

South Bookham SPACE Limited

Report and Financial Statements

Year ended 31 March 2024



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 (**Social SPACE**), the first floor extension intended to provide better social facilities for users of Outer Space and an alternative area for small exercise classes and meetings.

We have approximately 20 regular class providers who use SPACE, Social SPACE and Outer SPACE and weekly activities typically operating for local residents include:

- Pilates
- Baby signing and toddler groups
- Pole Fitness
- Pokémon card club
- Tap & Dance
- Baby Massage
- French language classes
- Tennis
- Netball training and matches
- Boot Camp fitness training & a Keep Fit Club
- Chess
- Archaeology
- Sound Gong and Singing Circle

At weekends SPACE is reserved primarily for private children's parties.

We were also able to make SPACE available to the Leatherhead Primary Care Network to hold Well Being sessions and to Clarion Futures who have restarted their monthly Clarion House Surgery sessions. The Community Fridge also used the SPACE car park for distribution on a Thursday for much of the year.

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

John Chandler
Nancy Goodacre
Andrew Matthews

Company Secretary

Nicholas Williams

Honorary Independent Examiner

Keith Watson

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Trustees' Report

The trustees are pleased to present their report with the financial statements for the year ended 31 March 2024.

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 financial year 2023/24 has been steady with regular and established hirers continuing to offer a variety of classes as in previous years. In particular the Bookham Bootcamp team have seen a significant increase in numbers attending each session as they build a supportive community for mental health and fitness of attendees.

There has been a some income growth from these regular hirers as they add extra classes but it has been offset by a number of the smaller hirers leaving for a variety of reasons not related to SPACE. There has been interest in the new regular hirers who include two U3A groups offering Chess and Archaeology sessions and Sound Bath and Singing Circle classes.

We have also been able to offer free use of SPACE to Leatherhead Primary Care Network to hold Well Being sessions and for Clarion Futures to restart their monthly Clarion House Surgery sessions. Unfortunately the numbers visiting The Community Fridge were not sufficient to maintain their presence and visitors are now directed to the same at Bookham Baptist church.

We are looking forward to the new hirer Montessori Stay and Play being able to run their sessions in Bookham as there is no local offering and new Pilates classes starting in September from an existing hirer.

Party and other one-off hire activity has grown considerably over the year with some 50 parties plus ad-hoc income from UK Cycling and polling station use.

As can be seen in note 4, heating and lighting are the charity's most significant costs despite a fixed price contract that will expire in 2024. These costs also demonstrate the carbon footprint created by SPACE. Last year the Trustees decided to invest in a major solar panel installation that will help to offset these costs and substantially reduce the environmental impact of the charity's activities. The installation of the new solar panels and associated control equipment took place at the end of 2023 with the formal handover early in 2024. We have a Smart Export Guarantee Tariff with Scottish Power and expect to generate a good feed-in income stream to offset our energy costs which will increase when our fixed price tariff comes to an end in August 2024. The total project cost including all planning applications, surveyor & legal fees, and installation was £33,965. We were delighted to receive the support of Mole Valley District Capital Grants and The Thomas Flack Fund, who provided grants of £12,500 and £10,000 respectively. SPACE contributed £11,500 from unencumbered reserves. We are very grateful to our Facilities Officer Andrew Matthews who worked closely with the provider to ensure a smooth installation with minimum disruption to our users.

The storage batteries and control equipment for the solar panel system are located in the storage cupboard off the main hall. Work to address the ongoing damp problems in this cupboard was therefore prioritised at a cost of £3,300. This included the surveying and the internal tanking of the large storage cupboard to prevent rising damp and penetrating damp from the outside wall and was completed in July 2023.

We continued to deal with a number of sporadic maintenance issues including a blocked toilet and repairing the batteries on the stairlift to first floor Social SPACE. Routine maintenance of the fire extinguishers and fire alarm system and regular maintenance of the MUGA surface continued as usual. A new additional monthly cost is the maintenance contract for the solar panel system.

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SPACE remains a Community Ally of Plastic Free Bookham. We avoid the use of single-use plastic items in our day-to-day activities; we include our stance on single-use plastic in communications and raise awareness and support plastic free initiatives in the community.

Financial Review

Income from hire of the South Bookham SPACE, Outer SPACE and Social SPACE totalled £21,887 (2023: £20,059) a 9% increase mostly from parties and greater use of Social SPACE, which we think reflects growing confidence post Covid. SPACE was successful in its grant funding bid to Mole Valley Community Fund and the Thomas Flack Foundation and were grateful to receive a total of £22,500 towards the cost of installing solar panels. We continue to receive small charitable amounts from the Amazon Smile programme and the Mole Valley Lottery, totalling £39 for the year. Members and users kindly made donations totalling £370 to cover the costs associated with activities to mark the retirement of the founding Chairman. Total incoming resources for the year were £44,796 (2023: £20,982).

Costs of charitable activities before impairment and depreciation totalled £13,534 (2023: £12,062).

Total resources expended including depreciation were £44,766 (2023: £21,242) leaving net incoming resources for the year of £30 (net outgoing resources for 2023: £260).

The charity ended the year with total funds of £88,860 (2023: £88,830). Cash balances were £40,488 (2023: £45,566).

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, the trustees have transferred £5,000 to increase the maintenance reserve to £20,000.

Plans for Future Periods

Our plans are very much focussed on promoting the range of facilities to attract new regular hirer activities as well as provide greater marketing support for our regular users. Our new Marketing Officer, Natasha Matthews continues to regularly promote SPACE on a range of social media channels and she actively works with new and existing users to help them promote their activities. These initiatives together with more traditional marketing activities has resulted in a significant increase in traffic to the SPACE website.

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 Booking Officers for maintaining excellent communications with existing and potential new hirers.

Very special thanks go to the Charity's Chair of Trustees, Trevor Goul-Wheeker, who formally retired from his 14 year tenure at the end of the financial year on 31 March 2024. Trevor's enthusiasm and vision saved this Community Facility which was in danger of falling out of use when he stepped in with a group of colleagues back in 2010. He led his fellow volunteers to refurbish the building with extensive improvements to the main hall, the outdoor multisport court, kitchen

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and roof in 2011; Social Space was added in the upstairs extension in 2019; and most recently the solar panels in 2023. Trevor's charismatic and very effective leadership will be much missed. The role of Chair of Trustees remains vacant.

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-Wheeker

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



Nancy Goodacre
Trustee

16/7... 2024

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Unaudited Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2024

		Year ended 31 March 2024			Year ended 31 March 2023
	Note	Unrestricted Funds £	Restricted Funds £	Total £	Total £
Incoming resources					
Voluntary income					
- Fundraising		-	-	-	
- Grants and donations	2	39	22,500		792
Income from charitable activities	3	21,887	-		20,059
Other incoming resources	4	370	-		131
Total incoming resources		22,296	22,500	44,796	20,982
		=====	=====	=====	=====
Resources expended					
Costs of charitable activities (incl. dep)	5	13,534	31,232	44,766	21,242
Fundraising costs					
Governance costs	5				
Total resources expended		13,534	31,232	44,766	21,242
		=====	=====	=====	=====
Net incoming/(outgoing) resources		8,762	(8,732)	30	(260)
Funds at beginning of period				88,830	89,090
Total Funds at end of period				88,860	88,830
		=====	=====	=====	=====

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Unaudited Balance Sheet as at 31 March 2024

	Note	£	2024 £	£	2023 £
Fixed assets					
Tangible fixed assets	6		60,210		54,856
Current assets					
Debtors and prepayments	7	1,272		2,181	
Cash at bank and in hand	8	40,488		45,566	
			<u>41,760</u>		<u>47,747</u>
Total assets			101,970		102,603
Current liabilities	9	3,517		3,246	
Non-current liabilities	10	9,593		10,527	
				<u>13,773</u>	
Total liabilities			13,110		13,773
Net assets			<u>88,860</u>		<u>88,830</u>
Funds					
Unrestricted	11		88,860		87,922
Restricted	11		-		908
Total Funds			<u>88,860</u>		<u>88,830</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 2024.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2024 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



Nancy Goodacre

Date 2024

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 2024	Year ended 31 March 2023
	£	£
Grants:		
<i>Effingham Bridge Club</i>		686
<i>Amazon Smile</i>	22	12
<i>Mole Valley Lottery</i>	17	94
MVDC Grants:	—	-
Thomas Flack Fund:	10,000	—
MVDC Capital Grant:	12,500	—
	22,539	792

3. Income from charitable activities

	Year ended 31 March 2024	Year ended 31 March 2023
	£	£
Income from hire of SPACE/combined	16,800	15,376
Income from hire of Social SPACE only	2,559	2,134
Income from hire of Outer SPACE only	2,528	2,549
	21,887	20,059

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Notes to the accounts (continued)

4. Other incoming resources

	Year ended 31 March 2024 £	Year ended 31 March 2023 £
Membership fees		6
Interest income		-
Key Deposits Received in year		125
Donations for Chair's Retirement Activities	370	
	<u>370</u>	<u>131</u>

5. Costs of charitable activities

	Total £	Total £
Rent and rates	556	606
Heat and light	3,859	4,336
Insurance	1,203	1,190
Subscriptions/PPL/PRS	202	158
Cleaning, including supplies	3,901	3,973
Maintenance, decoration & small fittings	2,513	1,019
Water	309	141
Marketing	213	122
Legal, professional & accountancy costs	430	442
Other expenses	128	75
Chair's Retirement Activities	220	
Subtotal:	<u>13,534</u>	<u>12,062</u>
Impairment provision	20,954	-
Depreciation	10,278	9,180
Total:	<u>44,766</u>	<u>21,242</u>

NB – The costs of the solar panel project and the damp proof work in the storeroom are on the balance sheet as Leasehold improvements. Appropriate provision for impairment and depreciation are included in the above figures.

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	36,586		-	36,586
Balance carried forward	<u>319,463</u>	<u>10,025</u>	<u>66,434</u>	<u>395,922</u>
Accumulated depreciation and impairment provision				
Balance brought forward	231,817	9,858	62,805	304,480
Depreciation charge & impairment provision for the year	29,058	59	2,115	31,232
Balance carried forward	<u>260,874</u>	<u>9,917</u>	<u>64,920</u>	<u>335,712</u>
Net book value				
Brought forward at 1 April 2023	51,060	167	3,629	54,856
Carried forward at 31 March 2024	58,589	108	1,514	60,210

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Notes to the accounts (continued)

7. Debtors: amounts falling due within one year

	2024	2023
	£	£
Debtors	153	739
Prepayment of expenses	1,119	1,316
	<u>1,272</u>	<u>2,055</u>

8. Cash at Bank

	2024	2023
	£	£
Current account at HSBC Bank PLC	40,488	45,566

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

9. Current liabilities: due in less than one year

	2024	2023
	£	£
Trade creditors	1,922	1,013
Other creditors	-	-
Income received in advance	1,295	1,483
Accrued expenses	-	405
Key deposits held	300	300
Cancelled Covid party, unclaimed fees	-	45
	<u>3,517</u>	<u>3,246</u>

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

	2024	2023
	£	£
Income received in advance	9,593	10,527

11. Funds

	Brought forward 1 April 2023	Movement in year	Transfer	Carried forward 31 March 2024
	£	£	£	£
Undesignated reserves	18,973	(10,323)	-	8,650
Unrestricted funds - fixed assets	53,949	6,261	-	60,210
Designated fund – maintenance reserve	15,000	5,000	-	20,000
<i>Total unrestricted funds</i>	<u>87,922</u>	<u>938</u>	-	<u>88,860</u>
Restricted funds – fixed assets	908	(908)	-	0
Total funds	<u>88,830</u>	<u>30</u>	-	<u>88,860</u>

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12. Capital commitments

	2024 £	2023 £
Capital expenditure authorised:		
Solar Panels Project*	33,965	-
Damp proof treatment storeroom	3,300	-
*including the £22,500 grant funding		

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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 2024, which are set out on pages 5 to 10.

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: 18/7/24