

# **STAFFORD AND DISTRICT RIDING FOR THE DISABLED ASSOCIATION**

## **TRUSTEES REPORT YEAR ENDED 31 MARCH 2021**

**C. I. O. Registration number** 1161500

### **Registered Office**

Yew Tree Farm DoleyGate Gnosall Stafford ST20 0EH

### **Structure, Governance and Management**

The RDA is a Registered Charity and is generally governed by the rules and regulations of the Charity Commissioners. The Trust also has its own constitution, the decisions and responsibilities of which are taken by non-paid Trustees.

The Trustees meet at a formal meeting, on average once a month. Trustees are usually appointed at the Annual General Meeting, but recently the increased number of changes has meant appointments have been made more frequently.

### **Objectives, activities and public benefit**

To promote the objects of the Riding for the Disabled Association Incorporating Carriage Driving (the association ) a charity registered with the Charity Commission (number 244108) by providing disabled people with the opportunity to ride horses to benefit their health and wellbeing in the Stafford and District area.

The Trustees have reviewed the charity Commission's guidance to report on public benefit and the Charity's aims and objects are consistent with this guidance. All the activities undertaken during the year were for public benefit.

### **Achievements, performance and looking ahead**

The Trust has provided and aims to ensure continued provision of riding for those with disabilities within Stafford and District who would benefit from it.

## Policy on reserves

### Reserves position as at 1<sup>st</sup> February 2021

<b>Restricted Funds</b>	
Heather Kesson Legacy to be used for capital projects only	£20000
<b>Unrestricted Funds</b>	
Three years running costs based on an average annual expenditure of £20000 less income from ride fees £9500 = £10500x3	£31,500
Purchase of 2 horses	£12,000
Purchase of horse lorry	£35,000
<b>Total Reserves held as at 1.2.21</b>	<b>£98,500</b>

## Scope, Definitions and Purpose

The Trustees have reviewed the Groups need for reserves in line with guidance issued by the Charity Commission.

The Group needs reserves in order to:-

1. Ensure there are sufficient cash reserves in the current account to cover day to day running costs
2. Ensure continuity of service provision by covering running costs during periods of lower income following falls in donations and fundraising
3. Replace equipment as it wears out

In calculating these amounts, the Trustees assume the following:-

- The current horse hire rate will not be subject to change in the next twelve months

- Riders will be charged fees which will be reviewed on a regular basis

## **Policy Aims**

In light of the scope, definitions and purpose, the Trustees aim to maintain reserves consisting of :-

- Reserves to cover 3 years running costs - Total expenditure less ride fees received.
- General contingency reserves to cover costs of replacement equipment, competition expenses and unforeseen maintenance costs of building.

The Trustees believe that this level of reserves is prudent and necessary to ensure that the Group can run efficiently and meet future needs.

The Trustees will monitor the actual level of reserves and compare with the target level no less than once a year (at the financial year end).

The Group has restricted funds of £20,000, all other cash balances can be considered part of reserves.

In the event of the reserves falling significantly below the target level, the Trustees will aim to restore the reserves as soon as possible by increasing fundraising and possibly, increasing ride fees. Similarly, if reserves are significantly above the target level, the Trustees will put in place a plan as soon as possible, aiming to eliminate the excess within 3 years by spending money to enhance the quality of the riding provision, or otherwise further the aims of the Group.

The Trustees will not, however, take any steps that might call into question the ability of the Group to continue as a financially viable operation in the long term.

## **Policy Review**

This policy will be reviewed and approved annually by the Trustees of Stafford & District Riding for the Disabled Association.

## **Risk management**

The Trustees understand their responsibility for monitoring and controlling the financial and operational risks to which the charity is exposed to.

## **Statement of Trustees responsibilities**

The trustees are responsible for preparing the Trustees annual report and the financial statements in accordance with applicable law and United Kingdom

Accounting standards (United Kingdom Generally accepted Accounting Practice)

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at the time the financial position of the charity to ensure that the financial statements comply with the Charities Act 2011

**TRUSTEE MEMBERS AS AT 31 March 2021**

Chair	Mrs Fiona Round
Trustee	Mrs Susan Moore
Treasurer	Mrs Hazel Hammonds
Trustee	Mr Douglas Smith
Secretary	Mrs Maxine Connelly
Trustee	Mrs Charlotte Pitt
Trustee	Ms Tina Pemberton

Mrs Fiona Round

Dated .....

Chairman

<b>STAFFORD AND DISTRICT RIDING FOR THE DISABLED ASSOCIATION</b> <b>FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021</b>
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**INCOME AND EXPENDITURE**

	<b>2021</b>	<b>2020</b>
<b>RECEIPTS</b>	£	£
Ride fees	668	4,545
Collection boxes		86
Donations	1171	731
Fundraising	300	
Interest	67	995
Grants		100
Interest others	780	
<b>Total receipts</b>	<b>2,986</b>	<b>6,457</b>
<b>Payments</b>		
Horses		14,495
Stationery	225	54
Equipment	360	580
Prizes, awards and presents	164	444
Fundraising costs		
Memberships and DBS		
AGM/helpers supper		216
First Aid courses	324	162
Competitions		1,135
Insurance	975	975
Legal and professional	120	120
Expenses		308
Volunteers		43
<b>Total expenditure</b>	<b>2,168</b>	<b>18,532</b>
<b>Excess payments over receipts</b>	<b>818</b>	<b>12,075</b>
	<b>99,12</b>	<b>111,1</b>
<b>Funds brought forward</b>	<b>4</b>	<b>99</b>
	<b>99,94</b>	<b>99,12</b>
<b>Funds carried forward</b>	<b>2</b>	<b>4</b>
<b>STATEMENT OF ASSETS AND LIABILITIES</b>		
<b>Balances in hand at year end</b>		
<b>Current account</b>	1,348	1310
<b>Deposit account</b>	27,965	27,959

<b>Scottish Widows</b>	21,058	21,022
<b>Income Bonds</b>	8,000	8,000
<b>Yorkshire Bank</b>	<u>41,571</u>	<u>40,833</u>
	<b>99,94</b>	<b>99,12</b>

**STAFFORD AND DISTRICT RIDING FOR THE DISABLED ASSOCIATION  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

CONTINUED.....

The notes, as set out on page 7, form part of the financial statements

Approved by the board on .....and signed on their behalf

By.....Mrs Hazel  
Hammonds

## **STAFFORD AND DISTRICT RIDING FOR THE DISABLED ASSOCIATION NOTES TO FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021**

### **1. Basis of preparation**

These accounts have been prepared using Receipts and Payments method, and in accordance with the Charities Act 2011.

### **2.Going Concern**

The financial statements have been prepared on a going concern basis, as the numbers of interested users of the charities facilities remain constant.

### **3.Status**

Stafford & District Riding for the Disabled adopted Charitable Incorporated Organisation status from 1 April 2016.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAFFORD & DISTRICT RIDING FOR THE DISABLED ASSOCIATION YEAR ENDED 31 MARCH 2021**

We report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 5 to 7.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- 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.

Anna Richards

ACA FCCA

Richards Associates Limited Chartered Accountants / Statutory Auditors

Hawkesyard, Armitage Lane

Rugeley

Staffordshire, WS15 1PS

Date