

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

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

DOVETAIL COMMUNITY OUTREACH

CONTENTS

	Page
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

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 Ogunbajo 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)

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 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)

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

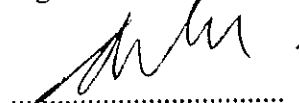
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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**

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

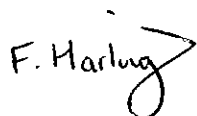
As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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 £
INCOME FROM:					
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
TOTAL INCOME		4,572	35,288	39,860	64,101
EXPENDITURE ON:					
Charitable activities	6	123	38,332	38,455	64,516
TOTAL RESOURCES EXPENDED		123	38,332	38,455	64,516
NET INCOME/ (EXPENDITURE) FOR YEAR		4,449	(3,044)	1,405	(415)
NET MOVEMENT IN FUNDS FOR THE YEAR		4,449	(3,044)	1,405	(415)
Total funds at 1 April 2020		255	44,941	45,196	45,611
FUND BALANCES AT 31 MARCH 2021		4,704	41,897	46,601	45,196

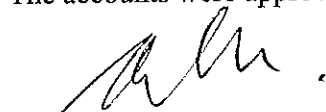
DOVETAIL COMMUNITY OUTREACH

BALANCE SHEET AS AT 31 MARCH 2021

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

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 £
Direct charitable activities				
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>
Charitable support costs				
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>
Governance costs				
Independent examination fees	-	840	840	840
	<u>-</u>	<u>840</u>	<u>840</u>	<u>840</u>
Total charitable activities expenditure	<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 Number	2020 Number
Number of employees:		
The average monthly number of employees during the year was:	1	1
Employment costs	£	£
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	-	-	-	-
At 31 March 2021	<u>800</u>	<u>30,476</u>	<u>4,955</u>	<u>36,231</u>
Depreciation				
At 1 April 2020	800	24,512	4,079	29,391
Charge for the year	-	2,736	876	3,612
Disposals	-	-	-	-
At 31 March 2021	<u>800</u>	<u>27,248</u>	<u>4,955</u>	<u>33,003</u>
NET BOOK VALUE				
At 31 March 2021	<u>-</u>	<u>3,228</u>	<u>-</u>	<u>3,228</u>
At 31 March 2020	<u>-</u>	<u>5,443</u>	<u>876</u>	<u>6,319</u>

DOVETAIL COMMUNITY OUTREACH

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

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

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 £
General funds				
General funds	44,941	35,288	(38,332)	41,897
Total Unrestricted funds	44,941	35,288	(38,332)	41,897
Restricted funds				
Trips/Outings	8	-	-	8
LBH – Building works	247	-	(123)	124
UCAA Restricted Fund	-	4,572	-	4,572
Total Restricted funds	255	4,572	(123)	4,704
Total of Funds	45,196	39,860	(38,455)	46,601

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.