

Report on Activities

Sunny Harbour Cat & Kitten Rescue
Registered Scottish Charity SC041871



Year End: 5th January 2024

Prepared by [REDACTED]

Table of Contents

Contents

Charity Structure.....	3
Charitable Purposes	4
Activities.....	5
Fundraising.....	6
Plans for 2024.....	7
Notes on Accounts.....	8
Independent Examiners Report	13

Charity Structure

Charity Name

Sunny Harbour Cat & Kitten Rescue

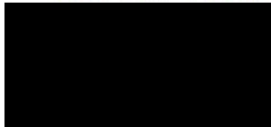
Charity No

SC041871

Address

70 Bank Street, Lochgelly, Fife, KY5 9QN

Current Trustees



The trust deed decrees that Sunny Harbour Cat Rescue must have no less than 3 and no more than 5 Trustees.

Constitution

Sunny Harbour Cat Rescue is governed by our Trust Deed adopted on the 19th October 2010. The trust was granted charitable status by OSCR on the 8th November 2010

Management

The trustees are responsible for the day to day management of the rescue and ensuring compliance with governing legislation, Health & Safety and ensuring all adequate insurances are in place.

A fundraising committee helps to address the needs of the organisations growing financial needs. Their role is to plan and execute fundraising events and activities throughout the year with oversight of the Trustees to ensure activities are within the objectives of the charity.

As part of the management of the charity the Trustee's operate a volunteer program which provides additional daily help with all core manual tasks and offers the cats in care greater enrichment, whilst actively engaging our local supporters in community based work.

Trustees are aware of Health and Safety precautions and the charity maintains adequate insurance cover to protect all visiting members of the public, volunteers and Trustees and Health & safety guidelines are provided to all volunteers in the form of structured, supervised training sessions and the volunteer handbook.

Charitable Purposes

Sunny Harbour Cat & Kitten Rescue was formed in July of 2008 by [REDACTED] husband and wife team who following several years in the animal welfare sector took it upon themselves to open a new rescue centre to address the needs of the ever increasing volume of stray, feral and unwanted cats. To date they have over 20 years combined experience in cat rescue. This centre was formed with the aim of improving welfare standards for stray cats in Central Scotland and surrounding areas.

Our mission statement is to:-

To provide a place of safety and refuge for abandoned, orphaned and unwanted cats and kittens and to rehabilitate and re-home these cats and kittens into loving new homes.

To proactively improve general care standards for cats in the Central Scotland and surrounding areas through provision of educational material, support and advice for new and established cat owners

We have set out to achieve our core objectives:-

- a) To relieve suffering in cases of neglect, abandonment, unwanted domestic and stray cats.
- b) To specialise in the care of orphaned kittens from birth to 12 weeks and to find them new loving homes.
- c) To provide a place of safety and refuge for cats and kittens where their owner can no longer care for them and to seek to place them in new loving homes.
- d) To provide assistance in case of emergency to those members of the public who need our help to care for their cat(s) on a board basis during times of family or medical emergency or temporary homelessness.
- e) To seek to reduce the occurrence of unwanted kittens via neutering awareness and as part of our homing process.
- f) To actively promote good welfare practices for cats / kittens in Scotland educating the public in the many aspects of appropriate care for a cat and providing dedicated cat related advice and support services.

Activities

Rescue activities continued over the year and we took in a large amount of strays including kittens and also took in a number of hand rear litters of kittens from a large scale TNR project that has consumed a large proportion of our manpower and fundraising to support the neutering of several dozen cats across the sprawling site.

Throughout 2023 we yet again saw familiar low vaccination and neutering rates in relinquished cats. The onus remains on Sunny Harbour Cat Rescue for vaccinating and neutering our charges and we continue providing education to new owners on the importance of continuing their vaccination boosters and ongoing care through our 1 to 1 meetings and Adoptee Care Pack and ongoing adoptee support which we offer by phone, mobile, email, and Facebook.

We will always have insufficient housing spaces available for cats and as we aim to prioritise cases for injured strays and those cats in desperate need of veterinary care and it is a constant juggling act to manage space to ensure maximum efficiency. We supported direct rehoming but had much less people take up this option this year preferring to place their cats in rescue instead.

Education remains a key focus for Sunny Harbour Cat Rescue and as a result we have continued to update our Cat Care Pack for new owners that covers a wide range of topics from basics such as feeding and grooming to vaccinations and parasite control and feeding.

We have continued to use our Facebook community of supporters and adopters to update adopters and general public on Sunny Harbour activities but also to focus on topics of interest to cat owners by way of a factual section which we hope will help re-enforce good health and welfare practices for cats. Our website continues to be a point of focus and has adapted in line with our activities throughout the year and new content was well received.

It is a continuous job to keep up with the routine and much needed renovations to the cat housing at Sunny Harbour Cat Rescue. Through general wear and tear a lot of the pens become very worn and tired looking with broken catches and heavily scratched / damaged doors and so we have to repair and fix throughout the year constantly.

All cats leaving Sunny Harbour Cat Rescue continue to be neutered if over 4 to 5 months old in line with our veterinary advice. All cats are health checked by our vets and vaccinated and all are microchipped and insured.

The Cat Care Centre sadly never survived Covid and despite our best efforts people did not return to pre Covid shopping habits resulting in its closure this year.

We continue to try new approaches to recruiting new volunteers for different roles and working on our various fundraising opportunities.

We complied with new legislation requiring us to apply for Local Authority Licensing which places a further financial burden on the rescue. We were the first cat rescue in Fife to achieve licensing.

Fundraising

Our core income this year has come from direct fundraising, regular giving and our community of followers through online appeals as well as organised public events and one of our amazing supporters who continues to run car boot sales for the rescue on a regular basis.

Throughout 2023 Sunny Harbour have continued our efforts to sources fundraising income. To date this includes;

- Donations from our website via Charities Aid Foundation and through Facebook.
- Direct Debit & Standing Order donations to the charities bank account from supporters.
- Commission based payments from the PetPlan Insurance Scheme, Easy Fundraising, Give As Your Live and Recycling schemes such as Recycle4Charity.
- Web based shop to extend availability of fundraising sales to cover a wider audience.
- Sunny Harbour Cat Rescues own Printed Calendar.
- Utilising the Cash for Clothes Schemes for donated goods.
- Making and selling our own hand crafted goods and merchandise.
- Continuing the Facebook Auction Group dedicated to fundraising for the charity.
- Community Events meeting the public in local shopping centres.

Plans for 2024

We will continue to expand our focus on education of cat owners through our Cat Care Pack and factsheets on key areas of cat care such as vaccinations, neutering and nutrition. We will continue to raise awareness of our volunteer program and our rehoming services.

We will utilise our Social Media communities to engage the public, spreading awareness and helping us to promote education on key cat welfare and care topics as well as fundraising to help with high vet fees through specific appeals.

We will aim to continue our community events to raise awareness not only of Sunny Harbour Cat Rescue and our services, but of the general care needs of cats. Many events result in members of the public seeking staff out to ask specific questions about their cat and kitten and in such circumstances, we are best placed to offer advice on care, grooming and behaviour and we will continue to do so throughout the year.

We will continue to do our utmost to ensure that all those who do arrive at Sunny Harbour Cat Rescue receive timely and appropriate care to return them to health prior to inclusion in the adoption program. We will continue to maintain our NO KILL policy.

Overall we will continue to convey our best practice standards for cat welfare and work with other welfare agencies as appropriate or required.

Notes on Accounts

The presentation of our financial accounts continues in our new format as we changed how our financial data is being recorded as we have brought in an accountancy firm to aid us in organising and bringing our annual reports up to date.

We are utilising Quickbooks through their services and the look of the financial information in the accounts along with the classification of receipts and payments is a little different to prior years as a result.

There are no restricted funds for this years accounts.

Insurance

Public and Employers Liability Insurance to cover members of the public and volunteers visiting Sunny Harbour Cat Rescue and insurance cover for organised events and microchipping and vehicle insurances.

Subscriptions / Memberships

Professional body memberships and council fees and charges for licenses.

Computer Running Costs

This covers our web hosting services as well ensuring compliance with all legal licensing requirements for software in use at the charity. This also includes replacement parts and upgrades on the IT equipment we have so that they continue to operate at maximum efficiency and less possibility of failing as well as providing data backup and recovery and antivirus solutions and cloud based services.

Compensation / Remuneration of Staff and Volunteers

No member of staff or volunteers will receive any compensation or remuneration payments of any kind at any time for their time.

All work performed for Sunny Harbour Cat & Kitten Rescue is accepted on a wholly voluntary basis only.

Vehicle Costs & Fuel

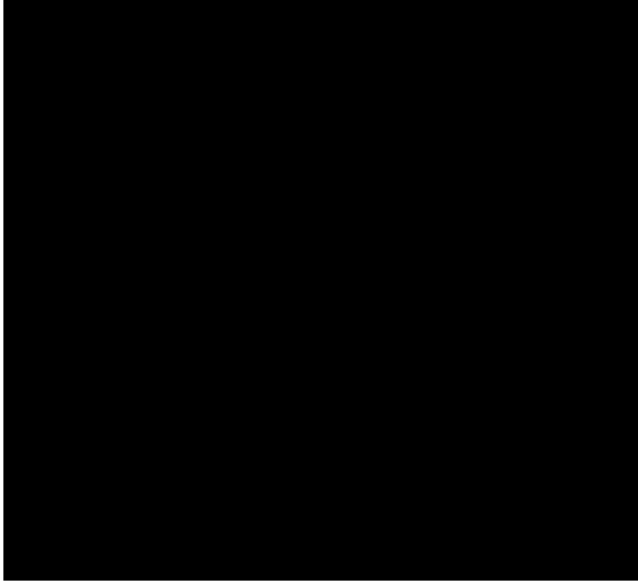
Vehicle Costs cover the fuel expended in looking after the feral colony, TNR work and transporting cats to and from the rescue, vets and home visits to adoptees and trips to the wholesalers for supplies. It also covers travel to and from fundraising events and the rescues van's upkeep and insurance.

Waste Disposal

This includes our routine sharps bin disposals and fees paid to the council for waste licenses and commercial bin hire (Council Tax category).

Declaration

We the undersigned state that this is a true and accurate summary of financial activity for Sunny Harbour Cat & Kitten Rescue.



Sunny Harbour Cat and Kitten Rescue
Statement of Receipts and Payments
6 January, 2023 - 5 January, 2024

	Total	
	6 Jan, 2023 - 5 Jan, 2024	6 Jan, 2022 - 5 Jan, 2023 (PY)
Income		
Charitable activities		
Adoption Fee	250.00	140.00
Total Charitable activities	£ 250.00	£ 140.00
Fund Raising Events		
Recycling Schemes	174.80	
Total Fund Raising Events	£ 174.80	£ 0.00
Gifts and Donations Income		
Auction House Donations Income	1,186.60	
Charitable Giving Payroll Donations Income	106.00	
Charities Aid Foundation Donations Income	17,968.34	
Charities Trust Donations Income	68.50	
Collection Cans	10,585.98	
Crown Pet Foods Donations Income	19.43	
Donations Income	220.00	49,566.86
Easy Fundraising Donations Income	331.09	
Facebook Donations Income	4,870.88	
iZettle Donations Income	400.00	
No name	9,072.25	
Paypal Donations Income	2,791.91	
Pet Plan	3,959.69	
Regular Giving	3,515.60	
Total Gifts and Donations Income	£ 55,096.27	£ 49,566.86
Grants	1,500.00	
Insurance Claim		6,838.47
Total Income	£ 57,021.07	£ 56,545.33
Total	£ 57,021.07	£ 56,545.33
Expenditures		
Accountancy fees	279.96	2,369.96
Bank Charges	1.75	41.00
Bookkeeping fees	1,263.60	304.80
Charitable Activity Expense		
Computer running Costs	1,068.57	1,247.15
Cost of sales		3,900.83
Insurances	2,651.11	2,385.97
Motor Vehicle running Expenses	645.70	535.60
Office/General Administrative Expenses		116.00
Pet supplies & food	12,285.34	13,824.64
Telephone	776.27	1,426.05

Veterinary Fees	4,018.02	7,704.00
Volunteer Clothing	305.89	
Waste Removal	2,257.68	685.36
Total Charitable Activity Expense	£ 24,008.58	£ 31,825.60
Cleaning	885.36	578.64
Cost of Fundraising Activities		
Advertising/Promotional	110.02	237.86
Events Fees	150.00	
Fundraising Supplies	422.16	
Printing and Reproduction	20.98	
Total Cost of Fundraising Activities	£ 703.16	£ 237.86
Council Tax		476.93
Ebay Fees		133.97
Fuel	1,710.15	2,838.59
Light & Heat	6,510.32	4,421.58
Paypal Fees	13.86	
Printing, Postage and Stationery	110.84	207.82
Raising funds		542.59
Rent and Rates	830.00	4,980.00
Repairs & Maintenance Premises	1,503.45	449.65
Repairs & Maintenance Vehicle	539.05	2,144.76
Storage Rent	2,480.00	350.00
Subscriptions / Memberships	659.92	255.64
Subsistence	6.60	72.20
Unapplied Cash Bill Payment Expenditure	0.00	0.00
Water & Lights	1,588.25	1,395.82
Workwear		36.98
Total Expenditures	£ 43,094.85	£ 53,664.39
Net Operating Income	£ 13,926.22	£ 2,880.94
Other Income		
Interest Received	36.88	8.02
Total Other Income	£ 36.88	£ 8.02
Other Expenditures		
Purchase of Fixed Asset		
Office Equipment		556.95
Vehicle		24,414.00
Total Purchase of Fixed Asset	£ 0.00	£ 24,970.95
Total Other Expenditures	£ 0.00	£ 24,970.95
Net Other Income	£ 36.88	-£ 24,962.93
Net Income/(Expenditure)	£ 13,963.10	-£ 22,081.99

Sunny Harbour Cat and Kitten Rescue Statement of Balances

As of January 5, 2024

	Total	
	As of Jan 5, 2024	As of Jan 5, 2023 (PY)
Cash at bank and in hand		
Paypal Account	1,054.71	664.96
TSB main bank account	43,673.26	30,136.79
TSB reserves bank account	4,734.62	4,697.74
Total Cash at bank and in hand	£ 49,462.59	£ 35,499.49
Total Charity funds	£ 49,462.59	£ 35,499.49

Sunny Harbour Cat and Kitten Rescue Year Ended 5 January 2024 Fixed Assets Register

Motor Vehicles

Date purchased	Details	Amount at cost
28.06.22	Van SY18 XAF	24,414.00
20.01.17	Fife Van Centre	4,900.00
		<u>29,314.00</u>

Office Equipment

Date purchased	Details	Amount at cost
10.01.22	Print equipment with ink starter pack	306.96
17.05.22	Mobile phone SAM A32 AB	249.99
27.12.17	Phone/Tablet purchase	499.99
		<u>1,056.94</u>

Independent Examiners Report

For Year Ended 5th January 2024

I report on the financial statements for the charity for the year ended 5th January 2024, which are set out in the Statement of Receipts and Payments and the Statement of Balances pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

