

**Charity registration number 1086625**

**Company registration number 03613893 (England and Wales)**

**THE DOVE SERVICE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# THE DOVE SERVICE

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	Mr S W Knock Ms S Goodall Ms L J Goodburn Ms M C Moore Ms V F Nash Mr C G Quayle	(Appointed 16 May 2023)    (Appointed 16 May 2023)
Chief executive officer	Ms C J O'Dell	
Charity number	1086625	
Company number	03613893	
Registered office	Parklands 1 Lyme Drive Trent Vale Stoke on Trent ST4 6NW	
Independent examiner	Dains Accountants Limited Suite 2 Albion House 2 Etruria Office Village Forge Lane Stoke on Trent ST1 5RQ	
Bankers	Unity Trust Bank Plc Four Brindleyplace Birmingham B1 2JB	

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THE DOVE SERVICE

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# THE DOVE SERVICE

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) FOR THE YEAR ENDED 31 MARCH 2024

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The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006 present their annual report together with the financial statements of The Dove Service (the company) for the year ended 31 March 2024.

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

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:

1. 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:
  - i. Have suffered and/or been affected by bereavement; or
  - i. Are facing a life threatening illness; or
  - ii. Are facing a serious life changing loss.
2. To advance the education of the public in matters relating to:
  - i. Grieving and bereavement;
  - i. Life threatening illness;
  - ii. Serious life changing loss.

The Trustees and Management team worked together to develop our Strategic plan 2022 – 2025 in which we have focused on two overarching long term goals. Firstly, stabilisation through in depth reviews of our income and structure and focusing on existing relationships and projects. Secondly, development by creating a plan that prioritises our objectives and goals and supports the organisations ability to diversify, undertaking in depth options analysis and examining risk.

In this second year we are still working on stabilisation, and working towards 3 objectives:

- To increase our resilience as an organisation to be able to respond rather than react to change.
- To maximise our impact for our clients by developing a learning culture, and by constantly improving, so that we are a truly person-centred organisation
- To build on our reputation and develop positive working relationships with strategic partners and networks, so that we are the voice of grieving people in our communities.

We are continuing to use these objectives to constantly review our organisational plan which will be communicated throughout the organisation, making it clear what role each TDS member plays in its delivery.

## THE DOVE SERVICE

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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#### Activities for achieving objectives

In 2023-24 we stabilised our Board of Trustees and started to work towards the development of skills and knowledge. We focused on consistency in the delivery of our projects and services, and on developing a wider audience for self-funded services, while looking for new opportunities for the organisation to expand our reach and broaden our service offer. We have consistently met our targets across all projects and worked in partnership with other local voluntary sector organisations. We have fully integrated the use of hybrid working, affording the charity greater reach, and enabling our teams to work from home or the office and encouraging flexible working.

#### Activities, projects and services

Income this year decreased on last year by 6% to £591,548. Operating expenditure decreased by a corresponding 8% margin to £562,833, leading to a small overall operating surplus of £28,715.

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 8 groups running in the community covering Staffordshire and South Cheshire. The groups have grown, with an average of 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.

Volunteers play a vital part of our organisation in two main ways, in the recruitment of placement counsellors who we are privileged to be able to support through the final stages of their counselling training, and in our Board of Trustees who volunteer their time and expertise to provide effective governance to the running of TDS. We have continued to recruit a small team of placement counsellors to support our work in South Cheshire, this is a great opportunity for us to expand our workforce and be part of the development of the counselling profession.

#### Main activities undertaken to further the charity's purposes, including 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 The Wirral, with expanding geographical locations through a developing network of "outreach" delivery points. The use of phone and video-conferencing counselling has made it easier for some clients to make appointments and overcome geographical constraints.

TDS educational services are provided through advice, guidance, training and workshops around all subjects that relate to grief and/or loss. Information provision includes literature and group information/ awareness sessions.

# THE DOVE SERVICE

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **Achievements and performance**

Summary of main achievements to support our objectives:

- Delivered over 6,800 counselling sessions
- Supported over 1,500 clients
- Delivered 124 support groups with 630 attendees
- Supported 788 professionals and C&YP through training around issues relating to grief
- Expanded our Dove Buddies groups into more areas with 8 regular groups
- Maintained our therapeutic support group at Port Vale Football Club
- Maintained our administration team.
- Been successful in our tenders for two framework opportunities in Staffordshire, additional funding in Cheshire, and an Awards for All grant which will be used in 24/25 to support our Dove Buddies Project.
- Recruited 5 new placement counsellors and have opened recruitment again.
- Continued to Chair the Staffordshire Bereavement Alliance in partnership with the Dougie Mac Hospice and other bereavement organisations.

Our three main outcomes for the year and our progress towards those is detailed below:

### **Resilience**

- Management & Administrative teams have been stabilised.
- Board Skills Audit revealed some perceived gaps on the Board and future recruitment has been planned.
- Resource review being renewed based on changes in need and consideration for potentially working towards purchasing our own property.
- Leadership training completed by the Management team, with learning implemented across the organisation.
- Management away days scheduled for the year.
- Board away days scheduled.

### **Impact**

- Agendas for meetings updated to ensure effective communication.
- Management team and Board reviewed current reporting framework and identified strengths and gaps
- Internal coms strategy to be reviewed for effectiveness and updated.
- Plan of action reviewed to increase evaluation form return.
- Target for 70% positive therapeutic movement responses, 100% response to 'dignity & respect' question, 70% evaluation returns communicated to all staff.

### **Reputation**

- Criteria for partnership working identified and agreed by board for use.
- Meetings, key partners, and networking opportunities that align to values and purpose identified and responsibility assigned.
- PR strategy in development Fundraising strategy in development.

## THE DOVE SERVICE

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)

#### ***FOR THE YEAR ENDED 31 MARCH 2024***

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##### Performance for the year

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 Children & Young People (C&YP) and their families
- Service user evaluations and feedback forms (adapted for C&YP, or for clients with a learning disability)
- Client testimonials and case studies

TDS is 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 British Association for Counselling and Psychotherapy (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.

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 regard 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 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.

TDS 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

# THE DOVE SERVICE

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2024*

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#### 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 2023-24 we received £0 in direct face-to-face client contributions.

#### Other donations

Our supporters have gifted us a total of £2,211 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 our own staff and a number of current and former clients and their families and we really appreciate every contribution to the continued running of the charity.

#### Fundraising events

In 2023-24 we did not organise any fundraising events.

#### **Financial review**

The total income for the year ending 31 March 2024 was £591,548, and the net assets position at the end of the year was £420,870, 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. The Board have undertaken a full update of the risk register to ensure we are working with the most recent information and that the recording of, and actions taken, around risks is effective.
- 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 which is carried out by the CEO and Management Team, at least annually, to ensure that risks are identified, reported and mitigated and that the health and safety policy and management system are reviewed. All staff receive health & safety training as part of their induction and are required to report any identified risk to management. Any health and safety incidents or concerns, and the results of the annual review are reported to the Board.
- 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. These 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.



## THE DOVE SERVICE

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)

#### ***FOR THE YEAR ENDED 31 MARCH 2024***

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##### Principal risks and uncertainties

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

- Recent years have changed how we work as an organisation and we have continued to see a reduction in client contributions as counselling sessions are delivered remotely and clients do not come into head office.
- Changes in key personnel as we said goodbye to our Finance Officer, Engagement & Development Manager and Clinical Advisor after the end of this financial year meaning that the structure of the organisation will need to adjust. During the interim period between our Finance Officer leaving and their direct replacement starting in August 2024, Chris Quayle has provided the security needed through his prior experience of working in the accountancy industry.
- New sub-contracting arrangements restrict our ability to ask for donations/fundraising to the charity as we are not the lead contractor on several of our current projects.
- A move toward pay as you go style framework agreements means that there is no promise of regular income that can be included in our budgeting.
- The uncertain nature of grant funding. 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

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### Plans for future periods

##### Future proofing the charities service provision

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 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 2024 is £160,000. Other unrestricted reserves at the balance sheet date amount to £260,866.

Restricted reserves relate to any funds provided under the terms and conditions of specific grant or trust funds. At 31st March 2024, restricted funds amounting to £NIL were held.

##### Future developments

Our current strategic plan builds on the 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.

We are aiming to maintain our positive working relationships within the contracts that we are currently running as these approach their final year and will be working to develop our service offer for the future. We hope that these contracts will continue and that we will continue to be an integral part of them. This includes our partnership with Changes Health & Wellbeing in the delivery of the StayWell Project for C&YP in Stoke-on-Trent, and our work as part of Talking Therapies in Staffordshire.

We will continue to provide support to meet the needs of grieving families as part of our community based Grief out Loud Project, funded by the National Lottery Community Fund. And our Cheshire East based counselling project funded by Cheshire East ICB enables us to continue our placement programme.

Our learning from previous years running Dove Buddies friendship support groups has given us the evidence of need that enabled us to successfully apply for an Awards for All National Lottery Fund grant, which will commence in April 2024. We will continue to develop this project to look at ways of sustaining these groups into the future.

We will continue to develop our fundraising strategy to incorporate a range of options to raise funds for our work. We will be reviewing the structure of our management team to ensure the roles still fulfil the needs of the organisation, and will seek to add to our Board of Trustees to increase our skill set.

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 person-centred organisation, whereby our clients inform and shape the services that are delivered based upon their needs. We 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 every one of our team brings to the charity. We continue to appreciate the adaptability and commitment to evolving and developing our services that everyone has shown during this financial year. It is the people within and behind the organisation that enables such high quality 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

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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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.

### **Structure, governance and management**

#### Governing document and Charity Constitution

The Dove Service is a charity is controlled by its governing document (its Memorandum and Articles of Association), a deed of trust, 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.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr S W Knock

Ms S Goodall

Ms L J Goodburn

Ms C Barber

(Resigned 14 January 2024)

Ms M C Moore

(Appointed 16 May 2023)

Ms V F Nash

Mr C G Quayle

(Appointed 16 May 2023)

#### 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 bimonthly 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 BACP. This means she can 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.

THE DOVE SERVICE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)  
(CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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 the Chair of the Board, Simon Knock, 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.

Pay policy for key management personnel

TDS 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.

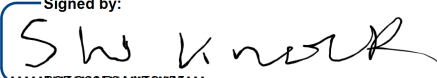
Declaration of interests

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.

Related parties

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

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

Signed by:  
  
.....BZEC89E3ARE2435....  
Mr S W Knock  
Trustee

12-Dec-24 | 7:54 PM GMT  
Date: .....

# THE DOVE SERVICE

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

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I report to the trustees on my examination of the financial statements of The Dove Service (the Company) for the year ended 31 March 2024.

### Responsibilities and basis of report

As the trustees of the Company (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 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 the Company'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 Company'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 & 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 that in any material respect:

- 1 accounting records were not kept in respect of the Company 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.

DocuSigned by:

  
B92B5E45E09E4E5...

Mr A M Bridge FCA  
Chartered Accountant  
**Dains Accountants Limited**

Suite 2 Albion House  
Etruria Office Village  
Stoke-on-Trent  
Staffordshire  
ST1 5RQ

13-Dec-24 | 10:36 AM GMT  
Dated: .....

# THE DOVE SERVICE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2024**

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	2,211	-	2,211	2,804	-	2,804
Charitable activities	4	495,504	87,636	583,140	518,755	108,596	627,351
Investments	5	6,197	-	6,197	882	-	882
<b>Total income</b>		<u>503,912</u>	<u>87,636</u>	<u>591,548</u>	<u>522,441</u>	<u>108,596</u>	<u>631,037</u>
<b>Expenditure on:</b>							
<u>Raising funds</u>							
Fundraising and publicity	6	262	-	262	272	-	272
Trading costs	6	-	-	-	3	-	3
		<u>262</u>	<u>-</u>	<u>262</u>	<u>275</u>	<u>-</u>	<u>275</u>
Charitable activities	7	474,934	87,636	562,570	502,651	108,596	611,247
<b>Total expenditure</b>		<u>475,196</u>	<u>87,636</u>	<u>562,832</u>	<u>502,926</u>	<u>108,596</u>	<u>611,522</u>
<b>Net income and movement in funds</b>		28,716	-	28,716	19,515	-	19,515
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2023		<u>392,154</u>	<u>-</u>	<u>392,154</u>	<u>372,639</u>	<u>-</u>	<u>372,639</u>
<b>Fund balances at 31 March 2024</b>		<u>420,870</u>	<u>-</u>	<u>420,870</u>	<u>392,154</u>	<u>-</u>	<u>392,154</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

**THE DOVE SERVICE**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

***FOR THE YEAR ENDED 31 MARCH 2024***

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	<b>All income funds</b>	
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Gross income	591,548	631,037
Total expenditure from income funds	562,832	611,522
<b>Net income for the year</b>	<u>28,716</u>	<u>19,515</u>

THE DOVE SERVICE

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024	£	2023	£
Fixed assets					
Tangible assets	13		1,414		1,885
Current assets					
Debtors	14	44,790		49,025	
Cash at bank and in hand		539,436		600,935	
		584,226		649,960	
Creditors: amounts falling due within one year	15	(164,770)		(259,691)	
Net current assets			419,456		390,269
Total assets less current liabilities			420,870		392,154
The funds of the Company					
Unrestricted funds	19		420,870		392,154
			420,870		392,154


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 2024.

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

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

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

The financial statements were approved by the trustees on 12-Dec-24 | 7:54 PM GMT

Signed by:  
  
.....B2EC69E3A9E2455.....  
Mr S W Knock  
Trustee

Company registration number 03613893 (England and Wales)



# THE DOVE SERVICE

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	2024 £	£	2023 £	£
<b>Cash flows from operating activities</b>					
Cash absorbed by operations	22		(67,697)		(72,979)
<b>Investing activities</b>					
Investment income received		6,198		882	
<b>Net cash generated from investing activities</b>			6,198		882
<b>Net cash used in financing activities</b>			-		-
<b>Net decrease in cash and cash equivalents</b>			(61,499)		(72,097)
Cash and cash equivalents at beginning of year			600,935		673,032
<b>Cash and cash equivalents at end of year</b>			539,436		600,935

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

##### Charity information

The Dove Service is a private company limited by guarantee incorporated in England and Wales. The registered office is Parklands, 1 Lyme Drive, Trent Vale, Stoke on Trent, ST4 6NW.

The members of the company are the Trustees named on page 1. In event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

The nature of the charity's operations and principal activities are that of bereavement support.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Company is a Public Benefit Entity as defined by FRS 102.

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

The financial statements are prepared on a going concern basis under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds compromise unrestricted funds that have been set aside by the Trustees for a particular purpose. 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 charity for particular purposes. The cost of raising and administering such funds are charged 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.

#### 1.4 Income

Income is recognised when the Company 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 Company 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.

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the Company 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.

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.

#### 1.5 Expenditure

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

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

#### 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:

Plant and equipment	25% on reducing balance
---------------------	-------------------------

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

#### 1.7 Impairment of fixed assets

At each reporting end date, the Company 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.

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 1 Accounting policies

(Continued)

#### 1.9 Financial instruments

The Company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Company's balance sheet when the Company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **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 Company'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 Company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due..

#### 1.12 Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

The analysis of these costs is included in note 8.

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 2 Critical accounting estimates and judgements

In the application of the Company'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.

In determining the allocation of the expenditure between activities a detailed review of costs is undertaken by 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 management.

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.

### 3 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	2,211	2,804

### 4 Charitable activities

	Counselling and support 2024 £	Training, workshops & awareness 2024 £	Group support 2024 £	Information, advice & guidance 2024 £	Total 2024 £	Total 2023 £
Sales within charitable activities	499,760	28,295	33,782	21,303	583,140	627,351
<b>Analysis by fund</b>						
Unrestricted funds	466,642	7,851	13,338	7,673	495,504	518,755
Restricted funds	33,118	20,444	20,444	13,630	87,636	108,596
	499,760	28,295	33,782	21,303	583,140	627,351

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 4 Charitable activities (Continued)

Previous year:	Counselling and support	Training, workshops & awareness	Group support	Information, advice & guidance	Total
	2023 £	2023 £	2023 £	2023 £	2023 £
Sales within charitable activities	533,789	35,828	33,830	23,904	627,351
<b>Analysis by fund</b>					
Unrestricted funds	495,757	11,932	9,934	1,132	518,755
Restricted funds	38,032	23,896	23,896	22,772	108,596
	533,789	35,828	33,830	23,904	627,351

### 5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	6,197	882

### 6 Raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other trading activities		
Fundraising trading expenses	262	272
Raising donations and legacies		
Interest payable and similar charges	-	3
	262	275

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 7 Charitable activities

	Counselling and support	Training workshops & awareness	Group support	Information, advice & guidance	Total 2024	Total 2023
	2024	2024	2024	2024		
	£	£	£	£	£	£
Staff costs	307,834	22,227	24,894	17,718	372,673	425,914
Rent	25,546	891	636	424	27,497	22,951
Light and heat	2,538	637	480	320	3,975	1,855
Telephone	2,015	45	29	19	2,108	3,110
Postage and stationary	215	7	6	4	232	398
Sundries	476	84	362	103	1,025	703
Computer costs	5,358	191	165	110	5,824	5,185
Professional fees	8,231	284	1,019	322	9,856	7,287
Repairs and maintenance	2,790	582	489	326	4,187	5,937
Photocopying and consumables	414	54	81	36	585	651
Training	720	-	-	-	720	4,967
Travel and counselling costs	10,435	1,928	5,547	1,528	19,438	25,562
Bank charges	415	-	-	-	415	508
Cleaning	1,449	9	-	-	1,458	2,426
Recruitment and induction	288	338	338	225	1,189	-
	<u>368,724</u>	<u>27,277</u>	<u>34,046</u>	<u>21,135</u>	<u>451,182</u>	<u>507,454</u>
Share of support costs (see note 8)	90,427	4,823	5,811	3,727	104,787	100,114
Share of governance costs (see note 8)	6,600	-	-	-	6,600	3,679
	<u>465,751</u>	<u>32,100</u>	<u>39,857</u>	<u>24,862</u>	<u>562,570</u>	<u>611,247</u>
<b>Analysis by fund</b>						
Unrestricted funds	432,631	11,656	19,413	11,234	474,934	502,651
Restricted funds	33,120	20,444	20,444	13,628	87,636	108,596
	<u>465,751</u>	<u>32,100</u>	<u>39,857</u>	<u>24,862</u>	<u>562,570</u>	<u>611,247</u>

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 7 Charitable activities

(Continued)

For the year ended 31 March 2023

	Counselling and support £	Training workshops & awareness £	Group support £	Information, advice & guidance £	Total 2023 £
Staff costs	359,038	25,609	28,563	12,704	425,914
Rent	21,042	877	619	413	22,951
Light and heat	1,058	352	267	178	1,855
Telephone	2,880	103	76	51	3,110
Postage and stationary	251	56	56	35	398
Sundries	315	198	122	68	703
Computer costs	4,694	196	177	118	5,185
Professional fees	6,718	149	326	94	7,287
Repairs and maintenance	2,748	1,246	1,166	777	5,937
Photocopying and consumables	481	64	64	42	651
Training	80	4,687	120	80	4,967
Travel and counselling costs	12,760	2,439	3,407	6,956	25,562
Bank charges	505	1	1	1	508
Cleaning	2,421	2	2	1	2,426
	<u>414,991</u>	<u>35,979</u>	<u>34,966</u>	<u>21,518</u>	<u>507,454</u>
Share of support costs (see note 8)	85,795	5,683	5,535	3,101	100,114
Share of governance costs (see note 8)	3,548	52	51	28	3,679
	<u>504,334</u>	<u>41,714</u>	<u>40,552</u>	<u>24,647</u>	<u>611,247</u>
<b>Analysis by fund</b>					
Unrestricted funds	466,302	17,818	16,656	1,875	502,651
Restricted funds	38,032	23,896	23,896	22,772	108,596
	<u>504,334</u>	<u>41,714</u>	<u>40,552</u>	<u>24,647</u>	<u>611,247</u>



# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 8 Support costs allocated to activities

	2024 £	2023 £
Staff costs	100,929	82,491
Depreciation	471	628
Rent	248	3,099
Telephone	318	324
Postage, stationery and consumables	12	-
Cleaning and sundries	458	6,721
Computer costs	-	711
Professional Fees	1,897	3,372
Recruitment costs and training	291	225
Repairs and maintenance	106	1,476
Bank charges	370	41
Travel and counselling costs	(313)	1,026
Governance costs	6,600	3,679
	<u>111,387</u>	<u>103,793</u>
<b>Analysed between:</b>		
Counselling and support	97,027	89,343
Training, workshops and awareness	4,823	5,735
Group support	5,811	5,586
Information, advice and guidance	3,726	3,129
	<u>111,387</u>	<u>103,793</u>

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Company during the year.

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.

During the year ended 31 March 2024, there were no expenses paid to trustees (2023 £Nil).

### 10 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Charitable activities	17	17
Management and administration of charity	7	7
	<u>24</u>	<u>24</u>
Total	<u>24</u>	<u>24</u>

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

10 Employees	(Continued)	
Employment costs	2024 £	2023 £
Wages and salaries	436,388	466,289
Social security costs	23,793	28,730
Other pension costs	13,421	13,386
	<u>473,602</u>	<u>508,405</u>

The total amount of employee benefits received by the company's key management personnel was £145,724 (2023 £114,451). No benefit in kind are received by any members of the key management team.

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

### 11 Independent examiner's remuneration

The Independent examiner's remuneration amounts to £6,600 (2023 £3,679).

### 12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 13 Tangible fixed assets

	Plant and equipment £
<b>Cost</b>	
At 1 April 2023	<u>17,375</u>
At 31 March 2024	<u>17,375</u>
<b>Depreciation and impairment</b>	
At 1 April 2023	15,490
Depreciation charged in the year	<u>471</u>
At 31 March 2024	<u>15,961</u>
<b>Carrying amount</b>	
At 31 March 2024	<u>1,414</u>
At 31 March 2023	<u>1,885</u>

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 14 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Trade debtors	9,012	40,344
Other debtors	1,996	-
Prepayments and accrued income	33,782	8,681
	<u>44,790</u>	<u>49,025</u>

### 15 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		5,052	8,094
Deferred income	16	136,105	240,089
Trade creditors		11,456	1,497
Other creditors		3,797	4,066
Accruals		8,360	5,945
		<u>164,770</u>	<u>259,691</u>

Creditors include £136,105 (2023 £240,089) of income which has been deferred into the following year due to the timing of the company's entitlement to the income.

### 16 Deferred income

	2024 £	2023 £
Arising from Deferred income	<u>136,105</u>	<u>240,089</u>

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

#### **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 £68,148 (2023 £79,653) 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 £124,475 (2023 £142,528) 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.

Deferred income is included in the financial statements as follows:

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

16	Deferred income	(Continued)	
		2024 £	2023 £
	Deferred income is included within:		
	Current liabilities	136,105	240,089
		<u>          </u>	<u>          </u>
	Movements in the year:		
	Deferred income at 1 April 2023	240,089	367,076
	Released from previous periods	(240,089)	(367,076)
	Resources deferred in the year	136,105	240,089
		<u>          </u>	<u>          </u>
	Deferred income at 31 March 2024	136,105	240,089
		<u>          </u>	<u>          </u>

17	Retirement benefit schemes	2024 £	2023 £
	<b>Defined contribution schemes</b>		
	Charge to profit or loss in respect of defined contribution schemes	13,421	13,386
		<u>          </u>	<u>          </u>

The Company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Company in an independently administered fund.

Contributions totalling £3,797 (2023 £2,635) were payable to the fund at the balance sheet date and are included in creditors,

### 18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Drake hall	-	19,488	(19,488)	-
The National Lottery Community Fund - RC Midlands Region (Grief out loud)	-	68,148	(68,148)	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	-	87,636	(87,636)	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 18 Restricted funds

(Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Drake hall	-	22,102	(22,102)	-
The National Lottery Community Fund - RC Midlands Region (Grief out loud)	-	79,653	(79,653)	-
Digital inclusion	-	6,842	(6,842)	-
	-	108,596	108,596	-

#### Drake Hall

This funds the provision of specialist counselling support to residents.

#### Digital Inclusion

A partnership project encouraging access to the use of digital technologies in the support of people's health and wellbeing. Delivered in partnership with Staffordshire University.

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

A community based project aiming to normalise grief, funded by the National Lottery Community Fund, RC Midlands Region.

### 19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Contingency Fund	160,000	-	-	160,000
General funds	232,154	503,912	(475,196)	260,870
	392,154	503,912	(475,196)	420,870

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Contingency Fund	160,000	-	-	160,000
General funds	212,639	522,441	(502,926)	232,154
	372,639	522,441	502,926	392,154

#### 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.

# THE DOVE SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 20 Operating lease commitments

#### Lessee

At the reporting end date the Company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	3,600	3,600
Between two and five years	3,600	7,200
	<u>7,200</u>	<u>10,800</u>

### 21 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

### 22 Cash generated from operations

	2024 £	2023 £
Surplus for the year	28,716	19,512
Adjustments for:		
Investment income recognised in statement of financial activities	(6,198)	(882)
Depreciation and impairment of tangible fixed assets	471	631
Movements in working capital:		
Decrease in debtors	4,235	34,663
Increase in creditors	9,063	84
(Decrease) in deferred income	(103,984)	(126,987)
<b>Cash absorbed by operations</b>	<u>(67,697)</u>	<u>(72,979)</u>

### 23 Analysis of changes in net funds

The Company had no material debt during the year.