

# DOVETAIL COMMUNITY OUTREACH

England & Wales · Charity number 1121797

## Details

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**Status** Registered

**Legal form** Trust

**Registered** 2007-12-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Hillingdon Park Baptist Church  
25 Hercies Road  
Uxbridge  
UB10 9LS

**Phone** 01895814424

**Email** [dovetail@hillypark.org.uk](mailto:dovetail@hillypark.org.uk)

**Website** [www.hillypark.org.uk/dovetail](http://www.hillypark.org.uk/dovetail)

## Activities

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**Objects:** TO RELIEVE FINANCIAL HARDSHIP AND SICKNESS AND TO PROMOTE AND PRESERVE GOOD HEALTH BY THE PROVISION OF FUNDS GOODS OR SERVICES OF ANY KIND INCLUDING THROUGH THE PROVISION OF COUNSELLING AND SUPPORT IN THE LONDON BOROUGH OF HILLINGDON AND IN SUCH OTHER PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE TRUSTEES FROM TIME TO TIME MAY THINK FIT PARTICULARLY BUT NOT EXCLUSIVELY BY MEANS OF THE DEVELOPMENT OF COMMUNITY CARE INCLUDING WORKING TOGETHER WITH HILLINGDON PARK BAPTIST CHURCH VOLUNTARY CHARITABLE AGENCIES PRIMARY CARE TRUSTS AND LOCAL AUTHORITIES TO SUPPORT YOUNG PEOPLE THE ELDERLY AND THOSE WHO ARE UNEMPLOYED AND TO ADDRESS OTHER IDENTIFIED NEEDS IN THE COMMUNITY AND TO FULFIL SUCH OTHER PURPOSES WHICH ARE EXCLUSIVELY CHARITABLE ACCORDING TO THE LAW OF ENGLAND AND WALES AND ARE CONNECTED WITH THE CHARITABLE WORK OF THE TRUST

**Activities:** The charity works with the community for improvements with: Older people, Youth, Family, Health, Unemployed

## Classification

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- **How:** Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** HILLINGDON
- Hillingdon

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£61,221	£51,280	-	-
2024-03-31	£40,532	£48,220	-	-
2023-03-31	£36,965	£50,841	-	-
2022-03-31	£41,064	£50,211	-	-
2021-03-31	£39,860	£38,455	-	-

## Trustees

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Name	Role	Appointed
<b>Daniel Martin Platt</b>	Chair	2024-10-01
Anthony Roy Blake		2026-01-15
MRS JUDITH HAZELGROVE		
Margaret Ann Dunn		2026-01-15
Raymond John Wadham		2022-01-10

**DOVETAIL COMMUNITY OUTREACH**

England & Wales - Charity number 1121797

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# Accounts

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**Charity Registration no 1121797**

**DOVETAIL COMMUNITY OUTREACH  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2025**

## DOVETAIL COMMUNITY OUTREACH

### LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**  
Mrs J Hazelgrove  
Mr A Lomath  
Mr R Wadham  
Mrs T Cann  
Mr D Platt (appointed 1<sup>st</sup> October 2024)

**Charity no.** 1121797

**Charity correspondent**  
Mr A Lomath  
Hillingdon Park Baptist Church  
25 Hercies Road  
Hillingdon  
Middlesex UB10 9LS

**Independent examiner**  
C. Hamilton ACCA  
Ward Williams  
Bay Lodge  
36 Harefield Road  
Uxbridge  
Middlesex UB8 1PH

**Bankers**  
Metro Bank  
One Southampton Row  
London  
WC1B 5HA

# DOVETAIL COMMUNITY OUTREACH

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## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

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The trustees present their report and accounts for the period from 1 April 2024 to 31 March 2025.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

Dovetail Community Outreach ("DCO") was founded as part of Hillingdon Park Baptist Church on 1<sup>st</sup> October 1994 and registered as an unincorporated charity on 3 December 2007. The charity's governing document is a Declaration of Trust made on 28 September 2007.

#### Trustees

The trustees, who served during the period, were:

Mr D Platt (appointed 1<sup>st</sup> October 2024)  
Mrs J Hazelgrove  
Mr A Lomath  
Mr R Wadham  
Mrs T Cann

The Declaration of Trust provides that there shall be at least three trustees.

Trustees are elected by members of the Hillingdon Park Baptist Church and are elected by ballot at the church annual general meeting or at any other Church Members Meeting. Hillingdon Park Baptist Church is a registered charity (charity number 1131213).

#### Related parties

The trustees of the charity are considered to be related parties of the charity. A total of £646 was paid to trustees in the year (2024: £154) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

Trustees Mrs J Hazelgrove and Mr A Lomath are trustees of Hillingdon Park Baptist Church ("HPBC"). The charity rents premises from the church and HPBC also provide some administration and printing services on the charity's behalf, which are included in the rental fee. From August 2023 HPBC suspended rental payments due to the financial position of DCO, this arrangement continued throughout the current year.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

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#### Risk factors

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems are in place to mitigate its exposure to the major risks.

The appropriate systems include financial controls, good health and safety procedures and maintaining a sufficient unrestricted reserve to protect against loss of income. All appropriate insurances are taken out. The trustees ensure that they are up to date with legislative requirements.

#### OBJECTIVES AND ACTIVITIES

The objective of DCO is to relieve financial hardship and sickness and to promote and preserve good health by the provision of funds, goods or services of any kind including through the provision of counselling and support in the London Borough of Hillingdon and in such other parts of the United Kingdom or the world as the trustees from time to time may think fit. This is particularly but not exclusively by means of the development of community care including working together with Hillingdon Baptist Church, Voluntary Charitable agencies, Primary care trusts and local authorities to support young people, the elderly and those who are unemployed.

The charity is also to address other purposes that are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the trust.

The charity aims to work with the community for improvements with:

- Older people
- Youth
- Family
- Health
- Unemployed

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

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#### ACHIEVEMENTS AND PERFORMANCE

The main activities and achievements of the charity during the year were as follows:

- The Dining Centre has operated throughout the year and continued with a delivery service to housebound clients. Return of diners has been slow with numbers are still lower than pre-pandemic levels. A total of 4,954 paid for meals were served during the year which is an increase of around 400 on the previous year. A Christmas meal was served to 56 people followed the next day by a Christmas meal for the volunteers and a takeaway main course served to DASH for 20 people. Volunteers have included members of HPBC, special needs students from local colleges on work experience placements and previous work experience students. This work experience part of the activities is much valued by parents, carers and schools.
- Since the grant from the London Borough of Hillingdon was no longer available after a number of years of support, grant applications were made to a number of other organisations. The Fasnidge Memorial Trust gave a grant of £20,000 and working together with DCO which resulted in a press release about the Dovetail Dining Centre and a flier being distributed with over 800 Christmas boxes distributed by the Fasnidge Trust.
- DCO continues to run bereavement support services, with six trained support workers. The monthly drop-in support meetings have continued throughout the year with over 25 attendees during the year, but individual support meetings have not been restarted.
- The funds transferred from U-Can-Ask-Angels in April 2020 have not been used during this period.
- Although all premises hiring is now covered by the Church DCO still liaises with a number of groups regarding community issues.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

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#### FINANCIAL REVIEW

Details of the financial performance for the period are set out on pages 7 to 15.

At the start of the year the projected budget with no grant from London Borough of Hillingdon meant that the Dining Centre was likely to run out of money before the end of the financial year. The charge to diners was increased from £6 to £7 in July 2024 and less expensive sources of ingredients explored. The Church has not charged for any room hire or administrative support costs during the year, this has been included in the accounts at £500 per month written off by the Church so no transfers actually took place. In September the Fassnidge Memorial Trust gave the Dining Centre a very generous grant of £20,000 for which the trustees were very grateful. A further grant of £625 was received from the Antioch Community Trust and individual people donated £1,600 through the year.

After expenses there is a surplus for the period of £9,941 (2024: deficit £7,688). After this is added to the funds brought forward balance of £15,890 an amount of £25,831 has been carried forward to be used in furtherance of the charity's objectives.

With numbers of diners only increasing slowly and costs rising the Trustees realise that the Dining Centre could still be short of funds in before March 2026 and will keep the situation under close review during the year and grant applications will continue to be made.

At the time of this report, the dining centre had a small amount of perishable and non-perishable foodstuffs that were not included in the period-end accounts.

#### Reserve Policy

The trustees reviewed the policy in January 2020 and agreed to change the policy to hold between four and twelve months running costs in reserve. The monies currently held fall within this policy although at the current rate of monthly deficits this could fall below 4 month cover before the end of the year.

#### PLANS FOR FUTURE YEARS

The Dining Centre needs to increase the number of meals being served by a significant amount during the coming year; this will require advertising around the local area and recruitment of volunteers. The Trustees also need to explore sourcing funding from other organisations in order to keep the Dining Centre running in its current format. If this does not happen then the Trustees will need to change how the Dining Centre operates.

As well as continuing to run the Bereavement Support Service the trustees will also be open to other opportunities for developing community work in the local area in line with the stated objectives of the charity, especially with regard to disadvantaged young people.

**DOVETAIL COMMUNITY OUTREACH****TRUSTEES' REPORT (Continued)**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, 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 accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and 2022, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the board of trustees



.....  
Andrew Lomath (Trustee)

Date: 11th September 2025

**DOVETAIL COMMUNITY OUTREACH****INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF DOVETAIL COMMUNITY OUTREACH**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025, which are set out on pages 7 to 15.

**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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



**Colin Hamilton ACCA**  
**Ward Williams**  
Bay Lodge  
36 Harefield Road  
Uxbridge, Middlesex  
UB8 1PH

Date: 19/9/25

## DOVETAIL COMMUNITY OUTREACH

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Restricted Funds 2025 £	Unrestricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
<b>INCOME FROM:</b>					
Incoming resources from generated funds:					
Donations and legacies	2	-	27,604	27,604	10,889
Charitable activities	3	-	33,469	33,469	29,481
Investment income	4	-	148	148	162
<b>TOTAL INCOME</b>		-	61,221	61,221	40,532
<b>EXPENDITURE ON:</b>					
Charitable activities	5	-	51,280	51,280	48,220
<b>TOTAL RESOURCES EXPENDED</b>		-	51,280	51,280	48,220
<b>NET INCOME/(EXPENDITURE) FOR YEAR</b>		-	9,941	9,941	(7,688)
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		-	9,941	9,941	(7,688)
Total funds at 1 April 2024		4,580	11,310	15,890	23,578
<b>FUND BALANCES AT 31 MARCH 2025</b>		4,580	21,251	25,831	15,890

## DOVETAIL COMMUNITY OUTREACH

## BALANCE SHEET AS AT 31 MARCH 2025

	Notes	2025 £	2024 £
<b>FIXED ASSETS</b>			
Tangible assets	7	988	106
<b>CURRENT ASSETS</b>			
Debtors	8	574	556
Cash at bank and in hand		25,488	16,466
		<u>26,062</u>	<u>17,022</u>
<b>CREDITORS: Amounts falling due within one year</b>			
	9	<u>(1,219)</u>	<u>(1,238)</u>
<b>NET CURRENT ASSETS</b>		<u>24,843</u>	<u>15,784</u>
<b>NET ASSETS</b>		<u><u>25,831</u></u>	<u><u>15,890</u></u>
<b>INCOME FUNDS</b>			
Restricted funds	11	4,580	4,580
Unrestricted funds	11	21,251	11,310
		<u>25,831</u>	<u>15,890</u>

The accounts were approved by the trustees on ..... *11th September 2025*



Mr A Lomath (Trustee)

## DOVETAIL COMMUNITY OUTREACH

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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#### 1. ACCOUNTING POLICIES

##### Charity information

Dovetail Community Outreach (“DCO”) is an unincorporated charity which was registered on 3 December 2007. The Charity’s registration number is 1121797.

##### 1.1 Accounting convention

The accounts have been prepared in accordance with the Charity’s governing document, the Charities Act 2011 and “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)” (published in October 2019) The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

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

##### 1.2 Incoming resources

Voluntary income includes donations, gifts and grants and is included in the Statement of Financial Activities (“SOFA”) for the year when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Investment income is recognised on a receivable basis.

Income resources from charitable activities represent amounts derived from the dining centre.

Deferred income relates to income that has been received prior to the year-end that relates to performance and specific deliverables that has not been achieved at the year end. As such, the charity accounts for the income as it earns the right to consideration by its performance.

## DOVETAIL COMMUNITY OUTREACH

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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#### 1.3 Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries and those costs necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and other expenditure not directly related to the charitable activities.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer Equipment	1/3 of Cost
Kitchen Equipment	20% of Cost
Fixture and Fittings	20% of Cost

#### 1.5 Fund Accounting

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

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors that 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.

#### 1.6 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 with borrowings in current liabilities.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2025

## 2. DONATIONS AND LEGACIES

	Restricted Funds £	Unrestricted Funds £	Total 2025 £	Total 2024 £
Dining centre grant: The Fassnidge Memorial Trust	-	20,000	20,000	-
LBH	-	-	-	10,000
Other donations	-	7,604	7,604	889
	<u>-</u>	<u>27,604</u>	<u>27,604</u>	<u>10,889</u>

## 3. CHARITABLE ACTIVITIES

	Restricted Funds £	Unrestricted Funds £	Total 2025 £	Total 2024 £
Dining centre	-	30,709	30,709	26,878
Café and drinks cabinet	-	1,900	1,900	1,959
Special catering	-	860	860	644
	<u>-</u>	<u>33,469</u>	<u>33,469</u>	<u>29,481</u>

## 4. INVESTMENT INCOME

	Restricted Funds £	Unrestricted Funds £	Total 2025 £	Total 2024 £
Bank interest receivable in year	-	148	148	162
	<u>-</u>	<u>148</u>	<u>148</u>	<u>162</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2025

## 5. RESOURCES EXPENDED

	Restricted Funds £	Unrestricted Funds £	Total 2025 £	Total 2024 £
<b>Direct charitable activities</b>				
Hall hire rent	-	6,000	6,000	3,200
Catering employment costs	-	22,745	22,745	22,773
Dining centre consumables	-	19,758	19,758	19,667
Catering equipment and repairs	-	218	218	122
Kitchen equipment depreciation	-	352	352	104
Training costs	-	-	-	-
Sundry expenses	-	271	271	242
Bereavement costs	-	230	230	210
Donation to Children in Need	-	-	-	273
	<u>-</u>	<u>49,574</u>	<u>49,574</u>	<u>46,591</u>
<b>Charitable support costs</b>				
Insurance	-	686	686	669
	<u>-</u>	<u>686</u>	<u>686</u>	<u>669</u>
<b>Governance costs</b>				
Independent examination fees	-	1,020	1,020	960
	<u>-</u>	<u>1,020</u>	<u>1,020</u>	<u>960</u>
<b>Total charitable activities expenditure</b>	<u>-</u>	<u>51,280</u>	<u>51,280</u>	<u>48,220</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2025

## 6. EMPLOYEES

	2025 Number	2024 Number
<b>Number of employees:</b>		
The average monthly number of employees during the year was:	1	1
<b>Employment costs</b>	£	£
Catering manager wages cost (inc PAYE/NI/Pension)	22,745	22,773
	<u>22,745</u>	<u>22,773</u>

There were no employees whose annual emoluments were £60,000 and above.

## 7. TANGIBLE FIXED ASSETS

	Computer Equipment	Kitchen Equipment	Fixtures & Fittings	Total
	£	£		£
<b>COST</b>				
At 1 April 2024	800	30,476	4,955	36,231
Additions	-	1,234	-	1,234
Disposals	-	(1,914)	-	(1,914)
<b>At 31 March 2025</b>	<u>800</u>	<u>29,796</u>	<u>4,955</u>	<u>35,551</u>
<b>Depreciation</b>				
At 1 April 2024	800	30,370	4,955	36,125
Charge for the year	-	352	-	352
Disposals	-	(1,914)	-	(1,914)
<b>At 31 March 2025</b>	<u>800</u>	<u>28,808</u>	<u>4,955</u>	<u>24,563</u>
<b>NET BOOK VALUE</b>				
At 31 March 2025	<u>-</u>	<u>988</u>	<u>-</u>	<u>988</u>
At 31 March 2024	<u>-</u>	<u>106</u>	<u>-</u>	<u>106</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2025

8. DEBTORS	2025 £	2024 £
Prepayments and accrued income	539	556
Other debtors	35	-
	<u>574</u>	<u>556</u>
9. CREDITORS : Amounts falling due within one year	2025 £	2024 £
Other creditors	199	278
Accruals	1,020	960
	<u>1,219</u>	<u>1,238</u>

## 10. RELATED PARTIES

**Trustees**

None of the trustees, or any person connected with them, received any remuneration in the year.

A total of £646 was paid to trustees in the year (2024: £154) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

During the year, the charity paid rent to Hillingdon Park Baptist Church (HPBC), a charity for whom some trustees of Dovetail Community Outreach are also trustees, totalling £6,000 (2024: £3,200).

**Controlling party**

The charity is controlled by the trustees.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2025

## 11. STATEMENT OF FUNDS

	At 1 April 2024 £	Incoming Resources £	Resources Expended £	At 31 March 2025 £
<b>General funds</b>				
General funds	11,310	61,221	(51,280)	21,251
Total Unrestricted funds	<u>11,310</u>	<u>61,221</u>	<u>(51,280)</u>	<u>21,251</u>
<b>Restricted funds</b>				
Trips/Outings	8	-	-	8
UCAA Restricted Fund	4,572	-	-	4,572
Total Restricted funds	<u>4,580</u>	<u>-</u>	<u>-</u>	<u>4,580</u>
Total of Funds	<u><u>15,890</u></u>	<u><u>61,221</u></u>	<u><u>(51,280)</u></u>	<u><u>25,831</u></u>

The UCAA (U-can Ask Angels) restricted fund relates to an amount received from that charity on its closure. The funds are restricted to be used to support children and young people, in line with the originally charitable objectives of UCAA.

**DOVETAIL COMMUNITY OUTREACH**

England & Wales - Charity number 1121797

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# Accounts

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**Charity Registration no 1121797**

**DOVETAIL COMMUNITY OUTREACH  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

## **DOVETAIL COMMUNITY OUTREACH**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Mrs J Hazelgrove Mr A Lomath Mr R Wadham Mrs T Cann
<b>Charity no.</b>	1121797
<b>Charity correspondent</b>	Mr A Lomath Hillingdon Park Baptist Church 25 Hercies Road Hillingdon Middlesex UB10 9LS
<b>Independent examiner</b>	F. Harling ACCA Ward Williams Bay Lodge 36 Harefield Road Uxbridge Middlesex UB8 1PH
<b>Bankers</b>	Metro Bank One Southampton Row London WC1B 5HA

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## **DOVETAIL COMMUNITY OUTREACH**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024**

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The trustees present their report and accounts for the period from 1 April 2023 to 31 March 2024.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Dovetail Community Outreach (“DCO”) was founded as part of Hillingdon Park Baptist Church on 1 October 1994 and registered as an unincorporated charity on 3 December 2007. The charity’s governing document is a Declaration of Trust made on 28 September 2007.

##### **Trustees**

The trustees, who served during the period, were:

Rev R Craig (Resigned July 2023)

Mrs J Hazelgrove

Mr A Lomath

Mr R Wadham

Mrs T Cann

The Declaration of Trust provides that there shall be at least three trustees.

Trustees are elected members of the Hillingdon Park Baptist Church and are elected by ballot at the church annual general meeting or at any other Church Members Meeting. Hillingdon Park Baptist Church is a registered charity (charity number 1131213).

##### **Related parties**

The trustees of the charity are considered to be related parties of the charity. A total of £154 was paid to trustees in the year (2023: £254) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

Trustees Mrs J Hazelgrove, Rev R Craig and Mr A Lomath are/were trustees of Hillingdon Park Baptist Church (“HPBC”). The charity rents premises from the church and HPBC also provide some administration and printing services on the charity’s behalf, which are included in the rental fee. From August 2023 HPBC suspended rental payments due to the financial position of DCO.

Trustee Mr A Lomath is also a trustee of Hillingdon Street Angels.

## **DOVETAIL COMMUNITY OUTREACH**

### **TRUSTEES' REPORT (Continued)**

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#### **Risk factors**

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity and are satisfied that systems are in place to mitigate its exposure to the major risks.

The appropriate systems include financial controls, good health and safety procedures and maintaining a sufficient unrestricted reserve to protect against loss of income. All appropriate insurances are taken out. The trustees ensure that they are up to date with legislative requirements.

#### **OBJECTIVES AND ACTIVITIES**

The objective of DCO is to relieve financial hardship and sickness and to promote and preserve good health by the provision of funds, goods or services of any kind including through the provision of counselling and support in the London Borough of Hillingdon and in such other parts of the United Kingdom or the world as the trustees from time to time may think fit. This is particularly but not exclusively by means of the development of community care including working together with Hillingdon Baptist Church, Voluntary Charitable agencies, Primary care trusts and local authorities to support young people, the elderly and those who are unemployed.

The charity is also to address other purposes that are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the trust.

The charity works with the community for improvements with:

- Older people
- Youth
- Family
- Health
- Unemployed

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

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#### ACHIEVEMENTS AND PERFORMANCE

Activities in the year are still experiencing effects from the COVID-19 pandemic, this is gradually reducing and hopefully this will continue in the coming year. The main activities and achievements of the charity during the year were:

- The Dining Centre has operated throughout the year and continued with a delivery service to housebound clients. Return of diners has been slow with numbers much reduced from pre-pandemic levels. A total of just over 4,500 meals were served during the year which is an increase of 13% on the previous year. A Christmas meal was served to 40 people followed the next day by a Christmas meal for the volunteers. Volunteers have included members of HPBC, special needs students from local colleges on work experience placements and previous work experience students.
- DCO continues to run bereavement support services, with six trained support workers. The monthly drop-in support meetings have continued throughout the year with over 25 attendees during the year, but individual support meetings have not been restarted.
- The funds transferred from U-Can-Ask-Angels in April 2020 have not been used during this period. An event for Children in Need was held jointly with Hillingdon Park Baptist Church and the money collected paid through the Dovetail account.
- Although all premises hiring is now covered by the Church DCO still liaises with a number of groups regarding community issues.

#### FINANCIAL REVIEW

Details of the financial performance for the period are set out on pages 7 to 15.

The main sources of income for DCO were from the monies paid by diners at the Dining Centre and the grant of £10,000 from the London Borough of Hillingdon. The charge to diners was increased from £5 to £6 in June 2023 and a further increase to £7 is planned during 2024. HPBC charged DCO for room hire for the first 4 months of the year but the Trustees of HPBC then agreed to suspend room hire payments because of the financial position of DCO.

After expenses there is a deficit for the period of £7,688 (2023: deficit £13,876). After this is deducted from the funds brought forward balance of £23,578 an amount of £15,890 has been carried forward to be used in furtherance of the charity's objectives.

There will be no grant from London Borough of Hillingdon for the Dining Centre in the year 2024-2025, the Trustees are endeavouring to reduce costs as far as possible and seek other sources of external funding. With numbers of diners only increasing slowly and costs rising the Trustees realise that the Dining Centre could run out of funds before March 2025 and will keep the situation under close review during the year. Subsequent to the end of the financial year an offer of a grant from the Fassnidge Memorial Trust has been received which will enable the Dining Centre to run for at least another year.

At the time of this report, the dining centre had a small amount of perishable foodstuffs that were not included in the period-end accounts.

## **DOVETAIL COMMUNITY OUTREACH**

### **TRUSTEES' REPORT (Continued)**

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#### **Reserve Policy**

The trustees reviewed the policy in January 2020 and agreed to change the policy to hold between four and twelve months running costs in reserve. The monies currently held fall within this policy although at the current rate of monthly deficits this could soon fall below 4-month cover.

#### **PLANS FOR FUTURE YEARS**

The Dining Centre needs to increase the number of meals being served by a significant amount during the coming year; this will require advertising around the local area and recruitment of volunteers. The Trustees also need to explore sourcing funding from other organisations in order to keep the Dining Centre running in its current format. If this does not happen then the Trustees will need to change how the Dining Centre operates.

As well as continuing to run the Bereavement Support Service the trustees will also be open to other opportunities for developing community work in the local area in line with the stated objectives of the charity, especially with regard to disadvantaged young people.

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, 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 accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the board of trustees

Andrew Lomath (Trustee)

Date: 8 December 2024

**DOVETAIL COMMUNITY OUTREACH****INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF DOVETAIL COMMUNITY OUTREACH**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 6 to 14.

**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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

**Frank Harling ACCA**  
**Ward Williams**  
Bay Lodge  
36 Harefield Road  
Uxbridge, Middlesex  
UB8 1PH

10 December 2024

## DOVETAIL COMMUNITY OUTREACH

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Restricted Funds 2024 £	Unrestricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
<b>INCOME FROM:</b>					
Incoming resources from generated funds:					
Donations and legacies	2	273	10,616	10,889	15,915
Charitable activities	3	-	29,481	29,481	20,984
Investment income	4		162	162	66
<b>TOTAL INCOME</b>		<b>273</b>	<b>40,259</b>	<b>40,532</b>	<b>36,965</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	5	273	47,947	48,220	50,841
<b>TOTAL RESOURCES EXPENDED</b>		<b>273</b>	<b>47,907</b>	<b>48,220</b>	<b>50,841</b>
<b>NET EXPENDITURE FOR YEAR</b>		<b>-</b>	<b>(7,688)</b>	<b>(7,688)</b>	<b>(13,876)</b>
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>-</b>	<b>(7,688)</b>	<b>(7,688)</b>	<b>(13,876)</b>
Total funds at 1 April 2023		4,580	18,998	23,578	37,454
<b>FUND BALANCES AT 31 MARCH 2024</b>		<b>4,580</b>	<b>11,310</b>	<b>15,890</b>	<b>23,578</b>

**DOVETAIL COMMUNITY OUTREACH****BALANCE SHEET AS AT 31 MARCH 2024**

	Notes	2024 £	2023 £
<b>FIXED ASSETS</b>			
Tangible assets	7	<b>106</b>	210
<b>CURRENT ASSETS</b>			
Debtors	8	<b>556</b>	545
Cash at bank and in hand		<b>16,466</b>	24,635
		<u><b>17,022</b></u>	<u>25,180</u>
<b>CREDITORS : Amounts falling due within one year</b>			
	9	<u><b>(1,238)</b></u>	<u>(1,812)</u>
<b>NET CURRENT ASSETS</b>		<b>15,784</b>	23,368
<b>NET ASSETS</b>		<u><b>15,890</b></u>	<u>23,578</u>
<b>INCOME FUNDS</b>			
Restricted funds	11	<b>4,580</b>	4,580
Unrestricted funds	11	<b>11,310</b>	18,998
		<u><b>15,890</b></u>	<u>23,578</u>

The accounts were approved by the trustees on 8 December 2024

Mr A Lomath (Trustee)

## DOVETAIL COMMUNITY OUTREACH

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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#### 1. ACCOUNTING POLICIES

##### **Charity information**

Dovetail Community Outreach (“DCO”) is an unincorporated charity which was registered on 3 December 2007. The Charity’s registration number is 1121797.

##### 1.1 **Accounting convention**

The accounts have been prepared in accordance with the Charity’s governing document, the Charities Act 2011 and “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)” (published in October 2019) The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

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

##### 1.2 **Incoming resources**

Voluntary income includes donations, gifts and grants and is included in the Statement of Financial Activities (“SOFA”) for the year when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Investment income is recognised on a receivable basis.

Income resources from charitable activities represent amounts derived from the dining centre.

Deferred income relates to income that has been received prior to the year-end that relates to performance and specific deliverables that has not been achieved at the year end. As such, the charity accounts for the income as it earns the right to consideration by its performance.

## DOVETAIL COMMUNITY OUTREACH

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

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#### 1.3 Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries and those costs necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and other expenditure not directly related to the charitable activities.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer Equipment	1/3 of Cost
Kitchen Equipment	20% of Cost
Fixture and Fittings	20% of Cost

#### 1.5 Fund Accounting

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

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors that 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.

#### 1.6 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 with borrowings in current liabilities.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

## 2. DONATIONS AND LEGACIES

	Restricted Funds £	Unrestricted Funds £	Total 2024 £	Total 2023 £
LBH dining centre grant	-	10,000	10,000	15,000
Other donations	273	616	889	915
	<u>273</u>	<u>10,616</u>	<u>10,889</u>	<u>15,915</u>

## 3. CHARITABLE ACTIVITIES

	Restricted Funds £	Unrestricted Funds £	Total 2024 £	Total 2023 £
Dining centre	-	26,878	26,878	18,907
Café and drinks cabinet	-	1,959	1,959	1,597
Special catering	-	644	644	480
	<u>-</u>	<u>29,481</u>	<u>29,481</u>	<u>20,984</u>

## 4. INVESTMENT INCOME

	Restricted Funds £	Unrestricted Funds £	Total 2024 £	Total 2023 £
Bank interest receivable in year	-	162	162	66
	<u>-</u>	<u>162</u>	<u>162</u>	<u>66</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

## 5. RESOURCES EXPENDED

	Restricted Funds £	Unrestricted Funds £	Total 2024 £	Total 2023 £
<b>Direct charitable activities</b>				
Hall hire rent	-	3,200	3,200	9,600
Catering employment costs	-	22,773	22,773	21,404
Dining centre consumables	-	19,667	19,667	16,269
Catering equipment and repairs	-	122	122	196
Kitchen equipment depreciation	-	104	104	322
Training costs	-	-	-	198
Sundry expenses	-	242	242	201
Bereavement costs	-	210	210	380
Donation to Children in Need	273	-	273	700
	<u>273</u>	<u>46,318</u>	<u>46,591</u>	<u>49,270</u>
<b>Charitable support costs</b>				
Insurance	-	669	669	611
	<u>-</u>	<u>669</u>	<u>669</u>	<u>611</u>
<b>Governance costs</b>	-	669	669	611
Independent examination fees	-	960	960	960
	<u>-</u>	<u>960</u>	<u>960</u>	<u>960</u>
<b>Total charitable activities expenditure</b>	<u>273</u>	<u>47,947</u>	<u>48,220</u>	<u>50,841</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

## 6. EMPLOYEES

	2024	2023
Number of employees:	Number	Number
The average monthly number of employees during the year was:	1	1
<b>Employment costs</b>	<b>£</b>	<b>£</b>
Catering manager wages cost (inc PAYE/NI/Pension)	22,773	21,404
	<u>22,773</u>	<u>21,404</u>
	<u><u>22,773</u></u>	<u><u>21,404</u></u>

There were no employees whose annual emoluments were £60,000 and above.

## 7. TANGIBLE FIXED ASSETS

	Computer Equipment	Kitchen Equipment	Fixtures & Fittings	Total
	£	£		£
<b>COST</b>				
At 1 April 2023	800	30,476	4,955	36,231
Additions	-	-	-	-
Disposals	-	-	-	-
	<u>800</u>	<u>30,476</u>	<u>4,955</u>	<u>36,231</u>
<b>At 31 March 2024</b>	<b>800</b>	<b>30,476</b>	<b>4,955</b>	<b>36,231</b>
<b>Depreciation</b>				
At 1 April 2023	800	30,266	4,955	36,021
Charge for the year	-	104	-	104
Disposals	-	-	-	-
	<u>800</u>	<u>30,370</u>	<u>4,955</u>	<u>36,125</u>
<b>At 31 March 2024</b>	<b>800</b>	<b>30,370</b>	<b>4,955</b>	<b>36,125</b>
<b>NET BOOK VALUE</b>				
At 31 March 2024	-	106	-	106
	<u>-</u>	<u>106</u>	<u>-</u>	<u>106</u>
<b>At 31 March 2023</b>	<b>-</b>	<b>210</b>	<b>-</b>	<b>210</b>
	<u>-</u>	<u>210</u>	<u>-</u>	<u>210</u>

**DOVETAIL COMMUNITY OUTREACH****NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**


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8.	<b>DEBTORS</b>	<b>2024</b> £	2023 £
	Prepayments and accrued income	556	545
		<u>556</u>	<u>545</u>
		<u><u>556</u></u>	<u><u>545</u></u>
9.	<b>CREDITORS : Amounts falling due within one year</b>	<b>2024</b> £	2023 £
	Other creditors	278	852
	Accruals	960	960
		<u>1,238</u>	<u>1,812</u>
		<u><u>1,238</u></u>	<u><u>1,812</u></u>

10. **RELATED PARTIES****Trustees**

None of the trustees, or any person connected with them, received any remuneration in the year.

A total of £154 was paid to trustees in the year (2023: £254) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

During the year, the charity paid rent to Hillingdon Park Baptist Church (HPBC), a charity for whom some trustees of Dovetail Community Outreach are also trustees, totalling £3,200 (2023: £9,600). From August 2023 HPBC suspended rental payments due to the financial position of the Charity.

**Controlling party**

The charity is controlled by the trustees.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

## 11. STATEMENT OF FUNDS

	At 1 April 2023 £	Incoming Resources £	Resources Expended £	At 31 March 2024 £
<b>General funds</b>				
General funds	18,998	40,259	(47,947)	11,310
Total Unrestricted funds	<u>18,998</u>	<u>40,259</u>	<u>(47,947)</u>	<u>11,310</u>
<b>Restricted funds</b>				
Trips/Outings	8	-	-	8
UCAA Restricted Fund	4,572	273	(273)	4,572
Total Restricted funds	<u>4,580</u>	<u>273</u>	<u>(273)</u>	<u>4,580</u>
Total of Funds	<u><u>23,578</u></u>	<u><u>40,532</u></u>	<u><u>(48,220)</u></u>	<u><u>15,890</u></u>

The UCAA (U-can Ask Angels) restricted fund relates to an amount received from that charity on its closure. The funds are restricted to be used to support children and young people, in line with the originally charitable objectives of UCAA.

**DOVETAIL COMMUNITY OUTREACH**

England & Wales - Charity number 1121797

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# Accounts

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Charity Registration no 1121797

**DOVETAIL COMMUNITY OUTREACH  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023**

## DOVETAIL COMMUNITY OUTREACH

### LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mrs J Hazelgrove Mr A Lomath Mr R Wadham Mrs T Cann
<b>Charity no.</b>	1121797
<b>Charity correspondent</b>	Mr A Lomath Hillingdon Park Baptist Church 25 Hercies Road Hillingdon Middlesex UB10 9LS
<b>Independent examiner</b>	F. Harling ACCA Ward Williams Bay Lodge 36 Harefield Road Uxbridge Middlesex UB8 1PH
<b>Bankers</b>	Metro Bank One Southampton Row London WC1B 5HA

# DOVETAIL COMMUNITY OUTREACH

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## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

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The trustees present their report and accounts for the period from 1 April 2022 to 31 March 2023.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

Dovetail Community Outreach ("DCO") was founded as part of Hillingdon Park Baptist Church on 1 October 1994 and registered as an unincorporated charity on 3 December 2007. The charity's governing document is a Declaration of Trust made on 28 September 2007.

#### Trustees

The trustees, who served during the period, were:

Rev R Craig                    (Resigned July 2023)  
Mrs J Hazelgrove  
Mr A Lomath  
Mr R Wadham  
Mrs T Cann

The Declaration of Trust provides that there shall be at least three trustees.

Trustees are elected members of the Hillingdon Park Baptist Church and are elected by ballot at the church annual general meeting or at any other Church Members Meeting. Hillingdon Park Baptist Church is a registered charity (charity number 1131213).

#### Related parties

The trustees of the charity are considered to be related parties of the charity. A total of £254 was paid to trustees in the year (2022: £92) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

Trustees Mrs J Hazelgrove, Rev R Craig, and Mr A Lomath, are trustees of Hillingdon Park Baptist Church ("HPBC"). The charity rents premises from the church and HPBC also provide some administration and printing services on the charity's behalf, which are included in the rental fee.

Trustee Mr A Lomath is also a trustee of Hillingdon Street Angels.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

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#### Risk factors

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity and are satisfied that systems are in place to mitigate its exposure to the major risks.

The appropriate systems include financial controls, good health and safety procedures including Covid protection measures, and maintaining a sufficient unrestricted reserve to protect against loss of income. All appropriate insurances are taken out. The trustees ensure that they are up to date with legislative requirements.

#### OBJECTIVES AND ACTIVITIES

The objective of DCO is to relieve financial hardship and sickness and to promote and preserve good health by the provision of funds, goods or services of any kind including through the provision of counselling and support in the London Borough of Hillingdon and in such other parts of the United Kingdom or the world as the trustees from time to time may think fit. This is particularly but not exclusively by means of the development of community care including working together with Hillingdon Baptist Church, Voluntary Charitable agencies, Primary care trusts and local authorities to support young people, the elderly and those who are unemployed.

The charity is also to address other purposes that are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the trust.

The charity works with the community for improvements with:

- Older people
- Youth
- Family
- Health
- Unemployed

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

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#### ACHIEVEMENTS AND PERFORMANCE

Activities in the year are still experiencing effects from the COVID-19 pandemic. Hopefully this will reduce during the coming year. The main activities and achievements of the charity during the year were:

- The Dining Centre has operated throughout the year and continued with a delivery service to housebound clients. Return of diners has been slow with numbers much reduced from pre-pandemic levels. A total of just under 4,000 meals were served during the year. Initially to ensure Covid regulations were complied with a booking system for dining in was instituted but this was dropped in the summer to encourage more diners although clients are asked to indicate likelihood of attending to enable management of catering requirements. A Christmas meal was served to 40 people followed the next day by a Christmas meal for the volunteers. Volunteers have included members of HPBC, special needs students from local colleges on work experience placements and previous work experience students.
- DCO continues to run bereavement support services, with six trained support workers. The monthly drop-in support meetings have continued throughout the year with over 50 attendees during the year, but individual support meetings have not been restarted.
- The funds transferred from U-Can-Ask-Angels in April 2020 have not been used during this period. An event for Children in Need was held jointly with Hillingdon Park Baptist Church and the money collected paid through the Dovetail account.
- Although all premises hiring is now covered by the Church DCO still liaises with a number of groups regarding community issues.

#### FINANCIAL REVIEW

Details of the financial performance for the period are set out on pages 6 to 14.

The main sources of income for DCO are from the monies paid by diners at the Dining Centre and the grant of £15,000 from the London Borough of Hillingdon.

After expenses there is a deficit for the period of £13,876 (2022: deficit £9,147). After this is deducted from the funds brought forward balance of £37,454 an amount of £23,578 has been carried forward to be used in furtherance of the charity's objectives.

The grant from London Borough of Hillingdon for the Dining Centre has been reduced to £10,000 for the year April 2023 to March 2024 and indications are that this sort of grant will not be renewed in 2024. With numbers of diners not significantly increasing and costs rising the Trustees realise that the Dining Centre could run out of funds in 2024 and will keep the situation under close review during the year.

At the time of this report, the dining centre had a small amount of perishable foodstuffs that were not included in the period-end accounts

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

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#### Reserve Policy

The trustees reviewed the policy in January 2020 and agreed to change the policy to hold between four and twelve months running costs in reserve. The monies currently held fall within this policy.

#### PLANS FOR FUTURE YEARS

The Dining Centre needs to increase the number of meals being served by a significant amount during the coming year; this will require advertising around the local area and recruitment of volunteers. The Trustees also need to explore sourcing funding from other organisations in order to keep the Dining Centre running in it's current format. If this does not happen then the Trustees will need to change how the Dining Centre operates.

As well as continuing to run the Bereavement Support Service the trustees will also be open to other opportunities for developing community work in the local area in line with the stated objectives of the charity, especially with regard to disadvantaged young people.

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

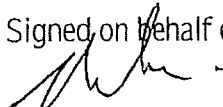
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, 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 accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the board of trustees

  
 .....  
 Andrew Lomath (Trustee)

28/9/23  
 .....  
 Date

**DOVETAIL COMMUNITY OUTREACH****INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF DOVETAIL COMMUNITY OUTREACH**

---

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023, which are set out on pages 6 to 14.

**Responsibilities and basis of report**

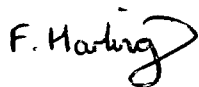
As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



**Frank Harling ACCA**  
**Ward Williams**  
Bay Lodge  
36 Harefield Road  
Uxbridge, Middlesex  
UB8 1PH

...25/09/2023

## DOVETAIL COMMUNITY OUTREACH

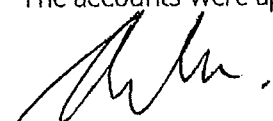
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Restricted Funds 2023 £	Unrestricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>INCOME FROM:</b>					
Incoming resources from generated funds:					
Donations and legacies	2	700	15,215	15,915	20,603
Charitable activities	3	-	20,984	20,984	20,450
Investment income	4		66	66	11
<b>TOTAL INCOME</b>		<u>700</u>	<u>36,265</u>	<u>36,965</u>	<u>41,064</u>
<b>EXPENDITURE ON:</b>					
Charitable activities	5	700	50,141	50,841	50,211
<b>TOTAL RESOURCES EXPENDED</b>		<u>700</u>	<u>50,141</u>	<u>50,841</u>	<u>50,211</u>
<b>NET EXPENDITURE FOR YEAR</b>		<u>-</u>	<u>(13,876)</u>	<u>(13,876)</u>	<u>(9,147)</u>
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<u>-</u>	<u>(13,876)</u>	<u>(13,876)</u>	<u>(9,147)</u>
Total funds at 1 April 2022		4,580	32,874	37,454	46,601
<b>FUND BALANCES AT 31 MARCH 2023</b>		<u>4,580</u>	<u>18,998</u>	<u>23,578</u>	<u>37,454</u>

**DOVETAIL COMMUNITY OUTREACH**  
**BALANCE SHEET AS AT 31 MARCH 2023**

	Notes	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible assets	7	210	532
<b>CURRENT ASSETS</b>			
Debtors	8	545	480
Cash at bank and in hand		24,635	38,626
		<u>25,180</u>	<u>39,106</u>
<b>CREDITORS : Amounts falling due within one year</b>	9	<u>(1,812)</u>	<u>(2,184)</u>
<b>NET CURRENT ASSETS</b>		<u>23,368</u>	<u>36,922</u>
<b>NET ASSETS</b>		<u><u>23,578</u></u>	<u><u>37,454</u></u>
<b>INCOME FUNDS</b>			
Restricted funds	11	4,580	4,580
Unrestricted funds	11	18,998	32,874
		<u>23,578</u>	<u>37,454</u>

The accounts were approved by the trustees on 21/9/23

  
 Mr A Lomath (Trustee)

## DOVETAIL COMMUNITY OUTREACH

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

---

#### 1. ACCOUNTING POLICIES

##### Charity information

Dovetail Community Outreach (“DCO”) is an unincorporated charity which was registered on 3 December 2007. The Charity’s registration number is 1121797.

##### 1.1 Accounting convention

The accounts have been prepared in accordance with the Charity’s governing document, the Charities Act 2011 and “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)” (published in October 2019) The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

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

##### 1.2 Incoming resources

Voluntary income includes donations, gifts and grants and is included in the Statement of Financial Activities (“SOFA”) for the year when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Investment income is recognised on a receivable basis.

Income resources from charitable activities represent amounts derived from the dining centre.

Deferred income relates to income that has been received prior to the year-end that relates to performance and specific deliverables that has not been achieved at the year end. As such, the charity accounts for the income as it earns the right to consideration by its performance.

## DOVETAIL COMMUNITY OUTREACH

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

---

#### 1.3 Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries and those costs necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and other expenditure not directly related to the charitable activities.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer Equipment	1/3 of Cost
Kitchen Equipment	20% of Cost
Fixture and Fittings	20% of Cost

#### 1.5 Fund Accounting

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

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors that 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.

#### 1.6 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 with borrowings in current liabilities.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

## 2. DONATIONS AND LEGACIES

	Restricted Funds £	Unrestricted Funds £	Total 2023 £	Total 2022 £
LBH dining centre grant	-	15,000	15,000	20,000
Other donations	700	215	915	603
	<u>700</u>	<u>15,215</u>	<u>15,915</u>	<u>20,603</u>

## 3. CHARITABLE ACTIVITIES

	Restricted Funds £	Unrestricted Funds £	Total 2023 £	Total 2022 £
Dining centre	-	18,907	18,907	20,030
Café and drinks cabinet	-	1,597	1,597	420
Special catering	-	480	480	-
	<u>-</u>	<u>20,984</u>	<u>20,984</u>	<u>20,450</u>

## 4. INVESTMENT INCOME

	Restricted Funds £	Unrestricted Funds £	Total 2023 £	Total 2022 £
Bank interest receivable in year	-	66	66	11
	<u>-</u>	<u>66</u>	<u>66</u>	<u>11</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

## 5. RESOURCES EXPENDED

	Restricted Funds £	Unrestricted Funds £	Total 2023 £	Total 2022 £
<b>Direct charitable activities</b>				
Hall hire rent	-	9,600	9,600	9,600
Catering employment costs	-	21,404	21,404	20,854
Dining centre consumables	-	16,269	16,269	13,687
Catering equipment and repairs	-	196	196	953
Kitchen equipment depreciation	-	322	322	2,696
Training costs	-	198	198	-
Sundry expenses	-	201	201	263
Bereavement costs	-	380	380	200
Donation to Children in Need	700	-	700	500
	<u>700</u>	<u>48,570</u>	<u>49,270</u>	<u>48,753</u>
<b>Charitable support costs</b>				
Insurance	-	611	611	558
	<u>-</u>	<u>611</u>	<u>611</u>	<u>558</u>
<b>Governance costs</b>				
Independent examination fees	-	960	960	900
	<u>-</u>	<u>960</u>	<u>960</u>	<u>900</u>
<b>Total charitable activities expenditure</b>	<u>700</u>	<u>50,141</u>	<u>50,841</u>	<u>50,211</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

## 6. EMPLOYEES

	2023 Number	2022 Number
<b>Number of employees:</b>		
The average monthly number of employees during the year was:	1	1
<b>Employment costs</b>	£	£
Catering manager wages cost (inc PAYE/NI/Pension)	21,404	20,854
	<u>21,404</u>	<u>20,854</u>

There were no employees whose annual emoluments were £60,000 and above.

## 7. TANGIBLE FIXED ASSETS

	Computer Equipment £	Kitchen Equipment £	Fixtures & Fittings	Total £
<b>COST</b>				
At 1 April 2022	800	30,476	4,955	36,231
Additions	-	-	-	-
Disposals	-	-	-	-
<b>At 31 March 2023</b>	<u>800</u>	<u>30,476</u>	<u>4,955</u>	<u>36,231</u>
<b>Depreciation</b>				
At 1 April 2022	800	29,944	4,955	35,699
Charge for the year	-	322	-	322
Disposals	-	-	-	-
<b>At 31 March 2023</b>	<u>800</u>	<u>30,266</u>	<u>4,955</u>	<u>36,021</u>
<b>NET BOOK VALUE</b>				
At 31 March 2023	<u>-</u>	<u>210</u>	<u>-</u>	<u>210</u>
At 31 March 2022	<u>-</u>	<u>532</u>	<u>-</u>	<u>532</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

8. DEBTORS	2023 £	2022 £
Prepayments and accrued income	545	480
	<u>545</u>	<u>480</u>
	<u><u>545</u></u>	<u><u>480</u></u>
9. CREDITORS : Amounts falling due within one year	2023 £	2022 £
Other creditors	852	1,284
Accruals	960	900
	<u>1,812</u>	<u>2,184</u>
	<u><u>1,812</u></u>	<u><u>2,184</u></u>

## 10. RELATED PARTIES

**Trustees**

None of the trustees, or any person connected with them, received any remuneration in the year.

A total of £254 was paid to trustees in the year (2022: £92) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

During the year, the charity paid rent to Hillingdon Park Baptist Church (HPBC), a charity for whom some trustees of Dovetail Community Outreach are also trustees, totalling £9,600 (2022: £9,600). In addition, during the year HPBC paid staff costs totalling £nil (2022: £3,003) on behalf of the Charity.

**Controlling party**

The charity is controlled by the trustees.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

## 11. STATEMENT OF FUNDS

	At 1 April 2022 £	Incoming Resources £	Resources Expended £	At 31 March 2023 £
<b>General funds</b>				
General funds	32,874	36,265	(50,141)	18,998
	<u>32,874</u>	<u>36,265</u>	<u>(50,141)</u>	<u>18,998</u>
Total Unrestricted funds	32,874	36,265	(50,141)	18,998
	<u>32,874</u>	<u>36,265</u>	<u>(50,141)</u>	<u>18,998</u>
<b>Restricted funds</b>				
Trips/Outings	8	-	-	8
UCAA Restricted Fund	4,572	700	(700)	4,572
	<u>4,580</u>	<u>700</u>	<u>(700)</u>	<u>4,580</u>
Total Restricted funds	4,580	700	(700)	4,580
	<u>4,580</u>	<u>700</u>	<u>(700)</u>	<u>4,580</u>
Total of Funds	37,454	36,965	(50,841)	23,578
	<u>37,454</u>	<u>36,965</u>	<u>(50,841)</u>	<u>23,578</u>

The LBH – Building works restricted fund related to capital items which were purchased by the grant (new chairs for the dining centre). The fund balance is now Nil and agrees to the net book value of the fixed assets in question which is also now Nil.

The UCAA (U-can Ask Angels) restricted fund relates to an amount received from that charity on its closure. The funds are restricted to be used to support children and young people, in line with the originally charitable objectives of UCAA.

**DOVETAIL COMMUNITY OUTREACH**

England & Wales - Charity number 1121797

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# Accounts

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Charity Registration no 1121797

**DOVETAIL COMMUNITY OUTREACH  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

## DOVETAIL COMMUNITY OUTREACH

### LEGAL AND ADMINISTRATIVE INFORMATION

---

<b>Trustees</b>	Rev R Craig Mrs J Hazelgrove Mr A Lomath Mr R Wadham Mrs T Cann
<b>Charity no.</b>	1121797
<b>Charity correspondent</b>	Mr A Lomath Hillingdon Park Baptist Church 25 Hercies Road Hillingdon Middlesex UB10 9LS
<b>Independent examiner</b>	F. Harling ACCA Ward Williams Bay Lodge 36 Harefield Road Uxbridge Middlesex UB8 1PH
<b>Bankers</b>	Metro Bank One Southampton Row London WC1B 5HA

# DOVETAIL COMMUNITY OUTREACH

## CONTENTS

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Trustees' report	1 – 4
Independent examiner's Report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 – 14

## **DOVETAIL COMMUNITY OUTREACH**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022**

---

The trustees present their report and accounts for the period from 1 April 2021 to 31 March 2022.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Dovetail Community Outreach ("DCO") was founded as part of Hillingdon Park Baptist Church on 1 October 1994 and registered as an unincorporated charity on 3 December 2007. The charity's governing document is a Declaration of Trust made on 28 September 2007.

#### **Trustees**

The trustees, who served during the period, were:

Rev R Craig  
Mrs J Hazelgrove  
Mr R Dearing (Resigned 31<sup>st</sup> December 2021)  
Mr A Lomath  
Mrs H Smith (Resigned 31<sup>st</sup> December 2021)  
Mr R Wadham (Appointed 10<sup>th</sup> January 2022)  
Mrs T Cann (Appointed 7<sup>th</sup> February 2022)

The Declaration of Trust provides that there shall be at least three trustees.

Trustees are elected members of the Hillingdon Park Baptist Church and are elected by ballot at the church annual general meeting or at any other Church Members Meeting. Hillingdon Park Baptist Church is a registered charity (charity number 1131213).

#### **Related parties**

The trustees of the charity are considered to be related parties of the charity. A total of £92 was paid to trustees in the year (2021: £771) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

Trustees Mrs J Hazelgrove, Rev R Craig, Mr R Dearing, Mr A Lomath, and Mrs H Smith are trustees of Hillingdon Park Baptist Church ("HPBC"). The charity rents premises from the church and HPBC also provide some administration and printing services on the charity's behalf, which they then recharge.

Trustee Mr A Lomath is also a trustee of Hillingdon Street Angels.

## **DOVETAIL COMMUNITY OUTREACH**

### **TRUSTEES' REPORT (Continued)**

---

#### **Risk factors**

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems are in place to mitigate its exposure to the major risks.

The appropriate systems include financial controls, good health and safety procedures and maintaining a sufficient unrestricted reserve to protect against loss of income. All appropriate insurances are taken out. The trustees ensure that they are up to date with legislative requirements.

#### **OBJECTIVES AND ACTIVITIES**

The objective of DCO is to relieve financial hardship and sickness and to promote and preserve good health by the provision of funds, goods or services of any kind including through the provision of counselling and support in the London Borough of Hillingdon and in such other parts of the United Kingdom or the world as the trustees from time to time may think fit. This is particularly but not exclusively by means of the development of community care including working together with Hillingdon Baptist Church, Voluntary Charitable agencies, Primary care trusts and local authorities to support young people, the elderly and those who are unemployed.

The charity is also to address other purposes that are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the trust.

The charity works with the community for improvements with:

- Older people
- Youth
- Family
- Health
- Unemployed

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

---

#### ACHIEVEMENTS AND PERFORMANCE

Activities in the year have been greatly affected by the COVID-19 pandemic. This pandemic will continue to affect activities into the forthcoming year. The main activities and achievements of the charity during the year were:

- The Dining Centre operated a takeaway/delivery service until the beginning of August, then as restrictions were eased a dining in service was restarted. Return of diners has been slow with numbers much reduced from pre-pandemic levels. A total of just over 4,000 meals were served during the year with the delivery service continuing after dining in restarted. To ensure Covid regulations were complied with a booking system for dining in was instituted. Volunteers have also been coming back and a number of special needs students from local colleges have been on work experience placements since dining in restarted.
- DCO continues to run bereavement support services, with six trained support workers. Monthly drop-in support meetings restarted in September and a limited number of individual support sessions have been carried out as clients felt able to meet bearing in mind reluctance due to Covid.
- The funds transferred from U-Can-Ask-Angels in April 2020 have not been used during this period. An event for Children in Need was held jointly with Hillingdon Park Baptist Church and the money collected paid through the Dovetail account.
- Although all premises hiring is now covered by the Church DCO still liaises with a number of groups regarding community issues.

#### FINANCIAL REVIEW

Details of the financial performance for the period are set out on pages 6 to 14.

The main sources of income for DCO are from the monies paid by diners at the Dining Centre and the grant of £20,000 from the London Borough of Hillingdon.

After expenses there is a deficit for the period of £9,147 (2021: surplus of £1,405). After this is deducted from the funds brought forward balance of £46,601 an amount of £37,454 has been carried forward to be used in furtherance of the charity's objectives.

At the time of this report, the dining centre had a small amount of perishable foodstuffs that were not included in the period-end accounts.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

---

#### Reserve Policy

The trustees reviewed the policy in January 2020 and agreed to change the policy to hold between four and twelve months running costs in reserve. The monies currently held fall within this policy.

#### PLANS FOR FUTURE YEARS

Now the Dining Centre is operating with dining in the plan for the next year is to increase the number of meals being served; this will require advertising around the local area and recruitment of volunteers. As well as continuing to run the Bereavement Support Service the trustees will also be open to other opportunities for developing community work in the local area in line with the stated objectives of the charity, especially with regard to disadvantaged young people.

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

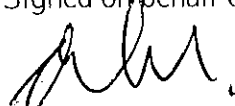
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The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, 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 accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the board of trustees



.....  
Andrew Lomath (Trustee)

Date: 5th September 2022

**DOVETAIL COMMUNITY OUTREACH****INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF DOVETAIL COMMUNITY OUTREACH**

---

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022, which are set out on pages 6 to 14.

**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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

**Frank Harling ACCA**  
**Ward Williams**  
Bay Lodge  
36 Harefield Road  
Uxbridge, Middlesex  
UB8 1PH

.....

## DOVETAIL COMMUNITY OUTREACH

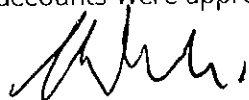
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Restricted Funds 2022 £	Unrestricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<b>INCOME FROM:</b>					
Incoming resources from generated funds:					
Donations and legacies	2	500	20,103	20,603	25,919
Charitable activities	3	-	20,450	20,450	6,266
Investment income	4	-	11	11	35
Other income	5	-	-	-	7,640
<b>TOTAL INCOME</b>		<b>500</b>	<b>40,564</b>	<b>41,064</b>	<b>39,860</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	6	624	49,587	50,211	38,455
<b>TOTAL RESOURCES EXPENDED</b>		<b>624</b>	<b>49,587</b>	<b>50,211</b>	<b>38,455</b>
<b>NET (EXPENDITURE)/ INCOME FOR YEAR</b>		<b>(124)</b>	<b>(9,023)</b>	<b>(9,147)</b>	<b>1,405</b>
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>(124)</b>	<b>(9,023)</b>	<b>(9,147)</b>	<b>1,405</b>
Total funds at 1 April 2021		4,704	41,897	46,601	45,196
<b>FUND BALANCES AT 31 MARCH 2022</b>		<b>4,580</b>	<b>32,874</b>	<b>37,454</b>	<b>46,601</b>

**DOVETAIL COMMUNITY OUTREACH**  
**BALANCE SHEET AS AT 31 MARCH 2022**

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>			
Tangible assets	8	532	3,228
<b>CURRENT ASSETS</b>			
Debtors	9	480	480
Cash at bank and in hand		38,626	44,308
		<u>39,106</u>	<u>44,788</u>
<b>CREDITORS : Amounts falling due within one year</b>	10	<u>(2,184)</u>	<u>(1,415)</u>
<b>NET CURRENT ASSETS</b>		<u>36,922</u>	<u>43,373</u>
<b>NET ASSETS</b>		<u><u>37,454</u></u>	<u><u>46,601</u></u>
<b>INCOME FUNDS</b>			
Restricted funds	12	4,580	4,704
Unrestricted funds	12	32,874	41,897
		<u>37,454</u>	<u>46,601</u>

The accounts were approved by the trustees on ..... *5th September 2022.*



Mr A Lomath (Trustee)

## DOVETAIL COMMUNITY OUTREACH

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

---

#### 1. ACCOUNTING POLICIES

##### Charity information

Dovetail Community Outreach (“DCO”) is an unincorporated charity which was registered on 3 December 2007. The Charity’s registration number is 1121797.

##### 1.1 Accounting convention

The accounts have been prepared in accordance with the Charity’s governing document, the Charities Act 2011 and “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)” (published in October 2019) The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

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

##### 1.2 Incoming resources

Voluntary income includes donations, gifts and grants and is included in the Statement of Financial Activities (“SOFA”) for the year when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Investment income is recognised on a receivable basis.

Income resources from charitable activities represent amounts derived from the dining centre.

Deferred income relates to income that has been received prior to the year-end that relates to performance and specific deliverables that has not been achieved at the year end. As such, the charity accounts for the income as it earns the right to consideration by its performance.

## DOVETAIL COMMUNITY OUTREACH

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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#### 1.3 Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries and those costs necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and other expenditure not directly related to the charitable activities.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer Equipment	1/3 of Cost
Kitchen Equipment	20% of Cost
Fixture and Fittings	20% of Cost

#### 1.5 Fund Accounting

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

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors that 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.

#### 1.6 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 with borrowings in current liabilities.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022

## 2. DONATIONS AND LEGACIES

	Restricted Funds £	Unrestricted Funds £	Total 2022 £	Total 2021 £
LBH dining centre grant	-	20,000	20,000	20,000
U-Can Ask Angels donation	-	-	-	4,572
Other donations	500	103	603	1,347
	<u>500</u>	<u>20,103</u>	<u>20,603</u>	<u>25,919</u>

## 3. CHARITABLE ACTIVITIES

	Restricted Funds £	Unrestricted Funds £	Total 2022 £	Total 2021 £
Dining centre	-	20,030	20,030	6,180
Café and drinks cabinet	-	420	420	16
Special catering	-	-	-	70
	<u>-</u>	<u>20,450</u>	<u>20,450</u>	<u>6,266</u>

## 4. INVESTMENT INCOME

	Restricted Funds £	Unrestricted Funds £	Total 2022 £	Total 2021 £
Bank interest receivable in year	-	11	11	35
	<u>-</u>	<u>11</u>	<u>11</u>	<u>35</u>

## 5. OTHER INCOME

	Restricted Funds £	Unrestricted Funds £	Total 2022 £	Total 2021 £
HMRC – Job Retention Scheme	-	-	-	7,640
	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,640</u>

## DOVETAIL COMMUNITY OUTREACH

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

#### 6. RESOURCES EXPENDED

	Restricted Funds £	Unrestricted Funds £	Total 2022 £	Total 2021 £
<b>Direct charitable activities</b>				
Hall hire rent	-	9,600	9,600	7,200
Catering employment costs	-	20,854	20,854	20,627
Dining centre consumables	-	13,687	13,687	4,342
Catering equipment and repairs	-	953	953	1,022
Kitchen equipment depreciation	124	2,572	2,696	2,736
Fixture and fitting depreciation	-	-	-	876
Sundry expenses	-	263	263	153
Bereavement costs	-	200	200	200
Donation to Children in Need	500	-	500	-
	<u>624</u>	<u>48,129</u>	<u>48,753</u>	<u>37,156</u>
<b>Charitable support costs</b>				
Photocopying	-	-	-	(44)
Insurance	-	558	558	558
Administration support cost	-	-	-	(55)
	<u>-</u>	<u>558</u>	<u>558</u>	<u>459</u>
<b>Governance costs</b>				
Independent examination fees	-	900	900	840
	<u>-</u>	<u>900</u>	<u>900</u>	<u>840</u>
<b>Total charitable activities expenditure</b>	<u>624</u>	<u>49,587</u>	<u>50,211</u>	<u>38,455</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022

## 7. EMPLOYEES

	2022 Number	2021 Number
<b>Number of employees:</b>		
The average monthly number of employees during the year was:	1	1
<b>Employment costs</b>	£	£
Catering manager wages cost (inc PAYE/NI/Pension)	20,854	20,627
	<u>20,854</u>	<u>20,627</u>

There were no employees whose annual emoluments were £60,000 and above.

## 8. TANGIBLE FIXED ASSETS

	Computer Equipment £	Kitchen Equipment £	Fixtures & Fittings	Total £
<b>COST</b>				
At 1 April 2021	800	30,476	4,955	36,231
Additions	-	-	-	-
Disposals	-	-	-	-
<b>At 31 March 2022</b>	<u>800</u>	<u>30,476</u>	<u>4,955</u>	<u>36,231</u>
<b>Depreciation</b>				
At 1 April 2021	800	27,248	4,955	33,003
Charge for the year	-	2,696	-	2,696
Disposals	-	-	-	-
<b>At 31 March 2022</b>	<u>800</u>	<u>29,944</u>	<u>4,955</u>	<u>35,699</u>
<b>NET BOOK VALUE</b>				
At 31 March 2022	<u>-</u>	<u>532</u>	<u>-</u>	<u>532</u>
At 31 March 2021	<u>-</u>	<u>3,228</u>	<u>-</u>	<u>3,228</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022

9.	<b>DEBTORS</b>	<b>2022</b>	2021
		£	£
	Prepayments and accrued income	<b>480</b>	480
		<u>480</u>	<u>480</u>
10.	<b>CREDITORS : Amounts falling due within one year</b>	<b>2022</b>	2021
		£	£
	Other creditors	<b>1,284</b>	575
	Accruals	<b>900</b>	840
		<u>2,184</u>	<u>1,415</u>

11. **RELATED PARTIES****Trustees**

None of the trustees, or any person connected with them, received any remuneration in the year.

A total of £92 was paid to trustees in the year (2021: £771) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

During the year, the charity paid rent to Hillingdon Park Baptist Church (HPBC), a charity for whom some trustees of Dovetail Community Outreach are also trustees, totalling £9,600 (2021: £7,200). In addition during the year HPBC paid staff costs totalling £3,003 (2021: £nil) on behalf of the Charity, with Dovetail Community Outreach repaying this in full before the year-end.

Last year, the charity received £4,572 from U-Can Ask Angels, a charity also linked to HPBC and in which a Trustee of Dovetail Community Outreach was also a Trustee. This charity closed during last year, and its remaining funds were transferred across to Dovetail Community Outreach as a restricted fund to be used for the benefit of supporting children/young people. These funds have not been used in the year.

**Controlling party**

The charity is controlled by the trustees.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022

## 12. STATEMENT OF FUNDS

	At 1 April 2021 £	Incoming Resources £	Resources Expended £	At 31 March 2022 £
<b>General funds</b>				
General funds	41,897	40,564	(49,587)	32,874
	<u>41,897</u>	<u>40,564</u>	<u>(49,587)</u>	<u>32,874</u>
Total Unrestricted funds	<u>41,897</u>	<u>40,564</u>	<u>(49,587)</u>	<u>32,874</u>
<b>Restricted funds</b>				
Trips/Outings	8	-	-	8
LBH – Building works	124	-	(124)	-
UCAA Restricted Fund	4,572	500	(500)	4,572
	<u>4,704</u>	<u>500</u>	<u>(624)</u>	<u>4,580</u>
Total Restricted funds	<u>4,704</u>	<u>500</u>	<u>(624)</u>	<u>4,580</u>
Total of Funds	<u>46,601</u>	<u>41,064</u>	<u>(50,211)</u>	<u>37,454</u>

The LBH – Building works restricted fund related to capital items which were purchased by the grant (new chairs for the dining centre). The fund balance is now Nil and agrees to the net book value of the fixed assets in question which is also now Nil.

The UCAA (U-can Ask Angels) restricted fund relates to an amount received from that charity on its closure. The funds are restricted to be used to support children and young people, in line with the originally charitable objectives of UCAA.

**DOVETAIL COMMUNITY OUTREACH**

England & Wales - Charity number 1121797

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# Accounts

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**Charity Registration no 1121797**

**DOVETAIL COMMUNITY OUTREACH  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

## **DOVETAIL COMMUNITY OUTREACH**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Rev R Craig Mrs J Hazelgrove Mr R Dearing Mr A Lomath Ms H Smith
<b>Charity no.</b>	1121797
<b>Charity correspondent</b>	Mr A Lomath Hillingdon Park Baptist Church 25 Hercies Road Hillingdon Middlesex UB10 9LS
<b>Independent examiner</b>	F. Harling ACCA Ward Williams Bay Lodge 36 Harefield Road Uxbridge Middlesex UB8 1PH
<b>Bankers</b>	Metro Bank One Southampton Row London WC1B 5HA

# DOVETAIL COMMUNITY OUTREACH

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Trustees' report	1 – 4
Independent examiner's Report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 – 14

## **DOVETAIL COMMUNITY OUTREACH**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their report and accounts for the period from 1 April 2020 to 31 March 2021.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Dovetail Community Outreach ("DCO") was founded as part of Hillingdon Park Baptist Church on 1 October 1994 and registered as an unincorporated charity on 3 December 2007. The charity's governing document is a Declaration of Trust made on 28 September 2007.

#### **Trustees**

The trustees, who served during the period, were:

Rev R Craig  
Mrs J Hazelgrove  
Mr R Dearing  
Mr A Lomath  
Mr A Fritz (resigned 20th July 2020)  
Mrs M Penicud (resigned 6th October 2020)  
Mr K Ogunbajo (resigned 10th July 2020)  
Mrs H Smith

The Declaration of Trust provides that there shall be at least three trustees.

Trustees are elected members of the Hillingdon Park Baptist Church and are elected by ballot at the church annual general meeting or at any other Church Members Meeting. Hillingdon Park Baptist Church is a registered charity (charity number 1131213).

#### **Related parties**

The trustees of the charity are considered to be related parties of the charity. A total of £771 was paid to trustees in the year (2020: £184) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

Trustees Mrs J Hazelgrove, Rev R Craig, Mr R Dearing, Mr A Lomath, Mr A Fritz, Mrs M Penicud, Mr K Ogunbanjo and Mrs H Smith are trustees of Hillingdon Park Baptist Church ("HPBC"). The charity rents premises from the church and HPBC also provide some administration and printing services on the charity's behalf, which they then recharge.

Trustee Mr A Lomath is also a trustee of Hillingdon Street Angels.

Trustee Mr A Fritz is also a trustee of Theological Hunger.

Trustee Rev R Craig was also a trustee of U-Can Ask Angels before its closure during the year.

## **DOVETAIL COMMUNITY OUTREACH**

### **TRUSTEES' REPORT (Continued)**

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#### **Risk factors**

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems are in place to mitigate its exposure to the major risks.

The appropriate systems include financial controls, good health and safety procedures and maintaining a sufficient unrestricted reserve to protect against loss of income. All appropriate insurances are taken out. The trustees ensure that they are up to date with legislative requirements.

#### **OBJECTIVES AND ACTIVITIES**

The objective of DCO is to relieve financial hardship and sickness and to promote and preserve good health by the provision of funds, goods or services of any kind including through the provision of counselling and support in the London Borough of Hillingdon and in such other parts of the United Kingdom or the world as the trustees from time to time may think fit. This is particularly but not exclusively by means of the development of community care including working together with Hillingdon Baptist Church, Voluntary Charitable agencies, Primary care trusts and local authorities to support young people, the elderly and those who are unemployed.

The charity is also to address other purposes that are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the trust.

The charity works with the community for improvements with:

- Older people
- Youth
- Family
- Health
- Unemployed

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

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#### ACHIEVEMENTS AND PERFORMANCE

Activities in the year have been greatly affected by the COVID-19 pandemic. This pandemic will continue to affect activities into the forthcoming year. The main activities and achievements of the charity during the year were:

- The Dining Centre was closed for the first 6 months up to the end of September; throughout this time the Catering Manager was on furlough with support from HMRC via the Job Retention Scheme, although the Trustees agreed to continue paying at full rate. The Catering Manager returned from furlough at the beginning of October and after a thorough clean of the kitchen area and a one way system instituted, started a takeaway/delivery service for meals from 12th October. In the remainder of the year a total of 1250 meals were served either to diners who came to collect or were delivered to those who could not come to the building. This method of providing meals will continue until regulations allow meals to be served indoors, there is no possibility of serving meals outside. The service level agreement with the London Borough of Hillingdon for the provision of the Dining Centre runs until 31st March 2022 and LBH has indicated that it will continue until then despite the restrictions to service provided caused by the pandemic.
- DCO continues to run bereavement support services, with seven trained support workers. Due to COVID restrictions support has had to be conducted virtually or by meeting outside when regulations and weather allowed.
- In April 2020 U-Can-Ask-Angels, a charity supporting vulnerable children which operated from the Church premises, ceased to exist and the resources were transferred to Dovetail to be used for projects supporting vulnerable children.
- Although all premises hiring is now covered by the Church DCO still liaises with a number of groups regarding community issues.

#### FINANCIAL REVIEW

Details of the financial performance for the period are set out on pages 6 to 14.

The main sources of income for DCO are from the monies paid by diners at the Dining Centre and the grant of £20,000 from the London Borough of Hillingdon. During the year DCO also claimed £8,179 (£539 of which had been accrued in 2020) from HMRC for furlough of the Catering Manager and received £1,347 in gifts in remembrance of dining centre clients who has passed away.

After expenses there is a surplus for the period of £1,405 (2020: deficit of £415), assisted by the £4,572 received from U-Can Ask Angels. After this is added to the funds brought forward balance of £45,196 an amount of £46,601 has been carried forward to be used in furtherance of the charity's objectives.

At the time of this report, the dining centre had a small amount of perishable foodstuffs that were not included in the period-end accounts.

## DOVETAIL COMMUNITY OUTREACH

### TRUSTEES' REPORT (Continued)

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#### Reserve Policy

The trustees reviewed the policy in January 2020 and agreed to change the policy to hold between four and twelve months running costs in reserve. The monies currently held fall within this policy.

#### PLANS FOR FUTURE YEARS

At the end of March 2021 the Dining Centre was operating a takeaway service and will continue to do so until regulations allow inside dining to restart. When resumption of inside dining is allowed the Trustees will review the level of volunteers available and the staffing required. As well as continuing to run the Bereavement Service the trustees will also be open to other opportunities for developing community work in the local area in line with the stated objectives of the charity.

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

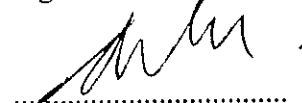
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, 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 accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the board of trustees



.....  
Andrew Lomath (Trustee)

Date: 9th August 2021

**DOVETAIL COMMUNITY OUTREACH****INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF DOVETAIL COMMUNITY OUTREACH**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021, which are set out on pages 6 to 14.

**Responsibilities and basis of report**

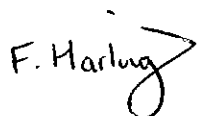
As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



**Frank Harling ACCA**  
**Ward Williams**  
Bay Lodge  
36 Harefield Road  
Uxbridge, Middlesex  
UB8 1PH

13/08/2021

## DOVETAIL COMMUNITY OUTREACH

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021

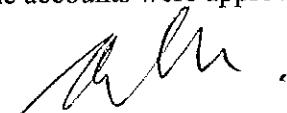
	Notes	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	As restated Total Funds 2020 £
<b>INCOME FROM:</b>					
Incoming resources from generated funds:					
Donations and legacies	2	4,572	21,347	25,919	20,050
Charitable activities	3	-	6,266	6,266	43,346
Investment income	4	-	35	35	166
Other income	5	-	7,640	7,640	539
<b>TOTAL INCOME</b>		<b>4,572</b>	<b>35,288</b>	<b>39,860</b>	<b>64,101</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	6	123	38,332	38,455	64,516
<b>TOTAL RESOURCES EXPENDED</b>		<b>123</b>	<b>38,332</b>	<b>38,455</b>	<b>64,516</b>
<b>NET INCOME/ (EXPENDITURE) FOR YEAR</b>		<b>4,449</b>	<b>(3,044)</b>	<b>1,405</b>	<b>(415)</b>
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>4,449</b>	<b>(3,044)</b>	<b>1,405</b>	<b>(415)</b>
Total funds at 1 April 2020		255	44,941	45,196	45,611
<b>FUND BALANCES AT 31 MARCH 2021</b>		<b>4,704</b>	<b>41,897</b>	<b>46,601</b>	<b>45,196</b>

## DOVETAIL COMMUNITY OUTREACH

## BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible assets	8	3,228	6,319
<b>CURRENT ASSETS</b>			
Debtors	9	480	1,269
Cash at bank and in hand		44,308	38,752
		<u>44,788</u>	<u>40,021</u>
<b>CREDITORS : Amounts falling due within one year</b>	10	<u>(1,415)</u>	<u>(1,144)</u>
<b>NET CURRENT ASSETS</b>		<u>43,373</u>	<u>38,877</u>
<b>NET ASSETS</b>		<u><u>46,601</u></u>	<u><u>45,196</u></u>
<b>INCOME FUNDS</b>			
Restricted funds	12	4,704	255
Unrestricted funds	12	41,897	44,941
		<u><u>46,601</u></u>	<u><u>45,196</u></u>

The accounts were approved by the trustees on ..... 9th August 2021 .....

  
Mr A Lomath (Trustee)

**DOVETAIL COMMUNITY OUTREACH****NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

---

**1. ACCOUNTING POLICIES****Charity information**

Dovetail Community Outreach (“DCO”) is an unincorporated charity which was registered on 3 December 2007. The Charity’s registration number is 1121797.

**1.1 Accounting convention**

The accounts have been prepared in accordance with the Charity’s governing document, the Charities Act 2011 and “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)” (published in October 2019) The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

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

**1.2 Incoming resources**

Voluntary income includes donations, gifts and grants and is included in the Statement of Financial Activities (“SOFA”) for the year when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Investment income is recognised on a receivable basis.

Income resources from charitable activities represent amounts derived from the dining centre.

Deferred income relates to income that has been received prior to the year-end that relates to performance and specific deliverables that has not been achieved at the year end. As such, the charity accounts for the income as it earns the right to consideration by its performance.

## DOVETAIL COMMUNITY OUTREACH

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### 1.3 Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries and those costs necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and other expenditure not directly related to the charitable activities.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer Equipment	1/3 of Cost
Kitchen Equipment	20% of Cost
Fixture and Fittings	20% of Cost

#### 1.5 Fund Accounting

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

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors that 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.

#### 1.6 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 with borrowings in current liabilities.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021

## 2. DONATIONS AND LEGACIES

	Restricted Funds £	Unrestricted Funds £	Total 2021 £	Total 2020 £
LBH dining centre grant	-	20,000	20,000	20,000
U-Can Ask Angels donation	4,572	-	4,572	-
Other donations	-	1,347	1,347	50
	<u>4,572</u>	<u>21,347</u>	<u>25,919</u>	<u>20,050</u>

## 3. CHARITABLE ACTIVITIES

	Restricted Funds £	Unrestricted Funds £	Total 2021 £	Total 2020 £
Dining centre	-	6,180	6,180	37,891
Café and drinks cabinet	-	16	16	2,340
Special catering	-	70	70	1,130
Bereavement income	-	-	-	1,985
	<u>-</u>	<u>6,266</u>	<u>6,266</u>	<u>43,346</u>

## 4. INVESTMENT INCOME

	Restricted Funds £	Unrestricted Funds £	Total 2021 £	Total 2020 £
Bank interest receivable in year	-	35	35	166
	<u>-</u>	<u>35</u>	<u>35</u>	<u>166</u>

## 5. OTHER INCOME

	Restricted Funds £	Unrestricted Funds £	Total 2021 £	Total 2020 £
HMRC – Job Retention Scheme	-	7,640	7,640	539
	<u>-</u>	<u>7,640</u>	<u>7,640</u>	<u>539</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021

## 6. RESOURCES EXPENDED

	Restricted Funds £	Unrestricted Funds £	Total 2021 £	Total 2020 £
<b>Direct charitable activities</b>				
Hall hire rent	-	7,200	7,200	9,600
Catering employment costs	-	20,627	20,627	20,652
Dining centre consumables	-	4,342	4,342	26,204
Catering equipment and repairs	-	1,022	1,022	529
Kitchen equipment depreciation	123	2,613	2,736	2,921
Fixture and fitting depreciation	-	876	876	886
Sundry expenses	-	153	153	433
Bereavement costs	-	200	200	986
	<u>123</u>	<u>37,033</u>	<u>37,156</u>	<u>62,211</u>
<b>Charitable support costs</b>				
Photocopying	-	(44)	(44)	125
Advertising/website costs	-	-	-	154
Insurance	-	558	558	550
Administration support cost	-	(55)	(55)	636
	<u>-</u>	<u>459</u>	<u>459</u>	<u>1,465</u>
<b>Governance costs</b>				
Independent examination fees	-	840	840	840
	<u>-</u>	<u>840</u>	<u>840</u>	<u>840</u>
<b>Total charitable activities expenditure</b>	<u>123</u>	<u>38,332</u>	<u>38,455</u>	<u>64,516</u>

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021

## 7. EMPLOYEES

	2021	2020
Number of employees:	Number	Number
The average monthly number of employees during the year was:	1	1
<b>Employment costs</b>	<b>£</b>	<b>£</b>
Catering manager wages cost (inc PAYE/NI/Pension)	20,627	20,652
	<u>20,627</u>	<u>20,652</u>

There were no employees whose annual emoluments were £60,000 and above.

## 8. TANGIBLE FIXED ASSETS

	Computer Equipment	Kitchen Equipment	Fixtures & Fittings	Total
COST	£	£		£
At 1 April 2020	800	29,955	4,955	35,710
Additions	-	521	-	521
Disposals	-	-	-	-
<b>At 31 March 2021</b>	<b>800</b>	<b>30,476</b>	<b>4,955</b>	<b>36,231</b>
<b>Depreciation</b>				
At 1 April 2020	800	24,512	4,079	29,391
Charge for the year	-	2,736	876	3,612
Disposals	-	-	-	-
<b>At 31 March 2021</b>	<b>800</b>	<b>27,248</b>	<b>4,955</b>	<b>33,003</b>
<b>NET BOOK VALUE</b>				
At 31 March 2021	-	3,228	-	3,228
At 31 March 2020	-	5,443	876	6,319

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021

9.	<b>DEBTORS</b>	<b>2021</b>	<b>2020</b>
		£	£
	Debtors	-	789
	Prepayments and accrued income	<b>480</b>	<b>480</b>
		<b>480</b>	<b>1,269</b>
10.	<b>CREDITORS : Amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
		£	£
	Other creditors	<b>575</b>	204
	Accruals	<b>840</b>	<b>940</b>
		<b>1,415</b>	<b>1,144</b>

11. **RELATED PARTIES****Trustees**

None of the trustees, or any person connected with them, received any remuneration in the year.

A total of £771 was paid to trustees in the year (2020: £184) regarding reimbursement of costs incurred by the trustees on behalf of the charity.

During the year, the charity paid rent to Hillingdon Park Baptist Church (HPBC), a charity for whom all trustees of Dovetail Community Outreach are also trustees, totalling £7,200 (2020: £9,600). HPBC also paid some administration and catering expenses totalling £nil (2020: £761) on the charity's behalf that were recharged back to the charity during the year.

Finally during the year, the charity received £4,572 from U-Can Ask Angels, a charity also linked to HPBC and in which a Trustee of Dovetail Community Outreach was also a Trustee. This charity closed during the year, and its remaining funds were transferred across to Dovetail Community Outreach as a restricted fund to be used for the benefit of supporting children/young people.

**Controlling party**

The charity is controlled by the trustees.

## DOVETAIL COMMUNITY OUTREACH

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021

## 12. STATEMENT OF FUNDS

	At 1 April 2020 £	Incoming Resources £	Resources Expended £	At 31 March 2021 £
<b>General funds</b>				
General funds	44,941	35,288	(38,332)	41,897
	<u>44,941</u>	<u>35,288</u>	<u>(38,332)</u>	<u>41,897</u>
Total Unrestricted funds	<u>44,941</u>	<u>35,288</u>	<u>(38,332)</u>	<u>41,897</u>
<b>Restricted funds</b>				
Trips/Outings	8	-	-	8
LBH – Building works	247	-	(123)	124
UCAA Restricted Fund	-	4,572	-	4,572
	<u>255</u>	<u>4,572</u>	<u>(123)</u>	<u>4,704</u>
Total Restricted funds	<u>255</u>	<u>4,572</u>	<u>(123)</u>	<u>4,704</u>
Total of Funds	<u>45,196</u>	<u>39,860</u>	<u>(38,455)</u>	<u>46,601</u>

The balance left on the LBH – Building works restricted fund of £124 relates to capital items which were purchased by the grant (new chairs for the dining centre). The fund balance carried forward therefore relates to the net book value of the fixed assets in question.

The UCAA (U-can Ask Angels) restricted fund relates to an amount received from that charity on its closure. The funds are restricted to be used to support children and young people, in line with the originally charitable objectives of UCAA.