

**Trustees' Annual Report
for Period 1st April 2019 to 31st March 2020
Chalkdown Group Riding for the Disabled Association
Registered Charity No 1174554**

Reference and Administration Details

Charity Trustees at 31st March 2020:

Pauline Roestenburg	Chairman
Emma Ginger	Vice Chairman
Angus Boucher	Treasurer
Alison Streeter	Secretary
Kay Donovan	Trustee
Gill Stewart	Trustee
Sarah Waters	Trustee
Fiona White	Trustee
Karen Whittaker	Trustee

Charity Accountancy Adviser :

Mrs Tracey Darby AFA MIPA
1st 4 Accounts Limited
First Floor Office, Diamond Works
Maidstone Road, Nettlestead
Kent ME18 5HP

Charity's Principal Address :

Maplehurst Barn, Frittenden Road,
Staplehurst, Kent TN12 0DL

Structure, Governance and Management

1. Chalkdown RDA is part of RDA UK whose registered charity number is 244108. There are approximately 500 RDA groups throughout the country in 18 difference regions and 61 counties. Each Group has a Chairman and Board of Trustees which is supported by a County Chair, Regional Chair and ultimately National RDA UK Board of Trustees.

2. All RDA groups are independent charities and Chalkdown RDA changed its charitable status on 7th September 2017 from Unincorporated to Charitable Incorporated Organisation (CIO) thereby giving better legal protection for trustees and the Group. Charity number for the Chalkdown Group is 1174554.

3. The charity is managed by the Board of Trustees which has control of the Group's property and funds. The Group's Constitution requires a committee of at least 3 and no more than 11 Trustees, including Chairman, Treasurer and Secretary. No Trustee may be a paid employee of the Group, but must be a member of the Group. In the year ended 31st March 2020 the Group had 9 Trustees. Election of the Trustees occurs at the Annual General Meeting (AGM) to which nominations may be made by any member of the Committee. One Third of the Committee must retire at each AGM with the longest in office retiring first. Retiring Trustees are eligible for re-election. If a vacancy occurs, the Committee may appoint a replacement until the next AGM.

4. Chalkdown RDA, being a member of the National RDA, receives insurance benefits from the RDA Member Insurance, underwritten by Hiscox as follows: Public Liability (£20m), Abuse Cover (£5m), Employers Liability (£10m), Personal Accident (£30k), Trustee Indemnity (£5m), Legal Expenses and Legal Helpline.

5. In line with RDA National guidelines Chalkdown RDA has in place an up-to-date Child Protection Policy, Adult Protection Policy, Data Protection Policy, Health and Safety Policy, Safeguarding Policy and Risk Assessments which are reviewed at least annually. There are officers responsible for the compliance of the above and there must always be a Certified First Aid Officer present for all riding sessions.

Objectives and Activities

6. The work of the Group focuses entirely on providing opportunities for disabled adults and children in the locality to ride to benefit their health and wellbeing. This is currently carried out every Thursday during term time at Duckhurst Farm Equestrian Centre, Staplehurst, where the Group hires the large indoor arena.

Achievements and Performance

7. Currently the Group owns five of its own RDA ponies, (Lara, Fenella, Finn, Charlie and Custard Pie), three of which are kept in livery and two are homed with RDA volunteer Kay Donovan on a formal loan agreement. RDA pony Jimmy was sold to volunteer Jedda Rutter in October 2019 as he became unsuitable for our use. We use five other ponies, Merlin, Tinker, Comic, Chase and Dolly, who are kindly loaned to us every Thursday by volunteers Karen Whittaker, Claire Bound, Claire Carr, Kay Donovan and Beca Marshall, respectively.

8. The Group is flourishing with 45 volunteers who are all voting members in addition to the 9 trustees. The Group now has two Group Coaches, Emma Ginger and Susie Hill, and three Trainee Coaches, Karen Whittaker, Kay Donovan and Emma Hogan. Sadly Group Coach Jenny Sargent left the Group in January due to work commitments.

9. In October 2019 Chalkdown submitted an Annual Return to RDA UK showing that over the previous 12 months' period the Group provided 841 riding sessions to a total of 82 children and adults with both physical and mental disabilities. It should be noted that Bower Grove School terminated their association with the Group in January 2020 after more than 30 years due to difficulties providing a consistent stream of children wanting to ride and Five Acre Wood School also stopped riding in September 2019. This will create a sizeable reduction in the number of riders with the group over the next 12 months as the schools presented different groups of children to ride each term. It will, however, provide the opportunity for continuity for the independent riders who have taken their places.

10. The Group relies on donations for riding sessions and the Trustees are therefore extremely grateful for the fund-raising efforts and donations made by the many individuals who support the Group. The Group's fundraising activities have continued this year with Jayne Simmonds' Cream Tea, the two-day Biddenden Tractorfest, The Chalkdown Barn Dance, The Headcorn May Fair and the Benenden School and Staplehurst United Reformed Church Christmas Fairs.

In addition there has been funding and some very generous donations including continued support from Sue and Lawrence Martin's Santa Special, Jenny and Jeremy Martin's Richmond Steam Fair, The Kent Community Foundation, The Whitehead Monckton Charitable Foundation, The Golden

Bottle Trust, The Henhurst Charitable Trust, Waitrose Community Matters, The Weald of Kent Ploughing Match and donations from other private donors. A special mention must go to volunteer Gilly Renton and Dr David Whittaker who raised £3000 for the Group with a tandem sky dive in August 2019 and John Mellor who raised over £750 completing the Portishead Triathlon.

Covid-19 Pandemic Impact

11. It is important to record that on March 16th Chalkdown RDA took the unprecedented decision to suspend activities until further notice due to the health risks posed by the worsening Coronavirus Pandemic. The Chairman sent the following notice to all volunteers and riders :

"It is with much regret that I have to inform you that the Trustees of Chalkdown RDA have made the decision to cease our activities immediately until further notice. This is in line with most RDA Groups in the Region and indeed across the country.

Discussions have been taking place over the weekend to see if we could possibly manage a reduced timetable but circumstances have now overtaken any hope of this. Our priority of course is to provide a safe environment for everyone at all times. Obviously the planned Countryside Challenge and Dressage Events have also been postponed."

This was followed by a directive from RDA UK on 24rd March as follows:

"Following the statement from the Government yesterday evening, we are now confirming that all RDA activities must cease, if they have not already done so.

Please be aware that this means there should not be any volunteering at RDA groups of any sort, with the exception of providing essential care for horses. Volunteers should only be coming to a yard if it is still a requirement in order to meet the needs of horses – if you are a group that employs stable staff, please consider if there is any need for volunteers to be there as well.

Anyone supporting groups with the care of horses must follow government guidelines around hygiene and social distancing."

Chalkdown RDA is in a strong position to survive this global crisis with healthy reserves built up over previous years and a totally committed Board of Trustees who have undertaken to keep all members updated on the Group's management of the situation. There is no indication at present as to how long the pandemic restrictions will last.

Financial Review

12. The accounts for this financial year show an increased income of £39,907. With expenditure of £31,330 in this 12 month period this leaves a surplus of £8,577. This represents 21.5% profit on income. Cash at the bank on 31st March 2019 was £28,993. Expenditure was up on last year largely due to the purchase of a new 20' storage container which has been lined to provide insulation with shelving and rails installed. A small second hand trailer was also purchased for the Group from volunteer Jenny Suthers.

13. It is the policy of the Trustees to aim to keep a financial reserve equal to one year's normal operating costs which currently runs at approximately £20,000. Our accounting is run on a Sage Accounting System which produces a detailed breakdown and yearly comparison.

14. Because our income this year has again exceeded £25,000 the accounts have been checked by an independent examiner for submission to the Charity Commission. Mrs Tracey Darby AFA, MIPA of 1st 4 Accounts Limited has carried this out and a signed copy of her Report is attached and will be submitted to the Charity Commission with our Annual Return and Report.

15. The Trustees consider that the charity is in a sound financial position and are confident that the charity will be able to meet its commitments in the foreseeable future.

Signed on behalf of the Committee of Trustees

Pauline Roestenburg

25th July 2020

Chalkdown RDA
Receipts & Payments Account
for the Year Ending 31 March 2020

	<u>2020</u>	<u>2019</u>
Receipts		
	2395	2812
Sales	15786	14954
Donations	2838	3012
Riders Lessons/Donations	735	1339
BG & FAW Lessons	8389	8336
Fund Raising	3612	1228
Social Events	314	45
Misc	1698	191
Collection Tins	1673	20
Equipment Sales	2468	1328
Gift Aid	0	1
Bank Interest	<u>39907</u>	<u>33266</u>
Payments		
	1500	0
Loss on Sale of Pony (Jimmy)	906	0
RDA Expenses	11438	8095
Pony Costs	1825	1557
School Hire	1939	1433
Fund Raising	2184	3188
Purchases for resale	3736	911
Social Events	956	1121
Marketing	3314	1008
Insurance	66	149
Misc	1289	1356
Admin	953	308
Equipment Hire & Maintenance	240	248
Professional Fees	983	564
Trustee Expenses	0	138
Volunteer Expenses	<u>31330</u>	<u>20076</u>
	<u>8577</u>	<u>13190</u>
Profit/Loss		



4/08/20

TRACEY DARBY AFA WIPA

Chalkdown RDS
Statement of Assets & Liabilities
as at 31 March 2020

Cash Funds	29002
Assets	29408
	<u>58410</u>

Independent examiner's report to the trustees of Chalkdown Group Riding for the Disabled Association

I report to the charity trustees on my examination of the accounts of the Association for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the Charity 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 Charity'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 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the 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 this report in order to enable a proper understanding of the accounts to be reached.

Signed.....

Name..... TRACY DARBY AFA MIPA

Member of..... INSTITUTE OF FINANCIAL ACCOUNTANTS

Address..... ISE & ACCOUNTS LTD, FIRST FLOOR OFFICE,

DIAMOND WORKS, MAIDSTONE ROAD, WETTINGSTEAD, KENT ME18 5HT

Date..... 4/08/20