



ARROW RIDING CENTRE

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ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020

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ARROW RIDING CENTRE FOR THE DISABLED

TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2020

Like the rest of the community our thoughts and thanks go out to the NHS staff for their fantastic work and dedication. In particular to our friends at Darent Valley hospital. Many of whom in normal times attend conferences at the Centre. With our sympathy to those who have lost friends or family.

Our activities have ceased apart from the need to look after our ponies, horses and of course the cats – Smudge and Stig. This care being provided each day by teams of two members of our staff - to whom we give our thanks and of course to our volunteer group organiser for keeping things “ticking over” until we reach better times.

The only regular income we have being provided by the owners of horses stabled with us. With additional help coming from a number of parents of our riders who continue to pay for lessons by way of donations and from other friends of Arrow making donations into our bank or via our website into our Virgin Just Giving account. Our thanks to everyone.

With the foregoing help we will do our utmost to see that we survive this dreadful time and continue into the future. When we do recover – we will almost certainly have to re-start from scratch. With many of our riders having to go back to the beginning of their therapy. Our ponies and horses needing to be re-trained and our volunteers looking to retrieve their leg and muscle power. Added to this with people leaving there will be a number of staff changes.

The following accounts for the year ending 31st March 2020, with us deferring some items of capital expenditure, show a surplus of £6,620.

I would like to express our thanks to all our volunteers including those from Bexley RDA. Our condolences to Anita Claridge on the loss of her husband Mike. Anita started Hippotherapy at Arrow from which so many of our riders have benefited.

Wishing that everyone comes through this crisis in good health.

signed

Ken Blake hon chairman/treasurer

for and on behalf of the Trustees

30th April 2020

Establishment and property

The Centre was founded in 1982 by the Dartford Lions. This following permission being given by the Local Health Authority for Arrow to use for riding for the disabled, free of charge, the old farm buildings and land which formed part of the original Darent Park hospital complex.

During the 1990`s a Public Finance Scheme was established whereby the District Health Authority agreed to release land for housing in exchange for the construction of a new hospital – Darent Valley

The grounds and buildings which we had been using being transferred to Dartford Borough Council (DBC) under a 99 year lease from the Secretary of State for Health. This document stipulating that the property can only be used as public open space/country park and associated uses with the exception of the existing cemeteries and riding school or for agricultural use. No rental sum being charged.

With grants DBC obtained from English Countryside and the Millennium Fund, together with not insignificant sums raised by ourselves through the Bluewater contractors golf day, a loan, other donations and matched funding , DBC had upgraded the parkland areas, our indoor arena, main building and barn

To remain in occupation, however, DBC required us to enter into a lease to include the reconstructed main building, indoor riding arena, barn, some grazing together with two stable wings originally constructed in 1875

The property is held under a lease from DBC for a term of 30 years from 1st April 2007. The current rent is £3,000 a year subject to five yearly rent reviews. We are responsible for insurance of the buildings and repairs to the reconstructed parts. With the restrictions on the use of the property being reflected by the rental charge. We also hold under licence from DBC around 20 acres of grazing at a rent of £1 a year. With our being responsible for the internal fencing

DBC makes small grants to local charities run by volunteers. Since 2000 we have been fortunate enough to benefit from such awards for which we are extremely grateful. The sums having completely off-set any rent due.

We only have one area of dispute with DBC. We originally were given occupation of a further building (known as Bailiff`s cottage) with a further cottage that was to be refurbished for a resident warden. Unfortunately through lack of funding the second building was never completed and prior to entering into a lease we were asked by DBC to make Bailiff`s cottage available for the park warden.

As after some 20 years the warden retired and DBC decided not to replace him – an empty cottage is left with our not being able to re-obtain possession – where we would like a staff member or volunteer to reside - to oversee the protection of our ponies and horses as required under the Animal Welfare Regulation 2018

Objects of the Centre

To help children and adults with physical or learning difficulties by the following:-

Improve head – spine control – eye and hand co-ordination – circulation and muscle relaxation using the pony/horse to provide a unique form of therapy (Hippotherapy).-

Teaching to horse or pony ride. With the opportunity to progress in dressage to competing at National and International levels.

Increase confidence and self-esteem and for us to see that every one who finds a visit to the Centre to be both physically beneficial and enjoyable.

To comply with our health & safety policy and liability insurance – every rider must first have completed an application form. This can be downloaded from our website.

Rider`s safety

We are licenced by DBC under the Animal Welfare Regulation 2018 for the period 1/1/2019 to 12/2021. We have been given a 5 star rating.

We employ a small team of very capable people who have RDA or British Horse Society teaching qualifications as well as considerable equine experience. Also we have three experienced RDA volunteer instructors who give their time to us.

We are also very fortunate to have an extremely talented volunteer Chartered Physiotherapist who gives her services to us and arranges programmes of therapy for both mature and our youngest from 18 months of age.

It is necessary in nearly all lessons to have volunteer horse leaders and side helpers. Each has undergone RDA training and both volunteers and staff have been cleared under our Safeguarding Policy.

Employer and public liability risks are covered under a group policy implemented by the Riding for the Disabled Association (RDA)

Ponies and horses

Our team have been specially trained for the work we do and are:-

Beline Blue Champ Dolly Jack Mia Sam Truffles William Wilma & Gyp (on loan)

Plus our mechanical horse Jeremy.

Membership

Membership is made up from people involved with our development. Currently we have eleven members who are entitled to attend and vote at general meetings either in person or by proxy.

Of that number we have a committee of six persons (trustees) who are responsible for the day-to-day running of the Centre. Each being a volunteer who is “hands on” assisting with lessons, taking care of our ponies and horses – various tasks on the yard – repairs – administration – fund raising etc. The current members being as follows:-

Kenneth Blake FCIS	hon chairman/treasurer	Marilyn Stapley
Valerie Blake BEM	hon group organizer	Patricia McMullen
Noelle Basten	hon secretary	Christine Luckings

The group organizer was reimbursed out of pocket expenses and travel at 30p per mile. During the year this amounted to £1,653 of which £1,560 was claimed in full settlement. Apart from this sum – none of the other trustees or members of Arrow received any honorarium, attendance allowance or expense payments.

Insurance

Of buildings based upon valuations made by Chartered Surveyors acting for DBC (Landlords) and placed with Zurich Insurance plc through Weald Insurance Brokers who also insure our mechanical horse and tack. Our ponies and horses are not insured the average price of each being £4,500.

Liability insurance is covered under an RDA group policy

During the financial year there were no serious accidents or incidents leading to claims under our policies.

Funding and accounts

From our own activities we accounted for 76.6% of our running costs. With the balance and our special expenditure coming from the donations made by the many kind friends of Arrow. Also not forgetting the help with have received with projects on site – such as the replacement of the transparent roof panels in our indoor riding arena.

In the current difficult times we have transferred a further £10,000 into our reserve account bringing the total to £40,000.

Our accounts are prepared on the basis that we shall continue to operate in the future despite the present difficulties. In the event of our closure any remaining assets would have to be transferred to another charity with similar objects to our own.

ARROW RIDING CENTRE FOR THE DISABLED

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2020

<u>2018/19</u>	<u>INCOME</u>		<u>2019/20</u>
89,724	Donations & sponsorships	(note 1)	54,962
25,154	Fund raising	(note 2)	32,197
73,493	Riding lessons		75,092
23,040	Donations from stabling		21,596
4,455	Miscellaneous income	(note 3)	4,931
<u>215,866</u>	<u>TOTAL INCOME FOR THE YEAR</u>		<u>£ 188,778</u>
<u>2018/19</u>	<u>EXPENDITURE</u>		<u>2019/20</u>
122,624	Salaries & NIC instructors & grooms	(note 4)	123,525
4,204	Buildings & liability insurance		4,317
7,395	Heat, light & water		10,375
4,288	Repairs & renewals		4,441
1,877	Stationery, telephone, broadband		1,778
3,190	Training, transport & subscriptions		3,661
4,600	Horse/pony – feed and bedding		1,963
8,542	Veterinary & farrier services		11,232
<u>8,253</u>	Tack, hygiene & yard expenses		<u>10,070</u>
164,973			170,251
<u>49,432</u>	Special expenditure	(note 5)	10,796
<u>214,405</u>	<u>TOTAL EXPENDITURE FOR THE YEAR</u>		<u>£182,158</u>
<u>£ 1,461</u>	<u>INCOME FOR THE YEAR</u>		<u>£ 6,620</u>

ARROW RIDING CENTRE FOR THE DISABLED

BALANCE SHEET AS AT 31ST MARCH 2020

<u>2018/19</u>	<u>CURRENT ASSETS</u>		<u>2019/20</u>
83,781	Bank accounts	(note 6)	90,693
217	Cash in hand		181
6,601	Debtors	(note 7)	5,926
<hr/>			
90,599	TOTAL ASSETS		£ 96,800
4,648	Creditors & accruals	(note 8)	8,129
<u>73,500</u>	Reserve and allocated funds		<u>70,000</u>
<u>78,148</u>			<u>78,129</u>
12,451	<u>ASSETS LESS CURRENT LIABILITIES</u>		18,671
<u>4,800</u>	Less: long term liability	(note 9)	<u>4,400</u>
<u>£ 7,651</u>			<u>£ 14,271</u>
	Represented by:-		
6,190	Accumulated funds at 31 st March 2019		7,651
1,461	Excess of income over expenditure year to 31/3/20		6,620
<u>£ 7,651</u>			<u>£ 14,271</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020

NOTE 1 DONATIONS & SPONSORSHIPS OF £25 AND ABOVE

		<u>2019/20</u>
Adams	Jackie	500
AJA	Legal Services	150
Atkins	FP	40
Barnes	Ron & Eileen	400
Basten	Noelle	90
Beasons	Construction & Development Ltd	500
Blake	Sylvia & Bob	25
Bowdler	Mrs Ann	60
Bramwell	Michael & Henrietta	240
Bray	Louise & Anne – Dog agility club	359
Bristow	Lynn	208
Buttress	Alan	30
City	Central Cleaning Ltd	500
Claridge	Anita	50
Clarke	Sue	100
Connell	Mrs Daryl	1,500
Connell	Sheila	250
Darent Valley	Hospital – payroll department	30
Dartford	Bridge & Art Appreciation	25
Dartford	Ladies Probus	50
Espinall Sheldrake	Sofia and family	66
Fawkham	& District Riding Club	125
Friendship	Quilters	1,000
Ginn	Miss Shirley	1,100
Goldsmith	Simon	240
Hunnisett	Derek & Linda	100
Inner Wheel of	Gravesend	155
	District 12	2,628
Kennedy	Celia	118
Kozak	Daiva	40
Kamber	Mandy & Ray	64

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020

NOTE 1 DONATIONS & SPONSORSHIPS OF £25 AND ABOVE (continued)

		<u>2019/20</u>
Lock	Mrs Jackie (Sponsoring Jack)	140
Mannion	Michael & Mary	7,330
Masonic Lodges	Albany Park Chapter No 7432	30
	Ancient of Days Chapter No 9230	200
	Beauchamp No 1422	50
	Blake Hall Lodge No 4245	1,741
	Braidwood Lodge Charity	300
	Chantry Lodge No 6454	150
	Greenhythe Lodge No 5449	50
	Hearts of Oak Lodge	300
	Ideal Endeavour Lodge	150
	Lesnes Abbey Lodge	250
	Lord Harris Lodge of Mark Master Masons No 1494	200
	McDonalds Lodge No 1216	350
	Nelson Lodge No 700	50
	Pilgrim Chapter 1741	400
Moreland	Fellowship Club	50
Oldcorn	David	40
Police	& Crime Commissioner for Kent	500
Pullman	Richard	240
Randall	Andy (Prudential sponsored cycle event)	1,555
Redhead	Mrs OM	1,000
Rennie	Jane	1,000
Rolleston	Mrs	48
Saint	Barnabus Church Joydens Wood	182
Saint	Edmunds Wives Group	50
Sheldrake	Peter (sponsored walk Hadrians Wall)	1,282
Sidcup	Speakability Group	100
Sittingbourne	& Milton Regis Ladies Golf Club	60
State	Street Corporation USA	8,170
Sterne	Sarah	50
Swanley	Cake Craft	280
Swanley	Active Retirement Group	260

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020

NOTE 1 DONATIONS & SPONSORSHIPS OF £25 AND ABOVE (continued)

		<u>2019/20</u>
Theodorou	Mr & Mrs	200
Thind	Balkar	110
Trefoil Guild	Chislehurst	35
	Sidcup	250
Wackett	Elaine	40
Wanstall	Mike & Sally	360
West Kent	AM Order of Purchasers	500
West Kent	Vintage Motor Cycle Club	4,500
Whelen	Mrs EM	100
White	Mrs Debbie	30
Write Trak Ltd	Gravesend	5,200
Williams	Mrs Mary (sponsoring William)	300
Anon	donation parking	50
	Charities Aid Foundation	25
	Paid into our Virgin Just Giving account	374
	Pay Pal Giving	362
	In Memory of :- Jill Jasper	1,000
	Victor James Forder	<u>487</u>
		51,224
	Donations of less than £25	<u>238</u>
		<u>£51,462</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020

NOTE 1 DONATIONS & SPONSORSHIP CONTINUED

	<u>2018/19</u>		<u>2019/20</u>
Total Donations	£ 54,690		£ 51,462
Deferred income brought forward	<u>108,534</u>		<u>73,500</u>
	163,224		124,962
Less:- reserve & allocated funds			
Horse and ponies fund	10,000		-
Sundry reserve (hay,tack etc)	3,500		-
Balance – for mechanical horse			
New stable block (planning	30,000	30,000	
permission granted)			
General reserve	<u>30,000</u>	73,500	<u>40,000</u>
	<u>£ 89,724</u>		<u>£ 54,962</u>

NOTE 2 FUNDRAISING

Carol concert, dressage, shows, events etc	£ 7,720	£ 7,778
Hiring – out our facilities	20,990	26,213
Collection boxes/collections	<u>856</u>	<u>2,250</u>
	29,566	36,241
Less: cost of fund raising	<u>4,412</u>	<u>4,044</u>
	<u>£ 25,154</u>	<u>£ 32,197</u>

NOTE 3 MISCELLANEOUS INCOME

Gift aid recovery	£ 4,022	£ 4,433
Bank interest	289	383
Sale of carriage, rugs, etc	144	115
	<u>£ 4,455</u>	<u>£ 4,931</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020

NOTE 4 SALARIES & NIC

	<u>2018/19</u>	<u>2019/20</u>
Salaries	£ 116,671	£ 116,352
Employers NIC	4,743	5,243
Work place pension	<u>1,210</u>	<u>1,930</u>
	£ <u>122,624</u>	£ <u>123,525</u>

During the year we employed an average of four full-time and three part-time instructors/horse carers.

NOTE 5 SPECIAL EXPENDITURE

Fencing		1,447
Purchase of ponies – Dolly & Champ		9,745
Mechanical horse	42,794	
Saddles	4,898	
New laptop	509	
Planning permission for stables	462	
Wayleave for telephone/broadband	396	(396) refund
Filing cabinet ,matting (gate 2017/18)	373	
	£ <u>49,432</u>	£ <u>10,796</u>

NOTE 6 BANKING

Current account with CAF Ltd	£ 23,431	£ 50,693
Deposit account with Virgin Charity	<u>60,350</u>	<u>40,000</u>
	83,781	90,693
Less: General reserve & allocated funds (note 1)	<u>73,500</u> £ <u>10,281</u>	<u>70,000</u> £ <u>20,693</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020

NOTE 7 DEBTORS & PREPAYMENTS

Gift Aid	2,824
Hire of facilities	2,240
Fund raising	588
Building insurance	274
	<u>£ 5,926</u>

NOTE 8 CREDITORS & ACCRUALS

BT	67
Nest pension scheme	375
Marjorie McClure lesson fund	5,874
Sundry creditors	702
Electricity	1,111
	<u>£ 8,129</u>

NOTE 9 LONG TERM LIABILITY

In the year 2000 the Riding for the Disabled Association (RDA) loaned us £10,000 towards the cost of building Improvements. The sum is interest free. Repayable at the rate of £400 per year. Being conditional upon our remaining members of the RDA. The balance due now being £4,400.

Assets

Ponies & Horses at cost	£23,296	(2018/19 £23,950)
Saddles at yard manager`s valuation	8,000	(2018/19 £ 9,300)
New Holland Tractor purchased 2014/15	18,995	(Major part of funding donation from QBE European Insurance Group UK)
Mechanical horse at cost 2018/19 -including Mounting blocks and installation	47,194	(purchased from various donations)

Other assets – mainly s/h furniture and tack

All of the above assets have been purchased from donations and gifts. With our charitable status the Trustees do not see any purpose in their inclusion within the balance sheet and having to provide provision for depreciation. In the case of our ponies and horses – this would necessitate write-offs in the event of retirement or the death of an animal.

In this financial year we have had to retire Hugo and Hobnob who are greatly missed by our riders, staff and volunteers. You will be pleased to know that they are enjoying their retirement on a farm near the Kent coast and deservedly are receiving the best of care.

ARROW RIDING CENTRE FOR THE DISABLED

TO THE TRUSTEES OF THE ARROW RIDING CENTRE FOR THE DISABLED:

The charity trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act). Under Section 145(1) (a) of the Act the trustees have elected for the accounts to be examined by an independent examiner. I have been appointed by the trustees to undertake that task.

I report in respect of my examination of the Trust`s accounts carried out under Section 145 of the 2011 Act and In carrying our 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 Trust as required by Section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set our in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a “true and fair view” which is not a matter considered as part of an independent examination.

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 Alan Buttress 31st May 2020

Alan Buttress
109 Coombfield Drive
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