

# ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS HERTFORDSHIRE EAST BRANCH

England & Wales · Charity number 208244

## Details

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Other names	ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS HERTFORDSHIRE (EAST BRANCH), RSPCA - HERTFORDSHIRE (EAST BRANCH), RSPCA HERTFORDSHIRE (EAST BRANCH)
Status	Registered
Legal form	Other
Registered	1962-09-22
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Office 11 Unit 11-12 Baldock Industrial Estat London Road Baldock SG7 6NG
Phone	07500967145
Email	<a href="mailto:info@rspcahertseast.org.uk">info@rspcahertseast.org.uk</a>
Website	<a href="http://www.rspca.org.uk/local/-/rspca/hertfordshire-east-branch">http://www.rspca.org.uk/local/-/rspca/hertfordshire-east-branch</a>

## Activities

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**Objects:** THE OBJECTS OF THE BRANCH ARE TO PROMOTE THE WORK AND OBJECTS OF THE SOCIETY [ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (219099)], WITH PARTICULAR REFERENCE TO THE AREA OF THE BRANCH, IN ACCORDANCE WITH THE POLICIES OF THE SOCIETY.

**Activities:** Issue vouchers to the general public for help with veterinary treatment.Board and treat abandoned small animals until rehomed.Subsidised veterinary consultations.Help with microchipping.Help with neutering.Telephone helpline for the general public.

## Classification

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- **How:** Provides Other Finance, Provides Services, Provides Advocacy/advice/information
- **What:** Animals
- **Who:** Other Defined Groups, The General Public/mankind

## Geography

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- **Area of benefit:** EAST HERTFORDSHIRE.
- Hertfordshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£169,823	£141,381	-	-
2023-12-31	£125,997	£141,481	-	-
2022-12-31	£126,233	£156,509	-	-
2021-12-31	£147,924	£121,947	-	-
2020-12-31	£125,775	£132,694	-	-

## Trustees

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Name	Role	Appointed
Cathy Anne Hadden		2022-10-26
Jane White		2020-05-13
Kim Lara Puttock		2023-12-19
Linda Jeffrey		2018-07-10
PATRICIA COPE		

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# Accounts

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**ROYAL SOCIETY FOR THE  
PREVENTION OF CRUELTY TO ANIMALS  
HERTFORDSHIRE EAST BRANCH**

**ANNUAL ACCOUNTS  
2024**

Registered Charity Number: 208244

**RSPCA HERTFORDSHIRE EAST BRANCH  
REPORT OF THE TRUSTEES  
for the Year Ended 31 December 2024**

**IMPORTANT NOTICE**

Anyone witnessing, or having knowledge of acts of cruelty or neglect to animals or birds should immediately contact the RSPCA National Call Centre Tel: 0300 1234 999

Complainants may rest assured their names will not be divulged without their consent.

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The Trustees prepare their annual report with the accounts of the charity for the year ended 31st December 2024.

**TRUSTEES:** Mr D Briance (Resigned June 2024)  
Mrs P Cope  
Ms C Hadden, Hon. Treasurer  
Ms L Jeffrey  
Ms J White  
Ms K Puttock, Hon. Secretary

**CHARITY NUMBER:** 208244

**PRINCIPAL ADDRESS** ARW House  
Units 11 & 12 Baldock Industrial Estate  
London Road  
Baldock  
SG7 6NG

**INDEPENDENT EXAMINER:** Mr M Ebrahim

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report**  
**For the year ended 31 December 2024**

**Introduction**

The Trustees present their annual report for year ending 2024. The Trustees are confident that the charity is in a good position to continue its activities in the coming year, and that the charities assets are adequate to fulfil its obligations.

**Conflict of interests policy**

The branch has a conflict of interest policy and mitigation strategy to manage any such conflicts. Conflicted Trustees would be asked to leave the room if appropriate and not partake in any votes related to a connected party. Decisions relating to any remuneration, pay or any other benefits will always exclude any conflicted Trustees. RSPCA Hertfordshire East Branch can declare there are no current conflicted Trustees.

**Trustees**

The branch Trustees remained stable during 2024 with the exception of one Trustee stepping down from their position. We welcome applications from both individuals with an interest in animal welfare and the skills required to help manage the strategy and governance of the branch. If you are interested in becoming a Trustee please e-mail [secretary@rspcahertseast.org.uk](mailto:secretary@rspcahertseast.org.uk)

**Structure, governance and management**

The RSPCA Hertfordshire East Branch is a registered charity, registered on 22 September 1962 and governed by the RSPCA Branch rules dated 1 January 2012.

The Trustees are elected by the members at the Annual General Meeting. Following a new appointment, the appointed trustee receives a pack of rules and guidance from RSPCA Head Office.

The charity is organised so that the board of trustees vote in order for decisions to be made. Trustees meet monthly, including the Annual General Meeting. Ad hoc expenditure is authorised by the charity treasurer. The board approves all major expenditure.

**Objectives and activities**

The charity's objectives in the year under review were that of promoting the work and objectives of the R.S.P.C.A. (charity number 219099). This entails preventing cruelty, promoting kindness, and alleviating suffering of animals, in particular within the area of the branch.

The charity aims to achieve this through providing a telephone helpline, taking in and rehoming signed over and stray animals, and providing financial assistance towards veterinary treatment for those on lower incomes.

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report**  
**For the year ended 31 December 2024**

**Public benefit**

The Trustees have read the general guidance provided by the Charities Commission with regard to a statement on the benefit of the public. The charity has established activities to achieve its objectives for the public benefit. The charity aims to achieve these objectives by promoting the work and objectives of the Royal Society for the Prevention of Cruelty to Animals, by providing support and financial assistance to those people whose animals are in need and who are unable to finance it themselves, promoting good care and welfare of animals, and re-homing abandoned or abused pets.

**Achievements and performance**

During the year the charity:

- Provided a phone line of support and took 1015 calls from the public.
- Provided 126 financial support vouchers which went towards help with veterinary costs for pet owners in need.
- Took in and treated 80 animals, including strays and abandoned pets.
- 70 of these animals were transferred and rehomed through RSPCA Danaher Animal Home via our boarding agreement.
- 9 of these animals were rehomed, reunited with owners or transferred to other RSPCA areas.

As a branch, we never euthanise a healthy animal unless this is by recommendation for welfare reasons by a vet.

**Principal risks**

A key risk to the future of the branch is recruitment and retention of experienced volunteers and trustees. To mitigate this, we are exploring the possibility of a merger with another branch of the RSPCA. A merger would allow us to strengthen the Trustee team and increase the reach of the welfare activities that the branch can provide across the local area.

**Financial review**

Income exceeded expenditure by £28,422 (2023: £15,484 (expenditure exceeded income)). Main impacts on financial results were:

**Shop income.** Shop income increased year on year by £4,729, with costs being reduced by £6,171 as a result of savings in staff costs, utilities and bank charges. As a result of staff turnover, we recruited a new Shop Manager towards the middle of the year, as well as a new Shop Assistant to ensure that the shop could remain operational 7 days a week. The new team within the shop have increased revenue as a result of enhanced shop displays and better stock selection.

**Welfare costs.** As a result of our continued use of RSPCA Danaher for our boarding and veterinary care, our welfare costs have continued to drop, with an offsetting increase in our boarding fees for those animals placed there. It is a strong belief of our Trustees that the use of RSPCA Danaher ensures that the animals we help are boarded in a much higher standard of facility. It also means that the cost we pay for boarding remains within the RSPCA as a whole rather than leave the charity for external parties.

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report (continued)**  
**For the year ended 31 December 2024**

**Gift Aid.** Our gift aid receipts in 2024 have increased by £1,179 year on year as a result of promotion in the shop as to the benefits to our Charity of customers agreeing to sign up to gift aid. Looking ahead to the 2025 reclaim of gift aid we continue to see more gift aid sign up than ever before and anticipate an increase in receipts. Going into 2025 the Trustees need to consider investing in a gift aid till to allow for ease of administration.

**Fundraising.** As in 2023 fund raising continues to be a challenge for the branch, as a result of the cost of living crisis meaning people are unable to offer the same level of donation and sponsorship than otherwise would be the case, and also due to the reduction in number of trustees during the year resulting in less manpower to organise events and arrange activities.

**Reserves Policy**

The current designated capital reserve is £165,000 put aside for branch expansion which has continued to be on hold during 2024 as we once again concentrated on Trustee recruitment and trying to stabilise current finances. The ultimate aim of the branch is to still work towards our ambition of a small animal clinic as and when we can ensure that the initiative will be a success. £10,000 remains designated towards shop capital costs and commitments, and the remaining reserves of £71,157 represent 6 months operating expenditure within our policy to hold 3-6 months in reserves.

**Future Developments**

As mentioned above, this year the Trustees are seeking to merge with another branch of the RSPCA in order to allow for a greater reach of animal welfare support offered to the community along with the strengthening of our Trustee team. The branch has substantial reserves and requires a strong team to be able to take forward initiatives and indeed promote fundraising activity.

We are still waiting to receive legacy in excess of £100,000 from the will of a local resident and the Trustees will ensure that this money is used to increase the level of animal welfare support we provide to the community, as was the wish of the benefactor.

None of our welfare achievements would have been possible but for our wonderful branch office staff, shop staff, volunteers, donors and supporters. The Trustees would like to take this opportunity to thank them all.

We are always looking for volunteers and if you would like to find out more about volunteering for us and helping animals in your local area then contact [info@rspcahertseast.org.uk](mailto:info@rspcahertseast.org.uk) for more information.

**ON BEHALF OF THE BOARD:**



C Hadden – Treasurer

DATE 16 June 2025

**Independent Examiner's Report to the trustees  
on the unaudited accounts of  
RSPCA Hertfordshire East Branch**

I report to the trustees on my examination of the accounts of RSPCA Hertfordshire East Branch for the year ended 31 December 2024 which comprise the receipts and payments accounts, the statement of assets and liabilities and the related notes.

**Responsibilities and basis of report**

As the Charity trustees 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 Trustee'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 s. 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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 accordance with section 130 of the 2011 Act: or
- (2) the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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M Ebrahim FCA

Date: 16 June 2025

Embee Oak Chartered Accountants  
Unit 14, Mill Stream Lodge, Uxbridge Road, Rickmansworth, Herts, WD3 8JQ

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Receipts and Payments account**  
**For the year ended 31 December 2024**

<b>Receipts</b>	<b>Unrestricted 2024 £</b>	<b>Unrestricted 2023 £</b>
Branch Fund Raising (Note 1)	392	1,796
Subscriptions	133	-
Bank interest	6,324	5,571
Legacies	16,082	-
Donations	3,356	4,152
EBay sales	669	1,428
Car Boot sales	1,105	2,291
Pet Insurance/Recycling	29	139
Door to Door Grant	21,816	23,094
Care Contribution Fund	26,643	-
Rehoming	410	2,452
Shop income	83,021	78,292
VAT refunded	7,070	5,776
Gift aid receipts	2,773	1,006
Other income	-	-
	<hr/> <b>169,823</b>	<hr/> <b>125,997</b>
 <b>Payments</b>		
Shop (Note 4)	57,620	64,022
Region 5 contribution	551	1,378
Branch insurance	653	-
Veterinary costs & C4 scheme	12,969	19,924
Boarding & fostering	21,297	16,095
Office assistance, NI & pension	30,572	26,469
Office rent, heat & light	2,478	2,777
Van purchase	-	-
Van running costs	3,429	2,129
Sundry expenses (Note 3)	449	449
Telephone & internet	346	576
Postage expenses	35	54
Stationery and computer expenses	1,249	1,063
AGM & meeting costs	-	-
Travelling expenses	613	237
Independent examination	871	670
VAT paid	8,249	5,638
Equipment purchases	-	-
	<hr/> <b>141,381</b>	<hr/> <b>141,481</b>
<b>Excess of receipts over payments</b>	<hr/> <b>28,442</b>	<hr/> <b>(15,484)</b>

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Statement of assets and liabilities**  
**As at 31 December 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE (AT COST)</b>		
Shop fixtures and fittings	13,265	13,265
Office computers and furniture	1,129	1,102
RSPCA Branch Van	9,500	9,500
	<b>23,894</b>	<b>23,867</b>
<b>CASH FUNDS</b>		
Bank accounts	241,226	212,421
Cash and credit card receipts	138	501
<b>Total cash funds</b>	<b>241,364</b>	<b>212,922</b>
<b>OTHER MONETARY ASSETS</b>		
VAT refund	2,590	1,294
Gift aid	2,800	2,500
Rent and insurance paid in advance	6,671	6,747
Subscriptions & donations receivable	-	-
Grants receivable	-	-
Commissions	-	-
	<b>12,061</b>	<b>10,541</b>
<b>LIABILITIES</b>		
Suppliers accounts not yet paid	(3,635)	(2,758)
Independent Examiners Fee	(1,000)	(835)
Q4 PAYE	(899)	(1,337)
December pension	(154)	(13)
Staff Salaries	-	(2,011)
	<b>(5,688)</b>	<b>(6,954)</b>

Signed on behalf of the Trustees

  
 C Hadden – Treasurer

DATE 16 June 2025

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Notes to the financial statements**  
**As at 31 December 2024**

	<b>2024</b>	<b>2023</b>
	£	£
<b>Note 1 – Branch fundraising</b>		
<b>Breakdown by area</b>		
Baldock	-	-
Harpenden	-	-
Welwyn Gdn City	-	-
Ashwell	-	-
Marketing team	-	89
Other fundraising	392	1,706
	<b>392</b>	<b>1,796</b>

**Note 2 – Reimbursements**

During the year 2 trustees (2023: 1) was reimbursed expenses totalling £289 (2023: £280) in respect of mileage, fostering expenses, computer expenses and items bought for shop.

	<b>2024</b>	<b>2023</b>
	£	£
<b>Note 3 – Sundry expenses</b>		
Bank charges	43	60
Accountancy – payroll	360	360
Miscellaneous costs	46	29
	<b>449</b>	<b>449</b>

	<b>2024</b>	<b>2023</b>
	£	£
<b>Note 4 – Shop expenses</b>		
Goods purchased	322	92
Staff costs	26,669	31,200
Rent, rates and insurance	24,882	24,911
Shop utilities	353	3,032
Cleaning and refuse	1,327	1,117
Telephone & stationery	584	528
Consumables	117	16
Repairs & renewals	1,171	827
Other costs	1,208	399
Bank and credit charges	992	1,900
	<b>57,620</b>	<b>64,022</b>

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Notes to the financial statements**  
**As at 31 December 2024**

**Note 5 – Unrestricted fund balances**

	2023	Surplus/Deficit for year	Transfers 2023	2024
	£	£	£	£
<b>General funds</b>				
General funds	37,922	28,442	-	66,364
<b>Designated funds</b>				
Grant funds	-	-	-	-
Capital reserve	165,000	-	-	165,000
Shop reserve	10,000	-	-	10,000
<b>Total cash funds</b>	<b>212,922</b>	<b>28,442</b>	<b>-</b>	<b>241,364</b>

General Funds of £66,364 represent approximately 6 months expenditure.

Funds of £165,000 have been designated to fund a capital project, such as a clinic, within the branch's area, in memory of Mrs Diana Russell and Pat Trussell.

Funds of £10,000 have been designated to fund potential capital costs or commitments on the shop lease.

**Note 6 – Legacies, donations & in memoriam**

The branch would like to extend grateful thanks to all those who have donated during 2024.

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# Accounts

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**ROYAL SOCIETY FOR THE  
PREVENTION OF CRUELTY TO ANIMALS  
HERTFORDSHIRE EAST BRANCH**

**ANNUAL ACCOUNTS  
2023**

Registered Charity Number: 208244

**RSPCA HERTFORDSHIRE EAST BRANCH  
REPORT OF THE TRUSTEES  
for the Year Ended 31 December 2023**

**IMPORTANT NOTICE**

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Complainants may rest assured their names will not be divulged without their consent

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The Trustees prepare their annual report with the accounts of the charity for the year ended 31st December 2023.

**TRUSTEES:** Mr D Briance  
Ms S Burke (Resigned Aug 2023)  
Mr Brian Butcher (Resigned June 2023)  
Mrs P Cope  
Mrs K Fletcher (Resigned June 2023)  
Ms Cathy Hadden, Hon. Treasurer  
Ms L Jeffrey  
Ms J White  
Ms K Puttock, Hon. Secretary (Co-Opted 19 Dec 2023)

**CHARITY NUMBER:** 208244

**PRINCIPAL ADDRESS** Ground Floor, Room 5  
Units 11 & 12 Baldock Industrial Estate  
London Road  
Baldock  
SG7 6NG

**INDEPENDENT EXAMINER:** Mr M Ebrahim

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report**  
**For the year ended 31 December 2023**

**Introduction**

The Trustees present their annual report for year ending 2023. The Trustees are confident that the charity is in a good position to continue its activities in the coming year, and that the charities assets are adequate to fulfil its obligations.

**Conflict of interests policy**

The branch has a conflict of interest policy and mitigation strategy to manage any such conflicts. Conflicted Trustees would be asked to leave the room if appropriate and not partake in any votes related to a connected party. Decisions relating to any remuneration, pay or any other benefits will always exclude any conflicted Trustees. RSPCA Hertfordshire East Branch can declare there are no current conflicted Trustees.

**Trustees**

The branch welcomed one new Trustee during 2023 with three Trustees stepping down from their positions. We welcome applications from both individuals with an interest in animal welfare and the skills required to help manage the strategy and governance of the branch. Anyone interested in becoming a Trustee then please e-mail [applications@rspcahertseast.org.uk](mailto:applications@rspcahertseast.org.uk)

**Structure, governance and management**

The RSPCA Hertfordshire East Branch is a registered charity, registered on 22 September 1962 and governed by the RSPCA Branch rules dated 1 January 2012.

The Trustees are elected by the members at the Annual General Meeting. Following a new appointment, the appointed trustee receives a pack of rules and guidance from RSPCA Head Office.

The charity is organised so that the board of trustees vote in order for decisions to be made. Trustees meet monthly, including the Annual General Meeting. Ad hoc expenditure is authorised by the charity treasurer. The board approves all major expenditure.

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report**  
**For the year ended 31 December 2023**

**Objectives and activities**

The charity's objectives in the year under review were that of promoting the work and objectives of the R.S.P.C.A. (charity number 219099). This entails preventing cruelty, promoting kindness, and alleviating suffering of animals, in particular within the area of the branch.

The charity aims to achieve this through providing a telephone helpline, taking in and rehoming signed over and stray animals, and providing financial assistance towards veterinary treatment for those on lower incomes.

**Public benefit**

The Trustees have read the general guidance provided by the Charities Commission with regard to a statement on the benefit of the public. The charity has established activities to achieve its objectives for the public benefit. The charity aims to achieve these objectives by promoting the work and objectives of the Royal Society for the Prevention of Cruelty to Animals, by providing support and financial assistance to those people whose animals are in need and who are unable to finance it themselves, promoting good care and welfare of animals, and re-homing abandoned or abused pets, all within the area of the branch.

**Achievements and performance**

During the year the charity:

- Provided a phone line of support and took 1218 calls from the public
- Provided 116 financial support vouchers which went towards help with veterinary costs for pet owners in need.
- Took in and treated 75 animals, including strays and abandoned pets.
- 50 of these animals were transferred RSPCA Danaher Animal Home via our boarding agreement
- 22 of these animals were rehomed, reunited with owners or transferred to other RSPCA areas.
- Financially supported a cat neutering scheme (C4) for cats in our region.

As a branch, we never euthanise a healthy animal unless this is by recommendation for welfare reasons by a vet.

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report (continued)**  
**For the year ended 31 December 2023**

**Principal risks**

A key risk to the future of the branch is recruitment and retention of experienced volunteers and trustees. To mitigate this we are exploring new recruitment advertising in addition to regular social media posting. A further risk is the continued general cost base increase. The cost of living crisis continues to hit us financially, impacting all costs with utility bills in particular hit. Through all of this, Trustees still agree that spend on welfare should continue and other areas of spend reduction be explored where possible.

**Financial review**

Expenditure exceeded income by £15,484 (2022: £30,286). Main impacts on financial results were:

**Shop income.** Shop income increased year on year by £18,303, with costs being maintained at the same level as 2022, despite increases in utility bills and shop maintenance requirements. We recruited a Sunday shop assistant which has meant that the shop has largely been able to operate 7 days a week. Shop management has also worked hard to ensure displays are appealing and social media has been used to advertise the shop itself. The cost of living crisis does mean that new groups of people are shopping with us as they strive to drive down their own spending.

**Welfare costs.** Vet bills have in general increased over the previous two years but during this year the Trustees took the decision to use RSPCA Danaher for our boarding and veterinary care, for those animals placed there. As well as ensuring that the animals we help are boarded in a much higher standard of facility, it has meant that we have been able to keep our overall welfare costs at a similar level to 2020. The Trustees also made the difficult decision to pause support for the C4 scheme in August, as we had already reached our budgeted support allowance.

**Gift Aid.** We did not receive as much gift aid in 2023 (in relation to 2022 shop sales) as in previous years. This was as a result of shop closures due to COVID, but also a lack of promotion in the shop as to the benefits to our Charity of customers agreeing to sign up to gift aid. Looking ahead to the 2024 reclaim of gift aid (in relation to 2023 shops sales) we have seen more gift aid sign up than ever before and anticipate receipts in excess of £2,500. This is due to shop management ensuring that every customer who shops with us is offered to apply gift aid to their purchase, however it is recognised that the current manual nature of our gift aid sign up process can deter customers.

**Fundraising.** Fund raising continues to be a challenge for the branch, as a result of the cost of living crisis meaning people are unable to offer the same level of donation and sponsorship than otherwise would be the case, and also due to the reduction in number of trustees during the year resulting in less manpower to organise events and arrange activities. This having been said, our twice yearly quiz nights continue to be a great success.

### **Reserves Policy**

The current designated capital reserve is £165,000 put aside for branch expansion which has continued to be on hold during 2023 as we once again concentrated on Trustee recruitment and trying to stabilise current finances. The ultimate aim of the branch is to still work towards our ambition of a small animal clinic as and when the cost of living crisis eases and we can ensure that initiative will be a success. £10,000 remains designated towards shop capital costs and commitments, and the remaining reserves of £37,922 represent 3 months operating expenditure within our policy to hold 3-6 months in reserves.

### **Future Developments**

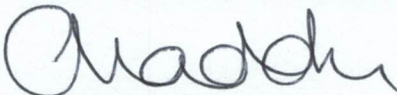
This year will see the Trustees continuing to keep a careful watch on cash management, whilst trying to build on our success with the shop sales and focus on fundraising costs..

We have been advised that we have been left a legacy in excess of £100,000 in the will of a local resident and the Trustees will ensure that this money is used to increase the level of animal welfare support we provide to the community, as was the wish of the benefactor.

None of our welfare achievements would have been possible but for our wonderful branch office staff, shop staff, volunteers, donors and supporters. The Trustees would like to take this opportunity to thank them all.

We are always looking for volunteers and if you would like to find out more about volunteering for us and helping animals in your local area then contact [info@rspcahertseast.org.uk](mailto:info@rspcahertseast.org.uk) for more information.

### **ON BEHALF OF THE BOARD:**



C Hadden – Treasurer

DATE 05 June 2024

**Independent Examiner's Report to the trustees  
on the unaudited accounts of  
RSPCA Hertfordshire East Branch**

I report to the trustees on my examination of the accounts of RSPCA Hertfordshire East Branch for the year ended 31 December 2023 which comprise the receipts and payments accounts, the statement of assets and liabilities and the related notes.

**Responsibilities and basis of report**

As the Charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

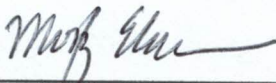
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission, under s. 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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 accordance with section 130 of the 2011 Act; or
- (2) the accords do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



\_\_\_\_\_  
M Ebrahim FCA

Date: 25/06/ 2024

Embee Oak Chartered Accountants  
Cardinal Point, Park Road, Rickmansworth, Herts, WD3 1RE

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Receipts and Payments account**  
**For the year ended 31 December 2023**

<b>Receipts</b>	<b>Unrestricted 2023 £</b>	<b>Unrestricted 2022 £</b>
Branch Fund Raising (Note 1)	1,796	1,462
Subscriptions	-	-
Bank interest	5,571	1,100
Legacies	-	16,500
Donations	4,152	4,006
EBay sales	1,428	1,574
Car Boot sales	2,291	1,882
Pet Insurance/Recycling	139	159
Door to Door Grant	23,094	23,218
Other Grant Income	-	4,767
Rehoming	2,452	2,574
Shop income	78,292	59,989
VAT refunded	5,776	5,596
Gift aid receipts	1,006	3,246
Other income	-	150
	<b>125,997</b>	<b>126,223</b>
<b>Payments</b>		
Shop (Note 4)	64,022	63,982
Region 5 contribution	1,378	551
Branch insurance	-	723
Veterinary costs & C4 scheme	19,924	19,356
Boarding & fostering	16,095	16,036
Office assistance, NI & pension	26,469	28,908
Office rent, heat & light	2,777	3,895
Van purchase	-	9,500
Van running costs	2,129	3,544
Sundry expenses (Note 3)	449	550
Telephone & internet	576	652
Postage expenses	54	49
Stationery and computer expenses	1,063	1,057
AGM & meeting costs	-	-
Travelling expenses	237	463
Independent examination	670	620
VAT paid	5,638	6,530
Equipment purchases	-	92
	<b>141,481</b>	<b>156,509</b>
<b>Excess of receipts over payments</b>	<b>(15,484)</b>	<b>(30,286)</b>

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Statement of assets and liabilities**  
**As at 31 December 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE (AT COST)</b>		
Shop fixtures and fittings	13,265	13,265
Office computers and furniture	1,102	1,102
RSPCA Branch Van	9,500	9,500
	<u>23,867</u>	<u>23,867</u>
<b>CASH FUNDS</b>		
Bank accounts	212,421	228,111
Cash and credit card receipts	501	295
<b>Total cash funds</b>	<u>212,922</u>	<u>228,406</u>
<b>OTHER MONETARY ASSETS</b>		
VAT refund	1,294	1,470
Gift aid	2,500	2,625
Rent and insurance paid in advance	6,747	6,572
Subscriptions & donations receivable	-	89
Grants receivable	-	375
Commissions	-	-
	<u>10,541</u>	<u>11,131</u>
<b>LIABILITIES</b>		
Suppliers accounts not yet paid	(2,758)	(2,166)
Independent Examiners Fee	(835)	(804)
Q4 PAYE	(1,337)	(1,881)
December pension	(13)	(173)
Staff Salaries	(2,011)	-
	<u>(6,954)</u>	<u>(5,024)</u>

Signed on behalf of the Trustees



C Hadden – Treasurer

DATE 05 June 2024

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Notes to the financial statements**  
**As at 31 December 2023**

	2023	2022
	£	£
<b>Note 1 – Branch fundraising</b>		
<b>Breakdown by area</b>		
Baldock	-	-
Harpenden	-	-
Welwyn Gdn City	-	37
Ashwell	-	60
Marketing team	89	261
Other fundraising	1,706	1,104
	<b>1,796</b>	<b>1,462</b>

**Note 2 – Reimbursements**

During the year 1 trustee (2022: 2) was reimbursed expenses totalling £280 (2022: £1,186) in respect of mileage, fostering expenses, computer expenses and items bought for shop.

	2023	2022
	£	£
<b>Note 3 – Sundry expenses</b>		
Bank charges	60	81
Accountancy – payroll	360	355
Miscellaneous costs	29	114
	<b>449</b>	<b>550</b>

	2023	2022
	£	£
<b>Note 4 – Shop expenses</b>		
Goods purchased	92	200
Staff costs	31,200	32,050
Rent, rates and insurance	24,911	25,200
Shop utilities	3,032	2,660
Cleaning and refuse	1,117	935
Telephone & stationery	528	427
Consumables	16	24
Repairs & renewals	827	1,008
Other costs	399	76
Bank and credit charges	1,900	1,401
	<b>64,022</b>	<b>63,981</b>

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Notes to the financial statements**  
**As at 31 December 2023**

**Note 5 – Unrestricted fund balances**

	2022	Surplus/Deficit for year	Transfers 2023	2023
	£	£	£	£
<b>General funds</b>				
General funds	53,406	(15,484)	-	37,922
<b>Designated funds</b>				
Grant funds	-	-	-	-
Capital reserve	165,000	-	-	165,000
Shop reserve	10,000	-	-	10,000
<b>Total cash funds</b>	<b>228,406</b>	<b>(15,484)</b>	<b>-</b>	<b>212,922</b>

General Funds of £37,922 represent approximately 3 months expenditure.

Funds of £165,000 have been designated to fund a capital project, such as a clinic, within the branch's area, in memory of Mrs Diana Russell and Pat Trussell.

Funds of £10,000 have been designated to fund potential capital costs or commitments on the shop lease.

**Note 6 – Legacies, donations & in memoriam**

The branch would like to extend grateful thanks to all those who have donated during 2023.



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# Accounts

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**ROYAL SOCIETY FOR THE  
PREVENTION OF CRUELTY TO ANIMALS  
HERTFORDSHIRE EAST BRANCH**

**ANNUAL ACCOUNTS  
2022**

Registered Charity Number: 208244

**RSPCA HERTFORDSHIRE EAST BRANCH  
REPORT OF THE TRUSTEES  
for the Year Ended 31 December 2022**

**IMPORTANT NOTICE**

Anyone witnessing, or having knowledge of acts of cruelty or neglect to animals or birds should immediately contact the RSPCA National Call Centre Tel: 0300 1234 999

Complainants may rest assured their names will not be divulged without their consent

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The Trustees prepare their annual report with the accounts of the charity for the year ended 31st December 2022.

**TRUSTEES:** Mr D Briance  
Ms S Burke, Hon.Treasurer  
Mr Brian Butcher  
Mrs P Cope  
Ms Samantha Cuffin (Resigned June 2022)  
Mrs K Fletcher  
Mrs A Harvey, Hon. Secretary (Resigned March 2022)  
Ms Cathy Hadden, Hon. Secretary (Co opted October 2022)  
Ms L Jeffrey  
Ms J White

**CHARITY NUMBER:** 208244

**PRINCIPAL ADDRESS** Ground Floor, Room 5  
Units 11 & 12 Baldock Industrial Estate  
London Road  
Baldock  
SG7 6NG

**INDEPENDENT EXAMINER:** Mr M Ebrahim

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report**  
**For the year ended 31 December 2022**

**Introduction**

The Trustees present their annual report for year ending 2022. The Trustees are confident that the charity is in a good position to continue its activities in the coming year, and that the charities assets are adequate to fulfil its obligations.

**Conflict of interests policy**

The branch has a conflict of interest policy and mitigation strategy to manage any such conflicts. Conflicted Trustees would be asked to leave the room if appropriate and not partake in any votes related to a connected party. Decisions relating to any remuneration, pay or any other benefits will always exclude any conflicted Trustees. RSPCA Hertfordshire East Branch can declare there are no current conflicted Trustees.

**Trustees**

The branch welcomed one new Trustee during 2022. We welcome applications from both individuals with an interest in animal welfare and the skills required to help manage the strategy and governance of the branch. Anyone interested in becoming a Trustee then please e-mail [applications@rspcahertseast.org.uk](mailto:applications@rspcahertseast.org.uk)

**Structure, governance and management**

The RSPCA Hertfordshire East Branch is a registered charity, registered on 22 September 1962 and governed by the RSPCA Branch rules dated 1 January 2012.

The Trustees are elected by the members at the Annual General Meeting. Following a new appointment, the appointed trustee receives a pack of rules and guidance from RSPCA Head Office.

The charity is organised so that the board of trustees vote in order for decisions to be made. Trustees meet monthly, including the Annual General Meeting. Ad hoc expenditure is authorised by the charity secretary or treasurer. The board approves all major expenditure.

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report**  
**For the year ended 31 December 2022**

**Objectives and activities**

The charity's objectives in the year under review were that of promoting the work and objectives of the R.S.P.C.A. (charity number 219099). This entails preventing cruelty, promoting kindness, and alleviating suffering of animals, in particular within the area of the branch.

The charity aims to achieve this through providing a telephone helpline, taking in and rehoming signed over and stray animals, and providing financial assistance towards veterinary treatment for those on lower incomes.

**Public benefit**

The Trustees have read the general guidance provided by the Charities Commission with regard to a statement on the benefit of the public. The charity has established activities to achieve its objectives for the public benefit. The charity aims to achieve these objectives by promoting the work and objectives of the Royal Society for the Prevention of Cruelty to Animals, by providing support and financial assistance to those people whose animals are in need and who are unable to finance it themselves, promoting good care and welfare of animals, and re-homing abandoned or abused pets, all within the area of the branch.

**Achievements and performance**

During the year the charity:

- Provided a phone line of support and took 1551 calls from the public
- Provided 167 financial support vouchers which went towards help with veterinary costs for pet owners in need.
- Took in and treated 57 animals, including strays and abandoned pets.
- 56 of these animals were rehomed, reunited with owners or transferred to other RSPCA areas.
- Financially supported a cat neutering scheme (C4) for cats in our region.

As a branch, we never euthanise a healthy animal unless this is by recommendation for welfare reasons by a vet.

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report (continued)**  
**For the year ended 31 December 2022**

**Principal risks**

A continued key risk to the future of the branch is recruitment and retention of experienced staff, volunteers and trustees. To mitigate this we are exploring new recruitment advertising in addition to regular social media posting. Another risk is a general cost base increase. The cost of living crisis has hit us financially, impacting all costs with utility bills in particular hit. Through all of this, Trustees agreed that spend on welfare should continue and other areas of spend reduction be explored in the first instance.

**Financial review**

Expenditure exceeded income by £30,286. Main impacts on financial results were:

***Purchase of a van and running costs.*** This totalled £13,455 of which £9,500 was a one off cost. We had set aside £15,000 for this and designated a legacy we were gratefully given in 2021. This enables animals to be transported safely between boarding facilities, foster homes and vet visits. It also provides a promotional tool for our work as it travels around the East Hertfordshire region.

***Welfare costs increase.*** Vet bills increased by £2,420 with boarding/fostering costs rising by £6,840. Vet bills in general are on the rise and the boarding increase was an agreed approach by the committee in order for us to secure additional capacity at a centre that could provide enhanced care for some of our animals with a greater need of on site veterinary care.

***Shop income.*** Although shop income increased year on year unfortunately so did costs. We managed to secure a zero rent increase; however, utility bills increased by £1800. We also lost our shop manager in April and shop vacancies and re recruitment have been an ongoing issue. The shop has, for parts of the year, not been able to operate a 7 day a week opening policy. We have also not been able to get our volunteer level back up to the pre covid levels, with many deciding not to return.

***Other impacts.*** We were hit with lots of other financial costs such as putting our branch operations back into an office (during covid we gave back the office and our manager worked from home). Fundraising and eBay revenue reduced, with donations in general halved.

There were however, some financial successes during 2022. Car boot sales contributed £1,800 selling circa 75% of shop items not suitable for sale in the shop. We also saw the first year of gift aid on shop items, contributing £1,991 to shop revenue. Our shop staff introduced a manual system and we now have over 150 gift aid supporters. We applied for, and were awarded, a grant for a kickstart apprentice for our shop where we benefited from reduced salary costs. Travel expenses also reduced by almost £1,000 with the introduction of the van. We also applied for a grant via Tesco to help fund a dog neutering scheme. We were awarded £1,500 of which £1,125 was paid November with the rest due 2023.

**Shop contribution.** The costs of running the shop amounted to £63,981 (2021: £55,773) Taking into account shop sales at £59,989, eBay and car boot sale of shop stock at £2,986, gift aid contribution of £1,991 on shop items, £3,642 in grant income relating to the kickstart apprentice, meant the shop contributed £4,627 to welfare activities in 2022 (2021: £12,506)

### **Reserves Policy**

The current designated capital reserve is £165,000 put aside for branch expansion which has been put on hold during 2022 as we concentrated on Trustee recruitment and trying to stabilise current finances. With the cost of living crisis it seemed prudent to not take on any further risk at this time. However, the ultimate aim of the branch is to still work towards our ambition of a small animal clinic. We used £13,455 of our 2022 capital reserves to purchase and run the van, supporting the movement of animals in our care. £10,000 has been designated towards shop capital costs and commitments, and the remaining reserves of £53,406 represent 4 months operating expenditure within our policy to hold 3-6 months in reserves.

### **Future Developments**

This year will see the Trustees continuing to keep a careful watch on cash management. The cost of living crisis continues to impact us and all avenues need to be explored to keep revenue coming in and costs under control as much as possible. Our shop remains a key income stream and so stabilising the workforce and increasing volunteers will be a key task in order to improve the shop P+L.

With all of this in mind and risk appetite at the moment being low, we still have the ultimate ambition to expand the capacity and reach of the branch, through establishing a small animal clinic. With veterinary costs increasing, we believe this will be of greatest welfare benefit in our local area by assisting those on low incomes to obtain essential veterinary care for their animals.

None of our welfare achievements would have been possible but for our wonderful branch office staff, shop staff, volunteers, donors and supporters. The Trustees would like to take this opportunity to thank them all.

We are always looking for volunteers and if you would like to find out more about volunteering for us and helping animals in your local area then contact [info@rspcahertseast.org.uk](mailto:info@rspcahertseast.org.uk) for more information.

### **ON BEHALF OF THE BOARD:**



S Burke – Treasurer

DATE 25th May 2023

**Independent Examiner's Report to the trustees  
on the unaudited accounts of  
RSPCA Hertfordshire East Branch**

I report to the trustees on my examination of the accounts of RSPCA Hertfordshire East Branch for the year ended 31 December 2022 which comprise the receipts and payments accounts, the statement of assets and liabilities and the related notes.

**Responsibilities and basis of report**

As the Charity trustees 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 Trustee'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 s. 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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 accordance with section 130 of the 2011 Act; or
- (2) the accords do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
\_\_\_\_\_

M Ebrahim FCA

Date: 25<sup>th</sup> May 2023

Embee Oak Chartered Accountants  
Cardinal Point, Park Road, Rickmansworth, Herts, WD3 1RE

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Receipts and Payments account**  
**For the year ended 31 December 2022**

<b>Receipts</b>	<b>Unrestricted 2022 £</b>	<b>Unrestricted 2021 £</b>
Branch Fund Raising (Note 1)	1,462	3,702
Subscriptions	-	29
Bank interest	1,100	615
Legacies	16,500	25,893
Donations	4,006	9,472
EBay sales	1,574	2,895
Car Boot sales	1,882	-
Pet Insurance/Recycling	159	205
Door to Door Grant	23,218	24,134
Other Grant Income	4,767	23,156
Rehoming	2,574	3,039
Shop income	59,989	47,685
VAT refunded	5,596	1,989
Gift aid receipts	3,246	5,107
Other income	150	3
	<hr/> <b>126,223</b>	<hr/> <b>147,924</b>
 <b>Payments</b>		
Shop (Note 4)	63,982	55,773
Region 5 contribution	551	551
Branch insurance	723	615
Veterinary costs & C4 scheme	19,356	16,936
Boarding & fostering	16,036	9,196
Office assistance, NI & pension	28,908	27,273
Office rent, heat & light	3,895	1,954
Van purchase	9,500	-
Van running costs	3,544	-
Sundry expenses (Note 3)	550	541
Telephone & internet	652	766
Postage expenses	49	19
Stationery and computer expenses	1,058	2,187
AGM & meeting costs	-	50
Travelling expenses	463	1,345
Independent examination	620	1,230
VAT paid	6,530	3,197
Equipment purchases	92	314
	<hr/> <b>156,509</b>	<hr/> <b>121,947</b>
<b>Excess of receipts over payments</b>	<hr/> <b>(30,286)</b>	<hr/> <b>25,977</b>

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Statement of assets and liabilities**  
**As at 31 December 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE (AT COST)</b>		
Shop fixtures and fittings	13,265	13,265
Office computers and furniture	1,102	1,010
RSPCA Branch Van	9,500	-
	<b>23,867</b>	<b>14,275</b>
<b>CASH FUNDS</b>		
Bank accounts	228,111	258,417
Cash and credit card receipts	295	275
<b>Total cash funds</b>	<b>228,406</b>	<b>258,692</b>
<b>OTHER MONETARY ASSETS</b>		
VAT refund	1,470	973
Gift aid	2,625	1,433
Rent and insurance paid in advance	6,572	6,477
Subscriptions & donations receivable	89	137
Grants receivable	375	716
Commissions	-	-
	<b>11,131</b>	<b>9,736</b>
<b>LIABILITIES</b>		
Suppliers accounts not yet paid	(2,166)	(2,137)
Independent Examiners Fee	(804)	(600)
December PAYE	(1,881)	(1,998)
December pension	(173)	(254)
	<b>(5,024)</b>	<b>(4,989)</b>

Signed on behalf of the Trustees

*S. Burke*  
 .....  
 S Burke – Treasurer

DATE 25<sup>th</sup> May 2023

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Notes to the financial statements**  
**As at 31 December 2022**

	2022	2021
	£	£
<b>Note 1 – Branch fundraising</b>		
<b>Breakdown by area</b>		
Baldock	-	55
Harpenden	-	60
Welwyn Gdn City	37	-
Ashwell	60	-
Marketing team	261	3,161
Other fundraising	1,104	426
	<b>1,462</b>	<b>3,702</b>

**Note 2 – Reimbursements**

During the year 3 trustees (2021: 4) were reimbursed expenses totalling £1,186 (2021: £780) in respect of mileage, fostering expenses, computer expenses and items bought for shop.

	2022	2021
	£	£
<b>Note 3 – Sundry expenses</b>		
Bank charges	81	96
Accountancy – payroll	355	360
Miscellaneous costs	114	85
	<b>550</b>	<b>541</b>

	2022	2021
	£	£
<b>Note 4 – Shop expenses</b>		
Goods purchased	200	321
Staff costs	32,050	26,064
Rent, rates and insurance	25,200	24,062
Shop utilities	2,660	554
Cleaning and refuse	935	837
Telephone & stationery	427	280
Consumables	24	126
Repairs & renewals	1,008	1,855
Other costs	76	682
Bank and credit charges	1,401	992
	<b>63,981</b>	<b>55,773</b>

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Notes to the financial statements**  
**As at 31 December 2022**

**Note 5 – Unrestricted fund balances**

	2021	Surplus/Deficit for year	Transfers 2021	2022
	£	£	£	£
<b>General funds</b>				
General funds	68,692	(30,286)	15,000	53,406
<b>Designated funds</b>				
Grant funds	-	-	-	-
Capital reserve	180,000	-	(15,000)	165,000
Shop reserve	10,000	-	-	10,000
<b>Total cash funds</b>	<b>258,692</b>	<b>(30,286)</b>	<b>-</b>	<b>228,406</b>

General Funds of £53,406 represent approximately 4 months expenditure.

Funds of £165,000 have been designated to fund a capital project, such as a clinic, within the branch's area, in memory of Mrs Diana Russell and Pat Trussell.

2021 funds of £15,000 designated to buy and maintain a Branch van used in 2022.

Funds of £10,000 have been designated to fund potential capital costs or commitments on the shop lease.

**Note 6 – Legacies, donations & in memoriam**

The branch would like to extend grateful thanks to all those  
who have donated during 2022

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# Accounts

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**ROYAL SOCIETY FOR THE  
PREVENTION OF CRUELTY TO ANIMALS  
HERTFORDSHIRE EAST BRANCH**

**ANNUAL ACCOUNTS  
2021**

Registered Charity Number: 208244

**RSPCA HERTFORDSHIRE EAST BRANCH  
REPORT OF THE TRUSTEES  
for the Year Ended 31 December 2021**

**IMPORTANT NOTICE**

Anyone witnessing, or having knowledge of acts of cruelty or neglect  
to animals or birds should immediately contact the  
RSPCA National Call Centre Tel: 0300 1234 999

Complainants may rest assured their names will not be divulged without their  
consent

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The Trustees prepare their annual report with the accounts of the charity for the year ended 31st December 2021.

**TRUSTEES:** Ms H Nicholls, Hon. Chairperson (resigned 31Dec 2021)  
Mr D Briance  
Ms S Burke, Hon. Treasurer  
Mrs P Cope  
Mrs K Fletcher  
Mrs A Harvey, Hon. Secretary  
Ms L Jeffrey  
Ms J White  
Ms Samantha Cuffin (appointed 1<sup>st</sup> March 2021)  
Mr Brian Butcher (appointed 13<sup>th</sup> September 2021)

**CHARITY NUMBER:** 208244

**PRINCIPAL ADDRESS** Ground Floor, Room 5  
Units 11 & 12 Baldock Industrial Estate  
London Road  
Baldock  
SG7 6NG

**INDEPENDENT EXAMINER:** Mr M Ebrahim

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report**  
**For the year ended 31 December 2021**

**Structure, governance and management**

The RSPCA Hertfordshire East Branch is a registered charity, registered on 22 September 1962 and governed by the RSPCA Branch rules dated 1 January 2012.

The Trustees are elected by the members at the Annual General Meeting. Following a new appointment, the appointed trustee receives a pack of rules and guidance from RSPCA Head Office.

The charity is organised so that the board of trustees vote in order for decisions to be made. Trustees meet monthly, including the Annual General Meeting. Ad hoc expenditure is authorised by the charity secretary or treasurer. The board approves all major expenditure.

**Objectives and activities**

The charity's objectives in the year under review were that of promoting the work and objectives of the R.S.P.C.A. (charity number 219099). This entails preventing cruelty, promoting kindness, and alleviating suffering of animals, in particular within the area of the branch.

The charity aims to achieve this through providing a telephone helpline, taking in and rehoming signed over and stray animals, and providing financial assistance towards veterinary treatment for those on lower incomes.

**Public benefit**

The Trustees have read the general guidance provided by the Charities Commission with regard to a statement on the benefit of the public. The charity has established activities to achieve its objectives for the public benefit. The charity aims to achieve these objectives by promoting the work and objectives of the Royal Society for the Prevention of Cruelty to Animals, by providing support and financial assistance to those people whose animals are in need and who are unable to finance it themselves, promoting good care and welfare of animals, and re-homing abandoned or abused pets, all within the area of the branch.

**Achievements and performance**

The impact of the Coronavirus pandemic has continued to affect the branch. The shop was required to close for approximately three and a half months and in person fundraising activities are still proving difficult. However, Government support has enabled the branch to bridge the gap from lost income. Animal rehoming was still affected in the early part of the year although it is starting to recover with rehoming income +345% year on year.

During the year the charity:

- provided 138 (2020: 99) financial support vouchers for animals in the East Herts area towards financial support for veterinary costs.
- took in and treated 62 (2020: 44) animals, including strays and abandoned pets, 59 (2020: 43) of which were rehomed, reunited with owners or transferred to other RSPCA areas. As a branch we never euthanise a healthy animal, only on welfare grounds by vet recommendation.

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Trustees report (continued)**  
**For the year ended 31 December 2021**

**Principal risks**

A key risk to the future of the branch is recruitment and retention of experienced staff, volunteers and trustees. To mitigate this we are regularly reviewing succession planning to avoid over reliance on any one individual. Another risk is a general cost base increase. Rising Inflation will potentially impact vet fees, rents ,utility costs etc and will need to be carefully monitored and managed.

**Financial review**

Income exceeded expenditure by £25,977 (2020: £6,919 deficit). Income was boosted by a very welcome legacy of £25,893. Sales income from the branch shop totalled £47,685 (2020: £33,927), whilst this saw an increase year on year, this is lower than pre pandemic years and is still impacted by the restrictions imposed on opening due to Covid-19.

Veterinary costs of treating animals in RSPCA care and providing financial assistance to those that cannot afford it totalled £16,936 (2020: £12,576); boarding and fostering RSPCA care animals until permanently re-homed totalled £9,196 (2020: £11,413). Re-homing income amounted to £3,039 (2020: £880), with a lot of the restrictions being lifted during 2021, our operations team were able to re start this activity. The costs of running the shop amounted to £55,773 (2020: £55,900) which meant the shop sustained a pre-grants deficit of £8,088 (2020: pre grants deficit of £21,973). Grant income received in respect of the shop activities amounted to £20,594, meaning the shop contributed £12,506 to welfare activities after receipt of grant income.

**Reserves Policy**

The current designated capital reserve is £180,000 designated for branch expansion, and during the year the committee has been working towards our ambition of a small animal clinic. The committee have also approved the purchase of a branch van to support the movement of more animals around our region. £10,000 has been designated towards shop capital costs and commitments, and the remaining reserves of £68,692 represent 6 months operating expenditure, within our policy to hold 3-6 months in reserves.

**Future Developments**

The coronavirus pandemic continues to disrupt our fundraising and welfare work. The shop remained closed in the early part of 2021. Whilst 2022 will still be a challenging year for the branch, with potential government support and careful cash management the Trustees are confident the branch will be able to continue to operate through a continued difficult period.

Despite these challenges we continue to work on our aim to expand the capacity and reach of the branch through establishing a small animal clinic. With veterinary costs increasing we believe this will be of greatest welfare benefit in our local area by assisting those on low incomes to obtain essential veterinary care for their animals. Please do contact the branch if you think you can help with this or any other voluntary role.

**ON BEHALF OF THE BOARD:**

S Burke – Treasurer

DATE 3<sup>rd</sup> March 2022

**Independent Examiner's Report to the trustees  
on the unaudited accounts of  
RSPCA Hertfordshire East Branch**

I report to the trustees on my examination of the accounts of RSPCA Hertfordshire East Branch for the year ended 31 December 2021 which comprise the receipts and payments accounts, the statement of assets and liabilities and the related notes.

**Responsibilities and basis of report**

As the Charity trustees 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 Trustee'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 s. 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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 accordance with section 130 of the 2011 Act; or
- (2) the accords do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

---

M Ebrahim FCA

Date: 15<sup>th</sup> March 2022

Embee Oak Chartered Accountants  
Basing House, 46 High Street, Rickmansworth, Herts, WD3 1HP

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Receipts and Payments account**  
**For the year ended 31 December 2021**

<b>Receipts</b>	<b>Unrestricted 2021 £</b>	<b>Unrestricted 2020 £</b>
Branch Fund Raising (Note 1)	3,702	1,657
Subscriptions	29	602
Bank interest	615	1,306
Legacies	25,893	-
Donations	9,472	5,741
EBay sales	2,895	886
Pet Insurance/Recycling	205	60
Door to Door Grant	24,134	25,173
Other Grant Income	23,156	44,620
Rehoming	3,039	880
Shop income	47,685	33,927
VAT refunded	1,989	4,557
Gift aid receipts	5,107	6,344
Other income	3	22
	<b>147,924</b>	<b>125,775</b>
 <b>Payments</b>		
Shop (Note 4)	55,773	55,900
Fundraising expenses	-	322
Region 5 contribution	551	456
Branch insurance	615	620
Veterinary costs & C4 scheme	16,936	12,576
Boarding & fostering	9,196	11,413
Grants & donations paid	-	5,000
Office assistance, NI & pension	27,273	32,127
Office rent, heat & light	1,954	4,013
Sundry expenses (Note 3)	541	528
Telephone & internet	766	1,403
Postage expenses	19	65
Stationery and computer expenses	2,187	2,126
Advertising	-	455
AGM & meeting costs	50	42
Travelling expenses	1,345	1,079
Independent examination	1,230	600
VAT paid	3,197	3,713
Equipment purchases	314	256
	<b>121,947</b>	<b>132,694</b>
 <b>Excess of receipts over payments</b>	 <b>25,977</b>	 <b>(6,919)</b>

**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Statement of assets and liabilities**  
**As at 31 December 2021**

	2021 £	2020 £
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE (AT COST)</b>		
Shop fixtures and fittings	13,265	13,265
Office computers and furniture	1,010	696
	<u><b>14,275</b></u>	<u><b>13,961</b></u>
<b>CASH FUNDS</b>		
Bank accounts	258,417	230,646
Cash and credit card receipts	275	2,069
<b>Total cash funds</b>	<u><b>258,692</b></u>	<u><b>232,715</b></u>
<b>OTHER MONETARY ASSETS</b>		
VAT refund	973	696
Gift aid	1,433	6,500
Rent and insurance paid in advance	6,477	6,372
Subscriptions & donations receivable	137	658
Grants receivable	716	651
Commissions	-	-
	<u><b>9,736</b></u>	<u><b>14,877</b></u>
<b>LIABILITIES</b>		
Suppliers accounts not yet paid	(2,137)	(1,133)
Independent Examiners Fee	(600)	(600)
December PAYE	(1,998)	-
December pension	(254)	-
	<u><b>(4,989)</b></u>	<u><b>(1,733)</b></u>

Signed on behalf of the Trustees

.....  
S Burke – Treasurer

DATE 3<sup>rd</sup> March 2022



**RSPCA HERTFORDSHIRE EAST BRANCH**  
**Notes to the financial statements**  
**As at 31 December 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Note 1 - Branch fundraising</b>		
<b>Breakdown by area</b>		
Baldock	55	197
Harpenden	60	-
Hertford	-	80
Letchworth Garden City	-	55
Stevenage	-	118
Ware	-	83
Other fundraising	426	-
Marketing team	3,161	1,124
	<b>3,702</b>	<b>1,657</b>

**Note 2 - Reimbursements**

During the year 4 trustees (2020: 2) were reimbursed expenses totalling £780 (2020: £813) in respect of mileage, fostering expenses, computer expenses and items bought for shop.

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Note 3 - Sundry expenses</b>		
Bank charges	96	133
Accountancy - payroll	360	90
Miscellaneous costs	85	304
	<b>541</b>	<b>528</b>

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Note 4 - Shop expenses</b>		
Goods purchased	321	556
Staff costs	26,064	22,627
Premises costs	24,616	26,159
Cleaning and refuse	837	834
Telephone & stationery	280	526
Consumables	126	755
Repairs & renewals	1,855	2,391
Other costs	682	1,300
Bank and credit charges	992	752
	<b>55,773</b>	<b>55,900</b>



RSPCA HERTFORDSHIRE EAST BRANCH  
Notes to the financial statements  
As at 31 December 2020

**Note 5 - Unrestricted fund balances**

	2020	Surplus for year	Transfers 2021	2021
	£	£	£	£
<b>General funds</b>				
General funds	<b>42,715</b>	<b>25,977</b>		<b>68,692</b>
<b>Designated funds</b>				
Grant funds	-	-	-	-
Capital reserve	<b>180,000</b>	-	-	<b>180,000</b>
Shop reserve	<b>10,000</b>	-	-	<b>10,000</b>
<b>Total cash funds</b>	<b>232,715</b>	<b>25,977</b>	-	<b>258,692</b>

General Funds of £68,692 represent approximately 6 months expenditure.

Funds of £165,000 have been designated to fund a capital project, such as a clinic, within the branch's area, in memory of Mrs Diana Russell and Pat Trussell.

Funds of £15,000 have been designated to buy and maintain a Branch van which will be used to transport more animals between veterinary appointments, boarding facilities and foster care.

Funds of £10,000 have been designated to fund potential capital costs or commitments on the shop lease.

**Note 6 - Legacies, donations & in memoriam**

The branch would like to extend grateful thanks to all those who have donated during 2021



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# Accounts

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**ROYAL SOCIETY FOR THE  
PREVENTION OF CRUELTY TO ANIMALS  
HERTFORDSHIRE EAST BRANCH**

**ANNUAL ACCOUNTS  
2020**

Registered Charity Number: 208244

## **RSPCA HERTFORDSHIRE EAST BRANCH**

### **REPORT OF THE TRUSTEES for the Year Ended 31 December 2020**

#### **IMPORTANT NOTICE**

Anyone witnessing, or having knowledge of acts of cruelty or neglect to animals or birds should immediately contact the RSPCA National Call Centre Tel: 0300 1234 999

Complainants may rest assured their names will not be divulged without their consent

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The Trustees prepare their annual report with the accounts of the charity for the year ended 31st December 2020.

**TRUSTEES:** Ms H Nicholls, Hon. Chairperson  
Miss B Smyth, Hon. Secretary  
Miss T Aldwin, Hon. Treasurer (resigned 31 December 2020)  
Mr D Briance (appointed 12 August 2020)  
Ms S Burke  
Mrs P Cope  
Mrs K Fletcher  
Mrs A Harvey  
Mr B Hingston  
Ms L Jeffrey  
Mrs D Sharp (resigned 25 August 2020)  
Ms J White (appointed 13 May 2020)

**CHARITY NUMBER:** 208244

**PRINCIPAL ADDRESS** Ground Floor, Room 5  
Units 11 & 12 Baldock Industrial Estate  
London Road  
Baldock  
SG7 6NG

**INDEPENDENT EXAMINER:** Mr M Ebrahim

## **RSPCA HERTFORDSHIRE EAST BRANCH**

### **Trustees report For the year ended 31 December 2020**

#### **Structure, governance and management**

The RSPCA Hertfordshire East Branch is a registered charity, registered on 22 September 1962 and governed by the RSPCA Branch rules dated 1 January 2012.

The Trustees are elected by the members at the Annual General Meeting. Following a new appointment, the appointed trustee receives a pack of rules and guidance from RSPCA Head Office.

The charity is organised so that the board of trustees vote in order for decisions to be made. Trustees meet monthly, including the Annual General Meeting. Ad hoc expenditure is authorised by the charity secretary or treasurer. The board approves all major expenditure.

#### **Objectives and activities**

The charity's objects in the year under review were that of promoting the work and objects of the R.S.P.C.A. (charity number 219099). This entails preventing cruelty, promoting kindness, and alleviating suffering of animals, in particular within the area of the branch.

The charity aims to achieve this through providing a telephone helpline, taking in and rehoming signed over and stray animals, and providing financial assistance towards veterinary treatment for those on lower incomes.

#### **Public benefit**

The Trustees have read the general guidance provided by the Charities Commission with regard to a statement on the benefit of the public. The charity has established activities to achieve its objectives for the public benefit. The charity aims to achieve these objectives by promoting the work and objects of the Royal Society for the Prevention of Cruelty to Animals, by providing support and financial assistance to those people whose animals are in need and who are unable to finance it themselves, promoting good care and welfare of animals, and re-homing abandoned or abused pets, all within the area of the branch.

#### **Achievements and performance**

The impact of the Coronavirus pandemic was felt by the branch, the shop was required to close for approximately half the year, in person fundraising activities ceased, and animal rehoming was severely constrained by the restrictions in place. Despite this, we managed to keep operations open at some level throughout the year, and financially the government support proved invaluable to bridging the gap from lost income.

During the year the charity:

- took 1,364 (2019: 2,530) telephone calls, providing animal owners with care and welfare advice.
- provided 99 (2019: 339) financial support vouchers for animals in the East Herts area towards financial support for veterinary costs.
- took in and treated 44 (2019: 89) animals, including strays and abandoned pets, 43 (2019: 81) of which were rehomed, reunited with owners or

transferred to other RSPCA areas. As a branch we never euthanise a healthy animal, only on welfare grounds by vet recommendation.

## **RSPCA HERTFORDSHIRE EAST BRANCH**

### **Trustees report (continued) For the year ended 31 December 2020**

#### **Principal risks**

The most significant risk to the future of the branch is recruitment and retention of volunteers and trustees. To mitigate this we are maximising the profile of the branch as much as possible to attract new volunteers, and ensuring key tasks are adequately documented and knowledge shared between key positions to avoid reliance on any one individual.

#### **Financial review**

Expenditure exceeded income by £6,919 (2019: £9,249). Sales income from the branch shop totalled £33,927 (2019: £71,884), the reduction due to restrictions on opening due to Covid-19.

Veterinary costs of treating animals in RSPCA care and providing financial assistance to those that cannot afford it totalled £12,576 (2019: £21,167), boarding and fostering RSPCA care animals until permanently re-homed totalled £11,413 (2019: £13,527). Re-homing income amounted to £880 (2019: £2,795), but this remains a fraction of the cost of caring for these animals. The costs of running the shop amounted to £55,900 (2019: £64,248) which meant the shop sustained a pre-grants deficit of £21,973 (2019: net income of £7,596). Grant income received in respect of the shop activities amounted to £33,576, meaning the shop contributed £11,603 to welfare activities after receipt of grant income.

#### **Reserves Policy**

The current designated capital reserve is £180,000 designated for branch expansion, and during the year the committee has been working towards our ambition of a small animal clinic. £10,000 has been designated towards shop capital costs and commitments, and the remaining reserves of £42,715 represent 4 months operating expenditure, within our policy to hold 3-6 months in reserves.

#### **Future Developments**

The coronavirus pandemic continues to disrupt our fundraising and welfare work. The shop remains closed in the early part of 2021 and re-homing activities have again been restricted. Whilst 2021 will be a challenging year for the branch, with government support and careful cash management the Trustees are confident the branch will be able to continue to operate through this difficult period.

Despite these challenges we continue to work on our aim to expand the capacity and reach of the branch through establishing a small animal clinic. With veterinary costs ever increasing we believe this will be of greatest welfare benefit in our local area by assisting those on low incomes to obtain essential veterinary care for their animals. Please do contact the branch if you think you can help with this or any other voluntary role.

#### **ON BEHALF OF THE BOARD:**

S Burke – Treasurer  
2021

DATE 23<sup>rd</sup> February

**Independent Examiner's Report to the trustees  
on the unaudited accounts of  
RSPCA Hertfordshire East Branch**

I report to the trustees on my examination of the accounts of RSPCA Hertfordshire East Branch for the year ended 31 December 2020 which comprise the receipts and payments accounts, the statement of assets and liabilities and the related notes.

**Responsibilities and basis of report**

As the Charity trustees 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 Trustee'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 s. 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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 accordance with section 130 of the 2011 Act; or
- (2) the accords do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

---

M Ebrahim FCA

Date: 23<sup>rd</sup> February 2021

Embee Oak Chartered Accountants  
Basing House, 46 High Street, Rickmansworth, Herts, WD3 1HP



**RSPCA HERTFORDSHIRE EAST BRANCH**

**Receipts and Payments account  
For the year ended 31 December 2020**

<b>Receipts</b>	<b>Unrestrict ed 2020 £</b>	<b>Unrestrict ed 2019 £</b>
Branch Fund Raising (Note 1)	1,657	12,243
Subscriptions	602	-
Bank interest	1,306	1,546
Legacies	-	56
Donations (Note 6)	5,741	11,209
EBay sales	886	1,190
Pet Insurance/Recycling	60	28
Door to Door Grant	25,173	26,708
Other Grant Income	44,620	-
Rehoming	880	2,795
Shop income	33,927	71,844
VAT refunded	4,557	3,436
Gift aid receipts	6,344	8,561
Other income	22	190
	<b>125,775</b>	<b>139,806</b>
<b>Payments</b>		
Shop (Note 4)	55,900	64,248
Fundraising expenses	322	1,208
Region 5 contribution	456	500
Branch insurance	620	620
Veterinary costs & C4 scheme	12,576	21,167
Boarding & fostering	11,413	13,527
Grants & donations paid	5,000	-
Office assistance, NI & pension	32,127	34,060
Office rent, heat & light	4,013	3,190
Sundry expenses (Note 3)	528	507
Telephone & internet	1,403	1,445
Postage expenses	65	215
Stationery and computer expenses	2,126	1,609
Advertising	455	-
AGM & meeting costs	42	171
Travelling expenses	1,079	509
Independent examination	600	1,200
VAT paid	3,713	4,879
Equipment purchases	256	-
	<b>132,694</b>	<b>149,055</b>
<b>Excess of receipts over payments</b>	<b>(6,919)</b>	<b>(9,249)</b>

## RSPCA HERTFORDSHIRE EAST BRANCH

### Statement of assets and liabilities As at 31 December 2020

	2020 £	2019 £
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE (AT COST)</b>		
Shop fixtures and fittings	13,265	13,265
Office computers and furniture	696	440
	<b>13,961</b>	<b>13,705</b>
<b>CASH FUNDS</b>		
Bank accounts	230,646	237,668
Cash and credit card receipts	2,069	1,966
<b>Total cash funds</b>	<b>232,715</b>	<b>239,634</b>
<b>OTHER MONETARY ASSETS</b>		
VAT refund	696	2,319
Gift aid	6,500	6,085
Rent and insurance paid in advance	6,372	6,427
Subscriptions & donations receivable	658	1,818
Grants receivable	651	-
Commissions	-	26
	<b>14,877</b>	<b>16,650</b>
<b>LIABILITIES</b>		
Suppliers accounts not yet paid	(1,133)	(2,407)
Independent Examiners Fee	(600)	(600)
December PAYE	-	-
December pension	-	(309)
	<b>(1,733)</b>	<b>(3,316)</b>

Signed on behalf of the Trustees

.....  
S Burke - Treasurer

DATE 23<sup>rd</sup> February 2021



## RSPCA HERTFORDSHIRE EAST BRANCH

### Notes to the financial statements As at 31 December 2020

	2020 £	2019 £
<b>Note 1 - Branch fundraising</b>		
<b>Breakdown by area</b>		
Baldock	197	74
The Hadhams	-	57
Harpenden	-	391
Hertford	80	392
Hitchin (includes Winter Fayre)	-	704
Letchworth Garden City	55	70
Stevenage	118	314
Ware	83	264
Welwyn Garden City	-	296
Other fundraising (includes One Fun Day)	-	1,935
Marketing team	1,124	6,164
Sunday book sales	-	1,582
	<b>1,657</b>	<b>12,243</b>

#### **Note 2 - Reimbursements**

During the year 2 trustees (2019: 2) were reimbursed expenses totalling £813 (2019: £515) in respect of mileage and fundraising expenses.

	2020 £	2019 £
<b>Note 3 - Sundry expenses</b>		
Bank charges	133	72
Accountancy	90	-
Miscellaneous costs	304	435
	<b>528</b>	<b>507</b>

	2020 £	2019 £
<b>Note 4 - Shop expenses</b>		
Goods purchased	556	286
Staff costs	22,627	31,471
Premises costs	26,159	28,028
Cleaning and refuse	834	943
Telephone & stationery	526	515
Consumables	755	415
Repairs & renewals	2,391	1,261
Other costs	1,300	566
Bank and credit charges	752	763
	<b>55,900</b>	<b>64,248</b>



## RSPCA HERTFORDSHIRE EAST BRANCH

### Notes to the financial statements As at 31 December 2020

#### Note 5 - Unrestricted fund balances

	2019	Deficit for year	Transfers	2020
	£	£	£	£
<b>General funds</b>				
General funds	<b>51,634</b>	(6,919)	(2,000)	<b>42,715</b>
<b>Designated funds</b>				
Grant funds	-	-	-	-
Capital reserve	<b>180,000</b>	-	-	<b>180,000</b>
Shop reserve	<b>8,000</b>	-	2,000	<b>10,000</b>
<b>Total cash funds</b>	<b>239,634</b>	<b>(6,919)</b>	-	<b>232,715</b>

General Funds of £42,715 represent approximately 4 months expenditure.

Funds of £180,000 have been designated to fund a capital project, such as a clinic, within the branch's area, in memory of Mrs Diana Russell and Pat Trussell.

Funds of £10,000 have been designated to fund potential capital costs or commitments on the shop lease.

#### Note 6 - Legacies, donations & in memoriam

The branch would like to extend grateful thanks to all those who have donated during 2020

