

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

	Help The Hospices	Garfield Weston Trust	CPD Trust	Thomas J Horne Mem Hospice UK	NHSE British Cardiac	Other	2021	2020
£m	78	96	10	12	12	12	20	20
% of total income	10%	13%	1%	2%	2%	2%	4%	4%

[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