

Charity Registration Number: 1173436
Company Registration Number: 09975230

DALECOTE HOUSE LIMITED

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES REPORT AND ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2021

DALECOTE HOUSE LIMITED

(A COMPANY LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 30 JUNE 2021

Directors	G A Logue A J Searle P Fernandez-Montes
Secretary	W P Watson
Charity Number	1173436
Company Number	99752350
Principal Address	165 Warwick Road Coventry CV3 6AU
Registered Office	165 Warwick Road Coventry CV3 6AU
Independent Examiners	G R Associates Calle Naranjo 1 El Pinar de Campoverde 03191 Pilar de la Horadada Comunidad Valenciana Spain
Bankers	HSBC 126 Parade Leamington Spa Warwickshire CV32 4AJ

DALECOTE HOUSE LIMITED

(A COMPANY LIMITED BY GUARANTEE)

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DALECOTE HOUSE LIMITED

TRUSTEES REPORT FOR THE YEAR ENDED 30 JUNE 2021

The Trustees present their report together with the accounts of the Charity for the year ended 30 June 2021.

The accounts have been prepared on agreed accounting policies and comply with the Charity's Trust Deed, applicable law and the requirements of the Statement of Recommended Practice 'Accounting and reporting by Charities' issued in March 2005.

Structure, governance and management

Dalecote House Limited is a company limited by guarantee and is a registered charity, governed by its Memorandum and Articles of Association.

The Trustees, (*who are also the directors for the purpose of company law) who served during the year were:

G A Logue	*
A J Searle	*
J A Rook	
G Earle	
B Calcott	
H Davoudian	
P Fernandez-Montes	*
S Warner	
S Phillips (appointed 30 October 2020)	
C Ingram (appointed 30 October 2020)	

All new Trustees are given an induction meeting explaining their roles as Trustees. All Trustees are encouraged to attend relevant update and training courses.

Overall responsibility and control rest with the Board of Trustees of the charitable company. The Board meets every six months to determine policies.

Risk policy

The Trustees have 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 any exposure to major risks.

Objectives and activities

- a) To advance the education of the public in the principles of Freemasonry, in particular, but not exclusively, by the establishment and maintenance of a Masonic Heritage Centre for Coventry.
- b) To provide grants to advance such local charitable purposes (according to the Law of England and Wales) as the directors see fit from time to time.

DALECOTE HOUSE LIMITED

TRUSTEES REPORT (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

Achievement and Progress towards charitable objectives

Objective 1)

The library and museum for Freemasonry in Coventry continues to be established in Dalecote House and contains items that are pertinent to Coventry and its wider area from the former Provincial Museum and Library. During the last year, the COVID-19 crisis meant that the building was closed for most of the time, and apart from essential and routine maintenance, no volunteers or visitors were permitted in the building.

The period of lockdown did allow time to reflect, and it was decided to move the library from its current location on the second floor to one on the ground floor, so that it would be more accessible to those that wish to visit. It is intended to make this move during Autumn 2021 and costs will be incurred in the accounts for year ending 30 June 2022. The estimated costs to adapt (air conditioning, security) and enhance the new room for this purpose are modest. A goal still exists to increase the amount of documentation about the collection and make this information more widely available via, for example, social media channels, eg Twitter or Facebook, and the move of the library permits an opportunity to develop this strategy.

Objective 2)

In previous years we have made the premises available to various local charities and to the ancient Guilds of the City for meetings and furtherance of their various events. Several of the events usually raise sums of money which are distributed for charitable purposes. Where it was possible, we opened the rooms and the car park to charitable groups for holding meetings during lockdown, however to a large extent the building was not able to be used and fundraising for events, particularly the annual pantomime for disabled and disadvantaged children, run by the Freemasons, was very limited this year.

Financial Review

Dalecote House Ltd (the Charity) leases the premises 'Dalecote House' on a long lease. One of the Charity's main income streams is from sub-leasing the premises to a catering and events company. During lockdown, the tenant has been unable to use the premises, and the Trustees agreed that to protect the tenant (and the Charity's income) for future years, lease payments from the tenant would continue to be suspended. This decision was made, knowing that Dalecote House Ltd was entitled to (and had previously received) various government support and grants which would offset the majority of this lack of lease income.

Total incoming resources for the year under review amounted to £65,557 (£116,232: 2020). After deducting trading expenditure of £59,013 (£80,268: 2020), the charity reports a financial gain of £6,044 (gain £35,964: 2020).

DALECOTE HOUSE LIMITED

TRUSTEES REPORT (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

Reserves Policy

The Trustees previously had an ambition to maintain sufficient unrestricted funds of approximately 3 months management and administrative costs. Considering the disruption to the economy and businesses from COVID-19, and restrictions on meetings and gatherings, the Trustees anticipated that there could be a severe detrimental effect on the main lessee of the building owing to reduced room rental and dining income from customers. The Trustees still think it is prudent to hold greater than one year's running costs in reserve, until the situation is clearer.

Role of Volunteers

All Trustees undertake their work voluntarily.

Public Benefit

The Trustees confirm that they have referred to the guidance in the Charity Commissions general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Statement of Trustee's Responsibilities

The Trustees (who are also the Directors of Dalecote House Limited for the purposes of company law) are responsible for preparing the Trustees Report and the Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year.

In preparing these accounts, the Trustees are required to :

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time, the financial position of the charitable company and enable them to ensure that the accounts 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.

Approved by order of the Board and signed on its behalf by :

A handwritten signature in black ink, appearing to read 'A J Searle', written over a dotted line.

A J Searle – Trustee

A handwritten date '29th October 2021' in black ink, written over a dotted line.

Date

DALECOTE HOUSE LIMITED

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report on the accounts of the company for the year ended 30 June 2021 which are set out on pages 6 to 14.

Respective responsibilities of the Trustees and Examiner

The Trustees (and those who are also the directors of the 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 required.

Having satisfied myself that the charity 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
- Follow procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- State whether particular matters have come to my attention

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking 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. However, all paperwork has been examined in the course of the financial year and it is my opinion that these accounts represent a true and fair view of the charitable activities in the financial year ended 30 June 2021.

Independent Examiners Report

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

1. 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
2. To which, in my opinion, attention should be drawn in order to enable a property understanding of the accounts to be reached, save the removal of historic balances which are no longer relevant.

Gail Griffin MAAT
G R Associates



16.11.21.

DALECOTE HOUSE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2021

	Notes	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income				0	0
Activities for generating funds	2	37,606		37,606	91,232
Incoming resources from charitable activities					
Grants		0		0	0
Outreach					
Other incoming resources					
Other income	3	<u>27,951</u>	<u> </u>	<u>27,951</u>	<u>25,000</u>
TOTAL INCOMING RESOURCES		<u>65,557</u>	<u>0</u>	<u>65,557</u>	<u>116,232</u>
RESOURCES EXPENDED					
Cost of generating funds					
Trading expenditure		59,513		65,513	80,268
Cost of charitable activities					
Direct charitable costs	4			0	0
Support costs	4			0	0
Governance costs				0	0
		<u>59,513</u>	<u>0</u>	<u>65,513</u>	<u>80,268</u>
NET INCOMING RESOURCES					
BEFORE TRANSFERS	5	6,044	0	6,044	35,964
Prior year adjustment					9,445
TRANSFER BETWEEN FUNDS	12	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET MOVEMENT IN FUNDS		<u>6,044</u>		<u>6,044</u>	<u>45,409</u>
FUNDS BROUGHT FORWARD 1.7.20		<u>51,361</u>		<u>51,361</u>	<u>5,952</u>
FUNDS CARRIED FORWARD 30.6.21		<u>57,405</u>	<u>0</u>	<u>57,405</u>	<u>51,361</u>

The statement of financial activities includes all gains and losses for the year. All incoming resources and resources expended derive from continuing activities.

DALECOTE HOUSE LIMITED

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2021

	Notes	2021	2020
FIXED ASSETS			
Tangible fixed assets	8	0	0
CURRENT ASSETS			
Debtors	9	301	1,887
Cash at bank and in hand		<u>85,090</u>	<u>74,474</u>
		<u>85,391</u>	<u>76,361</u>
CREDITORS			
Amounts falling due within one year	10	4,362	<u>1,000</u>
NET CURRENT ASSETS	11	81,029	75,361
CREDITORS			
Amounts falling due after one year	13	<u>23,624</u>	<u>24,000</u>
NET ASSETS		<u>56,405</u>	<u>51,361</u>
FUNDS			
Unrestricted funds	12	56,405	51,361
Restricted funds	12	<u>0</u>	<u>0</u>
		<u>56,405</u>	<u>51,361</u>

For the financial year ended 30 June 2021, the company was entitled to exemption from audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit of its accounts for the financial year in question in accordance with section 476 of the Companies Act 2006. The Trustees and Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board on 29th Oct. 2021 and signed on its behalf.



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A J Searle – Trustee

DALECOTE HOUSE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2021

1. Principal accounting policies

The following policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

a. Basis of Accounting

The financial statements are prepared on the historical cost basis of accounting and have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements are prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities (SORP 2005) issued in March 2005.

b. Depreciation

All additions greater than £500 are capitalised and brought into account in accordance with normal accounting practice. Depreciation is provided in order to write off the cost of fixed assets over their estimated useful lives at the following rates:

Fixtures, fittings and equipment	33.3% straight line
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c. Stock

Stock is valued at the lower of cost and net realisable value.

d. Incoming Resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

e. Cash Flow Statement

The company has taken advantage of the exemption provided by Financial Reporting Standard No.1 from not producing a cash flow statement on the grounds that it is a small company.

f. Resources Expended

Resources expended are recognised in the period in which they are incurred. The costs include attributable VAT where not recoverable. Costs relating directly to an activity are allocated to that activity.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that relate directly to an activity and those of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charitable company and include the independent examiners costs.

DALECOTE HOUSE LIMITED

NOTES TO THE ACCOUNTS CONTINUED FOR THE YEAR ENDED 30 JUNE 2021

1. Principal accounting policies continued

g. Unrestricted Funds

These funds are incoming resources receivable or generated for the objectives of the charitable company without further specified purposes and are available as general funds.

h. Restricted Funds

These are used for a specific purpose as laid down by the donor. Expenditure which meets this criterion is charged to the fund, together with a fair allocation of management and support costs.

i. Operating Leases

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

2. Activities for generating funds

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Ground rent	20,000		20,000	20,000
Donations	1,460		1,460	32,378
Service charge received	-		-	21,125
Management charge	16,000		16,000	16,000
Car parking	146		146	1,109
Other income	-		-	620
	<u>37,606</u>	<u>0</u>	<u>37,606</u>	<u>91,232</u>

3. Other income resources

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
WMB grant received	5,500		5,500	
Government grant received	<u>22,451</u>	<u>0</u>	<u>22,451</u>	<u>25,000</u>
	<u>27,951</u>	<u>0</u>	<u>27,951</u>	<u>25,000</u>

DALECOTE HOUSE LIMITED

NOTES TO THE ACCOUNTS CONTINUED FOR THE YEAR ENDED 30 JUNE 2021

4. Costs of charitable activities

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Direct charitable costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Support costs				
Book-keeping	2,387	0	2,387	2,538
Cleaning	257	0	257	98
Computer expenses	873	0	873	811
Heat and light	3,505	0	3,505	4,948
Professional and legal fees	1,629	0	1,629	1,457
Telephone and internet	622	0	622	480
Admin costs	3,111	0	3,111	6,673
Rates and water	1,284	0	1,284	1,313
Rent	31,000	0	31,000	31,000
Repairs & maintenance	8,678	0	8,678	23,422
Grounds maintenance	108	0	108	-
Assets purchased in year	399	0	399	0
Security	214	0	214	319
Service charges	4,000	0	4,000	4,000
Licences	180	0	180	250
Marketing	215	0	215	666
Waste and hygiene	1,001	0	1,001	1,012
Donations made		0		1,147
BBL interest	<u>50</u>	<u>0</u>	<u>50</u>	<u>0</u>
	<u>59,513</u>	<u>0</u>	<u>59,513</u>	<u>80,268</u>

5. Net incoming resources

	2021	2020
This is after charging:		
Depreciation	0	0
Provision for repairs to Drapers Guild Equipment	0	1,000

DALECOTE HOUSE LIMITED

NOTES TO THE ACCOUNTS CONTINUED FOR THE YEAR ENDED 30 JUNE 2021

6. Staff costs

	2020	2019
Salaries and social security costs	0	0
Staff expenses	0	0
Training costs	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>

There were no employees during the year and, therefore, no salaries amounting to more than £60,000 per annum. There were no employees in the previous year.

No Trustee or Director received remuneration or reimbursement of expenses during the year nor are accruing retirement benefits via the company defined contribution pension scheme.

7. Taxation

As a charity, Dalecote House Limited has applied for exemption from Corporation Tax on income and gains within section 505 of the Taxation and Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

8. Tangible fixed assets

	Fixtures, fitting & equipment
Cost	
As at 1 July 2020	1,729
Additions in year	<u>0</u>
	<u>1,729</u>
Depreciation	
As at 1 July 2020	1,729
Charge in year	<u>0</u>
	<u>1,729</u>
Net book value	
At 30 June 2021	0
At 30 June 2020	0

DALECOTE HOUSE LIMITED

NOTES TO THE ACCOUNTS CONTINUED FOR THE YEAR ENDED 30 JUNE 2021

9. Debtors

	2021	2020
Trade debtors	301	1,887
Prepayments and accrued income	<u>0</u>	<u>0</u>
	<u>301</u>	<u>1,887</u>

10. Creditors due within one year

Trade creditors	4,362	0
BBL	4,573	0
Accruals and deferred income	<u> </u>	<u>1,000</u>
	<u>8,935</u>	<u>1,000</u>

11. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Current assets	85,391	0	85,391	76,361
Current liabilities	<u>10,362</u>	<u>0</u>	<u>10,362</u>	<u>1,000</u>
Net assets at 30 June 2021	<u>75,029</u>	<u>0</u>	<u>75,029</u>	<u>75,361</u>

12. Movement in funds

	At 1.7.20	Incoming resources	Outgoing resources	Adjustment	At 30.6.21
Unrestricted funds					
General funds	51,361	65,557	65,513		51,405
Restricted funds					0
Total funds	51,361	<u>65,557</u>	<u>65,513</u>	<u> </u>	<u>51,405</u>

13. Creditors due after more than one year

Due to the Covid-19 pandemic, the banks offered lower interest loans under the Bounce Bank Loan scheme. This was taken advantage of to support the business over at least the next five years and has been included in the accounts as a long-term creditor and is reflected in the bank balance.

	2021	2020
BBL	<u>19,051</u>	<u>24,000</u>

DALECOTE HOUSE LIMITED

NOTES TO THE ACCOUNTS CONTINUED FOR THE YEAR ENDED 30 JUNE 2021

14. Lease commitments

There are currently no lease commitments.

15. Capital and Company status

The charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

16. Control

The charity is under the control of the Trustees/Directors.