

**BRADBOURNE GROUP  
RIDING FOR THE DISABLED ASSOCIATION**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**for the year ended**

**31ST MARCH 2014**



**LINDEYER FRANCIS FERGUSON**  
CHARTERED ACCOUNTANTS



# **BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION**

## **COMPANY INFORMATION**

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The company is a registered charity and is incorporated as a company limited by guarantee, registered in England.

**CHARITY REGISTRATION NO.** 1122480

**COMPANY REGISTRATION NO.** 6334299

**TRUSTEES**  
P G Felgate (Chairman)  
Mrs G Roper (Secretary)  
Mrs A L D McKee (Treasurer)  
Mrs J Leight  
D F Williamson  
Mrs S Fewkes  
Mrs S E Honnywill  
Miss S J Fenn

**CHIEF EXECUTIVE OFFICER** P G Felgate

**SECRETARY** Mrs G Roper

**REGISTERED OFFICE**  
90 Hill Top  
Tonbridge  
Kent  
TN9 2UP

**PRINCIPAL OPERATING OFFICE**  
Bradbourne Riding Centre  
Bradbourne Vale Road  
Sevenoaks  
Kent TN13 3DH

**ACCOUNTANTS**  
Lindeyer Francis Ferguson Limited  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

**INDEPENDENT EXAMINER**  
Stephen J Kerry BA FCA  
90 Hilltop  
Tonbridge  
Kent TN9 2UP

**BANKERS**  
CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

# **BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION**

## **REPORT OF THE DIRECTORS AND TRUSTEES**

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The Trustees, who are also Directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2014. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charitable company.

### **Company Status**

Bradbourne Group Riding for the Disabled Association is a charitable company limited by guarantee. It was incorporated on 6 August 2007 and is governed by a memorandum and articles of association.

The company is limited by guarantee. The members of the company are the trustees. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

### **Governance and internal control**

The charity is organised so that the trustees meet regularly to manage its affairs. The chief executive manages the affairs of the charity on a day to day basis with additional assistance as required.

The board as a whole appoints new trustees, and all trustees retire and are eligible for re-appointment, each year. The trustees are inducted by briefings from the Chairman.

### **Objectives and activities**

The objective of the charity is to promote the objectives of the Riding for the Disabled Association Incorporating Carriage Driving, a national charity registered under charity number 244108, by providing disabled people in the Sevenoaks area with the opportunity to ride and/or carriage drive to benefit their health and well being.

### **Public benefit**

The charity works hard to ensure that it is able to offer opportunities to any disabled person, regardless of background.

### **Review of the year**

Now over 50 years old and still going strong Bradbourne Group embraces every new challenge with enthusiasm. In 2013/14 we were among the first 20 groups to register for Endurance Riding and we hosted the inaugural event for the South East region in June. This new discipline gives our riders (and volunteers) a new challenge and an opportunity to expand their riding capabilities. Next year we should be fully operational as a Show Jumping group too.

Providing over 4000 rides and over a 100 carriage drives is not a small achievement and the trustees would like to thank the whole team of volunteers, instructors, and helpers and of course the ponies for all that they do. In addition we hosted 3 residential camps and 10 day camps for adults and children using our clubhouse as the main base. A total of 172 rides were provided during these camps.

A first for the group was to take part in a film for Kent County Council's celebration of volunteering initiative in February. This was an exciting experience if a little chilly!

In April the indoor school was resurfaced making the working environment for riders, volunteers and our ponies much more enjoyable. The outdoor school has also undergone refurbishment and now provides another option for the group in good weather.

# **BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION**

## **REPORT OF THE DIRECTORS AND TRUSTEES**

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Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the Directors are required to:

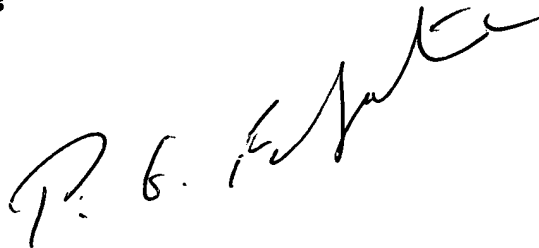
- select suitable accounting policies and then apply them consistently
- make judgments and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records sufficient to show and explain the company's transactions and that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

**By order of the Trustees**

**P G Felgate  
Chairman**

A handwritten signature in black ink, appearing to read 'P. G. Felgate', is written over the printed name of the Chairman.

# **BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION**

## **REPORT OF THE DIRECTORS AND TRUSTEES**

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On the fundraising side we have continued to work with corporate supporters/ fundraising partners to raise our profile in the local community. Our second Golf Day in April was a huge success and the funds raised have recently been invested in a caravan to provide much improved accommodation for our summer campers. Our forth Knole Ride was another success and oversubscribed. This event has certainly put us on the local equestrian map.

Dressage was another success story this year with four new riders taking part and doing very well at the regional competition at Hickstead and three established enthusiasts all qualifying for the National competition at Hartpury. They all performed superbly and made us proud.

2013/14 was another rewarding year for proficiency tests which enable our riders and drivers to receive recognition for their achievements both big and small.

### **Financial position**

The Statement of Financial Activities shows a net decrease in resources for the year amounting to £4,924 (2013: decrease of £10,388). Our reserves stand at £234,242 (2013: £234,166) at the year end.

### **Reserves policy**

The charity aims to maintain reserves sufficient to cover one year's expenses, and to raise enough income to cover the current year's expenses.

### **Plans for the Future**

In 2014 we are organising our third Summer Ball and fifth Knole Ride and in 2015 we plan to host another Golf Day.

### **Risks**

The directors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finance of the company, and are satisfied that systems are in place to mitigate the charity's exposure to major risks.

### **Directors and trustees**

All the officers of the company are also trustees of the charity and there are no other trustees.

The directors and trustees who served during the year are listed below:

P G Felgate (Chairman)  
Mrs G Roper (Secretary)  
Mrs A L D McKee (Treasurer)  
Mrs J Davis (resigned 9 October 2013)  
Mrs J Leight  
D F Williamson  
Mrs S Fewkes  
Mrs S E Honnywill  
Miss S J Fenn

### **Statement of directors' and trustees' responsibilities**

The directors are responsible for preparing financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

# **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION**

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I report on the accounts of the company for the year ended 31 March 2014 which are set out on pages 5 to 10.

## **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

## **Basis of independent examiner's statement**

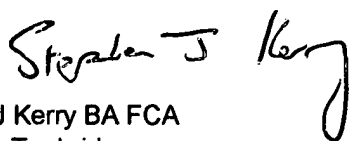
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement ofhave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated:

1/12/2014

Stephen J Kerry BA FCA  
90 Hilltop, Tonbridge  
Tonbridge  
Kent TN9 2UP

# **BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION**

## **ACCOUNTING POLICIES**

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### **BASIS OF PREPARATION OF ACCOUNTS**

Bradbourne Group Riding for the Disabled Association is a company limited by guarantee and its accounts are regulated by the Companies Act. The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) which have been applied consistently.

The accounts contain additional information in accordance with the Statement of Recommended Practice (SORP) on Accounting by Charities. The accounts are prepared under the historical cost convention.

The charitable company has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement.

The principal accounting policies of the charity have remained unchanged from the previous year and are set out below.

### **Incoming resources**

All incoming resources are included in the statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the company being notified of an impending distribution or the legacy being received.

All monetary donations and gifts are included in the statement of financial activities when receivable. The income is treated as unrestricted income unless the donor has specified the manner in which the donation is to be spent, in which case it is accounted for within restricted funds.

When such receipts remain unmatched at the year end, the charity is considered not to be entitled to the income, and will only become entitled to it on performance of the related activity. Accordingly, these receipts are accounted for as deferred income.

Donations under gift aid together with the associated income tax recoverable are credited as income when the donations are received.

Gifts in kind for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No income is recognised in the financial statements for services donated by volunteers.

### **Investment income**

Investment income, including any associated income tax recoverable, is recognised when receivable.

### **Resources expended**

Expenditure, which is charged on an accruals basis, is allocated between:

Cost of generating funds comprises the costs associated with attracting voluntary income.

Charitable expenditure, including direct expenditure. Where costs cannot be directly attributed, they have been allocated to activities on a basis consistent with the use of resources as described below.

Governance costs include those costs incurred by the charity in meeting its constitutional and statutory requirements.

### **Fixed Assets**

All expenditure exceeding £250 on fixed assets is capitalised at cost.

Depreciation is calculated to write down the cost, less estimated residual value, of tangible fixed assets by equal annual instalments over their estimated useful lives as follows:

- Leasehold property - over the life of the lease (20 years from June 2011)
- Plant and machinery - 25% on the reducing balance
- Fixtures and fittings - 25% on the reducing balance

# BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2014

		Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
<b>INCOMING RESOURCES</b>	<b>Note</b>				
Incoming resources from generated funds					
Voluntary income	1	-	14,083	14,083	15,635
Activities for generating funds	2	-	59,759	59,759	45,974
Investment income	3	-	116	116	194
Incoming resources from charitable activities	4	-	865	865	755
<b>Total incoming resources</b>		<u>-</u>	<u>74,823</u>	<u>74,823</u>	<u>62,558</u>
<b>Resources expended</b>					
Costs of generating funds	5	-	7,783	7,783	4,016
Cost of charitable activities	6	5,649	66,315	71,964	68,930
<b>Total resources expended</b>		<u>5,649</u>	<u>74,098</u>	<u>79,747</u>	<u>72,946</u>
<b>Net movement in funds for the year</b>		( 5,649)	725	( 4,924)	( 10,388)
<b>Total funds brought forward</b>		85,236	148,930	234,166	244,554
<b>Total funds carried forward</b>	12	<u>79,587</u>	<u>149,655</u>	<u>229,242</u>	<u>234,166</u>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.



# BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION

## BALANCE SHEET

as at 31 March 2014

	Note	2014 £	2014 £	2013 £
<b>Fixed assets</b>				
Tangible assets	8		121,461	114,050
			<u>121,461</u>	<u>114,050</u>
<b>Current assets</b>				
Stock	9	7,650		8,150
Debtors	10	38,648		11,667
Cash at bank and in hand		62,363		102,367
		<u>108,661</u>		<u>122,184</u>
<b>Creditors: amounts falling due within one year</b>	11	( 880)		( 2,068)
<b>Net current assets</b>			<u>107,781</u>	<u>120,116</u>
<b>Total assets less current liabilities</b>			<u>229,242</u>	<u>234,166</u>
<b>Capital</b>				
Unrestricted funds			149,655	148,930
Restricted funds			<u>79,587</u>	<u>85,236</u>
	12		<u>229,242</u>	<u>234,166</u>

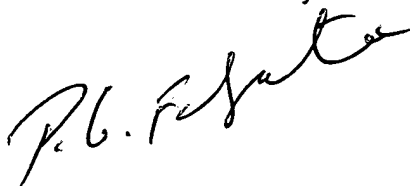
The directors are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with section 386; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Board of Directors on 12/11/14, and signed on the board's behalf by:



P G Felgate



Mrs A L D McKee

# BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2014

### 1 VOLUNTARY INCOME

	2014 £ Restricted	2014 £ Unrestricted	2013 £ Total
Barbara Taunton Charitable Trust	-	-	1,000
West Kent Housing	-	-	1,075
Kent Riders	-	1,501	-
White Stuff	-	1,283	-
In memory of Beth Gaved	-	1,245	-
Gift Aid recoveries	-	870	902
Other gifts and donations of less than £1,000	-	9,184	12,658
	<u>-</u>	<u>14,083</u>	<u>15,635</u>

### 2 ACTIVITIES FOR GENERATING FUNDS

	2014 £	2013 £
Rides	36,749	36,018
Camps	2,192	1,917
Change in value of pony stock	( 500)	1,000
Fundraising events	20,443	5,985
Income from sales of goods	582	658
Contributions to costs	293	396
	<u>59,759</u>	<u>45,974</u>

### 3 INVESTMENT INCOME

	2014 £	2013 £
Bank deposits	<u>116</u>	<u>194</u>

### 4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2014 £	2013 £
Supporters of Bradbourne RDA	<u>865</u>	<u>755</u>

### 5 COSTS OF GENERATING FUNDS

	2014 £	2013 £
Fundraising events	6,256	2,452
Cost of sales of Christmas cards, sweatshirts etc.	477	514
Subscription to Riding for the Disabled	1,050	1,050
	<u>7,783</u>	<u>4,016</u>

# BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2014

### 6 COSTS OF CHARITABLE ACTIVITIES

	2014 £	2014 £	2013 £
	Restricted	Unrestricted	Total
Riding charges (stabling and livery costs)	-	42,866	39,786
Facilities costs (Sand and indoor schools)	-	4,130	-
Change in value of ponies and tack	-	-	3,500
Fundraising costs	-	671	626
Veterinary fees and horse welfare	-	2,706	725
Riding camp costs	-	1,397	1,139
Tack and equipment	-	1,476	1,494
Printing, postage, stationery and telephone	-	643	1,277
Premises electricity	-	365	292
Travel expenses	-	503	381
Cleaning costs & materials	-	1,496	612
Insurance	-	1,722	1,685
Accountancy fees	-	600	625
Depreciation	5,649	3,727	9,152
Computer running costs	-	115	106
Competition fees, rosettes and trophies	-	1,297	1,529
Repairs and maintenance	-	1,362	5,022
Sundry expenses	-	158	239
Training and CRB checks	-	1,081	740
	<u>5,649</u>	<u>66,315</u>	<u>68,930</u>

### 7 STAFF COSTS

There were no remunerated staff during the year (2013: nil). The Charity is grateful to its volunteers and supporters for their time given freely to further the Charity's aims.

### 8 TANGIBLE ASSETS

	Land & buildings £	Plant & machinery £	Fixtures & fittings £	Total £
<b>Cost</b>				
At 1 April 2013	121,170	12,544	9,132	142,846
Additions	-	16,787	-	16,787
At 31 March 2014	<u>121,170</u>	<u>29,331</u>	<u>9,132</u>	<u>159,633</u>
<b>Depreciation</b>				
At 1 April 2013	18,418	6,083	4,295	28,796
Charge for the year	<u>6,059</u>	<u>2,105</u>	<u>1,212</u>	<u>9,376</u>
At 31 March 2014	<u>24,477</u>	<u>8,188</u>	<u>5,507</u>	<u>38,172</u>
<b>Net book value at 31 March 2014</b>	<u>96,693</u>	<u>21,143</u>	<u>3,625</u>	<u>121,461</u>
<b>Net book value at 31 March 2013</b>	<u>102,752</u>	<u>6,461</u>	<u>4,837</u>	<u>114,050</u>

# BRADBOURNE GROUP RIDING FOR THE DISABLED ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2014

<b>9 STOCK</b>	<b>2014</b>	<b>2013</b>		
	<b>£</b>	<b>£</b>		
Ponies and tack	7,650	8,150		
	<u>7,650</u>	<u>8,150</u>		
<b>10 DEBTORS</b>	<b>2014</b>	<b>2013</b>		
	<b>£</b>	<b>£</b>		
Trade debtors	-	924		
Other debtors and prepayments	38,648	10,743		
	<u>38,648</u>	<u>11,667</u>		
<b>11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2014</b>	<b>2013</b>		
	<b>£</b>	<b>£</b>		
VAT liability	-	341		
Trade Creditors	90	1,077		
Accruals	790	650		
	<u>880</u>	<u>2,068</u>		
<b>12 FUNDS</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>	<b>2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2013	148,930	85,236	234,166	244,554
(Deficit)/surplus for the year	725	( 5,649)	( 4,924)	( 10,388)
Funds at 31st March 2014	<u>149,655</u>	<u>79,587</u>	<u>229,242</u>	<u>234,166</u>
General fund	89,460	-	89,460	93,735
Designated funds				
Pony fund	5,000	-	5,000	5,000
Veterinary fund	10,000	-	10,000	5,000
Clubhouse maintenance fund	5,000	-	5,000	-
Clubhouse fund	40,195	79,587	119,782	130,431
	<u>149,655</u>	<u>79,587</u>	<u>229,242</u>	<u>234,166</u>

The Pony fund is to provide funds for the purchase of additional and replacement ponies.

The Veterinary fund is to provide for the health and well being of the charity's ponies to ensure that they have the best possible working life and retirement once they become unable to continue working.

The Clubhouse maintenance fund is to provide a fund for the ongoing and routine maintenance of the clubhouse and associated facilities.

The Clubhouse fund represents fundraising for the new clubhouse which was completed and opened in 2012.