

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

**Trustees' Annual Report  
and Financial Statements  
for the year ended 7 November 2023**

**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 2023 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.

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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 previously reported, a Development Plan was created by the Trustees in order to best meet DVO's Objects. During the year, the Trustees have continued to re-consider the Plan in the light of the current local and world economic situation, post-pandemic, and the changing environment concerning asylum seekers and refugees.

Following the lifting of the restrictions imposed as a result of Covid 19 and the consequential changes in the ability of the charity's volunteers to start working directly again with asylum seekers and refugees in 2021/22, 2022/23 saw the beginning of a new post-pandemic normal. Many volunteers have not been able to resume volunteering work after the suspensions imposed to control the risk of infection and the regulations on gatherings and many of the forums in which volunteers got involved with asylum seekers and refugees have not re-started in the same format post-pandemic. These changes continue and the approach of the Charity will continue to evolve to reflect the same. The Charity has continued to be active in providing essential items for asylum seekers and refugees who are in dire need.

**Financial review**

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.

Details of the income and expenditure are shown in the statement of financial activities on page 7. Donations, grants and other income amounted to £7,364 (2022: £7,642). Expenditure on charitable activities was £6,203 (2022: £8,467). The grant from JMF was administered as a Restricted Fund. Unrestricted income was received almost entirely from individual donations and Gift Aid thereon.

The grant from JMF was received on 1 December 2021 in the sum of £5,262 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 in the fiscal year 2022/23 – part of which fell into the Charity's financial year 2022/23.

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 regular donations received by the Charity. 2022/23 saw a similar level of "one-off" donations to 2021/22 which when combined with lower than previous payments for essential items have resulted in the reported modest excess of income over expenditure for the year. The level of the Charity's reserves keeps 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.

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**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 sufficient to cover a year's worth of costs. 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 intends to continue to respond to the needs of asylum seekers and refugees and 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.

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.

**DOUGLAS VALLEY OUTREACH CIO**  
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**Organisation structure**

There are currently eight trustees (2022: seven) and approximately 12 other members who are benefactors and or volunteers. The trustees have met four times in the last year and are otherwise in frequent communication.

The following trustees retire by rotation at the AGM on 26<sup>th</sup> February 2024 and offer themselves for re-election: A J Williams, R Jolley, S Mellor and M A Cook.

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:

21/2 /2024

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

**REFERENCE & ADMINISTRATION DETAILS**

**Registered address**            26, Lathom Avenue  
Parbold  
Wigan  
Lancashire  
WN8 7DT

**Trustees - the following Trustees served during the year:**

S J Decamp	Chair
R Jolley	Secretary
M A Cook	Treasurer

D G Bennett  
R Charnock  
C Marston  
A Williams  
S Mellor

Appointed 11<sup>th</sup> September 23

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

**Independent examiner**        S Ward  
1 Damswood Farm Cottages  
Miry Lane  
Parbold  
Lancashire  
WN8 7TA

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

for the year ended 7 November 2023

	2023	2023	2023	2022
	£	£	£	£
	Restricted funds	Unrestricted funds	Total	Total
<b>Income from:</b>				
Grants	2,190	-	2,190	3,070
Donations	-	3,772	3,772	3,819
Gift Aid recoverable	-	999	999	551
Other income	-	403	403	202
<b>Total income</b>	<b>2,190</b>	<b>5,174</b>	<b>7,364</b>	<b>7,642</b>
<b>Charitable activities</b>				
Essential items	-	2,949	2,949	4,432
Casework support	2,190	-	2,190	3,070
Food and gifts at Christmas/Easter	-	924	924	825
Local grants	-	140	140	140
	<b>2,190</b>	<b>4,013</b>	<b>6,203</b>	<b>8,467</b>
<b>Administration</b>				
AGM costs	-	78	78	36
Insurance	-	253	253	253
	<b>-</b>	<b>331</b>	<b>331</b>	<b>289</b>
<b>Total expenditure</b>	<b>2,190</b>	<b>4,344</b>	<b>6,534</b>	<b>8,756</b>
<b>Net income / (expenditure) for the year</b>	<b>-</b>	<b>830</b>	<b>830</b>	<b>(1,114)</b>

**DOUGLAS VALLEY OUTREACH CIO**  
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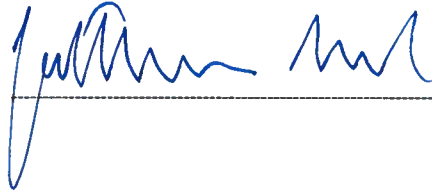
**BALANCE SHEET**

as at 7 November 2023

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Assets		
Bank account	12,337	14,494
Debtors	999	551
Prepayment	35	35
Less	(93)	(2,632)
<b>Total Assets</b>	<b><u>13,278</u></b>	<b><u>12,448</u></b>
Represented by:		
General Fund		
Brought forward	12,448	13,562
Net income / (expenditure) for the year	830	(1,114)
<b>Total Funds (all unrestricted)</b>	<b><u>13,278</u></b>	<b><u>12,448</u></b>

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

Signature:



Full Name:

Matthew Alexander Cook

Position:

Treasurer

Date:

21/2/24



**DOUGLAS VALLEY OUTREACH CIO**  
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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 7<sup>th</sup> November 2023 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.



S Ward

Date: 21/2/24