



## **Group Officer Annual Reports**

### **Chairwoman Report.**

Debbie reported that 25 new Associates up from 9 last year have joined and that the Accounts have been audited by Lin Brooks and thanked her for this much appreciated work.

She reported that the income of the Group has kept up with expenditure and that the way forward was to keep the incomings and outgoings even whilst keeping in line with RoSPA policies. Debbie stressed the need to keep members and encourage Associates to take the test and become members once they have passed. There was a need to find new Associates and asked for members to encourage family, friends and acquaintances to join.

### **Treasures Report.**

On behalf of Madam Chair and the committee, it has been a great pleasure for me once again to serve as your Group Treasurer.

As a treasurer, my key responsibilities are

To monitor and manage Group's Income and Expenditure

To keep monthly record of monies in and out, leading to preparation of draft Annual Accounts

To arrange independent external audit of Annual Financial Summary Accounts.

To keep the Chair and the Committee informed on all financial matters, by regular attendance at Committee meetings at 3/12 intervals.

To advise and make recommendations for efficiency savings in all financial aspects.

To maintain regular liaison with Metro Bank and our Business manager dealing with any correspondence and changes as necessary.

As much as it gives me pleasure to say that this year, we have managed to keep our Expenditure in check with our closing balance of £4389.98 @ 31.08.24, which is only marginally above the opening balance of £4192.00 as @ 1.9.23.

Our average monthly income was approx. £245/month

Whereas our average monthly Expenditure was approx. £233/month

However, both Debbie and I feel that recently expressed concerns by some Committee members, our finances needed careful analysis on various fronts such as:

Our Membership Fee Structure, Recruitment and Retention of new members, Response to new style of Induction by new Associates and Health of our finances with a view to future development and progress of the group.

As a result, Debbie is going to explain some of our proposal, but before that I would like to take this opportunity to present the audited accounts for the year ending 31.08.24 for adoption.

Kent Rospa Advanced Drivers Financial Report 01/09/23 - 31/08/2024

1 Sept 22 - 31 Aug 23

1 Sept 23-31 Aug 24

£4,912.68	OPENING BA b/d	£4,192.10
	INCOME	
£1,516.00	Membership	£1,340.00
	Associates 27*£35+2*£20	£915.00
£880.00	Skid Pan	£360.00
£355.00	Raffles receipts	£73.00
£30.00	Christmas Meal	£75.00
£0.00	Donations	£35.00
£179.99	Refunds	£150.00
£1.67	Overpayment	
£2,962.66	TOTAL INCOME	£2,948.00
	EXPENDITURE	
£57.07	Office supplies postage et	£55.52
£125.00	Advertising leaflets	£125.00
£376.76	Website	£16.78
£998.50	Hallhire Meetings	£650.00
£0.00	Equipment purchase	£0.00
£78.79	Buffets/ refreshments	£75.36
£202.75	Raffle prizes	£69.18
£158.75	Speaker fees	£38.48
£100.00	Leaving gifts	£150.00
£360.62	Tutor/Trainer expenses	£191.60
	Demonstration Mileage	£394.20
£15.00	Refunds for Ass (wanting	£60.00
£880.00	Skid pan	£360.00
£330.00	Christmas meal	£564.00
£0.00	Bank Fees	£0.00
£3,683.24	TOTAL EXPENDITURE	£2,750.12
£4,192.10	BALANCE AT BANK 31/8/24	£4,389.98

Independent Examiners Declaration

I have examined the report and accounts of Kent Rospa Advanced Drivers Group.

I confirm that the above balance sheet accurately reflects the true position as at 31st August

Lin Brooks

Kirbygate, Lower Warren Road

Aylesford Kent ME20 7EH

*R. L. Brooks* 13/9/24

Associate Budget for 2024-2025	Expenses	Income	Current
Associates Costs working on 25 associates @£75		1875.00	
Current Income 22x£35+ 2x£20			810.00
Expenses			
Demo Drives of 71 miles @ 40p per milex25	700.00		399.20
Refreshments @£8x25	200.00		0.00
Tutor Training at £50 claimx6x2	600.00		171.20
Advanced Tutor test x1	50.00		0.00
Leaflets £125@10% inflation	137.00		125.00
Website Costs	77.00		77.00
Tutor Meetings Hall 2hrsX£20x2	<u>80.00</u>		<u>0.00</u>
Total	<u>1844.00</u>	<u>1875.00</u>	<u>772.40</u>

Budget for members using 01.09.23 to 31.08.24 figures

	Budget	Current	Budget	Current
	Expenses	Expenses	Income	Income
Income				
Members 30 x£30			900.00	1140.00
Committee members & Tutors x20 @ £10			200.00	200.00
Expenses				
Hall Hire				
Social 2.5 hours @ £20 x12	550.00	570.00		
Meetings 2 hours @ £20 x3	120.00	80.00		
Refreshments £20 x12	240.00	75.36		
Office Costs	150.00	55.52		
Bank Charges £10x12	120.00	0.00		
Capital Expenditure	<u>150.00</u>	<u>0.00</u>		
	<u>1330.00</u>	<u>780.88</u>	<u>1100.00</u>	<u>1340.00</u>

## RoSPA Advanced Drivers and Riders

### Events Report 2023-24

Topic	Date	Speaker	Attendees
Issue Affecting the Traffic and Roads Agenda	14 <sup>th</sup> September 2023	Graham Feest	16
Annual General Meeting	12 <sup>th</sup> October 2023	Auriel Wetherall	12
The Real Blood Runners	9 <sup>th</sup> November 2023	Trevor Sayer	16
ANPR	14 <sup>th</sup> December 2023	Chris Oliver-Jones	22
The Highway Code	11 <sup>th</sup> January 2023	Will Purse	25
From Carburettor Driven to Computer Driven	8 <sup>th</sup> February 2024	Peter Mandell	19
Gem Motoring Assist	14 <sup>th</sup> March 2024	James Luckhurst	13
Skid Pan Training	20 <sup>th</sup> April 2024	All Motor Training	5
Parking	11 <sup>th</sup> April 2024	George Chandler	14
NextBase dash Cams	9 <sup>th</sup> May 2024	Richard Peak	13
How to teach a car to drive	13 <sup>th</sup> June 2024	Rebecca Hills	16
Meet the Examiner	11th July 2024	Chris Hanney	23

Attendance at a couple of our monthly meetings was a bit on the low side but the rest have been good, the average has been 16.1 where previous year it was 15.1.

We have been inviting Kent IAM to help boost numbers which has worked quite well. We encourage you to bring along family & friends.

As well as our monthly meetings we organised 1 external Skid pan training event. We hope to do more later this year and in the spring.

We now working on the 2004-5 programme of speakers. We will be broadening the topics and speakers by inviting speakers to present on non-motoring topics. Hopefully this will improve attendance.

We have bookings confirmed for November, December, January, March, April, May and June, we are waiting confirmation for February, July and September.

We are organising a visit to the Highways England Control Centre at Godstone. Awaiting Dates.

We are still looking for a new events co-ordinator, it's time for me to hand over.

If you have a subject or topic, even non motoring, you would like to hear about do let us know and see what we can arrange.

John Corcoran

Events co-ordinator.

## Kent Group RoSPA Advanced Drivers 2024 AGM Membership Secretary's Report

The membership numbers do constantly fluctuate our present Membership numbers are.

Examiners	4
Social Member	1
Advanced Tutors	4
Approved Tutors	8
Associates	37
Bronze	0
Silver	11
Gold	24
Total is	89

This year's snap shot of members shows a small increase in total members from **82** to **89**. I checked my report from 2019, pre-Covid, and found that we then had a total membership of **91** so hopefully we are on a slow but steady route to a healthy membership.

Ian Russell

Membership Secretary

Kent Group RoSPA Advanced Drivers

## Training Officers Report

This year has been another that we have struggled to attract new Associates which is highlighted by the low number of associates taking the test.

On average we are getting 2 new associates per month. Last year we started the Introduction Sessions, this has proved a success as we currently have no associates waiting to be assigned a Tutor, previously we always had 14 associates waiting to attend the Induction Seminar.

### Associates

- 4 x Gold Passes ~ 1 last year
- 1 x Silver Pass ~ 3 last year
- 0 x Bronze Pass ~ 1 last year
- Tutors
- 8 x Approved Tutors ~ 10 last year , 2 left and 1 new Tutor
- 4 x Advanced Tutors ~ 4 last year 1 left

### Tutor Training

Nothing to report on

Ray said that without tutors there would be no group and thanked all the tutors for the hard work they do on behalf of the group.