



# ***21st Annual Report 2022-2023***

***Dove Lodge Community Resource Centre  
Company No.4370552  
Reg. Charity No.1097703***

# **Dove Lodge Community Resource Centre**

Reg. Charity No. 1097703

## **Trustees of the Charity**

Victoria Rhodes Chairman

David Chace (Resigned 21<sup>st</sup> October 2022)

Chris Fuller

Paul Joseph

Gerard Kimber (Appointed 21<sup>st</sup> October 2022)

## **Dove (Littlehampton) Ltd**

Company No. 4370552

## **Directors of the Limited Company**

Victoria Rhodes (Chairman )

Mike Clayden (Company Secretary & Director)

David Chace (Resigned 21<sup>st</sup> October 2022)

Chris Fuller

Paul Joseph

Gerard Kimber (Appointed 21<sup>st</sup> October 2022)

## **Dove Lodge**

Julia Eyles, User Care & Administration officer (appointed 6<sup>th</sup> June 2022)

Joanne Wise, User Care & Administration officer (appointed 8<sup>th</sup> March 2023)

Dove (Littlehampton) Ltd  
Dove Lodge Community Resource Centre

**Chairman's Annual Report April 2023**

It has been an interesting year for us and we're now seeing what the future holds for us. At this time of writing, we have recruited two new team members focusing on "User care" and promoting our services to the Arun community.

We welcome a new trustee who has joined us this year. Each of our trustees with a complementary skill set which together, will help us strengthen our organisation.

On the financial side, we have maintained a satisfactory level of reserves, and our cost-to-income levels are regularly reviewed in line with our policy.

The following year will bring many challenges as we adjust to the new work patterns, but we feel ready to take on these challenges.

On behalf of myself and the trustees, we wish to thank the wonderful staff for their efforts and dedication during the year. I also personally thank the Trustees for their support.

Victoria Rhodes

Chairman of Trustees.

**Dove (Littlehampton) Ltd**  
**Secretary`s Report**  
**March 2023**

This has not been the best of years; with disappointment after I reported in my last report that we were looking to the future as we came out of the pandemic. For us to now find the world crashing into a new crisis surrounding the conflict in Ukraine, this causing an energy crisis like we have not seen since the 70s.

We now have a full staff complement, giving us the time to concentrate on User Care and marketing which is fantastic. This will facilitate the wish of the trustees mentioned in last year`s report to provide Dove Lodge Community Centre with a higher presence in the community of Arun District.

Not all our offices are currently let, and we are still determining which tenants will stay with us, but meeting room bookings are growing. They were helped in part by our staffed office five mornings a week.

We have invested in green technology to reduce our utility bills and play our part in reducing CO2 by installing solar panels with batteries.

The following year will be very challenging for our charity, but I am still confident we are a great asset to our community and will weather this storm.

Mike Clayden  
Director/Company Secretary  
April 2023

## **Dove (Littlehampton) Ltd**

### **Finance Officers Report 2022-2023**

A year of Covid recovery as we started to emerge from the pandemic.

Income was steady and in excess of £111,000.00 for the year as some form of normality returned.

Repairs and maintenance were higher than budgeted but necessary to ensure the building remained in good order.

As a result of the fixed rate, Dove Lodge avoided an increase in its gas and electricity costs for the year.

Solar Panels and Battery Storage installation was completed at a cost just below £14,000.00.

A small deficit of just under £2,000.00 was the final result.

Liquidity has remained healthy, despite an increase in outgoing costs. This year and remains strong with the 'net current assets' at a level of in excess of £59k at the year-end.

The Board set the reserves level at £60K.

We still hold £8K in Deposits from tenants.

The organisation's reserves policy is in place and is constantly reviewed.

Chris Fuller

**REGISTERED COMPANY NUMBER: 04370552 (England and Wales)**

**REGISTERED CHARITY NUMBER: 1097703**

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2023  
For  
Dove Lodge Community Resource Centre

Dove Lodge Community Resource Centre

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For the Year Ended 31 March 2023

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## Dove Lodge Community Resource Centre

### Report of the Trustees

#### For the Year Ended 31 March 2023

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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 2015).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The principal activities of the charity in the year under review were those of assisting in the promotion and improving the efficiency and effectiveness of charities and the application of charity resources by the provision and management for charities and voluntary organisations where they are carrying out charitable activities of office accommodation, conference, training and other facilities, services or support in the Arun District of West Sussex. The Policy of the charity is to continue this work in the future utilising all available resources for the benefit of other local charitable organisations.

## **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.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Company number**

04370552 (England and Wales)

### **Registered Charity number**

1097703

### **Registered office**

Dove Lodge  
49 Beach Road  
Littlehampton  
West Sussex  
BN17 5JG

### **Trustees**

Victoria Rhodes (Chairman)  
Chris Fuller  
Gerard Kimber (appointed 21/10/2022)  
Paul Joseph

### **Company Secretary**

Mike Clayden



Dove Lodge Community Resource Centre

Report of the Trustees  
For the Year Ended 31 March 2023

Approved by order of the board of trustees on ..... 26<sup>th</sup> July 2023 ..... and signed on its behalf by:



.....  
M Clayden – Secretary

Dove Lodge Community Resource Centre

Statement of Financial Activities  
For the Year Ended 31 March 2023

		31.3.23	31.3.22
		£	£
<b>INCOMING RESOURCES FROM</b>	Notes		
Other trading activities	2	111,159	109,734
Investment Income	3	364	65
Business Rates Covid Grant			
<b>Total</b>		<b>111,523</b>	<b>109,863</b>
<b>EXPENDITURE ON</b>			
Raising funds		113,477	104,323
<b>Charitable activities</b>			
Management and administration		0	210
<b>Total</b>		<b>113,477</b>	<b>104,323</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(1,954)</b>	<b>5540</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>563,020</b>	<b>557,480</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>561,066</b>	<b>563,020</b>
<b>CONTINUING OPERATIONS</b>			

All income and expenditure has arisen from continuing activities.

Dove Lodge Community Resource Centre

Balance Sheet  
At 31 March 2023

		31.3.23	31.3.22
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	7	715,000	715,000
<b>CURRENT ASSETS</b>			
Debtors	8	298	1,790
Cash at bank and at hand		68,279	66,182
		<hr/>	<hr/>
		68,280	67,972
<b>CREDITORS</b>			
Amount falling due within one year	9	(8142)	(7,152)
<b>NET CURRENT ASSETS</b>		<hr/>	<hr/>
		59,840	60,820
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		776,066	772,480
<b>NET ASSETS</b>		<hr/>	<hr/>
		776,066	772,480
<b>FUNDS</b>			
Unrestricted funds	10	561,066	557,480
Revaluation Reserve		215,000	215,000
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		<hr/>	<hr/>
		776,066	772,480

The notes form part of these financial statements

Continued...

Dove Lodge Community Resource Centre

Balance Sheet - continued

At 31 March 2023

The charitable company is entitled to exemption from audit under Section 479A of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2022.

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

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees on ..... 26<sup>th</sup> July 2023 .....  
and were signed on its behalf by:



.....  
V.Rhodes - Trustee

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **Income**

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.

### **Expenditure**

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 the 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.

### **Tangible fixed assets**

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

Freehold property	-	Not provided
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### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. OTHER TRADING ACTIVITIES**

	31.3.23 £	31.3.22 £
Office rents and room hire	111,159	109,734
Other income	<u>105</u>	<u>65</u>
	<u><u>111,264</u></u>	<u><u>109,863</u></u>

**3. INVESTMENT INCOME**

	31.3.23 £	31.3.22 £
Investment Income	<u>259</u>	<u>52</u>

**4. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23 £	31.3.22 £
Independent Examiners fees	<u>0</u>	<u>0</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022.

**Trustees' expenses**

Travel expenses of £20 were paid to the Chairman for the year ended 31 March 2022 (£58 – 2020).

**6. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.3.23	31.3.22
No employees received emoluments in excess of £60,000.	<u>3</u>	<u>4</u>

Notes to the Financial Statements - continued  
For the Year Ended 31 March 2022

**7. TANGIBLE FIXED ASSETS**

	Freehold Property £
<b>COST</b>	
At 1 April 2020 and 31 March 2023	500,000
Revaluation Increase 31 <sup>st</sup> March 2020	<u>215,000</u>
<b>NET BOOK VALUE</b>	
At 31 March 2023	<u>715,000</u>
At 31 March 2020	<u><u>715,000</u></u>

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.23 £	31.3.22 £
Trade debtors	298	1,790
Prepayments and accrued income	<u>3,831</u>	<u>3,385</u>
	<u><u>4,129</u></u>	<u><u>5,175</u></u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.23 £	31.3.22 £
Trade creditors	2,222	1,185
Other creditors	8,162	7,152
Accruals and deferred income	<u>0</u>	<u>0</u>
	<u><u>10,384</u></u>	<u><u>8,337</u></u>

**10. MOVEMENT IN FUNDS**

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General funds	<u>563,020</u>	<u>(1,954)</u>	<u>561,066</u>
<b>TOTAL FUNDS</b>	<u><u>563,020</u></u>	<u><u>(1,954)</u></u>	<u><u>561,066</u></u>

Net movement of funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	<u>111,524</u>	<u>(113,477)</u>	<u>(1,954)</u>
	<u><u>111,524</u></u>	<u><u>(113,477)</u></u>	<u><u>(1,954)</u></u>

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2023.

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Dove Lodge Community Resource Centre

Detailed Statement of Financial Activities

For the Year Ended 31 March 2022

	31.3.23 £	31.3.22 £
<b>INCOMING RESOURCES</b>		
<b>Other trading activities</b>		
Office rents and room hire	111,159	109,734
Other income	105	65
HMRC Covid Grant	0	0
	<u>111,264</u>	<u>109,799</u>
<b>Investment Income</b>		
Investment Income	<u>259</u>	<u>52</u>
<b>Total income resources</b>	111,524	109,851
<b>EXPENDITURE</b>		
<b>Direct Charitable Expenditure</b>		
Staff and volunteers expenses	487	293
Telephone post and stationery	2,456	2,711
Compliance	47	35
Data Network	572	1,143
Total Property Expenditure inc. Solar Panels	33,207	24,883
Insurance	3,984	3,943
Utilities expenditure	7,334	7,066
Cleaning	13,699	13,107
Computer consumables	4,335	9,338
Sundries	263	161
	<u>66,384</u>	<u>62,680</u>
<b>Staff Costs</b>		
Wages	43,480	38,641
Pensions	3,419	2,786
	<u>46,899</u>	<u>41,427</u>
<b>Support Costs</b>		
<b>Governance Costs</b>		
Accounting professional fees	108	123
Annual return	0	13
Bank and credit card charges	86	80
	<u>194</u>	<u>216</u>
<b>Total resources expended</b>	113,477	104,323
<b>Net income/(expenditure)</b>	<u><u>(1,954)</u></u>	<u><u>5,540</u></u>

This page does not form part of the statutory financial statements