

**DOVER OUTREACH CENTRE**

**(Charity No: 1168737)**

**INDEPENDENT EXAMINATION AND  
FINANCIAL STATEMENTS OF THE**

**CHARITABLE INCORPORATED ORGANISATION**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

## DOVER OUTREACH CENTRE

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## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Dover Outreach Centre

On accounts for the  
period ended

31/12/2020

Charity no  
(if any)

1168737

Set out on pages

2 - 3

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

10/09/2021

Name:

Peter Acott

Relevant professional  
qualification(s) or body:

FCCA

Address:

SHPD Accountants, 10 Littlebourne Road, Maidstone, Kent, ME14 5QP





DOVER OUTREACH CENTRE

1168737

# Receipts and payments accounts

CC16a

For the period  
from

01/01/2020

To

31/12/2020

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Unrestricted funds (VH) to the nearest £	Restricted funds (WNS) to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	40,864	14,440	3,495	58,799	84,214
Grant income	25,600	-	32,903	58,503	42,050
Rental income	-	88,252	-	88,252	41,669
Management fee	10,086	-	-	10,086	30,000
COVID grants & furlough income	28,629	-	-	28,629	-
Mental health services	-	-	-	-	6,500
Gift Aid	5,115	-	-	5,115	-
<b>Sub total (Gross income for AR)</b>	<b>110,294</b>	<b>102,692</b>	<b>36,398</b>	<b>249,384</b>	<b>204,433</b>
<b>A2 Asset and investment sales, (see table).</b>					
Sale of equipment	-	-	-	-	1,090
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,090</b>
<b>Total receipts</b>	<b>110,294</b>	<b>102,692</b>	<b>36,398</b>	<b>249,384</b>	<b>205,523</b>
<b>A3 Payments</b>					
Wages and salaries	50,620	-	6,795	57,415	59,087
CEO Services	13,000	-	-	13,000	13,000
Management fee	-	-	10,086	10,086	-
Rent, Rates & Utilities	435	63,872	111	64,418	67,557
Building work	-	15,814	-	15,814	54,141
Insurance	1,991	1,919	-	3,910	4,195
General expenses (mileage, stationery etc)	2,272	1,049	1,252	4,573	3,536
Drop in centre supplies	110	-	-	110	1,372
Vehicle costs	-	-	900	900	1,500
Minor equipment	549	128	1,351	2,028	1,782
Accountancy	480	-	-	480	360
Website, advertising and events	-	-	-	-	28
Training	140	-	-	140	360
Loans repaid	-	30,000	-	30,000	-
Gifts and donations	1,500	5,700	171	7,371	-
Food	-	-	3,585	3,585	-
Supermarket vouchers	-	420	600	1,020	-
Sundry expenses	647	37	368	1,052	576
<b>Sub total</b>	<b>71,744</b>	<b>118,939</b>	<b>25,219</b>	<b>215,902</b>	<b>207,494</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>71,744</b>	<b>118,939</b>	<b>25,219</b>	<b>215,902</b>	<b>207,494</b>
<b>Net of receipts/(payments)</b>	<b>38,550</b>	<b>(16,247)</b>	<b>11,179</b>	<b>33,482</b>	<b>(1,971)</b>
<b>A5 Transfers between funds</b>	<b>(33,765)</b>	<b>29,928</b>	<b>3,837</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>17,018</b>	<b>632</b>	<b>8,700</b>	<b>26,350</b>	<b>28,321</b>
<b>Cash funds this year end</b>	<b>21,803</b>	<b>14,313</b>	<b>23,716</b>	<b>59,832</b>	<b>26,350</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Unrestricted funds (VH) to nearest £	Restricted funds to nearest £
B1 Cash funds	Current account	21,803	-	-
	VH account	-	14,313	-
	WNS account	-	-	23,716
	<b>Total cash funds</b>	<b>21,803</b>	<b>14,313</b>	<b>23,716</b>
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Campbeds	Unrestricted	801	200
	Laptop	Restricted	399	200
	Campbeds	Restricted	500	250
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
J Shilling	Judith Shilling	10/09/2021
P Wallace	Peter Wallace	10/09/2021



# Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	01	2020	To	31	12	2020

## Section A Reference and administration details

Charity name	Dover Outreach Centre
Other names charity is known by	None
Registered charity number (if any)	1168737
Charity's principal address	Victory House
	168 Snargate Street
	Dover, Kent
Postcode	CT17 9BZ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Judith Shilling	Chair (from 01/04/21)	Whole period	Fellow trustees
2	Peter Wallace	Vice Chairman	Whole period	Fellow trustees
3	Noel Beamish	Chair (to 01/04/21)	Whole period	Fellow trustees
4	Vee Bentley		Whole period	Fellow trustees
5	Janet Jowett		Whole period	Fellow trustees
6	Sean Sheffield		Whole period	Fellow trustees
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17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year



**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B      Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by existing trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C      Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.

Please refer to the Chairman's report for a summary of the main activities undertaken in the year.

We confirm that the trustees have had regard to the Charity Commission's guidance on public benefit.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**



## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Please refer to the Chairman's report for a summary of the main achievements of the charity in the year.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

The charity's policy is to maintain a reserves level equivalent to at least 6 months of operational expenditure.

Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	J Shilling	Peter Wallace
Full name(s)	Judith Shilling	Peter Wallace
Position (eg Secretary, Chair, etc)	Chair	Vice Chairman
Date	10/09/2021	





## The Dover Outreach Centre

### Chairman's Report 2020

I start this years' report with a quote from 2019's – *"having seen a year of significant change in 2019 it would be nice to think that 2020 would be a calm, peaceful year....."* How wrong could I have been in a year which has brought us the Covid 19 pandemic which has affected the lives of all of us to a lesser or greater extent. One thing that I have been very aware of is that, through the challenges of this year, we have not been alone, God has very much been with us through it all.

**Day Centre** – the Centre closed in March to comply with the first National Lockdown Government guidance and did not open again until September. During those five months three members of staff were furloughed, the only meaningful activity of the Centre was to distribute supermarket vouchers (£30 per person each week) to those with no recourse to public funds. All rough sleepers were housed during this time by a government initiative to get everyone in. Funding was provided to Local Authorities to enable this to happen. When the Centre re-opened in September, appropriate risk assessments were carried out and adhered to and numbers allowed in at any one time were limited and no volunteers were used. Most rough sleepers accommodated stayed in their accommodation so the clients arriving at the Centre were mostly new people that we had not seen before.

**Dover Outreach Enterprise** – it was a difficult year to operate in apart from the periods of Lockdown enforced by the Government. Customers were few and far between due to the uncertainty and fear of infection caused by the pandemic. Both work supervisors were fully and flexibly furloughed for significant periods throughout the year which meant that opportunities to employ any previously homeless folks were not possible. The future of this enterprise will need to be considered carefully in 2021.

**Winter Night shelter** – the 2019/20 shelter was quieter than previous years. It ran again for three months, across seven venues with 100+ volunteers. 16 people used the shelter for one or more nights and of the 1395 bed spaces (91 nights x 15 spaces) only 594 were filled. Outcomes were good with 60% of guests moving into accommodation during the shelter period.

The 2020/21 shelter accommodation was provided in two B & B venues, both providing five single occupancy rooms. This was to comply with the Government's Covid guidelines and funding to cover most of our costs were secured by a grant from the Ministry of Housing, Communities and Local Government. Volunteering opportunities were limited to providing meals which were delivered take away style to both accommodation venues.

Dover Outreach Centre

Victory House

168 Snargate Street

Dover

CT17 9BZ

Charity Reg No.1168737

[www.doveroutreachcentre.org](http://www.doveroutreachcentre.org)

Tel: 01304 339022

**Victory House supported accommodation** – during the year we saw a few of the longstanding tenants move on to other more suitable accommodation which was good as it allowed us to house more rough sleepers. We were also able to assist the Local Authority with two rooms in their drive to get everyone in. Voids and bad debts were minimal during the year. The worst issue was that for several months of 2020 it was difficult to provide some positive support for the residents particularly in finding them meaningful activities or volunteer and work opportunities to help them in their rehabilitation.

**Staffing** – No new personnel were taken on during the year apart from two part time workers for the Night Shelter who thankfully had worked for us in the previous year. We were thankful for the Furlough scheme which supported the retention of five staff. I filled in where necessary across all areas of the Charity throughout the year and continued with sole responsibility for the day to day management of the residents.

**Funding** - This year has seen the level of general donations from private individuals and churches fall due primarily to the uncertainty caused by the pandemic. Thankfully the shortfall has been covered by grants, notably:

- Dover Town Council £10,000
- Nationwide £20,000
- Port of Dover £5,000
- MHCLG £21,000
- Winter Transformation fund £11,000
- Furlough Scheme £20,000

**Future** – having mentioned the impact of the pandemic throughout this report and the affect it has had on all areas of what we do, it cannot all be seen as negative. It has given us an opportunity as trustees and senior management to reflect on the areas we currently operate in and also consider the future. During the year we have explored and believe God is moving us forward with:

- Community Cafe initiative – to occupy the redundant area of the ground floor of Victory House
- Move On Housing - Working with Hope Into Action and local Churches to provide accommodation for our current resident of Victory House when they are ready to move on.

**Finally** - All that remains is to say a big thank you to our Trustees, staff, volunteers, funders and supporters without you we would not have been able to continue.

God bless you

*Noel*

Noel Beamish  
Chair of Trustees  
noel.beamish@doveroutreachcentre.com