



BOOKHAM COMMUNITY ASSOCIATION

Bringing people together

Report of the Trustees for the period 1st September 2020 to 31st August 2021

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 2021

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

Genie Hancock – President (retired)

Keith Slark – Chairman

Ian Baker – Treasurer

Veronica Hurren – Secretary

Dolf Arnold – Membership

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.

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

I report on the accounts for the year ended 31 August 2021 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

6 Dec 2021

Bookham Community Association
 (Company number 8000494 – Registered Charity No: 1148881)
 Balance Sheet as at 31 August 2021

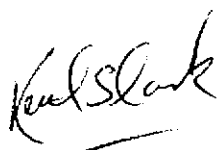
	31 Aug 2021	31 Aug 2020
	£	£
Current Assets		
Balances at Bank	72,166	80,827
Debtors		
Rents outstanding from periods prior to 31 August 2021	691	
Bookhams Bulletins advertising due	0	
Other	2,709	
	<u>3,400</u>	<u>3,791</u>
	75,566	84,618
Creditors		
Rents received in advance	1,941	
Bookhams Bulletin advertising in advance	0	
Bookhams Bulletin printing	0	
Other creditors, accrued charges and commitments	8,092	
	<u>(10,033)</u>	<u>(27,161)</u>
Net assets	<u>65,533</u>	<u>57,457</u>

Represented by:

Designated Funds - Unrestricted

Future maintenance reserve		30,000	20,000
General reserve - balance 31 August 2020	37,457		
+ decrease in future maintenance reserve	(10,000)		
+ surplus 31 August 2021	11,462	<u>38,919</u>	<u>37,457</u>
		<u>68,919</u>	<u>57,457</u>

Approved by the Committee of Management



K Slark
Chairman

I Baker
Hon Treasurer



	Note	31 Aug 2021 £	31 Aug 2020 £
Incoming Resources			
Charitable Trading			
Old Barn Hall lettings		7,792	41,449
Bookhams Bulletin - advertising revenue		9,988	7,818
Bookhams Bulletin - web advertising revenue		360	0
		<u>18,139</u>	<u>49,267</u>
Donations			
Other, including Covenant Tax refund	7	12,602	12,173
Community Entertains		0	0
Village Week	4	17,451	50
Bank Interest Received		0	0
Membership		7,475	1,898
Affiliation Fees		1,040	2,665
Grants & Insurance		53,539	13,400
Security Deposit Forfeit		(250)	0
Sundry		0	0
Total Incoming Resources		<u>109,996</u>	<u>79,453</u>
Resources Expended			
Charitable Trading			
Old Barn Hall running costs	5	75,583	56,422
Bookhams Bulletin - printing and other direct costs		16,330	12,144
		<u>91,913</u>	<u>68,567</u>
Community Entertains		0	0
Village Week		2,792	160
Administration Expenses and Fees		3,572	3,802
Major Maintenance	6	256	42,070
Total Resources Expended		<u>98,534</u>	<u>114,598</u>
Resources Carried Forward - Unrestricted			
General Fund			
Net incoming resources for the year, as above		11,462	(35,145)
Brought forward 31 August 2020		37,457	52,602
+ decrease in Future maintenance reserve		(10,000)	20,000
		<u>38,919</u>	<u>37,457</u>
Future Maintenance Reserve		30,000	20,000
Carried to Balance Sheet		<u>68,919</u>	<u>57,457</u>

Bookham Community Association

(Company number 8000494 – Registered Charity No: 1148881)

Notes to the financial statements for the year ended 31 August 2021

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 2021 £	31 Aug 2020 £
Note 1 : Debtors		
Rents outstanding	691	2,948
Bookhams Bulletin Advertising	0	0
Others	2,709	843
	<u>3,400</u>	<u>3,791</u>
Note 2 : Creditors		
Trade creditors	0	0
Accruals and deferred income	8,092	24,956
Rents received in advance	1,941	2,205
	<u>10,033</u>	<u>27,161</u>
Note 3 : Future maintenance reserve		
At 1 September 2020	20,000	40,000
Arising on revaluation during the year	10,000	(20,000)
At 31 August 2021	<u>30,000</u>	<u>20,000</u>
Note 4 : General Reserve		
At 1 September 2020	37,457	52,602
Adjustment to Future maintenance reserve	(10,000)	20,000
Transfer from income and expenditure	11,462	(35,145)
At 31 August 2021	<u>38,919</u>	<u>37,457</u>

Bookham Community Association
(Company number 8000494 – Registered Charity No: 1148881)
Notes to the financial statements for the year ended 31 August 2021

		31 Aug 2021 £	31 Aug 2020 £
Note 5 : Barn Hall expenditure			
Staff costs		20,197	21,686
Heat, light and water	6,055		
Council tax and telephone	<u>1,344</u>		
		7,399	9,206
Insurance		3,375	3,075
Regular repairs and maintenance		40,331	12,302
Cleaning and materials		4,281	10,040
Licences and affiliation fees		<u>0</u>	<u>113</u>
Total Barn Hall expenditure		75,583	56,422

Note 6 : Major maintenance and improvements

Boilers replacement inc new gas main	-560		
Replacement gutter and pipework	<u>816</u>		
		256	42,070

Note 7 : Donations

Donations	10,687		
Gift Aid	1,915		
Tax recovered	<u>0</u>		
Total donations		12,602	12,173

Bookham Community Association

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Notes to the financial statements for the year ended 31 August 2021

Appendix : Village Week Proceeds

	£
Village Day 30th August 2021 - Hall Events	
Bookham Butterflies Raffle	253
Bookham Camera Club	30
Bookham Flower Club	401
Bookham Stamp Club	150
Mole Valley Quilters	141
	Guiders Kitchen 687
	Bookham Butterflies Tea and Cakes 890
Refreshments Total	1,577
Transition Bookham/Green Forum	30
	<hr/>
	2,582
 Village Day 30th August 2021 - Sponsorships - money allocated directly to event	
John Wadsworth for the Punch & Judy	240
Elios for the King Bounce-a-Lot Rodeo/Surf Ride	295
	<hr/>
	535
 Village Day - Donations	
Anonymous	1,000
Bookham Belles WI	147
Bookham Bowling Club	45
Mole Valley Lacemakers	50
	<hr/>
	1,242
 Village Week Activities	
Sunday 27th June - Open Gardens	7,001
	<hr/>
	7,001
 Summary of Village Week Events	
Village Day Field Events	4,554
Village Day Hall Events	2,582
Donations	1,242
Open Gardens	7,001
	<hr/>
Total	15,380

Bookham Community Association
(Company number 8000494 – Registered Charity No: 1148881)
Notes to the financial statements for the year ended 31 August 2021

Appendix 4 : Village Week Proceeds continued

	£
Village Day 30th August 2021 - Field Events	
4 Seasons UK	45
Animals Asia	45
Barbecue (Taste of Texas, formerly John Wells Butcher)	360
Bars	1,135
Bewitched	45
Bookham & District U3A	45
Bookham Computer Club	45
Bookham Residents Association	45
Bouncy Castle and Roundabout	263
Classic Home Care Services	45
Dominic Batchelor (Artist)	45
Bookham & Fetcham Gardeners' Association (formerly Eastwick Allotments and Garden Society)	199
Eastwick Road Church	45
Eastwick WI	848
Friends of Bookham Common	45
King Bounce-a-Lot Rodeo/Surf Ride	259
Leatherhead Lions	200
Little Bookham WI (Candy Floss)	104
Lodge of Grand Design	343
Mantio Ice Cream	250
Oscar Petfoods	45
Patrick Gardner & Co	45
RNLI	45
Rotary Club of Bookham & Horsley	37
Ruby & Violet The Collection	45
The Brooke	45
The Grange Centre	45
The Learning Group/Fit 4 Growth Kids	45
White Elephant	748
	<hr/> 5,511
less expenses	956
Field total	<hr/> 4,554
 Summary of Village Week Events	
Village Day Field Events	4,554
Village Day Hall Events	2,582
Donations	1,242
Open Gardens	7,001
 Total	<hr/> 15,380



DIRECTORS' ANNUAL REPORT TO MEMBERS – 2020/21

This report covers the period to the end of August 2021 when hall lettings, although beginning to increase, were still few and far between. We were able to reopen the larger two halls in July 2020 but, with strict Covid19 protocols in place including strict social distancing, large group meetings were impossible and even small groups were largely impractical. From a community point of view, I am pleased to say that many of our affiliated organisations were able to adapt to Zoom meetings from home. They were, therefore, able to keep the very important connections between their members going through what was a very difficult and isolating period for everyone.

For many months the halls were silent with, as you will hear from our Treasurer, a dramatic effect on our letting income, until a few craft groups started to return. In July this year we were able to reopen completely, whilst retaining the Covid 19 precautions, but most organisations had, by that time, decided to postpone any return to larger groups until September.

When lockdowns persisted, our Treasurer, Ian Baker, had prudently prepared a budget based on the expected loss of income both from lettings and fundraising and this was bleak! We decided to launch an appeal to our members and the wider public. Both individuals and our affiliated organisations responded magnificently raising around £10,000 and that, together with substantial support from HM Government, has meant that we are in a reasonable financial situation for the current year from September.

We had reduced outgoings to the minimum by pausing cleaning contracts, furloughing Assistant Manager, Rob Williams, and delaying any non-urgent expenditure. During this time our Halls Manager, Roger Musgrove, took on all of the enhanced cleaning and day to day maintenance work so that we were able to accommodate any users that were able to meet including regular Blood Donor sessions.

In order not to put our collectors at risk we continued with the suspension of road membership collections but encouraged donation via direct payment and are grateful for those who supported us in this way.

The Bookhams Bulletin was produced and distributed quarterly to provide continuity and information to the villagers during a time when many were lonely and missing social contact. Thanks to all our 130+ distributors who got over 5,500 Bulletins out each quarter and Veronica who did much of the editing. 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.

Having had to cancel both Village Day and Open Gardens last year, both went ahead this year. Open Gardens, in late June, just scraped into the end of the week when lockdown was finally lifted and went ahead. It was extremely well supported by garden lovers thankful to get out and about again. Thanks to the garden openers and all the committee and helpers for a magnificent day.

Village Day was not so lucky and had to be postponed until Bank Holiday Monday 30 August. We were very unsure how well supported it would be, but we need not have worried. Helpers, stallholders and the village turned out to enjoy a day of music, fun, eating and drinking. A great day and result, thank you.

I need to pay tribute to Genie Hancock who has stepped down as President of the Association. Genie joined the committee after her husband Peter died, knowing how much his tremendous contribution would be missed. Since then she has served on both Management and Village Day committees and has been President for 10 years. Our thanks to Genie for her work for over the last 20 years.

Thanks to all of our Management Committee for their work throughout another very strange year and to our Roger and Rob – who is now back with us – and who do so much for our hall users.

Keith Slark, Chairman