

**Trustees' Annual Report
for Period 1st April 2022 to 31st March 2023
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
Claire Bound	Trustee
Colin Burgess	Trustee
Kay Donovan	Trustee
Jenny Suthers	Trustee
Dr Karen Webb	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 currently 438 RDA groups throughout the country in 17 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 2023 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 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 on a part loan agreement and three have been kept throughout the year at Whitegates on a sole usage livery agreement. However, notice was served by the proprietors on 24th February for the group to leave the site on 24th April 2023. Chalkdown's plans to improve the

stable facilities at Whitegates were therefore abandoned as the proprietors were unable to agree a legal contract.

In urgently seeking alternative livery for the Chalkdown mares, Duckhurst Farm have kindly offered a dedicated area for the group upon which to build a stable unit and field shelter with use of own field. This is a very exciting development and it is hoped that with this ease of logistics the group will be able to expand its operation going forward.

8. The Group continues to be run solely by volunteers. There are currently 50 volunteers who are all voting members in addition to the 9 Trustees. The Group now has two Group Coaches and two Coaches in final stages of RDA coach training.

9. Participant levels have been steady throughout the year with a full capacity level of 24 riders. The groups riders have a broad spectrum of physical and mental disabilities and ages range from 3 years to 75 years.

In March 2023 the group was contacted by Snowfields Academy in Cranbrook. This is a new school providing education for secondary age students with autism and Chalkdown will be offering riding sessions for 12 children per week on an additional operating day starting in April 2023. This is a very exciting expansion project for the group.

Fundraising

10. Chalkdown Group has a strong fundraising team of volunteers who help to maintain a healthy monthly cashflow with their event ideas and sale of goods. The Trustees would like to thank them all for their hard work and tenacity. A special mention must be made this year to an extraordinary fundraising event, Bike2Hike, which raised nearly £25,000 for the group over the summer 2022. The participants of this event and their generous donors have specified this sum should be spent on new stable units for Chalkdown, naming it "A Stable Roof", thereby enabling the group to expand its riding sessions. The monies have been placed in a designated reserve.

Financial Review

11. The income for this financial year has increased to £64,408, up from £38,917 in the previous year. This has clearly been a record year for the group, due to the Bike2Hike fundraising campaign which raised £24,352. Running costs, however, have raised dramatically due to Whitegates livery charges over the last 12 months of £4220. Pony costs have also increased by nearly £2,500 this year, due in part to the expense of bringing on a new young horse and to the steep increase in horse supply and service costs. Although the group showed a healthy profit of £22,822, the Bike2Hike designated fund will not be used for general running costs. Year End cash reserves stood at a record £55,752 with gross assets of £51,301. The Trustees are currently considering investing a small percentage of the cash reserves in a fixed rate account with better interest rates. The £24,352 from Bike2Hike was allocated separately in the balance sheet and will be drawn down as relevant expenses for the new stables are incurred.

Rider donations have improved in the last 12 months but persistent rider cancellations are still a problem for the group both financially and for volunteer and pony planning. The Trustees are currently reviewing a new booking and payment structure for the coming year. There is currently a waiting list of riders which the group would like to reduce with better management of rider cancellations and non-attendance.

12. 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 £35,000. 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. This was the first year a budget had been produced and it was based on the previous three years of income and expenditure. Overall, many of the categories were reasonably accurate, the main exception being the under budgeting of Bike2Hike and the fundraising income and expenditure.

13. Because 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 as it builds on the successful results of previous years.

Signed on behalf of the Committee of Trustees
Pauline Roestenburg
Chair

1st May 2023

**Chalkdown RDA
Receipts & Payments Account
for the Year Ending 31 March 2023**

Receipts	<u>2023</u>	<u>2022</u>
Sales	2167	1310
Donations	14687	13013
Riders Lessons/Donations	5029	3284
Fund Raising		
General	10117	18418
Bike to Hike	24352	0
Social Events	978	0
Misc	304	552
Collection Tins	291	395
Equipment Sales	200	1155
Gift Aid	1853	643
Insurance Claim	932	147
Grants	3500	0
Bank Interest	0	0
	<u>64408</u>	<u>38917</u>
Payments		
Rent	4220	0
Loss on Sale of Pony (Charlie & Fenella)	0	2000
RDA Expenses	460	760
Pony Costs	16135	13526
School Hire	1650	2600
Fund Raising	3831	388
Purchases for resale	1658	1525
Training Projects	665	0
Social Events	1320	0
Marketing	900	388
Insurance	3827	3869
Misc	188	469
Admin	1075	983
Equipment Hire & Maintenance	1512	833
Professional Fees	3268	252
Trustee Expenses	790	311
Volunteer Expenses	88	200
	<u>41586</u>	<u>28103</u>
Profit/Loss	<u><u>22822</u></u>	<u><u>10814</u></u>



04/05/23

TRACEY DARBY AFA MIPA

Chalkdown RDA
Statement of Assets & Liabilities
as at 31 March 2023

Cash Funds	55752
Assets	51301
	<u>107053</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 2023.

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..... FIRST FLOOR OFFICE, DIAMOND WORKS, MAIDSTONE RD,

NETTLESTEAD, KENT, ME18 5HP

Date..... 3/5/23