



Bookham Rifle Club		217311		CC16a
Receipts and payments accounts				
For the period from	01/01/2015	To	31/12/2015	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Ammunition Sales	3,337	-	-	3,337	5,213
Competition fees	710	-	-	710	1,422
Donations (Incl. Disability Fund)		3,247	-	3,247	20,720
Grants		107,500		107,500	0
Interest - Bank Gross	81	-	-	81	52
BRC Lottery Fund	3,146	-	-	3,146	3,147
Loans (for New Clubhouse)	0	105,500	-	105,500	25,000
Range Fees	1,400	-	-	1,400	300
Subscriptions	25,870	-	-	25,870	21,150
Sundries & refreshments	217	-	-	217	455
Other Income	6,914	-	-	6,914	4,633
Visitor Fees	135	-	-	135	65
Coaching Courses	2,562			2,562	1,493
Social events	575	-	-	575	750
Sub total	44,947	216,247	-	261,194	84,400
A2 Asset & Investment Sales, etc	-	-	-	-	-
Total receipts	44,947	216,247	-	261,194	84,400

A3 Payments

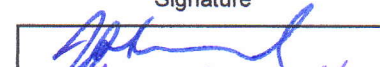
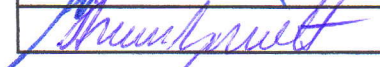
Ammunition purchases	2,028	-	-	2,028	7,289
Affiliation fees	180	-	-	180	1,162
Bank fees	-	-	-	-	4
BRC Lottery Fund	1,574	-	-	1,574	1,606
Capital purchases	1,618	-	-	1,618	277
Competition fees & prizes	1,937	-	-	1,937	2,726
Insurance	2,897	-	-	2,897	-
Loan repayments		72,500		72,500	
Maintenance & repairs	1,936	-	-	1,936	3,434
Marketing	578	-	-	578	370
Other expenditure (New clubhouse)	33,697	178,746		212,443	768
Professional Service fees	0			-	3,659
Rent & rates	1,516	-	-	1,516	1,386
Social events	841	-	-	841	900
Stationery & postage	180	-	-	180	305
Sundries & refreshments	380	-	-	380	561
Training Courses	430	-	-	430	825
Targets	1,614	-	-	1,614	1,154
Utilities	1,076	-	-	1,076	1,553
Sub total	52,482	251,246	-	303,728	27,979

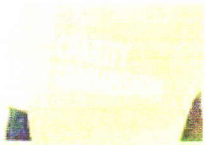
A4 Asset and investment purchases, etc.	-	-	-	-	-
Total payments	52,482	251,246	-	303,728	27,979
Net of receipts/(payments)	- 7,535	- 34,999	-	- 42,534	56,421
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	39,653	44,998	-	84,651	28,230
Cash funds this year end	32,118	9,999	-	42,117	84,651

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account(s)	21,988	-	-
	Reserve Account	782		
	Disability Account	-	9,999	
	BRC Lottery Account	9,348	-	-
	Total cash funds	32,118	9,999	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Ammunition stock 31/12/2015	Unrestricted	-	657
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Loan towards new clubhouse from members - to be repaid over 5 years starting May 2016.	New Clubhouse	58,000	2016 - 2020

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	T. C. HAMMONS	23-10-16
	S. D. BASSETT	23/10/16



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Bookham Rifle Club		
On accounts for the year ended	31 st December 2015	Charity no (if any)	217311
	Set out on pages 1-2		

Respective responsibilities of trustees and examiner

The charity's trustees 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

** Please delete the words in the brackets if they do not apply.*

Signed: Date: 11th June 2016

Name: J P Kester

Relevant professional qualification(s) or body Chartered Accountant



Trustees' Annual Report for the period

Period start date

Period end date

From

1st January 2015

To

31st December 2015

Section A

Reference and administration details

Charity name

Bookham Rifle Club

Other names charity is known by

Registered charity number (if any)

217311

Charity's principal address

Thorncroft Range

Leatherhead

Surrey

Postcode

KT22 8JB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tim Hammond	Secretary		Management Committee
2	Tony Whitehead	Chairman		Management Committee
3	Sheena Bassett	Treasurer		Management Committee
4				
5				
6				
7				
8				
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10				
11				
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13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Club Constitution and Club Byelaws
How the charity is constituted <small>(eg. trust, association, company)</small>	Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	The Three Trustee positions are automatically allocated to the Chairman, Secretary and Treasurer office holders.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Management Committee meets monthly to oversee and manage the Club's activities. Individual reports are provided by the Secretary (correspondence and Membership) and the Treasurer (monthly income and expenditure, budget position).

The Club has a Child Protection policy and Child Protection Officer. In addition to DBS checks, the Club also requires that parents/helpers are present when juniors/vulnerable adults are attending coaching sessions or are shooting on the ranges.

The Club Constitution was revised in 2013 in lines with guidance from the NSRA.

The Trustees are members of the Management Committee and are responsible for bringing any issues to their attention for resolution (as are individual members). Sub-committees may be appointed to oversee specific projects such as improvements to ranges and Club development.

No members of the Club receive remuneration other than direct refund of expenses incurred on behalf of the Club (e.g. purchases, postage etc.)

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

It is the objective of Bookham Rifle Club to promote the sports of rifle and pistol target shooting, and to encourage Members in the careful, safe and skilful pursuit of their sport so that they will be better fitted to serve their country in the defence of the realm during times of peril.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Bookham Rifle Club provides training for Juniors (aged approx. 10 years and above) and Seniors to enable safety and proficiency in the sport of target shooting. These activities include coaching of Juniors for Modern Pentathlon and a summer activity week during the school holidays where Juniors also have the opportunity to learn archery. The Club has also introduced a Juniors-only monthly competition for air rifle and pistol.

The NSRA is very keen to promote shooting for the disabled as this is a sport well suited to wheelchair users. In addition, the facilities are also used several times a year for the training of pest control officers where training is provided by a third party organisation.

Toward the end of 2014, the Club also started to provide monthly air pistol coaching sessions to young athletes involved in Modern Pentathlon, many of whom are on the pathway programme for development to national and international completion levels. By 2016, after the establishment of the Surrey Modern Pentathlon Club based at the nearby St Theresa's school, Bookham Rifle Club provided training courses to enable some of the parents to become qualified air pistol coaches. With the new clubhouse improved facilities, it has been possible to host a number of training courses for both members, Surrey County Small Bore Rifle Association and shooters from other clubs for scoring targets, air pistol and air rifle coaching and seminars to promote discussion on the future of shooting.

The Club continues to attract a wide range of members from the young (12 years upwards) to older shooters. The membership fell slightly again due to many of the ranges being closed for 6 months whilst the building works were in progress but after two Open days held in October when the new clubhouse had been completed and the covered air range could be used, membership increased so that by the end of the year, a total membership of 187 was recorded which included 30 juniors, 39 probationers and 8 life members.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Over the last few years, the Club has invested significantly in training courses to enable its coaches to deliver effectively and attract new membership. The Club continues to encourage members to gain coaching qualifications and participate in training of new members. Capital investment has also been focussed upon upgrading old equipment, buying air pistols and rifles suitable for use by the young and disabled and refurbishing the ranges. The Clubs contribution to shooting has been recognised by British Shooting who have lent the Club:

- 6 high quality Anschutz air rifles for use in training of club members.
- 2 Feinwerkbau laser training rifles which we are using for outreach to adult and junior shooters, in particular those who are unable to use conventional air guns due to the severity of their physical disabilities.
- A portable air gun range for use for Pentathlon and "Run-Shoot" Competitions and for other community outreach events.

Bookham Rifle Club is not a grant-awarding organisation.

In 2014, the Club submitted a number of grant applications, (Sport England, Veolia, Biffa and the Thomas Flack fund) to replace the existing dilapidated Clubhouse and to enclose the air range to enable all-weather use, making these more suitable for use by disabled shooters and

juniors. The applications were successful with grants totalling £107,500 (from all funders except Biffa) and with loans totalling £130,500 and donations of £3,247 from the members. Work started in March 2015 with the demolition of the old clubhouse and preparation of the concrete foundations for the new building (which is elevated due to the flooding risk). The steel structure was then erected and internal fitting out enabled the Clubhouse and Air range to be in use by October.

Bookham Rifle Club is run entirely by volunteers who provide a weekly training programme for Club Members, coaching for schools, organise social events and participate in twice yearly range work weekends (completing major maintenance tasks). All shooting activities are supervised by volunteers. In addition, two open days were held to publicise the Club's new facilities and more activities such as a junior summer course are planned for next year – all staffed by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Successful fund raising enabled replacement of the old dilapidated clubhouse with a modern new building with internal toilets, enclosure of the air range and also replacement of the 25yd range firing point (which is on one side of the clubhouse). This led to two successful open days which attracted a lot of attention and a new influx of members, particularly juniors.

The Club continued the training programme for Modern Pentathlon, providing air pistol coaching for young athletes from the South East region once a month.

The Club has continued to develop its Community Outreach Programme, which now includes regular events for juniors and for disabled groups - as target shooting sports are uniquely accessible and offer an interesting and rewarding recreational activity to people with a very wide range of disabilities.

Club Members have made several significant achievements during 2015. Lina Jones won the British Ladies 50m Championship, Competition 9, and the Ladies trophy at the NSRA Bisley meeting, also the Surrey Open and Confined Championship, and has shot for British ladies team in the Randle Match at Bisley and at various competitions in Europe

At the NSRA Bisley meeting Bookham teams won the Weekend Aggregate pairs competition - Lina & Simon Aldhouse, the Weekend Aggregate Team competition & The 50m Team Competition - Lina, Simon & Tim Hammond.

Lina and Tim got through to the British Long Range Championship - The Earl Roberts Trophy (top 20) - with Lina finishing 7th and Tim 15th.

At the Surrey Open we won the 100y Team and the Aggregate team - Lina, Tim, Dave Crispin - and Lina & Peter Jones won the Pairs Competition, Tim won the 100y Any Sights and the Secretaries Cup.

Simon Aldhouse has represented Great Britain in the Europa Cup matches shooting at 300m and will be shooting the finals in Zagreb in October.

Air Pistol Report

Daniel Bavin (Junior)

August representing SERPS at Junior International Bronze 10 m
Sussex Open - Winner B Class and Top Junior overall
NSRA 10m Team winner
Fareham Open – Won Class B and Top Junior overall
NSRA 10m Class B Pistol National League Top Junior
Surrey Team 10m Division 1 winner
Member of the Surrey County Pistol Squad
Represented SERPS at Intershoot in Holland

Neale Parry

1st Surrey 10m ind div 10
1st Surrey standard pistol team div 1
1st Surrey 10m team division 2
2nd Beds 10m ind div 2
3rd Scottish championships ind and Agg
Represented Surrey for 10m pistol team

David Sprigg

1st Surrey standard pistol team division 1

1st Surrey 10m team

Surrey 10m Team Division 1 winner

Surrey Division 1 20 yard pistol 2nd

Member of the Surrey County Pistol Squad 10m and 20 yards

NSRA 10 Team winner

Jeanette Leivers

Surrey Division 2 Winner

Surrey 10m Team Division 1 winner

NSRA 10m Pistol Class B 2nd

NSRA 10m Team winner

Middlesex Division 2 Winner

Fareham Open – Class B 2nd and Top Woman overall

Member of the Surrey County Pistol Squad

Brief statement of the charity's policy on reserves

The Club has aimed to keep a minimum reserve of £5,000 to cover any contingencies. Over the last 5 years, the reserve has been increased in order to fund proposed new projects such as the replacement of the Clubhouse and covering one range to enable all-weather training on air pistol and air rifle. Some of this reserve has been spent on the current building project, with a surplus which will cover the work yet to be completed such installation of sewerage treatment system.

Details of any funds materially in deficit

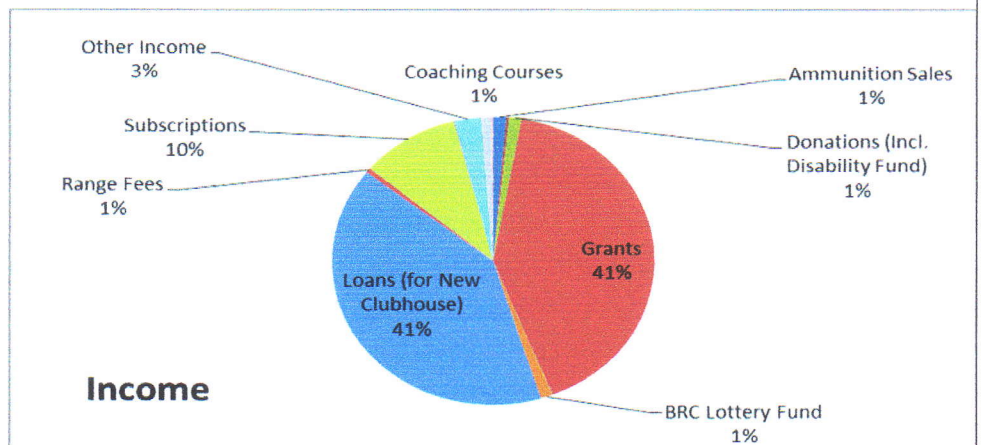
None.

Further financial review details (Optional information)

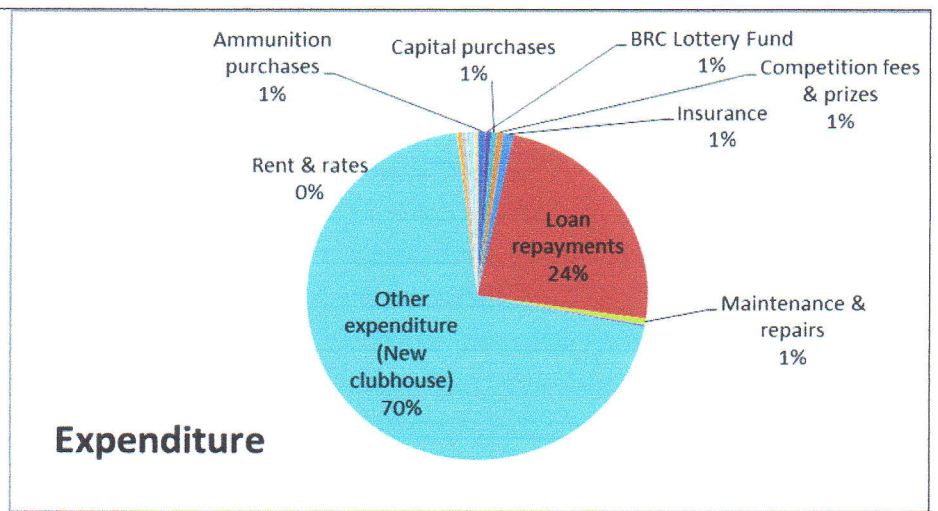
You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The income for 2015 from normal activities was £44,947 which is about £5,500 up on 2014. The increase in subscriptions contributed £25,870 and we also had increased income from range hire and coaching courses which made up for lower ammunition sales and the like. Income from subscriptions account £25,870 but this also includes early payment of 2016 subs (approx. £1,370). Expenditure was likewise lower at £18,785 after the New Clubhouse and loan repayments have been excluded. The loan repayment made in 2015 was to cover a temporary loan made to ease the cash flow as grants are not paid until the work covered by the grant is completed. This also is why £5000 of the grants was deferred until 2016 since we had to wait for the Environment Agency to agree the new toilet system so completion was delayed because of this (but everything else was signed off so most of the grant was released).



As this graph shows, 83% of our income went on the new Clubhouse and air range with subscriptions making up 10% and the remaining 7% spread across various sources. The Lottery Fund has contributed of over £1,572 to funds (51% is distributed as prizes).



The new clubhouse dominates the expenditure at 94%. The remaining expenditure is fairly evenly distributed across the usual out goings which were reduced in volume due to closure of the air range and 25yd range for 8 months whilst building work was in progress.

The Committee's main goal for 2015 was to build and complete the new clubhouse and covered air range. Now we have to plan for sustaining growth and balancing our budget.

- Increase its income by attracting new members, develop our training for air pistol shooters and adding archery to the activities offered (summer course for juniors).
- Ensure we have enough income for our everyday activities as well as for making the repayments on the loans.
- Continue to make capital investments to improve and replace equipment and improve the (other) existing ranges. E.g. replace the roof on the HFT range.
- Raise our profile – leaflets, updated website, articles in the local press etc.

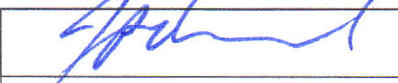
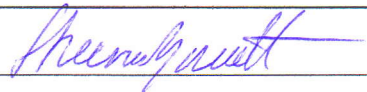
Section F**Other optional information**

Note that 82% of the Club's income for 2015 is made up of loans and grants. Income from normal operations comes to just under £45,000 and, with the grants, comes to £155,694 – below the £250,000 threshold as loans do not count towards the threshold.

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	T. P. HAMMOND	SD BASSETT
Position (eg Secretary, Chair, etc)	SECRETARY	TREASURER
Date	23-10-16	