

**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 Fassnidge 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 Fassnidge 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

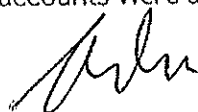
	Notes	Restricted Funds 2025 £	Unrestricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
<b>INCOME FROM:</b>					
Incoming resources from generated funds:					
Donations and legacies	2	-	27,604	27,604	10,889
Charitable activities	3	-	33,469	33,469	29,481
Investment income	4	-	148	148	162
<b>TOTAL 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><u>25,831</u></u>	<u><u>15,890</u></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
	-	49,574	49,574	46,591
<b>Charitable support costs</b>				
Insurance	-	686	686	669
<b>Governance costs</b>	-	686	686	669
Independent examination fees	-	1,020	1,020	960
	-	1,020	1,020	960
<b>Total charitable activities expenditure</b>	-	51,280	51,280	48,220

## 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
	<u>11,310</u>	<u>61,221</u>	<u>(51,280)</u>	<u>21,251</u>
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
	<u>4,580</u>	<u>-</u>	<u>-</u>	<u>4,580</u>
Total Restricted funds	<u>4,580</u>	<u>-</u>	<u>-</u>	<u>4,580</u>
Total of Funds	<u>15,890</u>	<u>61,221</u>	<u>(51,280)</u>	<u>25,831</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.