

DOVE COTTAGE DAY HOSPICE

England & Wales · Charity number 1057941

Details

Other names	DOVE COTTAGE DAY HOSPICE LTD
Status	Registered
Legal form	Charitable company
Company number	03240240
Registered	1996-09-10
Register	View on the Charity Commission register

Contact

Address	Dove Cottage Day Hospice Canal Lane Stathern Melton Mowbray Leicestershire LE14 4EX
Phone	01949860303
Email	dan@dovecottage.org
Website	www.dovecottage.org

Activities

Objects: 1) To promote the relief of sickness by such charitable means as the trustees may from time to time determine and in particular by the provision of care and support for persons with serious and progressive illnesses and by the provision of respite care for the carers or families of such persons. 2) To assist in the provision of any other charitable facilities for such persons and in particular to make grants to other charities having aims identical or similar to those of this charity

Activities: An independent hospice providing palliative day-care to those people living in NE Leicestershire , SE Nottinghamshire and Rutland with a diagnosis of cancer or other progressive illnesses for which there is no cure.

Classification

- **How:** Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Elderly/old People, People With Disabilities

Geography

- Leicestershire
- Nottinghamshire
- Rutland

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£548,090	£705,410	£541,046	36
2024-03-31	£807,048	£632,608	£698,366	38
2023-03-31	£622,798	£610,160	£523,926	37
2022-03-31	£618,503	£519,490	£511,288	36
2021-03-31	£618,663	£448,920	£412,275	42

Trustees

Name	Role	Appointed
Andrew Williamson		2026-01-19
Christopher Ranald Greenwell		2024-03-01
DAVID VINCENT FORD		2025-11-06
Jack Nicholas Adlam		2026-03-17
Paul Marcus		2025-10-31

DOVE COTTAGE DAY HOSPICE

England & Wales - Charity number 1057941

Accounts

DOVE COTTAGE DAY HOSPICE

Draft Accounts and Trustees Report for the year ending 31st March 2025

Introduction.

This paper is designed to provide background to and recommend the approval of the draft accounts and Trustees Report for the year ending 31st March 2025, which are attached to this paper.

It needs to be made clear from the outset that the Accounts have effectively been prepared by the Charity's auditors. Since the audit commenced back in August 2025, they have had access to the Sage accounting system which was maintained by the Dove finance staff. Similarly, the auditors have been in dialogue with the Loros Finance team, who have passed on various comments and suggested amendments to the Sage records. At no point has there been any dialogue with the writer of this paper, which means Dove staff and Trustee have played a very second-hand role in the preparation of the Accounts.

As far as the Trustees Report is concerned, it is understood that our CEO has been 'forced' (as a last resort) into completing the drafts. As a result, the contents and format of the drafts are virtually identical to the report for the previous year/s, albeit with some of the numerical content updated.

As will be noted, the Board recently received a set of Management Accounts for the period ending 31st March 2025. When these internal accounts were issued a covering note highlighted details of adjustments that had been made and the source of those adjustments, particularly the Loros finance staff and potentially the auditors. In preparing those management accounts every effort was made by the writer, albeit with limited background knowledge, to produce an accurate record of the Charity's financial performance in the year to March 2025.

Background Compliance Situation

It should be noted that the Trustees have a responsibility to file the annual accounts and Trustees report with Companies House (by 31st December 2025) and the Charity Commission (by 31st January 2026). As a result, there is now only a limited amount of time to approve and file the accounts and report.

What is also relevant given the current circumstances, is that a new and completely updated set of accounting standards (known as SORP) must be implemented by charities, like ours, on 1st January 2026. These new standards also cover the contents of a Trustees Report.

Similarly, there are also updated regulations for charities relating to auditing or independently reviewing a charity's annual accounts. These new regulations reconfirm the Dove will only require an independent review if judged as an independent charity. Should we remain a subsidiary of Loros then there will need to be a technical debate to decide whether a full audit is required or not. This debate may relate to the levels of 'real' control over Dove and acceptance of responsibilities that Loros may exert or accept.

Quality and Accuracy of the Draft Accounts .

Whilst the writer is new to Dove and its finances, but there are concerns about the quality and accuracy of the drafts provided by the auditors. The baseline background data used by the

auditors and the writer are the same, ie the Sage accounting records. As a result, it would be reasonable to assume that the results would be identical. However, this is not the case.

The key differences between the audit draft and the Management Accounts that were internally produced are as follows:

- The total deficit for the year shown in the audit version is lower to the tune of £2,344 than the internal version, with the key difference being accounted for by a write off of £1922 from the Gift Aid Receivables Account, following an internal review(but not questioned by the Auditors) and a £450 increase in the provision for the audit fee (which has not been agreed internally). There are some other minor variances across the two versions which are not worthy of any more attention.
- The treatment of the costs for the closure of the Tea Room, which were consolidated in the Management Accounts (£28.2k) but left unconsolidated in the audit drafts. It would have been appropriate to highlight this cost in the Trustees Report, given the significance of the amount (ie 18% of the deficit).
- There is a note (no 15) in the audit version in relation to leasing agreements. The note suggests that these leases are operating leases. In fact, these are the rental leases for the shops and as such the repairing responsibilities are down to the landlords or silent on the matter. In reality, these leases, irrespective of repairing responsibilities are longer terms obligations and should be shown using accounting standard FRS 102, on the Balance Sheet at their calculated asset and discounted liability value.
- There is an inconsistency between the two versions in the treatment of Restricted Grants monies . The Management Accounts version includes the set up of restricted asset accounts to cover the purchase of solar panels and IT equipment which were both funded by restricted grants, where as the audit drafts make not mention of the accounts being restricted.
- Subsequent enquiries have highlighted that the treatment of restricted grant income is not linked to the restricted expenditure but should have been. For example, an £8000 grant was received in February 2025 to provide for the redecoration of the Hospice. No such work has been undertaken even at the time of writing. Similarly, costs were incurred and charged to expenditure accounts, prior to the year end on new radiator values, but the grant to cover the costs was only received in April 2025, ie after the year end. In simple terms, it is not good accounting to treat such restricted grants and simply accounting for income or expenditure without recognising the timing differences.
- Similarly, as will be noted in the commentary on the October 2025 Management Accounts, the auditors removed a significant accrual for energy costs for the period to March 2025. This was an error as a significant Invoice (£7k plus) has been received from SSE which covers some of the period back beyond March 2025. A check of previous invoices would have highlighted that some form of back billing was likely.

The consequence of the two inconsistencies, related to restricted grants is the audit version balance sheet in respect of restricted funds is inaccurate.

Draft Trustees Report.

It is understood, as noted earlier, that the Trustees Report attached to the draft accounts was, in the main, drafted by the CEO, who ,of course, is not an expert in such matters. Therefore, much of the content, apart from amendments to numerical data , is a mirror of the version from the previous year and even the year before that.

It is not clear why the auditors or Loros personnel were not involved in the drafting process.

Consequently, the draft version of the Trustees Report contains out of date content. For example, the content related to the Loros refers to the 'take over' and mentions events back in 2022. This is completely unnecessary as mention of Dove being a subsidiary of Loros is all that is required.

Recommendation to approve the Audit Version of the Accounts and Trustees Report

As highlighted above there are concerns about the accuracy and quality of the draft accounts and report provided by the Auditors. However, it is perceived that the amount of work and effort necessary to 'correct' the drafts would be significant. The challenges would be made more difficult given that Loros finance staff sit in the middle of the communication channels between Dove and the auditors.

Equally, there are limited timelines in which any changes could be activated, given the compliance deadlines that apply to filing of the accounts.

As a result, it is recommended that a 'pragmatic' approach is taken with the existing audit drafts being accepted by the Board. The current drafts are 'close enough' to reality despite the variances highlighted above.

Two matters are relevant to this approach, which are:

- The new SORP accounting principles and Trustee report recommendations come into operation in January 2026 and therefore will impact our 25/26 Accounts and Trustees Report. Consequently, the structures and format of those accounts will need to be modified and changes, thereby creating and justifying a fresh approach. This fresh start is also an opportunity to implement FRS 102 regarding the property leases.
- The variances highlighted above will need to be accounted for in the 2025/26 accounts as we will need to use the draft audit figures as the opening balances for the current year. As a result, the £2344 and lack of the energy accrual highlighted above, will impact the 25/26 expenses and thereby making this years declared result worse than it will be. Equally, bring the restricted funds accounting in line with proper standards will have an impact on the current financial year.

Ultimately, I am not professionally very happy with supporting the recommendation to approve the draft accounts and Trustees report as completed and approved by the auditors, but I need to be pragmatic and accept them for what they are. I recommend that the Board do the same.

The Auditors

It almost goes without saying that my respect for the auditors is very low, particularly since they have decided, of their own volition, to increase their fees by 3.6%. I have not been able to communicate with the audit staff directly and I am unsure as to why the Loros staff felt it necessary to manage the communication channel. However, it is understood that the Loros finance staff have a similar opinion that the audit has been unnecessarily expensive and time consuming.

After this unsatisfactory process, it is vital that we initiate a retendering of both the form and professional providers of the audit/reviews of our annual accounts. Similarly, it is vital that we

use our own internal resources to improve the quality, accuracy and timely nature of the output from our financial management resources.

DOVE COTTAGE DAY HOSPICE

England & Wales - Charity number 1057941

Accounts

Audited Financial Statements
for the Year Ended
31 March 2024

for

Dove Cottage Day Hospice

The Rowleys Partnership Ltd
Statutory Auditors
Chartered Accountants
Charnwood House
Harcourt Way
Meridian Business Park
Leicester
Leicestershire
LE19 1WP

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TRUSTEES	C R Greenwell Lawyer (appointed 1.3.24) C L Henry Business Consultant (appointed 1.4.23) M A Oldershaw Retired Counsellor & Chaplaincy Lead (appointed 1.4.23) K J Oliver GP (appointed 1.4.23) M Quilter Retired Businessman (appointed 1.4.23) C P Rowley Retired (appointed 1.4.23) (resigned 31.3.24) J L E Jesson Self-Employed Builder & Agri Contractor (resigned 14.11.23)
REGISTERED OFFICE	Dove Cottage Day Hospice Canal Lane Stathern Melton Mowbray Leicestershire LE14 4EX
REGISTERED COMPANY NUMBER	03240240 (England and Wales)
REGISTERED CHARITY NUMBER	1057941
AUDITORS	The Rowleys Partnership Ltd Statutory Auditors Chartered Accountants Charnwood House Harcourt Way Meridian Business Park Leicester Leicestershire LE19 1WP
SOLICITORS	Knights plc 34 Pocklingtons Walk Leicester LE1 6BU
BANKERS	TSB Henry Duncan House 120, George Street, Edinburgh, EH2 4LH

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 2024. 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 2019).

The twenty eighth Annual Report records a further year of the achievement of the aims of the charity.

The focus of all of the charity's activities is the guests, their families and carers we support. The continuance of this work is dependent upon the on-going voluntary support, year by year, of the local community. Without this, the present level and standard of care could not be maintained. This support is itself built upon the charity's reputation for providing high quality care.

OVERALL PURPOSE

Dove Cottage is a voluntary organisation that cares for up to 100 families every week that are affected by incurable life-limiting conditions. Our hospice is based at Stathern near Melton Mowbray. Our care services are provided free of charge. Our income comes from a variety of sources, the majority of which is raised locally.

Our Aim

Our aim is to maximise the quality of life for those living with life-limiting illnesses within our local community. To deliver a service that is accessible, that shows compassion, is dignified and gives care to those families in need and offers respite for carers.

Our Mission

Dove Cottage aims to deliver the best possible care through a range of services, including nursing care, the provision of information, emotional support, therapeutic and diversional therapies. Through such activities we hope to maximise self-reliance, minimise dependency and promote confidence and self-esteem.

We aim to offer a support system and valuable respite care to the family during the patient's illness and in their bereavement. We work in partnership with other care providers to ensure that the needs of the family are met to the highest level possible.

We are fully compliant with all relevant regulators.

We believe in transparency and good stewardship.

To ensure that the service provision is sustainable and continuously improved to match the evolving needs of our local area.

Our Values

Caring
Above and beyond
Respect
Integrity
Nurturing
Giving

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustee Board Members

The board is responsible for the overall governance of the Charity. (The Chief Executive is responsible for the day-to-day management and for implementing policy.)

The board has up to ten members. Members of the board are elected at the Annual General Meeting. A third of the membership has to retire each year. Retiring members may stand for re-election and may serve for nine consecutive years. The board carries out a regular trustee skills audit to identify the individual skills and experience that it needs to have represented in its membership in order to properly discharge its responsibilities. Candidates from the local community for election to the board may be proposed either by the board itself or through open advert set against the skill set being sought.

Prior to election or appointment, a prospective board member meets with the Chairman, Chief Executive and with one or more trustees in order to be able to appreciate the nature of the role of being a trustee of Dove Cottage, of being a director of the company and of the scope of the Charity's services and of its work together with information on the financial status of the company. There is an induction programme for new trustees in order to enable them to contribute effectively as members of the board.

Liability of Members

The Charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association dated 21st March 2023. It has no share capital. The Memorandum of Association provides that every member whilst he/she is a member or within one year after he/she ceases to be a member is liable to contribute a sum not exceeding £10.00 in the event of the company being wound up.

Governance

The board meets six times a year. Due to the limited size of the organisation there is no committee structure in place.

The Trustees have regard to the matters set out in Section 172(1)(a) to (f) when performing their duty under S172 of the Companies Act.

IMPACT

The objects of the charity are as follows:

- Provide day care and support for terminally ill persons
- Offer respite relief for the carers of the terminally ill
- Offer emotional support for the families of the terminally ill
- Provide support to persons with dementia and their carers

We take seriously equality and diversity in our ethos to be accepting of all guests and provide a safe, secure, and pleasant social environment. All staff and volunteers are welcoming, and our day care provision includes family support, access to a bath and complementary therapies, opportunities for social interaction, faith exploration and a vast array of creative therapies and gardening, in exceptionally pleasant and peaceful rural surroundings. We value very highly the individual's right to choose how they spend their day and make every effort to offer choice and encourage independence taking into consideration any known risks.

Our day care service places are offered four days per week. In the past year we have endeavoured to provide a more rehabilitative model of support on Monday's, for people who are more independent and their carers. In addition, monthly online dementia support groups for carers are held monthly and a weekly home sitting service for those living with dementia is in place to give carers some respite. We also held a monthly wellbeing and support day in Empingham, Rutland, for persons living with terminal illness and their carers.

All users of our services have access to senior nursing staff and the Registered Manager if they have any problems or issues that they wish to discuss.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements in Provision of care

The services offered by Dove Cottage are available for individuals over the age of 18 years, with a diagnosis of cancer where the treatment is palliative in nature and for individuals who are living with other advanced, progressive, incurable diseases, including those with physical disability and sensory impairment.

The criteria for attendance can result in a wide range of abilities and needs. In view of this, all individuals will have a holistic nursing assessment carried out in the comfort of their own home by one of the registered nurses. This assessment looks at the person as a whole and is very much needs led.

The Dove Cottage premises are ground level buildings accessible to individuals who use wheelchairs and have impaired mobility. We have large airy rooms and space for people to be with others or to be alone. Additional rooms are available for complementary therapies, individual care, social activities and spiritual support. We aim to promote a homely and peaceful atmosphere in which creativity and personal growth can be facilitated.

Our aim is to maximise the quality of life of those who attend by offering a range of services, including the provision of information, signposting, emotional support, and therapeutic and diversional therapies. Through such activities we hope to promote and encourage independence, minimise dependency and increase confidence and self-esteem.

We aim to offer a support system and valuable respite care to the family during the patient's illness and in their bereavement.

Referrals to all services have remained stable throughout the reporting year, although we had a waiting list at the beginning of the year. We have triaged appropriately and now hold no waiting list with the individuals with the greatest need and shortest prognosis being prioritised.

The registered manager is responsible for all clinical activity, alongside the Clinical Lead and all care is provided by a team of high calibre nurses and healthcare assistants. The team is supported by a team of trained volunteers, complementary therapists with practising privileges and volunteer chaplains.

Referrals are accepted from all health and social care professionals as well as self-referrals. Referrals to all services have increased during the reporting period and sufficient clinical staffing levels and skills mix were maintained to manage all presenting patient needs. Staffing levels and requirements of the service are closely monitored. The Registered Manager reports to the Trustees at each Trustee meeting on the clinical aspect of the service.

The board monitors the clinical activity regularly in order to ensure both that the charity's resources are being used effectively and that it is obtaining 'value for money' from the funds being spent on service provision.

Clinical Services -

- Day Care - Tuesday, Wednesday and Thursday
- Wellbeing Day - Monday's
- Dementia Sitting Service - Tuesday's
- Online Dementia Support Group - Monthly - Friday's
- Complementary Therapies - Available Monday - Thursday
- Rutland Wellbeing Group - Monthly - Tuesday's
- Bathing Service - Available Monday - Thursday
- Bereavement Support - Weekly telephone support

LOROS Hospice

Dove Cottage is a subsidiary charity of LOROS. LOROS Hospice, a large inpatient hospice which also provides community services, outpatient services, research, education, and day services, based in Leicester. Since its establishment in 1985, LOROS has been caring for patients living with a terminal illness, and their families, across Leicester, Leicestershire and Rutland and has developed into a successful local charity. Since its merger with LOROS by change of control in 2023, Dove Cottage has extended its day provision by a day a week and undertaken an extensive improvement programme to address recommendations set out in the most recent report of the Care Quality Commission. With the support the local community, a new sensory garden was opened in summer 2024, for the benefit of guests and their families.

Future plans

This coming year, the board will publish a strategic plan covering the period 2024-27. The following five priorities are at the heart of the new strategy.

Strategic Priorities

The Board have classified the strategic priorities for the next three years into four broad categories as set out below.

Services:	Review all service provision to assess the optimum model for delivery of high-quality care. Strive to enhance the quality of current services and ensure that any new services are to the same high standards. Development of more evidence-based outcomes from the services provided to assist with funding requests.
People:	To ensure that staff are well-trained and set clear objectives in line with the organisational aims. To ensure that volunteer numbers are maintained and enhanced, ensuring that we use the knowledge and experience of volunteers effectively. To value the contribution of all staff and volunteers ensuring that communication is enhanced, and successes celebrated.
Finance and Sustainability:	To ensure that financial stability is enhanced to be able to provide continuity of services. Look at ways to improve efficiencies and effectiveness.

	Implement more detailed plans for income generation to obtain higher levels of income and supporter engagement.
Governance and Leadership:	Ensure compliance with regulatory standards and that Dove Cottage operates in line with its governing documents. Ensure that the governance framework in place is enhanced and that the Board regularly reviews its performance both as a body and as individual trustees. Ensure that there is a strong and effective risk management system in place and that appropriate board policies are maintained.

PUBLIC BENEFIT

Dove Cottage Day hospice aims to provide a public benefit in the following manner -

- Our services are free at the point of access and are available to anyone living within our catchment area (N.E. Leicestershire, S.E. Nottinghamshire, SW Lincolnshire and the Rutland area) with a diagnosis of a life limiting disease who meet our criteria.
- Dove Cottage does not provide children's services which are available in other settings and Dove Cottages' guests are aged eighteen years and upwards.
- Guests receiving Dove Cottage services would in many cases, if not supported by Dove Cottage, be drawing upon further NHS resources.
- The directors consider that they have complied with their duties under section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charities Commission.

RELATIONSHIPS WITH OTHER BODIES

In co-ordinating and developing patient services Dove Cottage, as an "independent provider", works closely with other local health providers both within the statutory and voluntary sectors.

Dove Cottages' NHS Grant Funding has been provided through the Leicester, Leicestershire and Rutland Integrated Care Board.

Whilst the NHS provides less than 3% of the charity's annual revenue Dove Cottage does rely heavily upon the continuity of provision of the NHS income (whether by grant or through some other form of agreement) and any reduction in this funding would have a direct impact upon the level of service provision.

Care Quality Commission (CQC)

The last CQC inspection was in April 2022 when we were rated as 'Good' in 2 areas and 'Improvement Required' in 3 areas. We were disappointed by the findings from the latest inspection. An Action Plan was put in place to address the deficiencies identified.

Since the merger with LOROS Hospice and appointment of a new Registered Manager and Clinical Lead we have continued to address the action plan and made many improvements, particularly focussing in the following areas -

- Training for staff and volunteers
- Personnel record keeping
- Facilities and equipment upgrades
- Infection prevention
- IT infrastructure
- Staff Wellbeing
- Internal Communications

We have communicated these improvements to CQC and have had no further inspection to date.

FINANCIAL REVIEW

The 2023/2024 financial year continued to have above average inflation, the general impact of the cost-of-living crisis on peoples' finances and the state of the economy generally provided a difficult basis for the year. As said last year these impacts together with the need to implement a new management structure and spending to improve facilities provided challenges. Once again, the Hospice has received a good level of legacies which has helped to maintain reserves at a satisfactory level.

The directors seek to balance carefully the demonstration of financial prudence with a need to maximise spending on guest services from donated funds. They are of the view that the 2024/2025 financial year will continue to be challenging and as normal, they will monitor finances closely throughout the year.

A surplus of £174,440 (2023: £12,638) was recorded in the financial year.

COST OF PROVISION OF CARE (Activities in furtherance of the objects of the charity)

Charitable Activities

The cost of charitable activities at £634,608 (2023: 610,160) was up 4% on the previous year.

INCOMING RESOURCES

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. Although Dove Cottage does not undertake widespread fundraising from the general public, certainly outside of NE Leicestershire, Rutland, SE Nottinghamshire and SW Lincolnshire, the legislation defines fund raising as 'soliciting or otherwise procuring money or other property for charitable purposes.' Such amounts receivable are presented in our accounts as 'voluntary income' and include legacies and grants.

In relation to the above, we confirm that all solicitations are managed internally. The day-to-day management of all income generation is delegated to the management team, who are accountable to the trustees.

The Charity is not bound by an undertaking to be bound by any regulatory scheme but is mindful of and adheres to the Fundraising Regulators Code of Practice, Charity Commission Guidelines and Regulations, Gambling Commission and Data Management enforced by the Information Commissioners' Office.

The charity has a Safeguarding Policy which serves to protect not only our own staff but also those people deemed to be vulnerable with whom Dove Cottage may come in to contact through fundraising activities including service in our shops and contact at or through fundraising events. Unreasonable intrusion, persistent approaches and undue pressure are not acceptable.

National Health Service (NHS)

Less than 3% of current unrestricted charitable expenditure was covered by grants from the NHS from a single discretionary grant. The overall amount being £30,380, this remained the same as the previous year with no uplift received since 2021 and does not reflect the inflationary pressures and high energy costs on the hospice.

Donations, legacies and similar incoming resources

Apart from the NHS monies, the Charity heavily relied upon the continued generosity of the people and organisations of Leicestershire, Nottinghamshire, Lincolnshire and Rutland. The income received in the year was £472,962 (2023: £331,370), 42% more than last year.

Fundraising

Dove Cottage undertakes a number of fundraising activities to generate voluntary donations towards our core work. The board values highly the substantial amount that is raised each year from the local community by way of voluntary income. Our fundraising is employee and volunteer led. We do not employ the services of external agencies for general fundraising.

Trusts and grant income has always made up a high proportion of income, the last financial year we have increased our resources in this area. Allowing us to double our income and obtained a number of restricted grants, which have helped us improve services to guests and facilities.

We are committed to building trust with our supporters, which is why we are members of the Fundraising Regulator and Charity Retail Association.

During the financial year 2023-2024 we received no complaints relating to our fundraising activity.

Dove Cottage shops

Dove Cottage operates four physical shops and three eBay shops.

The overall reported profit contribution of £48,140 was 30% up on the previous year.

Some years ago, a scheme to enable retail gift aid to be claimed on some donations through the charity was launched. This financial year we have generated £12,121 from retail gift aid.

The shops depend upon local support both for the supplies of good quality donated items, from which the shops derive nearly all of their profits, and for sufficient numbers of volunteer helpers.

Legacies

Legacies can be the charity's largest single source of income but the level each year can fluctuate significantly. This year legacy income of £288,228 represented 65% of Dove Cottages' total voluntary income (compared with 39% in 2022/23, 29% in 2021/22, 5% in 2020/21 and 1% in 2019/20). The amount of legacy income accounted for can make a very great difference to the overall results. Legacy income is unpredictable, because of the potential for significant fluctuations the board is circumspect in the degree to which, in any one year, it relies upon legacy income in order to fund the on-going revenue expenditure.

Volunteers

In addition to the income evaluated in the statement of financial activities, the charity is dependent upon the support of approximately 140 regular volunteers. Volunteer activities span the whole range of functions from fundraising to service provision. The directors are of the opinion that it would be impractical to attempt to quantify the value of work done by volunteers.

RESERVES POLICY

The Charity Commission consider it prudent to retain an appropriate level of free reserves for the maintenance of essential services for beneficiaries. Our reserves help to address the risks to our service users (in particular, vulnerable guests), as well as our staff, should a significant fall in funding streams occur that, without the presence of reserves, may lead to an unplanned closure of the whole or part of the service. We feel it essential that enough reserves are held to enable us to continue operating for a period where we would seek alternative income streams, and if this proved to not be the case a managed closure of the whole or part of the service.

The benchmark for our reserves is based on annual expenditure since our income streams are not guaranteed and are subject to variation. The current policy is to maintain reserves at 50% of annual expenditure. In addition, it was agreed to have specific reserves of £50,000 for both vehicle replacements and buildings. The target range for reserves will be subject to periodic review by the Trustees.

The reserves (including designated funds) at the year-end amounted to £698,366 up from £523,926. These are split between Unrestricted funds of £389,779, Designated funds of £275,000 and Restricted funds of £33,587.

The total reserves at 31 March 2024 are in excess of the amount required by the Reserves Policy. However, due to the budgets in place for 2024/2025, the directors believe that the excess will be reduced during the current year.

SUMMARY

Despite the significant issues in the UK economy over the last year, Dove Cottage has largely been able to sustain its range and level of clinical activities which provide such excellent and valued care and support for guests and family members across NE Leicestershire, SE Nottinghamshire, SW Lincolnshire and Rutland. The overall financial position is being monitored very carefully and will remain a key focus in all that can be achieved going forwards in such a volatile time.

Thanks must be expressed to the people and organisations within our geographical areas who have enabled Dove Cottage to achieve so much and who have contributed to the raising of a huge amount of voluntary income in the year. It is the partnership between Dove Cottage, the NHS and the wider community that has over the years enabled the aims of Dove Cottage to be realised.

None of what has been set out could have been achieved without the hard work and dedication of Dove Cottages' skilled staff and volunteers. The board thanks all of the staff and volunteers for their commitment to the work of the Charity.

The directors are confident that Dove Cottage has an important and continuing place as a provider of high-quality care, as an upholder of the ethos and values to which it has always held and as an advocate for guests and their families.

STRATEGIC REPORT

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.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Dove Cottage Day Hospice for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, The Rowleys Partnership Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 31 October 2024 and signed on the board's behalf by:

C L Henry - Trustee

Opinion

We have audited the financial statements of Dove Cottage Day Hospice (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the company and determined that the most significant which are directly relevant to specific assertions in the financial statements are those related to the financial report frameworks (UK Generally Accepted Accounting Practice, the Companies Act 2006) and the relevant tax compliance regulations in the jurisdiction in which the company operates;
- We enquired of management whether they were aware of any instances of non-compliance with laws and regulations, or whether they had any knowledge of actual, suspected or alleged fraud;
- We assessed the susceptibility of the entity's financial statements to material misstatement, including how fraud might occur;
- Our testing considered unusual or unexpected journal entries on a sample basis;
- We evaluated the assumptions and judgements used by management within significant accounting estimates and assessing if these indicate evidence of management bias;
- We tested significant transactions, in particular the evaluation of the business rationale for any which appear unusual or outside the company's normal course of business;
- We assessed the appropriateness of the collective competence and capabilities of the engagement team by understanding the practical experience with audit engagements of a similar nature and complexity, plus ensuring the team had appropriate and relevant training of the financial reporting framework and the relevant tax compliance regulations specific to the entity;
- We reviewed the financial statements and tested the disclosures against supporting documentation; and
- We communicated relevant matters to all members of the audit team to ensure they understood the risks specific to the entity and the audit procedures planned to mitigate these.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Other matters which are required to address

The corresponding figures in these financial statements were unaudited. We have obtained sufficient and appropriate audit evidence that the opening balances do not contain material misstatements.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Lisa G Parkes FCA FCCA (Senior Statutory Auditor)
for and on behalf of The Rowleys Partnership Ltd
Statutory Auditors
Chartered Accountants
Charnwood House
Harcourt Way
Meridian Business Park
Leicester
Leicestershire
LE19 1WP

31 October 2024

Statement of Financial Activities
for the Year Ended 31 March 2024

		Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	398,469	41,292	439,761	287,267
Raising funds	4	360,606	-	360,606	333,356
Investment income	5	6,681	-	6,681	2,175
Total		<u>765,756</u>	<u>41,292</u>	<u>807,048</u>	<u>622,798</u>
EXPENDITURE ON					
Charitable activities	6				
General		394,644	7,705	402,349	349,626
Charity shops		227,225	-	227,225	243,668
Rutland Hospice		3,034	-	3,034	16,866
Total		<u>624,903</u>	<u>7,705</u>	<u>632,608</u>	<u>610,160</u>
NET INCOME		140,853	33,587	174,440	12,638
Transfers between funds	16	<u>8,748</u>	<u>(8,748)</u>	<u>-</u>	<u>-</u>
Net movement in funds		149,601	24,839	174,440	12,638
RECONCILIATION OF FUNDS					
Total funds brought forward		523,926	-	523,926	511,288
TOTAL FUNDS CARRIED FORWARD		<u><u>673,527</u></u>	<u><u>24,839</u></u>	<u><u>698,366</u></u>	<u><u>523,926</u></u>

The notes form part of these financial statements

Balance Sheet
31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	12	32,918	-	32,918	365
CURRENT ASSETS					
Debtors	13	238,081	-	238,081	24,124
Cash at bank and in hand		434,837	24,839	459,676	554,768
		<u>672,918</u>	<u>24,839</u>	<u>697,757</u>	<u>578,892</u>
CREDITORS					
Amounts falling due within one year	14	(32,309)	-	(32,309)	(55,331)
NET CURRENT ASSETS		<u>640,609</u>	<u>24,839</u>	<u>665,448</u>	<u>523,561</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>673,527</u>	<u>24,839</u>	<u>698,366</u>	<u>523,926</u>
NET ASSETS		<u><u>673,527</u></u>	<u><u>24,839</u></u>	<u><u>698,366</u></u>	<u><u>523,926</u></u>
FUNDS	16				
Unrestricted funds				673,527	523,926
Restricted funds				24,839	-
TOTAL FUNDS				<u><u>698,366</u></u>	<u><u>523,926</u></u>

The financial statements were approved by the Board of Trustees and authorised for issue on 31 October 2024 and were signed on its behalf by:

C L Henry - Trustee

The notes form part of these financial statements

Cash Flow Statement
for the Year Ended 31 March 2024

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	1	(65,429)	52,501
Net cash (used in)/provided by operating activities		(65,429)	52,501
Cash flows from investing activities			
Purchase of tangible fixed assets		(36,344)	(424)
Interest received		6,681	2,175
Net cash (used in)/provided by investing activities		(29,663)	1,751
Change in cash and cash equivalents in the reporting period		(95,092)	54,252
Cash and cash equivalents at the beginning of the reporting period		554,768	500,516
Cash and cash equivalents at the end of the reporting period		459,676	554,768

The notes form part of these financial statements

Notes to the Cash Flow Statement
for the Year Ended 31 March 2024

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024	2023
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	174,440	12,638
Adjustments for:		
Depreciation charges	3,426	49,755
Loss on disposal of fixed assets	365	-
Interest received	(6,681)	(2,175)
Increase in debtors	(185,174)	(12,213)
(Decrease)/increase in creditors	(51,805)	4,496
Net cash (used in)/provided by operations	<u>(65,429)</u>	<u>52,501</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23	Cash flow	At 31.3.24
	£	£	£
Net cash			
Cash at bank and in hand	<u>554,768</u>	<u>(95,092)</u>	<u>459,676</u>
	<u>554,768</u>	<u>(95,092)</u>	<u>459,676</u>
Total	<u>554,768</u>	<u>(95,092)</u>	<u>459,676</u>

The notes form part of these financial statements

1. CHARITY INFORMATION

Dove Cottage Day Hospice is a private company limited by guarantee England and Wales. The address of the charity is given in the charity information on page 1 of these financial statements.

2. 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 2019)', 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.

The financial statements have been prepared as a going concern under the historical cost convention except for the valuation on investment assets where appropriate, which are shown at market value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1. The significant accounting policies applied in the preparation of these financial statements are set out below.

Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected, If the amount is not known, the legacy is treated as a contingent asset.

2. ACCOUNTING POLICIES - continued

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 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.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measure at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lived on the following basis:

Property improvements	Straight line over ten years
Tea room	Straight line over three years
Fixtures & equipment	Straight line over three years
Barn conversion	Straight line over three years
Motor vehicles	Straight line over three years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Related party exemption

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Taxation

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

Fund accounting

Unrestricted funds can 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.

2. ACCOUNTING POLICIES - continued

Fund accounting

Designated funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of their charitable objectives which have been reserved for a specific purpose.

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

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Creditors

Short term creditors are measured at the transaction price. Other financial liabilities are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

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.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans, which are subsequently measured at amortised cost using the effective interest method.

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

2. ACCOUNTING POLICIES - continued

Financial instruments

Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern bases of accounting in preparing the financial statements.

3. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations (Gift Aided)	12,399	33,785
Donations (non-Gift Aided)	5,941	10,180
Legacies	288,228	110,802
Grants	71,672	68,437
Trusts	49,400	54,250
Tax receipts from HMRC	12,121	9,813
	<u>439,761</u>	<u>287,267</u>

Grants received, included in the above, are as follows:

	2024	2023
	£	£
Leicester & Rutland PCT	24,630	24,649
Annexe income	-	39,800
Screwfix	-	3,988
BNA Charity	8,000	-
Leicestershire & Rutland Community Fund	3,000	-
Melton Borough Council	24,700	-
CO-OP	642	-
The Morrisons Foundation	8,980	-
Belvoir Rotary	970	-
Ragdale Hall	750	-
	<u>71,672</u>	<u>68,437</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

4. RAISING FUNDS

	2024	2023
	£	£
Fundraising events	56,932	44,103
Charity shop	275,365	280,753
In memorium	9,380	3,683
Tea Room income	8,204	4,817
Guests transport	10,725	-
	<u>360,606</u>	<u>333,356</u>

5. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>6,681</u>	<u>2,175</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
General	389,999	12,350	402,349
Charity shops	227,225	-	227,225
Rutland Hospice	3,034	-	3,034
	<u>620,258</u>	<u>12,350</u>	<u>632,608</u>

7. SUPPORT COSTS

	Governance costs £
General	<u>12,350</u>

8. NET INCOME/(EXPENDITURE)

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

	2024	2023
	£	£
Auditors' remuneration	12,350	-
Independent examination fees	-	5,000
Depreciation - owned assets	3,426	49,755
Deficit on disposal of fixed assets	<u>365</u>	<u>-</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

None of the Trustees (or any persons connected with them) received any remuneration during the year.

Trustees' expenses

During the year the following Trustees were paid for general expenses and mileage:

C Henry - £94

10. STAFF COSTS

	2024 £	2023 £
Wages and salaries	382,576	337,725
Social security costs	19,142	10,006
Other pension costs	12,930	8,975
	<u>414,648</u>	<u>356,706</u>

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

	2024	2023
Charitable facilities	36	34
Governance costs	-	3
	<u>36</u>	<u>37</u>

No employees received emoluments in excess of £60,000.

Remuneration of key management personnel

The total amount of employee benefits received by key management personnel is £52,437 (2023 - £57,702).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	243,479	43,788	287,267
Raising funds	333,356	-	333,356
Investment income	2,175	-	2,175
	<u>579,010</u>	<u>43,788</u>	<u>622,798</u>
Total			
	<u>579,010</u>	<u>43,788</u>	<u>622,798</u>
EXPENDITURE ON			
Charitable activities			
General	297,935	51,691	349,626

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charity shops	243,668	-	243,668
Rutland Hospice	16,866	-	16,866
Total	558,469	51,691	610,160
NET INCOME/(EXPENDITURE)	20,541	(7,903)	12,638
Transfers between funds	(6,684)	6,684	-
Net movement in funds	13,857	(1,219)	12,638
RECONCILIATION OF FUNDS			
Total funds brought forward	510,069	1,219	511,288
TOTAL FUNDS CARRIED FORWARD	523,926	-	523,926

12. TANGIBLE FIXED ASSETS

	Property improvements £	Tea room £	Barn conversion £
COST			
At 1 April 2023	562,209	16,463	97,001
Additions	-	-	-
Disposals	-	-	-
At 31 March 2024	562,209	16,463	97,001
DEPRECIATION			
At 1 April 2023	562,209	16,463	97,001
Charge for year	-	-	-
Eliminated on disposal	-	-	-
At 31 March 2024	562,209	16,463	97,001
NET BOOK VALUE			
At 31 March 2024	-	-	-
At 31 March 2023	-	-	-

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

12. TANGIBLE FIXED ASSETS - continued

	Fixtures & equipment £	Motor vehicles £	Totals £
COST			
At 1 April 2023	68,376	51,773	795,822
Additions	18,149	18,195	36,344
Disposals	(424)	-	(424)
At 31 March 2024	86,101	69,968	831,742
DEPRECIATION			
At 1 April 2023	68,011	51,773	795,457
Charge for year	2,415	1,011	3,426
Eliminated on disposal	(59)	-	(59)
At 31 March 2024	70,367	52,784	798,824
NET BOOK VALUE			
At 31 March 2024	15,734	17,184	32,918
At 31 March 2023	365	-	365

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Legacy debtor	192,000	-
Amounts owed by group undertakings	28,783	-
Other debtors	6,734	20,307
Prepayments and accrued income	10,564	3,817
	238,081	24,124

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	9,294	39,605
Amounts owed to group undertakings	1,861	1,589
Social security and other taxes	6,097	4,900
Other creditors	-	1,937
Accruals and deferred income	15,057	7,300
	<u>32,309</u>	<u>55,331</u>

15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2024	2023
	£	£
Within one year	16,096	18,923
Between one and five years	-	13,546
	<u>16,096</u>	<u>32,469</u>

16. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	Transfers between funds	At 31.3.24
	£	£	£	£
Unrestricted funds				
General fund	248,926	140,853	8,748	398,527
Designated fund	275,000	-	-	275,000
	<u>523,926</u>	<u>140,853</u>	<u>8,748</u>	<u>673,527</u>
Restricted funds				
BNA Charity	-	6,935	-	6,935
Leicestershire & Rutland Community Fund	-	3,000	-	3,000
Melton Borough Council	-	14,030	-	14,030
CO-OP	-	642	-	642
The Morrison Foundation	-	8,980	(8,748)	232
	<u>-</u>	<u>33,587</u>	<u>(8,748)</u>	<u>24,839</u>
TOTAL FUNDS	<u>523,926</u>	<u>174,440</u>	<u>-</u>	<u>698,366</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	765,756	(624,903)	140,853
Restricted funds			
Melton & Belvoir Rotary	970	(970)	-
BNA Charity	8,000	(1,065)	6,935
Leicestershire & Rutland Community Fund	3,000	-	3,000
Melton Borough Council	19,700	(5,670)	14,030
CO-OP	642	-	642
The Morrison Foundation	8,980	-	8,980
	<u>41,292</u>	<u>(7,705)</u>	<u>33,587</u>
TOTAL FUNDS	<u><u>807,048</u></u>	<u><u>(632,608)</u></u>	<u><u>174,440</u></u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	235,069	20,541	(6,684)	248,926
Designated fund	<u>275,000</u>	<u>-</u>	<u>-</u>	<u>275,000</u>
	510,069	20,541	(6,684)	523,926
Restricted funds				
Melton & Belvoir Rotary	1,219	(1,221)	2	-
General Restricted	<u>-</u>	<u>(6,682)</u>	<u>6,682</u>	<u>-</u>
	1,219	(7,903)	6,684	-
TOTAL FUNDS	<u><u>511,288</u></u>	<u><u>12,638</u></u>	<u><u>-</u></u>	<u><u>523,926</u></u>

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	579,010	(558,469)	20,541
Restricted funds			
Melton & Belvoir Rotary	-	(1,221)	(1,221)
Annexe	39,800	(39,800)	-
General Restricted	3,988	(10,670)	(6,682)
	<u>43,788</u>	<u>(51,691)</u>	<u>(7,903)</u>
TOTAL FUNDS	<u><u>622,798</u></u>	<u><u>(610,160)</u></u>	<u><u>12,638</u></u>

As at 31 March 2024 the restricted fund balance of £24,839 represents funds for a garden project, seating, furniture and musical memory boxes.

Transfers between funds

Transfers were made from restricted funds to unrestricted funds which represent capital expenditure acquired for general use and not for a restricted purpose.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024 and 31 March 2023.

Detailed Statement of Financial Activities
for the Year Ended 31 March 2024

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations (Gift Aided)	12,399	33,785
Donations (non-Gift Aided)	5,941	10,180
Legacies	288,228	110,802
Grants	71,672	68,437
Trusts	49,400	54,250
Tax receipts from HMRC	12,121	9,813
	439,761	287,267
 Raising funds		
Fundraising events	56,932	44,103
Charity shop	275,365	280,753
In memorium	9,380	3,683
Tea Room income	8,204	4,817
Guests transport	10,725	-
	360,606	333,356
 Investment income		
Deposit account interest	6,681	2,175
Total incoming resources	807,048	622,798
 EXPENDITURE		
Charitable activities		
Wages	382,576	289,529
Social security	19,142	10,006
Pensions	12,930	8,975
Insurance / Utilities / Water	24,577	19,467
Professional fees	4,784	30,645
Repairs and maintenance	42,058	43,961
Catering costs	5,072	5,940
Travel expenses	11,025	18,460
Cleaning and waste	16,318	11,131
Sundries	5,425	11,981
Telephone	4,787	4,620
Subscriptions	2,300	2,463
Fundraising expenditure	9,997	6,941
Carried forward	540,991	464,119

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities
for the Year Ended 31 March 2024

	2024 £	2023 £
Charitable activities		
Brought forward	540,991	464,119
Stationery and printing	9,661	12,052
Outings and craft	788	639
Training expenses	630	(306)
Goods for resale	2,933	-
Christmas cards & wrapping	3,690	-
Therapy costs	9,844	-
Wellness and support meetings	1,504	-
Computer costs	8,935	-
Advertising	510	-
Grant expenditure	7,705	-
Volunteer expenses	356	-
Staff and trustee expenses	2,116	-
Depreciation	3,426	49,754
Loss on sale of tangible fixed assets	365	-
Rent	22,284	26,656
Bank charges	4,520	4,006
	<u>620,258</u>	<u>556,920</u>
Support costs		
Governance costs		
Wages	-	48,196
Auditors' remuneration	12,350	-
Independent examination fees	-	5,000
Bank charges	-	44
	<u>12,350</u>	<u>53,240</u>
Total resources expended	<u>632,608</u>	<u>610,160</u>
Net income	<u><u>174,440</u></u>	<u><u>12,638</u></u>

This page does not form part of the statutory financial statements

DOVE COTTAGE DAY HOSPICE

England & Wales - Charity number 1057941

Accounts

Charity registration number 1057941

Company registration number 03240240 (England and Wales)

DOVE COTTAGE DAY HOSPICE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

DOVE COTTAGE DAY HOSPICE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Jesson	
	M Oldershaw	(Appointed 1 April 2023)
	Dr K Oliver	(Appointed 1 April 2023)
	M Quilter	(Appointed 1 April 2023)
	C Henry	(Appointed 1 April 2023)
	C P Rowley	(Appointed 1 April 2023)
Charity number	1057941	
Company number	03240240	
Principal address	Canal Lane Stathern Melton Mowbray LE14 4EX	
Registered office	2 Merus Court Meridian Business Park Leicester LE19 1RJ	
Independent examiner	Thomas Mayfield BA ACA Mayfield & Co (Accountants) Ltd 2 Merus Court Meridian Business Park Leicester LE19 1RJ	
Bankers	TSB High Street Melton Mowbray Leicestershire LE13 0TS	



DOVE COTTAGE DAY HOSPICE

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DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The objects of the charity are as follows:

- Provide day care and support for terminally ill persons
- Offer respite relief for the carers of the terminally ill
- Offer emotional support for the families of the terminally ill
- Provide support to persons with dementia and their carers
- Advancement of the Christian faith.

We take seriously equality and diversity in our ethos to be accepting of all patients and provide a safe, secure, and pleasant social environment. All staff and volunteers are welcoming, and our day care provision includes family support, access to a bath and complementary therapies, opportunities for social interaction, faith exploration in exceptionally pleasant and peaceful rural surroundings. We value very highly the individual's right to choose how they spend their day and make every effort to offer choice and encourage independence taking into consideration any known risks.

Normally day care places are offered three days per week at Stathern. In addition, Dementia support groups for carers are held monthly on a Friday via Zoom and a weekly home sitting service for those living with dementia is in place to give carers some respite. We also hold a monthly wellbeing and support day in Empingham, Rutland, for persons living with terminal illness and their carers.

All users of our services have access to senior nursing staff and the Registered Manager if they have any problems or issues that they wish to discuss.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Public Benefit Statement

Dove Cottage Day hospice aims to provide a public benefit in the following manner. Our palliative services are free at the point of access and are available to anyone living within our catchment area with a diagnosis of a life limiting disease who meet our criteria. Also, as part of our remit to be not only accessible but a wide-reaching benefit to the public we accept and care for appropriate self-referral patients as well as those referred by healthcare professionals.

Achievements and performance

Provision

The last CQC inspection was in April 2022 when we were rated as 'Good' in two areas and 'Improvement Required' in three areas. We were disappointed by the findings from the latest inspection. An Action Plan was put in place to address the deficiencies identified.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Trustees and staff continue to focus on our core strengths which in addition to nursing care, includes advice and signposting, spiritual support and a wide range of not only 'diversional' therapies but also 'holistic' therapies run by insured professionals who have been granted practising privileges. For people who meet hospice criteria, but who do not wish to attend for day care, we provide a bathing service and a set period of complementary therapies.

We recognise the high calibre of our dedicated nursing and care team and the feedback from patients regarding their care is commendable. There is a Registered Manager who is responsible for the provision of all clinical services and the nursing team comprises of two Registered Nurses, three Healthcare Assistants, one Bank Nurse and two bank Healthcare Assistants.

Referrals to all services have increased during the reporting period and sufficient clinical staffing levels and skills mix were maintained to manage all presenting patient needs. Staffing levels and requirements of the service are closely monitored. The Registered Manager reports to the Trustees at each Trustee meeting on the clinical aspect of the service.

The dementia support service is well received with an average of six carers attending the monthly zoom support group and approximately four visits are made each week to sit with the person with dementia to allow the main carer some free time away from the home.

The Trustees and staff continue to evaluate all monitoring systems to ensure that the hospice is meeting standards and targets required by the accessing Health Trusts and are satisfied with the development of networks initiated and supported by the nursing team.

Developments

The Trustees feel privileged to oversee a hospice environment which is constantly evolving to meet the challenges and changes of community health and social care.

The Trustees spent time considering the optimum way forward for Dove Cottage, bearing in mind the desire of the founder and Registered Manager, Chris Gatfield, to retire in March 2023. Discussions took place with LOROS, and it was agreed that LOROS would become the sole member of Dove Cottage on 1 April 2023. This means that Dove Cottage will still operate as a company and charity in its own right, but, through a 'Change of Control Agreement' will now be part of the LOROS group. The Trustees believe that this will best enable Dove Cottage to continue to provide its services whilst benefiting from the knowledge and experience of LOROS.

Dove Cottage also has a presence in Rutland. We hold a monthly wellbeing and support session from Empingham Cricket Club, where guests can access social and emotional support alongside complementary therapies and counselling.

Dove Cottage also remains involved with the Bereavement Help Point project in Rutland, which offers support to the bereaved through a monthly drop-in service. This works in conjunction with two other local hospices, LOROS and Sue Ryder, and is an excellent example of partnership working.

Following the change of control from 1 April 2023, the new board of trustees and management are working to ensure the transition is as smooth as possible, whilst addressing issues raised in the previously mentioned CQC report and dealing with issues raised by LOROS specialist staff.

As always, we will continue to meet the challenges and rewards of making a difference in the lives of sufferers and carers alike with resolve and wisdom so that Dove Cottage will be a worthy and valuable contributor to the compassionate care of those for whom there is no cure.

Staff Training and Development

The Trustees are committed to a policy of access to training and development of all staff by encouraging them to enhance their knowledge and understanding to enable them to carry out their role more effectively. Staff annual reviews include a training needs analysis to guide them in meeting their own as well as organisational objectives.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Records of performance reviews and courses attended are kept in individuals' personnel files. Information on available courses is regularly disseminated amongst the team and appropriate allocation of places is decided, with consideration being given to staff availability, cost, and personal training needs.

All members of the nursing team including bank nurses, update all mandatory training on an annual basis. At their annual review, all members of the nursing team and care team are required to update their awareness and knowledge of relevant policies and procedures including fire safety, safeguarding and the health and safety handbook. This is carried out and checked by the Day Care leader and signed by the staff member.

The Trustees are satisfied that the budget for training is adequate. The nursing team access free courses where possible. The training programme is regulated and monitored by the lead nurse who reports to the trustees.

Volunteers

Dove Cottage has over two hundred volunteers working in the hospice and charity shops. The Trustees are grateful for the many hours put in by these volunteers who make such a vast difference to the quality of service we can provide, and we are therefore committed to their ongoing development.

All new hospice volunteers are encouraged to enhance their knowledge and understanding of palliative care and their annual reviews include a training needs analysis to meet their own as well as organisational objectives. All new hospice volunteers undertake induction with the Day Care Leader and are then registered on a regular rolling training programme, covering topics including palliative care, health conditions, appropriate provision of care, health and safety, fire safety, safeguarding, communication, spirituality, and looking after themselves. Further training is made available in areas such as first aid, CPR, food safety and other topics as appropriate, and annual reviews include updating in relevant policies and procedures such as fire safety and health and safety.

All retail volunteers undertake induction with the Retail Manager, covering such aspects as health & safety, fire safety, manual handling, and customer service. This training is reaffirmed on a periodic basis.

Fund Raising

Dove Cottage receives funds from the Community, Grant-making Trusts, the Corporate Sector, and its own retail shops. We normally run our own programme of fundraising events. We are committed to good fundraising practice and are signed up with the Fundraising Regulator. To the best of our knowledge, we have not, nor has a third party failed to comply with any relevant fundraising regulations.

Our four charity shops normally operate very successfully, bringing in a large proportion of our income to support our operations. As reported last year, performance at the Melton shop was not to the level needed so it was closed in September 2022

The Stathern shop premises, which are on the boundary of the hospice, incorporates a large tearoom and continues to be extremely popular bringing footfall to the charity shop and being a 'signpost' for the hospice.

The tearoom was established specifically to raise funds for Dove Cottage and all profits come into the hospice.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Financial review

The 2022/2023 financial year presented challenges with high levels of inflation and the cost-of-living crisis facing many people. Fortunately, the Hospice received an exceptionally good level of legacy income in the year which has helped maintain reserves at a satisfactory level.

The continuing effects of high inflation, wage increases, the need to implement a new management structure and spending to improve facilities will mean that the current financial year will be challenging.

In summary, there was a surplus of £12,638 for the 2022/2023 year. The Trustees are very grateful for the income received from Trusts, commercial organisations, fundraising within the community and anyone who supports Dove Cottage with its own income generation activities.

Reserves

The Charity Commission consider it prudent to retain an appropriate level of free reserves for the maintenance of essential services for beneficiaries. Our reserves help to address the risks to our service users (in particular, vulnerable guests), as well as our staff, should a significant fall in funding streams occur that, without the presence of reserves, may lead to an unplanned closure of the whole or part of the service. We feel it essential that enough reserves are held to enable us to continue operating for a period where we would seek alternative income streams, and if this proved to not be the case a managed closure of the whole or part of the service.

The benchmark for our reserves is based on annual expenditure since our income streams are not guaranteed and are subject to variation. Where possible it was planned during the year to maintain reserves between 40% - 50% of annual expenditure. The target range for reserves will be subject to periodic review by the Trustees.

In March 2022, when the Trustees agreed the current desired reserve levels, they also agreed that an additional £100,000 would be maintained in connection with the link up with LOROS.

The reserves (including designated funds) at the year-end amounted to £523,926 up from £511,288. These are split between Unrestricted funds of £248,926, Designated funds of £275,000 and Restricted funds of £nil. The total reserves are more than the amount required by the Reserves Policy. However, due to the impacts of the cost-of-living crisis, and the change of control from 1 April 2023, the Trustees believe that maintaining a higher level of reserves is reasonable at the present time.

At the time of this report the Trustees are reviewing the Reserves Policy.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

The Trustees have responsibility for identifying the types of risk – financial, operational, and reputational faced by Dove Cottage in pursuing its charitable objectives. Formal procedures in every aspect of the business designed to mitigate these risks have been established and every effort is made to ensure that employees are both fully aware of these procedures and the implications of failing to implement them. The Trustees are satisfied that these controls, including financial controls, comply in all material respects with guidelines issued by the Charity Commission.

Plans for the Future

The Change of Control to become part of the LOROS group took effect on 1 April 2023. The new Board of Trustees and Management are addressing various immediate matters and have also agreed to produce a new Strategic Plan for Dove Cottage, with this hopefully completed by the end of the 2023/2024 financial year.

It is intended that during the 2023/2024 year the hospice will open for a fourth day each week.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

Organisation

The charity is a company which was incorporated on the 21 August 1996 under the companies' act 1985 as a private company limited by guarantee, and as such does not have share capital.

Dove Cottage is a hospice provider of palliative day-care to those people living in NE Leicestershire, Rutland, and SE Nottinghamshire with a diagnosis of cancer or other progressive illnesses for which there is no cure. We provide wide-ranging palliative services for those living in NE Leicestershire, SE Nottinghamshire, and Rutland.

Governance

Dove Cottage, as a limited company, is governed by its Memorandum and Articles of Association. A review of the governing documents and Management Arrangements is conducted periodically. The charities internal policies are subject to regular review by staff and Trustees. Dove Cottage is registered with the Care Quality Commission and licensed to provide services under Provider ID: 1-101634140. Mrs C Gatfield, was the Registered Manager until 31 March 2023. With effect from 1 April 2023, Mrs Dan Smeeton is the Registered Manager.

The Board sets the policy framework for the charitable company within which the Registered Manager leads the staff team in day-to-day operations. The Trustees will take independent external advice when, and where appropriate.

The main office of the Charity is:

Dove Cottage Day Hospice
Canal Lane
Stathern,
Melton Mowbray
Leicestershire
LE14 4EX

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

R De Silva	(Resigned 1 April 2023)
C Gatfield	(Resigned 1 April 2023)
J Jesson	
M Lem	(Resigned 1 April 2023)
W Lindsay	(Resigned 1 April 2023)
M Oldershaw	(Appointed 1 April 2023)
Dr K Oliver	(Appointed 1 April 2023)
M Quilter	(Appointed 1 April 2023)
C Henry	(Appointed 1 April 2023)
C P Rowley	(Appointed 1 April 2023)

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

R De Silva, C Gatfield, M Lem and W Linday retired from the Board on 1 April 2023.

J Jesson remains on the Board and was joined by C Henry, M Oldershaw, K Oliver, M Quilter, and C Rowley with effect from 1 April 2023.

Trustees are appointed by the board of trustees who will ensure that the skills and experience match the requirements of the charity at that time. Eligibility to be appointed a Trustee and Director are checked and an enhanced DBS check is carried out.

New Trustees undergo induction training and provide with relevant information and are expected to make themselves familiar with all our practices.

The Board sets the policy framework for the charitable company within which the Registered Manager leads the staff team in day-to-day operations. The Board also periodically reviews the policy framework and keeps it up to date so that it remains relevant to the work of Dove Cottage and the context within which the charitable company is operating.

On an annual basis the Trustees agree the salary for the forthcoming year for the Registered Manager. The Trustees also agree the percentage increase to be applied to general salary levels on an annual basis.

The Trustees meet at least three times in each financial year. In addition, an Annual General Meeting is held, the most recent took place on 5 October 2022 All Trustees agreed to stand until conclusion of the current financial year.

The Trustees report was approved by the Board of Trustees.



C P Rowley
Trustee

Dated: 19 September 2023

DOVE COTTAGE DAY HOSPICE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DOVE COTTAGE DAY HOSPICE

I report to the Trustees on my examination of the financial statements of Dove Cottage Day Hospice (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Thomas Mayfield BA ACA

Mayfield & Co (Accountants) Ltd
2 Merus Court
Meridian Business Park
Leicester
LE19 1RJ

Dated: 19 September 2023

DOVE COTTAGE DAY HOSPICE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes								
Income from:									
Donations and legacies	3	243,479	-	43,788	287,267	232,757	-	43,800	276,557
Raising funds	4	333,356	-	-	333,356	336,023	-	-	336,023
Investments	5	2,175	-	-	2,175	673	-	-	673
Other income	6	-	-	-	-	5,250	-	-	5,250
Total income		579,010	-	43,788	622,798	574,703	-	43,800	618,503
Expenditure on:									
Charitable activities	7	558,469	-	51,691	610,160	473,758	-	45,732	519,490
Net income/(expenditure) before transfers		20,541	-	(7,903)	12,638	100,945	-	(1,932)	99,013
Gross transfers between funds		(6,684)	-	6,684	-	(103,151)	100,000	3,151	-
Net income/(expenditure) for the year/ Net movement in funds		13,857	-	(1,219)	12,638	(2,206)	100,000	1,219	99,013
Fund balances at 1 April 2022		235,069	275,000	1,219	511,288	237,275	175,000	-	412,275
Fund balances at 31 March 2023		248,926	275,000	-	523,926	235,069	275,000	1,219	511,288

DOVE COTTAGE DAY HOSPICE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

DOVE COTTAGE DAY HOSPICE

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	12		365		49,696
Current assets					
Debtors	13	24,124		11,911	
Cash at bank and in hand		554,768		500,516	
		578,892		512,427	
Creditors: amounts falling due within one year	14	(55,331)		(50,835)	
Net current assets			523,561		461,592
Total assets less current liabilities			523,926		511,288
Income funds					
Restricted funds	17		-		1,219
<u>Unrestricted funds</u>					
Designated funds	16	275,000		275,000	
General unrestricted funds		248,926		235,069	
			523,926		510,069
			523,926		511,288

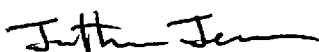
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 19 September 2023



J Jesson
Trustee

Company registration number 03240240

DOVE COTTAGE DAY HOSPICE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from operations	20		52,501		132,578
Investing activities					
Purchase of tangible fixed assets		(424)		-	
Proceeds from disposal of tangible fixed assets		-		5,250	
Investment income received		2,175		673	
Net cash generated from investing activities			1,751		5,923
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			54,252		138,501
Cash and cash equivalents at beginning of year			500,516		362,015
Cash and cash equivalents at end of year			554,768		500,516

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Dove Cottage Day Hospice is a private company limited by guarantee incorporated in England and Wales. The registered office is 2 Merus Court, Meridian Business Park, Leicester, LE19 1RJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of their charitable objectives which have been reserved for a specific purpose .

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Property Improvements	Straight line over ten years
Tea Room	Straight line over three years
Fixtures and equipment	Straight line over three years
Barn Conversion	Straight line over three years
Motor vehicles	Straight line over three years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans, which are subsequently measured at amortised cost using the effective interest method.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Donations and legacies

	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	108,028	-	108,028	113,047	-	113,047
Legacies receivable	110,802	-	110,802	79,668	-	79,668
Grants receivable	24,649	43,788	68,437	40,042	43,800	83,842
	<u>243,479</u>	<u>43,788</u>	<u>287,267</u>	<u>232,757</u>	<u>43,800</u>	<u>276,557</u>
Donations and gifts						
Donations (non - Gift Aided)	33,785	-	33,785	32,839	-	32,839
Donations (Gift Aided)	10,180	-	10,180	12,467	-	12,467
Donations from Dove Cottage Tea Room	-	-	-	2,783	-	2,783
Tax Receipts from HMRC	9,813	-	9,813	10,808	-	10,808
Trusts	54,250	-	54,250	54,150	-	54,150
	<u>108,028</u>	<u>-</u>	<u>108,028</u>	<u>113,047</u>	<u>-</u>	<u>113,047</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Donations and legacies

(Continued)

Legacies receivable

Legacies	110,802	-	110,802	79,668	-	79,668
	<u>110,802</u>	<u>-</u>	<u>110,802</u>	<u>79,668</u>	<u>-</u>	<u>79,668</u>

Grants receivable for core activities

Leicester & Rutland PCT	24,649	-	24,649	24,630	-	24,630
St James Palace	-	-	-	2,500	-	2,500
Annexe income	-	39,800	39,800	-	39,800	39,800
Tesco bags for life grant	-	-	-	1,000	-	1,000
Melton Borough Council	-	-	-	2,500	-	2,500
Melton & Belvoir Rotary	-	-	-	-	4,000	4,000
Coronavirus job retention scheme	-	-	-	9,412	-	9,412
Screwfix	-	3,988	3,988	-	-	-
	<u>24,649</u>	<u>43,788</u>	<u>68,437</u>	<u>40,042</u>	<u>43,800</u>	<u>83,842</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Raising funds

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Fundraising events	44,103	43,554
Charity shop	280,753	278,946
In Memorium	3,683	5,741
Tea Room income/Management charge	4,817	7,782
Raising funds	333,356	336,023

5 Investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Interest receivable	2,175	673

6 Other Income

	Total 2023 £	Unrestricted funds general 2022 £
Net gain on disposal of tangible fixed assets	-	5,250

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Charitable activities

	Unrestricted General	Unrestricted Charity Shops	Unrestricted Rutland Hospice	Restricted General	Total 2023	Total 2022
	£	£	£	£	£	£
Staff costs	122,201	176,161	10,148	-	308,510	271,781
Depreciation	3,984	-	-	45,770	49,754	45,940
Heat, light, water and insurance	14,578	4,866	23	-	19,467	12,378
Training expenses	(306)	-	-	-	(306)	1,343
Repairs and equipment	29,743	8,297	-	5,921	43,961	33,688
Cleaning and waste	6,409	4,722	-	-	11,131	10,638
Motor and transport	15,993	2,467	-	-	18,460	13,671
Telephone	1,970	2,302	348	-	4,620	4,751
Subscriptions	2,463	-	-	-	2,463	2,412
Catering costs	5,940	-	-	-	5,940	3,457
Legal and professional fees	30,645	-	-	-	30,645	1,156
Fundraising expenditure	6,941	-	-	-	6,941	4,112
Sundry expenses	620	8,471	2,890	-	11,981	13,582
Printing, postage and stationery	6,325	5,727	-	-	12,052	9,541
Outings and craft	639	-	-	-	639	225
Rent	-	26,656	-	-	26,656	29,821
Bank charges	-	3,999	7	-	4,006	4,054
	<u>248,145</u>	<u>243,668</u>	<u>13,416</u>	<u>51,691</u>	<u>556,920</u>	<u>462,550</u>
Share of governance costs (see note 8)	49,790	-	3,450	-	53,240	56,940
	<u>297,935</u>	<u>243,668</u>	<u>16,866</u>	<u>51,691</u>	<u>610,160</u>	<u>519,490</u>
Analysis by fund						
Unrestricted funds - general	297,935	243,668	16,866	-	558,469	
Restricted funds	-	-	-	51,691	51,691	
	<u>297,935</u>	<u>243,668</u>	<u>16,866</u>	<u>51,691</u>	<u>610,160</u>	
For the year ended 31 March 2022						
Unrestricted funds - general	206,127	231,874	35,757	-		473,758
Restricted funds	-	-	-	45,732		45,732
	<u>206,127</u>	<u>231,874</u>	<u>35,757</u>	<u>45,732</u>		<u>519,490</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Support costs

	Support costs	Governance costs	2023	2022	Basis of allocation
	£	£	£	£	
Staff costs	-	48,196	48,196	50,715	
Independent examination fees	-	5,000	5,000	6,200	Governance
Miscellaneous expenses	-	-	-	13	Governance
Bank charges	-	44	44	12	Governance
	<u>-</u>	<u>53,240</u>	<u>53,240</u>	<u>56,940</u>	
Analysed between					
Charitable activities	-	53,240	53,240	56,940	
	<u>-</u>	<u>53,240</u>	<u>53,240</u>	<u>56,940</u>	

Governance costs includes payments to the independent examiners of £5,000 (2022-£6,200) for examination fees.

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year.

One trustee, C Gatfield was paid in a separate capacity as manager of the Hospice and her remuneration is shown separately as manager's wages.

During the year the following Trustees were paid for general repair work carried on the charity's premises:

J Jesson - £4,387

W Lindsay - £6,373

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Charitable facilities	34	33
Governance costs	3	3
	<u>37</u>	<u>36</u>

Employment costs

	2023 £	2022 £
Wages and salaries	346,700	316,024
Social security costs	10,006	6,472
	<u>356,706</u>	<u>322,496</u>

Under FRS 102 the number of employees relates to the average number of persons employed by the Charity in the year, where the average number of people is based on the number of contracts of employment in each month.

There were no employees whose annual remuneration was £60,000 or more.

11 Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Tangible fixed assets

	Property Improvements	Tea Room	Fixtures and equipment	Barn Conversion	Motor vehicles	Total
	£	£	£	£	£	£
Cost						
At 1 April 2022	562,209	16,463	67,952	97,001	51,773	795,398
Additions	-	-	424	-	-	424
	<u>562,209</u>	<u>16,463</u>	<u>68,376</u>	<u>97,001</u>	<u>51,773</u>	<u>795,822</u>
At 31 March 2023	562,209	16,463	68,376	97,001	51,773	795,822
Depreciation and impairment						
At 1 April 2022	514,736	16,463	65,730	97,001	51,773	745,703
Depreciation charged in the year	47,473	-	2,281	-	-	49,754
	<u>562,209</u>	<u>16,463</u>	<u>68,011</u>	<u>97,001</u>	<u>51,773</u>	<u>795,457</u>
At 31 March 2023	562,209	16,463	68,011	97,001	51,773	795,457
Carrying amount						
At 31 March 2023	-	-	365	-	-	365
	<u>-</u>	<u>-</u>	<u>365</u>	<u>-</u>	<u>-</u>	<u>365</u>
At 31 March 2022	47,474	-	2,222	-	-	49,696
	<u>47,474</u>	<u>-</u>	<u>2,222</u>	<u>-</u>	<u>-</u>	<u>49,696</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Other debtors	20,307	7,839
Prepayments and accrued income	3,817	4,072
	<u>24,124</u>	<u>11,911</u>

14 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other taxation and social security	4,900	2,637
Deferred income	-	39,800
Trade creditors	39,605	2,263
Other creditors	3,526	1,335
Accruals and deferred income	7,300	4,800
	<u>55,331</u>	<u>50,835</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Unrestricted funds

		Movement in funds				Movement in funds			
	Balance at 1 April 2021	Income	Expenditure	Transfers	Balance at 1 April 2022	Income	Expenditure	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	£
General funds	237,275	153,541	(202,015)	46,268	235,069	129,300	(290,994)	175,551	248,926
Charity shops	-	281,136	(231,874)	(49,262)	-	280,753	(243,668)	(37,085)	-
Rutland	-	6,938	(35,757)	28,819	-	12,303	(16,866)	4,563	-
Legacies	-	79,668	-	(79,668)	-	110,802	-	(110,802)	-
Tea Room	-	10,922	-	(10,922)	-	4,817	-	(4,817)	-
Fundraising	-	42,498	(4,112)	(38,386)	-	41,035	(6,941)	(34,094)	-
	<u>237,275</u>	<u>574,703</u>	<u>(473,758)</u>	<u>(103,151)</u>	<u>235,069</u>	<u>579,010</u>	<u>(558,469)</u>	<u>(6,684)</u>	<u>248,926</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021	Transfers	Balance at 1 April 2022	Movement in funds Income	Balance at 31 March 2023
	£	£	£	£	£
General designated funds	175,000	100,000	275,000	-	275,000
	<u>175,000</u>	<u>100,000</u>	<u>275,000</u>	<u>-</u>	<u>275,000</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds					Movement in funds			
	Balance at 1 April 2021	Income	Expenditure	Transfers	Balance at 1 April 2022	Income	Expenditure	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	£
Annexe	-	39,800	(42,951)	3,151	-	39,800	(39,800)	-	-
Melton & Belvoir Rotary	-	4,000	(2,781)	-	1,219	-	(1,221)	2	-
General restricted	-	-	-	-	-	3,988	(10,670)	6,682	-
	<u>-</u>	<u>43,800</u>	<u>(45,732)</u>	<u>3,151</u>	<u>1,219</u>	<u>43,788</u>	<u>(51,691)</u>	<u>6,684</u>	<u>-</u>

18 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total	Unrestricted funds	Designated funds	Restricted funds	Total
	2023	2023	2023	2023	2022	2022	2022	2022
	£	£	£	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:								
Tangible assets	365	-	-	365	9,896	-	39,800	49,696
Current assets/(liabilities)	248,561	275,000	-	523,561	225,173	275,000	(38,581)	461,592
	<u>248,926</u>	<u>275,000</u>	<u>-</u>	<u>523,926</u>	<u>235,069</u>	<u>275,000</u>	<u>1,219</u>	<u>511,288</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19 Related party transactions

There were no disclosable related party transactions other than those prescribed under key management personnel during the year (2022- none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	57,702	48,128

20 Cash generated from operations

	2023 £	2022 £
Surplus for the year	12,638	99,013
Adjustments for:		
Investment income recognised in statement of financial activities	(2,175)	(673)
Gain on disposal of tangible fixed assets	-	(5,250)
Depreciation and impairment of tangible fixed assets	49,755	45,939
Movements in working capital:		
(Increase)/decrease in debtors	(12,213)	38,649
Increase/(decrease) in creditors	44,296	(5,300)
(Decrease) in deferred income	(39,800)	(39,800)
Cash generated from operations	52,501	132,578

21 Analysis of changes in net funds

The charity had no debt during the year.

DOVE COTTAGE DAY HOSPICE

England & Wales - Charity number 1057941

Accounts

Charity registration number 1057941

Company registration number 03240240 (England and Wales)

DOVE COTTAGE DAY HOSPICE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

DOVE COTTAGE DAY HOSPICE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	R De Silva C Gatfield J Jesson M Lem W Lindow
Secretary	C Gatfield
Charity number	1057941
Company number	03240240
Principal address	Canal Lane Stathern Melton Mowbray LE14 4EX
Registered office	2 Merus Court Meridian Business Park Leicester LE19 1RJ
Independent examiner	David T Mayfield Mayfield & Co (Accountants) Ltd 2 Merus Court Meridian Business Park Leicester LE19 1RJ
Bankers	TSB High Street Melton Mowbray Leicestershire LE13 0TS

DOVE COTTAGE DAY HOSPICE

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DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The objects of the charity are as follows:

- Provide day care and support for terminally ill persons
- Offer respite relief for the carers of the terminally ill
- Offer emotional support for the families of the terminally ill
- Provide support to persons with dementia and their carers
- Advancement of the Christian faith.

We take seriously equality and diversity in our ethos to be accepting of all patients and provide a safe, secure, and pleasant social environment. All staff and volunteers are welcoming, and our day care provision includes family support, access to a bath and complementary therapies, opportunities for social interaction, faith exploration in exceptionally pleasant and peaceful rural surroundings. We value very highly the individual's right to choose how they spend their day and make every effort to offer choice and encourage independence taking into consideration any known risks.

Normally day care places are offered three days per week at Stathern. In addition, Family Support Services operate on Fridays. Dementia support groups for carers are held monthly on a Friday via Zoom and a weekly home sitting service for those living with dementia has been introduced to give carers some respite. Carers lunches are also held on a bi-monthly basis. Unfortunately, until the end of May 2021 all face-to-face services were suspended due to Covid. Normal services resumed on 1st June albeit with reduced capacity to allow for social distancing.

All users of our services have access to senior nursing staff and the Registered Manager if they have any problems or issues that they wish to discuss.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Public Benefit Statement

Dove Cottage Day hospice aims to provide a public benefit in the following manner. Our palliative services are free at the point of access and are available to anyone living within our catchment area with a diagnosis of a life limiting disease who meet our criteria. Also, as part of our remit to be not only accessible but a wide-reaching benefit to the public we accept and care for appropriate self-referral patients as well as those referred by healthcare professionals.

Achievements and performance

Provision

The last CQC inspection was in October 2019 when we were rated as 'Good' in all 5 key areas; well led, caring, safe, responsive and effective. A further unannounced inspection by the CQC was carried out in April 2022 to carry out a review of the quality of our services. No report has yet been issued.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Trustees and staff continue to focus on our core strengths which in addition to nursing care, includes advice and signposting, spiritual support and a wide range of not only 'diversional' therapies but also 'holistic' therapies run by insured professionals who have been granted practising privileges. For people who meet hospice criteria, but who do not wish to attend for day care, we provide a bathing service and a set period of complementary therapies as well as a home loan service, which focuses mainly on the provision of wheelchairs.

We recognise the high calibre of our dedicated nursing and care team and the feedback from patients regarding their care is commendable. There is a Day Care Leader who is responsible for the provision of all clinical services and the nursing team comprises of 4 Registered Nurses, 3 Healthcare Assistants, 1 Family Support Worker, 1 Bank Nurse and 1 bank Healthcare Assistant.

Referrals were lower during some of the year due to the pandemic and many staff were placed on furlough. During the reporting period we assured that sufficient clinical staffing levels and skills mix were maintained to manage all presenting patient needs. Staffing levels and requirements of the service are closely monitored. The Day Care Leader reports to the Trustees at each Trustee meeting on the clinical aspect of the service. The hospice re-opened for day care on 1st June 2021 and the level of referrals increased throughout the year. All staff were taken out of furlough by 1st May 2021 if not earlier.

The Trustees are pleased with the Family Support Service, which is helping to address continuity in 'End of Life Care' especially during the current climate. In addition to visits from the Family Support worker, the service offers home complementary therapies from our fully qualified and insured complementary therapists, and visits from our chaplaincy team where requested. Family support is also a stopgap for patients who are unable to attend day care because of treatment or illness. Phone calls to carers and patients help to maintain continuity. A further part of our holistic approach to care lies in the support group 'Carers Lunches' held every two months which again had to be suspended due to Covid. A three-course meal is normally provided onsite for present and past carers with opportunities to share experiences. This provision aims to reduce anxiety and isolation for carers enabling them to cope with the varied stresses in the home and family. Bereaved carers constitute a higher percentage of the people attending, which indicates that this group is particularly beneficial in terms of providing informal bereavement support as well as supporting current carers. Feedback is consistently positive. The dementia support service is well received with an average of 6 carers attending the monthly zoom support group and approximately 4 visits are made each week to sit with the person with dementia to allow the main carer some free time away from the home.

The Trustees and staff continue to evaluate all monitoring systems to ensure that the hospice is meeting standards and targets required by the accessing Health Trusts and are satisfied with the development of networks initiated and supported by the nursing team.

Developments

The Trustees feel privileged to oversee a hospice environment which is constantly evolving to meet the challenges and changes of community health and social care.

In June 2021 our satellite unit in Ridlington was closed due to a poor level of referrals and the expense of paying rent on an empty building throughout the pandemic. Temporary, rent-free accommodation was found at Oakham Grange, a local care home but by October 2021 the owners needed the space back. After unsuccessfully looking for a new location and still with low numbers, it was decided to operate a monthly support group in the area. This is a nurse-led service that is financially more viable, but is more of a social model allowing people the chance to get out of the house and gain support from both peers and the nursing team. This is well attended and will continue into the future.

During the year, Dove Cottage also became involved with the Bereavement Help Point project in Rutland, which offers support to the bereaved through a monthly drop-in service. This works in conjunction with two other local hospices, LOROS and Sue Ryder, and is an excellent example of partnership working.

As always, we will continue to meet the challenges and rewards of making a difference in the lives of sufferers and carers alike with resolve and wisdom so that Dove Cottage will be a worthy and valuable contributor to the compassionate care of those for whom there is no cure.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Staff Training and Development

The Trustees are committed to a policy of access to training and development of all staff by encouraging them to enhance their knowledge and understanding to enable them to carry out their role more effectively. Staff annual reviews include a training needs analysis to guide them in meeting their own as well as organisational objectives.

Records of performance reviews and courses attended are kept in individuals' personnel files. Information on available courses is regularly disseminated amongst the team and appropriate allocation of places is decided, with consideration being given to staff availability, cost, and personal training needs.

All members of the nursing team including bank nurses, update all mandatory training on an annual basis. At their annual review, all members of the nursing team and care team are required to update their awareness and knowledge of relevant policies and procedures including fire safety, safeguarding and the health and safety handbook. This is carried out and checked by the Day Care leader and signed by the staff member.

The Trustees are satisfied that the budget for training is adequate. The nursing team access free courses where possible. The training programme is regulated and monitored by the lead nurse who reports to the trustees.

Volunteers

Dove Cottage has over 200 volunteers working in the hospice and charity shops. The Trustees are very grateful for the many hours put in by these volunteers who make such a vast difference to the quality of service we can provide, and we are therefore committed to their ongoing development.

All new hospice volunteers are encouraged to enhance their knowledge and understanding of palliative care and their annual reviews include a training needs analysis to meet their own as well as organisational objectives. All new hospice volunteers undertake induction with the Day Care Leader and are then registered on a regular rolling training programme, covering topics including palliative care, health conditions, appropriate provision of care, health and safety, fire safety, safeguarding, communication, spirituality, and looking after themselves. Further training is made available in areas such as first aid, CPR, food safety and other topics as appropriate, and annual reviews include updating in relevant policies and procedures such as fire safety and health and safety.

All retail volunteers undertake induction with the Retail Manager, covering such aspects as health & safety, fire safety, manual handling and customer service. This training is reaffirmed on a periodic basis.

Fund Raising

Dove Cottage receives funds from the Community, Grant-making Trusts, the Corporate Sector and its own retail shops. We normally run our own programme of fundraising events including fetes, auctions, sponsored events etc but many of these had to be put on hold throughout the pandemic. In September 2021 an event was held to celebrate the 25th anniversary of Dove Cottage and was well attended. We are committed to good fundraising practice and are signed up with the Fundraising Regulator. To the best of our knowledge, we have not, nor has a third party failed to comply with any relevant fundraising regulations.

Most of our 5 charity shops normally operate very successfully, bringing in a large proportion of our income to support our operations. Although they had to close due to Covid, they all reopened in May 2021 when legislation allowed. However, since re-opening, sales at the Melton shop have been poor and the decision has been made to close the shop in September 2022.

The Stathern shop premises, which are on the boundary of the hospice, incorporates a large tearoom and continues to be extremely popular and profitable also bringing footfall to the charity shop and being a 'signpost' for the hospice, although again it has had to be closed for some of the year in question.

The tearoom was established several years ago as a separate social enterprise specifically to raise funds for Dove Cottage and all profits come into the hospice.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Financial review

The COVID-19 pandemic meant that the normal day care services remained suspended until June 2021. In addition, retail outlets remained closed in the early part of the year but reopened in May 2021. It was only in the second half of the year the hospice was able to run a fundraising event of its own.

The hospice continued to participate in the Coronavirus Job Retention Scheme which enabled the charity to claim £9,412 to help to pay staff whilst on furlough.

During the previous financial year, the NHSE awarded funding of £101,787, part of which was to allow the hospice to make available community support from November 2020 to March 2021, to provide support to people with complex needs in the context of the COVID-19 situation.

In summary, there was a surplus of £99,013 for the year. The Trustees were very grateful for the support from various sources during the COVID-19 pandemic, which enabled it to provide some services remotely, retain staff through furlough and crucially provide a financial cushion for when services were resumed, allowing for the fact that normal retail and fundraising income could take some time to recover.

Reserves

The Charity Commission consider it prudent to retain an appropriate level of free reserves for the maintenance of essential services for beneficiaries. Our reserves help to address the risks to our service users (in particular, vulnerable patients), as well as our staff, should a significant fall in funding streams occur that, without the presence of reserves, may lead to an unplanned closure of the whole or part of the service. We feel it essential that enough reserves are held to enable us to continue operating for a period where we would seek alternative income streams, and if this proved to not be the case a managed closure of the whole or part of the service.

The benchmark for our reserves is based on annual expenditure since our income streams are not guaranteed and are subject to variation. Where possible it was planned during the year to maintain reserves between 20% - 30% of annual expenditure. The target range for reserves will be subject to annual review by the Trustees. The actual level of reserves is monitored monthly.

In March 2022, the Trustees reviewed the Reserves Policy and agreed that the reserves would be maintained between 40% - 50% of annual expenditure. It was also agreed that an additional £100,000 would be maintained to cover any possible loss of income streams if the merger with LOROS proceeds in 2023.

The reserves (including designated funds) at the year-end amounted to £511,288 up from £412,275. These are split between Unrestricted funds of £235,069, Designated funds of £275,000 and Restricted funds of £1,219. The total reserves are in excess of the amount required by the Reserves Policy. However, due to the impacts of emerging from the COVID-19 pandemic, the uncertainty caused by the cost of living crisis and the possible merger with LOROS in 2023, the Trustees believe that maintaining a higher level of reserves is not unreasonable at the present time.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

The Trustees have responsibility for identifying the types of risk – financial, operational and reputational faced by Dove Cottage in pursuing its charitable objectives. Formal procedures in every aspect of the business designed to mitigate these risks have been established and every effort is made to ensure that employees are both fully aware of these procedures and the implications of failing to implement them. The Trustees are satisfied that these controls, including financial controls, comply in all material respects with guidelines issued by the Charity Commission.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Plans for the Future

After the return to our usual day care service provision post covid, our thoughts have turned to the future and the impending retirement of the Chief Executive/Registered Manager and other members of the Senior Management Team at the end of March 2023. Having been approached by LOROS (The Leicestershire & Rutland Organisation for the Relief of Suffering, Charity No.56120) It has been agreed in principle that the two charities will merge on 1st April 2023. Both charities are currently carrying out the Due Dilligence process before a formal agreement is entered into. The Trustees believe that this move will be in the best interests of Dove Cottage and secure its future for the provision of palliative care to the local population. Our main aim for 2022/23 is to ensure a smooth transition period if this merger does proceed, continue to provide the current level of services to the high standards expected and ensure that financial stability is maintained.

Structure, governance and management

Organisation

The charity is a company which was incorporated on the 21st August 1996 under the companies' act 1985 as a private company limited by guarantee, and as such does not have share capital.

Dove Cottage is an independent hospice provider of palliative day-care to those people living in NE Leicestershire, Rutland and SE Nottinghamshire with a diagnosis of cancer or other progressive illnesses for which there is no cure. We provide wide-ranging palliative services for those living in NE Leicestershire, SE Nottinghamshire and Rutland.

Governance

Dove Cottage, as a limited company, is governed by its Memorandum and Articles of Association. A review of the governing documents and Management Arrangements is carried out every four years and the charities internal policies are subject to regular review by staff and Trustees. Dove Cottage is registered with the Care Quality Commission and licensed to provide services under Provider ID: 1-101634140. Mrs C Gatfield, is the Registered Manager.

The Board sets the policy framework for the charitable company within which the Registered Manager leads the staff team in day to day operations. The Trustees will take independent external advice when, and where appropriate.

The main office of the Charity is:

Dove Cottage Day Hospice
Canal Lane
Stathern,
Melton Mowbray
Leicestershire
LE14 4EX

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

R De Silva
C Gatfield
J Jesson
M Lem
W LINDAY

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Trustees are appointed by the board of trustees who will ensure that the skills and experience match the requirements of the charity at that time. Eligibility to be appointed a Trustee and Director are checked and an enhanced DBS check is carried out.

New Trustees are provided with our full induction pack and are expected to make themselves familiar with all our practices.

The Board sets the policy framework for the charitable company within which the Registered Manager leads the staff team in day to day operations. The Board also periodically reviews the policy framework and keeps it up to date so that it remains relevant to the work of Dove Cottage and the context within which the charitable company is operating.

On an annual basis the Trustees agree the salary for the forthcoming year for the Registered Manager. The Trustees also agree the percentage increase to be applied to general salary levels on an annual basis.

The Trustees meet at least three times in each financial year. In addition, an Annual General Meeting is held, the most recent took place on 8th December 2021. All Trustees agreed to stand for another year.

The Trustees report was approved by the Board of Trustees.



J Jesson

Trustee

Dated: 5 October 2022

DOVE COTTAGE DAY HOSPICE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DOVE COTTAGE DAY HOSPICE

I report to the Trustees on my examination of the financial statements of Dove Cottage Day Hospice (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



David T Mayfield

Mayfield & Co (Accountants) Ltd
2 Merus Court
Meridian Business Park
Leicester
LE19 1RJ

Dated: 5 October 2022

DOVE COTTAGE DAY HOSPICE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £
Income from:									
Donations and legacies	3	232,757	-	43,800	276,557	321,874	-	145,722	467,596
Raising funds	4	336,023	-	-	336,023	150,280	-	-	150,280
Investments	5	673	-	-	673	782	-	-	782
Other income	6	5,250	-	-	5,250	5	-	-	5
Total income		574,703	-	43,800	618,503	472,941	-	145,722	618,663
Expenditure on:									
Charitable activities	7	473,758	-	45,732	519,490	300,047	-	148,873	448,920
Net income/(expenditure) before transfers		100,945	-	(1,932)	99,013	172,894	-	(3,151)	169,743
Gross transfers between funds		(103,151)	100,000	3,151	-	(53,151)	50,000	3,151	-
Net (expenditure)/income for the year		(2,206)	100,000	1,219	99,013	119,743	50,000	-	169,743
Fund balances at 1 April 2021		237,275	175,000	-	412,275	117,532	125,000	-	242,532
Fund balances at 31 March 2022		235,069	275,000	1,219	511,288	237,275	175,000	-	412,275

The statement of financial activities includes all gains and losses recognised in the year.

DOVE COTTAGE DAY HOSPICE

**STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

FOR THE YEAR ENDED 31 MARCH 2022

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

DOVE COTTAGE DAY HOSPICE

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	12		49,696		95,635
Current assets					
Debtors	13	11,911		50,560	
Cash at bank and in hand		500,516		362,015	
		<u>512,427</u>		<u>412,575</u>	
Creditors: amounts falling due within one year	14	<u>(50,835)</u>		<u>(56,135)</u>	
Net current assets			461,592		356,440
Total assets less current liabilities			511,288		452,075
Deferred income	15				<u>(39,800)</u>
Income funds					
Restricted funds	18		1,219		-
<u>Unrestricted funds</u>					
Designated funds	17	275,000		175,000	
General unrestricted funds		<u>235,069</u>		<u>237,275</u>	
			510,069		412,275
			<u>511,288</u>		<u>412,275</u>

DOVE COTTAGE DAY HOSPICE

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2022

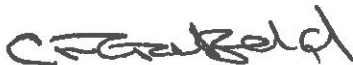
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 5 October 2022



C Gatfield
Trustee

Company registration number 03240240

DOVE COTTAGE DAY HOSPICE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	21		132,578		237,530
Investing activities					
Purchase of tangible fixed assets		-		(6,666)	
Proceeds from disposal of tangible fixed assets		5,250		-	
Investment Income received		673		782	
Net cash generated from/(used in) Investing activities			5,923		(5,884)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			138,501		231,646
Cash and cash equivalents at beginning of year			362,015		130,369
Cash and cash equivalents at end of year			500,516		362,015

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity Information

Dove Cottage Day Hospice is a private company limited by guarantee incorporated in England and Wales. The registered office is 2 Merus Court, Meridian Business Park, Leicester, LE19 1RJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of their charitable objectives which have been reserved for a specific purpose.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Property Improvements	Straight line over ten years
Tea Room	Straight line over three years
Fixtures and equipment	Straight line over three years
Barn Conversion	Straight line over three years
Motor vehicles	Straight line over three years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.9 Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans, which are subsequently measured at amortised cost using the effective interest method.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £
Donations and gifts	113,047	-	113,047	88,992	-	88,992
Legacies receivable	79,668	-	79,668	21,988	-	21,988
Grants receivable	40,042	43,800	83,842	210,894	145,722	356,616
	<u>232,757</u>	<u>43,800</u>	<u>276,557</u>	<u>321,874</u>	<u>145,722</u>	<u>467,596</u>
Donations and gifts						
Donations (non - Gift Aided)	32,839	-	32,839	16,791	-	16,791
Donations (Gift Aided)	12,467	-	12,467	12,150	-	12,150
Donations from Dove Cottage Tea Room	2,783	-	2,783	1,951	-	1,951
Tax Receipts from HMRC	10,808	-	10,808	-	-	-
Trusts	54,150	-	54,150	58,100	-	58,100
	<u>113,047</u>	<u>-</u>	<u>113,047</u>	<u>88,992</u>	<u>-</u>	<u>88,992</u>
Legacies receivable						
Legacies	79,668	-	79,668	21,988	-	21,988
	<u>79,668</u>	<u>-</u>	<u>79,668</u>	<u>21,988</u>	<u>-</u>	<u>21,988</u>
Grants receivable for core activities						
Leicester & Rutland PCT	24,630	-	24,630	24,283	-	24,283
St James Palace	2,500	-	2,500	-	-	-
Annexe income	-	39,800	39,800	-	39,800	39,800
NHSE Hospice UK	-	-	-	-	101,787	101,787
Tesco bags for life grant	1,000	-	1,000	-	-	-
Melton Borough Council	2,500	-	2,500	34,686	-	34,686
Rushcliffe Borough Council	-	-	-	13,669	-	13,669
Melton & Belvoir Rotary	-	4,000	4,000	-	-	-
Coronavirus job retention scheme	9,412	-	9,412	138,256	-	138,256
British Cardiac Association	-	-	-	-	4,135	4,135
	<u>40,042</u>	<u>43,800</u>	<u>83,842</u>	<u>210,894</u>	<u>145,722</u>	<u>356,616</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

(Continued)

4 Raising funds

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Fundraising events	43,554	13,488
Charity shop	278,946	125,225
In Memorium	5,741	8,634
Tea Room Income/Management charge	7,782	2,933
	<u>336,023</u>	<u>150,280</u>

5 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Interest receivable	673	782
	<u>673</u>	<u>782</u>

6 Other Income

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Net gain on disposal of tangible fixed assets	5,250	-
Other Income	-	5
	<u>5,250</u>	<u>5</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Charitable activities

	Unrestricted General	Unrestricted Charity Shops	Unrestricted Rutland Hospice	Restricted General	Total 2022	Total 2021
	£	£	£	£	£	£
Staff costs	87,397	161,041	23,343	-	271,781	228,623
Depreciation	2,989	-	-	42,951	45,940	45,940
Heat, light, water and Insurance	7,392	5,116	(130)	-	12,378	11,313
Training expenses	1,268	-	75	-	1,343	116
Repairs and equipment	18,837	11,924	146	2,781	33,688	32,258
Cleaning and waste	6,161	4,477	-	-	10,638	7,444
Motor and transport	11,067	2,015	589	-	13,671	3,382
Telephone	2,027	2,240	484	-	4,751	4,648
Subscriptions	2,412	-	-	-	2,412	2,406
Catering costs	3,436	-	21	-	3,457	57
Legal and professional fees	200	-	956	-	1,156	-
Fundraising expenditure	4,112	-	-	-	4,112	1,928
Sundry expenses	552	9,614	3,416	-	13,582	17,489
Printing, postage and stationery	4,283	4,882	376	-	9,541	9,079
Outings and craft	225	-	-	-	225	13
Rent	-	26,521	3,300	-	29,821	32,078
Bank charges	-	4,044	10	-	4,054	2,910
	<u>152,358</u>	<u>231,874</u>	<u>32,586</u>	<u>45,732</u>	<u>462,550</u>	<u>399,684</u>
Share of governance costs (see note 8)	53,769	-	3,171	-	56,940	49,236
	<u>206,127</u>	<u>231,874</u>	<u>35,757</u>	<u>45,732</u>	<u>519,490</u>	<u>448,920</u>
Analysis by fund						
Unrestricted funds - general	206,127	231,874	35,757	-	473,758	
Restricted funds	-	-	-	45,732	45,732	
	<u>206,127</u>	<u>231,874</u>	<u>35,757</u>	<u>45,732</u>	<u>519,490</u>	
For the year ended 31 March 2021						
Unrestricted funds - general	133,375	127,605	39,067	-		300,047
Restricted funds	-	-	-	148,873		148,873
	<u>133,375</u>	<u>127,605</u>	<u>39,067</u>	<u>148,873</u>		<u>448,920</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Support costs

	Support costs	Governance costs	2022	2021	Basis of allocation
	£	£	£	£	
Staff costs	-	50,715	50,715	44,266	
Independent examination fees	-	6,200	6,200	4,900	Governance
Miscellaneous expenses	-	13	13	13	Governance
Bank charges	-	12	12	57	Governance
	<u>-</u>	<u>56,940</u>	<u>56,940</u>	<u>49,236</u>	
Analysed between					
Charitable activities	-	56,940	56,940	49,236	

Governance costs includes payments to the Independent examiners of £6,200 (2021- £4,900) for examination fees.

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, and none of them were reimbursed for expenses incurred as a result of their duty as a trustee (2021- £nil).

One trustee, Mrs C Gatfield was paid in a separate capacity as manager of the Hospice and her remuneration is shown separately as manager's wages.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Charitable facilities	33	39
Governance costs	3	3
	<u>36</u>	<u>42</u>
Employment costs	2022 £	2021 £
Wages and salaries	316,024	270,430
Social security costs	6,472	2,459
	<u>322,496</u>	<u>272,889</u>

Under FRS 102 the number of employees relates to the average number of persons employed by the Charity in the year, where the average number of people is based on the number of contracts of employment in each month.

There were no employees whose annual remuneration was £60,000 or more.

11 Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

12 Tangible fixed assets

	Property Improvements	Tea Room	Fixtures and Barn Conversion equipment	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2021	562,209	16,463	67,952	51,773	795,398
At 31 March 2022	562,209	16,463	67,952	51,773	795,398
Depreciation and impairment					
At 1 April 2021	471,078	16,463	63,448	51,773	699,763
Depreciation charged in the year	43,657	-	2,282	-	45,939
At 31 March 2022	514,735	16,463	65,730	51,773	745,702
Carrying amount					
At 31 March 2022	47,474	-	2,222	-	49,696
At 31 March 2021	91,131	-	4,504	-	95,635

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Other debtors	7,839	45,363
Prepayments and accrued income	4,072	5,197
	<u>11,911</u>	<u>50,560</u>

14 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Other taxation and social security		2,637	2,467
Deferred income	15	39,800	39,800
Trade creditors		2,263	8,037
Other creditors		1,335	1,231
Accruals and deferred income		4,800	4,600
		<u>50,835</u>	<u>56,135</u>

15 Deferred Income

	2022 £	2021 £
Arising from grants	79,600	119,400
Other deferred income	(39,800)	(39,800)
	<u>39,800</u>	<u>79,600</u>

Deferred Income is included in the financial statements as follows:

	2022 £	2021 £
Current liabilities	39,800	39,800
Shown as deferred income on the face of the balance sheet	-	39,800
	<u>39,800</u>	<u>79,600</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

16 Unrestricted funds	Balance at 1 April 2020 £	Movement in funds			Transfers	Balance at 1 April 2021 £	Movement in funds			Transfers	Balance at 31 March 2022 £
		Income	Expenditure				Income	Expenditure			
General funds	147,476	165,463	(120,245)		44,581	237,275	153,541	(202,015)		46,268	235,069
Charity shops	-	231,595	(127,605)		(103,990)	-	281,136	(231,874)		(49,262)	-
Rutland	(29,944)	24,566	(39,067)		44,445	-	6,938	(35,757)		28,819	-
Legacies	-	21,988	-		(21,988)	-	79,668	-		(79,668)	-
Tea Room	-	16,086	(11,202)		(4,884)	-	10,922	-		(10,922)	-
Fundraising	-	13,243	(1,928)		(11,315)	-	42,498	(4,112)		(38,386)	-
	117,532	472,941	(300,047)		(53,151)	237,275	574,703	(473,758)		(103,151)	235,069

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020 £	Transfers £	Balance at 1 April 2021 £	Transfers £	Balance at 31 March 2022 £
General designated funds	125,000	50,000	175,000	100,000	275,000
	<u>125,000</u>	<u>50,000</u>	<u>175,000</u>	<u>100,000</u>	<u>275,000</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020 £	Movement in funds			Transfers £	Balance at 1 April 2021 £	Movement in funds			Transfers £	Balance at 31 March 2022 £
		Income £	Expenditure £				Income £	Expenditure £			
Annexe	-	39,800	(42,951)		3,151	-	39,800	(42,951)		3,151	-
British Cardiac Association	-	4,135	(4,135)		-	-	-	-		-	-
NHSE Hospice UK	-	101,787	(101,787)		-	-	-	-		-	-
Melton & Belvoir Rotary	-	-	-		-	-	4,000	(2,781)		-	1,219
	-	145,722	(148,873)		3,151	-	43,800	(45,732)		3,151	1,219

19 Analysis of net assets between funds

	Unrestricted funds			Restricted funds			Total		
	2022 £	Designated funds 2022 £	2022 £	2022 £	2022 £	2022 £	2022 £	2022 £	2022 £
Fund balances at 31 March 2022 are represented by:									
Tangible assets	9,896	-	-	39,800	49,696	55,835	-	39,800	95,635
Current assets/(liabilities)	225,173	275,000	461,592	(38,581)	461,592	181,440	175,000	-	356,440
Provisions and deferred income	-	-	-	-	-	-	-	(39,800)	(39,800)
	235,069	275,000	511,288	1,219	511,288	237,275	175,000	-	412,275

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

20 Related party transactions

There were no disclosable related party transactions other than those prescribed under key management personnel during the year (2021- none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	48,128	45,544

21 Cash generated from operations

	2022 £	2021 £
.		
Surplus for the year	99,013	169,743
Adjustments for:		
Investment income recognised in statement of financial activities	(673)	(782)
Gain on disposal of tangible fixed assets	(5,250)	
Depreciation and impairment of tangible fixed assets	45,939	45,939
Movements in working capital:		
Decrease in debtors	38,649	61,111
(Decrease)/increase in creditors	(5,300)	1,319
(Decrease) in deferred income	(39,800)	(39,800)
Cash generated from operations	132,578	237,530

22 Analysis of changes in net funds

The charity had no debt during the year.

DOVE COTTAGE DAY HOSPICE

England & Wales - Charity number 1057941

Accounts

Charity Registration No. 1057941

Company Registration No. 03240240 (England and Wales)

DOVE COTTAGE DAY HOSPICE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

DOVE COTTAGE DAY HOSPICE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	R De Silva C Gatfield J Jesson M Lem W Linday
Secretary	C Gatfield
Charity number	1057941
Company number	03240240
Principal address	Canal Lane Stathern Melton Mowbray LE14 4EX
Registered office	2 Merus Court Meridian Business Park Leicester LE19 1RJ
Independent examiner	David T Mayfield Mayfield & Co (Accountants) Ltd 2 Merus Court Meridian Business Park Leicester LE19 1RJ
Bankers	TSB High Street Melton Mowbray Leicestershire LE13 0TS

DOVE COTTAGE DAY HOSPICE

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DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The objects of the charity are as follows:

- Provide day care and support for terminally ill persons
- Offer respite relief for the carers of the terminally ill
- Offer emotional support for the families of the terminally ill
- Provide support to persons with dementia and their carers
- Advancement of the Christian faith.

We take seriously equality and diversity in our ethos to be accepting of all patients and provide a safe, secure, and pleasant social environment. All staff and volunteers are welcoming, and our day care provision includes family support, access to a bath (at Stathern) and complementary therapies, opportunities for social interaction, faith exploration in exceptionally pleasant and peaceful rural surroundings. We value very highly the individual's right to choose how they spend their day and make every effort to offer choice and encourage independence taking into consideration any known risks.

Normally day care places are offered four days per week at Stathern and two days per week at Ridlington. In addition, Family Support Service operates on Fridays at Stathern. Dementia support groups for sufferers and their carer are held monthly on a Friday at Stathern. Carers lunches are also held on a bi-monthly basis. Unfortunately, throughout the year, all face to face services were suspended due to Covid.

All users of our services have access to senior nursing staff and the Registered Manager if they have any problems or issues that they wish to discuss.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Public Benefit Statement

Dove Cottage Day hospice aims to provide a public benefit in the following manner. Our palliative services are free at the point of access and are available to anyone living within our catchment area with a diagnosis of a life limiting disease who meet our criteria. Also, as part of our remit to be not only accessible but a wide-reaching benefit to the public we accept and care for appropriate self-referral patients as well as those referred by healthcare professionals.

Achievements and performance

Provision

The last CQC inspection was in October 2019 when we were rated as 'Good' in all 5 key areas; well led, caring, safe, responsive and effective. Trustees and staff continue to focus on our core strengths which in addition to nursing care, includes advice and signposting, spiritual support and a wide range of not only 'diversional' therapies but also 'holistic' therapies run by insured professionals who have been granted practising privileges. For people who meet hospice criteria, but who do not wish to attend for day care, we provide a bathing service and a set period of complementary therapies as well as a home loan service, which focuses mainly on the provision of wheelchairs.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

We recognise the high calibre of our dedicated nursing and care team and the feedback from patients regarding their care is commendable. There is a Day Care Leader who is responsible for both Stathern and Ridlington. The table below sets out the composition of the nursing team:

Type	Stathern	Ridlington
Registered Nurses	3	1
Nursing Assistants	2	1
Family Support Worker	1	0
Bank Nurses	3	3
Bank Nursing Assistants	1	2

Referrals were lower during the year due to the pandemic and many staff were placed on furlough. During the reporting period we assured that sufficient clinical staffing levels and skills mix were maintained to manage all presenting patient needs. Staffing levels and requirements of the service are closely monitored. The Day Care Leader reports to the Trustees at each Trustee meeting on this area which was held on Zoom throughout the year.

The Trustees are pleased with the Family Support Service, which is helping to address continuity in 'End of Life Care' especially during the current climate. In addition to visits from the Family Support worker, the service offers home complementary therapies from our fully qualified and insured complementary therapists, and visits from our chaplaincy team where requested. Family support is also a stop-gap for patients who are unable to attend day care because of treatment or illness. Phone calls to carers and patients help to maintain continuity. A further part of our holistic approach to care lies in the support group 'Carers Lunches' held every two months which again had to be suspended due to Covid. A three-course meal is normally provided onsite for present and past carers with opportunities to share experiences. This provision aims to reduce anxiety and isolation for carers enabling them to cope with the varied stresses in the home and family. Bereaved carers constitute a higher percentage of the people attending, which indicates that this group is particularly beneficial in terms of providing informal bereavement support as well as supporting current carers. Feedback is consistently positive.

The Trustees and staff continue to evaluate all monitoring systems to ensure that the hospice is meeting standards and targets required by the accessing Health Trusts and are satisfied with the development of networks initiated and supported by the nursing team.

Developments

The Trustees feel privileged to oversee a hospice environment which is constantly evolving to meet the challenges and changes of community health and social care.

After the fourth full year of operation in Rutland, and following a review of service provision in the area, it is with some regret that the Trustees have agreed to give up the lease on the premises at Ridlington in 2021/22. Consideration is being given as to the best ways to continue to provide services in Rutland.

We have a real heart to support people with dementia, their carers and families. At present we continue to run monthly support groups on line which are very well attended. The groups are relaxed and friendly and offer support and information for the carer whilst the individual with dementia can normally enjoy various activities including games, music and much more. The carers often express how welcome it is to have a space to come where their frustrations are listened to and they can gain support from their peers.

As always, we will continue to meet the challenges and rewards of making a difference in the lives of sufferers and carers alike with resolve and wisdom so that Dove Cottage will be a worthy and valuable contributor to the compassionate care of those for whom there is no cure.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Staff Training and Development

The Trustees are committed to a policy of access to training and development of all staff by encouraging them to enhance their knowledge and understanding to enable them to carry out their role more effectively. Staff annual reviews include a training needs analysis to guide them in meeting their own as well as organisational objectives. Records of performance reviews and courses attended are kept in individuals' personnel files. Information on available courses is regularly disseminated amongst the team and appropriate allocation of places is decided, with consideration being given to staff availability, cost and personal training needs.

All members of the nursing team including bank nurses update in First Aid annually. At their annual review all members of the nursing team and care team are required to update their awareness and knowledge of relevant policies and procedures including fire safety and the health and safety handbook. This is carried out and checked by the Day Care leader and signed by the staff member.

The Trustees are satisfied that the budget for training is adequate. The nursing team access free courses where possible. The training programme is regulated and monitored by the lead nurse who reports to the trustees.

Volunteers

Dove Cottage has over 200 volunteers working in the hospice and charity shops. The Trustees are very grateful for the many hours put in by these volunteers who make such a vast difference to the quality of service we can provide, and we are therefore committed to their ongoing development.

All new hospice volunteers are encouraged to enhance their knowledge and understanding of palliative care and their annual reviews include a training needs analysis to meet their own as well as organisational objectives. All new hospice volunteers undertake induction with the Day Care Leader and are then registered on a regular rolling training programme, covering topics including palliative care, health conditions, appropriate provision of care, health and safety, fire safety, safeguarding, communication, spirituality, and looking after themselves. Further training is made available in areas such as first aid, CPR, food safety and other topics as appropriate, and annual reviews include updating in relevant policies and procedures such as fire safety and health and safety.

All retail volunteers undertake induction with the Retail Manager, covering such aspects as health & safety, fire safety, manual handling and customer service. This training is reaffirmed on a periodic basis.

Fund Raising

Dove Cottage receives funds from the Community, Grant-making Trusts, the Corporate Sector and its own retail shops. We normally run our own programme of fundraising events including fetes, auctions, sponsored events etc but these have all had to be cancelled this year. We are committed to good fundraising practice and are signed up with the Fundraising Regulator. To the best of our knowledge we have not, nor has a third party failed to comply with any relevant fundraising regulations.

All of our 5 charity shops normally operate very successfully, bringing in a large proportion of our income to support our operations.

The Stathern shop premises, which are on the boundary of the hospice, incorporates a large tea room and continues to be extremely popular and profitable also bringing footfall to the charity shop and being a 'signpost' for the hospice, although it has had to be closed for most of the year in question.

The tea room was established several years ago as a separate social enterprise specifically to raise funds for Dove Cottage and all profits come into the hospice.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

The spread of COVID-19 in early 2020 meant that the UK was put into lockdown in March. This meant that for the majority of the financial year normal day care services had to be suspended. The pandemic meant that the retail outlets were closed at various times during the year and fundraising events had to be cancelled. Where the Government made grants available through Local Authorities in relation to retail outlets applications were made and income received from that source.

The Hospice also participated in the Coronavirus Job Retention Scheme which enabled the charity to claim £138,256 to help to pay staff whilst on furlough.

In addition, the NHSE awarded funding of £101,787 to allow the Hospice to make available community support from April 2020 to July 2020 to provide support to people with complex needs in the context of the COVID-19 situation and to provide community support from November 2020 to March 2021 for the same purpose.

The above means that overall, there was a surplus of £169,743 for the year. In view of this the Trustees consider it prudent to transfer £50,000 from unrestricted funds to designated reserves to cover any future contingencies. Dove Cottage was very grateful for the support outlined above which enabled it to provide some services remotely, retain staff through furlough and crucially provide a financial cushion for when services can be resumed allowing for the fact that normal retail and fundraising income may take some time to recover

Reserves

The Charity Commission consider it prudent to retain an appropriate level of free reserves for the maintenance of essential services for beneficiaries. Our reserves help to address the risks to our service users (in particular, vulnerable patients), as well as our staff, should a significant fall in funding streams occur that, without the presence of reserves, may lead to an unplanned closure of the whole or part of the service. We feel it essential that enough reserves are held to enable us to continue operating for a period where we would seek alternative income streams, and if this proved to not be the case a managed closure of the whole or part of the service.

The benchmark for our reserves is based on annual expenditure since our income streams are not guaranteed and are subject to variation. Where possible we planned during the year to maintain reserves between 20% - 30% of annual expenditure. The target range for reserves will be subject to annual review by the Trustees. The actual level of reserves is monitored monthly.

The reserves (including designated funds) at the year-end amounted to £412,275 up from £242,532. These are split between Unrestricted funds of £237,275 and designated funds of £175,000. The total reserves are in excess of the amount required by the Reserves Policy. However, the situation relating to the pandemic means that there is uncertainty about the return to normal service provision and the impact on other income streams to the Hospice in the short and medium term. It is for these reasons that the Trustees believe that maintaining a higher level of reserves is not unreasonable at the present time.

The Trustees have agreed that during the next financial year they will review the Reserves Policy in light of the events of the last eighteen months.

Risk Management

The Trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The Trustees have responsibility for identifying the types of risk – financial, operational and reputational faced by Dove Cottage in pursuing its charitable objectives. Formal procedures in every aspect of the business designed to mitigate these risks have been established and every effort is made to ensure that employees are both fully aware of these procedures and the implications of failing to implement them. The Trustees are satisfied that these controls, including financial controls, comply in all material respects with guidelines issued by the Charity Commission.

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Plans for the Future

Throughout the year all usual face to face services had to be suspended due to Covid but the care, support and advice Dove Cottage has always provided continued in different ways. Achieving this has required time, expense, determination, creative thinking, and hard work.

Our main aim for 2021/22 is to reopen our services, when allowed, and resume offering the high quality, face to face care, that benefits our guests.

The Trustees wish to continue to provide the current level of services to the high standards expected and at the same time to try and ensure that income streams are improved to allow stability of future provision.

As soon as the pandemic has eased, Government guidelines will be adopted as to when and how to resume these services.

Structure, governance and management

Organisation

The charity is a company which was incorporated on the 21st August 1996 under the companies' act 1985 as a private company limited by guarantee, and as such does not have share capital.

Dove Cottage is an independent hospice provider of palliative day-care to those people living in NE Leicestershire, Rutland and SE Nottinghamshire with a diagnosis of cancer or other progressive illnesses for which there is no cure. We provide wide-ranging palliative services from our sites at Stathern in the beautiful Vale of Belvoir and Ridlington in the county of Rutland.

Governance

Dove Cottage, as a limited company, is governed by its Memorandum and Articles of Association. A review of the governing documents and Management Arrangements is carried out every four years and the charities internal policies are subject to regular review by staff and Trustees. Dove Cottage is registered with the Care Quality Commission and licensed to provide services under Provider ID: 1-101634140. Mrs C Gatfield, is the Registered Manager.

The Board sets the policy framework for the charitable company within which the Registered Manager leads the staff team in day to day operations. The Trustees will take independent external advice when, and where appropriate.

The main office of the Charity is:

Dove Cottage Day Hospice
Canal Lane
Stathern,
Melton Mowbray
Leicestershire
LE14 4EX

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

R De Silva
C Gatfield
J Jesson
M Lem
W Lindsay

DOVE COTTAGE DAY HOSPICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Trustees are appointed by the board of trustees who will ensure that the skills and experience match the requirements of the charity at that time. Eligibility to be appointed a Trustee and Director are checked and an enhanced DBS check is carried out.

New Trustees are provided with our full induction pack and are expected to make themselves familiar with all our practices.

The Board sets the policy framework for the charitable company within which the Registered Manager leads the staff team in day to day operations. The Board also periodically reviews the policy framework and keeps it up to date so that it remains relevant to the work of Dove Cottage and the context within which the charitable company is operating.

On an annual basis the Trustees agree the salary for the forthcoming year for the Registered Manager. The Trustees also agree the percentage increase to be applied to general salary levels on an annual basis.

The Trustees meet at least three times in each financial year. In addition, an Annual General Meeting is held, the most recent took place in September 2019. All Trustees agreed to stand for another year.

The Trustees report was approved by the Board of Trustees.



J Jesson

Trustee

Dated: 8 December 2021

DOVE COTTAGE DAY HOSPICE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DOVE COTTAGE DAY HOSPICE

I report to the Trustees on my examination of the financial statements of Dove Cottage Day Hospice (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



David T Mayfield

Mayfield & Co (Accountants) Ltd

2 Merus Court
Meridian Business Park
Leicester
LE19 1RJ

Dated: 8 December 2021

DOVE COTTAGE DAY HOSPICE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes					
Income from:						
Donations and legacies	3	321,874	-	145,722	467,596	300,644
Raising funds	4	150,280	-	-	150,280	364,809
Investments	5	782	-	-	782	1,097
Other income	6	5	-	-	5	153
Total income		472,941	-	145,722	618,663	666,703
Expenditure on:						
Charitable activities	7	300,047	-	148,873	448,920	611,614
Net incoming/(outgoing) resources before transfers		172,894	-	(3,151)	169,743	55,089
Gross transfers between funds		(53,151)	50,000	3,151	-	-
Net income for the year/ Net movement in funds		119,743	50,000	-	169,743	55,089
Fund balances at 1 April 2020		117,532	125,000	-	242,532	187,443
Fund balances at 31 March 2021		237,275	175,000	-	412,275	242,532

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

DOVE COTTAGE DAY HOSPICE

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	12		95,635		134,908
Current assets					
Debtors	13	50,560		111,671	
Cash at bank and in hand		362,015		130,369	
		<u>412,575</u>		<u>242,040</u>	
Creditors: amounts falling due within one year	14	<u>(56,135)</u>		<u>(54,816)</u>	
Net current assets			356,440		187,224
Total assets less current liabilities			452,075		322,132
Deferred income	15		(39,800)		(79,600)
Net assets			<u>412,275</u>		<u>242,532</u>
Income funds					
<u>Unrestricted funds</u>					
Designated funds	17	175,000		125,000	
General unrestricted funds		<u>237,275</u>		<u>117,532</u>	
			412,275		242,532
			<u>412,275</u>		<u>242,532</u>

DOVE COTTAGE DAY HOSPICE

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2021

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge the obligations of the company, under sections 394 and 395 of the Companies Act 2006, to:

- (i) keep adequate accounting records and prepare financial statements which give a true and fair view of the assets, liabilities and financial position of the company at the end of its financial year and of its profit or loss for such a year; and
- (ii) to otherwise comply with the provisions of this Act relating to financial statements so far as they are applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 8 December 2021



C Gatfield
Trustee

Company Registration No. 03240240

DOVE COTTAGE DAY HOSPICE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	21		237,530		(21,746)
Investing activities					
Purchase of tangible fixed assets		(6,666)		(180)	
Proceeds on disposal of tangible fixed assets		-		138	
Investment income received		782		1,097	
Net cash (used in)/generated from investing activities			(5,884)		1,055
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			231,646		(20,691)
Cash and cash equivalents at beginning of year			130,369		151,060
Cash and cash equivalents at end of year			362,015		130,369

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Dove Cottage Day Hospice is a private company limited by guarantee incorporated in England and Wales. The registered office is 2 Merus Court, Meridian Business Park, Leicester, LE19 1RJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of their charitable objectives which have been reserved for a specific purpose .

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Property Improvements	Straight line over ten years
Tea Room	Straight line over three years
Fixtures and equipment	Straight line over three years
Barn Conversion	Straight line over three years
Motor vehicles	Straight line over three years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans, which are subsequently measured at amortised cost using the effective interest method.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Donations and gifts	88,992	-	88,992	151,963
Legacies receivable	21,988	-	21,988	500
Grants receivable	210,894	145,722	356,616	148,181
	<u>321,874</u>	<u>145,722</u>	<u>467,596</u>	<u>300,644</u>
For the year ended 31 March 2020	<u>260,844</u>	<u>39,800</u>		<u>300,644</u>
Donations and gifts				
Donations (non - Gift Aided)	16,791	-	16,791	37,151
Donations (Gift Aided)	12,150	-	12,150	27,700
Donations from Dove Cottage Tea Room	1,951	-	1,951	11,762
Tax Receipts from HMRC	-	-	-	20,607
Trusts	58,100	-	58,100	54,743
	<u>88,992</u>	<u>-</u>	<u>88,992</u>	<u>151,963</u>
Legacies receivable				
Legacies	21,988	-	21,988	500
	<u>21,988</u>	<u>-</u>	<u>21,988</u>	<u>500</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies (Continued)

Grants receivable for core activities

Leicester & Rutland PCT	24,283	-	24,283	24,283
Rank Foundation	-	-	-	5,100
Annexe income	-	39,800	39,800	39,800
NHSE Hospice UK	-	101,787	101,787	-
Government grants	-	-	-	25,000
Melton Borough Council	34,686	-	34,686	-
Rushcliffe Borough Council	13,669	-	13,669	-
Retail grants	-	-	-	45,000
Coronavirus job retention scheme	138,256	-	138,256	7,581
British Cardiac Association	-	4,135	4,135	-
Other grants	-	-	-	1,417
	<u>210,894</u>	<u>145,722</u>	<u>356,616</u>	<u>148,181</u>

4 Raising funds

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Fundraising events	13,488	73,027
Charity shop	125,225	277,176
In Memorium	8,634	8,103
Tea Room income/Management charge	2,933	6,503
	<u>150,280</u>	<u>364,809</u>

5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	782	1,097
	<u>782</u>	<u>1,097</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

6 Other income

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Net gain on disposal of tangible fixed assets	-	138
Other income	5	15
	<u>5</u>	<u>153</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Charitable activities

	Unrestricted General	Unrestricted Charity Shops	Unrestricted Rutland Hospice	Restricted General	Total 2021	Total 2020
	£	£	£	£	£	£
Staff costs	47,900	69,218	21,140	90,365	228,623	313,354
Depreciation	2,989	-	-	42,951	45,940	44,524
Heat, light, water and insurance	-	3,249	1,026	7,038	11,313	19,973
Training expenses	116	-	-	-	116	345
Repairs and equipment	17,422	10,701	-	4,135	32,258	37,472
Cleaning and waste	3,556	3,888	-	-	7,444	10,970
Motor and transport	488	232	44	2,618	3,382	12,269
Telephone	-	2,195	687	1,766	4,648	4,448
Subscriptions	2,406	-	-	-	2,406	1,238
Catering costs	57	-	-	-	57	7,222
Legal and professional fees	-	-	-	-	-	50
Fundraising expenditure	1,928	-	-	-	1,928	9,816
Sundry expenses	12,109	4,851	529	-	17,489	13,327
Printing, postage and stationery	4,223	4,673	183	-	9,079	14,863
Outings and craft	13	-	-	-	13	265
Rent	-	25,714	6,364	-	32,078	40,425
Bank charges	-	2,884	-	-	2,910	3,350
Advertising	365	-	-	-	365	-
	<u>93,233</u>	<u>127,605</u>	<u>29,973</u>	<u>148,873</u>	<u>399,684</u>	<u>533,911</u>
Share of governance costs (see note 8)	40,142	-	9,094	-	49,236	77,703
	<u>133,375</u>	<u>127,605</u>	<u>39,067</u>	<u>148,873</u>	<u>448,920</u>	<u>611,614</u>
Analysis by fund						
Unrestricted funds - general	133,375	127,605	39,067	-	300,047	
Restricted funds	-	-	-	148,873	148,873	
	<u>133,375</u>	<u>127,605</u>	<u>39,067</u>	<u>148,873</u>	<u>448,920</u>	
For the year ended 31 March 2020						
Unrestricted funds - general	252,694	214,102	98,367	-		565,163
Restricted funds	-	-	-	46,451		46,451
	<u>252,694</u>	<u>214,102</u>	<u>98,367</u>	<u>46,451</u>		<u>611,614</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Support costs

	Support costs	Governance costs	2021	2020	Basis of allocation
	£	£	£	£	
Staff costs	-	44,266	44,266	73,248	
Independent examination fees	-	4,900	4,900	4,400	Governance
Miscellaneous expenses	-	13	13	13	Governance
Bank charges	-	57	57	42	Governance
	<u>-</u>	<u>49,236</u>	<u>49,236</u>	<u>77,703</u>	
Analysed between					
Charitable activities	-	49,236	49,236	77,703	
	<u>-</u>	<u>49,236</u>	<u>49,236</u>	<u>77,703</u>	

Governance costs includes payments to the independent examiners of £4,900 (2020-£4,400) for examination fees.

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, and none of them were reimbursed for expenses incurred as a result of their duty as a trustee (2020- £nil).

One trustee, Mrs C Gatfield was paid in a separate capacity as manager of the Hospice and her remuneration is shown separately as manager's wages.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Charitable facilities	39	36
Governance costs	3	3
	<u>42</u>	<u>39</u>

Employment costs

	2021 £	2020 £
Wages and salaries	270,430	381,308
Social security costs	2,459	5,294
	<u>272,889</u>	<u>386,602</u>

Under FRS 102 the number of employees relates to the average number of persons employed by the Charity in the year, where the average number of people is based on the number of contracts of employment in each month.

There were no employees whose annual remuneration was £60,000 or more.

11 Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Tangible fixed assets	Property Improvements £	Tea Room £	Fixtures and equipment £	Barn Conversion £	Motor vehicles £	Total £
Cost						
At 1 April 2020	562,209	16,463	61,286	97,001	51,773	788,732
Additions	-	-	6,666	-	-	6,666
At 31 March 2021	562,209	16,463	67,952	97,001	51,773	795,398
Depreciation and impairment						
At 1 April 2020	427,421	16,463	61,165	97,001	51,773	653,823
Depreciation charged in the year	43,657	-	2,283	-	-	45,940
At 31 March 2021	471,078	16,463	63,448	97,001	51,773	699,763
Carrying amount						
At 31 March 2021	91,131	-	4,504	-	-	95,635
At 31 March 2020	134,788	-	120	-	-	134,908

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

13 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	-	2
Other debtors	45,363	104,452
Prepayments and accrued income	5,197	7,217
	<u>50,560</u>	<u>111,671</u>

14 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Other taxation and social security		2,467	3,526
Deferred income	15	39,800	39,800
Trade creditors		8,037	5,629
Other creditors		1,231	1,561
Accruals and deferred income		4,600	4,300
		<u>56,135</u>	<u>54,816</u>

15 Deferred income

	2021 £	2020 £
Arising from grants	119,400	159,200
Other deferred income	(39,800)	(39,800)
	<u>79,600</u>	<u>119,400</u>

Deferred income is included in the financial statements as follows:

	2021 £	2020 £
Current liabilities	39,800	39,800
Shown as deferred income on the face of the balance sheet	39,800	79,600
	<u>79,600</u>	<u>119,400</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Unrestricted funds

	Balance at 1 April 2020	Movement in funds		Transfers	Balance at 31 March 2021
	£	Income	Expenditure	£	£
		£	£		
Unrestricted funds					
General funds	147,476	165,463	(120,245)	44,581	237,275
Charity shops	-	231,595	(127,605)	(103,990)	-
Rutland	(29,944)	24,566	(39,067)	44,445	-
Legacies	-	21,988	-	(21,988)	-
Tea Room	-	16,086	(11,202)	(4,884)	-
Fundraising	-	13,243	(1,928)	(11,315)	-
	<u>117,532</u>	<u>472,941</u>	<u>(300,047)</u>	<u>(53,151)</u>	<u>237,275</u>

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020	Movement in funds		Transfers	Balance at 31 March 2021
	£	Income	Expenditure	£	£
		£	£		
General designated funds	125,000	-	-	50,000	175,000
	<u>125,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>175,000</u>

18 Restricted funds

	Balance at 1 April 2020	Income	Expenditure	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Annexe	-	39,800	(42,951)	3,151	-
British Cardiac Association	-	4,135	(4,135)	-	-
NHSE Hospice UK	-	101,787	(101,787)	-	-
	<u>-</u>	<u>145,722</u>	<u>(148,873)</u>	<u>3,151</u>	<u>-</u>

DOVE COTTAGE DAY HOSPICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

19 Related party transactions

There were no disclosable related party transactions other than those prescribed under key management personnel during the year (2020- none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	45,544	86,361

20 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2021 are represented by:				
Tangible assets	55,835	-	39,800	95,635
Current assets/(liabilities)	181,440	175,000	-	356,440
Provisions and deferred income	-	-	(39,800)	(39,800)
	237,275	175,000	-	412,275

21 Cash generated from operations

	2021 £	2020 £
Surplus for the year	169,743	55,089
Adjustments for:		
Investment income recognised in statement of financial activities	(782)	(1,097)
Gain on disposal of tangible fixed assets	-	(138)
Depreciation and impairment of tangible fixed assets	45,939	44,525
Movements in working capital:		
Decrease/(increase) in debtors	61,111	(81,005)
Increase in creditors	1,319	680
(Decrease) in deferred income	(39,800)	(39,800)
Cash generated from/(absorbed by) operations	237,530	(21,746)

22 Analysis of changes in net funds

The charity had no debt during the year.

THE FOLLOWING PAGES DO NOT FORM PART OF THE STATUTORY ACCOUNTS

[illegible]

DOVE COTTAGE DAY HOSPICE
UNRESTRICTED FUNDS SCHEDULE
FOR THE YEAR ENDED 31 MARCH 2021

	General Funds	Rutland	Legacies	Tea Room	Fundraising	Charity Shops	2021	2020
Income								
Charity Shops	-	-	-	-	-	125,225	125,225	277,176
Donations (non - Gift Aided)	14,500	2,291	-	-	-	-	16,791	37,151
Donations (Gift Aided)	11,260	890	-	-	-	-	12,150	27,700
Donations from Tea Room	-	-	-	1,951	-	-	1,951	11,762
Tax Receipts from HMRC	-	-	-	-	-	-	-	20,607
Fundraising Activities	-	245	-	-	13,243	-	13,488	73,027
In Memorium	8,634	-	-	-	-	-	8,634	8,103
Investment Income	782	-	-	-	-	-	782	1,097
Legacies	-	-	21,988	-	-	-	21,988	500
Leicester & Rutland CCG	24,283	-	-	-	-	-	24,283	24,283
Government grants	-	-	-	-	-	48,355	48,355	25,000
Retail grants	-	-	-	-	-	-	-	45,000
Coronavirus job retention scheme	47,899	21,140	-	11,202	-	58,015	138,256	7,581
Tea Room income/ Management charge	-	-	-	2,933	-	-	2,933	6,503
Rank Foundation	-	-	-	-	-	-	-	5,100
Other grants	-	-	-	-	-	-	-	1,417
Trusts	58,100	-	-	-	-	-	58,100	54,743
Misc income	5	-	-	-	-	-	5	153
	165,463	24,566	21,988	16,086	13,243	231,595	472,941	626,903

DOVE COTTAGE DAY HOSPICE
UNRESTRICTED FUNDS SCHEDULE
FOR THE YEAR ENDED 31 MARCH 2021

	General Funds	Rutland	Legacies	Tea Room	Fundraising	Charity Shops	2021	2020
Expenditure								
Admin wages	17,317	1,450	-	-	-	-	18,767	78,587
Bank charges	38	19	-	-	-	2,884	2,941	3,027
Catering costs	57	-	-	-	-	-	57	7,222
Charity Shop wages	-	-	-	-	-	69,218	69,218	140,950
Cleaning	3,556	-	-	-	-	3,888	7,444	10,970
Cooks wages	8,181	-	-	-	-	-	8,181	17,859
Depreciation	2,989	-	-	-	-	-	2,989	1,573
Family support workers	321	-	-	-	-	-	321	6,285
Fundraising expenditure	-	-	-	-	1,928	-	1,928	9,816
Heat, Light & Insurance	-	1,026	-	-	-	-	4,275	19,970
Independent examiners charges	3,283	1,617	-	-	-	3,249	4,900	4,400
Managers wages	10,593	5,218	-	-	-	-	15,811	22,781
Motor & transport	487	44	-	-	-	232	763	12,269
Nurses wages	48,257	-	-	-	-	-	48,257	81,913
Outings & Crafts	13	-	-	-	-	-	13	265
Printing, Postage and stationery	4,223	183	-	-	-	4,673	9,079	14,864
Repairs, Maintenance and Equipment	17,422	-	-	-	-	10,701	28,123	33,972
Rutland Wages	-	21,926	-	-	-	-	21,926	34,372
Contribution to tea room	-	-	-	11,202	-	-	11,202	-
Sundry expenses	919	533	-	-	-	4,851	6,303	13,340
Rent	-	6,364	-	-	-	25,714	32,078	40,425
Telephone	-	687	-	-	-	2,195	2,882	4,448
Training Expenses	116	-	-	-	-	-	116	345
Volunteer expenses	27	-	-	-	-	-	27	-
Therapists	15	-	-	-	-	-	15	3,857
Legal & Professional Fees	-	-	-	-	-	-	-	50
Subscriptions	2,405	-	-	-	-	-	2,405	1,238
Advertising	26	-	-	-	-	-	26	365
Settlement Agreement	-	-	-	-	-	-	-	-
	120,245	39,067	-	11,202	1,928	127,605	300,047	565,163

DOVE COTTAGE DAY HOSPICE
UNRESTRICTED FUNDS SCHEDULE
FOR THE YEAR ENDED 31 MARCH 2021

	General Funds	Rutland	Legacies	Tea Room	Fundraising	Charity Shops	2021	2020
Surplus/(deficit) for the year	45,218	(14,501)	21,988	4,884	11,315	103,990	172,894	61,740
Transfer between reserves	44,581	44,445	(21,988)	(4,884)	(11,315)	(103,990)	(53,151)	(53,151)
Balance brought forward	147,476	(29,944)	-	-	-	-	117,532	108,943
Balance carried forward	237,275	-	-	-	-	-	237,275	117,532