



***12th
Annual
Report
2013-2014***

***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)

Sandra Anderson

Mr Mike Clayden (Secretary)

Miss Trudi McCullough

Mrs Valerie Sharp

Miss Gina Watson MBE

Dove Lodge

Mr Bob Rogers (Finance & Administration Officer)

Miss Lynne Johnson (Receptionist)

Dove (Littlehampton) Ltd

Chairman's Report 2014

It is with considerable regret that I have to report the deaths of two stalwarts during this period, both associated closely with the development of Dove from the beginning; Trustee Denis Carver who was chairman of the Board for some years and Bill Goostrey a volunteer who gave a considerable amount of his time to the running of this enterprise. Both of them will be remembered for what they achieved for us.

Our Finance Officer Peter Lloyd retired after some years with Dove and Bob Rogers has taken over the post. We have not lost touch with Peter as he has recently joined our Board of Trustees.

Our client base have continued their reorganisations to meet the economic climate but these changes seem to be now tailing off and the latter half of this report period has seen a gradual but welcome increase in demand for our services. The balance sheet has remained healthy and income levels have still enabled us to meet all essential maintenance of the building and some modest improvements. We will continue to keep our rental and hire charges as low as possible consistent with our costs.

On behalf of the Trustees I wish to thank the staff for their efforts during the year and personally thank my fellow Directors/Trustees for their support and look forward to our continued success in the coming year.

John C Jones

Chairman

October 2014

Dove (Littlehampton) Ltd

Secretary`s Report March 2014

This year has been a challenging year for Dove we have seen much change our staff line up and Tenant`s.

We lost two organisations from the lodge this year that had been with us from the start, Sasbah and VAAC (formally CVS) who organised the setting up of Dove Lodge back in 2002. Also another long standing organisation Mencap.

At Christmas 2013 we welcomed Carers Support West Sussex to the lodge shortly followed by The Weight Management Centre.

In this year we saw the retirement of Peter Lloyd our finance and Admin officer who was replaced by Bob Rogers. Sue Kilhams our cleaner left to move away and has been replaced by Sandra Melody.

Denis Carver one of the founder members of the board passed away in October 2013, he served as the Chairman for many years, and was still a trustee when he passed away. His input was extremely valued at Dove. Bill Goustrey our long standing volunteer receptionist unfortunately passed away in February, after his last trip home to Australia.

So the year 2013/14 was a time of change at Dove, we have seen old friends leave and new friends arrive. Dove is a busy organisation with greater numbers of visitors than ever before. We are seeing more organisations using Dove as a hub embracing the home and office way of working.

This combined with the increase of the building for counselling and associated uses.

At the end of this year we have a strong staff team, let most of our offices and have seen a greater use of meeting Rooms. So we are looking forward to a better year both financially and in the service we provide our community.

I would like to thank the staff and Trustees for their help and support in what has been a difficult year for Dove.

Mike Clayden
Company Secretary
April 2014

Dove (Littlehampton) Ltd

Finance Officers Report

We saw a fall in income of 14% in the year compared with a rise of 4% previously.

To compensate for the downturn the management put in place a contingency plan that saw expenses fall by 18% with all expenditure headings showing a reduction.

General repairs, maintenance and improvements have been restricted to upgrading rooms when vacated to prepare for new customers.

Upgrading computer and other systems were restricted to maintenance only.

Staffing levels have remained at an appropriate efficient level.

Despite the fall in revenue a small surplus was recorded for the year of 7% of turnover.

The downturn has also not affected the Liquidity which has remained strong with the 'net current assets' increasing by 10% to £83k.

The Organisation has now written a reserves policy.

Dove (Littlehampton) Ltd

The objects of our charity are

“To promote and improve the efficiency and effectiveness of charities and the application of charities 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”.

Reserves Policy

This charity undertakes to spend income received within a reasonable period of receipt.

Reserves will be kept to ensure we can be consistent with the Objects of the charity and provide ‘on going’ fully equipped, serviceable accommodation.

The accommodation should be ‘up to date’ and provide a safe, comfortable environment to enable ‘clients’ to operate without distraction.

We have a statutory duty of care and the ‘Health and Safety’ of all at Dove Lodge is a specific aim.

The cost of this accommodation should be competitively priced to the organisations we serve and seen to be good value in terms of alternatives.

The reserves should be kept in accounts that allow access without punitive restriction.

This charity should always make adequate provision to deal with unforeseen events and uninsured incidents to ensure to continuity of the project. The age of the 49 Beach Road and the construction and condition of the roof should always be a facture when considering the reserves.

The charity will continually monitor the level of reserves and trustees will review quarterly, any downturn in business will be taken into account.

This reserves policy will be continually reviewed

12.8.2014

Report of the Trustees/Directors and
Financial Statements for the Year ended 31 March 2014

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 2014

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Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Company Information
for the Year ended 31 March 2014

TRUSTEES/DIRECTORS:

M. J. Clayden
Miss. G. E. Watson
Mrs. V. A. Sharp
Miss. T. P. McCullough
J. C. Jones
Mrs. S. Anderson

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:

04370552 (England and Wales)

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Report of the Trustees/Directors
for the Year ended 31 March 2014

The Trustees/Directors present their Report with the Financial Statements of the Company for the Year ended 31 March 2014.

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 organizations 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 organizations.

TRUSTEES/DIRECTORS

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

M. J. Clayden
Miss. G. E. Watson
Mrs. V. A. Sharp
Miss. T. P. McCullough
J. C. Jones
Mrs. S. Anderson

APPROVAL

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

and



M. J. CLAYDEN - SECRETARY

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Report of the Accountants to the Trustees/Directors

of Dove (Littlehampton) Limited

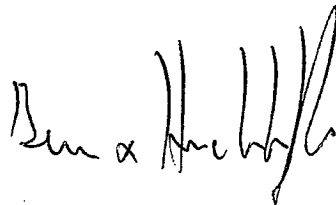
As described on the Balance Sheet the Trustees/Directors are responsible for the preparation of the Financial Statements for the Year ended 31 March 2014 set out on pages 4 to 8.

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 2014 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 the 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



3/3/14

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Statement of Financial Activities
for the Year ended 31 March 2014

	<u>Notes</u>	<u>Total Funds</u> <u>1/4/13 - 31/3/14</u>	<u>Total Funds</u> <u>1/4/12 - 31/3/13</u>
		<u>£</u>	<u>£</u>
<u>INCOME AND EXPENDITURE</u>			
<u>Incoming Resources</u>			
Office Rents and Room Hire		77004	91515
Investment Income		1714	860
Other Income		<u>78</u>	<u>256</u>
Total Incoming Resources		<u>78796</u>	<u>92631</u>
<u>Outgoing Resources</u>			
Direct Charitable Expenditure	2	29991	36293
Management and Administration	3	<u>43051</u>	<u>53628</u>
Total Outgoing Resources		<u>73042</u>	<u>89921</u>
Net Incoming Resources for the Year		5754	2710
Balance Brought Forward		<u>596879</u>	<u>594169</u>
Balance Carried Forward		<u>602633</u>	<u>596879</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 2014

	<u>Notes</u>	<u>31/3/14</u>		<u>31/3/13</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>FIXED ASSETS</u>					
Tangible Assets	4		500000		500000
<u>CURRENT ASSETS</u>					
Debtors	5	8549		3841	
Cash at Bank and in Hand		<u>84953</u>		<u>84338</u>	
		93502		88179	
<u>CREDITORS:</u> Amounts falling due Within One Year	6	<u>9771</u>		<u>10200</u>	
<u>NET CURRENT ASSETS</u>			<u>83731</u>		<u>77979</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>			<u>583731</u>		<u>577979</u>
<u>FUNDS</u>					
Unrestricted Funds	7		602633		596879
Revaluation Reserve			(7990)		(7990)
Provision for New Roof			<u>(10912)</u>		<u>(10910)</u>
			<u>583731</u>		<u>577979</u>

For the Year ended 31 March 2014 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:

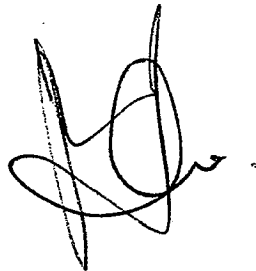
- i) ensuring the Company keeps accounting records which comply with Section 386; and
- ii) preparing Accounts which give a true and fair view of the state of affairs of the Company as at the end of the Financial Year and of its Profit or Loss for the Financial Year in accordance with the requirements 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:

J. C. JONES - 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 2014

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

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 2014

2. DIRECT CHARITABLE EXPENDITURE

	<u>1/4/13 - 31/3/14</u>	<u>1/4/12 - 31/3/13</u>
	<u>£</u>	<u>£</u>
Insurance	328	3878
Repairs and Maintenance	10478	14374
Cleaning	9073	9225
Subsistence and Refreshments	316	218
Staff and Volunteers Expenses	1888	265
Property Expenditure	<u>7908</u>	<u>8333</u>
	<u>29991</u>	<u>36293</u>

3. MANAGEMENT AND ADMINISTRATION

	<u>1/4/13 - 31/3/14</u>	<u>1/4/12 - 31/3/13</u>
	<u>£</u>	<u>£</u>
Wages	34476	35231
Pension Contributions	1758	2178
Telephone, Post and Stationery	1422	2516
Computer Software and Consumables	4162	8011
Accounting and Professional Fees	528	900
Annual Return	13	13
Depreciation	-	4544
Bank Charges	232	220
Equipment Lease Rental	<u>460</u>	<u>15</u>
	<u>43051</u>	<u>53628</u>

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Notes to the Financial Statements
for the Year ended 31 March 2014

4. TANGIBLE FIXED ASSETS

	<u>Freehold Property</u>	<u>Total</u>
	<u>£</u>	<u>£</u>
<u>COST OR VALUATION</u>		
At 31 March 2013	<u>500000</u>	<u>500000</u>
At 31 March 2014	<u>500000</u>	<u>500000</u>
<u>DEPRECIATION</u>		
At 31 March 2013	-	-
Charge for Year	<u>-</u>	<u>-</u>
At 31 March 2014	<u>-</u>	<u>-</u>
<u>NET BOOK VALUE</u>		
At 31 March 2014	<u>500000</u>	<u>500000</u>
At 31 March 2013	<u>500000</u>	<u>500000</u>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>31/3/14</u>	<u>31/3/13</u>
	<u>£</u>	<u>£</u>
Trade Debtors	4944	3841
Prepayments	<u>3605</u>	<u>-</u>
	<u>8549</u>	<u>3841</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>31/3/14</u>	<u>31/3/13</u>
	<u>£</u>	<u>£</u>
Trade Creditors	1054	3574
Rent Deposits	6937	6146
Accrued Expenses	<u>1780</u>	<u>480</u>
	<u>9771</u>	<u>10200</u>

7. UNRESTRICTED FUNDS

	<u>31/3/14</u>	<u>31/3/13</u>
	<u>£</u>	<u>£</u>
Net Incoming Resources	5754	2710
Balance Brought Forward	<u>596879</u>	<u>594169</u>
Balance Carried Forward	<u>602633</u>	<u>596879</u>