



BOOKHAM COMMUNITY ASSOCIATION

Bringing people together

Report of the Trustees for the period 1st September 2021 to 31st August 2023

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 31 August 2023

Registered Company number 08000494 (England and Wales)

Registered Charity number 1148881

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

Directors & Trustees

Keith Slark – Chairman Ian Baker – Treasurer

Veronica Hurren – Secretary

Dolf Arnold Angela Baker Roger Bull Sylvia Bull Peter Clarke

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 limited 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.

The Directors manage the company on behalf of the 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. This is achieved by encouraging organisations with various interests, managing the Old Barn Hall, publishing the Bookhams Bulletin and organising the annual Village Day and Village Week.

The unincorporated charity was replaced by this company with effect from 1 September 2012.



CHAIRMAN'S REPORT to Annual General Meeting 2023

We are pleased to report that the use of all three halls has continued to increase and we have welcomed a number of new regular users as well as our long standing affiliates.

We continue to maintain the halls to the highest standard and replace or repair as necessary. In order to further improve the removal of rainwater from roofs we have replaced the guttering around the main hall sloping roofs with large capacity gutters. These drain directly into the surface water drains and reduce the water on the flat surfaces which have caused us problems in the past.

With the cooperation of our neighbours the large overhanging trees along the south boundary have been reduced and cut back to the fenceline. This has increased light levels in the Harrison Room and reduced the leaf fall and branches impeding our emergency exit routes.

Our 5 yearly electrical inspection has been carried out and the final non-led lights have been replaced to reduce our energy usage.

In the Harrison Room toilets, and following a request from users, assistance bars were fitted and this has caused us to revisit the plans to reburish those cloakrooms. Without a major external extension we do not have room for a full disabled toilet but we are revising the plans with a view to providing 'ambulatory' toilets in both the Ladies and Gents. These would provide more space and assistance for users with mobility problems. Unfortunately we were not successful with our grant application to the Asda Foundation although we reached the final shortlist. We are reapplying to other grant bodies for this year.

Our Village Day theme was 'On Safari' and we were lucky to have really good weather. Very large crowds turned up to enjoy the parade of local youngsters as well as the music, entertainment and stalls. Many thanks to more than 50 of our affiliated organisations who ran stalls, refreshments and provided volunteers.

With help from our sponsors we raised over £14,000, a record. Village Week following raised £6768 from Open Gardens, Quiz Night, the Afternoon Bridge Club and Mole Valley Silver Band. Thank you to all who made that possible.

My thanks go to our staff, Halls Manager Roger Musgrove and Assistant Manager, Rob Williams for all their work over the year. None of this would have been possible without the volunteers on our Management and Village Day Committees and also Bookham Open Gardens Committee who do so much work behind the scenes.

Thank you all.

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 2023 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

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

1 Nov 2023

Bookham Community Association
 (Company number 8000494 – Registered Charity No: 1148881)
 Balance Sheet as at 31 August 2023

		31 Aug 2023	31 Aug 2022
	£	£	£
Current Assets			
Balances at Bank		109,678	91,542
Debtors			
Rents outstanding from periods prior to 31 August 2023	228		
Bookhams Bulletins advertising due	0		
Other	0		
		228	534
		109,906	92,076
Creditors			
Rents received in advance	2,584		
Bookhams Bulletin advertising in advance	0		
Bookhams Bulletin printing	0		
Other creditors, accrued charges and commitments	1,916		
		(4,500)	(4,721)
Net assets		105,407	87,355

Represented by:

Designated Funds - Unrestricted

Future maintenance reserve		30,000	30,000
General reserve - balance 31 August 2022	57,355		
+ decrease in future maintenance reserve	0		
+ surplus 31 August 2023	18,052	75,407	57,355
		105,407	87,355

Approved by the Committee of Management



K Slark
Chairman



I Baker
Hon Treasurer

	Note	31 Aug 2023	31 Aug 2022
		£	£
Incoming Resources			
Charitable Trading			
Old Barn Hall lettings		63,163	45,595
Bookhams Bulletin - advertising revenue		11,999	12,450
Bookhams Bulletin - web advertising revenue		295	180
		<u>75,457</u>	<u>58,224</u>
Donations			
Other, including Covenant Tax refund	7	3,447	3,505
Community Entertains			
		0	0
Village Week	4	24,622	23,454
Bank Interest Received		541	0
Membership		4,494	5,611
Affiliation Fees		2,060	2,260
Grants & Insurance		0	4,667
Security Deposit Forfeit		0	59
Sundry		21	309
Total Incoming Resources		<u>110,641</u>	<u>98,090</u>

Resources Expended

Charitable Trading			
Old Barn Hall running costs	5	62,807	55,559
Bookhams Bulletin - printing and other direct costs		18,283	16,975
		<u>81,090</u>	<u>72,534</u>
Community Entertains			
		0	0
Village Week		3,703	4,260
Administration Expenses and Fees		3,856	2,859
Major Maintenance	6	3,941	0
Total Resources Expended		<u>92,589</u>	<u>79,654</u>

Resources Carried Forward - Unrestricted

General Fund			
Net incoming resources for the year, as above		18,052	18,436
Brought forward 31 August 2022		57,355	38,919
+ decrease in Future maintenance reserve		0	0
		<u>75,407</u>	<u>57,355</u>
Future Maintenance Reserve		30,000	30,000
Carried to Balance Sheet		<u>105,407</u>	<u>87,355</u>

Bookham Community Association

(Company number 8000494 – Registered Charity No: 1148881)

Notes to the financial statements for the year ended 31 August 2023

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 2023 £	31 Aug 2022 £
Note 1 : Debtors		
Rents outstanding	228	534
Bookhams Bulletin Advertising	0	0
Others	0	0
	<u>228</u>	<u>534</u>
Note 2 : Creditors		
Trade creditors	0	0
Accruals and deferred income	1,916	2,576
Rents received in advance	2,584	2,145
	<u>4,500</u>	<u>4,721</u>
Note 3 : Future maintenance reserve		
At 1 September 2022	30,000	30,000
Arising on revaluation during the year	0	0
At 31 August 2023	<u>30,000</u>	<u>30,000</u>
Note 4 : General Reserve		
At 1 September 2022	57,355	38,919
Adjustment to Future maintenance reserve	0	0
Transfer from income and expenditure	18,052	18,436
At 31 August 2023	<u>75,407</u>	<u>57,355</u>

Bookham Community Association
 (Company number 8000494 – Registered Charity No: 1148881)
 Notes to the financial statements for the year ended 31 August 2023

	31 Aug 2023	31 Aug 2022
	£	£
Note 5 : Barn Hall expenditure		
Staff costs	27,171	25,647
Heat, light and water	7,752	
Council tax and telephone	<u>1,829</u>	
	9,581	9,876
Insurance	4,132	3,841
Regular repairs and maintenance	11,174	6,930
Cleaning and materials	10,696	9,265
- Licences and affiliation fees	<u>54</u>	<u>0</u>
Total Barn Hall expenditure	62,807	55,559

Note 6 : Major maintenance and improvements

Store lighting	1,171	
Roofing repairs	2,770	
	3,941	0

Note 7 : Donations

Donations	422	
Gift Aid	3,025	
Tax recovered	<u>0</u>	
Total donations	<u>3,447</u>	3,505

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Notes to the financial statements for the year ended 31 August 2023

Appendix : Village Week Proceeds

	£
Village Day 17th June 2023 - Hall Events	
Bookham Butterflies Raffle	301
Bookham Camera Club	30
Bookham Flower Club	334
Mole Valley Quilters	211
	Guiders' Kitchen 773
	Bookham Butterflies Tea & Cakes 825
Refreshments Total	1,598
	<hr/> 2,474
Village Day 17th June 2023 - Sponsorships - money allocated directly to event	
Donner for the Punch & Judy	250
Churches Together for the Last Man Standing	300
Elios for the King Bounce-a-Lot Rodeo/Surf Ride	350
	<hr/> 900
Village Day 17th June 2023 - Donations	
Bookham Wine Club	250
Landor UK	250
Motormaster	50
Sponsorship Vineries	1,000
Youngs Brewery	1,000
	<hr/> 2,550
Village Week Activities	
Sunday 25th June - Open Gardens	5,429
Monday Afternoon Bridge Club	588
Monday Evening Mole Valley Silver Band	151
Tuesday Evening Barn Hall Village Week Quiz Night	600
	<hr/> 6,768

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Notes to the financial statements for the year ended 31 August 2023

Appendix : Village Week Proceeds continued

£

Village Day 17th June 2023 - Field Events

Aligned for Life Chiropractic	50
Animals Asia	50
BAFGA	948
Barbecue (Taste of Texas, formerly John Wells Butcher)	500
Bars	2,025
BCA Bookstall	1,049
Bee Friends	50
Bocketts Farm	230
Bookham & District U3A	50
Bookham & Fetcham District Garden Society	50
Bookham Baptist Church Centre	50
Bookham Bees WI	239
Bookham Belles WI	350
Bookham Bowling Club	94
Bookham Computer Club	50
Bookham Country Market	200
Bookham Residents Association	50
Bouncy Castle and Roundabout	270
Crafted by Mummy	50
Curchods Bookham	219
Eastwick WI	376
Fair Dinky Fare	50
Home Instead	50
King Bounce-a-Lot Rodeo/Surf Ride	361
Last Man Standing	540
Leatherhead Hockey Club	50
Leatherhead Lions	200
Liberham Lodge	50
Lodge of Grand Design	228
Mantio Ice Cream	335
Oscar Petfoods	50
Osteo Allies RJ Clinic	50
Patrick Gardner & Co	50
Popcorn, Candy Floss	172
RNLJ	50
Rotary Club of Bookham & Horsley	64
Ruby & Violet The Collection	50
Silent Pool Distillers	150
The Grange Centre	150
The Meeting Place	50
Tots Alive	33
Usborne Books	50
White Elephant	451

10,185

less expenses

1,160

Field total

9,025

Summary of Village Week Events

Village Day Hall Events	2,474
Donations	2,550
Village Week Activities	6,768
Village Day Field Events	9,025

Total

20,816