

**Trustees' Annual Report  
for Period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022  
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
Anne Oliver	Secretary
Kay Donovan	Trustee
Jenny Suthers	Trustee
Dr Karen Webb	Trustee
Sarah Waters	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 2022 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 physically and mentally 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

7. Currently the Group owns four of its own RDA ponies, one is at livery at Duckhurst Farm and is also on a part loan agreement and three are kept at Whitegates on a sole usage livery agreement with the new owners, Martin and Sam Heasman. It should be noted that the Group is very grateful to have been asked to remain on site at Whitegates with change

of ownership and they are pleased that the agreement detailing responsibilities of both parties has been formally agreed. There are plans to improve the stable facilities and a legal agreement will be drawn up to protect any investment by Chalkdown.

In July 2021 Chalkdown pony Fenella was temporarily retired after 17 years of RDA service and Trustee Emma Ginger took over her ownership. However, with the vets approval, she has come back into light RDA work. Chalkdown pony Charlie has been purchased by Trustee Kay Donovan who has also agreed he may continue to be used for RDA sessions when needed. In July last year the Group purchased a new horse, Buttercup (aka Bee), who has settled in well. We have also been grateful for the use of four other ponies who are kindly loaned to the group by Chalkdown volunteers. This enables sessions to be offered to participants with a broad range of disabilities, weight and age.

8. The Group continues to be run solely by volunteers. There are currently 42 volunteers who are all voting members in addition to the 8 Trustees. On 21<sup>st</sup> June 2021 Karen Whittaker stood down from Office. The Group now has two Group Coaches and one coach in training.

### Covid Recovery

9. Covid restrictions and national lockdowns continued throughout the first half of this financial year but the group managed to continue operating with careful management by the Trustees. Participant levels have gradually risen, and the Group is now back to pre-pandemic full capacity level of 25 riders every Thursday. Although volunteer levels initially dropped, several new recruits with valuable skills have joined in recent months to increase numbers to a record 50 volunteers in total.

10. In July 2021 Chalkdown were proud to take part in the Virtual National Championships. This was the first competition of its kind for RDA UK and nine of the Group's riders were entered into various classes with three going through to the finals. The Group hopes this can become a regular feature in the Chalkdown calendar of events.

## Fundraising During the Covid Year

11. This has been a record year for the group's fundraising income which has been led by a highly committed fundraising team. There have been some extraordinary ideas, events and campaigns together with many generous donations. The Trustees would like to thank all those involved for their dedication and tireless hard work to make this fundraising success story possible. Chalkdown's website is also regularly updated to include the long list of sponsors and donors who continue to support their work and their social media platforms are also kept up to date.

## Financial Review

12. The income for this financial year has increased to £38,917, up from £31,623 in the previous year. This has nearly matched our record year of 2019/20. Although expenditure increased this year to £27,603, with operating costs returning to pre pandemic levels, this still produced a healthy profit of £11,314, representing just over 29% of income. Year End cash reserves stood at a record £48,426.

It should be noted that Chalkdown RDA still operates on a rider donation model for sessions which has always represented a very small part of our revenue stream, currently less than 10%. In January 2022 the Trustees agreed that in order to meet ever increasing operating costs the suggested rider donation should be increased to £7.50 per half hour session with the preferred method of payment to be bank transfer. Riders continue to pay weekly but this may be reviewed in the future.

13. It is the policy of the Trustees to aim to keep a financial reserve equal to at least one year's normal operating costs which currently runs at approximately £25,000. Our accounting is run on a Sage System which produces a detailed breakdown and yearly comparison. The Trustees have also prepared a budget forecast which will be included in the monthly reporting system.

14. 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.

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 future. The trustees would also like to take this opportunity to thank all its volunteers and supporters for their continued loyalty to the group as it has emerged from the challenges of the Covid pandemic in a position of considerable strength.

Signed on behalf of the Committee of Trustees  
Pauline Roestenburg  
Chair

8<sup>th</sup> May 2022

**Chalkdown RDA**  
**Receipts & Payments Account**  
**for the Year Ending 31 March 2022**

<b>Receipts</b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Sales	1310	841
Donations	13013	10900
Riders Lessons/Donations	3284	1353
BG & FAW Lessons	0	0
Fund Raising	18418	10849
Social Events	0	0
Misc	552	34
Collection Tins	395	0
Equipment Sales	1155	248
Gift Aid	643	1786
Insurance Claim	147	113
Grants	0	5500
Bank Interest	0	0
	<u>38917</u>	<u>31623</u>
<b>Payments</b>		
Loss on Sale of Pony (Charlie & Fenella)	2000	0
RDA Expenses	760	764
Pony Costs	13526	8621
School Hire	2600	810
Fund Raising	388	364
Purchases for resale	1525	712
Social Events	0	0
Marketing	388	307
Insurance	3869	3292
Misc	469	272
Admin	983	798
Equipment Hire & Maintenance	833	260
Professional Fees	252	252
Trustee Expenses	311	164
Volunteer Expenses	200	0
	<u>28103</u>	<u>16616</u>
Profit/Loss	<u><u>10814</u></u>	<u><u>15007</u></u>



9/5/22

TRACEY DARBY

AFA MIPA

**Chalkdown RDA**  
**Statement of Assets & Liabilities**  
**as at 31 March 2022**

Cash Funds	48426
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Assets	35806
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	<u>84232</u>
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**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 2022.

**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.....154 ACCOUNTS LTD, FIRST FLOOR OFFICE.....

DIAMOND WORKS, NETTLESTAD, KENT. ME18 5HP.....

Date.....09/05/22.....