



22nd Annual Report 2023-2024

***Dove Lodge Community Resource Centre
Company No.4370552
Reg. Charity No.1097703***

Dove Lodge Community Resource Centre

Reg. Charity No. 1097703

Trustees of the Charity

Victoria Rhodes Chairman

Chris Fuller

Paul Joseph (Resigned 24th Jan 2024)

Gerard Kimber

Adrian Perkins (Appointed 26 July 2023)

Dove (Littlehampton) Ltd

Company No. 4370552

Directors of the Limited Company

Victoria Rhodes (Chairman)

Mike Clayden (Company Secretary & Director)

Chris Fuller

Paul Joseph (Resigned 24th Jan 2024)

Gerard Kimber

Adrian Perkins (Appointed 26th July 2023)

Dove Lodge

Joanne Wise, User Care & Administration Officer

Dove (Littlehampton) Ltd
Dove Lodge Community Resource Centre

Chairman's Annual Report April 2024

This year, we have faced numerous challenges, one of which necessitated a restructuring of our staff to align with the need to reduce costs, mirroring the actions of our Tenants in the current economic climate. However, we have demonstrated our resilience by adapting to these changes.

This has caused our staff number to reduce by one.

We are delighted to welcome a new trustee this year, whose unique skill set complements those of our existing trustees. This collective expertise will undoubtedly fortify our organization and pave the way for a promising future.

On the financial side, we have maintained a satisfactory level of reserves, and our cost-to-income levels are regularly reviewed in line with our policy. The financial outturn has been better than expected, allowing us to boost our reserve levels.

On behalf of myself and the trustees, I would like to thank the wonderful staff for their efforts and dedication during the year and also personally thank the Trustees for their support.

Victoria Rhodes

Chairman of Trustees.

Dove (Littlehampton) Ltd
Directors Report
March 2024

It has been another challenging year for us, with our tenants losing funding and having to leave or downsize. Meeting room use has increased, possibly a sign of the new working patterns emerging in our society.

I would like to thank Jo Wise, in particular, for her hard work this year. It has been an operationally difficult year, with the need to reduce staff and office opening hours.

The following year will be challenging for our charity, but I am still confident we are a great asset to our community and will weather this storm. We will see a large decrease in energy costs this coming year which will be most beneficial to our Charity.

I would like to thank my team and contractors for all their great work in keeping Dove lodge Community Resource Centre functioning.

Mike Clayden
Director/Company Secretary
April 2024

Dove Lodge Community Resource Centre

Treasurers Report 2023-2024

Performance

I am pleased to report a much better outcome to a financially challenging year for 2023-2024.

The loss of 2 major clients, Time to Talk and NHS Childrens Speech Therapy, at Dove Lodge in May 2023 indicated a shortfall in finances by the year end 2023-2024. Following a review of income vs expenditure for the remainder of the year 2023-2024 some difficult decisions were made which allowed Dove Lodge to reduce our liabilities. An emergency budget was created in July 2023 which predicted a loss of circa £11k by the end of the financial year.

After expenditure there was a gain of £7,166 for the year 2023-2024.

Income

The meeting rooms have performed well in the second half of the year, recovering from loss in the first two qtr.'s of the year. I am pleased to report an increase in room let's, in particular the HILS Meals letting has been a major boost to our income for the year. Jo Wise (receptionist) has been a big asset in identifying and securing new customers for Dove Lodge.

Expenses

There have been no significant costs incurred. Costs have been professionally managed, thanks to Mike Clayden for conducting maintenance tasks to avoid unnecessary expenditure.

Our move to Octopus energy on a fixed 12month Tariff in May 2023 avoided the high energy costs prevailing at that time. Our Investment in Solar Energy has also helped us to reduce energy costs. Our energy performance for 2023-2024 has seen the solar panels generate 47% of the electricity used at Dove Lodge, in financial terms this equated to a saving of £2,200.00 for the year. In addition to the financial benefits the Solar Panels reduce our CO2 emissions. Unverified figure shows an average CO2 reduction of 9.0t per month, that's over 100t per annum of carbon emissions saved.

Liquidity

Your balance sheet at the end of the 2023-2024 shows acceptable liquidity.

We have more than £67,000 in bank accounts.

We have current liabilities of £12,071 and debtors (including Octopus Energy Deposit £2,797) of £12,914 giving net current assets of £68,231 at year end.

Reserves

Unrestricted cash reserves stand at £68,231. The £5,000 used to cover cash-flow has been returned to the deposit account. The deposit of £2,797.45 held in our Octopus account we expect to be returned at contract end May 2024.

Available Funds

We are showing available funds of £68,231 at the end of the 2023-2024 financial year.

Overview

A positive end to the 2023-2024 financial year. Dove Lodge have recovered well in a challenging year. Our experience in managing a turbulent year will prepare us well for the challenges of 2024-2025 year.

Chris Fuller July 2024

REGISTERED COMPANY NUMBER: 04370552 (England and Wales)

REGISTERED CHARITY NUMBER: 1097703

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2024
For
Dove Lodge Community Resource Centre

Dove Lodge Community Resource Centre

Contents of the Financial Statements
For the Year Ended 31 March 2024

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Report of the Trustees

For the Year Ended 31 March 2024

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal activities of the charity in the year under review were those of assisting in the promotion and improving the efficiency and effectiveness of charities and the application of charity resources by the provision and management for charities and voluntary organisations where they are carrying out charitable activities of office accommodation, conference, training and other facilities, services or support in the Arun District of West Sussex. The Policy of the charity is to continue this work in the future utilising all available resources for the benefit of other local charitable organisations.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04370552 (England and Wales)

Registered Charity number

1097703

Registered office

49 Beach Road
Littlehampton
West Sussex
BN17 5JG

Trustees

Victoria Rhodes (Chairman)
Chris Fuller
Gerard Kimber
Adrian Perkins (Appointed 26 July 2023)

Company Secretary

Mike Clayden

Dove Lodge Community Resource Centre

Report of the Trustees

For the Year Ended 31 March 2024

Approved by order of the board of trustees on 2.. Cf^{ult} J. J. (and signed on its ;
behalf by:



.....
Mike Clayden _ Sectary

Dove Lodge Community Resource Centre

Statement of Financial Activities
For the Year Ended 31 March 2024

	31.3.24	31.3.23
	£	£
INCOMING RESOURCES FROM		
Activities	121,860	111,159
Services	5,031	
Investment Income	1,084	260
Uncategorised Income	1,309	105
Total	129,282	111,523
EXPENDITURE ON		
Raising funds	122,118	113,477
Charitable activities		
Management and administration	0	0
Total	122,118	113,477
NET INCOME/(EXPENDITURE)	7,165	(1,954)
RECONCILIATION OF FUNDS		
Total funds brought forward	561,066	563,020
TOTAL FUNDS CARRIED FORWARD		
CONTINUING OPERATIONS		

All income and expenditure has arisen from continuing activities.

Dove Lodge Community Resource Centre

Balance Sheet

At 31 March 2024

		31.3.24	31.3.23
	Notes	£	£
FIXED ASSETS			
Tangible assets	(Freehold: Dove Lodge, 49 Beach Road, Littlehampton, BN17 5JG)	715,000	715,000
CURRENT ASSETS			
Debtors		5,497	298
Cash at bank and at hand		67,388	68,279
Other Current Assets		7,417	2,873
		80,302	71,450
CREDITORS			
Amount falling due within one year		(12,071)	(10,384)
NET CURRENT ASSETS		68,231	61,066
TOTAL ASSETS LESS CURRENT LIABILITIES		783,231	772,480
NET ASSETS		783,231	774,721
FUNDS			
Unrestricted funds		561,067	563,020
Revaluation Reserve		215,000	215,000
Surplus		7,166	(1,954)
TOTAL FUNDS		783,231	776,066

The notes form part of these financial statements

Continued...

Dove Lodge Community Resource Centre

Balance Sheet - continued

At 31 March 2024

The charitable company is entitled to exemption from audit under Section 479A of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2024.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2024 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 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 on 24th July 2024 and were signed on its behalf by:



.....
V Rhodes - Trustee

The notes form part of these financial statements.

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 2015)', 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in the settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Freehold property	-	Not provided
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Taxation

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

Fund accounting

Unrestricted funds can only be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

RELATED PARTY DISCLOSURES

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

STAFF COSTS

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

	31.3.23	31.3.22
No employees received emoluments in excess of £60,000.	<u>3</u>	<u>4</u>

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

	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PY)
Income		
Billable Expense Income		12.00
Services	5,030.20	28.00
Total Interest		
Interest Income	1,083.65	259.30
Total Interest	1,083.65	259.30
Total Miscellaneous Income		
Miscellaneous Income	215.00	65.00
Total Miscellaneous Income	215.00	65.00
Total Office Rents		
Meeting Room Lets	45,948.25	28,090.50
Rents/Room Hire Tenants	75,911.41	83,068.74
Total Office Rents	121,859.66	111,159.24
Unapplied Cash Payment Income		0.00
Uncategorised Income	1,093.14	
Total Income	£129,281.65	£111,523.54
TOTAL	£129,281.65	£111,523.54
Expenditures		
Advertising/Promotional	380.40	
Air conditioning	3,208.96	
Catering Costs	273.90	167.81
Computer / Software Expenses	3,939.76	4,334.96
Costs reclaimed	0.00	0.00
Insurance	4,243.30	3,984.04
Miscellaneous Expenses (deleted)	4.50	12.00
Professional Fees	127.99	108.19
Property Expenditure	18,244.88	17,569.49
Salaries/Wages costs	55,219.27	46,899.23
Security	3,609.33	2,336.90
Solar/battery Power installation		13,920.28
Telephone,post & office sup	4,085.58	2,456.29
Total Cleaning Costs	14,001.76	13,698.83
Uncategorised Expense	1,093.14	
User Communications	1,202.85	168.28
Utilities	12,185.09	7,334.19
Volunteer/Staff/Trustees Expen	296.32	486.82
Total Expenditures	£122,117.03	£113,477.31
NET OPERATING INCOME	£7,164.62	£ -1,953.77
NET INCOME/(EXPENDITURE)	£7,164.62	£ -1,953.77

This page does not form part of the statutory financial statements.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Dove Lodge Community Resource Centre

On accounts for the year
ended

31st March 2024

Charity no
(if any)

1097703

Set out on pages

Page 1-8

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2024.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date:

27/9/24

Name:

NAOMI GOOD

Relevant professional
qualification(s) or body
(if any):

Address:

113 WEST STREET, HAVANT
HANTS, PO8 1LE