

**BOOKHAM UNITED CHARITIES
TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

Bookham United Charities Contents

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Bookham United Charities

Trustees' Report For The Year Ended 31 December 2024

The trustees present their report and the financial statements for the year ended 31 December 2024.

Objectives and Activities

Aims and Objectives

The Objects of the CIO are, for the Public Benefit:

- to relieve persons with a significant connection to either Great or Little Bookham or failing that to immediately neighbouring settlements in the district of Mole Valley or failing that to the Borough of Guildford, who are in Housing need, by providing almshouse accommodation; and
- to relieve the financial hardship of persons who are resident within the boundary of the Parish of St Nicolas Great Bookham by providing to such persons grants of money or by providing or paying for items, services or facilities.

The charity owns and maintains the almshouses of Frere Cottages and Hughes House providing 10 self contained units of affordable housing. In addition, the trustees agree one off grants made from applications from within the Ancient Parish of Great Bookham. The charity is normally in receipt of an annual grant from the Henry Smith charity and dispenses grants in accordance with criteria laid down in the trust deed.

Public Benefit

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives for the future.

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

Achievements and Performance

Main Achievements

A very satisfactory year for the charity. There was full occupancy throughout 2024 at the 10 almshouse flats. The costs of Repairs and Maintenance were very low - largely as a result of work carried out in earlier years - particularly during 2023. We have also continued to provide grants to people in need within the parish of Great Bookham, using funds allocated to our charity by the Henry Smith Charity. In terms of governance, following the appointment of a new Clerk in 2024, the trustees have begun to identify changes they wish to make.

Financial Review

Financial Position

The charity made a surplus of £39,673 for the year (2023: deficit of £12,851). The charity holds reserves of £389,436 of which £291,927 is held as General unrestricted reserves, with the remaining unrestricted reserves representing the net book value of the freehold property, and in addition Restricted Funds of £21,259.

Reserves Policy

The charity needs reserves to meet the routine as well as the cyclical and extraordinary repairs of the properties. This year the unrestricted funds were taken out of the designated funds that had been in existence for many years to allow the trustees to reconsider the reserves position. The net book value of the freehold properties has been taken to a separate designated reserve in order to provide a clearer picture of available reserves.

The trustees will consider creating new designated funds for future repairs.

Risk management

The trustees have identified the risks to which the charity might be exposed, including risks to the charity's reputation and financial position, and have a risk management policy in place. The risk register will be reviewed regularly and mitigations updated.

Structure, Governance and Management

**Bookham United Charities
Trustees' Report (continued)
For The Year Ended 31 December 2024**

Governing Document

On 15 March 2019 Bookham United Charities (reg charity no. 204831) formed and registered a new Charitable Incorporated Organisation (CIO) (charity no. 1182480) with the Charity Commission. The net assets of the original charity were transferred to the CIO by Asset Transfer Agreement and Vesting Declaration dated 1 July 2019 as a charity reconstruction. The name of the charity did not change.

Trustee Selection Methods

The charity is governed by its Constitution which provides for the Rector of the Parish of Great Bookham to be an ex-officio trustee, and the nomination of a member of the Stedman family as a trustee. Other trustees are appointed by the Board of Trustees and shall be persons residing or carrying on business in, or having a significant connection to Great Bookham and shall be appointed for a period of five years. A representative of the Stedman family is included as a trustee, as Colonel Stedman originally donated the property occupied by the almshouses to the parish in the 19th century.

There must be no less than three and no more than eight trustees at any time. Trustees will be selected with due regard to the skills, knowledge and experience needed for the effective administration of the charity.

Reference and Administrative Details

Trustees

Revd Canon A Jenkins - Chair
Mr P Crook - Treasurer
Mrs C Curran
Mrs V Hollingsworth
Ms S Gooch - Clerk to the Trustees (appointed 03/04/2024)
Mr K Picknell
Mr J Stedman - Representative of the Stedman family
Mrs D Owers

Charity Number

1182480

Principal Address

The Rectory
2a Fife Way
Great Bookham, Leatherhead
Surrey
KT23 3PH

Independent Examiner

Philip Longstaff FCA
Ellis Atkins LLP
Chartered Accountants
Constable Court, 62 Dene Street
Dorking
Surrey
RH4 2DP

**Bookham United Charities
Trustees' Report (continued)
For The Year Ended 31 December 2024**

The trustees' report was approved by the board of trustees and signed on its behalf by:

Revd Canon A Jenkins

Trustee

18th March 2026

Bookham United Charities
Independent Examiner's Report to the Trustees of Bookham United Charities
For The Year Ended 31 December 2024

I report to the trustees on my examination of the accounts of Bookham United Charities (the Trust) for the year ended 31 December 2024.

Responsibilities and Basis of Report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Philip Longstaff FCA
23rd March 2026
Ellis Atkins LLP
Chartered Accountants
Constable Court, 62 Dene Street
Dorking
Surrey
RH4 2DP

Bookham United Charities
Statement of Financial Activities
For The Year Ended 31 December 2024

			2024	2023
		Unrestricted funds	Restricted funds	Total funds
	Notes	£	£	£
INCOME AND ENDOWMENTS FROM:				
Donations and legacies	3	-	-	-
Charitable activities:				
Relief of hardship		66,266	-	66,266
Investments	4	9,254	-	9,254
		<u>75,520</u>	<u>-</u>	<u>75,520</u>
EXPENDITURE ON:				
Charitable activities:	6			
Relief of hardship		(35,591)	(4,441)	(40,032)
NET INCOME/(EXPENDITURE) BEFORE INVESTMENT GAINS/(LOSSES)		<u>39,929</u>	<u>(4,441)</u>	<u>35,488</u>
Net gains on investments		4,185	-	4,185
NET INCOME/(EXPENDITURE)		<u>44,114</u>	<u>(4,441)</u>	<u>39,673</u>
NET MOVEMENT IN FUNDS		<u>44,114</u>	<u>(4,441)</u>	<u>39,673</u>
RECONCILIATION OF FUNDS:				
Total funds brought forward		324,063	25,700	349,763
TOTAL FUNDS CARRIED FORWARD	14	<u>368,177</u>	<u>21,259</u>	<u>389,436</u>

The notes on pages 8 to 13 form part of these financial statements.

Bookham United Charities
Comparative Statement of Financial Activities
For The Year Ended 31 December 2024

		2023		
		Unrestricted funds	Restricted funds	Total funds
	Notes	£	£	£
INCOME AND ENDOWMENTS FROM:				
Donations and legacies	3	140	9,300	9,440
Charitable activities:				
Relief of hardship		54,963	-	54,963
Investments	4	7,484	507	7,991
		<u>62,587</u>	<u>9,807</u>	<u>72,394</u>
EXPENDITURE ON:				
Charitable activities:	6			
Relief of hardship		(82,522)	(4,890)	(87,412)
NET EXPENDITURE BEFORE INVESTMENT LOSSES		<u>(19,935)</u>	<u>4,917</u>	<u>(15,018)</u>
Net gains on investments		2,167	-	2,167
NET EXPENDITURE		<u>(17,768)</u>	<u>4,917</u>	<u>(12,851)</u>
NET MOVEMENT IN FUNDS		<u>(17,768)</u>	<u>4,917</u>	<u>(12,851)</u>
RECONCILIATION OF FUNDS:				
Total funds brought forward		341,831	20,783	362,614
TOTAL FUNDS CARRIED FORWARD	14	<u><u>324,063</u></u>	<u><u>25,700</u></u>	<u><u>349,763</u></u>

The notes on pages 8 to 13 form part of these financial statements.

Bookham United Charities
Statement of Financial Position
As At 31 December 2024

				2024	2023
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets	10	76,250	-	76,250	79,300
Investments	11	116,162	-	116,162	107,788
		<u>192,412</u>	<u>-</u>	<u>192,412</u>	<u>187,088</u>
CURRENT ASSETS					
Debtors	12	-	-	-	412
Cash at bank and in hand		178,165	21,259	199,424	167,488
		<u>178,165</u>	<u>21,259</u>	<u>199,424</u>	<u>167,900</u>
Creditors: Amounts Falling Due Within One Year	13	(2,400)	-	(2,400)	(5,225)
		<u>175,765</u>	<u>21,259</u>	<u>197,024</u>	<u>162,675</u>
NET CURRENT ASSETS (LIABILITIES)					
		<u>175,765</u>	<u>21,259</u>	<u>197,024</u>	<u>162,675</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>368,177</u>	<u>21,259</u>	<u>389,436</u>	<u>349,763</u>
NET ASSETS		<u>368,177</u>	<u>21,259</u>	<u>389,436</u>	<u>349,763</u>
FUNDS OF THE CHARITY					
Restricted Funds				21,259	25,700
Unrestricted Funds				368,177	324,063
TOTAL FUNDS	14			<u>389,436</u>	<u>349,763</u>

On behalf of the board

Revd Canon A Jenkins
Trustee
18th March 2026

Mr P Crook
Trustee

The notes on pages 8 to 13 form part of these financial statements.

Bookham United Charities
Notes to the Financial Statements
For The Year Ended 31 December 2024

1. General Information

Bookham United Charities is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1182480. The principal address is The Rectory, 2a Fife Way, Great Bookham, Leatherhead, Surrey, KT23 3PH.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

2.2. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds comprise unrestricted funds that have been set aside by the trustees for a specific purpose.

Restricted funds are to be used for specific purposes as laid down by the donor.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2.3. Incoming Resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

2.4. Resources Expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

2.5. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold	50 years
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The land on which all the buildings stand, and the Almshouses known as 1 - 4 Frere Cottages were settled on the Trustees on 10 June 1890 and there is no record as to the cost of the land and buildings. Numbers 5 & 6 Frere cottages were added at a later date, again no record of cost is held. The Almshouses known as 1 - 4 Hughes House were built in 1969/70 at a cost of £11,146.

Both the Frere cottages and Hughes House Almshouses were stated at the Trustees' estimate of their open market value subject to life tenancies at 31 December 1986, having regard to the current rents and maintenance contributions receivable at that date. This valuation is taken as the deemed cost under transitional arrangements in adopting FRS 102. Future revaluations are not therefore necessary.

2.6. Investments

Listed investment assets are included in the financial statements at their fair values from valuations provided by the investment Manager. Any increase or decrease in value is reflected in the Statement of Financial Activities. The valuation of the accumulation shares includes income from these shares that is not distributed.

Bookham United Charities
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2024

3. Income from Donations and Legacies

	2024	2023
	Total	Total
	funds	funds
	£	£
Grants:		
Grants from The Henry Smith Charity	-	9,440

4. Investment Income

	2024	2023
	Unrestricted	Total
	funds	funds
	£	£
Bank interest receivable	4,804	3,853
Dividends from investments	4,450	4,138
	<u>9,254</u>	<u>7,991</u>

5. Net Income/(Expenditure)

The net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation of tangible fixed assets - owned	3,050	3,050

6. Analysis of Expenditure

			2024
	Activities undertaken directly	Support costs (see note 7)	Total
	£	£	£
Relief of hardship	37,249	2,783	40,032

			2023
	Activities undertaken directly	Support costs (see note 7)	Total
	£	£	£
Relief of hardship	78,076	9,336	87,412

Bookham United Charities
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2024

7. Support Costs

	2024
	Relief of hardship
	£
General administration	1,483
Governance costs	1,300
	<u>2,783</u>
	<u><u>2,783</u></u>
	2023
	Relief of hardship
	£
General administration	4,596
Governance costs	4,740
	<u>9,336</u>
	<u><u>9,336</u></u>

8. Independent Examiner's Remuneration

	2024	2023
	£	£
Independent examination of the financial statements	1,300	4,740
Other financial services	1,100	-
	<u>2,400</u>	<u>4,740</u>
	<u><u>2,400</u></u>	<u><u>4,740</u></u>

9. Average Number of Employees

Average number of employees during the year was: NIL (2023: NIL)

10. Tangible Assets

	Land & Property
	Freehold
	£
Cost	
As at 1 January 2024	152,500
As at 31 December 2024	<u>152,500</u>
Depreciation	
As at 1 January 2024	73,200
Provided during the period	3,050
As at 31 December 2024	<u>76,250</u>
Net Book Value	
As at 31 December 2024	<u>76,250</u>
As at 1 January 2024	<u><u>79,300</u></u>

The Freehold property comprises the 10 almshouses and is stated at their deemed cost as at 31 December 1986.

Bookham United Charities
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2024

11. Investments

	Listed
	£
Cost or Valuation	
As at 1 January 2024	107,788
Additions	4,189
Revaluations	4,185
As at 31 December 2024	<u>116,162</u>
Provision	
As at 1 January 2024	-
As at 31 December 2024	<u>-</u>
Net Book Value	
As at 31 December 2024	<u>116,162</u>
As at 1 January 2024	<u>107,788</u>

The investments are stated at Market Value and are represented by:

M&G Charity Multi Asset Accumulation units: £110,175 (2023: £101,995)
M&G Charity Multi Asset Income units: £5,987 (2023: £5,893)

12. Debtors

	2024	2023
	£	£
Due within one year		
Other debtors	-	412

13. Creditors: Amounts Falling Due Within One Year

	2024	2023
	£	£
Accruals and deferred income	<u>2,400</u>	<u>5,225</u>

Bookham United Charities
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2024

14. Movement in Funds

	As at 1 January 2024 £	Income £	Expenditure £	Transfers £	As at 31 December 2024 £
Unrestricted funds					
General:					
General unrestricted fund	-	-	-	291,927	291,927
Designated:					
Cyclical Repairs & Maintenance	19,126	-	-	(19,126)	-
Extraordinary Repairs	44,095	-	-	(44,095)	-
Charitable Funds Property	260,842	75,520	(31,406)	(304,956)	-
Freehold Property	-	-	-	76,250	76,250
	324,063	75,520	(31,406)	(291,927)	76,250
Total unrestricted funds	324,063	75,520	(31,406)	-	368,177
Restricted funds					
John Browne	37	-	(37)	-	-
Sir George Shiers	729	-	(729)	-	-
The Frere Cottage Charity	13,108	-	-	-	13,108
Henry Smith	11,826	-	(3,675)	-	8,151
Total restricted funds	25,700	-	(4,441)	-	21,259
Total funds	349,763	75,520	(35,847)	-	389,436

	As at 1 January 2023 £	Income £	Expenditure £	As at 31 December 2023 £
Unrestricted funds				
Designated:				
Cyclical Repairs & Maintenance	20,175	-	(1,049)	19,126
Extraordinary Repairs	46,512	-	(2,417)	44,095
Charitable Funds Property	275,144	62,587	(76,889)	260,842
Total unrestricted funds	341,831	62,587	(80,355)	324,063
Restricted funds				
John Browne	37	-	-	37
Sir George Shiers	711	18	-	729

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Bookham United Charities
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2024

The Frere Cottage Charity	12,796	312	-	13,108
Henry Smith	7,239	9,477	(4,890)	11,826
Total restricted funds	<u>20,783</u>	<u>9,807</u>	<u>(4,890)</u>	<u>25,700</u>
Total funds	<u>362,614</u>	<u>72,394</u>	<u>(85,245)</u>	<u>349,763</u>

The Henry Smith Fund is to be used to "assist residents in need from within the parish."

The trustees rearranged the designated funds in 2024 to make them more understandable and useful by setting aside the net book value of the freehold property in one Property Fund, and combining the other designated funds in to one General unrestricted fund. The trustees will consider creating new designated funds for repairs if considered necessary.

15. Transactions with Trustees

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the current or previous year.

No trustee expenses have been incurred.

16. Related Party Disclosures

There have been no related party transactions in the reporting period that require disclosure.