

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

Charity Information

Charity No. 232263

Principal address 20 High Street
Langley Moor
Durham

Trustees

Mrs. C. Whillis	(Chair)
Ms. A. Parkin	(Secretary)
Mr. J. Myatt	(Treasurer)
Mrs. K. Myatt	
Mrs. L. Whittle	
Mrs. P. Bartlett	
Mrs. A. Parkinson	(resigned September 2005)
Mrs. J. Webber	
Mrs. J. Brown	(resigned May 2005)
Mrs. A. Eason	

Bankers

Girobank (Alliance and Leicester)
62 Hagley Road
Birmingham
B16 8PE

Barclays Bank plc
6/7 Market Place
Durham

National Westminster Bank plc
Market Place
Durham

RSPCA DURHAM AND DISTRICT BRANCH ANNUAL REPORT FOR 2005

AIMS AND OBJECTIVES

The RSPCA exists to promote animal welfare, relieve suffering and prevent cruelty to animals. The aim of the Durham and District Branch is to carry out those principles in practical terms by the following means: taking in animals who have been donated to us by their owners or have been found abandoned or injured or rescued from unfortunate circumstances. We give veterinary treatment to those animals in our care who require it and kennel them until we can find new homes for them. We also work to prevent abandonment and suffering by unrestricted breeding by offering assisted neutering programmes to the public.

The Branch is a separate and self financing charity and is registered with the Charity Commission (No 232263). Its governing document is the RSPCA branch rules and guidance notes. For administrative purposes the principal address is that of the Shop which is 20 High Street, Langley Moor, Durham.

The objective of the branch each year is to remain financially stable so that we can maintain the level of work that we do. This entails monitoring our spending and income closely and ensuring that the expenditure does not outpace the income. If our income is healthy we increase the amount of animal work by taking on more animals in the kennels or embarking on more projects or welfare schemes. Our overall objective is always to carry out as much animal work as possible within the finances we have available. Our yearly expenses are high and we are always mindful that if regular income sources are not maintained it would not take long for our reserves to be used up. The Treasurer monitors the reserves and updates the Trustees monthly so we are aware of how much can be spent while maintaining the reserves as a cushion against an unforeseen increase in expenses or reduction of income.

BUSINESS AND FUNDRAISING

The main focus of the branch's work therefore is twofold: to constantly raise funds to maintain a good level of income and to carry out as much animal welfare work as possible within those resources.

Income for the Branch is provided in many ways: sales from the charity shop; the Adopt a Kennel Scheme; fees from animal adoptions; subscriptions, public donations, income from static collection boxes around the County, bank interest, legacies and activities which raise differing amounts such as fairs; tombolas; face to face collections in local superstores; street collections.

The greatest expenses are the kennelling and cattery provision for the animals who are waiting to be re-homed and the routine and emergency veterinary treatment necessary for the animals which have come into Branch care. The overheads for the running of the shop – wages and rent are the second largest expenses.

No one person is responsible for organising all the fundraising activities - different trustees assume responsibilities for organising different events. One will research and book a venue and liaise with other parties, one will do the advertising, one will produce particular goods needed, one will organise manpower, one will run specific activities, but at major events most trustees are needed and are expected to attend. Who carries out these functions is determined by how much time each person feels they have available and it is understood that due to work and family commitments some trustees are able to commit more time than others.

The work of deciding which animals can be brought in and controlling the use of our reserved kennels is done by the rehoming coordinators. They work closely with local vets and arrange treatment for any animals that need it. The branch have a number of home checkers who carry out home visits for the people who wish to adopt the animals and complete the adoption procedures or delegate these tasks to other members of the committee or volunteers.

Trustees

During 2005 there were 9 Trustees with one long standing member leaving during the year. The Committee is elected on an annual basis from the membership of the Branch, by the members of the Branch and they then

become Trustees of the Charity. Officers of the Committee are elected by the members of the Committee. The Committee met to conduct business on 11 occasions during 2005 and held the AGM in May. Although the Trustees only officially meet once a month they are all in constant contact with each other during the month by phone, letter or email or by other arranged private meetings by individuals who need to discuss issues relating to their area of expertise.

The arrangement for meeting at All Saints Church Hall which had been used for a few years became unsuitable and other accommodation had to be found. We are grateful to the Salutation Inn, Framwellgate Moor who at short notice late in the year allowed us to establish a new venue for our meetings free of charge.

The Trustees of the Branch during 2005 were:

Mrs Christine Whillis	Chairperson
Mr John Myatt	Treasurer
Mrs Alison Parkin	Secretary
Mrs Audrey Parkinson	Vice Chairperson (resigned Sept 2005)
Mrs Pauline Bartlett	Rehoming co-ordinator - dogs
Mrs Laurie Whittle	Rehoming co-ordinator - cats
Mrs Joy Webber	Shop assistant
Mrs Kathleen Myatt	Home visitor and foster coordinator
Mrs Angela Eason	Fundraiser

Trustees are recruited in various ways: some are volunteers who have been known to members of the committee for many years and are already involved in work with the branch. Others are members of the Society who wish to be more involved, others are unknown and approach the branch via contact through the main Society with a wish to volunteer. If they are not members of the Society they are asked to join as a prerequisite and they are sent details about the work the branch does. They are contacted by a member of the committee to talk about what they feel they can contribute to the branch and if they have particular skills which may be useful they are invited to attend a committee meeting as a guest and asked to attend various fundraising activities so that the other Trustees can get acquainted with them and assess their suitability. If there is an immediate need for their services to fill an office they may be co-opted but otherwise they are asked to submit their nomination at the next available AGM. There is no formal training for Trustees, they are given copies of Branch Rules and Guidance for Branch Trustees but they are given any help they need by other members of the committee as and when it is needed.

Specific Activities and Fundraising

In 2005 the Branch again held the heats of the RSPCA Dog of the Year Show as part of the Deerness Kennels Open Day. During this we also gave away free dog neutering vouchers for dogs at risk and for people on benefits. The free cat neutering scheme for people in receipt of benefits continued to be extremely successful and 133 vouchers were issued for people in the Derwentside area. We held our annual Xmas Fayre in Durham City Centre in December which enables us to make contacts and give out information to the public while also raising funds. Sainsbury's is still a loyal supporter allowing us to have an annual collection. Tesco store in Durham allows us to collect every year during RSPCA week in April and continues to be very useful in allowing us to have a collection bin for people to donate cat and dog food. ASDA in Bishop Auckland are also very supportive by enabling us to have a regular food bin in the store also. We had 2 very successful days where we held a tombola at Pets At Home in Durham. Street collections were held in Durham city and Consett which raised several hundred pounds. The Mutt Strutt sponsored Dog walk at Houghall College was well attended and raised £1,500. The Northern Echo newspaper have also been of great assistance in publicising our events and publishing articles and photos about animals who need new homes.

Shop

The shop continued to do well throughout the year with average takings of £600 per week. The shop is staffed by 3 paid workers: the manager Mrs Jackie Irwin, Mrs Pat Pattinson the assistant manager and the retail assistant Mrs Joy Webber. We could not operate the shop without the generous help of numerous volunteers

and this enables us to keep the animal side of the work well provided for by the income the shop generates. In the last month of 2005 the shop manager announced her intention to leave and recruitment began to find a replacement.

To lessen the wage costs and to maintain an oversight in the shop most trustees work in the shop one day per month and sometimes cover for staff holidays

VOLUNTEERS AND MEMBERS

We could not operate without the loyal support of many other people who volunteer their time to help us both with the animal work and at our fundraising activities. They take part in street and shop collections, operate stalls and serve refreshments at our fairs and open days and tombolas and are an enormous help.

We also have dedicated fosterers who have agreed to care for animals in their own homes. These are often animals who need more specialist care or would benefit from a home environment to rehabilitate them. They are also invaluable in cases of 'overflow' when it is necessary to bring in a lot of animals through mass rescue situations.

Some of the volunteers are members and contact us with a wish to be more involved. Others come to us through having adopted animals and some through personal contacts. Some choose to become members and others do not. There has been a gradual decline in membership since the Society introduced the donor scheme but following some efforts to promote the Membership, new ones were gained for the branch and at the close of 2005 it stood at 97.

OTHER AGENCIES

The Branch uses the facilities of Deerness Boarding Kennels at Langley Moor run by Mr and Mrs Forsythe who carry out the day to day care of the animals and they are also very helpful in dealing with potential adopters who come to look at the animals. We have 7 reserved kennels for the use of dogs but due to a sizeable legacy in 2005 we were able to take on many more dogs and often had up to 12 dogs in. A new cat block was also built on site this year and has 5 cat pens to accommodate 10 cats.

This year the Branch found the establishment of the new veterinary practice 'Northern Straycare Vets' on site at Deerness extremely useful for most of the neutering and vaccination needs. We also continue to use many other veterinary practices in the county and are grateful to those who agreed to participate in the free neutering scheme.

The Branch continues to work with the local Inspectorate and Animal Collection Officers to treat animals in need and to co-ordinate the admission of animals to its care.

The co-operation between the Society and The Dogs Trust to run a dog neutering scheme has enabled us to have all dogs neutered for £25 and to be able to offer free neutering vouchers for people on benefits or with animals at risk of breeding.

We also work with members of other Branches to take in animals and to share ideas and resources as part of the LAWG meetings. As part of the North region, members of the Branch also participated in regional meetings and attended training courses arranged by Regional Headquarters during 2005.

2005 saw the fundraising campaign begin for the cattery on the Felledge site. Although we continued to lobby Headquarters for the creation of the Regional Animal Centre we agreed to support the cattery appeal and donated £10,000 of branch funds towards it. We hope that this will complement the work we do and will help to relieve the plight of the many animals still in need of care in this area.

Annual statistics for 2005 are as follows:

Animals rehomed from Kennels: Cats - 236; Dogs - 79, total - 315

Animals rehomed from fosterers: Cats - 98, Dogs - 1, misc - 3, total - 102

Animals neutered and rehomed - 233
Assisted neutering vouchers - 78
Special neutering projects - 133
Owned animals given vet treatment funded by branch - 122
Animals micro chipped and rehomed - 292
Number of volunteers not including the Committee who helped out at street collections, Fair, tombolas etc: 23
No. of part time staff: 3 (shop)

The Durham Branch had a very successful year in 2005 and continues to achieve its aims and objectives and we hope that each year we will continue to build on that achievement. Our continual aim is to raise the profile of the branch so that more people are aware that we have animals who need new homes and know where to contact us so that we can increase the amount of animals we can help find a new and better life.

Reserve Policy

The Branch holds reserves in order that levels of service provided for animal welfare may be maintained should there be a reduction in incoming resources. Reserves in this context mean funds that are freely available for the Branch's general purposes after all commitments have been met.

In addition the Branch may hold "restricted reserves" which represent funds donated for a specific purpose, which cannot be used for anything other than the purpose for which they were donated.

The Branch holds unrestricted reserves of £114,662 represented by net current assets of £110,849 and fixed assets of £3,813 at the year ending 31 December 2005. Such reserves represent approximately 18 months expenditure, based on gross expenditure levels in 2005. This is a shorter period than that provided for by last year's reserves although the actual level of reserves has increased. This is accounted for by a substantial increase in income and a similar increase in expenditure on charitable activities during the year.

It is the opinion of the Trustees that the existing reserves are sufficient to meet any reduction in incoming resources.

Investment Policy

At 31 December 2005 the Branch investment policy was:

- That money held in the Natwest Treasury fund should not fall below £90,000.
- That the Natwest current account be held at £10,000
- That the Barclays Bank current account not fall below £1,000
- That the Alliance & Leicester current account balance should not fall below £1,000.

The Trustees recognise that this policy should be reviewed on an annual basis following the publication of the independently examined accounts for the previous year. In line with the Investment policy at December 2004 an Investment review was undertaken and a decision was taken to withdraw funds from the Barclays Postal account and invest in short term Treasury funds and these have produced a substantial increase in interest.

Statement of Trustees Responsibilities

Under the Charities Act 1993, the Trustees are required to prepare a statement of accounts for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of its incoming resources and the application of such resources during the year. In preparing this statement, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.

- Make judgements and estimates that are prudent and reasonable.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts.
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue its operations.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and enable the Trustees to ensure that any statement of accounts prepared by them complies with the regulation under section 42(1) of the Charities Act 1993.

The Trustees are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees

J Myatt
Branch Treasurer

**ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
DURHAM AND DISTRICT BRANCH
Statement of Financial Activities for the year ended 31 December 2005**

	Note	2005		2004	
		£		£	
Incoming resources					
Incoming resources from generated funds					
<u>Voluntary income</u>					
Donations	3 a	33,394		22,964	
Legacies		<u>16,252</u>	49,646	<u>1,667</u>	24,631
<u>Activities for generating funds</u>					
Events	3 b	4,016		3,805	
Christmas catalogue		87		189	
Takings at Langley Moor shop		<u>30,269</u>	34,372	<u>29,621</u>	33,615
<u>Investment income</u>					
Bank interest received (gross)		<u>2,843</u>	2,843	<u>1,811</u>	1,811
Incoming resources from charitable activities					
ID chips		—	-	<u>30</u>	30
Other incoming resources					
VAT reclaimable		<u>4,189</u>	<u>4,189</u>	<u>3,761</u>	<u>3,761</u>
Total incoming resources			<u>91,050</u>		<u>63,849</u>
Resources expended					
Costs of generating funds					
<u>Costs of generating voluntary income</u>					
Adoption costs		<u>17,562</u>	17,562	<u>16,762</u>	16,762
<u>Fundraising trading costs</u>					
Cost of events and trade stands		273		61	
Christmas catalogue		163		169	
Expenditure at Langley Moor shop	4	<u>12,128</u>	12,564	<u>12,497</u>	12,727
<u>Investment management costs</u>					
Bank charges		<u>(22)</u>	(22)	<u>27</u>	27
Charitable activities					
Grant made		10,164		-	
Welfare costs		3,362		1,784	
ID chips		1,020		619	
Travelling expenses		1,639		1,412	
Sundry		235		-	
Vehicle depreciation		269		358	
Telephone, postage and stationery		1,287		1,080	
Advertising		39		268	
Kennelling and fostering costs		<u>26,569</u>	44,584	<u>17,525</u>	23,046

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DURHAM AND DISTRICT BRANCH
Statement of Financial Activities for the year ended 31 December 2005**

		2005 £		2004 £
Governance costs				
Quota	1,000		1,000	
Licences	64		18	
Sundry	100		7	
Meeting expenses	36		78	
Accountancy and Independent Examiner's fee	<u>1,099</u>	<u>2,299</u>	<u>1,029</u>	<u>2,132</u>
Total resources expended		<u>76,987</u>		<u>54,694</u>
Net movement in funds		<u>14,063</u>		<u>9,155</u>
Total funds brought forward		<u>100,599</u>		<u>91,444</u>
Total funds carried forward		<u>114,662</u>		<u>100,599</u>

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

Balance Sheet as at 31 December 2005

	Note	2005 £	£	2004 £	£
Fixed assets					
Tangible assets	7	<u>3,813</u>		<u>4,614</u>	
Total fixed assets		<u>3,813</u>		<u>4,614</u>	
Current assets					
Stock		100		100	
VAT		2,574		2,370	
Cash at bank and in hand		<u>116,250</u>		<u>97,959</u>	
Total current assets		<u>118,924</u>		<u>100,429</u>	
Creditors : amounts falling due within one year					
Sundry creditors		4,703		1,768	
Accruals		<u>3,372</u>		<u>2,676</u>	
Total creditors : amounts falling due within one year		<u>8,075</u>		<u>4,444</u>	
Net assets			£ <u>114,662</u>		£ <u>100,599</u>
Funds of the charity					
Unrestricted funds			£ <u>114,662</u>		£ <u>100,599</u>

Signed by on on behalf of all the trustees.

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

Notes to the Accounts for the year ended 31 December 2005

1. Basis of preparation

a) Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with:

Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
and with Accounting Standards;
and with the Charities Act 1993.

b) Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

c) Changes to previous accounts

No changes have been made to accounts for previous years except for the following. The comparative figures have been redrafted in line with SORP 2005.

2. Accounting policies

Incoming resources

a) Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

- the Charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

b) Incoming resources with related expenditure

Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SOFA.

c) Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

d) Tax reclaims on donations and gifts

Incoming resources from tax claims are included in the SOFA at the same time as the gift to which they relate.

e) Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the annual report.

f) Investment income

This is included in the accounts when receivable.

Expenditure and liabilities

g) Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

h) Governance costs

This includes the costs of general running of the charity and costs associated with constitutional and statutory requirements.

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

Notes to the Accounts for the year ended 31 December 2005 (continued)

Assets

i) Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year and are valued at cost.

j) Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end.

k) Stocks

These are valued at the lower of cost or market value.

3 a).Donations	2005	2004
	£	£
Collection boxes	4,156	4,161
Cat and dog re-homing	16,049	12,795
Adopt a kennel	1,598	1,365
Street collections	6,019	1,524
Miscellaneous donations	<u>5,572</u>	<u>3,119</u>
	<u>33,394</u>	<u>22,964</u>
3 b).Events	2005	2004
	£	£
Mutt Strutt/Dog Walk	1,444	2,055
Christmas Fair	-	668
Dog show	442	-
Other events	<u>2,130</u>	<u>1,082</u>
	<u>4,016</u>	<u>3,805</u>
4. Expenditure at Langley Moor shop	2005	2004
	£	£
Cost of sales	149	421
Wages	5,361	5,265
Stationery	171	200
Telephone	259	240
Rental	4,160	4,160
Light and heat	558	558
Insurance	297	442
Cleaning	82	18
Refreshments	27	32
Sundry	221	354
Water rates	93	80
Repairs and renewals	218	102
Depreciation – shop fittings	499	587
Depreciation – equipment	<u>33</u>	<u>38</u>
	<u>12,128</u>	<u>12,497</u>

DURHAM AND DISTRICT BRANCH

Notes to the Accounts for the year ended 31 December 2005 (continued)

5 a). Trustee expenses		2005		2004
Number of trustees who were paid expenses		<u>4</u>		<u>3</u>
Nature of the expenses				mileage allowance
Total amount paid		<u>£143</u>		<u>£162</u>
5 b). Fees for examination of the accounts		2005		2004
		£		£
Independent examiner's fees for reporting on the accounts		249		279
Other fees paid to the independent examiner		<u>850</u>		<u>750</u>
		<u>1,099</u>		<u>1,029</u>
6. Paid employees				
Staff costs		2005		2004
		£		£
Gross wages and salaries		<u>5,361</u>		<u>5,265</u>
Average number of full-time equivalent employees in the year		2005		2004
Fundraising		<u>1</u>		<u>1</u>
There are no employees with emoluments of over £10,000.				
7. Tangible fixed assets				
	Vehicle	Fittings	Equipment	Total
Asset cost	£	£	£	£
Balance brought forward	<u>2,677</u>	<u>5,412</u>	<u>950</u>	<u>9,039</u>
Balance carried forward	<u>2,677</u>	<u>5,412</u>	<u>950</u>	<u>9,039</u>
Accumulated depreciation				
Balance brought forward	1,604	2,089	732	4,425
Charge for year	<u>269</u>	<u>499</u>	<u>33</u>	<u>801</u>
Balance carried forward	<u>1,873</u>	<u>2,588</u>	<u>765</u>	<u>5,226</u>
Net Book Value				
Brought forward	<u>1,073</u>	<u>3,323</u>	<u>218</u>	<u>4,614</u>
Carried forward	<u>804</u>	<u>2,824</u>	<u>185</u>	<u>3,813</u>

DURHAM AND DISTRICT BRANCH

Notes to the Accounts for the year ended 31 December 2005 (continued)

8. Grant making

Total value of grants made to institutions

£

Felledge Cattery - towards the cost of a new cattery

10,164