



Registered Office: Henwood House, Henwood, Ashford TN24 8DH. Charity Number: 209580

TRUSTEES' ANNUAL REPORT & ACCOUNTS

Year ended 31 December 2024

TRUSTEES' REPORT

The Trustees present their annual report together with the financial statements of the charity for the year 1 January 2024 to 31 December 2024.

POLICIES AND OBJECTIVES

The object of the charity is to promote kindness and good care and prevent or suppress cruelty to animals by all lawful means, in accordance with the policies of the Society.

REFERENCE AND ADMINISTRATIVE DETAILS

The Royal Society for the Prevention of Cruelty to Animals, Kent-Folkestone and District Branch is registered with the Charity Commission under charity number 209580 and is governed by the rules and regulations laid down by the Royal Society for the Prevention of Cruelty to Animals (RSPCA).

OUR TRUSTEES FOR 2024

Trustees are elected by the local RSPCA membership. The trustees who served during the year, and at the report approval date, are as follows:

Linda Hicks: Chairman (since 17 November 2022)

Sian Hughes: Secretary and Vice Chair (since June 2023)

Pam Ninham: Treasurer (Resigned as Treasurer July 2024)

Olena Shpylova: Treasurer (appointed July 2024)

Jeff Hicks

Maddison Broom

Siobhan Pery-Knox-Gore

Becky Odd: (appointed June 2024)

Alex Page: (appointed July 2024)

Wendy Peacock: (appointed July 2024, resigned October 2024)

INDEPENDENT EXAMINER, ACCOUNTANTS & PAYROLL

Magee Gammon, Henwood House,

Henwood, Ashford TN24 8DH

BANKERS

Natwest Bank Plc

STRUCTURE, GOVERNANCE & MANAGEMENT

The charity is constituted as an unincorporated association. The charity operates as a separately registered Branch of the RSPCA, subject to its rules for Branches (as updated in December 2021). In the normal course of business, Committee members are elected at every Annual General Meeting, from the members of the Branch, to carry on the work for the ensuing year. Candidates must receive 50% of the votes of the members present.

The elected Branch Committee can co-opt not more than three members onto the Committee until the next Annual General Meeting. All Committee members must be Society members for a minimum of three months on appointment. The Committee members are trustees of the Branch and are briefed on their responsibilities as trustees before they accept the role. The trustees hold regular meetings at which decisions are made and implemented or conveyed to our staff for action.



HEALTH AND SAFETY POLICY

A health and safety policy that outlines the Branch's duty of care in respect of the health and safety of all persons visiting the Branch's working premises (e.g. volunteers, contractors, members of the public) is available for reference by all staff and volunteers and is reviewed regularly to take into account any changes.

It is a legal and important requirement that the RSPCA Kent-Folkestone & District Branch, in the conduct of its business operations, ensures a safe and healthy working environment for all its employees, contractors, visitors and volunteers in compliance with all current Health and Safety Legislation. The RSPCA Kent-Folkestone & District Branch accepts the fact that this implies the corresponding duty of ensuring that the necessary branch, equipment, and training are provided to fulfil this obligation.

An effective Health and Safety Policy requires the full collaboration and co-operation of all employees; therefore, all employees are required to familiarise themselves with the content of the documents and to accept their responsibility for Health and Safety at work.

SAFEGUARDING POLICY

A safeguarding policy was reviewed and revised by a trustee with a specialism in safeguarding, recognising our collective responsibility for safeguarding children and adults at risk of abuse and exploitation.

FUNDRAISING POLICY

A fundraising policy has been reviewed and adopted by the trustees to ensure compliance with the Fundraising Code of Practice and all relevant legislation. This recognises the care required in handling donations and funds raised, and ensures that governance is in place to prevent the risk of fraud.

LONE WORKER POLICY

The trustees have developed a lone worker policy to support our staff and volunteers to feel safe and supported at work. This is reviewed regularly by our HR consultant and the relevant Line Manager to take into account any changes.

CONFLICT OF INTEREST POLICY

This policy ensures that Trustees always make decisions in the Branch's interests alone and to further its specific charitable purposes.

HEALTH AND SAFETY POLICY

WHISTLEBLOWING POLICY

RSPCA Kent-Folkestone & District Branch has developed a Whistleblowing Policy to demonstrate its commitment to open and accountable management. This policy is designed to allow staff, volunteers and trustees to disclose information that they believe shows malpractice, unethical conduct or illegal practices in the undertaking of our work, without being penalised in any way.

HOME WORKING & PERSONAL DEVICES POLICY

RSPCA Kent-Folkestone & District Branch allows employees to work from home on occasions agreed in advance with their line manager. There is no automatic right to work from home. When deciding whether to allow an employee to work from home, the primary consideration will always be the efficient completion of work duties.

During 2024, the trustees chose to appoint Peninsula, a specialist provider of Human Resources and Health & Safety support. This will offer the branch 24/7 access to advice and a greater opportunity for training to ensure the branch, its volunteers and staff are up to date and compliant with current requirements.

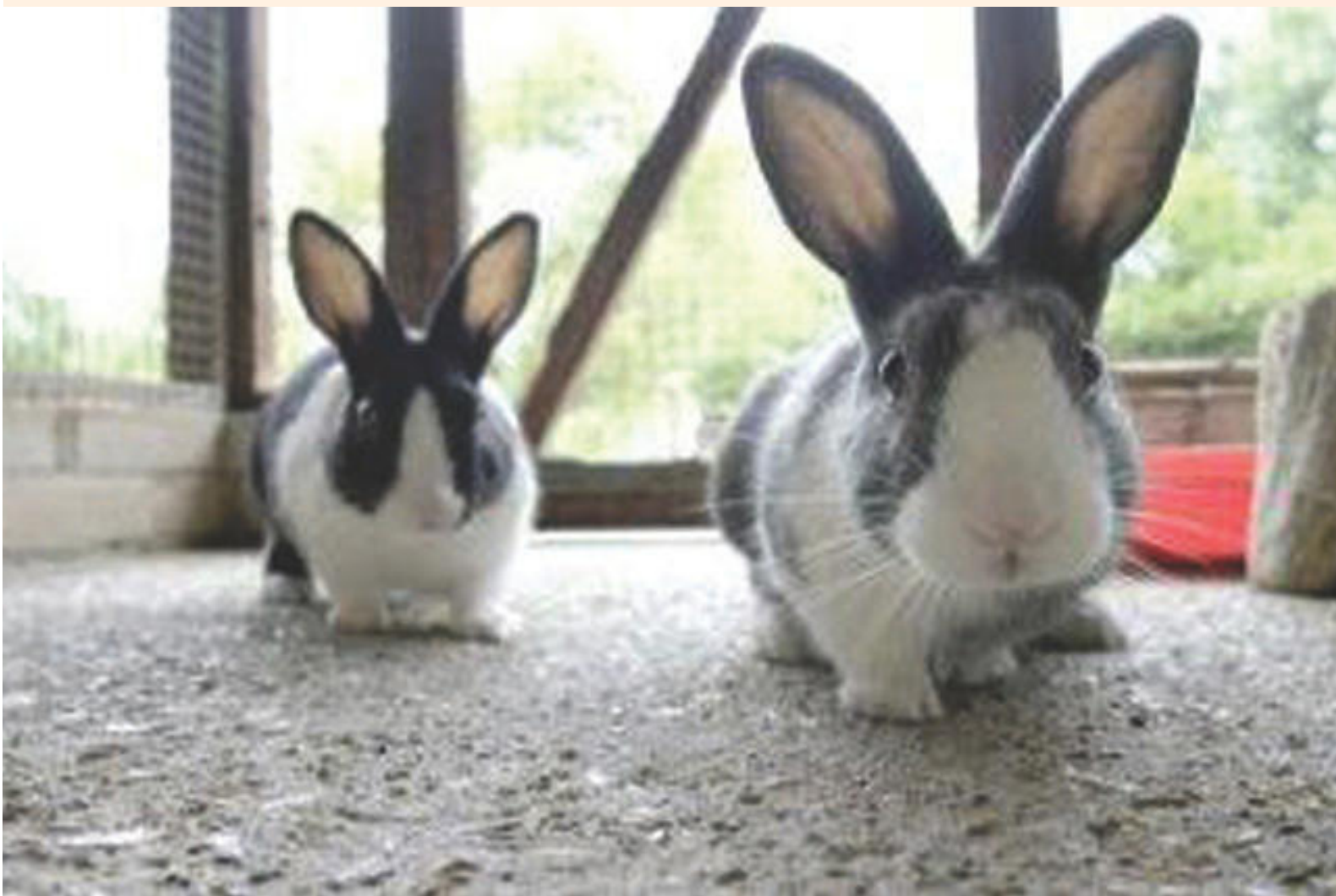


RISK MANAGEMENT

The branch is committed to reviewing and managing the potential risks that the charity faces. The trustees have taken steps to mitigate any risks that our staff and volunteers may face during the course of their duties.

The Branch have identified the following risks:

- Loss of income through error or fraud
- Loss of reputation
- Loss of income through outside forces
- Insufficient trustees to continue as a viable branch
- Risk of claims by volunteers or the public
- Adverse publicity
- Risk of inadvertent non-compliance with complex legislation such as GDPR
- Insufficient suitable homes for the animals rescued and rehabilitated, particularly the elderly and abused
- Health and safety of staff and volunteers working with abused and neglected animals and their owners in the most difficult areas of animal welfare
- Insufficient resources to help all the animals that need us



STRATEGIC AIMS & OBJECTIVES

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

During 2024, the Kent-Folkestone & District Branch have continued to provide vital support to the community. Our Animal Welfare Officer is invaluable, being called on for wildlife rescues, as well as offering advice and assistance to pet owners. She has worked alongside the Inspectorate, supporting their work. Our Outreach & Fundraising Officer works with us for three days a week to provide aid to our Animal Welfare Officer (AWO), as well as educating and informing the public about the vital work of the local branch.

We have continued to provide financial support for neutering, vaccinations and microchipping. Neutering has both behavioural and health benefits for the animal. During 2024, our vet clinic moved to a new location, better placed for the branch, and our relationship with them has continued. We've also worked to establish relationships with other vet practices throughout the area to continue to provide this essential service to qualifying clients.

We've provided veterinary welfare assistance via our voucher scheme, which benefits those members of the public who are homeless or on low income, by offering them financial help and promoting responsible pet ownership. The Branch also runs two pet food banks, which have been vital during this difficult time. These have been supplied by a combination of donated food and pet food purchased by the Branch.

Our officers have established relationships with other local animal welfare organisations and worked together to manage wildlife emergencies and concerns. They've supported each other's work and drawn on a range of skills to best care for the needs of animals. We've continued to collaborate with neighbouring RSPCA branches and benefit from access to their rehoming centres for emergency accommodation for mistreated or abandoned animals, including pets whose owners suffer ill health, financial difficulties or have passed away.

With the support of our Outreach & Fundraising Officer, we've been able to engage with the local community to educate and inform about the work of the RSPCA. Understanding the role animals play in our lives and our responsibility for their care. In setting objectives and planning for activities, the Trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance Public benefit: running a charity (PB2)

FINANCIAL REVIEW

During the year, the Branch made a cash deficit on activities of £111,452 (2023: £55,073). After sales and purchases of investments, the branch made an overall cash surplus of £132,655 (2023: deficit of £50,383). The Branch decided to crystallise the investment portfolio in the year.

At the end of the year, cash reserves available for general use amounted to £148,879 (2023: £16,224) and unrestricted reserves totalled £148,879 (2023: £251,791), including the investment portfolio valuation of £Nil (2023: £235,567).

RESERVES POLICY

Reserves are needed to bridge the gap between the spending and the receipt of resources and to cover unplanned emergencies and other expenditures.

The cost of living crisis has continued to provide a challenging environment for us all in 2024. The Trustees have noted the increase in deficit spending and are taking appropriate action to manage any long-term finance risk, while continuing to retain our staff, support pet owners and protect our local wildlife.

Approved by the Board of Trustees & signed on their behalf by:



Linda Hicks (Chairman) 12.06.2025

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
FOLKESTONE AND DISTRICT BRANCH

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2024

	2024 Unrestricted £	2024 Restricted £	2024 Total £	2023 Total £
RECEIPTS				
<u>Charitable Activities</u>				
Door to Door	21,816	-	21,816	23,094
Donations	8,966	-	8,966	6,585
Grants	-	2,000	2,000	-
Adoption fees	-	-	-	414
	<u>30,782</u>	<u>2,000</u>	<u>32,782</u>	<u>30,093</u>
<u>Investments</u>				
Bank and other Interest	852	-	852	352
Dividends	2,676	-	2,676	3,186
	<u>3,528</u>	<u>-</u>	<u>3,528</u>	<u>3,538</u>
Gross receipts	34,310	2,000	36,310	33,631
Sale of Investments	309,091	-	309,091	77,844
Total Receipts	<u>343,401</u>	<u>2,000</u>	<u>345,401</u>	<u>111,475</u>
PAYMENTS				
<u>Charitable Activities</u>				
Vets	78,202	2,000	80,202	39,354
Branch Contribution	7,718	-	7,718	7,891
Staff Costs	44,476	-	44,476	28,440
Motor Costs	4,087	-	4,087	2,988
Telephone	685	-	685	612
Miscellaneous	969	-	969	1,111
Secretarial and Accountancy	2,675	-	2,675	1,419
Legal and Professional Fees	2,127	-	2,127	1,430
Investment Broker Fees	4,537	-	4,537	5,175
Bank Charges	286	-	286	284
Gross payments	<u>145,762</u>	<u>2,000</u>	<u>147,762</u>	<u>88,704</u>
Purchase of Investments	64,984	-	64,984	73,154
Total Payments	<u>210,746</u>	<u>2,000</u>	<u>212,746</u>	<u>161,858</u>
NET (PAYMENTS) / RECEIPTS	132,655	-	132,655	(50,383)
Cash at Bank and In Hand Brought Forward	16,224	-	16,224	66,607
Cash at Bank and In Hand Carried Forward	<u>148,879</u>	<u>-</u>	<u>148,879</u>	<u>16,224</u>

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
FOLKESTONE AND DISTRICT BRANCH

STATEMENT OF ASSETS
AS AT 31 DECEMBER 2024

	2024 Unrestricted £	2024 Restricted £	2024 Total £	2023 Total £
FIXED ASSETS				
Investment Portfolio at valuation	-	-	-	235,567
Equipment	26,608	-	26,608	26,608
	<u>26,608</u>	<u>-</u>	<u>26,608</u>	<u>262,175</u>
BANK AND CASH				
Current Account	19,713	-	19,713	9,680
Deposit Account	129,107	-	129,107	2,970
Broker Trading Account	-	-	-	3,155
Broker Income Account	-	-	-	185
Cash in Hand	59	-	59	234
	<u>148,879</u>	<u>-</u>	<u>148,879</u>	<u>16,224</u>

Related Parties:

The Branch constitution is approved by the national RSPCA umbrella body, charity no. 219099, which is considered a related party for accounting purposes. During the financial year, the Branch received a total of £21,816 (2023: £23,094) in funding from the national RSPCA for the Branch's purposes. In addition, the Branch made contributions of £7,718 (2023: £7,891) to the national RSPCA for services rendered. The Branch also receives a number of umbrella body services, including legacy administration under the Branch Legacy Scheme, membership administration and practical guidance and assistance from a Branch Support Specialist employed by the national Society.

Signed on behalf of the trustees:

L Hicks

Linda Hicks, Chair

Date:

12.06.25

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
FOLKESTONE AND DISTRICT BRANCH
ON THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting 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.

Steven Wanstall

Steven Wanstall FCCA

Magee Gammon Corporate Limited
Henwood House
Henwood
Ashford
Kent
TN24 8DH

Date: 13 Jun 2025