



***8th
Annual
Report
2009-2010***

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

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

Directors & Trustees

Mr John Jones (Chair)

Mr Denis Carver

Mr Mike Clayden (Secretary)

Miss Trudi McCullough

Mrs Valerie Sharp

Miss Gina Watson

Dove Lodge

Mr Peter Lloyd (Finance & Administration Officer)

Miss Lynne Johnson (Receptionist)

Volunteer Receptionist

Mr Bill Goostrey

Dove (Littlehampton) Ltd

Chairman's Annual Report 2010

I joined the board of trustees in April 2009 and took over the chairmanship in October 2009, hence this is my first annual report.

I am pleased that my predecessor Denis Carver has stayed on the board as I shall need to draw upon his knowledge and expertise of the past seven years of leading the development of Dove Lodge to the excellent facility is today. I am aware that such progress has only been possible with the hard work and dedication of the trustees and staff both past and present and I am sure that this will continue into the years to come.

We have been mindful this year of the country's economic position and how this might affect the Dove Lodge future operation and development. Where our room occupancy has allowed we have made improvements to the facilities and we will continue to do so as opportunities arise and funding is available. The pace of development is however likely to be more modest than that in the past few years.

Our financial position is still very satisfactory despite a planned overspend this year to take advantage of favourable developmental conditions.

Thanks to everyone concerned.

John C Jones
Chairman
October 2010

Dove (Littlehampton) Ltd

Secretary's Report March 2010

This has been one of the most difficult years in Dove Lodge's history.

At the start of the trading year a number of "let" rooms were vacated. This led to a void period in rental income exacerbated as inline with our policy of improvements, funds were allocated to rewire and refurbish these rooms. It is pleasing to report that new organisations to Dove have taken over most of these rooms and we are again at full occupancy.

We also had issues with the fire alarm system and associated equipment which had to be replaced or upgraded to maintain compliance. A new set of fire policies also had to be commissioned. It was also decided to replace our computer equipment, install a server and update our software in part to negate unreliability and also to allow more flexibility to users whether trustees, staff or volunteers.

The expenses detailed above contributed to Dove incurring its first loss since inception. We are working hard to ensure we are back in the black next year even with the increased costs associated with running the building and complying with statutory requirements.

I would like to thank the Dove Team for their hard work over this year, with special thanks to Bill our Reception Volunteer for his hard work keeping the office running and the room bookings under control. He has been ably assisted in this regard by Lynne Johnson. Also I would like to thank Peter our Finance & Admin Officer for instilling a need for closer financial scrutiny in what has and will continue to be a difficult financial climate.

I would like to take this opportunity to thank Denis for the contribution he has given as Chairman of Dove since the beginning and welcome John into the fray; he's got a tough act to follow!

Finally I would like to thank all the people who use the faculties at Dove Lodge, who help keep the friendly atmosphere we all enjoy alive at the Lodge.

I look forward to another challenging year.

M J Clayden
April 2010

Dove (Littlehampton) Ltd

Finance Officers Report

Financial Statements for the Year ending March 2010

Combined Office Rents and Room Hire showed an increase in income of 5.5% over the previous year. When analyzed office rents fell by 5.5% whilst room hire rose by 33%. Total income was £95800 against £94179.

Total expenses increased by 35% to £123,000 due to a combination of planned property improvements following the vacating of offices by tenants, increased staff costs reflecting more accurately the time needed to manage the objects of the Charity, new computer equipment/system and software, and expenditure to meet health, fire, regulatory and safety requirements including the installation of a new fire alarm.

As a result we saw a loss of £30,000 for the year which was effectively funded by previous years' profits/our cash reserve.

The coming year will be challenging as the economy struggles to recover and government and local authority spending cuts bring pressure on the charities and voluntary groups that use our premises. Against this background our expenditure in areas other than those of "non avoidable" will need to be closely monitored. The trustees consider it expedient to retain adequate cash resources to cover any significant and perceived temporary decline in its income stream to safeguard the aims of the Charity.

At the end of March 2010 Dove shows Total Reserves of £ 636000 although this latter figure does include the freehold property valued at £557,000. Our overall financial position is satisfactory.

Peter Lloyd

Report of the Trustees/Directors and
Financial Statements for the Year ended 31 March 2010
for
Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Contents of the Financial Statements
for the Year ended 31 March 2010

	<u>Page</u>
Company Information	1
Report of the Trustees/Directors	2
Report of the Accountants	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6/8

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Company Information
for the Year ended 31 March 2010

TRUSTEES/DIRECTORS:

D. Carver
M. J. Clayden
Miss. G. E. Watson
Mrs. V. A. Sharp
P. B. Smith - Resigned 20/10/09
Miss. T. P. McCullough
J. C. Jones - Appointed 22/4/09

SECRETARY:

M. J. Clayden

REGISTERED OFFICE:

49 Beach Road
Littlehampton
West Sussex
BN17 5JG

ACCOUNTANTS:

Benson and Hinchliffe Limited
138a High Street
Selsey
West Sussex
PO20 0QE

REGISTERED CHARITY NUMBER:

1097703

REGISTERED COMPANY NUMBER:

4370552 (England and Wales)

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Report of the Trustees/Directors
for the Year ended 31 March 2010

The Trustees/Directors present their Report with the Financial Statements of the Company for the Year ended 31 March 2010.

These Financial Statements have been prepared in accordance with the Charities Act requirements.

OBJECTS AND POLICIES

The Principal Activities of the Charity in the Year under review were those of assisting in promoting and improving the efficiency and effectiveness of Charities and the application of charitable 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.

TRUSTEES/DIRECTORS

The Trustees/Directors during the Year under review were:-

D. J. Carver
M. J. Clayden
Miss. G. E. Watson
Mrs. V. A. Sharp
P. B. Smith - Resigned 20/10/09
Miss. T. P. McCullough
J. C. Jones - Appointed 22/4/09

APPROVAL

This Report was approved by the Trustees/Directors on the _____ and signed on their behalf.

M. J. CLAYDEN - SECRETARY

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Report of the Accountants to the Trustees/Directors
of Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

As described on the Balance Sheet the Trustees/Directors are responsible for the preparation of the Financial Statements for the Year ended 31 March 2010 set out on pages 4 to 8.

In accordance with their instructions we have compiled these unaudited Financial Statements in order to assist them to fulfil their statutory responsibilities under the Companies Act 2006 from the accounting records and information and explanations supplied to us and we report that they are in accordance therewith.

You have acknowledged on the Balance Sheet as at 31 March 2010 your duty to ensure that the Company has kept proper accounting records and to prepare Financial Statements that give a true and fair view under the Companies Act 2006. You consider that the Company is exempt from the statutory requirement for an audit for the Year.

We have not been instructed to carry out an audit of the Financial Statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not therefore express any opinion on the Financial Statements.

Benson and Hinchliffe Limited
Accountants
138a High Street
Selsey
West Sussex
PO20 0QE

Date:

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Statement of Financial Activities
for the Year ended 31 March 2010

	<u>Notes</u>	<u>Total Funds</u> <u>1/4/09 - 31/3/10</u>	<u>Total Funds</u> <u>1/4/08 - 31/3/09</u>
		<u>£</u>	<u>£</u>
<u>INCOME AND EXPENDITURE</u>			
<u>Incoming Resources</u>			
Office Rents and Room Hire		95387	90403
Investment Income		182	3531
Other Income		<u>231</u>	<u>245</u>
Total Incoming Resources		<u>95800</u>	<u>94179</u>
<u>Outgoing Resources</u>			
Direct Charitable Expenditure	2	73753	60481
Management and Administration	3	<u>49118</u>	<u>30189</u>
Total Outgoing Resources		<u>122871</u>	<u>90670</u>
Net Incoming(Outgoing) Resources for the Year		(27071)	3509
Balance Brought Forward		<u>613953</u>	<u>610444</u>
Balance Carried Forward		<u>586882</u>	<u>613953</u>

The Notes on pages 6 to 8 form part of these Financial Statements.

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee
Balance Sheet 31 March 2010

	<u>Notes</u>	<u>31/3/10</u>		<u>31/3/09</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>FIXED ASSETS</u>					
Tangible Assets	4		565090		565812
<u>CURRENT ASSETS</u>					
Debtors	5	4838		5207	
Cash at Bank and in Hand		<u>73291</u>		<u>97208</u>	
		78129		102415	
<u>CREDITORS:</u> Amounts falling due Within One Year	6	<u>6337</u>		<u>4274</u>	
<u>NET CURRENT ASSETS</u>			<u>71792</u>		<u>98141</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>			<u>636882</u>		<u>663953</u>
<u>FUNDS</u>					
Unrestricted Funds	7		586882		613953
Revaluation Reserve			<u>50000</u>		<u>50000</u>
			<u>636882</u>		<u>663953</u>

For the Year ended 31 March 2010 the Company was entitled to exemption from Audit under Section 477 (2) of the Companies Act 2006 relating to the Small Companies Regime.

The Trustees/Directors have not required the Company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The Trustees/Directors acknowledge their responsibility for:

- i) ensuring the Company keeps accounting records which comply with Section 386; and
- ii) preparing Accounts which give a true and fair view of the state of affairs of the Company as at the end of the Financial Year and of its Profit or Loss for the Financial Year in accordance with the requirements of Section 393 and which otherwise comply with the requirements of the Companies Act relating to Accounts so far as is applicable to the Company.

These Accounts have been prepared in accordance with the provisions applicable to Companies subject to the Small Companies Regime.

Approved by the Board on:

And signed on their behalf by:

D. J. CARVER - TRUSTEE/DIRECTOR

MRS. V. A. SHARP - TRUSTEE/DIRECTOR

The Notes on pages 6 to 8 form part of these Financial Statements.

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Notes to the Financial Statements
for the Year ended 31 March 2010

1. ACCOUNTING POLICIES

1.1. Basis of preparation of Financial Statements.

The Financial Statements are prepared under the Historical Cost Convention and include the results of the Charity's operations which are described in the Trustee's Report and all of which are continuing.

The Financial Statements have been prepared in accordance with the Statements of Recommended Practice for Charity Accounts.

The Charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a Cash Flow Statement on the grounds that it qualifies as a Small Charity.

1.2 Tangible Fixed Assets for use by the Charity and Depreciation

Tangible Fixed Assets for use by the Charity are stated:

Freehold Property	- At Valuation	- Not Depreciated
Office Equipment	- At Cost	Less 20% on Reducing Balance
Furniture and Fittings	- At Cost	Less 20% on Reducing Balance

1.3 Income

Office Rents and Room Hire Income is accounted for in the Year to which it relates

1.4 Value Added Tax

Value Added Tax is not recoverable by the Charity, and as such is included in the relevant costs in the Statement of Financial Activities.

1.5 Management and Administration Expenditure

Expenditure on Management and Administration of the Charity includes all expenditure not directly related to the Charitable Activity or Fundraising ventures.

1.6 Pension Contributions

The Company operates a defined contribution pension scheme. Contributions payable to the Company's Pension Scheme are charged in the Accounts for the Period to which they relate.

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Notes to the Financial Statements
for the Year ended 31 March 2010

2. DIRECT CHARITABLE EXPENDITURE

	<u>1/4/09 - 31/3/10</u>	<u>1/4/08 - 31/3/09</u>
	<u>£</u>	<u>£</u>
Insurance	4903	4903
Repairs and Maintenance	46532	35310
Cleaning	8019	8093
Subsistence and Refreshments	(85)	932
Volunteers Expenses	932	961
Property Expenditure	<u>13452</u>	<u>10282</u>
	<u>73753</u>	<u>60481</u>

3. MANAGEMENT AND ADMINISTRATION

	<u>1/4/09 - 31/3/10</u>	<u>1/4/08 - 31/3/09</u>
	<u>£</u>	<u>£</u>
Wages	30145	20596
Pension Contributions	1844	-
Telephone, Post and Stationery	4607	3300
Computer Software and Consumables	6703	341
Travel Expenses	2767	2849
Audit, Accounting and Professional Fees	470	460
Annual Return	15	15
Depreciation	1775	1956
Sundry Expenses	240	334
Bank Charges	302	309
Equipment Lease Rental	<u>250</u>	<u>29</u>
	<u>49118</u>	<u>30189</u>

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Notes to the Financial Statements
for the Year ended 31 March 2010

4. TANGIBLE FIXED ASSETS

	<u>Freehold Property</u>	<u>Office Equipment</u>	<u>Furniture and Fittings</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>COST OR VALUATION:</u>				
At 31 March 2009	557990	7770	13745	579505
Additions	<u> </u>	<u>1053</u>	<u> </u>	<u>1053</u>
At 31 March 2010	<u>557990</u>	<u>8823</u>	<u>13745</u>	<u>580558</u>
<u>DEPRECIATION</u>				
At 31 March 2009	-	3663	10030	13693
Charge for Year	<u> </u>	<u>1032</u>	<u>743</u>	<u>1775</u>
At 31 March 2010	<u> </u>	<u>4695</u>	<u>10773</u>	<u>15468</u>
<u>NET BOOK VALUE</u>				
At 31 March 2010	<u>557990</u>	<u>4128</u>	<u>2972</u>	<u>565090</u>
At 31 March 2009	<u>557990</u>	<u>4107</u>	<u>3715</u>	<u>565812</u>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>31/3/10</u>	<u>31/3/09</u>
	<u>£</u>	<u>£</u>
Trade Debtors	<u>4838</u>	<u>5207</u>
	<u>4838</u>	<u>5207</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>31/3/10</u>	<u>31/3/09</u>
	<u>£</u>	<u>£</u>
Rent Deposits	3837	3814
Accrued Expenses	<u>2500</u>	<u>460</u>
	<u>6337</u>	<u>4274</u>

7. UNRESTRICTED FUNDS

	<u>31/3/10</u>	<u>31/3/09</u>
	<u>£</u>	<u>£</u>
Net Incoming(Outgoing) Resources	(27071)	3509
Balance Brought Forward	<u>613953</u>	<u>610444</u>
Balance Carried Forward	<u>586882</u>	<u>613953</u>