

**Trustees' Annual Report
for Period 1st April 2024 to 31st March 2025
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
Louise Johnson	Trustee
Jenny Suthers	Trustee
Dr Karen Webb	Trustee

Charity Accountancy Adviser :

Mrs Tracey Darby AFA MIPA
1st 4 Accounts Limited
Dunton Green
TN12 2UU

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 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 2025 the Group had 10 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. Chalkdown paid £200 for RDA membership and £513 for insurance 2024/25.

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 by RDA UK 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 on providing opportunities for physically disabled and neurodivergent 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

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7. The Group now owns six of its own RDA horses with new horse Barravalley Beauty purchased in September and pony Joey in December 2024. Longest serving pony Lara has now semi retired, only being used for "Tea With A Pony" nursing home visits. The Group is very grateful to their Chalkdown Coach who

is providing Lara with a wonderful retirement home. The Group would also like to record their thanks to the owners of Prince, Chase and Willow for loaning their ponies for sessions each week. Willow is now on maternity leave and the arrival of the new foal is eagerly anticipated!

8. Chalkdown continues to rent ground space from Duckhurst Equestrian Centre for the siting of its 5 unit stable block and field shelter together with use of a small field. Because of limited grazing, considerable work has been carried out to improve drainage and field management. A large round hay bale feeder has also been purchased to facilitate feeding and an extended area of hard standing has been laid. The Trustees are very grateful to a team of dedicated volunteers who help with the pony care on the Chalkdown yard under the supervision of a Chalkdown Coach and Trustee who is paid on a self employed basis.

9. The Group's partnership with Snowfields Academy has continued to flourish this year with Wednesday sessions being dedicated to groups of up to 12 students who attend for a 12 week period. A further two grants have been received again from Sport England for a 12 month period to fund this project for young students with autism and this covers the cost of paying for the RDA Coach on a self employed basis and for the hire of the arena. The Trustees have agreed to adopt this business model for any additional days in the future should the group consider expanding further.

10. The group currently has 61 volunteers and a rota is operated to ensure there are enough volunteers to cover both days as well as yard support. The Group continues to be indebted to them for the time, commitment and dedication they all give in so many ways.

11. There are three Chalkdown Group Coaches and one Trainee who has successfully completed all training modules but has not been able to complete the qualification. The Group would like to encourage other volunteers to step forward to become Trainee Coaches and embark on the RDA Coaching Pathway which can take several years.

12. The introduction of formal invoicing for riding sessions in 2023 has helped to provide financial stability throughout the year as well as assisting with accurate budget forecasting. The group's charge to riders has remained unchanged at £10 per session. Contracts must be signed by all riders/carers/parents and refunds are only given in extenuating circumstances.

13. In August Chalkdown ran a “Summer Club” over several days which involved grooming, stable and field management, riding and was topped off with a picnic. It was a great success and the Trustees would like to thank the Coach and volunteers who helped to make the event happen. It is hoped that this will take place again this summer.

14. Participant levels have been steady throughout the year with an increased capacity of 23 riders on a Thursday and 12 on a Wednesday. Riders have a broad spectrum of physical and neurodivergent disabilities and ages range from 3 years to 75 years. The Group also enjoys participating in RDA’s “Tea With A Pony” activity, taking a pony or two to local nursing homes in the summer months to meet the residents.

15. The group currently has a small waiting list.

Fundraising

16. The Trustees would like to thank the Chalkdown fundraising team who have once again gone above and beyond. Their continued creativity and tenacity has made this another record breaking year. In December they organised Chalkdown’s first Christmas Carol Concert in Cranbrook’s St Dunstan’s Church raising over £5000. Also, throughout 2024 Chalkdown was the Marden Village Club Charity of the year, receiving a generous donation of £8000. The Richmond Steam Fair once again supported Chalkdown and made a donation of £3250 and regular fundraisers Chelsea Tuesday and the Grand National Sweepstakes were also hugely successful.

Financial Review

17. This has been another record year for Chalkdown with an increased income of £72,893, up from £70,598 last year. Running costs, however, have risen once again from £46,581 to £53,492. This increase is almost entirely due to the cost of unscheduled works carried out to the field and tarmacking in front of the stables. The Trustees considered this work to be essential in order to manage the limited grazing space for the herd and to make the yard a safe working environment.

Profit for the year was £19,401 down from £24,017 last year for reasons stated above, but cash reserves have increased to £66,229 with debtors of £1,214.00 at year end.

Chalkdown operates four NatWest accounts: 2 x Current, an Instant Access Deposit and a 95 Day Business Liquidity Account. With careful management, interest received on these accounts has risen 75% from £946 in 2023 to £1,664 at year end.

On the balance sheet £5000 of the £25,000 designated fund has been used for on site development during the year, leaving a balance of £20,000.

18. At the last AGM in June 2024 the Chalkdown 100 Club Lottery was launched. Much research went into setting this up and a gambling licence was obtained. Membership is either a one off annual payment of £60 or a direct debit of £5 per month. A draw takes place each month with the winning number receiving £75 and the second place £25. The Club uses a dedicated Chalkdown bank account and there has been a steady start with a profit at year end of £1366. A bank reconciliation is produced each month.

19. 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 £50,000. Accounting is run on a Sage System which produces a detailed breakdown and monthly comparison. The Chalkdown Treasurer also produces a budget forecast which is included in the monthly reporting system.

20. Because income exceeds £25,000 the accounts are checked by an independent examiner, Mrs Tracey Darby AFA, MIPA of 1st 4 Accounts Limited. A signed copy of the Report is attached and will be submitted to the Charity Commission with our Annual Return and Trustees Annual Report (TAR)

21. 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 goes from strength to strength.

Signed on behalf of the Committee of Trustees
Pauline Roestenburg
Chair

27 May 2025

DRAFT

Chalkdown RDA
Receipts & Payments Account
for the Year Ending 31 March 2025

Receipts	<u>2025</u>	<u>2024</u>
Sales	1493.95	1379.00
Donations	32270.07	40737.60
Riders Lessons/Donations	12378.00	11954.54
Fund Raising	11672.99	6948.99
Social Events	435.00	811.30
Collection Tins	683.46	333.15
Equipment Sales	839.10	200.00
Gift Aid	2807.40	1039.60
Grants	3240.00	6120.00
Legacies	3625.00	46.67
Bank Interest	1664.11	946.35
Other Income	1783.97	80.30
	<u>72893.05</u>	<u>70597.50</u>
Payments		
Rent	0.00	150.00
Loss on Sale of Pony (Finn)	0.00	2000.00
RDA Expenses	963.13	869.30
Pony Costs	31625.64	27317.26
School Hire	3400.00	3650.00
Fund Raising	1296.91	1115.91
Purchases for resale	1540.00	1544.94
Training Projects	80.00	0.00
Social Events	622.95	871.75
Marketing	886.34	1486.94
Insurance	2043.84	2780.14
Admin	1117.25	933.68
Equipment Hire & Maintenance	8415.75	2590.84
Professional Fees	360.00	300.00
Trustee Expenses	766.24	708.40
Other Expenses	373.94	262.10
	<u>53491.99</u>	<u>46581.26</u>
Profit/Loss	<u><u>19401.06</u></u>	<u><u>24016.24</u></u>

Signed:



Tracey Darby AFA MIPA

Dated: 27/05/2025

Chalkdown RDA
Statement of Assets & Liabilities
as at 31 March 2025

Cash Funds	66238
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Assets	84233
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	<u>150471</u>
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£5,000 of the £25,000 Designated fund has been used for on site development during the year leaving a balance of £20,000.

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 2025.

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 LEWARD RD, DUNTON GREEN, SEVENOAKS.....

.....KENT, TN13 2UU.....

Date.....27/05/25.....