Richmond & Catterick Group RDA
1 April 2025 – 31 March 2026

Income	2025-26	2024-25
Riders Subs	4362.50	3679.50
Interest from Accounts	214.98	213.15
Gift Aid Repayment		559.48
Donation Co-Op	500.00	
Donations general	715.59	1293.94
Donation Blenkiron	910.00	
Capri event	2089.00	
Catterick races	325.17	172.48
Donation Late Rita Phillips	2500.00	
Point to point collection		632.12
Cookbook sales and donations	20.00	2149.55
Coffee mornings	478.35	1018.11
Tunstall musical evening		2119.35
Donation 2 Ridings	2000.00	
Justgiving	76.46	240.84
Donation NYCC		1650.00
Scruton Coffee morning	534.00	
Dbs contributions	92.00	270.00
Easyfundraising	42.76	51.62
Mowbray school	762.00	760.00
Middleham Open day	400.00	200.00
Donations Catterick nearly new	500.00	
Donations the late Janice Kerrigan		655.00
Tack sales	115.00	371.00
Clothing	288.00	635.00
Hartbury refund		195.00
Paypal	39.38	329.49

Expenditure	2025-26	2024-25
RDA Subs & Insurance	788.00	713.00
Committee Expenses	10.00	36.00
Hire of ponies & arena	5943.50	6035.25
Equipment	1713.86	1067.43
Miscellaneous	90.00	320.95
DBS Checks		443.00
Container Insurance	150.96	142.00
Courses		727.60
Xmas Presents	45.25	3.95
Travel		209.95
Clothing purchases	277.46	621.59
Hall hire		145.00
Tunstall evening Expenses		863.21
Cookbook printing		762.00
Coffee Morning Expenses	72.03	93.53
Competitions/holidays	298.40	488.60
charges	24.40	65.20
Donation CGSC	500.00	
Morgan riding lessons		150.00
Horse expenses	2420.54	3448.24
Capri expenses	1116.00	
Printing and postages	120.81	97.42
Trips out	352.30	
Totals	**13,923.51**	**16,433.92**
surplus/deficit	3,041.68	761.71
Totals	**16,965.19**	**17195.63**

Totals	**16,965.19**	**17,195.63**

Balances

as at 31 March 2025		
HSBC Treasurer Account		6235.89
Virgin Charity Account		12621.46
Memorial fund		3852.06
Cash in Hand		206.24
Totals		**22915.65**

as at 31 March 2026		
HSBC Treasurer Account	6717.38	
Virgin Charity Account	15782.26	
Memorial fund	3255.54	
Cash in Hand	202.15	
Totals	**25,957.33**	**0**

Summary

Opening balance		22915.65
surplus		3041.68
Totals	**0**	**25957.33**

I have examined these accounts from the records and vouchers produced and certify that they have been correctly prepared

Signed

Trustee Annual Checklist

At the first meeting of trustees after a group AGM, the trustees should satisfy themselves that all RDA responsibilities for membership of the Association are in order.

Your County or Regional Chair may wish to discuss some of these requirements when they visit your group and should be your key contact for further support, should you require assistance in any of these areas.

Write Y in box to confirm items are in order, or N if they are not, and make a short comment on actions taken to address or any support needed by trustees.

	Y/N	Comment
Safe Environment		
The group has a Health and Safety policy and can evidence how this is put into practice		
There is a completed risk assessment for all venues used, updated at least annually. Up to date approved venue addresses and contact details are provided to RDA National Office.		
All RDA Coaches have completed reviews as per their required review period and have up to date safeguarding training; ensuring sessions are only run by coaches within review date		
Volunteer Basic Training Record Cards (Green Cards) are completed for all volunteers who are active within group sessions (including A4 record cards for parents and carers)		
Where applicable, all Activity Leaders listed for your group are current and deemed competent to deliver unmounted, static sessions safely and in an appropriate manner (to remove any Activity Leader, please email details to coaching@rda.org.uk)		
Incident reporting procedures can be demonstrated – with incident / accident book readily available.		
There is access to First Aid equipment and appropriate volunteers / staff trained in first aid		
Safeguarding, Code of Conduct, Equality & Diversity and Equal Opportunity		
The group has a safeguarding policy which is in line with RDA UK's requirements		
There is a designated Safeguarding Officer for the group		
There are safe recruitment processes including volunteer application forms, the collection of two references and disclosure checks at the appropriate level for those who require them.		
The group has robust responding and reporting procedures for indicators or allegations of abuse or poor practice, with Children and Adults at Risk		
Safeguarding Officers and coaches have attended a recognised face to face/ Zoom safeguarding workshop, with refresher training taken every three years (refresher training may be alternated via e-Learning and face to face/Zoom)		
The Group adheres to the RDA UK Equality and Diversity Statement & Policy, and has an Equal Opportunity Policy and Statement in place		
The group has robust procedures around investigation and response to complaints or any concerns raised about breaches of Code of Conduct by any people in the group		

Data Protection		
The group has a Data Protection Policy and Privacy Statements are available to all interested parties		
All participant and volunteer forms are completed and retained in line with RDA retention policy and following the group's data protection policy		
Equine Welfare		
The group has an equine welfare policy which is in line with RDA UK's requirements, and all other RDA policies relating to equine welfare		
Governance		
Trustees have all seen and are aware of the group constitution which is in line with RDA UK requirements.		
There is a defined membership and clear record of the group's current members		
An AGM is held to which members are invited and where trustees are elected and retired as per the group constitution, and where accounts are presented to members		
Any changes of trustees are notified to both the relevant organisation (Charity Commission, OSCR, Charity Commission Northern Ireland etc.) and to RDA National Office.		
Any changes of coaches (including when coaches become inactive) are communicated to RDA National Office.		
Group Contact details are kept up to date with RDA National Office and each designated Group Contact knows their responsibilities, and actively distributes information from National Office and RDA UK to their group.		
Trustees		
The group is governed by a group of trustees (min 3 to max 11) who meet regularly with decision-making recorded in minutes		
The roles of Chair, Secretary and Treasurer are occupied		
Trustees have all completed volunteer application forms, provided references and signed Trustee Acceptance and Conflict of Interest Forms.		
Conflicts of interest are recognised and are managed effectively		
Financial Management		
The group has a bank account with at least two signatories		
Annual accounts are prepared and are reviewed independently where required		
Employment Practices (*For groups that employ or contract staff*)		
Where staff are employed, the group can demonstrate their employment practices including: contracts for staff, payroll, pensions arrangements, adherence to National Minimum Wage, holiday entitlement, an employee handbook and that all staff have line management.		
Where staff are employed the group has an agreed method for obtaining professional advice on HR. RDA Groups are able to obtain a discount with the Equestrian Employers' Association (EEA) for the first 12 months of membership: https://equestrianemployers.org.uk/homeRDA		
Where a group is contracting staff who are self-employed (e.g. coaches) there is a service agreement in place and invoices are produced.		

Completed by:

RDA Group			
Name:		**Position in Group** ***(should be Trustee)***	
Signature:		**Date:**	

This checklist should be copied and returned with the confirmation of Trustees and Group Roles to RDA National Office. The original should be retained on group files.