

REGISTERED COMPANY NUMBER: 03613893 (England and Wales)
REGISTERED CHARITY NUMBER: 1086625

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
THE DOVE SERVICE
(A COMPANY LIMITED BY GUARANTEE)

Dains Audit Limited
Suite 2, Albion House
2 Etruria Office Village
Forge Lane
Stoke on Trent
Staffordshire
ST1 5RQ

THE DOVE SERVICE

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FOR THE YEAR ENDED 31 MARCH 2022

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THE DOVE SERVICE

REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES	Ms S Goodall Ms L J Goodburn Mr S W Knock Chair (appointed 7.12.21) Ms A J Whitehead Chair (resigned 2.11.21) Ms C Barber
COMPANY SECRETARY	Ms C J O'Dell
REGISTERED OFFICE	The Dudson Centre Hope Street Hanley Stoke On Trent Staffordshire ST1 5DD
REGISTERED COMPANY NUMBER	03613893 (England and Wales)
REGISTERED CHARITY NUMBER	1086625
INDEPENDENT EXAMINER	Dains Audit Limited Suite 2, Albion House 2 Etruria Office Village Forge Lane Stoke on Trent Staffordshire ST1 5RQ
ACCOUNTANT	Dains Accountants Limited Suite 2 Albion House 2 Etruria Office Village Forge Lane Etruria Stoke on Trent ST1 5RQ
CHIEF EXECUTIVE OFFICER	Ms C J O'Dell

THE DOVE SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006 present their annual report together with the audited financial statements of the Dove Service (the company) for the year ended 31 March 2022.

The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity Commission's scheme under which The Dove Service (hereafter referred to as "TDS") is established, sets out the objectives as follows:

The Charitable Objectives ("Objects") are as follows:

(i) To protect and preserve through the provision of a skilled counselling service (appropriate to their individual needs) the physical and mental health of persons resident in England and Wales (and especially persons living in the County of Staffordshire) who:

- (a) Have suffered and/or been affected by bereavement; or
- (b) Are facing a life threatening illness; or
- (c) Are facing a serious life changing loss.

(ii) To advance the education of the public in matters relating to:

- (a) Grieving and bereavement;
- (b) Life threatening illness;
- (c) Serious life changing loss.

Activities for achieving objectives

2021-2022 continued the period of change for the organisation. We had more turnover on our Board of Trustees, but ended the year with stability in our remaining trustees. We focused on the start-up and delivery of recommissioned services and were thrilled to be awarded another National Lottery Community Fund Grant for a 5 year project we are calling 'Grief out Loud'. This community based project will focus on low level community responses to grief, increasing community resilience, empowering families and communities to support each other in periods of grief and aims to reduce the need for highly specialist bereavement services by upskilling professionals and parents to identify those who need additional support effectively.

With the support of Pilotlight our CEO, Board and Management team have worked to clarify the direction of the organisation, creating a new strategic plan and operational plan for the next 3 years.

We have continued to operate in a hybrid way, incorporating telephone and online video services across the organisation, enabling our teams to work from home or our office depending on need and preference, which is offering our members a truly flexible working arrangement to encourage better work/life balance. 8 members of our counselling team undertook a diploma course in providing online and telephone counselling, ensuring that our counsellors are appropriately qualified and able to offer our clients high quality interventions.

We were also incredibly grateful to have our work to support those experiencing loss, grief, isolation and loneliness during the pandemic recognised as part of the national strategy of suicide prevention and were awarded a sizeable retrospective grant against our core costs.

THE DOVE SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

Main Activities undertaken to further the Charity's purpose for Public Benefit

The Trustees have carefully considered the requirement for public benefit, reporting in accordance with guidance issued by the Charities Commission.

As a result, the Trustees have satisfied themselves that the public benefit of the activities undertaken by TDS, have continued and are likely to do so in the future.

The activities of TDS which have contributed to the public benefit are summarised as follows:

(a) The provision of counselling and support services; and

(b) The provision of educational services;

all in accordance with the Charitable Objectives.

TDS counselling and support services are provided to clients across Stoke-on-Trent, Staffordshire, Cheshire, and Wirral, with expanding geographical locations through a developing network of "outreach" delivery points. The use of phone and video-conferencing counselling during the Covid-19 pandemic has made it easier for some clients to make appointments. It has also overcome geographical constraints, for example where we did not have available counsellors in certain areas, and we plan to continue to offer this method of delivery as an option into the future.

TDS educational services are provided through information-based services and training services. Information provision includes literature and group information/ awareness sessions. Training services involve the provision of training in recognition and management of grief in any form.

Activities, Projects and Services

Income this year increased by 19% to £649,589, demonstrating the commitment of the management team, staff and trustees to driving forward the development of grant funded projects. Operating expenditure increased by a small 2% margin to £497,187, leading to an overall operating surplus of £152,402.

During the year, our team of counsellors have delivered over 8300 one to one counselling sessions in support of more than 1700 clients. 81% of our clients were referred for bereavement, 4% for life changing illness, 12% for loss related issues (including stress, anxiety or depression) and 3% for a combination of issues. We have also delivered 50 therapeutic group sessions which have supported 258 people this year, and have been able to support 801 professionals and children/young people through training around issues relating to grief. We have also delivered awareness raising sessions or provided advice and guidance to over 1245 people, so that they have a better understanding of grief and loss and its impact.

Our Dove Buddies groups have expanded, we've maintained one online group a month and have re-started our face to face groups and now have 4 groups running in the community covering Staffordshire and South Cheshire. The groups have grown, with an average of 8-10 people attending each session. These groups enable us to support people who don't feel counselling is right for them, or who have finished counselling but want to meet with other bereaved people in a social way, providing that much needed support for those who may otherwise feel isolated or lonely.

Happily we have been able to start recruiting placement counsellors this year and will be extending our offer in South Cheshire using our placement team. This is a great opportunity for us to expand our workforce and be part of the development of the counselling profession.

THE DOVE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

STRATEGIC REPORT

Achievement and performance

Performance for the Year

"As a professional I refer students for grief counselling. Dove have also come into college during significant events such as the death of a student in college or during Manchester Arena incident and have delivered training to staff. In all aspects they have been supportive, professional, "there for students" in a quiet manner but make such a big impact. My recent CPD training was outstanding! The training has reinforced how I support students, language I use surrounding grief & loss, giving them silences & being there for them as well as some really interesting ideas as well. I also gained information & knowledge behind the theories which was useful & interesting." Tink Hastings, Newcastle College.

All contracts for services and grant funded projects are subject to individual targets and performance management monitoring, with quarterly or six-monthly reporting required by funders. The management team prepares monthly reports and key performance indicators to ensure that all contracts and projects are delivering as expected, and to ensure that any remedial action can be taken in the event of under or over performance.

Showing the difference that our work makes is critical and this is evidenced in a number of ways:

- The use of clinical assessment tools to capture therapeutic movement as a result of counselling (PHQ9, GAD7, AAG, and CORE)
- Pre-and post-intervention questionnaires for C&YP and their families
- Service user evaluations and feedback forms (adapted for children and young people, or for clients with a learning disability)
- Client testimonials and case studies

"When I first started counselling I was angry most of the time and very unhappy and uninterested in life. I never talked to anyone about how I feel or my problems. It has been good to talk to someone, in confidence, who doesn't keep telling me what to do. Counselling has taken all the bother off my shoulders and helped me a lot. I would definitely go for counselling again, in the future, if I was struggling." Luis, age 17

"The Dove Service have offered valuable support to Churnet View Middle School for several years. Counsellors have come into school and given 1:1 sessions with bereaved young people. They have also provided Nurture Groups over a period of a few weeks. The children who have received counselling were all very grateful and felt that it was a great help, showing them how to deal with their loss. 1:1 sessions are done over a period of weeks and in a totally confidential and very respectful manner. We are also kept up-to-date with Children and Young Person's project, Family Drop In Sessions and support available. As a school we feel that Dove is a fantastic service and we have been extremely fortunate to receive their help. From a personal point of view, I have dealt with the referrals and appointments and have always found the counsellors to be absolutely lovely, so kind, calm, compassionate and professional. Calls to the office are always dealt with in confidence and everyone is very friendly and professional. Dove is a much needed service and schools are very lucky to be able to refer pupils for much needed help."

Diane Spooner (Mrs), Behaviour Support & Attendance Officer, Churnet View Middle School

TDS has become known for its clinical excellence and the single most important aspect of this is the quality of our staff team who work unstintingly to ensure that services run efficiently, effectively and ethically. This includes everyone in the support functions who enable the smooth running of our venues and systems, but also in ensuring that our counsellors are highly qualified and maintain their continuing professional development. We are delighted that all of our qualified counselling team have a place on the BACP Register of Counsellors, and an increasing number are achieving their personal accreditation as counsellors with the BACP, recognising their experience and maturity as clinicians.

"To be honest I don't know what I would have done without the support from the Dove Service, as a parent also suffering from grief, not only have you supported my children but also supported me, reassuring me that my children are being supported in the best way possible, also allowing us all to grieve. As a family who have not suffered this extent of grief before and the uncertainty of not knowing if I am saying the right things to my children, it has been extremely reassuring knowing that they are being supported by professionals, again, giving me that time to grieve also. Debra has also been helping my child with her emotions i.e. anger. And I believe without that support, she would have struggled to channel these emotions but coming from a professional I believe she was given the tools to be able to understand how to channel them. Whilst also offering me advice on how to handle such difficult situations. My child was able to continue with her support until it came to a natural ending, when she felt that she could manage without the support from Dove. Giving her choice and control. Support from the Dove Service has been paramount to us and I can't thank you all enough. Many thanks" Amy

THE DOVE SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2022**

We could not achieve all that we do without the unwavering commitment to our service and clients shown by our employees, volunteers, fundraisers and trustees, and we offer our sincere thanks and gratitude to all those who support us.

Our fundraising practices

We strongly believe that all engagement with our supporters, and any fundraising activities, should operate having regards to the highest standards, so that everyone is treated fairly and with respect. To support this commitment we have maintained our registration with the Fundraising Regulator, and operate in accordance with their Code of Practice.

We comply with the GDPR and are an 'opt-in' charity, (meaning that we only contact people who have given their express consent to be contacted, and who fully understand what they have opted in to).

Our fundraising activities and practices are overseen by our Chief Executive Officer to ensure that we maintain our high standards, reflect our values in everything that we do, and adhere to applicable laws and codes.

The Dove Service is committed to:

- Transparency about where all money goes
- Respecting any personal data shared with us
- Operating our fundraising activities to the highest standards
- Being respectful
- Listening to feedback and learning from any successes and mistakes

In March 2022 we were joined by a fundraising placement from HeawardSports Ltd. T/A Heaward Solutions who will be working with the Dove Service 1 day a week for 12 months while she completes her professional fundraising qualification. This is giving us an opportunity to explore a range of fundraising and engagement options for the charity and will provide us with vital intelligence to plan for the future.

Fundraising activities

Client contributions

Wherever possible we offer our services free at the point of delivery, but are only part-funded by our contracts and grants. This makes it really important that we have the support of our clients.

In 2021-22 we received £0 in direct face-to-face client contributions.

Other donations

Our supporters have gifted us a total of £7,253 over the last 12 months. This has come from online donations and by supporters organising their own fundraising events, or participating in nationally organised events on our behalf. Amongst our supporters has been a number of current and former clients and their families and we really appreciate every contribution to the continued running of the charity.

Some of the individuals who fundraised on our behalf created wonderful events and items to be sold to support us, such as Leah who organised a music festival in memory of her son Lewis. Others took part in challenges that pushed their capabilities, like Rob who ran the London Marathon on our behalf. We are incredibly grateful to those who have fundraised on our behalf, particularly during another year which has been challenging in so many ways.

Fundraising events

In 2021-22 we did not organise any fundraising events.

THE DOVE SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

STRATEGIC REPORT

Financial review

Financial position

The total income for the year ending 31 March 2022 was £649,589, and the net assets position at the end of the year was £372,638, all of which is unrestricted.

Risk Management Objectives and Policies

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The risk management reporting framework adopted by the Trustees includes the following:

- Preparation, update and review of the risk register. During the year we undertaking a full update of the risk register to adopt a consistent approach to risk management across all levels of the organisation, to ensure that trustees can focus on the strategic risks and that pro active plans are established to mitigate all significant risks, including the accountable manager and time frame for monitoring of those risks.
- Preparation and presentation of the monthly management accounts, cash flow position and grant/contract applications to Trustees at each Board meeting, to ensure that the charity has sufficient funds for a period of 12 months or more.
- Management of the charity's liabilities and cash flow reserves to ensure that the charity can meet all its expected financial obligations and maintain sufficient positive cash flows to maintain future trading requirements procedures.
- Health and safety monitoring this is carried out by the CEO and Management Team on at least an annual basis to ensure that any risks are identified, reported and mitigated and that the health and safety policy and management system are reviewed. All newly recruited staff receive induction training on health and safety and are required to report any identified risk to management. Any health and safety incidents or areas for concern are reported to the Board as they arise, as are the results of the annual health and safety review.
- Robust clinical governance processes to identify, monitor and resolve clinical and safeguarding risks. The management team create a fortnightly clinical report and attend a clinical call chaired by TDS' external clinical advisor to review client risks and concerns identified and agree next steps to be discussed with the relevant counsellor/member of staff. These clinical governance meetings take a holistic approach to understanding and managing risk and include consideration of counsellor wellbeing and any emerging equality and diversity issues. The numbers and types of clinical concerns raised are reported to the Board at each meeting.
- Risk assessments are completed for both new and ongoing annual activities, including new locations for counselling delivery, with a view to the safeguarding of staff, volunteers and clients.

Principal risks and uncertainties

Principal financial risks, significant events and factors that have affected TDS during the year have included:

- The Covid-19 pandemic limited our ability to hold fundraising events and we saw a reduction in client contributions as counselling sessions were delivered remotely and clients did not come into head office. During the year, we altered our communications with clients to explain how they could make contributions and we have seen these increase as a result. The reduction in fundraising income has further highlighted the need to develop a diverse range of income sources so we do not become too reliant on specific sources of income in the future.
- The new NHS contract with Midlands Partnership Foundation Trust (MPFT) has also restricted our ability to ask for client contributions as TDS is perceived to be a part of the NHS, rather than an independent charity. The management team have worked with MPFT to clarify the nature of the contract and have secured limited grant funding which enables us to deliver services with more freedoms and flexibility.
- The reduced funding available through the contract with MPFT, compared to our previous NHS contract, has limited our ability to meet the needs of people experiencing grief and loss across Staffordshire. The integrated nature of the service has made the waiting lists and unmet need visible to MPFT and NHS commissioners in the Clinical Commissioning Groups.
- The short-term nature of grant funding available to support recovery from the pandemic. The CEO undertakes detailed forecasting and scenario planning to ensure that the charity can respond to any unforeseen changes in funding levels, including potential cuts to funding at short notice.

THE DOVE SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

STRATEGIC REPORT

Future plans

Future proofing the charities service provision

In consequence of the ongoing levels of statutory sector cuts in funding, the Trustees have determined that the charity's reserves are kept at a satisfactory level to provide continuation funding for projects/work currently being undertaken by TDS. This provision is to protect our ability to continue to provide valued and much needed services, activities and training to our clients and customers (particularly in void income periods which arise between funding switches) as well as to provide a level of protection to our funders.

Contingency Policy

Unrestricted reserves are maintained to enable the charity to manage its ongoing cash flow position, particularly as funding terms may vary significantly between different statutory or grant funders. A designated contingency reserve has been established to permit the charity to rundown its activities and close over a period of three months in the light of any decision that may be made to cease its charitable activities. This unrestricted contingency reserve at 31 March 2022 is £160,000. Other unrestricted reserves at the balance sheet date amount to £212,638.

Restricted reserves relate to any funds provided under the terms and conditions of specific grant or trust funds. At 31st March 2022, restricted funds amounting to £NIL were held.

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.

Charity constitution

The Dove Service is a charity controlled by its governing document (its Memorandum and Articles of Association), and constitutes a company, limited by guarantee, as defined by the Companies Act 2006. The Directors of the charitable company are Trustees for the purpose of charity law and are known collectively as the Board of Trustees.

Method of Appointment or Election of Trustees

The election or appointment of Trustees is set out in the Articles of Association of TDS.

Decision making

The Board of Trustees of TDS meets bi monthly and is responsible for the strategic direction and policy of the charity. The Board are supported by an external clinical advisor, Dr Ann Dalzell, who sits on the ethics committee of the British Association for Counselling and Psychotherapy (BACP). This means she is able to share emerging thinking and best practice developments in the counselling profession and in working with grief.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive Officer (CEO) and with the Management Team. The CEO is responsible for ensuring that the charity delivers the services, activities and training specified and that key performance indicators are met. The CEO is also responsible for the day to day operational management of TDS, individual supervision of the staff and volunteer teams and for ensuring that the teams continue to develop their skills and working practices in line with good practice.

Policies adopted for the inductions and training of Trustees

New Trustees are identified through a trustee recruitment and selection process, based on a skills matrix of roles required for the governance of the charity. They are required to serve a probationary period during which they are expected to attend an initial Board meeting as an observer, meet with the Chief Executive Officer, Charlie O'Dell and undertake a full Trustee induction programme to familiarise themselves with the charity and the context within which it operates. A training and development programme for all new Trustees has been established.

THE DOVE SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Pay policy for Key Management Personnel

The Dove Service started the financial year with a team of four managers, including the CEO, who are responsible for the performance of the charity, ensuring that all contract or grant targets are achieved and that these results are reported to respective funders. They also ensure that the charity's activities are safe, ethical and effective for the beneficiaries in receipt of services and quality standards are maintained throughout.

The remuneration of all staff, including key management personnel is undertaken based on benchmarking remuneration against other similar services, with a view to ensuring that the best staff can be recruited and retained.

Related parties

The Dove Service operates independently and has no related party transactions.

THE DOVE SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Declaration of interests

Trustees are required to declare interests that are relevant and material both at Board level and at sub committee level and declarations are requested at each meeting. A record is maintained of all relevant and material interests by the Company Secretary and this record is available on request.

Future developments

We are continuing to see an increase in referrals for adults and children/young people who experienced traumatic and/or complicated grief as a result of bereavements and other significant losses during the pandemic (such as loss of school/jobs and homes, being separated from family/friends, or people who have been diagnosed with Covid-19 themselves and are trying to deal with the fear and anxiety they experienced). We have also started to see an increase in referrals for people where Covid-19 is a life-changing illness with long-term effects. We will continue to provide support to meet the needs of people of all ages affected by the pandemic as part of our community based Grief out Loud Project, funded by the National Lottery Community Fund, and Cheshire East based counselling project funded by Cheshire East CCG.

Our new Business Plan builds on the planned and unplanned changes and challenges TDS has faced over the last few years, and incorporates a refreshed 'organisational purpose' and objectives in a working document which is owned by every member of the organisation working towards a common goal. This plan redefines the strategic objectives against which performance will be measured in the future.

Our learning from previous Children and Young People projects gave us the evidence to develop a project based entirely on the creation of community resilience by normalising grief and loss. We have been awarded a 5 year National Lottery Community Fund grant that will enable us to explore this way of working, taking the pressure off specialist 1:1 services and working within communities to empower parents/carers and professionals to work together with children and young people to acknowledge and normalise grief.

Working with our fundraising placement we are will be developing a fundraising strategy and investigating a range of options to raise funds for our work. We will be working towards expanding our management team to include a business development manager who will work alongside our CEO to plan the sustainability of the charity.

TDS aims to be the leading grief support service within its regions of operation through the high quality of services delivered, the calibre and professionalism of our staff, and through the use of assessment tools to clearly evidence the positive therapeutic movement (the difference we make) achieved through the delivery of counselling, therapeutic groups, awareness raising, training and other support.

We continue to be a client-led organisation, whereby our clients inform and shape the services that are delivered based upon their needs and those of their carers or relatives. We will also invest in the training and development of our staff, knowing that continuing professional development both motivates and empowers all our members to be the best they can be in their chosen career path.

As the Board of Trustees, we acknowledge the hard work, dedication, professionalism and passion that everyone involved within TDS brings to the charity. We particularly appreciate the adaptability and commitment to evolving and developing our services that everyone has shown during this very challenging year.

It is the people within and behind the organisation that enables such high quality and consistent services to be delivered, and we thank everyone involved for all that they have done and continue to do, to ensure that we can meet the needs of our clients.

THE DOVE SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on ~~30 November 2021~~ ^{20 November 2022} and signed on the board's behalf by:

SW Knock .

Mr S W Knock - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE DOVE SERVICE

Independent examiner's report to the trustees of The Dove Service ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England & Wales 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Andrew M Bridge
Institute of Chartered Accountants in England & Wales
Dains Audit Limited
Suite 2, Albion House
2 Etruria Office Village
Forge Lane
Stoke on Trent
Staffordshire
ST1 5RQ

Date: 20-12-22

THE DOVE SERVICE

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations, legacies and grants	3	7,253	-	7,253	28,279
Charitable activities					
Counselling and support		527,594	33,758	561,352	380,972
Training workshops & awareness		11,168	21,150	32,318	105,141
Group Support		9,431	17,485	26,916	18,186
Information, Advice & Guidance		13,700	7,991	21,691	10,831
Other trading activities	4	-	-	-	550
Investment income	5	59	-	59	111
Total		<u>569,205</u>	<u>80,384</u>	<u>649,589</u>	<u>544,070</u>
EXPENDITURE ON					
Raising funds	7	228	-	228	17,231
Charitable activities	8				
Counselling and support		363,977	33,758	397,735	309,857
Training workshops & awareness		17,717	21,150	38,867	127,636
Governance costs		-	-	-	2,207
Group Support		15,778	17,484	33,262	19,616
Information, Advice & Guidance		19,103	7,992	27,095	12,043
Total		<u>416,803</u>	<u>80,384</u>	<u>497,187</u>	<u>488,590</u>
NET INCOME		152,402	-	152,402	55,480
RECONCILIATION OF FUNDS					
Total funds brought forward		220,236	-	220,236	164,756
TOTAL FUNDS CARRIED FORWARD		<u>372,638</u>	<u>-</u>	<u>372,638</u>	<u>220,236</u>

CONTINUING OPERATIONS

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 15 to 27 form part of these financial statements.

THE DOVE SERVICE

BALANCE SHEET
31 MARCH 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	14	2,513	3,351
CURRENT ASSETS			
Debtors	15	83,686	48,244
Cash at bank and in hand		673,031	280,990
		<u>756,717</u>	<u>329,234</u>
CREDITORS			
Amounts falling due within one year	16	(386,592)	(112,349)
NET CURRENT ASSETS		<u>370,125</u>	<u>216,885</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		372,638	220,236
NET ASSETS		<u>372,638</u>	<u>220,236</u>
FUNDS	19		
Unrestricted funds		<u>372,638</u>	<u>220,236</u>
TOTAL FUNDS		<u>372,638</u>	<u>220,236</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 20th December 2022 and were signed on its behalf by:


.....
Mr S W Knock - Trustee

The notes form part of these financial statements

THE DOVE SERVICE

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	391,991	32,924
Interest paid		(9)	(8)
Net cash provided by operating activities		<u>391,982</u>	<u>32,916</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(4,468)
Interest received		59	111
Net cash provided by/(used in) investing activities		<u>59</u>	<u>(4,357)</u>
Change in cash and cash equivalents in the reporting period		<u>392,041</u>	<u>28,559</u>
Cash and cash equivalents at the beginning of the reporting period		<u>280,990</u>	<u>252,431</u>
Cash and cash equivalents at the end of the reporting period		<u><u>673,031</u></u>	<u><u>280,990</u></u>

The notes form part of these financial statements

THE DOVE SERVICE

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

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

	2022 £	2021 £
Net income for the reporting period (as per the Statement of Financial Activities)	152,402	55,480
Adjustments for:		
Depreciation charges	838	1,117
Interest received	(59)	(111)
Interest paid	9	8
Increase in debtors	(35,442)	(31,066)
Increase in creditors	274,243	7,496
Net cash provided by operations	<u>391,991</u>	<u>32,924</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net cash			
Cash at bank and in hand	280,990	392,041	673,031
	<u>280,990</u>	<u>392,041</u>	<u>673,031</u>
Total	<u>280,990</u>	<u>392,041</u>	<u>673,031</u>

The notes form part of these financial statements

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2022**

1. GENERAL INFORMATION

The company is a company limited by guarantee, incorporated and domiciled in England and Wales (registered number 0313893). The registered office is The Dudson Centre, Hope Street, Hanley, Stoke on Trent, Staffordshire, ST1 5DD. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

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.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Critical accounting judgements and key sources of estimation uncertainty

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires trustees to exercise their judgement in the process of applying the accounting policies. Use of available information and application of judgement are inherent in the formation of estimates. Actual outcomes in the future could differ from such estimates. The areas involving a higher degree of judgement, or complexity, or areas where assumptions and estimates are significant to the financial statements are set out below.

Judgements

The key judgement that the management has made in the process of applying the charities accounting policies relates to the calculation of accrued and deferred incomes specific to each project. Each project has a separate cost centre in the accounting system which allows for incomes and costs specific to each project to be identified separately thus providing a basis for accurate calculation of accrued and deferred income.

In determining the allocation of expenditure between activities, a detailed review of costs is undertaken by the management and judgements are made in ascertaining specific costs where identifiable. For all other costs, an estimation is used on a percentage basis as determined by the management.

The management have also estimated the basis for determining the allocation of expenditure between direct and support costs. Each project has been examined to derive an overall percentage basis for allocation.

Estimation Uncertainty

The trustees consider that the cost centre accounting outlined above provides a sound framework for accurate accounting and thus there is not considered to be any significant uncertainty in the carrying figures at the end of 2022.

There are no material uncertainties that may affect the charity's ability to continue as a going concern.

Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivables basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as Deferred Income. Where the entitlement occurs before income is received, the income is accrued.

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31 MARCH 2022**

2. ACCOUNTING POLICIES - continued

Income

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the company's accounting policy.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

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 on raising funds includes all expenditure incurred by the company to raise funds for its charitable purposes and includes costs of all fundraising activity events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery - 25% on reducing balance

Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31 MARCH 2022**

2. ACCOUNTING POLICIES - continued

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charge against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on straight line basis over the lease term.

Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

Going concern

The trustees consider that the level of unrestricted funds is sufficient to meet the working capital requirements of the company. The trustees have implemented a forward strategy to improve the future performance of the company to ensure the company is able to continue in existence for the foreseeable future and as a result the financial statement have been prepared on a going concern basis.

Government Grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

Grants of a revenue nature recognised in the Statement of Financial Activities in the same period as the related expenditure. This includes the Government Coronavirus Job Retention Scheme ('Furlough').

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advance payments for the goods or services it must provide.

Financial instruments

The company 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.

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

3. DONATIONS, LEGACIES AND GRANTS

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Donations	7,253	-	7,253	10,216
Grants	-	-	-	18,063
	<u>7,253</u>	<u>-</u>	<u>7,253</u>	<u>28,279</u>

4. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fundraising events	-	-	-	550
	<u>-</u>	<u>-</u>	<u>-</u>	<u>550</u>

5. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Deposit account interest	59	-	59	111
	<u>59</u>	<u>-</u>	<u>59</u>	<u>111</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Counselling and support	527,594	33,758	561,352	380,972
Training , workshops & awareness	11,168	21,150	33,318	105,141
Group Support	9,431	17,485	26,916	18,186
Information, Advice & Guidance	13,700	7,991	21,691	10,831
Total 2022	<u>561,893</u>	<u>80,384</u>	<u>642,277</u>	<u>515,130</u>
 Total 2021	 <u>325,502</u>	 <u>189,628</u>	 <u>515,130</u>	

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

7. RAISING FUNDS

Raising donations and legacies

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Staff costs	-	-	-	16,765
Advertising	-	-	-	20
Professional fees	-	-	-	60
Interest payable and similar charges	9	-	9	8
	<u>9</u>	<u>-</u>	<u>9</u>	<u>16,853</u>

Other trading activities

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fundraising trading expense	219	-	219	378
	<u>219</u>	<u>-</u>	<u>219</u>	<u>378</u>

In 2021, of the total fundraising expenses, £378 was from unrestricted funds and £NIL was from restricted funds.

Aggregate amounts	<u>228</u>	<u>-</u>	<u>228</u>	<u>17,231</u>
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In 2021, of the total costs of raising fund, £16,853 was from unrestricted funds and £NIL was from restricted funds.

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 9) £	Totals £
Counselling and support	319,832	77,903	397,735
Training workshops & awareness	33,475	5,392	38,867
Group Support	28,600	4,662	33,262
Information, Advice & Guidance	23,379	3,716	27,095
	<u>405,286</u>	<u>91,673</u>	<u>496,959</u>

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

9. SUPPORT COSTS

	Information technology £	Human resources £	Other £	Totals £
Counselling and support	712	645	76,546	77,903
Training workshops & awareness	49	44	5,299	5,392
Group Support	43	38	4,581	4,662
Information, Advice & Guidance	34	31	3,651	3,716
	<u>838</u>	<u>758</u>	<u>90,077</u>	<u>91,673</u>

Support costs are allocated to activities based on a percentage by project.

Support costs, included in the above, are as follows:

Information technology

	Counselling and support £	Training workshops & awareness £	Group Support £
Depreciation of tangible fixed assets	<u>712</u>	<u>49</u>	<u>43</u>
		2022	2021

	Information, Advice & Guidance £	Total activities £	Total activities £
Depreciation of tangible fixed assets	<u>34</u>	<u>838</u>	<u>1,117</u>

Human resources

	Counselling and support £	Training workshops & awareness £	Group Support £
Rates and water	527	36	31
Light and heat	118	8	7
	<u>645</u>	<u>44</u>	<u>38</u>
		2022	2021

	Information, Advice & Guidance £	Total activities £	Total activities £
Rates and water	25	619	-
Light and heat	6	139	-
	<u>31</u>	<u>758</u>	<u>-</u>

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

9. SUPPORT COSTS - continued

Other

	Counselling and support £	Training workshops & awareness £	Group Support £
Wages	57,315	3,968	3,429
Social security	5,037	349	301
Pensions	1,720	119	104
Rent	4,834	335	289
Telephone	(136)	(9)	(8)
Postage and stationery	(99)	(7)	(6)
Sundries	1,349	93	80
Cleaning	244	17	15
Computer costs	4,020	278	241
Professional fees	3,527	244	211
Recruitment cost	(273)	(19)	(16)
Repairs and maintenance	684	47	41
Photocopying and consumables	109	7	6
Training	1,784	124	107
Travel and counselling costs	(4,179)	(289)	(250)
Governance costs	-	-	-
Bank Charges	610	42	37
	<u>76,546</u>	<u>5,299</u>	<u>4,581</u>

	Information, Advice & Guidance £	2022 Total activities £	2021 Total activities £
Wages	2,734	67,446	59,821
Social security	240	5,927	6,160
Pensions	82	2,025	3,659
Rent	231	5,689	6,539
Telephone	(7)	(160)	236
Postage and stationery	(5)	(117)	371
Sundries	64	1,586	194
Cleaning	12	288	-
Computer costs	192	4,731	3,313
Professional fees	168	4,150	61
Recruitment cost	(13)	(321)	89
Repairs and maintenance	33	805	1,323
Photocopying and consumables	5	127	33
Training	85	2,100	-
Travel and counselling costs	(199)	(4,917)	435
Governance costs	-	-	2,207
Bank Charges	29	718	911
	<u>3,651</u>	<u>90,077</u>	<u>85,352</u>

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

10. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Depreciation - owned assets	838	1,117
	<u> </u>	<u> </u>

11. TRUSTEES' REMUNERATION AND BENEFITS

During the year, no Trustees received any remuneration or other benefits (2021 £NIL).

At the date of this report and during the period a third party trustee indemnity policy was in force for the benefit of all of the trustees.

Trustees' expenses

During the year ended 31 March 2022, there were no expenses paid to trustees (2021 £NIL).

12. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	387,485	385,016
Social security costs	21,712	20,023
Other pension costs	11,316	12,431
	<u> </u>	<u> </u>
	<u>420,513</u>	<u>417,470</u>

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

	2022	2021
Charitable activities	25	23
Management and administration of charity	6	6
	<u> </u>	<u> </u>
	<u>31</u>	<u>29</u>

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

The total amount of employee benefits received by the company's key management personnel was £114,451(2021 £118,509). No benefit in kind are received by any members of the management team.

13. INDEPENDANT EXAMINER'S REMUNERATION

The Independant examiner's remuneration amounts to an Independent Examiner fee of £3,520 (2021 £3,150).

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

14. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 April 2021 and 31 March 2022	17,375
DEPRECIATION	
At 1 April 2021	14,024
Charge for year	838
At 31 March 2022	14,862
NET BOOK VALUE	
At 31 March 2022	2,513
At 31 March 2021	3,351

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade debtors	67,991	41,491
Accrued income	12,143	4,205
Prepayments	3,552	2,548
	<u>83,686</u>	<u>48,244</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	1,891	1,044
Social security and other taxes	7,791	6,436
Other creditors	2,635	2,212
Income in Advance	367,076	95,206
Accrued expenses	7,199	7,451
	<u>386,592</u>	<u>112,349</u>

Creditors includes £367,076 (2021 £95,206) of income which has been deferred into the following year due to the timing of the company's entitlement to the income.

Included in deferred income is £248,951 relating to the Midlands Partnership Foundation Trust grant (see note 24).

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

17. LEASING AGREEMENTS

At 31 March 2022 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
No later than 1 year	-	-
Later than 1 year and not later than 5 years	10,800	14,400
	<u>10,800</u>	<u>14,400</u>

The following lease payments have been recognised as an expense in the Statement of Financial activities:

	2022 £	2021 £
Operating lease rentals	3,600	3,600
	<u>3,600</u>	<u>3,600</u>

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
Fixed assets	2,513	-	2,513	3,351
Current assets	756,717	-	756,717	329,234
Current liabilities	(386,592)	-	(386,592)	(112,349)
	<u>372,638</u>	<u>-</u>	<u>372,638</u>	<u>220,236</u>

19. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	220,236	152,402	372,638
TOTAL FUNDS	<u>220,236</u>	<u>152,402</u>	<u>372,638</u>

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

19. 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	569,205	(416,803)	152,402
Restricted funds			
Restricted funds	80,384	(80,384)	-
TOTAL FUNDS	<u>649,589</u>	<u>(497,187)</u>	<u>152,402</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	164,756	55,480	220,236
TOTAL FUNDS	<u>164,756</u>	<u>55,480</u>	<u>220,236</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	354,442	(298,962)	55,480
Restricted funds			
Restricted funds	189,628	(189,628)	-
TOTAL FUNDS	<u>544,070</u>	<u>(488,590)</u>	<u>55,480</u>

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

19. MOVEMENT IN FUNDS - continued

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds				
Designated funds				
Contingency Fund	160,000	-	-	160,000
General funds				
General Funds	60,236	569,205	(416,803)	212,638
Total Unrestricted funds	220,236	569,205	(416,803)	372,638
Restricted funds				
Drake Hall	-	22,102	(22,102)	-
BBC Children in Need, Cheshire	-	36,652	(36,652)	-
The National Lottery Community Fund - RC Midlands Region	-	21,631	(21,631)	-
	-	80,384	(80,384)	-
Total of funds	220,236	649,589	(497,187)	372,638

Statement of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Unrestricted funds				
Designated funds				
Contingency Fund	160,000	-	-	160,000
General funds				
General Funds	4,756	354,442	(298,962)	60,236
Total Unrestricted funds	164,756	354,442	(298,962)	220,236
Restricted funds				
BLF (Young People's Fund)	-	104,241	(104,241)	-
Dove Uth Wing Project	-	23,422	(23,422)	-
BBC Children in Need, Cheshire	-	7,809	(7,809)	-
Dove Buddies	-	54,156	(54,156)	-
National Lottery	-	189,628	(189,628)	-

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

19. MOVEMENT IN FUNDS - continued

Total of funds	<u>164,756</u>	<u>544,070</u>	<u>(488,590)</u>	<u>220,236</u>
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Contingency Fund

The Trustees have determined (in accordance with good risk management practice) to maintain a designated contingency fund to permit the charity to rundown its activities and close over a period of three months after a decision to cease its charitable activities.

BLF (Young People's Fund) Dove Uth Wing Project

C&YP counselling, peer mentoring and training in North Staffordshire, Cheshire & Wirral.

BBC Children in Need, NS/Wirral C&YP

Bereavement support to children, young people and their families across Stoke on Trent and Wirral.

Dove Buddies

Group support sessions.

Drake Hall

This funds the provision of specialist counselling support to residents.

The National Lottery Community Fund RC Midlands Region

Emergency funding to support those impacted by the Covid-19 Pandemic. This was short term funding and closed on 31st March 2021.

20. EMPLOYEE BENEFIT OBLIGATIONS

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £11,316 (2021 £12,431). Contributions totalling £2,635 (2021 £2,212) were payable to the fund at the balance sheet date and are included in creditors.

21. OTHER FINANCIAL COMMITMENTS

At 31 March 2022 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
No later than 1 year	3,600	3,600
Later than 1 year and not later than 5 years	7,200	10,800
	<u>10,800</u>	<u>14,400</u>

The following lease payments have been recognised as an expense in the Statement of Financial activities:

	2021 £	2021 £
Operating lease rentals	3,600	3,600
	<u>3,600</u>	<u>3,600</u>

THE DOVE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

22. RELATED PARTY DISCLOSURES

There have been no related party transactions during the year.

23. FINANCIAL INSTRUMENTS

	2022 £	2021 £
Financial assets		
Financial assets measured at fair value through income and expenditure	-	-
Financial assets that are debt instruments measured at amortised cost	67,991	41,491
	<u>67,991</u>	<u>41,491</u>
	2022 £	2021 £
Financial liabilities		
Financial liabilities measured at amortised cost	(1,891)	(1,044)
	<u>(1,891)</u>	<u>(1,044)</u>

Financial assets that are debt instruments measured at amortised cost comprise trade debtors.

Financial liabilities measured at amortised cost comprise trade creditors and some other creditors.

24. GOVERNMENT GRANTS

During the year, the Charity received the following government grants:

BLF (Young People's Fund) Dove Uth Wing Project

A grant was awarded to the Charity in January 2016 to cover a 5 year period. The grant is used for the provision of bereavement and loss support for young children, young people and families, peer monitoring and training across North Staffordshire, Cheshire and Wirral. During the year, £NIL (2021 £104,241) has been recognised as income in the Statement of Financial Activities.

National Lottery Community Fund RC Midlands Region

A grant was awarded in July 2020 relating to emergency funding to support those impacted by the Covid-19 pandemic. During the year £NIL (2021 £54,156) has been recognised as income in the Statement of Financial Activities.

National Lottery Community Fund RC Midlands Region (Grief Out Loud)

A grant was awarded in October 2021 relating to a 5 year project supporting families in North Staffordshire, Cheshire and Wirral. During the year £21,631 (2021 £Nil) has been recognised as income in the Statement of Financial Activities.

Midlands Partnership Foundation Trust (MPFT)

A grant was awarded in March 2022 relating to emergency funding to support the requirement for additional counsellors. During the year £35,565 (2021 £NIL) has been recognised as income in the Statement of Financial Activities.

There are no unfulfilled conditions or other contingencies attached to the grant noted above.

During the year the Charity received assistance from the Government through its Coronavirus Job Retention Scheme ('Furlough') scheme.

