

**Trustees' Annual Report  
for Period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021  
Chalkdown Group Riding for the Disabled Association  
Registered Charity No 1174554**

Reference and Administration Details

Charity Trustees :

Pauline Roestenburg	Chairman
Emma Ginger	Vice Chairman
Angus Boucher	Treasurer
Sarah Waters	Interim Secretary
Kay Donovan	Trustee
Jenny Suthers	Trustee
Dr Karen Webb	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 Registered 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 different 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 Committee 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 2021 the Group had 8 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 collective 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 rents the large indoor arena.

### Achievements and Performance

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7. Currently the Group owns five of its own RDA ponies, three of which are kept in livery, one of which is on a part loan agreement, and two are homed with an RDA volunteer on a full loan agreement. We are also grateful for the use of four other ponies who are kindly loaned to the group every Thursday by Chalkdown volunteers. This enables sessions to be offered to a broad spectrum of riders, some as young as 3 years of age.

8. The Group continues to be run solely by volunteers. There are 41 volunteers who are all voting members in addition to the 8 Trustees. The Group now has two Group Coaches and two coaches in training.

## 9. THE COVID YEAR

Along with all other RDA Groups across the country Chalkdown had to cease operating at the end of the last financial year and we entered this financial year in total Lockdown. Our doors remained shut until 9<sup>th</sup> July when we made a cautious restart with the guidance of RDA National Office following strict covid restrictions issued by the Government via the Dept of Digital, Culture, Media and Sport (DCMS).

Chalkdown was one of the first RDA groups to restart in July and this was due to the hard work and planning by the Coaching Team in particular. Although we have been operating throughout this financial year it has been on a limited basis mainly due to the social distancing rules.

Despite the challenges we have faced over the last year there have been several highlights and the spirit of Chalkdown has not diminished with riders taking part in The Royal Windsor Virtual Dressage Competition as well as an Independent Rider being approved by the trustees to compete on behalf of the group. Chalkdown also featured in a BBC news piece in February this year which highlighted how disability sport was being affected by the pandemic.

## Fundraising During the Covid Year

10. Over the last few years Chalkdown has built up healthy reserves which has enabled the group to keep a strong position during the last 12 turbulent months. This is testament to the

relentless fundraising efforts of all our volunteers as well as the generous donations made by our supporters and various successful grant applications. These have included The Yapp Charitable Trust, Sport England, The Whitehead Monckton Charitable Trust, The Lawson Endowment for Kent, The Lansdowne Partners Charity Initiative and Waitrose Community Matters. With the cancellation of most fundraising events Chalkdown has had to be ever more creative with on-line and practical ideas to raise money for the group. There have been some exceptional contributions made by Chalkdown volunteers and the trustees are indebted to all those concerned.

### Financial Review

11. The accounts for this financial year show a reduced income of £31,623, down from £39,907 in the previous year. This reduction has been brought about mainly by the pandemic restrictions preventing many of the group's usual fundraising events from taking place. In order to protect reserves the trustees implemented a strict cost cutting regime. This has resulted in a much-reduced annual expenditure of £16,616, down from £31,330 the previous year, producing an overall profit of £15,007, up from £8,577. This represents 47% of income. Year End cash reserves stood at £44,000.

12. 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 £24,000. Our accounting is run on a Sage Accounting System which produces a detailed breakdown and yearly comparison.

13. Because our income this year has 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.

14. 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 future. The trustees would also like to take this opportunity to thank all its volunteers and supporters

for their continued loyalty to the group during a time of such unprecedented uncertainty.

Signed on behalf of the Committee of Trustees  
Pauline Roestenburg  
Chair

18th June 2021

**Chalkdown RDA**  
**Receipts & Payments Account**  
**for the Year Ending 31 March 2021**

<b>Receipts</b>	<b><u>2021</u></b>	<b><u>2020</u></b>
Sales	841	2395
Donations	10900	15786
Riders Lessons/Donations	1353	2838
BG & FAW Lessons	0	735
Fund Raising	10849	8389
Social Events	0	3612
Misc	34	314
Collection Tins	0	1698
Equipment Sales	248	1673
Gift Aid	1786	2468
Insurance Claim	113	0
Grants	5500	0
Bank Interest	0	0
	<u>31623</u>	<u>39907</u>
<b>Payments</b>		
Loss on Sale of Pony (Jimmy)	0	1500
RDA Expenses	764	906
Pony Costs	8621	11438
School Hire	810	1825
Fund Raising	364	1939
Purchases for resale	712	2184
Social Events	0	3736
Marketing	307	956
Insurance	3292	3314
Misc	272	66
Admin	798	1289
Equipment Hire & Maintenance	260	953
Professional Fees	252	240
Trustee Expenses	164	983
Volunteer Expenses	0	0
	<u>16616</u>	<u>31330</u>
Profit/Loss	<u><u>15007</u></u>	<u><u>8577</u></u>



21/6/21

TRACEY DARBY AKA MIPA

**Chalkdown RDA**  
**Statement of Assets & Liabilities**  
**as at 31 March 2021**

Cash Funds	44010
Assets	29408
	<u>73418</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 2021.

**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.....TRACEY DARBY.....

Member of.....INSTITUTE OF FINANCIAL ACCOUNTANTS.....

Address.....ISE 4 ACCOUNTS LTD, FIRST FLOOR OFFICE.....

.....DIAMOND WORKS, NETTLESTEAD, KENT. ME8 5HP.....

Date.....21/06/21.....