



19th Annual Report 2020-2021

***Dove (Littlehampton) Ltd
Company No.4370552
Reg. Charity No.1097703***

Dove (Littlehampton) Ltd
Company No. 4370552 – Reg. Charity No. 1097703

Trustees of the Charity

Victoria Rhodes (Chairman (Appointed 21st July 2021))

Sandra Anderson

Andrew Kelly (Resigned 19th January 2021)

John Jones

Sarah Miles (Resigned 19th May 2020)

Peter Smith

Directors of the Limited Company

Victoria Rhodes (Chairman (Appointed 21st July 2021))

Mike Clayden (Company Secretary & Director)

Sandra Anderson

Andrew Kelly (Resigned 19th January 2021)

John Jones

Sarah Miles (Resigned 19th May 2020)

Peter Smith

Dove Lodge

Bob Rogers (Finance & Administration Officer)

Dove (Littlehampton) Ltd

Chairman's Annual Report April 2021

This has been a challenging year, and at this time, like the whole country, we are hopeful of returning to the new normal as soon as possible, whatever that may be?

This will allow us to return to supporting our community.

On the financial side, we have been able to maintain a satisfactory level of reserves, and our cost to income levels are regularly reviewed in line with our policy. We do expect the next financial year to be more complex and are preparing for this possible eventuality.

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

Victoria Rhodes

Chairman of Trustees.

Dove (Littlehampton) Ltd

Finance Officers Report

The Year of Covid

Income was in excess of £110,000.00 for the year despite the Covid epidemic.
We received a grant from the local authority of £25,000.00.

Repairs, maintenance and freehold improvements were once again substantial this year.

We were able to conclude the exterior painting, replaced the blinds and carpet in the Amberley room, carry out C2 & C3 upgrades to the building, upgrade Room 5 and finally cure the foyer damp issues.

A small surplus of £3k+ was the final result.

Liquidity has been healthy despite the epidemic this year and remains strong with the 'net current assets' at a level of in excess of £57k at the year end.

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

R.M.Rogers

Dove (Littlehampton) Ltd Secretary`s Report March 2021

This year has seen a significant upheaval in life for us all.

Dove Lodge kept open throughout the whole period as far as possible to enable services to continue for our community.

The lockdown time was not wasted. We now have an online meeting room booking system allowing all users to book rooms at any time.

We have increased our Facebook offering keeping our community and users informed about what is going on in the Lodge. With a Mailchimp service allowing subscription to our monthly newsletter and essential Building service updates. Subscription available through our website.

We also had a major electrical installation upgrade while the building was quiet, reducing disturbance to a minimum for our users.

We come to the end of the year with a reduced staff team, supportive trustees.

Our offices are not all let now, and meeting room bookings are very low. We will see this pandemic out and await the time we can return to a full service enabling us to serve our community. At that time, more people will need the help of our resident groups to recover from the problems caused by an extended lockdown.

The year ends in a sound financial position, but with the expected loss of tenants and reduced meeting room bookings, we will not spend as much as usual on building improvements in the coming year.

We must now continue to face the consequences of the pandemic and prepare for the long term challenges it will produce. Evolve for the new normal.

Mike Clayden
Director/Company Secretary
April 2021

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 2021
For
Dove (Littlehampton) Ltd

Dove (Littlehampton) Ltd

Contents of the Financial Statements
For the Year Ended 31 March 2021

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3 to 4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 11
Detailed Statement of Financial Activities	12

Dove (Littlehampton) Ltd

Report of the Trustees

For the Year Ended 31 March 2021

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 2018. 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 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

49 Beach Road
Littlehampton
West Sussex
BN17 5JG

Trustees

J Jones
Mrs S Anderson
P Smith
Ms V Rhodes (appointed 21st July 2020)
A Kelly (resigned 19th January 2021)
Ms S Miles (resigned 19th May 2020)

Company Secretary

M Clayden

Independent examiner: Mr John Hall MBA MCIHort - John Hall Consulting Ltd.

Dove (Littlehampton) Ltd

Report of the Trustees
For the Year Ended 31 March 2021

Approved by order of the board of trustees on *23rd July 2021* and signed on its behalf by:



.....
M Clayden – Secretary

Independent Examiner's Report to the Trustees of
Dove (Littlehampton) Ltd

I report on the accounts for the year ended 31 March 2021 set out on pages five to eleven.

Respective responsibilities of trustees 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 the 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 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 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).

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.

Independent Examiner's Report to the Trustees of
Dove (Littlehampton) Ltd



John Hall MBA MCIHort

John Hall Consulting Ltd

Date... 10th August 2021

Dove (Littlehampton) Ltd

Statement of Financial Activities
For the Year Ended 31 March 2021

		31.3.21	31.3.20
		£	£
INCOMING RESOURCES FROM	Notes		
Other trading activities	2	110,657	126,940
Investment income	3	36	146
Business Rates Covid Grant		25000	
Total		135,693	127,086
EXPENDITURE ON			
Raising funds		127,048	134,471
Charitable activities			
Management and administration		5,203	320
Total		132,251	134,471
NET INCOME/(EXPENDITURE)		3,442	(7,385)
RECONCILIATION OF FUNDS			
Total funds brought forward		554,038	561,423
TOTAL FUNDS CARRIED FORWARD		557,480	554,038
CONTINUING OPERATIONS			

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

Dove (Littlehampton) Ltd

Balance Sheet
At 31 March 2021

		31.3.21	31.3.20
	Notes	£	£
FIXED ASSETS			
Tangible assets	7	715,000	715,000
CURRENT ASSETS			
Debtors	8	4,979	7,097
Cash at bank and at hand		71,104	71,410
		<u>76,083</u>	<u>78,507</u>
CREDITORS			
Amount falling due within one year	9	(18,603)	(24,469)
NET CURRENT ASSETS		<u>57,480</u>	<u>54,038</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>772,480</u>	<u>769,038</u>
NET ASSETS		<u><u>772,480</u></u>	<u><u>769,038</u></u>
FUNDS			
Unrestricted funds	10	557,480	554,038
Revaluation Reserve		215,000	215,000
TOTAL FUNDS		<u><u>772,480</u></u>	<u><u>769,038</u></u>

The notes form part of these financial statements

Continued...

Dove (Littlehampton) Ltd

Balance Sheet - continued
At 31 March 2021

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 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 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
and were signed on its behalf by:

23rd July 2021



.....
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.

Dove (Littlehampton) Ltd

Notes to the Financial Statements - continued

For the Year Ended 31 March 2021

2. OTHER TRADING ACTIVITIES

	31.3.21 £	31.3.20 £
Office rents and room hire	110,637	126,777
Other income	<u>20</u>	<u>163</u>
	<u><u>110,657</u></u>	<u><u>126,940</u></u>

3. INVESTMENT INCOME

	31.3.21 £	31.3.20 £
Investment income	<u>36</u>	<u>146</u>

4. NET INCOME/(EXPENDITURE)

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

	31.3.21 £	31.3.20 £
Independent Examiners fees	<u>200</u>	<u>200</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021.

Trustees' expenses

Travel expenses of £20 were paid to the Chairman for the year ended 31 March 2021 (£58 – 2020).

6. STAFF COSTS

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

	31.3.21	31.3.20
No employees received emoluments in excess of £60,000.	<u>4</u>	<u>4</u>

Notes to the Financial Statements - continued
For the Year Ended 31 March 2021

7. TANGIBLE FIXED ASSETS

	Freehold Property £
COST	
At 1 April 2020 and 31 March 2021	500,000
Revaluation Increase 31 st March 2020	<u>215,000</u>
NET BOOK VALUE	
At 31 March 2021	<u>715,000</u>
At 31 March 2020	<u>715,000</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade debtors	348	1,730
Prepayments and accrued income	<u>4,361</u>	<u>5,367</u>
	<u>4,979</u>	<u>7,097</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade creditors	615	3,039
Other creditors	9,169	11,444
Accruals and deferred income	<u>8,819</u>	<u>9,986</u>
	<u>18,603</u>	<u>24,469</u>

10. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General funds	<u>554,038</u>	<u>3442</u>	<u>557,480</u>
TOTAL FUNDS	<u>554,038</u>	<u>3442</u>	<u>557,480</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	<u>135,693</u>	<u>(132,251)</u>	<u>3442</u>
	<u>135,693</u>	<u>(132,251)</u>	<u>3442</u>

Dove (Littlehampton) Ltd

Notes to the Financial Statements - continued
For the Year Ended 31 March 2021

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

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Dove (Littlehampton) Ltd

Detailed Statement of Financial Activities
For the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
INCOMING RESOURCES		
Other trading activities		
Office rents and room hire	110,637	126,777
Other income	20	163
HMRC Covid Grant	25,000	0
	<u>135,657</u>	<u>126,940</u>
Investment Income		
Investment Income	<u>36</u>	<u>146</u>
Total income resources	135,693	127,086
EXPENDITURE		
Direct Charitable Expenditure		
Staff and volunteers expenses	109	651
Telephone post and stationery	3,767	2,415
Compliance	1,210	2,687
Data Network	193	5,129
Repairs and maintenance	40,850	34,729
Insurance	3,933	3,933
Utilities expenditure	6,564	10,016
Cleaning	3,112	3,440
Computer consumables	7,198	6,562
Sundries	115	241
	<u>67,051</u>	<u>69,803</u>
Staff Costs		
Wages	56,433	60,273
Pensions	3,563	4,075
	<u>59,996</u>	<u>64,348</u>
Support Costs		
Governance Costs		
Accounting professional fees	5,096	206
Annual return	13	13
Bank and credit card charges	95	101
	<u>5,204</u>	<u>320</u>
Total resources expended	132,251	134,471
Net income/(expenditure)	<u>3,442</u>	<u>(7,385)</u>

This page does not form part of the statutory financial statements