

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

Trustees

Rev R Craig
Mrs J Hazelgrove
Mr A Lomath
Mr R Wadham
Mrs T Cann

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

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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 31st December 2021)
Mr A Lomath
Mrs H Smith (Resigned 31st December 2021)
Mr R Wadham (Appointed 10th January 2022)
Mrs T Cann (Appointed 7th 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

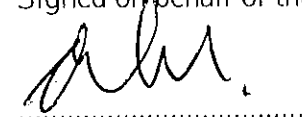
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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



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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
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DOVETAIL COMMUNITY OUTREACH

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

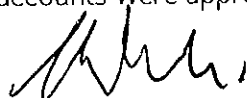
	Notes	Restricted Funds 2022 £	Unrestricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM:					
Incoming resources from generated funds:					
Donations and legacies	2	500	20,103	20,603	25,919
Charitable activities	3	-	20,450	20,450	6,266
Investment income	4	-	11	11	35
Other income	5	-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

DOVETAIL COMMUNITY OUTREACH

BALANCE SHEET AS AT 31 MARCH 2022

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

The accounts were approved by the trustees on



Mr A Lomath (Trustee)

5th September 2022.

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

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 £
Direct charitable activities				
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>
Charitable support costs				
Photocopying	-	-	-	(44)
Insurance	-	558	558	558
Administration support cost	-	-	-	(55)
	<u>-</u>	<u>558</u>	<u>558</u>	<u>459</u>
Governance costs				
Independent examination fees	-	900	900	840
	<u>-</u>	<u>900</u>	<u>900</u>	<u>840</u>
Total charitable activities expenditure	<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
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)	20,854	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
COST	£	£		£
At 1 April 2021	800	30,476	4,955	36,231
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2022	<u>800</u>	<u>30,476</u>	<u>4,955</u>	<u>36,231</u>
Depreciation				
At 1 April 2021	800	27,248	4,955	33,003
Charge for the year	-	2,696	-	2,696
Disposals	-	-	-	-
At 31 March 2022	<u>800</u>	<u>29,944</u>	<u>4,955</u>	<u>35,699</u>
NET BOOK VALUE				
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.	DEBTORS	2022 £	2021 £
	Prepayments and accrued income	480	480
		480	480
10.	CREDITORS : Amounts falling due within one year	2022 £	2021 £
	Other creditors	1,284	575
	Accruals	900	840
		2,184	1,415

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 £
General funds				
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>
Restricted funds				
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>
	<u>46,601</u>	<u>41,064</u>	<u>(50,211)</u>	<u>37,454</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.