



***13th
Annual
Report
2014-2015***

***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

Mrs Jennifer Boros (Appointed 29 April 2014) Trustee only

Mr Mike Clayden (Secretary)

Mr Peter Lloyd (Appointed 29 April 2014)

Miss Trudi McCullough

Mrs Valerie Sharp

Mr Peter Smith (Appointed 29 April 2014)

Miss Gina Watson MBE

Dove Lodge

Mr Bob Rogers (Finance & Administration Officer)

Miss Lynne Johnson (Receptionist)

Dove (Littlehampton) Ltd.

Chairman's Report 2015

The economic climate over the last few years has led to organisational changes to our tenants' work patterns which have in turn resulted in the way in which our resources are now being used. Our clients are now basing their 'hubs' at Dove Lodge with many more people visiting than in any time in the past. We serve at least 30 organisations of both local and national importance to their field and some from across West Sussex are based here. This has led by the end of this accounting year to full occupation of our office accommodation and increased use of our meeting facilities. Our staff are coping well with these changes and on behalf of the Trustees I wish to thank them for their efforts in meeting the pressures such changes have brought.

The building we occupy is now close to 100 years old and we continue to devote an appreciable amount of revenue to maintenance and improvement of our facilities. The Trustees have developed a sustainability plan which is reviewed each year in keeping with maintaining a healthy and safe environment for our clients and staff and ensuring that we have a reasonable sum in our reserves to meet any unforeseen expenditure.

I wish to take this opportunity to thank the Trustees for the support they have given Dove Lodge and the staff during the past year. We look forward with confidence to the future.

John Jones

Chairman of Trustees

Dove (Littlehampton) Ltd

Finance Officers Report

Income was in excess of £100,000.00 for the year rising by 27% from the previous year. We are please to report full tenancy when the year finished.

Repairs, maintenance and freehold improvements were substantial this year.

We were in a position to spend in excess of £33,000.00 which included full refurbishment to rooms 3,13,14,26,27 and 28 as well as the waiting room. The external repairs to Dove Lodge included painting and decorating the elevations of the building and new soffits at the rear. A deficit for the year has been the result.

Upgrading computer and other systems were restricted to maintenance only.

Staffing levels have remained at an appropriate efficient level. During the year we employed our own cleaning staff and dispensed with external contractors with a beneficial effect.

Despite the deficit the Liquidity has not been affected and has remained strong with the 'net current assets' at a level of in excess of £71k.

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

R.M.Rogers

Dove (Littlehampton) Ltd

Secretary`s Report March 2015

This year has been a challenging year for Dove as we adjust to our new role of being a base for organisations. We are now seeing more organisations using Dove as a hub embracing the home and office way of working. When combined with the increase of the building for counselling and associated uses, this makes the lodge busier than ever.

Income has improved, allowing us to return to a program of building improvements and maintenance.

By the end of this year a strong staff team was in place and we had let all of our offices. We had also seen a greater use of meeting Rooms. We look forward to a better year both financially and in the service we provide to our community.

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

Mike Clayden
Company Secretary
April 2015

Report of the Trustees/Directors and
Financial Statements for the Year ended 31 March 2015

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 2015

	<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 2015

TRUSTEES/DIRECTORS:

M. J. Clayden
Miss. G. E. Watson
Mrs. V. A. Sharp
Mrs. T. P. McCullough
J. C. Jones
Mrs. S. Anderson
Mr. P. Lloyd - Appointed 29 April 2014
Mr. P. Smith - Appointed 29 April 2014
Mrs. J. Boros - Appointed 29 April 2014

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 2015

The Trustees/Directors present their Report with the Financial Statements of the Company for the Year ended 31 March 2015.

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 promotion 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
Mrs. G. E. Watson
Mrs. V. A. Sharp
Miss. T. P. McCullough
J. C. Jones
Mrs. S. Anderson
Mr. P. Lloyd - Appointed 29 April 2014
Mr. P. Smith - Appointed 29 April 2014
Mrs. J. Boros - Appointed 29 April 2014

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

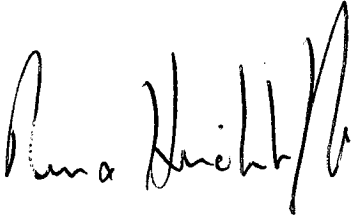
As described on the Balance Sheet the Trustees/Directors are responsible for the preparation of the Financial Statements for the Year ended 31 March 2015 set out on pages 4 to 8.

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 2015 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


28/7/15

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Statement of Financial Activities
for the Year ended 31 March 2015

		Total Funds		Total Funds
		Notes	1/4/14 - 31/3/15	1/4/13 - 31/3/14
			£	£
<u>INCOME AND EXPENDITURE</u>				
<u>Incoming Resources</u>				
Office Rents and Room Hire			97386	77004
Investment Income			663	1714
Other Income			<u>3354</u>	<u>993</u>
Total Incoming Resources			<u>101403</u>	<u>79711</u>
<u>Outgoing Resources</u>				
Direct Charitable Expenditure	2		54093	30346
Management and Administration	3		<u>59311</u>	<u>43611</u>
Total Outgoing Resources			<u>113404</u>	<u>73957</u>
Net Income/Deficit for the Year			(12001)	5754
Balance Brought Forward			<u>602633</u>	<u>596879</u>
Balance Carried Forward			<u>590632</u>	<u>602633</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 2015

	<u>Notes</u>	<u>31/3/15</u>		<u>31/3/14</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>FIXED ASSETS</u>					
Tangible Assets	4		500000		500000
<u>CURRENT ASSETS</u>					
Debtors	5	11006		8459	
Cash at Bank and in Hand		<u>75383</u>		<u>84953</u>	
		86389		93502	
<u>CREDITORS:</u> Amounts falling due Within One Year	6		<u>14737</u>		<u>9771</u>
<u>NET CURRENT ASSETS</u>			<u>71652</u>		<u>83731</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>			<u>571652</u>		<u>583731</u>
<u>FUNDS</u>					
Unrestricted Funds	7		590632		602633
Revaluation Reserve			(7990)		(7990)
Provision for New Roof			<u>(10990)</u>		<u>(10912)</u>
			<u>571652</u>		<u>583731</u>

For the Year ended 31 March 2015 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.

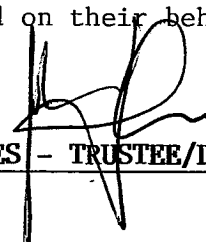
The Trustees/Directors acknowledge their responsibility for:

- 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 2015

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 2015

2. DIRECT CHARITABLE EXPENDITURE

	<u>1/4/14 - 31/3/15</u>	<u>1/4/13 - 31/3/14</u>
	<u>£</u>	<u>£</u>
Insurance	3945	328
Repairs and Maintenance	33252	10478
Cleaning	3596	9073
Subsistence and Refreshments	240	671
Staff and Volunteers Expenses and Training	1492	1888
Property Expenditure	<u>11568</u>	<u>7908</u>
	<u>54093</u>	<u>30346</u>

3. MANAGEMENT AND ADMINISTRATION

	<u>1/4/14 - 31/3/15</u>	<u>1/4/13 - 31/3/14</u>
	<u>£</u>	<u>£</u>
Wages	48391	34476
Pension Contributions	2964	1758
Telephone, Post and Stationery	2453	1422
Computer Software and Consumables	3410	4162
Accounting and Professional Fees	480	528
Annual Return	13	13
Bank Charges	258	232
Equipment Lease Rental	<u>1342</u>	<u>1020</u>
	<u>59311</u>	<u>43611</u>

Dove (Littlehampton) Limited
Charitable Company Limited by Guarantee

Notes to the Financial Statements
for the Year ended 31 March 2015

4. <u>TANGIBLE FIXED ASSETS</u>	<u>Freehold Property</u>	<u>Total</u>
	<u>£</u>	<u>£</u>
<u>COST OR VALUATION</u>		
At 31 March 2014	<u>500000</u>	<u>500000</u>
At 31 March 2015	<u>500000</u>	<u>500000</u>
<u>DEPRECIATION</u>		
At 31 March 2014	-	-
Charge for Year	<u>-</u>	<u>-</u>
At 31 March 2015	<u>-</u>	<u>-</u>
<u>NET BOOK VALUE</u>		
At 31 March 2015	<u>500000</u>	<u>500000</u>
At 31 March 2014	<u>500000</u>	<u>500000</u>
5. <u>DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>	<u>31/3/15</u>	<u>31/3/14</u>
	<u>£</u>	<u>£</u>
Trade Debtors	4811	4944
Prepayments	<u>6195</u>	<u>3605</u>
	<u>11006</u>	<u>8549</u>
6. <u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>	<u>31/3/15</u>	<u>31/3/14</u>
	<u>£</u>	<u>£</u>
Trade Creditors	2869	1054
Rent Deposits	9757	6937
Accrued Expenses	<u>2111</u>	<u>1780</u>
	<u>14737</u>	<u>9771</u>
7. <u>UNRESTRICTED FUNDS</u>	<u>31/3/15</u>	<u>31/3/14</u>
	<u>£</u>	<u>£</u>
Net Income/Deficit for the Year	(12001)	5754
Balance Brought Forward	<u>602633</u>	<u>596879</u>
Balance Carried Forward	<u>590632</u>	<u>602633</u>