

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**

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

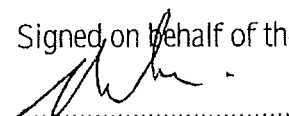
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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)

23/9/23

Date

**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 2023, which are set out on pages 6 to 14.

**Responsibilities and basis of report**

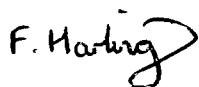
As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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		<u>24,635</u>	<u>38,626</u>
		25,180	39,106
<b>CREDITORS : Amounts falling due within one year</b>	9	<u>(1,812)</u>	<u>(2,184)</u>
<b>NET CURRENT ASSETS</b>		23,368	36,922
<b>NET ASSETS</b>		<u>23,578</u>	<u>37,454</u>
<b>INCOME FUNDS</b>			
Restricted funds	11	4,580	4,580
Unrestricted funds	11	<u>18,998</u>	<u>32,874</u>
		<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

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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 2023

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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 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	-	210	-	210
<b>At 31 March 2022</b>	-	532	-	532

## 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>
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>

## 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	<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	<u>4,580</u>	<u>700</u>	<u>(700)</u>	<u>4,580</u>
	<u>37,454</u>	<u>36,965</u>	<u>(50,841)</u>	<u>23,578</u>
Total of Funds	<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.