoned or unwanted animals.
- (2) Helping people on low incomes with veterinary treatment.
- (3) Animal welfare education.
- (4) Assisting the Society in its objectives.

**PUBLIC BENEFIT**

All charities in England and Wales must have charitable aims that are for the public benefit. It is not enough that the Branch's work benefit animals. Richard Martin, one of the founders of the Society's nineteenth century founders, identified the Society's prime aim as being to alter moral feelings of the country. He recognized that care of animals is an essential part of any civilization. This resonates today. Preventing cruelty to animals promotes humane sentiments in humankind towards animals which involves moral benefit to the human community as a whole. Whilst this public benefit is clear, it is difficult to quantify and must be balanced against any detriment.

The Branch's work benefits society at large, but it provides (e.g. subsidized veterinary treatment) aimed to help people in need with care of their animals.

The following sections of this report on the achievements and performance of the Branch describe the Branch's main activities and demonstrate the benefit provided to the public. All our charitable activities focus on promoting kindness and preventing cruelty to animals and are undertaken to further these charitable purposes for the public benefit.

**ACHIEVEMENTS AND PERFORMANCE**

2022, as in the previous two years, has been another very difficult year for people living in the UK with the war in the Ukraine causing a surge in energy prices and contributing to rampant inflation, strikes and a poor economic performance.

These issues have had a major impact on the branch. The squeeze on personal incomes and higher veterinary bills resulted in more claims for help. There was also the hang over from Covid where many people who had taken on animals as companions during the Covid pandemic found that they could not cope with them and decided to abandon them.

**RSPCA WOKING AND DISTRICT**  
**Trustees' Report for the year ended 31 December 2022**

**ACHIEVEMENTS AND PERFORMANCE continued**

The Branch has responded to these challenges. In 2022 £95,443 (2021 £89,482) was expended helping people to obtain veterinary treatment. The details of animal welfare are summarized below:

Branch assisted vouchers:	481 animals (2021 – 378)
Animals rehomed:	98 animals (2021 – 98)
Animals neutered:	104 animals (2021 – 82)
Animals microchipped:	43 animals (2021 – 54)
Pre-home checks for animals rehomed	97 animals (2021 – 96)

The Trustees believe that these statistics demonstrate that the branch's activities are making a significant difference to animal welfare in the Woking area and its core purpose is being achieved. The trustees would like to thank their Welfare Officer Megan Long for her dedication and fortitude in a very difficult year.

The branch would not function without the continued support of a large number of unpaid volunteers who help with rehoming, fostering, fundraising, serving in the branch's charity shops and branch administration. The trustees would like to thank them for their efforts. The trustees would also like to thank the vets that support the branch especially the staff of Kingswood veterinary surgeons.

**FINANCIAL REVIEW**

The total income for the year amounted to £293,463 (2021-£213,276) and expenditure to £270,850 (2021-£202,229) making a surplus of £22,613 (2021 surplus of £11,047) before investment deficit of £9,510 (2021 surplus £21,703).

Thanks to hard work of the shops managers, staff and volunteers, the surplus for the year from the retail operation was £104,387 (2021 £82,085).

The investment policy of the branch is maximizing income on its investments but with the overriding object of preserving capital invested. Because of the poor returns on bank deposits in 2022, further investments were made during the year in high yielding equity shares via an authorized unit trust run by M&G Securities. Distributions on the investments are accumulated. The current published yield is 4.55% (16 Jan 2022). Because of the various problems in the UK and abroad the portfolio did perform well with a small overall loss (0.2%). M&G have a good track record over the medium to long term consequently the Trustees continue to believe that this is the best way to preserve the Reserves of the Branch for the future.

The strict control of costs of helping people on low incomes with their veterinary bills has considerably assisted in controlling the overall level of expenditure and hence the level of the operating surplus for the year.

Funds available to the Branch are sufficient to permit the Branch to continue to promote the Branch's objectives in the medium to long term. There are no specific welfare projects in mind for 2023 other than to continue to promote animal welfare in the Woking District.

**RSPCA WOKING AND DISTRICT**  
**Trustees' Report for the year ended 31 December 2022**

**RESERVES POLICY**

The reserve policy of the Branch is to maintain a level of free reserves that will enable the Branch to ensure a continuity of activities and the ability to adjust, in a measured way, to any significant change in resources. At 31 December 2022 the unrestricted fund amounts to £270,140, which the trustees consider to be sufficient to cover the Branch's reserve policy.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Branch is an unincorporated charitable association established in 1962 and operates as an autonomous branch of the Society. The Branch is a separate charity registered with the Charity Commissioners in England and Wales. The Branch is governed by a Rule Book drawn up by the Society.

The management of the Branch is entrusted to a Branch Committee who are the trustees of the Charity. Trustees are appointed by the members of the branch at its Annual General Meeting to hold office until the next Annual General Meeting. There are provisions in the Rule Book for the branch committee to co-opt additional trustees during the year.

The Committee in carrying out their duties are always seeking new trustees who could make a contribution to the branch's activities.

**REFERENCE & ADMINISTRATIVE DETAILS**

The branch is registered with the Charity Commission in England and Wales under the name Royal Society for the Prevention of Cruelty to Animals Surrey Woking and District reference 202025. The Branch is more commonly known as the RSPCA Woking and District Branch.

The details of trustees who have served during 2022 and up to the date of this report and other administrative details are set out on page one of the trustees' report.

**RISKS AND OPPORTUNITIES**

The Branch has carried out a review to identify major risks and has taken steps to mitigate them.

The major risks identified are:

- ★ loss of reputation through error or fraud
- ★ loss of income through error or fraud
- ★ loss of income through poor investment performance
- ★ insufficient trustees for the Branch to continue
- ★ insufficient volunteers for fundraising activities and animal welfare activities
- ★ insufficient funds to cover the costs of animal welfare activities

It is the opinion of the Trustees that the Branch's policies, procedures, and controls are adequate to mitigate financial loss and loss of reputation through error or fraud and to maintain the future financial viability of the Branch. The trustees continuously seek to maintain the quality and number of trustees and volunteers to ensure the Branch's continued viability.

**RSPCA WOKING AND DISTRICT**  
**Trustees' report for the year ended 31 December 2022**

**COMMITTEE'S STATEMENT OF RESPONSIBILITIES**

The Committee is required to prepare financial statements for each financial year under the Branch Rules. The Branch has adopted Accounting and Reporting by Charities: a Statement of Recommended Practice (FRS102) issued in 2014 .

In preparing the financial statements, the Committee is required to:

- ♦ prepare accounts which present a true and fair view
- ♦ select suitable accounting policies and then apply them consistently
- ♦ make judgements and estimates that are reasonable and prudent
- ♦ state whether applicable accounting standards have been followed
- ♦ prepare the financial statements on a going concern basis unless it is inappropriate to presume the Branch will continue in operation
- ♦ prepare an assessment of the risks and opportunities facing the Branch

The Committee is responsible for ensuring that proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the Branch and enable the Committee to ensure that the financial statements comply with the Charities Act 2011. The Committee is also responsible for safeguarding the assets of the Branch and for taking reasonable steps for the prevention and detection of fraud and other irregularities by the establishment of a system of internal control.

**APPROVAL**

Ruth Lamb on behalf of the trustees: Ruth Lamb

Date: 27 April 2023

## **RSPCA WOKING & DISTRICT**

### **Independent Examiner's Report to the trustees of the RSPCA WOKING & DISTRICT**

I report to the trustees on my examination of the financial statements of RSPCA Woking & District (the charity) for the year ended 31 December 2022.

#### **Responsibilities and basis of report**

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charities financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

Since the charities gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on and after 1 January 2015.

I have completed my examination. I confirm that no 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 as required by section 130 of the 2011 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 requirements that the accounts give a true and fair view which is not a matter considered as part of the 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 proper understanding of the financial statements to be reached.

**Mrs Elizabeth Smith  
ACA,FCCA,CTA  
Azets Audit Services  
Independent Examiner**

**Date: 27 April 2023**

**R.S.P.C.A. WOKING AND DISTRICT BRANCH  
CASH FLOW STATEMENT  
YEAR ENDED 31 DECEMBER 2022**

	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
<b>Cash flows from operating activities</b>	19,212	(507)
<b>Cash flows from investment activities</b>		
Purchase of investments	(12,000)	(12,000)
	-----	-----
<b>Increase (Decrease) in cash in the year</b>	7,212	(12,507)
<b>Cash at 1 January 2022</b>	66,802	79,309
	-----	-----
<b>Cash at 31 December 2022</b>	74,014	66,802
	=====	=====
<b>Reconciliation of net income/expenditure to net cash flow from operating activities</b>		
Net income as per the statement of financial activities	13,103	32,750
Net gains and losses on investments	9,510	(21,703)
Reinvested dividends	(9,251)	(7,358)
(Increase)/decrease in debtors	1,633	(2,538)
Increase/(Decrease) in creditors	4,217	(1,658)
	-----	-----
<b>Net cash inflow/(outflow) from operating activities</b>	19,212	(507)
	-----	-----



**R.S.P.C.A. WOKING AND DISTRICT BRANCH  
BALANCE SHEET FOR THE YEAR ENDING  
31 DECEMBER 2022**

		2022	2021
	Note	£	£
<b>FIXED ASSETS</b>			
Investments	3	200,913	189,172
<b>CURRENT ASSETS</b>			
Debtors	4	10,111	11,744
Cash at bank and in hand		74,014	66,802
		<hr/> 84,125	<hr/> 78,546
<b>CURRENT LIABILITIES</b>			
Creditors: amounts falling due within one year	5	(14,898)	(10,681)
<b>NET CURRENT ASSETS</b>		<hr/> 69,227	<hr/> 67,865
<b>TOTAL ASSETS</b>		<hr/> <hr/> 270,140	<hr/> <hr/> 257,037
<b>FUNDS</b>			
Unrestricted General Fund		<hr/> 270,140	<hr/> 257,037
<b>TOTAL FUNDS</b>		<hr/> <hr/> 270,140	<hr/> <hr/> 257,037

These accounts were approved by the Branch Committee and signed on their behalf by  
Ruth Lamb and Fran Slaney on 27 April 2023

**R.S.P.C.A. WOKING AND DISTRICT BRANCH**  
**ACCOUNTING POLICIES**  
**THE YEAR ENDING 31 DECEMBER 2022**

**1. BASIS OF ACCOUNTING**

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of investments to market value, and are in accordance with the Accounting and Reporting by Charities: a Statement of Recommended Practice (FRS102) issued in 2014, the Charities Act 2011 and applicable United Kingdom accounting standards.

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

**2. INVESTMENTS**

Stocks and shares are included in the accounts at market value. Unrealised gains and losses arising on sales of investments are, together with the realised gains and losses arising on the sale of investments shown in the statement of financial activities as net gains (losses) on investments. Distributions on accumulating investments are included in the statement of financial activities as dividends.

**3. TAXATION**

As a charity the Branch benefits from various exemptions from taxation afforded by the tax legislation and is therefore not liable to corporation tax on income or gains falling within those exemptions. Recovery is made of tax deducted from income and from receipts under Gift Aid. The Branch is also able to partially recover Value Added Tax. Expenditure subject to VAT that is not recoverable by the Branch is shown inclusive of VAT.

**4. INCOME**

Incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Bank interest and income from fixed interest securities is accrued. Other investment income is recognized when the Branch irreversibly entitled to it. Membership subscriptions are accounted for when received.

Material donations of assets for use by the Branch or services in kind are included in donations at the estimate of the gross value to the Branch in accordance with paragraphs 129 to 136 of the SORP and recognised on receipt.

**5. GOVERNANCE**

Governance costs include the direct costs of administering the Branch and an appropriate share of the support costs where applicable. Further details of the items included in governance costs are included in the notes to the accounts.

## 6. OPERATING LEASES

Rental costs under operating leases are included in total resources expended in annual instalments over the periods of the leases.

## 7. DEVELOPMENT COSTS

The costs of developing the Branch, including the cost of acquiring and fitting out new shops, are written off in the year they are incurred.

## 8. GOING CONCERN

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**R.S.P.C.A. WOKING AND DISTRICT BRANCH  
STATEMENT OF FINANCIAL ACTIVITIES FOR  
THE YEAR ENDING 31 DECEMBER 2022**

	Note	2022 £	2021 £
<b>INCOME</b>			
Voluntary Income	1	31,096	30,825
Income from Fund Raising			
Sale of goods	8	239,457	158,964
Other activities		5,264	6,594
Income from Charitable Activities	1	8,350	9,535
Distributions on investments		9,251	7,358
Total		<u>293,418</u>	<u>213,276</u>
<b>EXPENDITURE</b>			
Costs of Generating Funds			
Fund Raising		139,938	80,298
Cost of Goods Sold		-	-
Total Cost of generating funds		<u>139,938</u>	<u>80,298</u>
Charitable Activities to further Animal Welfare	2	129,568	120,809
Governance Costs	2	1,344	1,122
Total		<u>270,850</u>	<u>202,229</u>
Operations surplus		22,613	11,047
Net gains/(losses) on investments		(9,510)	21,703
Net income		<u>13,103</u>	<u>32,750</u>
Fund Balance brought forward 1 January 2022		257,037	224,287
Fund Balance carried forward 31 December 2022		<u>270,140</u>	<u>257,037</u>

**R.S.P.C.A. WOKING AND DISTRICT BRANCH**  
**NOTES TO THE ACCOUNTS FOR**  
**THE YEAR ENDING 31 DECEMBER 2022**

	Note	2022 £	2021 £
<b>1. INCOME</b>			
(a) Voluntary Income			
Contributions & Donations		30,683	30,366
Membership Subscriptions		413	459
		<u>31,096</u>	<u>30,825</u>
(b) Income from Charitable activities			
Re-homing income		<u>8,350</u>	<u>9,535</u>
<b>2. RESOURCES EXPENDED</b>			
(a) Cost of Charitable activities to further animal welfare			
Veterinary fees		95,443	89,482
Salary costs of welfare officer		25,860	22,881
Headquarters quota		551	110
Administration costs relating to re-homing & animal welfare		7,714	8,336
		<u>129,568</u>	<u>120,809</u>
(b) Costs of fundraising			
Shop expenses		135,070	768,797
Other		4,868	3,419
		<u>139,938</u>	<u>772,216</u>
(c) Governance costs			
Annual report and AGM expenses		310	321
Auditors fees		1,034	810
		<u>1,344</u>	<u>1,131</u>

**R.S.P.C.A. WOKING AND DISTRICT BRANCH**  
**NOTES TO THE ACCOUNTS (Continued)**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>3. INVESTMENTS</b>		
Market value at 1 January 2022	189,172	148,111
Acquisitions at cost	12,000	12,000
Reinvested distributions	9,251	7,358
Net gains/(losses) on revaluation at 31 December 2022	(9,510)	21,703
	<hr/>	<hr/>
Market value at 31 December 2022	200,913	189,172
	<hr/>	<hr/>
Portfolio analysis		
M&G Charifund Accumulation units	200,913	187,172
	<hr/>	<hr/>
<b>4. Debtors</b>		
Prepayments and debtors	6,870	10,246
VAT	3,241	1,498
	<hr/>	<hr/>
	10,111	11,744
	<hr/>	<hr/>
<b>5. Creditors</b>		
Auditors remuneration	1,200	800
Vet assistance	10,509	5,016
Other creditors	3,189	4,865
	<hr/>	<hr/>
	14,898	10,681
	<hr/>	<hr/>

**6. TRUSTEES REMUNERATION**

Trustees do not receive any remuneration or reimbursed expenses.

**7. RELATED PARTIES**

The relationship between the Society and the Branch is complex one. The branch supports the objects of the Society to prevent cruelty to animals and to advance animal welfare and the Society in turn supports the Branch to achieve these objects.

The branch is not a related party for the purposes of the Charities SORP (FRS 102) as the Society does not control the branch which has its own management elected by its members in the area of benefit and has its own separate charity registration.

The branch purchases medical products and other items from the Society for the purposes of animal welfare and this amounted to £0 in 2022 (2021 £0). The branch also makes an annual contribution to the Regional Centre of £551 (2021 £110 )

**R.S.P.C.A. WOKING AND DISTRICT BRANCH**  
**NOTES TO THE ACCOUNTS (Continued)**

		2022	2021
		£	£
<b>8. Shop results</b>			
Sales - donated		239,457	158,964
Cost of sales		-	-
		<u>239,457</u>	<u>158,964</u>
Overheads			
Salaries	10	76,817	75,337
Social security		-	2,619
Rent		41,642	39,259
Waste disposal		4,226	2,565
Insurance		854	267
Heat & light		4,665	2,878
Rates		1,013	288
Miscellaneous		5,853	3,897
Covid/furlough grants		-	(50,231)
		<u>135,070</u>	<u>76,879</u>
Operating surplus		<u>104,387</u>	<u>82,085</u>

**9. EMPLOYEES**

As in 2021 the Branch has three shops, each managed by a paid manager who are supported by a team of volunteers and two part time employees. The branch has an employee to carry out animal welfare and other administrative duties. No employee earned over £60,000 in 2022 or 2021.

**10. FINANCIAL COMMITMENTS**

The Bagshot shop is held under a fixed term lease of £1,200 per month terminable on six months' notice.

The Horsell shop is held under a ten year lease to 12 May 2030 with an option to terminate after five years. The annual rent is £13,350 until 12 May 2022 and £14,350 thereafter with provision for an uplift for inflation

The New Haw shop is held under a lease to 24 March 2026 with a break clause on 25 March 2024. The annual rent is £12,500 from 25 March 2021 for two years and £13,000 for the remainder of the lease