

**REGISTERED COMPANY NUMBER: NI608313 (Northern Ireland)**  
**REGISTERED CHARITY NUMBER: 102073**

**Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2019  
for  
Damask Community Outreach  
(A Company Limited by Guarantee)**

McCleary & Company Ltd  
Chartered Accountants  
Ratheane House  
32 Hillsborough Road  
Lisburn  
Co. Antrim  
BT28 1AQ

**Damask Community Outreach**

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for the Year Ended 31 March 2019**

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## Damask Community Outreach

### Report of the Trustees for the Year Ended 31 March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of 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) (effective 1 January 2015).

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

Damask Community Outreach was formed in July 2011 to work primarily in the community of East Lisburn. The mission statement of Damask Community Outreach is "Dedicated to providing safe, inclusive and challenging opportunities that are changing lives and building futures in our community." The key purpose and services provided by Damask were established in response to an audit carried out in the community. The public benefit delivered by Damask provides support for older people, parents and carers and young people through a range of activities and programmes, together with advice services and support to those experiencing health problems, loneliness, unemployment, age related problems, poverty and financial difficulties.

Damask Community Outreach is a Christian faith-based organisation, working in partnership with Seymour Street Methodist Church, but is open to all and committed to equality of opportunity for all people, regardless of religious belief, political opinion, race, age, marital status, sexual orientation, gender, disability or dependency. Damask is committed to building partnerships in the community, with statutory agencies and with other relevant groups and organisations to ensure that it can offer a wide range of services that match the needs of the community and help with the personal development of individuals.

##### Volunteers

Damask Community Outreach is completely dependent on the service provided by our team of trained and dedicated volunteers. We are truly blessed by this band of faithful people who serve so willingly and unstintingly on a daily basis allowing the project to direct its resources to where it is needed.

There are currently 48 volunteers - see the table below showing the year on year movement in volunteering hours with Damask Community Outreach:

	2018/19	2017/18	2016/17
Youth Projects	1800	1464	1680
Advice Service	900	1162	1728
Befriending Service	120	624	600
Community Services	818	648	648
Management & Admin	1056	1200	1500
Car Boot Sale	400	-	-
Storehouse collection	192	-	-
<b>Total</b>	<b>5286</b>	<b>5098</b>	<b>6156</b>

## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2019**

#### **OBJECTIVES AND ACTIVITIES**

##### **Ensuring the Work Delivers the Aims of the Charity**

The aims, objectives and activities are reviewed throughout the year, looking at what has been achieved and the outcomes of the work. The effect of each key programme and service and the benefits they have brought to the community and the groups are reviewed systematically. This process helps ensure that aims, objectives, programmes and services remain focused on the stated purposes. The Board refers to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing its aims and objectives, and in planning its programmes and services.

##### **Objectives for 2018/19**

The main objectives for 2018/19 have continued to relate primarily to supporting families including older people, parents and carers and young people, those experiencing health problems, loneliness, unemployment, age related problems, poverty and financial difficulties. All the charitable activities focus exclusively on meeting needs and providing support in the local community and are undertaken to further our charitable purposes for the public benefit and within the criteria that defines public benefit outlined in the statutory guidance.

##### **Programmes and Activities**

In the past year Damask Community Outreach has delivered a full programme in line with the strategy and objectives agreed by the Board and a summary is provided below.

##### **Youth Projects (in association with Youth Initiatives)**

Following on from previous years, the Damask youth project being led by Youth Initiatives expanded to involve more programmes that would engage with a wider range of young people.

At the heart of the Youth Initiative's programme is the **Outreach Project** which continued its detached youth work on the streets of Lisburn linked to our Saturday night centre-based club in the Seymour Street Hall. Numbers continued to grow over this year with over 100 young people attending on some Saturdays. Due to the numbers attending and the challenging behaviours we were having to cope with, we had to amend our approach to maintain a safe and responsive programme. At this time Damask/Youth Initiatives were one of the few groups seeking to address what was a Lisburn-wide issue and we are grateful for the help of the PSNI, PCSP and LCCC in this work. There is a clear need for outreach that connects with young people across Lisburn, both inside and outside, and as a result our team split to offer support on the streets and in the centre on a Saturday night. We are continually challenged as to how best to meet this need in a way that supports and progresses young people in their lives.

The Saturday night club did give rise to a number of issues associated with the disturbance of local residents by antisocial behaviour of young people outside our premises, and sometimes also inside the club. In response to complaints Damask initiated changes to the supervision of the area around the premises which largely addressed these issues, and has also set a date for an open meeting with residents.

During the week Youth Initiatives opened a young men's and young women's programme night for our 15 - 18 year olds. This provided space for those from the local community to get involved with various personal, social development and good relations programmes, completing 3 OCNs: in Handling Conflict, Good Relations & Diversity, and Practical Youth Leadership Skills.

This also provided opportunities for recruitment into the **Year 2 Transform Programme** which began in January 2019. This year the Transform programme involved 9 young people who will aim to complete over 250 hours of programming on personal & social development, good relations and active citizenship. So far they have completed the Targeted Life Skills programme and will work with our partner group in West Belfast to complete another OCN (LV 2 Personal Success & Wellbeing), will attend a YI Summer Camp, and lead a 2 week Summer Scheme for 10-14 yr olds from the local community based at Seymour Street.

## Damask Community Outreach

### Report of the Trustees for the Year Ended 31 March 2019

#### OBJECTIVES AND ACTIVITIES

The "GO" project (formerly "STRETCH") on Thursday afternoons continues to work with our 10-14 year olds, and is our fastest growing programme with over 40 young people registered. The aim is to target issues expressed by our young people such as mental health awareness, bullying, community care, identity and purpose, all done in a fun, interactive and challenging way.

The year has seen steady growth as we seek to establish a **Youth Community Hub** at Damask Community Outreach. To facilitate this a Memorandum of Understanding between Damask and Youth Initiatives has been agreed and regular meetings planned. Our vision for youth and community work here in Lisburn is of a faith-based community of people, led by God, working to inspire hope and initiative in young people, so that they can use the diverse gifts and abilities they have been given to transform both their own lives and the lives of those in their communities.

We are already planning for next year when our focus will be to challenge young people to explore their identity, to consider faith and spiritual development, to provide more opportunities to learn skills and gain qualifications and create a Kingdom community of adults and young people who want to have a positive influence on those around them. Our main objectives will be to expand both our 10-14s and 15-18s work to include both a drop-in and programme night, and we hope to develop a programme looking at faith exploration and discipleship.

#### Links

We have continued to develop strong relationships with a number of organisations. These include: Youth Initiatives, CAP Lisburn, Lisburn & Castlereagh City Council, PSNI, Storehouse, Exodus, SALT Factory Sport, Police and Community Safety Partnership, Youth Link and Youth For Christ. These organisations have been supportive and have enabled Damask to deliver more challenging and successful projects.

#### Advice Service

The Damask Advice Service continues to make huge strides in improving the lives of individuals and families, many of whom are vulnerable and disadvantaged, both socially and economically. We continue to offer a wide range of Welfare benefit advice every week on e.g. Family support, Personal Independence Payment, Attendance Allowance, Health and Disability, Jobseekers Allowance, Employment Support Allowance and Housing Benefit. Help is given on these issues by Therese Milligan on 2 days per week. Furthermore Sue Stevenson from Advice NI provides advice on Tax and Tax credit issues one day per week.

There has been a further significant increase in members of the local Lisburn community and beyond using this service. In some cases clients turn to us because no other agency is able to provide them with support. By the links Damask has developed with Rikki Keag in counselling and also with a qualified health coach who is providing additional free sessions, and through our association with the Pastoral Care team in Seymour Street Methodist Church, and with the Storehouse food bank we are able to provide help in a much wider range of scenarios than other support agencies. This year Rikki saw a total of 19 clients referred from our General Advice Service and provided 98 sessions of counselling.

General Advice	2018/19	2017/18
Clients helped	613	544
Enquiries, Appointments & Home Visits	987	924

There are people from our community who present for issues that are outside our remit which we refer to more specialist organisations.

We are very grateful to our faithful band of volunteers who act as receptionists and carry out varied administration responsibilities without whom it would be difficult to deliver the high level of service we do which amounts to in excess of 900 hours annually.

## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2019**

#### **OBJECTIVES AND ACTIVITIES**

##### **Debt Advice Service**

Just before the end of March 2019 Damask was approached by Advice NI regarding the possibility of taking on provision of Debt Advice for the Lisburn and Castlereagh City Council area with Government funding through the Department of the Communities. A meeting was held with Advice NI and it is possible that Damask may undertake this during the next financial year.

##### **Befriender Service**

Due to the retirement of a number of volunteers the Befriender Service has been scaled back over this year and we have currently only two Befrienders making regular visits to their clients. However there continues to be a need for this service to the elderly and housebound. A number of our clients have described the service as fantastic and the befrienders as real friends. Damask will continue to review this situation and seek to find additional volunteers who will be provided with appropriate training prior to matching the volunteer with a client.

##### **Toddler Group**

The Toddler Group has continued to thrive this year. Meeting on Wednesday mornings during Term Time. We have an average attendance of 35 to 40 children with a similar number of parents/carers/child minders.

We aim to give both children and adults an enjoyable morning. Every week we have a time of free play, a craft activity where the children make something to take home, snack time for both children and adults and song time. We try to have some home baking or nice cake for the adults so coming to Toddlers is a bit of a treat!

There are 6 volunteer leaders and we begin the morning with prayer, praying that we will have opportunity to share God's love with those we meet at Toddler Group. Many friendships have developed within the group and it is always a joy to see some of our Toddlers grow up and join our church organisations like the Boys' Brigade and Girls' Brigade.

##### **Tea Dances**

The Damask Tea Dances are a very popular event. They take place monthly and there have been about 45+ participants at each dance, slightly down on last year. The event provides a place for good social interaction, friendship, fun and exercise. The music is provided by well-known local musician 'Housty' with his varied repertoire of music that suits the generation who attend. Guests are provided with tea, scones and tray bakes. This for many is their monthly outing which provides opportunity for social interaction for those who have been widowed or live alone, it provides light exercise and is a fun afternoon. Opportunities have been taken to inform participants of the services that are available by Damask such as the Advice Service, counselling service and storehouse food bank. There is an entrance fee of £4 per person which is just sufficient to cover the running costs.

##### **Arm-Chair Pilates**

This year a new activity supported by Damask has been Arm-chair Pilates which takes place for about 30 minutes prior to each meeting of the Seymour Street Luncheon Club. With a grant from Lisburn Safe and Well the services of a qualified coach has been provided. Exercise such as pilates provides documented health benefits to senior citizens who might not otherwise have any regular form of exercise. About 12 people attend the Pilate class every two weeks.

##### **Food Bank**

Damask Community Outreach recognises the valuable service offered by foodbanks and continues to collect food for the Storehouse project, based in Dunmurry. Food is collected on a weekly basis from Seymour Street Methodist Church and other outlets and delivered to the main warehouse. This food is then distributed, along with other food, to those in need.

## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2019**

#### **OBJECTIVES AND ACTIVITIES**

##### **Damask Car Boot Sale**

Although primarily organised as a fund-raising activity to support DAMASK the monthly indoor Car Boot Sale has also become an important and well attended community activity. Volunteers sell refreshments and hot-dogs and many items donated by church members and others are sold at a 'Damask' table to raise funds. Other tables are set up selling everything from jam, cakes and pot plants to clothes, toys and crafts. A wide cross-section of people from the local community drop in to each sale and the sales give DAMASK a higher profile.

##### **Other Events**

'**Fallfest**' which promotes a less 'spooky' alternative to Halloween has become a regular event in the Damask Community Outreach calendar. We run this in partnership with Seymour Street Methodist Church attracting over 150 children and young people plus parents and is offered as a diversionary activity from some of the unsocial activities which occur in the Community at Halloween.

'**Refresh**' is another event that is run in partnership with Seymour Street Methodist Church which is a summer activity club mainly for primary aged children. Over the last few years this went 'Green' and we moved the event out of the Seymour Street Halls onto the 'Green' at Roseville Park. It continues to be a highly successful event.

##### **Future Plans**

As a serious provider of services Damask Community Outreach will continue to consolidate the services offered and will keep all our provision under review in order to deliver our social outreach programme in the most effective and efficient way through partnering Seymour Street Methodist Church, Youth Initiatives and other agencies operating in the area.

##### **Appreciation and Welcome**

The Damask Board wish to place on record our deep appreciation and thanks to all our Volunteers who give of their time so freely.

#### **FINANCIAL REVIEW**

##### **Financial Review and Reserves Policy**

In partnership with our principal funders as detailed in the notes to the financial statements we delivered an agreed programme. The amount directly expended on charitable activities in the 12 months to 31 March 2019 amounted to £30,814 (£28,946 March 2018).

We maintained tight control over our finances and are seeking to establish a reserves policy, which will maintain the financial stability of the charity.

We will continue to keep our Principal Funders fully informed through briefing and progress reports to agreed timetables.

## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2019**

#### **FINANCIAL REVIEW**

##### **Principal funding sources**

The principal funding source is by way of grant income and Damask Community Outreach is grateful to the following organisations that provided funding for activities during the period covered by this report:

- \* Lisburn & Castlereagh City Council
- \* PCSP
- \* Seymour Street Methodist Church
- \* Education Authority
- \* Garvey Steel Band
- \* Youth Initiatives

In addition Damask Community Outreach acknowledges the following organisations that assisted with advice, support and training:

- \* Seymour Street Methodist Church
- \* Carson McDowell (Solicitors)
- \* NICVA
- \* Advice NI
- \* The Law Centre
- \* South Eastern Health & Social Care Trust
- \* Department Of Social Development NI
- \* Business In The Community NI

##### **Finances**

The Statement of Financial Activities reflects a deficit of £3,368 Incoming Resources over Resources Expended. The Unrestricted Funds carried forward at 31 March 2019 amount to £16,642 (£20,146 at 31 March 2018). The Restricted Funds carried forward at 31 March 2019 amount to £540 (£404 at 31 March 2018). Total overall funds carried forward of £17,182 (£20,550 at 31 March 2018).

##### **Staff**

The Board also express their thanks to Therese Milligan, Advice Service, Sessional Worker, Sue Stevenson placement from Advice NI, Rikki Keag, Counsellor, Ryan Lilley and David White, Youth Leaders seconded from Youth Initiatives and Michael Croft placement from Centre for Youth Ministry.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Damask Community Outreach is a charitable company limited by guarantee, incorporated on 22 July 2011 and registered as a Charity by the Charity Commission Northern Ireland NIC102073 on 6 March 2015. It is recognised by HMRC as a charity for tax purposes. The company was established under a Memorandum of Association, which established the objects and powers of Damask as a charitable company and is governed under its Articles of Association.

The Articles of Association were amended by a Special Resolution of the Company at a Special General Meeting held on 21 October 2013.



## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2019**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Recruitment and appointment of new trustees**

The Directors of the company are also known as charity trustees and under the Company's Articles are known as the Board. Members of the Board are elected by the decision of the Directors, or by an ordinary resolution. All members of the Board of Directors give their time voluntarily and receive no benefits from the charity. At present there are eight Board members who have served during this past year who are listed on page 8. The Board seeks to ensure that there is an appropriate mix of skills within the trustee body and that it adequately reflects the nature and diversity of the work of the company.

##### **Organisational structure**

The Damask Community Outreach Board of Directors, who met 3 times during the year, is responsible for the strategic direction and policy of the charity.

A scheme of delegation through an established management structure is in place. During the period of this report the Advice Service was managed by Jim Irwin, the Youth Programme by Rev Mervyn Ewing (to January 2019) and by Dr Lindsay Easson (February and March 2019), and the Toddlers, Tea Dance and Befriending by Shirley Carrington. Each of these Board Members reported to the Board on these areas at each Board meeting.

##### **Induction and training of new trustees**

Trustees are encouraged to familiarise themselves with the obligations of membership of the Board of Directors. They are also encouraged to be aware of charity legislation, to attend training relevant to their position and be aware of the current financial position, resourcing, future plans, objectives, policies and procedures of the company.

##### **Risk management**

The Board continue to review the major risks to which the charity is exposed and they endeavour to maintain control procedures and systems to mitigate those risks.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

NI608313 (Northern Ireland)

##### **Registered Charity number**

102073

##### **Registered office**

16 Adlon Crescent  
Lisburn  
Co. Antrim  
BT28 2EG

## Damask Community Outreach

### Report of the Trustees for the Year Ended 31 March 2019

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Trustees

Dr David Lindsay Easson	Retired	
Rev David Lee Turtle	Minister	- appointed 28.8.19
Rev Mervyn George Ewing	Minster	- resigned 30.6.19
Miss Jennifer Michelle Baird	Certified Chartered Accountant	
Mr John Harold Baird	Chartered Management Accountant	- appointed 1.8.19
Mrs Shirley Anne Carrington	Director	
Mr James Edward Irwin	Retired	
Mr William Donald Kinghan	Engineer	
Ms Anne Teresa Maxwell	Retired Librarian	
Mr William Eric Rainey	Retired	

##### Independent examiner

McCleary & Company Ltd  
Chartered Accountants  
Ratheane House  
32 Hillsborough Road  
Lisburn  
Co. Antrim  
BT28 1AQ

##### Bankers

Danske Bank  
PO Box 183  
Donegall Square West  
Belfast  
BT1 6JS

##### Solicitors

Carson McDowell  
Murray House  
4 Murray St.  
Belfast  
BT1 6DN

##### Chairperson

Dr David Lindsay Easson - appointed 31 January 2019

Approved by order of the board of trustees on 19 September 2019 and signed on its behalf by:

Dr David Lindsay Easson - Trustee

## **Independent Examiner's Report to the Trustees of Damask Community Outreach**

I report on the accounts of the company for the year ended 31 March 2019, which are set out on pages eleven to twenty.

### **Respective responsibilities of charity trustees and examiner**

As the charity's trustees (and also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under Section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 386 of the Companies Act 2006
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the 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
4. That there is further information needed for a proper understanding of the accounts to be reached.

### **Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

**Independent Examiner's Report to the Trustees of  
Damask Community Outreach**

John McCleary  
McCleary & Company Ltd  
Chartered Accountants  
Ratheane House  
32 Hillsborough Road  
Lisburn  
Co. Antrim  
BT28 1AQ

19 September 2019

**Damask Community Outreach**

**Statement of Financial Activities  
for the Year Ended 31 March 2019**

		Unrestricted funds £	Restricted funds £	31.3.19 Total funds £	31.3.18 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	8,685	9,340	18,025	10,097
Other trading activities	3	8,470	-	8,470	11,827
Investment income	4	24	-	24	23
Other income		-	927	927	858
<b>Total</b>		17,179	10,267	27,446	22,805
 <b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Support costs		1,827	1,313	3,140	4,244
Direct costs		18,792	8,882	27,674	24,702
<b>Total</b>		20,619	10,195	30,814	28,946
<b>NET INCOME/(EXPENDITURE)</b>		(3,440)	72	(3,368)	(6,141)
<b>Transfers between funds</b>	12	(64)	64	-	-
<b>Net movement in funds</b>		(3,504)	136	(3,368)	(6,141)
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		20,146	404	20,550	26,691
<b>TOTAL FUNDS CARRIED FORWARD</b>		16,642	540	17,182	20,550

The notes form part of these financial statements

**Damask Community Outreach**

**Balance Sheet  
At 31 March 2019**

	Notes	Unrestricted funds £	Restricted funds £	31.3.19 Total funds £	31.3.18 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	541	-	541	677
<b>CURRENT ASSETS</b>					
Debtors	10	-	-	-	2,500
Cash at bank		17,394	540	17,934	24,827
		<u>17,394</u>	<u>540</u>	<u>17,934</u>	<u>27,327</u>
<b>CREDITORS</b>					
Amounts falling due within one year	11	(1,293)	-	(1,293)	(7,454)
		<u>16,101</u>	<u>540</u>	<u>16,641</u>	<u>19,873</u>
<b>NET CURRENT ASSETS</b>					
		<u>16,101</u>	<u>540</u>	<u>16,641</u>	<u>19,873</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>16,642</u>	<u>540</u>	<u>17,182</u>	<u>20,550</u>
<b>NET ASSETS</b>					
		<u><u>16,642</u></u>	<u><u>540</u></u>	<u><u>17,182</u></u>	<u><u>20,550</u></u>
<b>FUNDS</b>					
Unrestricted funds	12			16,642	20,146
Restricted funds				540	404
<b>TOTAL FUNDS</b>					
				<u><u>17,182</u></u>	<u><u>20,550</u></u>

The notes form part of these financial statements

**Damask Community Outreach**

**Balance Sheet - continued  
At 31 March 2019**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

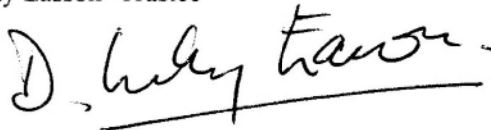
The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Board of Trustees on 19 September 2019 and were signed on its behalf by:

Dr David Lindsay Easson -Trustee



19 Sept 2019

Miss Jennifer Michelle Baird -Trustee



19 Sept 2019

The notes form part of these financial statements

## **Damask Community Outreach**

### **Notes to the Financial Statements for the Year Ended 31 March 2019**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment	- 10% on cost
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##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.



**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019**

**2. DONATIONS AND LEGACIES**

	31.3.19	31.3.18
	£	£
Seymour Street Methodist Church	5,000	2,500
Donations	3,685	1,360
Gift aid	-	401
Grants	9,340	5,836
	<u>18,025</u>	<u>10,097</u>

Grants received, included in the above, are as follows:

	31.3.19	31.3.18
	£	£
SEHSCT	-	500
Education Authority	1,090	-
Lisburn & Castlereagh City Council	2,847	836
Policing and Community Safety Partnership	5,403	-
Halifax Foundation	-	4,500
	<u>9,340</u>	<u>5,836</u>

**3. OTHER TRADING ACTIVITIES**

	31.3.19	31.3.18
	£	£
Tea dance	1,571	1,755
Car boot sale	6,899	9,372
Sponsored walk	-	700
	<u>8,470</u>	<u>11,827</u>

**4. INVESTMENT INCOME**

	31.3.19	31.3.18
	£	£
Deposit account interest	24	23
	<u>24</u>	<u>23</u>

**5. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.19	31.3.18
	£	£
Depreciation - owned assets	136	136
	<u>136</u>	<u>136</u>

**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019**

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018 .

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018 .

**7. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.3.19	31.3.18
Project staff	1	1
	<u>          </u>	<u>          </u>

No employees received emoluments in excess of £60,000.

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	4,261	5,836	10,097
Other trading activities	11,827	-	11,827
Investment income	23	-	23
Other income	-	858	858
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total</b>	16,111	6,694	22,805
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Support costs	4,244	-	4,244
Direct costs	17,593	7,109	24,702
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total</b>	21,837	7,109	28,946
 <b>NET INCOME/(EXPENDITURE)</b>			
	(5,726)	(415)	(6,141)
 <b>Transfers between funds</b>			
	(65)	65	-
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net movement in funds</b>	(5,791)	(350)	(6,141)

**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019**

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	25,937	754	26,691
<b>TOTAL FUNDS CARRIED FORWARD</b>	20,146	404	20,550

**9. TANGIBLE FIXED ASSETS**

	Equipment £
<b>COST</b>	
At 1 April 2018 and 31 March 2019	1,355
<b>DEPRECIATION</b>	
At 1 April 2018	678
Charge for year	136
At 31 March 2019	814
<b>NET BOOK VALUE</b>	
At 31 March 2019	541
At 31 March 2018	677

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.19 £	31.3.18 £
Prepayments and accrued income	-	2,500

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.19 £	31.3.18 £
Accrued expenses	1,293	7,454

**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019**

**12. MOVEMENT IN FUNDS**

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
<b>Unrestricted funds</b>				
General fund	20,146	(3,440)	(64)	16,642
<b>Restricted funds</b>				
Toddler Group	404	72	64	540
<b>TOTAL FUNDS</b>	<u>20,550</u>	<u>(3,368)</u>	<u>-</u>	<u>17,182</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	17,179	(20,619)	(3,440)
<b>Restricted funds</b>			
Toddler Group	927	(855)	72
Education Authority	1,090	(1,090)	-
Policing and Community Safety Partnership	5,403	(5,403)	-
Lisburn & Castlereagh City Council	2,847	(2,847)	-
	<u>10,267</u>	<u>(10,195)</u>	<u>72</u>
<b>TOTAL FUNDS</b>	<u>27,446</u>	<u>(30,814)</u>	<u>(3,368)</u>

**Comparatives for movement in funds**

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
<b>Unrestricted Funds</b>				
General fund	25,937	(5,726)	(65)	20,146
<b>Restricted Funds</b>				
Toddler Group	754	(415)	65	404
<b>TOTAL FUNDS</b>	<u>26,691</u>	<u>(6,141)</u>	<u>-</u>	<u>20,550</u>

**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019**

**12. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	16,111	(21,837)	(5,726)
<b>Restricted funds</b>			
Restricted Fund	5,836	(5,836)	-
Toddler Group	858	(1,273)	(415)
	<u>6,694</u>	<u>(7,109)</u>	<u>(415)</u>
<b>TOTAL FUNDS</b>	<u><u>22,805</u></u>	<u><u>(28,946)</u></u>	<u><u>(6,141)</u></u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
<b>Unrestricted funds</b>				
General fund	25,937	(9,166)	(129)	16,642
<b>Restricted funds</b>				
Toddler Group	754	(343)	129	540
<b>TOTAL FUNDS</b>	<u><u>26,691</u></u>	<u><u>(9,509)</u></u>	<u><u>-</u></u>	<u><u>17,182</u></u>

## Damask Community Outreach

### Notes to the Financial Statements - continued for the Year Ended 31 March 2019

#### 12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	33,290	(42,456)	(9,166)
<b>Restricted funds</b>			
Restricted Fund	5,836	(5,836)	-
Toddler Group	1,785	(2,128)	(343)
Education Authority	1,090	(1,090)	-
Policing and Community Safety Partnership	5,403	(5,403)	-
Lisburn & Castlereagh City Council	2,847	(2,847)	-
	<u>16,961</u>	<u>(17,304)</u>	<u>(343)</u>
<b>TOTAL FUNDS</b>	<u>50,251</u>	<u>(59,760)</u>	<u>(9,509)</u>

#### 13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

## Damask Community Outreach

### Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	31.3.19	31.3.18
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Seymour Street Methodist Church	5,000	2,500
Donations	3,685	1,360
Gift aid	-	401
Grants	9,340	5,836
	18,025	10,097
<b>Other trading activities</b>		
Tea dance	1,571	1,755
Car boot sale	6,899	9,372
Sponsored walk	-	700
	8,470	11,827
<b>Investment income</b>		
Deposit account interest	24	23
<b>Other income</b>		
Toddler Group	927	858
	27,446	22,805
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	10,726	10,699
Venue costs	6,145	6,148
Training	600	185
Programme costs	6,317	2,791
Fund raising and events	338	225
Travel costs	128	41
Toddler group	855	1,273
Professional fees	2,565	3,340
	27,674	24,702
<b>Support costs</b>		
<b>Finance</b>		
Bank charges	46	587

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**Damask Community Outreach**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2019**

	31.3.19	31.3.18
	£	£
<b>Other</b>		
Insurance	1,313	1,275
Telephone	75	113
Sundries	13	13
Computer expenses	567	1,160
Computer equipment	136	136
	<u>2,104</u>	<u>2,697</u>
<b>Governance costs</b>		
Accountancy and legal fees	990	960
	<u>990</u>	<u>960</u>
<b>Total resources expended</b>	30,814	28,946
	<u>          </u>	<u>          </u>
<b>Net expenditure</b>	<u>(3,368)</u>	<u>(6,141)</u>

This page does not form part of the statutory financial statements