

Trustees' Annual Report
for Period 1st April 2023 to 31st March 2024
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 |
| Catherine Richards | 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
20 Lennard Road, Dunton Green
Sevenoaks, Kent TN13 6UU

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 approximately 400 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 2024 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 Wednesday and 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 horses. New horse Daisy was purchased from Duckhurst Equestrian Centre in July and Finn, the Group's largest horse, was sold to his part loaner in August 2023.
8. The Chalkdown livery agreement with Whitegates was terminated on 24th April 2023 following 2 months' notice being served by the new owners. The horses were briefly accommodated on grass livery with a Chalkdown volunteer and after much searching in the area livery space was offered to the Group by the owners of Duckhurst Equestrian Centre. Chalkdown's two field shelters were moved from Whitegates to Duckhurst, one being converted to two stables whilst the other was repositioned in the field allocated to the Chalkdown horses. A new mobile 3-stable block was purchased from Prime Stables and was erected in May 2023. This was funded entirely by the Bike2Hike 2022 Campaign which raised £25,000.
9. With the Chalkdown horses now being kept at Duckhurst the group has been able to expand its operation into an additional day, Wednesdays. This extra day is dedicated to Year 7 children with autism from Snowfields Academy in Cranbrook. The school brings a maximum of 12 children at any one time and they generally ride for a 12 week period. After discussions with the school the Trustees made the decision to pay the Chalkdown Coach who is self-employed for this additional day and this cost is passed on to the school who are invoiced termly in advance. The Trustees have agreed to adopt this business model for any additional days in the future should the group consider expanding further. Chalkdown has also received funding for the Snowfields Project from Sport England for a 12 month period covering this financial year
10. The group currently has 56 volunteers and a rota is operated to ensure there are enough volunteers to cover both days. Trustees were keen to point out to volunteers that they were not expected to attend an additional day and they continue to be indebted to them for the time, commitment and dedication they all give to the group.
11. The Group now has three Group Coaches and one Trainee Coach who has completed all training modules and will have a final coaching assessment when ready.

12. Due to increased running costs and persistent rider cancellations the Trustees made the decision to change the riders' payment structure from September 2023. The group no longer asks for a suggested donation but now charges £10 per session invoiced and payable termly in advance. A formal Chalkdown Riders Contract has also been introduced which must be signed and kept on file with riders papers. Refunds are only given in extenuating circumstances. This has improved monthly cash flow considerably and is helping the group with planning and budgeting.
13. Participant levels have been steady throughout the year with a full capacity level of 20 riders on a Thursday and 12 on a Wednesday. The groups riders have a broad spectrum of physical and neuro-diverse disabilities and ages range from 3 years to 75 years.
14. The group has a small waiting list.

Fundraising

15. Chalkdown has an exceptional fundraising team of volunteers and their hard work and creativity helps to bolster the monthly cash flow. The Trustees were delighted to be able to thank the 2022 Bike2Hike fundraisers in person last September at the launch of the new stable block at Duckhurst.

Over the course of the year the group attended events at The Weald of Kent Ploughing Match, The Richmond Steam Fair, Fashion Show and Winter Quiz night and Christmas Fayres whilst the Chelsea Tuesday Plant Sale and the Grand National Sweepstake continue to be a highlight on the annual fundraising calendar.

In 2023 Chalkdown was also selected as Charity of the Year for law firm Whitehead Monckton and this year the group has been chosen by Marden Village Club as their joint 2024 Charity of the Year, thereby raising the profile and awareness of the group in the community and providing valuable support.

Financial Review

16. This has been another record year for Chalkdown with income of £70,597 due in large part to some unexpected and very generous donations and grants. By comparison, last year saw an income of £64,408. However, running costs this year have, not surprisingly, risen from £41,586 to £46,581, which includes increased pony costs of £27,317. Profit for the year was £24,016, up from £22,822 last year, and cash reserves stand at £60,393.

In May last year Trustees agreed to open a NatWest 95 Day Business Liquidity Account and an Instant Access Deposit Account. At Year End £946 interest has been earned from these two accounts. Trustees have also agreed to designate £25,000 on the balance sheet to a Chalkdown Expansion and Development Fund.

17. 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 £45,000. Our accounting is run on a Sage System which produces a detailed breakdown and monthly comparison. The Trustees also produce a budget forecast which is included in the monthly reporting system.
18. Because income exceeds £25,000 the accounts are 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.
19. 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

29th April 2024

Chalkdown RDA
Receipts & Payments Account
for the Year Ending 31 March 2024

| Receipts | <u>2024</u> | <u>2023</u> |
|------------------------------|----------------------------|----------------------------|
| Sales | 1379.00 | 2166.80 |
| Donations | 40737.60 | 14686.65 |
| Riders Lessons/Donations | 11954.54 | 5029.00 |
| Fund Raising | | |
| General | 6948.99 | 10116.98 |
| Bike to Hike | 0.00 | 24351.78 |
| Social Events | 811.30 | 978.00 |
| Misc | 80.30 | 303.72 |
| Collection Tins | 333.15 | 290.75 |
| Equipment Sales | 200.00 | 200.00 |
| Gift Aid | 1039.60 | 1852.77 |
| Insurance Claim | 0.00 | 931.55 |
| Grants | 6120.00 | 3500.00 |
| Legacies | 46.67 | 0.00 |
| Bank Interest | 946.35 | 0.00 |
| | <u>70597.50</u> | <u>64408.00</u> |
| Payments | | |
| Rent | 150.00 | 4220.00 |
| Loss on Sale of Pony (Finn) | 2000.00 | 0.00 |
| RDA Expenses | 869.30 | 459.74 |
| Pony Costs | 27317.26 | 16135.42 |
| School Hire | 3650.00 | 1650.00 |
| Fund Raising | 1115.91 | 3831.36 |
| Purchases for resale | 1544.94 | 1657.53 |
| Training Projects | 0.00 | 665.30 |
| Social Events | 871.75 | 1319.81 |
| Marketing | 1486.94 | 900.20 |
| Insurance | 2780.14 | 3827.11 |
| Misc | 262.10 | 187.60 |
| Admin | 933.68 | 1074.86 |
| Equipment Hire & Maintenance | 2590.84 | 1512.16 |
| Professional Fees | 300.00 | 3267.50 |
| Trustee Expenses | 708.40 | 790.14 |
| Volunteer Expenses | 0.00 | 87.70 |
| | <u>46581.26</u> | <u>41586.43</u> |
| Profit/Loss | <u><u>24016.24</u></u> | <u><u>22821.57</u></u> |

Signed:



Tracey Darby AFA MIPA

Dated: 02/05/2024

Chalkdown RDA
Statement of Assets & Liabilities
as at 31 March 2024

| | |
|------------|-------|
| Cash Funds | 60402 |
|------------|-------|

| | |
|--------|-------|
| Assets | 70667 |
|--------|-------|

| | |
|--|---------------|
| | <u>131070</u> |
|--|---------------|

£25,000 of the above Cash Funds have been set aside in a Designated Fund for an Expansion and Development Fund.

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 2024.

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 2011 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.....20 KENWOOD RD, DUNTON GREEN, SEVENOAKS.....
.....KENT: TN13 2UU.....

Date.....21/5/24.....