

Registered Company Number: 5830381
Registered Charity Number: 1118283

THE DODDRIDGE CENTRE LTD
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS AND ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Doddridge Centre Limited (a company limited by guarantee)

Contents

Contents	Page
Reference and Administrative Information	3
Directors Annual Report	4 - 8
Accounting Policies	9 - 10
Independent Examiner Report	11
Statement of Financial Activities	12
Statement of Financial Position	13
Notes to the Accounts	14 - 16

The Doddridge Centre Limited (a company limited by guarantee)

Directors annual report for the year ended 31 March 2021

The Directors present their annual report and financial statements for the year ended 31st March 2021.

Reference and Administrative Information

Charity Name: The Doddridge Centre Limited

Other Names the Charity is Known By: Doddridge Centre

Charity Registration Number: 1118283

Registered Company Number: 5830381

Registered Office: 109 St James Road
Northampton, NN5 5LD

Directors:

Mr Graham Croucher	Chair
Mr Shankar Meembat	Treasurer
Mr Christopher Elmer-Gorry	(resigned January 2021)
Ms Julie Letts	

Senior Manager: post vacant during the year

Independent Examiner: Neil Sawford FCCA
Sawford Bullard
Accountants taxation and business advisers
The Old Mill
Blisworth Hill Farm
Stoke Road
Blisworth
Northampton, NN7 3DB

Bankers: Barclays Bank,
The Northampton Group,
P O Box 23,
Northampton, NN1 4YD

The Doddridge Centre Limited (a company limited by guarantee)

Directors annual report for the year ended 31 March 2021

Governance, Structure and Management

Governing Document

A charitable company limited by guarantee – The Doddridge Centre Limited – incorporated on 26th May 2006 and registered as a charity on 8th March 2007. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

On 31st October 2008 all the assets of Doddridge Community Care were transferred to The Doddridge Centre Limited.

Recruitment and Appointment of Trustees

The Directors of the company are also charity Trustees for the purpose of charity law. They are also known as members of the Executive Committee.

The Memorandum & Articles of Association provides for a minimum of 3 Directors. Directors may be appointed by the charity in a general meeting, by other Directors or by the Doddridge Memorial United Reformed Church (DMURC). DMURC set up the charity in 1995 with the purpose of converting existing church buildings into a multi-use, multi-agency and multi-faith community facility.

The members of the Executive Committee (the Trustees) are elected annually and offer a wide range of skills in the fields of community involvement, faith-based work, finance and law. Trustees identify and approach individuals to fill any perceived gaps in skills or knowledge and also ensure the Executive Committee reflects the local community.

The Trustees seek to ensure the needs of user groups are represented by inviting existing User Groups and Resident Agencies to nominate a User Group Representative to the Executive Committee. We currently have three representatives.

Trustee Induction and Training

Most Trustees are already familiar with the practical work of the charity, mainly being drawn from regular visitors of the centre and existing Trustee networks. New Trustees are provided with a Trustee Induction Pack which includes copies of the Policies & Procedures adopted by the charity, the latest Annual Report, Accounts and Governing Documents. They are also made aware of the history and ethos of the organisation to familiarise themselves with the charity and the context in which it operates.

Risk Management

The Executive Committee has assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that systems are in place to mitigate our exposure to the major risks. The Trustees do not believe the charity is subject to any substantial risk beyond the liabilities disclosed in the Annual Report and Accounts. The organisation has public liability and employer liability insurance to protect the charity in the case of a claim.

The Trustees, having taken advice, have introduced risk management processes to assess risks and implement risk management strategies. These include regular risk assessments by appropriately trained members of staff.

Organisational Structure

At present the Executive Committee consists of 4 Trustees who meet approximately every 6 weeks and are responsible for the strategic direction and policy of the charity. The Centre Director is also in attendance at committee meetings but has no voting rights. Other members of staff attend meetings as and when deemed appropriate by the Trustees.

The Doddridge Centre Limited (a company limited by guarantee)

Directors annual report for the year ended 31 March 2021

The Centre Director has overall responsibility of the charity; its fundraising, its profile and networks, new opportunities, premises, staff and volunteers.

Our Aims & Objectives

Purposes and Aims

Our charity's purposes as set out in the objects contained in the company's Memorandum of Association are:

- To promote any charitable purpose for the benefit of the community in Northamptonshire and surrounding areas by providing charitable groups with the necessary accommodation and facilities so as to enable such organisations to carry out their charitable work.
- To advance the education of the public.
- To relieve poverty by providing support for other organisations which give help to people suffering hardship.

The aim of our charity is to continue to provide the highest quality services to non-profit organisations and community groups providing them with the best opportunities and developing their tools and strategies to help them and us achieve a more just society.

Ensuring our work delivers our aims

Each year we review our objectives and activities to ensure they continue to reflect our aims. We refer to the Charity Commission's general guidance on public benefit when carrying out this review and when planning our future activities. The review helps us to ensure our aim, objectives and activities remain focused on our stated purposes.

Public Benefit Statement

Our primary purpose is to provide charitable organisations and community groups with suitable accommodation, quality services and support such that it enables them to carry out their charitable work. Inextricably linked to this purpose is the aim of contributing to the public good by promoting the work of our resident agencies and regular user groups whenever possible, by offering straight forward booking procedures, by welcoming user groups and their clients to our centre and by ensuring our facilities and services meet their high expectations.

All our activities are undertaken to further our charitable purposes for the public benefit.

Our Services

Our model that has allowed us to be self-financing is room / building hire and office rental, which has led holistically to the development of a range of capacity building services for the wider community and supporting the idea of a Community Hub. In 2020/2021, we provided the following services:

- Accommodation for charitable organisations (some free or subsidised)
- Working in partnership with other organisations
- Initial advice and guidance to the local community
- Volunteering, albeit on a much reduced basis
- Office hire for small, ethical businesses that gave back to the community

The two centres support many organisations that use the facilities as permanent offices, as a conference venue, or as a space in which to perform dance, creative crafts and other recreational activities. In short, we act as a resource centre, providing office spaces and meeting rooms to circa 40 separate organisations

The Doddridge Centre Limited (a company limited by guarantee)

Directors annual report for the year ended 31 March 2021

as well as developing the concept of a Community Hub for local residents. This involves being able to access a range of services, advice and guidance through office users and partnership arrangements. Office hirers are encouraged to give back to the community through their own business model.

The results of our hard work took a serious dent during the financial year, government grants given due to long periods of enforced lockdown closure have helped enormously. Office rental also helped steady the ship. Our core activities of room hire and event hosting took a severe regression and was only enhanced sporadically during lockdown easing and with the help of our own COVID mitigation measures which gave confidence to the residual customers during the period.

We continue to see a steady interest in room hire again, proving that there is still a real need for value-for-money accommodation in a friendly and non-threatening ambience venue such as the Doddridge Centre offers.

We have been proud, previously, to be able to offer supported placements for volunteers. This came to an enforced halt at the start of lockdown to protect our volunteers and due to lack of meaningful opportunities forced by lockdown restrictions. It is something that will be embarked upon again, and we have already started recruiting volunteers.

Infrastructure Support

Despite the lack of funding received for this work the Acting Centre Director continued on a low, reduced level to give infrastructure support/advice to small start-up groups where needed. This has included signposting to models for various policies, support and advice in completing funding applications, contacts for further advice, and often the most valuable is the networking aspect with similar or like-minded organisations. Whilst this had obviously been reduced greatly, there still has been a need locally within the community. The lockdown restrictions have prevented formal face to face meetings, overall but electronic, telephone and impromptu, ad hoc face to face meetings have occurred and advice duly given. Throughout this period next to none of that advice has resulted in events or tenancy within the Centre but these are seeds for the future when restrictions ease and we are confident that these seeds will germinate in the near future.

Catering and equipment hire

We continue to offer a catering service to groups using the centres, (with outside caterers for larger events) and are offering an enhanced service in conjunction with differing suppliers, dependant on needs, along with conference and meeting room equipment, including flip charts, a Multi-purpose DLP Projector, Lap Top computer, Media TV, mobile TV, video & DVD players and Hearing Induction Loops in every room.

Building Maintenance

We continue to maintain both sites to a high standard (as funds allow) and have a regular group of trades who assist us in repairs, maintenance and scheduling of works.

With a large Victorian building coupled with fast increasing utility costs we are seeking funding to replace many of the windows with double glazed units and a more efficient way of heating our large hall, as we are ever mindful of reducing our costs and causing less damage to our environment.

Financial Review

The trustees are pleased to report a surplus for the year of £53,066 compared to a surplus of £24,286 in the previous year.

Principal Funding Sources

We received £6,000 in external grant funding this year and generated £57,892 of income from charitable services. The Directors are proud of the fact that each year we generate a high proportion of income from our services. Greatly appreciated financial support was received from:

The Doddridge Centre Limited (a company limited by guarantee)

Directors annual report for the year ended 31 March 2021

- Constance Travis Trust

Assets

The assets are held in pursuance of the charity's objectives. The net assets for each type of fund held are shown on the Balance Sheet.

Investment Policy

Grants received in advance are paid in to a higher interest savings account with no restrictions on access. Funds are transferred when required to the current account. No funds are tied up in long term investments.

Reserves Policy

The reserves policy of the charity is based on having free reserves at a level sufficient to provide six months cover in the event of delays in receipt of unrestricted grants or accrued legacies, together with a sum required to meet any capital commitments. As at 31 March 2021, this has been set at £40,000. The total unrestricted fund stands at 49,603.

The charity has one restricted fund as detailed in note 10. These are where the donor has specified the purpose for which the money can be spent. At 31 March 2021, restricted funds were £4,377 (2020: £4,377).

The Future

During the financial year to March 2021 we have been managing the impact of the Coronavirus and the resulting restrictions including lockdowns, social distancing measures etc. Income from room hires has fallen significantly, the impact of which has been mitigated via support from the furlough scheme, local authority grants etc. Office lettings have assisted stability during this period and the future will be challenging. COVID restrictions and lockdowns have prevented us appointing a replacement Centre Director since the 2019 resignation, but recently we were able to successfully appoint a suitably qualified person for the role. A drive towards increased community involvement/activities should assist in building a platform for future sustainability and continued delivery of our charitable articles. Already in the first month of the year and following the recent appointment of a Centre Director, coupled with an easement of COVID measures by government we have seen a marked increase in enquiries and suggestions of potential project work with partner organisations. Careful and prudent actions by the acting Centre Manager, in the intervening period, has kept the centre "ticking over" until we could achieve our objective of Centre Director replacement. We now have a new set of exciting and achievable objectives and we are confident we will see an improved performance in all areas. A supportive and pragmatic Board of Trustees is key in projected growth and this is also an area that will be strengthened with the appointment of more Trustees, something which is already in progress. To underpin all of this, a comprehensive review of all policies and compliance has already taken place in the first week of the Centre Director's employment.

Responsibilities of the Directors

The Executive Committee (who are also directors of The Doddridge Centre Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Executive Committee to prepare financial statements for each financial year. Under that law the Executive Committee have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Executive Committee must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resource, including the income and expenditure account, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

The Doddridge Centre Limited (a company limited by guarantee)


Directors annual report for the year ended 31 March 2021

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Executive Committee are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Executive Committee are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Executive Committee on 28 January 2022 and signed on its behalf by:



.....
Graham Croucher - Director

The Doddridge Centre Limited (a company limited by guarantee)

Statement of principal accounting policies for the year ended 31 March 2021

The financial statements have been prepared in compliance with FRS 102. 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

The Doddridge Centre Limited is a company limited by guarantee with charitable status controlled and managed by the Directors who are individually named in the Annual Report.

Under the Financial Review contained within the trustees' report disclosure has been made of the significant events resulting in an operating deficit and resultant negative reserves for the period under review. The trustees have implemented a recovery plan and received assurances from both the Charity's landlord and largest creditor that they will provide the necessary support to allow sufficient time to allow the Charity to recover the losses sustained.

Fixed Assets

There are no fixed assets. It is not the charity's policy to capitalise fixed assets. This may be contrary to applicable accounting standards, but in view of its policy, it is considered by the directors that to follow this policy is to show a true and fair view of the accounts.

Income

All income is included in the financial statements when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers.

Fund Accounting

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

Designated funds comprise of unrestricted funds that have been set aside by the directors 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 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

Interest is brought into account on a receivable basis.

Intangible Income

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practicable to quantify such income.

Expenditure

Expenditure is stated inclusive of value added tax, and brought into account in the year in which it is due.

The Doddridge Centre Limited (a company limited by guarantee)

Statement of principal accounting policies for the year ended 31 March 2021

Reserves

The current reserve policy is to maintain sufficient cash flow for known commitments, and the replacement of certain assets.

Leasing commitments

Rentals paid under operating leases are charged to income on a straight-line basis over the lease term.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the statement of financial activities as they become payable in accordance with the rules of the scheme.

Transition to FRS 102

The charity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015. Details of how FRS has affected the reported financial position and performance is given in note 15.

Independent examiner's report to the trustees of The Doddridge Centre Limited (a company limited by guarantee)

I report on the accounts of The Doddridge Centre Limited for the year ended 31 March 2021, which are set out on pages 14 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charitable company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- i which gives me reasonable cause to believe that in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- ii to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Neil K Sawford FCCA
Sawford Bullard, Accountants, Taxation and Business Advisers
The Old Mill, Blisworth Hill Farm
Stoke Road
Blisworth
Northampton NN7 3DB

28 January 2022

The Doddridge Centre Limited (a company limited by guarantee)

Statement of financial activities for the year ended 31 March 2021

	Notes	Unrestricted £	Restricted £	2021 £	2020 £
Income					
Donations and legacies	1	331	-	331	320
Investment income	2	42	-	42	53
Income from Charitable Activities	3	57,892	6,000	63,892	132,114
Other income	4	79,294	-	79,294	14,374
Total Income		137,560	6,000	143,560	146,860
Expenditure					
Charitable activities	5	84,494	6,000	90,494	122,574
Total Expenditure		84,494	6,000	90,494	122,574
Net Income/(Expenditure) before other recognised gains and losses		53,066	-	53,066	24,286
Transfers between funds		-	-	-	-
Total funds brought forward		(3,463)	4,377	914	(23,372)
Total funds carried forward		49,603	4,377	53,980	914

There were no recognised gains or losses for 2021 or 2020 other than those included in the Statement of Financial Activities. All income and expenditure derive from continuing activities.

The Doddridge Centre Limited (a company limited by guarantee)

Statement of financial position as at 31 March 2021

	Notes	Unrestricted £	Restricted £	2021 £	2020 £
Current Assets					
Debtors	8	1,548	-	1,584	12,645
Business Premium Deposit		35,629	4,377	40,006	12,093
Current Account		30,915	-	30,915	5,849
Cash In Hand		271	-	271	139
		68,399	4,377	72,776	30,725
Creditors: Amounts falling due within one year					
Sundry Creditors	9	12,795	-	12,795	17,811
		12,795	-	12,795	17,811
Net Current Assets/(liabilities)		55,603	4,377	59,980	12,914
Creditors: Amounts falling due after one year					
Sundry Creditors	10	6,000	-	6,000	12,000
		6,000	-	6,000	12,000
NET ASSETS/(LIABILITIES)		49,603	4,377	53,980	914
Charity Funds					
Unrestricted		49,603	-	49,603	(3,463)
Restricted	11	-	4,377	4,377	4,377
Total Charity Funds		49,603	4,377	53,980	914

For the year ending 31st March 2021, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for:

- (I) Ensuring the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (II) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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 28 January 2022 and signed on their behalf.



Graham Croucher (Chair of Trustees)

Shankar Meembat (Treasurer)

The notes on pages 14 to 16 form part of the financial accounts.

The Doddridge Centre Limited (a company limited by guarantee)

Notes to the accounts for the year ended 31 March 2021

	Unrestricted £	Restricted £	2021 £	2020 £
1 Donations and legacies				
Donations	331	-	331	320
	331	-	331	320
2 Investment income				
Bank Interest	42	-	42	53
	42	-	42	53
3 Income from Charitable Activities				
Grants for provision of services etc.:-				
Constance Travis	-	6,000	6,000	6,000
Rental & Service Income	57,892	-	57,892	120,059
Catering Services	-	-	-	6,055
	57,892	6,000	63,892	132,114
4 Other Income				
Donation of Service	-	-	-	14,374
Other Grant Income	63,169	-	63,169	-
CJRS Income	16,125	-	16,125	-
	79,294	-	79,294	14,374
5 Charitable expenditure				
Employee Costs	28,303	-	28,303	39,954
Telephones	2,521	-	2,521	3,604
General Admin Costs	3,745	-	3,745	4,465
Bank Charges	210	-	210	460
Volunteer Expenses	-	-	-	4
Property Expenses	26,371	6,000	32,371	41,065
Cleaning & General Housekeeping	2,207	-	2,207	2,583
Catering Costs	2,533	-	2,533	4,573
Theft	-	-	-	300
Bad debts written off	2,902	-	2,902	-
	68,791	6,000	74,791	97,009
Support Costs				
Accountancy	7,080	-	7,080	7,350
General admin costs	6,056	-	6,056	14,985
	13,136	-	13,136	22,335
Governance Costs				
Independent Examiners	480	-	480	580
Professional fees	359	-	359	1,687
HR Consultancy	1,728	-	1,728	963
	2,567	-	2,567	3,230
Total Charitable Costs	84,494	6,000	90,494	122,574

The Doddridge Centre Limited (a company limited by guarantee)

Notes to the accounts for the year ended 31 March 2021

6 Paid Employees

2021
No

2020
No

The average number of full time equivalent employees during the year was

5

4

There are no employees earning £60,000 or more.

Key management personnel received remuneration of £nil, (2020: £10,065)

A Contributory Pension Scheme with The Pensions Trust - Flexible Retirement Plan is operated.

Pension contributions are also made to the Director's personal pension scheme with Prudential.

	Unrestricted £	Restricted £	2021 £	2020 £
Gross Salaries	28,148	-	28,148	39,551
Employers National Insurance	-	-	-	-
Employers Pension contributions	155	-	155	223
Travel training and other costs	-	-	-	180
	28,303	-	28,303	39,954

7 Trustees expenses

During the year the trustees received no remuneration (2020-£nil)

The total expenditure reimbursed to trustees amounted to £Nil (2020-£Nil)

8 Debtors

Other Debtors	270	-	270	10,151
Prepayments	1,313	-	1,313	2,494
	1,584	-	1,584	12,645

9 Creditors

Amounts falling due within one year:

Other Creditors	9,907	-	9,907	16,476
Accruals	2,680	-	2,680	1,311
Taxation and Social Security	208	-	208	24
	12,795	-	12,795	17,811

10 Amounts falling due after 1 year

Other Creditors	6,000	-	6,000	12,000
	6,000	-	6,000	12,000

The Doddridge Centre Limited (a company limited by guarantee)

Notes to the accounts for the year ended 31 March 2021

11 Restricted Funds	Balance 01.04.2020 £	Movement In £	Movement Out £	Balance 31.03.2021 £	Balance 31.03.2020 £
St James Community Centre	4,377	-	-	4,377	4,377
	4,377	-	-	4,377	4,377

The St James Community Centre reserves related to money that was received from the centre when its management was handed over to the charity. This is to be used for the redecoration of the community centre. There has been no movement in this account in the current year.

12 Ultimate Controlling Party

The Charity is under the ultimate control of its directors and executive committee. The names of these parties are listed in the front of the financial statements.

13 Lease

At 31 March 2021 the charity has commitments under non-cancellable leases as follows:-

	Total 2021 £	Total 2020 £
Due within one year	4,740	4,740
Due within two to five years	18,960	18,960
Due after five years	71,100	75,840
	94,800	99,540

14 Members

The Charity is incorporated as a company limited by guarantee having no share capital. In accordance with the Memorandum of Association, each member is liable to contribute a sum of £1 in the event of the charitable company being wound up whilst being a member or within one year of ceasing to be a member.