



BOOKHAM COMMUNITY ASSOCIATION

Bringing people together

Annual Report & Accounts for the period 1st September 2019 to 31st August 2020

The Trustees, who are also Directors of the charity for the purposes of the Companies Act 2006, present their report and financial Statements for the year to 31st August 2020.

Registered Company number 8000494 (England & Wales)

Registered Charity number 1148881

Registered Office The Old Barn Hall, 55 Church Road, Great Bookham, Surrey, KT23 3PQ

Directors & Trustees

Genie Hancock, President

Keith Slark, Chairman

Ian Baker, Treasurer

Veronica Hurren, Secretary

Dolf Arnold, Membership

Peter Clark

Sylvia Bull

Roger Bull

Angela Baker

Independent Examiner

Aidan Crilly, Crilly & Co. Wyvern House, 1 Church Road, Great Bookham, Surrey, KT23 3PD

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document The charity is controlled by its governing document, a deed of trust, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

Risk Management The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Procedures are in place with regard to health & safety, safeguarding and risk and these are reviewed annually.

Directors manage the company on behalf of members who comprise individuals and affiliated organisations.

AIMS AND CHARITABLE OBJECTIVES

The original charity was established in 1947 to advance education and provide facilities for the leisure time of the communities of Great and Little Bookham and the surrounding areas. This is achieved by encouraging organisations with various interest, managing the Old Barn Hall, publishing the Bookhams Bulletin and organising Village Day and Village Week. The unincorporated charity was superseded by the company with effect from 1 September 2012.

Telephone 01372 456307 Email bcaoldbarnhall@btconnect.com

Incorporated in England & Wales Company number 8000494 – Registered Charity number 1148881
Registered Office – The Old Barn Hall, 55 Church Road, Great Bookham, Surrey KT23 3PQ

Website - www.bookhamcommunityassociation.org



DIRECTORS' ANNUAL REPORT TO MEMBERS – 2019/20

What a strange year to report on! Because of the restrictions imposed due to the Covid19 pandemic our halls have never been so empty and quiet. Our letting income virtually stopped in March and we were unable to go ahead with Village Day, Open Gardens or any events in Village Week. We were grateful for the Government's grant whilst closed and the Furlough scheme was used to support Assistant Manager, Rob William's, salary. Whilst we reduced our regular outgoings and battened down the hatches regarding expenditure, misfortune continued regardless. The boilers supplying the heating throughout the building failed and were beyond economic repair. Replacing these would disturb asbestos in the boiler room, so this had to be removed safely first – and then the gas supply was found to be inadequate and a new larger pipe had to be re-laid from the road to the rear of the site! A bill of around £10,000 became £35,000!

Flash rainwater flooding during the June thunderstorms has meant replacing the entire main hall floor at a further total cost of around £33,000. This cost was covered by our insurance and the floor is pristine again ready for when our users come back to enjoy our lovely halls.

We have applied for a grant to help with the boiler costs and await a decision on that. We had built up a reserve fund for such eventualities and had hoped to proceed with refurbishment of the Harrison Room cloakrooms. However, with no idea when our income stream will resume, refurbishment is on hold.

Prior to lockdowns we had installed a fire alarm system throughout the buildings, improved the lighting and replaced the microphones in the main hall, with help from Surrey County Council's Community Fund.

In order not to put our collectors at risk we suspended street collections of membership and also issued the May Bookhams Bulletin electronically but were able to deliver August's edition.

Hiring Fees – these only went up in line with inflation last year but, in view of the situation facing all of our users we have decided not to increase them for 2021.

Supporters – distribution of our Bulletin and collection of our members' donations depend on over 200 volunteers and we thank them all for their time and effort. We still do not have an Editor for the Bulletin and would be grateful to hear from anyone who feels that they could help with this.

Thanks to all of our Management Committee for their work throughout the year and our Manager, Roger Musgrove, and his assistant, Rob Williams, who do so much for us and our hall users.

Keith Slark
Chairman

**Independent Examiner's Report to the Trustees of
Bookham Community Association**

I report on the accounts for the year ended 31 August 2020 set out on pages three to seven.

Respective responsibilities of trustee and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required.

Having satisfied myself that the charity is not subject to 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
- to 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 the independent examiner's report

My examination was carried out in accordance with the 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 a 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 statements 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 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have 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.



Crilly & Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

4 Dec 2020

Bookham Community Association
 (Company number 8000494 – Registered Charity No: 1148881)
 Balance Sheet as at 31 August 2020

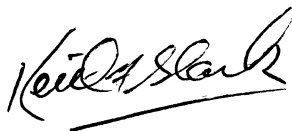
	£	31 Aug 2020 £	31 Aug 2019 £
Current Assets			
Balances at Bank		80,827	99,115
Debtors			
Rents outstanding from periods prior to 31 August 2020	2,948		
Bookhams Bulletins advertising due	0		
Other	843		
		3,791	6,146
		84,618	105,261
Creditors			
Rents received in advance	2,205		
Bookhams Bulletin advertising in advance	0		
Bookhams Bulletin printing	0		
Other creditors, accrued charges and commitments	24,956		
		(27,161)	(12,659)
Net assets		57,457	92,602

Represented by:

Designated Funds - Unrestricted

Future maintenance reserve		20,000	40,000
General reserve - balance 31 August 2019	52,602		
+ decrease in future maintenance reserve	20,000		
+ surplus 31 August 2020	(35,145)		
		37,457	52,602
		57,457	92,602

Approved by the Committee of Management



K Slark
Chairman



I Baker
Hon Treasurer

Appendix

		31 Aug 2020	31 Aug 2019
		£	£
Incoming Resources			
Charitable Trading			
Old Barn Hall lettings		42,079	59,136
Bookhams Bulletin - advertising revenue		7,818	13,216
Bookhams Bulletin - web advertising revenue		0	360
		<u>49,897</u>	<u>72,712</u>
Donations			
Other, including Covenant Tax refund	3	12,173	2,585
Community Entertains		0	1,667
Village Week	4	50	24,915
Bank Interest Received		0	0
Membership		1,898	6,798
Affiliation Fees		2,665	1,750
Grants & Insurance		13,400	1,800
Security Deposit Forfeit		0	0
Sundry		0	0
Total Incoming Resources		<u>80,083</u>	<u>112,226</u>
Resources Expended			
Charitable Trading			
Old Barn Hall running costs	1	56,422	60,944
Bookhams Bulletin - printing and other direct costs		12,144	18,276
		<u>68,567</u>	<u>79,220</u>
Community Entertains		0	224
Village Week	4	160	5,026
Administration Expenses and Fees		3,802	2,694
Major Maintenance	2	42,070	3,583
Total Resources Expended		<u>114,598</u>	<u>90,746</u>
Resources Carried Forward - Unrestricted			
General Fund			
Net incoming resources for the year, as above		(34,515)	21,480
Brought forward 31 August 2019		52,602	41,122
+ decrease in Future maintenance reserve		20,000	(10,000)
		<u>38,087</u>	<u>52,602</u>
Future Maintenance Reserve		20,000	40,000
Carried to Balance Sheet		<u>58,087</u>	<u>92,602</u>

Bookham Community Association

(Company number 8000494 – Registered Charity No: 1148881)

Notes to the financial statements for the year ended 31 August 2020

Note 1 : Accounting Policies

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005 and applicable standards.

Value Added Tax is not recoverable by the Charity, and as such is included in the relevant costs in the Statement of Financial Activities.

Voluntary income and donations are accounted for as received by the Charity.

Fund Raising expenditure comprises costs incurred in inducing people and organisations financially to support the Charity's work. This includes the cost of advertising for donations and the staging of special fund raising events.

	31 Aug 2020 £	31 Aug 2019 £
Note 2 : Debtors		
Rents outstanding	2,948	3,663
Bookhams Bulletin Advertising	0	0
Others	843	2,483
	<u>3,791</u>	<u>6,146</u>

Note 3 : Creditors

Trade creditors	0	6,733
Accruals and deferred income	24,956	3,383
Rents received in advance	2,205	2,543
	<u>27,161</u>	<u>12,659</u>

Note 4 : Future maintenance reserve

At 1 September 2019	40,000	30,000
Arising on revaluation during the year	(20,000)	10,000
At 31 August 2020	<u>20,000</u>	<u>40,000</u>

Note 5 : General Reserve

At 1 September 2019	52,602	41,122
Adjustment to Future maintenance reserve	20,000	(10,000)
Transfer from income and expenditure	(35,145)	21,480
At 31 August 2020	<u>37,457</u>	<u>52,602</u>

Bookham Community Association
 (Company number 8000494 – Registered Charity No: 1148881)
 Notes to the financial statements for the year ended 31 August 2020

	31 Aug 2020	31 Aug 2019
	£	£
Appendix 1 : Barn Hall expenditure		
Staff costs	21,686	23,402
Heat, light and water	7,675	
Council tax and telephone	<u>1,530</u>	
	9,206	0
Insurance	3,075	3,086
Regular repairs and maintenance	12,302	9,559
Cleaning and materials	10,040	14,797
Licences and affiliation fees	<u>113</u>	<u>0</u>
Total Barn Hall expenditure	<u>56,422</u>	<u>60,944</u>

Appendix 2 : Major maintenance and improvements

Installation of fire alarm system inc new wiring	10,150	
Boilers replacement inc new gas main	<u>31,920</u>	
	42,070	3,583

Appendix 3 : Donations

Donations	10,258	
Gift Aid	1,915	
Tax recovered	<u>0</u>	
Total donations	12,173	2,585