

South Bookham SPACE Limited

Report and Financial Statements

Year ended 31 March 2022



South Bookham SPACE Limited

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South Bookham SPACE in brief

South Bookham SPACE Limited is a registered charity and manages the South Bookham SPACE (SPACE), Dorking Road, Bookham, Leatherhead, Surrey KT23 4PB, the outdoor Multi Use Games Area (Outer SPACE) and recently completed extension (Social SPACE) intended to provide better social facilities for users of Outer Space and an alternative area for small exercise classes and meetings.

Activities typically provided for local residents at SPACE and Outer SPACE include:

- Pilates
- Baby signing and toddler groups
- Pole Fitness
- Zumba Fitness
- Yoga
- Tap & dance
- Baby Massage
- Tennis
- Netball training and matches
- Boot Camp fitness training

At weekends SPACE and Outer SPACE are reserved primarily for private children's parties.

During the past year, a Community Fridge began operating from SPACE on Thursdays.

For further details of activities, or to hire either SPACE, Social SPACE or the Outer SPACE please visit our website at www.southbookhamspace.org.uk

Directors and Trustees

Trevor Goul-Wheeker (Chairman)

John Chandler

Nancy Goodacre

Jeremy Thomas FCA (Treasurer) – resigned on 29th July 2021

Andrew Matthews – appointed on 14th July 2021

Company Secretary

Nicholas Williams – appointed on 13th September 2021

Honorary Independent Examiner

Keith Watson

South Bookham SPACE Limited

Report and financial statements 2022 Trustees' Report

The trustees are pleased to present their report with the financial statements for the year ended 31 March 2022.

Objectives and Activities

The objects of South Bookham SPACE Ltd ("the Charity") are set out in the charity's Memorandum of Association and in summary are:

- To benefit the residents of Great Bookham, Surrey and the neighbourhood, by providing facilities in the interests of social welfare for recreation, leisure-time occupation and advancement of education with the objective of improving the conditions of life for the residents.
- To advance in life and help young people through the provision of recreational and leisure time activities to improve their conditions of life and support and activities which develop their skills and capabilities to enable them to advance in life and participate in society as mature and responsible individuals.

In pursuit of those objects the Charity manages the South Bookham SPACE and hires its facilities to members of the public from Great Bookham and the neighbourhood, to members' clubs and to those who wish to provide services to the local community consistent with the charity's objects. The Charity seeks to ensure that the various regular users provide a diverse range of activities for both young people and adults. The trustees have had regard to Charity Commission guidance on public benefit.

Achievements and Performance

The year has again been dominated by the Covid-19 pandemic and the government lockdown measures. Outer SPACE was in use for most of the year, while the main SPACE hall was open intermittently, together with measures to enable the hall to be used safely, including limits on class attendance to ensure social distancing.

Social SPACE remained closed for much of the year as its size made social distancing difficult. It is most disappointing that we have been largely unable to use the Social SPACE extension since its completion in December 2019 due to the Covid-19 pandemic.

The last two years have had a serious impact on the ability of regular hirers to maintain their classes and the appetite of local people to attend these classes. As a result, several regular hirers moved to online classes or ceased their activities altogether. Nevertheless, we were pleased to welcome some new hirers to SPACE, including Dance SCool ballroom dancing for younger people, Fingers & Thumbs baby massage and delighted to support the operation of a Community Fridge to distribute surplus food to members the local community. This much-needed service is attracting increasing attendance as inflationary pressures impact food prices and energy costs.

Clarion Futures held a fair in October to showcase their services and attracted a record attendance. This was followed by Surrey Lifelong Skills weekly digital training classes, but these have since moved to the Leatherhead Skills hub.

During the period we continued to deal with a number of maintenance issues including repairing leaks in the front fascia, improvement of the main drainage systems, as well as repainting the Outer SPACE surface.

Financial Review

Income from hire of the South Bookham SPACE, Outer SPACE and Social SPACE totalled £20,435 (2021: £2,906) reflecting the re-opening of most of the facilities during the year, despite the above challenges, and our decision to continue offering half hire rates to assist regular users while they were required to reduce class numbers to maintain social distancing. The continued shortfall in hire income was partially offset by the receipt of government business grants, made to operators of leisure facilities such as us to compensate for lockdown restrictions, of £8,000 (2021: £20,289). Together with other sundry receipts, including the new Mole Valley Lottery scheme, total incoming resources for the year were £28,543 (2021: £46,181).

Costs of charitable activities before impairment and depreciation totalled £17,584 (2021: £9,309).

Total resources expended including depreciation were £26,745 (2021: £18,324) leaving net incoming resources for the year of £1,798 (2021: £27,857).

The charity ended the year with total funds of £89,090 (2021: £87,292). Cash balances were £37,304 (2021: £28,022).

Reserves policy

The reserves policy adopted by the Trustees for the Charity is to build up a maintenance reserve of £30,000 by 2025 to meet an expected increased need for expenditure on maintaining South Bookham SPACE. In accordance with this policy and in light of the surplus for the year, the trustees have transferred £5,000 to increase the maintenance reserve to £12,500.

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Plans for Future Periods

Our plans are very much focussed on re-promoting the range of facilities to attract new regular hirer activities, especially Social SPACE and Outer SPACE. We will also seek to provide greater marketing support to many of our regular users to encourage more local people to join their classes and increase attendance. People still appear reluctant to participate in the level of activity that was common pre-Covid-19 and we anticipate it will take greater effort to overcome this legacy.

Structure, Governance and Management

The charity is a company limited by guarantee, registered in England & Wales, company number 7318693, and is a registered charity in England & Wales, registration number 1141705. The registered office is South Bookham SPACE, Dorking Road, Bookham, Leatherhead, Surrey KT23 4PB.

The charity was incorporated on 19 July 2010 and the governing document is the Memorandum of Association of that date. The powers of the Charity are exercised by the directors who are also trustees for the purposes of charity law. The trustees are answerable to the members of the Charity. One third of the trustees must submit themselves for re-election at each annual general meeting, together with any trustees appointed since the previous annual general meeting.

Membership of the charity is open to any individual or organisation that applies to the charity in the form required by the trustees, pays the membership fee (currently £5 for 5 years) and is approved by the trustees. The trustees welcome applications from any individuals or organisations with an interest in the charity's objects. The liability of members is limited to £10 each in the event of a winding-up of the charity. The trustees are pleased that many regular users of the South Bookham SPACE have become members together with many local organisations, to help ensure the Charity acts in the best interests of the local community.

Day to day management of the charity's affairs is carried out by a management committee of the trustees and other volunteers nominated by the trustees. All appropriate members of the committee have been DBS checked. The management committee meets regularly. The charity has a formal induction pack for new trustees and reviews the need for training appropriate to each trustee's responsibilities. None of the trustees or other members of the management committee receive any remuneration for carrying out their duties.

The Trustees wish to thank all the volunteers who give their time and expertise to support SPACE for free. They enable the charity to offer excellent facilities to the local community, while offering extremely low hire rates. We particularly thank our Facilities Officer for all the additional work made necessary to keep SPACE as Covid-19 secure as possible as well as completing numerous maintenance works and our Regular Bookings Officer for maintaining excellent communications with our regular hirers during another very challenging year.

Jeremy Thomas, Company Secretary, Treasurer and Director & Trustee stepped down after ten years in the role where he has been instrumental in achieving the success of the charity, most notably major renovation and extension projects, as well as maintaining the highest levels of financial management and governance. We thank Jeremy for his immense contribution and were very pleased to welcome Gemma Volpe as the new Treasurer and Nicholas Williams as the new Company Secretary. Andrew Matthews was appointed Director and Trustee.

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks.

Directors and trustees

The directors and trustees during the period under review were:

T Goul-Whecker
JDN Thomas
AH Matthews
J Chandler
N Goodacre

Independent examiner

Keith Watson has kindly agreed to continue as independent examiner.

The Company is exempt from the requirement to appoint auditors under Section 249B(2) of the Companies Act 1985.

Approved by the Board of Trustees
and signed on behalf of the Board

Trevor Goul-Whecker
Trustee


6th October 2022

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Unaudited Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2022

		Year ended 31 March 2022			Year ended 31 March 2021
	Note	Unrestricted Funds £	Restricted Funds £	Total £	Total £
Incoming resources					
Voluntary income					
- Fundraising		-	-	-	
- Grants and donations	2	8,000		8,000	43,237
Income from charitable activities	3	20,435	-	20,435	2,906
Other incoming resources	4	108	-	108	38
Total incoming resources		28,543		28,543	46,181
Resources expended					
Costs of charitable activities (incl. dep)	5	19,397	7,348	26,745	18,110
Fundraising costs		-	-	-	
Governance costs	5	-	-	-	214
Total resources expended		19,397	7,348	26,745	18,324
Net incoming/(outgoing) resources		9,146	(7,348)	1,798	27,857
Funds at beginning of period		71,692	15,600	87,292	59,435
Total Funds at end of period		80,838	8,252	89,090	87,292

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Unaudited Balance Sheet as at 31 March 2022

	Note	£	2022 £	£	2021 £
Fixed assets					
Tangible fixed assets	6		64,037		73,198
Current assets					
Debtors and prepayments	7	1,982		1,709	
Cash at bank and in hand	8	37,304		28,022	
			<u>39,286</u>		<u>29,731</u>
Total assets			103,324		102,929
Current liabilities	9	2,773		3,242	
Non-current liabilities	10	11,461		12,329	
				<u>15,571</u>	
Total liabilities			14,234		15,637
Net assets			<u>89,090</u>		<u>87,292</u>
Funds					
Unrestricted	11		80,838		71,692
Restricted	11		8,252		15,600
Total Funds			<u>89,090</u>		<u>87,292</u>

The charity is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act relating to the keeping of accounting records and the preparation of financial statements which give a true and fair view of the state of affairs of the charity at the end of each financial period and of its income and expenditure for each financial period.

These financial statements have been approved in accordance with the special provisions of the Companies Act relating to small companies.

Signed on behalf of the Board of Trustees



Trevor Goul-Wheeler

6th October 2022

Trustee

Company Registration No. 07318693

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Notes to the accounts

1. Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention and are in accordance with applicable United Kingdom accounting standards.

Funds accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Restricted funds are subject to the restrictions on their expenditure imposed by the donors.

Incoming resources

Grants are included in the accounts when received.

Goods and services donated by third parties are included in income at their estimated value. In accordance with the Statement of Recommended Practice for Charities the accounts do not include either the value of services supplied by trustees and other volunteers or discounts provided by suppliers.

Income from charitable activities, comprising hire fees, is recognised as income in the period of hire.

Interest is accrued on a daily basis.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold premises	-	8.33% on cost less impairment provision
Fixtures & fittings and plant & equipment	-	20% on cost less impairment provision

Impairment provisions are made where necessary to reduce the carrying value of tangible fixed assets to their economic value to the charity having regard to the terms of the lease.

2. Grants

	Year ended 31 March 2022 £	Year ended 31 March 2021 £
Grants		
Government Business Grants	8,000	20,289
London Marathon Charitable Trust	-	20,000
Co-Op Local Community Fund	-	2,948
	-	-
	<u>8,000</u>	<u>43,237</u>

3. Income from charitable activities

	Year ended 31 March 2022 £	Year ended 31 March 2021 £
Income from hire of SPACE/combined	16,464	1,934
Income from hire of Social SPACE only	1,365	
Income from hire of Outer SPACE only	2,606	672
	<u>20,435</u>	<u>2,906</u>

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Notes to the accounts (continued)

4. Other incoming resources

	Year ended 31 March 2022	Year ended 31 March 2021
	£	£
Membership fees	37	0
Interest income	10	17
Amazon Smile	26	21
Mole Valley Lottery	35	
	<u>108</u>	<u>38</u>

5. Costs of charitable activities

	Year ended 31 March 2021			Year ended 31 March 2020
	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
Electricity	2,883	-	2,883	1,507
Cleaning, including supplies	3,443	-	3,443	1,337
Rent and rates	527	-	527	500
Water	205	-	205	168
Insurance	1,162	-	1,162	1,151
Maintenance, decoration and small fittings	8,293	-	8,293	3,306
Marketing	80	-	80	80
Subscriptions/PPL/PRS	96	-	96	390
Legal and professional fees*	100	-	100	735
Other expenses	795	-	795	135
	<u>17,584</u>	<u>-</u>	<u>17,584</u>	<u>9,309</u>
Impairment provision	-	-	-	-
Depreciation	1,813	7,348	9,161	8,801
	<u>19,397</u>	<u>7,348</u>	<u>26,745</u>	<u>18,110</u>

* Includes costs previously designated governance costs including Clearbooks subscription.

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Notes to the accounts (continued)

6. Fixed assets

	Leasehold land & Buildings £	Plant and Machinery £	Fixtures and fittings £	Total £
Cost				
Balance brought forward	282,877	10,025	66,434	359,336
Additions	-	-	-	-
Balance carried forward	282,877	10,025	66,434	359,336
Accumulated depreciation and impairment provision				
Balance brought forward	217,724	9,758	58,657	286,139
Depreciation charge for year	7,047	40	2,074	9,161
Balance carried forward	224,771	9,798	60,731	295,299
Net book value				
Brought forward at 1 April 2021	65,154	267	7,778	73,199
Carried forward at 31 March 2022	58,107	227	5,703	64,037

7. Debtors: amounts falling due within one year

	2022 £	2021 £
Debtors	977	465
Prepayment of expenses	1,005	1,244
VAT recoverable	-	-
	<u>1,982</u>	<u>1,709</u>

8. Cash at Bank

	2022 £	2021 £
Current account at HSBC Bank PLC	37,304	27,022
Notice account at Shawbrook Bank PLC	-	1,000
	<u>37,304</u>	<u>28,022</u>

All cash at bank is guaranteed by the UK Financial Services Compensation Scheme

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Notes to the accounts (continued)

9. Current liabilities: due in less than one year

	2022	2021
	£	£
Trade creditors	-	-
Other creditors	-	25
Income received in advance	1,257	2,319
Accrued expenses	1,385	898
Key deposits	131	-
	<u>2,773</u>	<u>3,242</u>

10. Non-current liabilities: due in greater than one year

	2022	2021
	£	£
Income received in advance	<u>11,461</u>	<u>12,395</u>

11. Funds

	Brought forward 1 April 2021	Movement in year	Transfer	Carried forward 31 March 2022
	£	£	£	£
Undesignated reserves	9,094	3,459	-	12,553
Unrestricted funds - fixed assets	57,598	(1,813)	-	55,785
Designated fund – maintenance reserve	5,000	7,500	-	12,500
Total unrestricted funds	<u>71,692</u>	<u>9,146</u>	<u>-</u>	<u>80,838</u>
Restricted funds – fixed assets	15,600	(7,348)	-	8,252
Total funds	<u>87,292</u>	<u>1,798</u>	<u>-</u>	<u>89,090</u>

12. Capital commitments

	2022	2021
	£	£
Capital expenditure authorised	-	2,165

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Independent Examiner's Report to the Trustees of South Bookham SPACE Ltd

I report on the financial statements for the year ended 31 March 2022, which are set out on pages 4 to 9.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (1) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

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) of the 2011 Act, and
- state whether particular matters have come to my attention

Basis of 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 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 financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



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Date: 6th October 2022