

**Douglas Valley Outreach**  
Charitable Incorporated Organisation (CIO)  
Charity Number: 1170077

**Trustees' Annual Report  
and Financial Statements  
for the year ended 7 November 2018**

**DOUGLAS VALLEY OUTREACH CIO**  
**Charity number 1170077**

**TRUSTEES' REPORT**

The Trustees present their annual report and financial statements for the year ended 7<sup>th</sup> November 2018 which have been prepared to comply with the Charities Act 2011, the Constitution approved and established by the Charity Commissioners on 8<sup>th</sup> November 2016, the Statement of Recommended Practice applicable to all charities (the Charities SORP) and Financial Reporting Standard (FRS) 102.

**OBJECTS & ACTIVITIES**

The objects of the charity are to relieve the needs of those granted refugee status or seeking asylum in the UK and their dependents living, temporarily or permanently, in the postcode areas of WN, L39 and L40 and the surrounding areas in England, in particular but not exclusively by:

- The relief of their financial hardship;
- The preservation and protection of their physical and mental health;
- The advancement of their education and training so as to advance them in life and assist them to adapt within a new community;
- The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances.
- The relief of their unemployment by the provision of vocational and skills training, advice and support
- The advancement of the education of the public in general about the issues relating to refugees and those seeking asylum.

The main activities are to:

- Recruit and encourage volunteers to assist local charitable activities in Wigan and West Lancashire to provide practical support for asylum seekers and refugees through work programmes such as English conversation, a Women's Group (in Wigan), and befriending.
- Provide financial support for the provision of English language tutoring.
- Provide essential items of household equipment and furniture for those newly granted refugee status.
- Provide financial support for the provision of a Casework service in West Lancashire similar to that already provided in Wigan.

The trustees have regard to the Charity Commission's guidance on public benefit when reviewing the charity's objects, in planning activities and setting policies. The charity furthers its charitable purposes for the public benefit through its support of asylum seekers and refugees. They are often single and alone without the support of anyone from their own culture, with little or no English language skills and unable to understand and find their way through the systems and regulations that they encounter.

There have been no significant events which require the trustees to report upon.



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**OUR ACHIEVEMENTS AND PERFORMANCE**

Through the charity's volunteers, asylum seekers and refugees gain an improved understanding of local culture, systems, structures, their rights and responsibilities and social network with less feeling of isolation. They can be signposted to specialist services to gain better knowledge of what is available. This is of particular relevance in improving physical and mental health. The provision of advocacy and advice to those newly granted refugee status improves their chances of finding adequate housing and avoiding destitution. The provision of support for English language skills is in many cases essential to improve refugees' ability to find employment when permitted to do so.

A working group of Trustees has, in the second year of the Charity's operations, reviewed how the Objects can best be met. A Development Plan has been created and priorities for the coming year have been established. The Trustees are using the Development Plan to monitor progress.

**Financial review**

Details of the income and expenditure are shown in the statement of financial activities on page 6. Donations and grants amounted to £8,972 (2017: £8,857), plus a grant returned of £2,312 (2017: £nil) as the work was deferred, and expenditure on charitable activities was £9,186 (2017: £7,527). Income from donations of £4,040 (2017: £4,686) and grants of £4,932 (2017: £4,171) were essentially equal. Grants were received with gratitude from the the Gubay Crisis Fund (Nugent Care), the Parochial Council of Christchurch in Douglas and the Sisters of Notre Dame de Namur.

Douglas Valley Outreach commenced charitable activities in March 2016 as an unregistered charity and was incorporated as a Charitable Incorporated Organisation on 8<sup>th</sup> November 2016.

The accounts have been prepared on an accruals basis and on a going concern basis. The Charity is reliant on the continuous support of its donors. The majority of donations are received by monthly standing order which gives some assurance about future income.

**Investment & Reserves policies**

Apart from retaining a prudent amount in reserves, the charity's funds are available to be spent in the short term and it has not been necessary to consider placing any funds in longer term investments. The trustees aim to maintain reserves in excess of six months' worth of donations. They consider that this reserve will allow them to respond to immediate needs and to ensure that governance and administration costs are covered.

**Disbursements policy**

Disbursements may be made so long as they are in accordance with the disbursements policy approved by the trustees, priorities for the current year have been considered and unless there are exceptional circumstances the minimum reserve is maintained. The policy is reviewed regularly.

**Risk management**

The trustees consider that all risks identified are insurable and have taken out appropriate cover.

**Fundraising**

The trustees do not engage in direct fundraising other than by encouraging free membership and support of the charity.

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**Plans for future periods**

Over the next five years the charity will continue to respond to the needs of asylum seekers and refugees and will develop and follow plans agreed with stakeholders.

**STRUCTURE, GOVERNANCE & MANAGEMENT**

**Governing instruments**

Douglas Valley Outreach (DVO) is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission, registration number 1170077 and is governed by the Constitution approved and established by the Charity Commissioners on 8<sup>th</sup> November 2016. It is an Association CIO with a wider membership in addition to its trustees.

**Trustees' appointment, induction and training**

Trustees are appointed by election at an AGM with one third retiring annually by rotation. Retiring trustees are eligible to offer themselves for re-election for up to three terms. Under this provision, three Trustees will retire at the next AGM and may offer themselves for re-election.

The Trustees may appoint additional trustees at any time and they will serve until the next AGM. No external body has an entitlement to appoint trustees. The maximum number of trustees permitted at any one time is 12.

New trustees will be inducted by receiving a copy of the Constitution, minutes of recent meetings and explanations of procedure at subsequent meetings.

The trustees are not aware of any related parties with influence over the actions of the charity.

Some trustees are regular donors to the charity. No trustee received compensation or expenses in the year.

**Organisation structure**

There are currently ten trustees (2017: nine) and approximately 30 (2017: 30) other members who are benefactors and or volunteers. The trustees meet at least quarterly.

The following Trustees retire by rotation at the AGM on 30<sup>th</sup> January 2019:

P Roberts

P Sephton

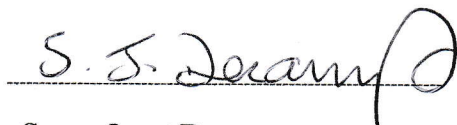
S Sephton

P Roberts and P Sephton offer themselves for re-election.

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

Signature:



Full Name:

Susan Janet Decamp

Position:

Chair of Trustees

Date:

23/01/2019

**DOUGLAS VALLEY OUTREACH CIO**  
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**REFERENCE & ADMINISTRATION DETAILS**

<b>Registered address</b>	39, Beechfield Hilldale Parbold Lancashire WN8 7AR
<b>Trustees</b>	S J Decamp                      Chair C Bennett                      Secretary P E Roberts                      Treasurer D G Bennett A Black R Charnock M McCusker (appointed 18th Jan 2018) C Marston P Sephton S Sephton
<b>Banker</b>	Royal Bank of Scotland 1, Spinningfields Square Manchester M61 0NH
<b>Independent examiner</b>	M A Cook BA (Hons) FCA 26 Lathom Avenue Parbold Wigan Lancs WN8 7DT



**DOUGLAS VALLEY OUTREACH CIO**  
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**STATEMENT OF FINANCIAL ACTIVITIES**

for the year ended 7 November 2018

			2018	2017
			£	£
Income from:				
Grants			4,932	4,171
Donations			3,284	3,915
Support for casework recovered			2,312	-
Gift Aid recovered			756	771
<b>Total income</b>			<b>11,284</b>	<b>8,857</b>
Charitable activities				
	English Language tuition & materials	Grant	1,000	2,200
	Essential items		4,256	2,652
	Casework support	Grant	2,052	2,312
	Women's Group		94	269
	Family support at Christmas		482	-
	Emergency support		600	-
	Local grants		650	-
	Publicity		52	94
			<b>9,186</b>	<b>7,527</b>
Administration				
	Postage		-	11
	AGM costs		173	-
	Insurance		163	143
			<b>336</b>	<b>154</b>
<b>Total expenditure</b>			<b>9,522</b>	<b>7,681</b>
<b>Net income/(expenditure)</b>			<b>1,762</b>	<b>1,176</b>

**DOUGLAS VALLEY OUTREACH CIO**  
**Charity number 1170077**

**BALANCE SHEET**

as at 7 November 2018

		<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
Assets			
Bank account		7,632	5,811
Cash in hand		14	-
Debtors	HMRC	267	430
Prepayment	Insurance	225	134
Less	Accruals	-	-
<b>Total Assets</b>		<b>8,138</b>	<b>6,377</b>
Represented by:			
General Fund	B/forward	6,377	5,201
	Net income for year	1,762	1,176
<b>Total Funds</b>		<b>8,138</b>	<b>6,377</b>

Signed on behalf of the Trustees of Douglas Valley Outreach, charity number 1170077

Signature:



Full Name:

Phillip Edward Roberts

Position:

Trustee & Treasurer

Date:

22/01/2019

**DOUGLAS VALLEY OUTREACH CIO**  
**Charity number 1170077**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report to the trustees on my examination of the accounts of Douglas Valley Outreach, charity number 1170077, for the year ended 7<sup>th</sup> November 2018 set out on pages 2 to 7.

**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**

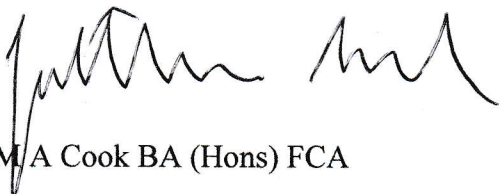
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



M A Cook BA (Hons) FCA

Date: 25 - 1 - 19