



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

**Trustees' Annual Report
and Financial Statements
for the year ended 7 November 2020**

DOUGLAS VALLEY OUTREACH CIO
Charity number 1170077

TRUSTEES' REPORT

The Trustees present their annual report and financial statements for the year ended 7th November 2020 which have been prepared to comply with the Charities Act 2011, the Constitution approved and established by the Charity Commissioners on 8th 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.

The Trustees record with gratitude a grant of £4,763 from the John Moores Foundation (JMF) to fund the part time employment of a caseworker to work with asylum seekers and refugees in Skelmersdale. The caseworker is employed by West Lancashire Council for Voluntary Services. As noted in the financial review below, all of the grant received has been disbursed during the financial year.

There have been no other 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.

As reported last year, a Development Plan was created by the Trustees in 2017/18 in order to best meet DVO's Objects. The Plan was put on hold during the current year and will be adapted as required when the restrictions imposed by Covid-19 are being removed.

Covid 19 has had a dramatic effect on our ability to work with asylum seekers and refugees since March 2020. Much of the volunteer work has been suspended because of the risk of infection and the regulations on gatherings. However, the Charity has been active in providing essential items for asylum seekers and refugees who are in dire need.

Financial review

Details of the income and expenditure are shown in the statement of financial activities on page 6. Donations, grants and other income amounted to £14,413 (2019: £10,333). Expenditure on charitable activities was £11,544 (2019: £7,538). The grant from JMF was administered as a Restricted Fund. Unrestricted income was received in about equal proportions from grants and from individual donations. Grants and donations were received with gratitude from individual donors, Douglas Valley Lions, the Parochial Council of Christchurch in Douglas, from Mass collections at Our Lady & All Saints Church in Parbold and from the Sisters of Notre Dame de Namur.

The grant from JMF was received on 10 December 2019 in the sum of £4,763 and, in accordance with the terms of the award of the grant, it was used to help fund the part time employment of a caseworker. The payments made in respect of this were made on 10 February 2020, 15 April 2020, 8 July 2020 and 21 October 2020, each being £1,217.08.

Since the year end, the Charity has received the second tranche of grant funding from JMF. This has provided funds of over £5,000 which will be used to continue to fund the part time employment of a caseworker in 2021.

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

The accounts have been prepared on an accrual basis and on a going concern basis. The Charity is reliant on the continuous support of its donors. Most individual donations are received by monthly standing order which gives some assurance about future income. Despite the significant global impact from the Covid-19 outbreak and thanks to the continued generosity of its supporters there has been no significant impact on the quantum of donations received by the Charity and the level of the Charity's reserves put it in a good position to deal with any short term reductions that might arise. The Trustees have therefore continued to adopt the going concern basis in the preparation of these accounts and financial statements.

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 broadly equivalent to three months' worth

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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.

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 8th 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.

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 eight trustees (2019: nine) and approximately 30 (2019: 30) other members who are benefactors and or volunteers, though most volunteers are currently not active because of Covid 19. The trustees have met once in the last year and are otherwise in frequent communication.

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The following trustees retire by rotation at the AGM on 28 January 2021 and offer themselves for re-election: SJ Decamp, C Marston & M McCusker.

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

Signed on behalf of the Charity's Trustees

Signature: S. J. Decamp
Full Name: Susan Janet Decamp
Position: Chair of Trustees
Date: 22 / 1 / 2021

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REFERENCE & ADMINISTRATION DETAILS

Registered address 39, Beechfield
Hilldale
Parbold
Lancashire
WN8 7AR

Trustees - the following Trustees served during the year:

S J Decamp	Chair
M McCusker	Secretary
P E Roberts	Treasurer
D G Bennett	
A Black	
R Charnock	
C Crossan	(appointed 30/01/2019)
C Marston	
P Sephton	(retired 28/02/2019)

Bankers Co-operative Bank plc
PO Box 250
Delf House
Skelmersdale
WN8 6WT

Independent examiner M A Cook BA (Hons) FCA
26 Lathom Avenue
Parbold
Wigan
Lancs
WN8 7DT

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STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 7 November 2020

	2020	2020	2020	2019
	£	£	£	£
	Restricted funds	Unrestricted funds	Total	Total
Income from:				
Grants	4,763	4,783	9,546	4,845
Donations	-	3,918	3,918	4,036
Gift Aid recovered	-	701	701	648
Bank Switch bonus	-	-	-	750
Other income	-	248	248	54
Total income	4,763	9,650	14,413	10,333
Charitable activities				
Essential items	-	4,786	4,786	4,862
Casework support	4,763	105	4,868	1,295
Women's Group	-	163	163	278
Family support at Christmas	-	368	368	444
Emergency support	-	359	359	-
Local grants	-	1,000	1,000	600
Publicity	-	-	-	58
	4,763	6,781	11,544	7,538
Administration				
AGM costs	-	64	64	84
Insurance	-	225	225	253
	-	289	289	337
Total expenditure	4,763	7,070	11,833	7,875
Net income / (expenditure) for the year	-	2,580	2,580	2,458

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BALANCE SHEET

as at 7 November 2020

		2020	2019
		£	£
Assets			
Bank account		12,425	8,974
Cash in hand		-	-
Debtors	HMRC	701	647
	OLAS	50	-
	Co-operative Bank	-	750
Prepayment	Insurance	-	225
Less	Accruals	-	-
Total Assets		<u><u>13,176</u></u>	<u><u>10,596</u></u>
Represented by:			
General Fund	B/forward	10,596	8,138
	Net income for year	2,580	2,458
Total Funds (all unrestricted)		<u><u>13,176</u></u>	<u><u>10,596</u></u>

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

Signature:



Full Name: Phillip Edward Roberts

Position: Treasurer

Date: 21/01/2021

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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 7th November 2020 set out on pages 2 to 8.

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 not required but has been requested by the trustees.

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

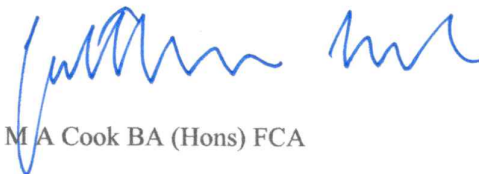
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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: 21-1-21