

**REPORT OF THE DIRECTORS AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
FOR
GADDESSEN PLACE RDA CENTRE**

GADDESSEN PLACE RDA CENTRE

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for the Year Ended 31 March 2021**

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GADDESSEN PLACE RDA CENTRE

**COMPANY INFORMATION
for the Year Ended 31 March 2021**

DIRECTORS:

Mrs M A Keith
Mrs K Gosen
K Dabbagh
C P Grant
Mrs A L Smiles
Dr S P Bell
Mrs G A Goode
Ms S Reid

CHARITY NUMBER:

01140330

REGISTERED OFFICE:

Bridens Camp
Hemel Hempstead
Hertfordshire
HP2 6EX

REGISTERED NUMBER:

07512961 (England and Wales)

ACCOUNTANTS:

ECL Howard Watson Smith LLP
Chartered Accountants
ECL House
Lake Street
Leighton Buzzard
Bedfordshire
LU7 1RT

GADDESSEN PLACE RDA CENTRE

REPORT OF THE DIRECTORS for the Year Ended 31 March 2021

The directors present their report with the financial statements of the company for the year ended 31 March 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Gaddesden Place RDA Centre was incorporated on 1 February 2011 as a private company, limited by guarantee, and commenced operations on 1 April 2011, when it took over the operations of the previous unincorporated charity Gaddesden Place Riding & Driving for the Disabled. The company sought, and received, both charitable status and the agreement of RDA National to the takeover.

The charitable company was established under a standard Memorandum and Articles of Association, which are its governing documents, and which sets out the objectives of the group and the powers of the Directors.

PRINCIPAL ACTIVITY

The object of Gaddesden Place RDA Centre is to promote the objects of the Riding for the Disabled Association incorporating Carriage Driving, a charity registered under Charity Number 244108 ("the Association") by providing disabled people with the opportunity to ride and/or carriage drive to benefit their health and wellbeing in the local area.

DIRECTORS/TRUSTEES

The directors shown below have held office during the whole of the period from 1 April 2020 to 31 March 2021:

Margaret Keith (Chair)
Khalid Dabbagh (Hon Treasurer)
Karen Gosen
Christopher Grant
Ann Smiles

Catherine Bolshaw stepped down as director on 10 November 2020 after more than 20 years of dedicated service. However, the centre is very grateful for the fact that she has remained on as a coach. She began as a volunteer in the early 2000s, more than 20 years ago, quickly becoming a coach and then a director around 2010. She became the Chairman on November 2012 after the resignation of Trevor Mills from that role. She was the Chair of the Board until early 2019 when she resigned as Chair although she continued on the board until her resignation on November 2020. Gaddesden is extremely grateful for her dedicated service over the years.

Both Ashley Hodson and Paul Whitman resigned due to personal commitments. Both had worked hard for Gaddesden for more than 3 years having become Directors in early 2018; Ashley in January of 2018 and Paul in April 2018.

The Trustees/Directors meet several times a year to discuss fundraising and other issues concerning the management and running of the RDA Centre.

The charity continues to belong to the Association (RDA) and benefits from insurance cover, training advice and support.

New Trustees are normally recruited from our pool of volunteer helpers, or for specialist roles like Treasurer, from existing Trustees' wider network of associates. Potential Trustees are invited to attend a Trustee meeting to see what we do and to have the Trustee role explained to them. If they agree to be considered for a Trustee role a vote is taken by existing Trustees.

New Trustees are provided with the latest annual accounts of the charity, minutes of the last three meetings, our governing document and "CC3 - The Essential Trustee: What you need to know" from the Charity Commission website: www.charitycommission.gov.uk/publications/cc3.asp. Additional training is given depending on the nature of their role and experience.

GADDESSEN PLACE RDA CENTRE

REPORT OF THE DIRECTORS for the Year Ended 31 March 2021

ACHIEVEMENTS AND PERFORMANCE

The Trustees have had due regard to guidance published by the Charity Commission on public benefit and the principles contained in the guidance are fully complied with. This year has been completely disrupted by the covid pandemic, heavily impacting on the ability to provide normal service levels. The stop start nature of the covid guidelines only allowed for under 300 riding sessions as opposed to normal level of over 3,300 each year.

As a charity we remain dependent on donations and our fundraising events which support the running of our large and active group and help to subsidise the cost of rides for which we make a small charge. This year it has been particularly important, but again limited by the pandemic guidelines. It has been a fortuitous year in so far as our riding families and friends have rallied around giving us financial and moral support throughout the year. The loan of a paddock along with all necessary facilities greatly reduced the pony care costs.

Fund raising this year included our Boxing Day Event (£3,404), Halsey Estate events (£3,428), "Buy a Bale of Hay" campaign (£6,122). Numerous other fundraising activities during the twelve months realised an additional £7,110.

In 2019 we commenced a campaign to raise funds for our broader range of facilities for our riders, including the provision of a Learning Centre incorporating the Mechanical Horse (MH). Our targeted campaign for the Learning Centre raised a further £89,340 for this project this year. As the impact of the pandemic began to impinge on our activities, the initial building plans were scaled back. The current plan is to convert an existing feed barn to house the MH which was delivered in October 2020 and is temporarily housed in our arena. A timely legacy of £124,330 from the Estate of the Late P A Lowe was received in March in addition to a further £26,690 of grants and donations; the majority of which were made towards business recovery from lost income.

The designated reserve policy adopted consistently over the past years has allowed the directors to continue to plan for the future whilst maintaining contact with all our riders, volunteers and helpers. All necessary safeguards have been undertaken during the year.

The directors would like to thank all those involved in achieving the above and the Trustees and volunteers have worked extremely hard to keep the RDA Centre running. It takes a lot of commitment and time and we are very grateful to all our volunteers and helpers for their dedication and support to ensure that our riders can still benefit from what we do. In addition, our thanks are extended to our staff for their hard work, continued loyalty and co-operation through this testing time.

FINANCIAL REVIEW

All financial commitments have been met during the year without having to use our designated operating reserve of £120,000. However, it is anticipated that it will be necessary to utilise some of it during 2021-22.

The level of reserves was reviewed at the last Annual General Meeting. The recommendations were agreed and have been implemented. The review undertaken has provided for funds needed to both undertake forward plans as well as maintain the fabric of the centre.

After a prolonged closure it will take a year or more for riding activities to return to previous levels as schools, individuals and volunteers timetable other activities. Our assets need to be maintained during a period of closure and reduced capabilities - i.e. our ponies have to be fed and cared for, and the riding school and stables need to be maintained in a serviceable condition. Ponies could be sold but cannot then be easily replaced as RDA ponies with the right temperament, training, and ability are very difficult to find and have become increasingly expensive. Our staff are an important and integral part of our operations and we have been able to retain their services with some financial assistance through the Coronavirus Job Retention Scheme.

The Trustees therefore must give consideration to all the above and have reviewed outgoings and financial needs for the foreseeable future, and in particular for the next financial year.

Reserves are reviewed and explained at every Annual General Meeting.

GADDESSEN PLACE RDA CENTRE

REPORT OF THE DIRECTORS
for the Year Ended 31 March 2021

OTHER MATTERS

The Directors consider that the company is fully compliant with Safeguarding legislation and Fire Risk Assessments requirements and is compliant with the GDPR legislation.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

Margaret Keith

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Margaret Keith - Director

Date: *21 September 2021*

GADDESSEN PLACE RDA CENTRE

**REPORT OF THE ACCOUNTANTS TO THE DIRECTORS OF
GADDESSEN PLACE RDA CENTRE**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 6 to 11.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

ECL Howard Watson Smith LLP

D R Kerins FCCA
ECL Howard Watson Smith LLP
Chartered Accountants
ECL House
Lake Street
Leighton Buzzard
Bedfordshire
LU7 1RT

Date: 29/9/21

GADDESSEN PLACE RDA CENTRE

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 March 2021**

	31.03.21	31.03.21	31.03.21	31.03.20
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
Income and Endowments from:				
Donations and legacies	144,898	95,462	240,360	42,730
Other trading activities	18,719	-	18,719	21,429
Investments	1,805	-	1,805	1,993
Charitable activities	6,200	-	6,200	55,282
Other	12,482	-	12,482	575
Total Income and Endowments	184,104	95,462	279,566	122,009
Expenditure on:				
Raising funds	166	-	166	1,827
Charitable activities (note 4)	90,068	1,488	91,556	99,407
Other (note 6)	780	-	780	780
Total Expenditure	91,014	1,488	92,502	102,014
Net Income/(Expenditure)	93,090	93,974	187,064	19,995
Transfers between funds	47,491	(47,491)	-	-
Net movements in funds	140,581	46,483	187,064	19,995
Reconciliation of Funds				
TOTAL FUNDS BROUGHT FORWARD	250,514	7,849	258,363	238,368
TOTAL FUNDS CARRIED FORWARD	391,095	54,332	445,427	258,363

The notes form part of these financial statements

GADDESSEN PLACE RDA CENTRE (REGISTERED NUMBER: 07512961)

**BALANCE SHEET
31 March 2021**

	Notes	31.3.21 £	£	31.3.20 £	£
FIXED ASSETS					
Tangible assets	8		69,556		29,140
CURRENT ASSETS					
Debtors	9	1,300		6,128	
Cash at bank		<u>378,916</u>		<u>223,875</u>	
		380,216		230,003	
CREDITORS					
Amounts falling due within one year	10	<u>4,345</u>		<u>780</u>	
NET CURRENT ASSETS			<u>375,871</u>		<u>229,223</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>445,427</u>		<u>258,363</u>
RESERVES					
Restricted income funds			54,332		7,849
Unrestricted funds			<u>391,095</u>		<u>250,514</u>
			<u>445,427</u>		<u>258,363</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on 21 September 2021 and were signed on its behalf by:

Margaret Keith
Mrs M A Keith - Director

The notes form part of these financial statements

GADDESSEN PLACE RDA CENTRE
NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 March 2021

1. STATUTORY INFORMATION

Gaddesden Place RDA Centre is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The charity constitutes a public benefit entity as defined by FRS 102. These accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and the Republic of Ireland issued in October 2020 - (Charities SORP (FRS 102) (second edition)); the Charities Act 2011 and the Companies Act 2006.

Recognition of income and expenses

Grants and donations are recognised on receipt, riding income on the basis of lessons given in the year and fundraising according to the date of the event. Where the charity incurs costs for fundraising, these are shown separately under "costs of generating funds".

Tangible fixed assets

Tangible assets have been acquired from Gaddesden Place Riding & Driving for the Disabled at net book value, with additions at cost. Depreciation has been charged by reference to original cost at the following annual rates in order to write off each asset over its estimated useful life:

Short leasehold	- over the remaining term of the lease to 23 June 2024
Other equipment	- varying rates from 10% to 33% on cost
Ponies	- 20% on cost
Motor Vehicles	- 20% on cost

Tack and equipment

Tack and equipment purchased is not capitalised but is accounted for as expenditure as the cost is incurred.

Funds

Funds are designated in accordance with the Reserves Policy to cover the running costs should the charity be forced to cease its operations for reasons outside its control. Unrestricted funds can be used in accordance with the charitable objects at the discretion of the Trustees. Restricted funds can only be used for particular restricted purposes. The Trustees monitor and discuss the restricted funds to ensure the restricted expenditure is allocated accordingly.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 6 (2020 - 5).

No employee or director received in excess of £60,000 per annum during the current or previous year.

No trustees were paid any expenses during the year (2020: £nil)

GADDESSEN PLACE RDA CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2021**

4. CHARITABLE ACTIVITIES

	Year Ended 31.3.21 £	Year ended 31.3.20 £
Stabling	7,168	16,648
Stabling staff	50,253	48,769
Shoeing	2,007	1,888
Vets' fees	3,033	6,297
Riding school running costs	8,360	9,371
Tack and equipment	1,587	1,084
Affiliation fees and insurance	2,791	2,781
Mechanical horse project	413	2,959
Depreciation of assets	12,195	9,280
Loss on sale of fixed assets	3,749	330
	<u>91,556</u>	<u>99,407</u>

5. TAXATION

The company is a registered charity and is exempt from taxation on its income and capital gains.

6. OTHER

A charge of £650 plus VAT (2020: £650) is made for the independent examination of the accounts.

7. GOING CONCERN

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from the date of authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

8. TANGIBLE FIXED ASSETS

	Short leasehold £	Other equipment £	Ponies £	Motor vehicles £	Totals £
COST					
At 1 April 2020	12,163	77,175	13,000	6,785	109,123
Additions	-	56,361	-	-	56,361
Disposals	-	-	(5,000)	-	(5,000)
At 31 March 2021	<u>12,163</u>	<u>133,536</u>	<u>8,000</u>	<u>6,785</u>	<u>160,484</u>
DEPRECIATION					
At 1 April 2020	8,424	60,199	7,290	4,070	79,983
Charge for year	936	9,152	750	1,357	12,195
Eliminated on disposal	-	-	(1,250)	-	(1,250)
At 31 March 2021	<u>9,360</u>	<u>69,351</u>	<u>6,790</u>	<u>5,427</u>	<u>90,928</u>
NET BOOK VALUE					
At 31 March 2021	<u>2,803</u>	<u>64,185</u>	<u>1,210</u>	<u>1,358</u>	<u>69,556</u>
At 31 March 2020	<u>3,739</u>	<u>16,976</u>	<u>5,710</u>	<u>2,715</u>	<u>29,140</u>

GADDESSEN PLACE RDA CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2021

8. TANGIBLE FIXED ASSETS - continued

The Riding School and Gallery are based on a property leased at a peppercorn rent for a period of 21 years to 23 June 2024.

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Other debtors	<u>1,300</u>	<u>6,128</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	-	-
Other creditors	<u>4,345</u>	<u>780</u>
	<u>4,345</u>	<u>780</u>

11. MOVEMENT OF FUNDS

	Balance 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance 31 March 2021 £
Unrestricted funds					
General reserve	77,514	184,104	(91,014)	(92,711)	77,893
Designated Reserve	120,000	-	-	-	120,000
Boulter Reserve	8,000	-	-	-	8,000
Roof Repair Fund	15,000	-	-	85,000	100,000
Mechanical Horse	30,000	-	-	18,202	48,202
Pony Purchase	-	-	-	12,000	12,000
Capital Equipment Replacement	-	-	-	25,000	25,000
Restricted funds					
Mechanical Horse - Grants	7,849	89,340	(413)	(47,491)	49,285
Hay Bales	-	6,122	(1,075)	-	5,047
	<u>258,363</u>	<u>279,566</u>	<u>(92,502)</u>	<u>-</u>	<u>445,427</u>

Included in restricted funds for the specified use of contributing towards the mechanical horse are grants received from Sir Peter O'Sullivan Trust of £23,820, Sports England of £10,000 and SEIB Insurance Brokers of £5,000.

Other large grants received during the year include £5,000 from London Luton Airport Limited (LLAL) as a riding subsidy, £5,000 from Herts Valleys Clinical Commissioning Group (HVCCG) to help with the charity's restart following the COVID 19 lockdown and £2,000 from Childwick Trust to be used for any purpose.

GADDESSEN PLACE RDA CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2021

12. ANALYSIS OF FUNDS

	Fixed Assets	Debtors/ (Creditors)	Bank	Fund Balances
	£	£	£	£
Unrestricted funds				
Accumulated fund	69,556	(3,045)	11,382	77,893
Designated Reserve	-	-	120,000	120,000
Boulter Reserve	-	-	8,000	8,000
Roof Repair Fund	-	-	100,000	100,000
Mechanical Horse	-	-	48,202	48,202
Pony Purchase	-	-	12,000	12,000
Capital Equipment Replacement	-	-	25,000	25,000
Restricted funds				
Mechanical Horse - Grants & donations	-	-	49,285	49,285
Hay Bales	-	-	5,047	5,047
As at 31 March 2021	<u>69,556</u>	<u>(3,045)</u>	<u>378,916</u>	<u>445,427</u>

Analysis of funds previous year

	Fixed Assets	Debtors/ (Creditors)	Bank	Fund Balances
	£	£	£	£
Unrestricted funds				
Accumulated fund	29,140	5,348	43,026	77,514
Designated Reserve	-	-	120,000	120,000
Boulter Reserve	-	-	8,000	8,000
Roof Repair Reserve	-	-	15,000	15,000
Mechanical Horse	-	-	30,000	30,000
Restricted funds				
Mechanical Horse – Grants & Donations	-	-	7,849	7,849
As at 31 March 2020	<u>29,140</u>	<u>5,348</u>	<u>223,875</u>	<u>258,363</u>

13. RELATED PARTY TRANSACTIONS

During the year the trustees made unconditional donations totalling £240 to the charity (2020: £465).

There were no other related party transactions requiring disclosure.

14. POST BALANCE SHEET EVENTS

Despite the ongoing effects of the Covid-19 pandemic continuing after the year end, the charity has continued with its operations and its financial position has remained strong.

