

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

**Report of the Trustees and  
Financial Statements  
for the Year Ended 31 March 2021  
for  
Damask Community Outreach  
(A Company Limited by Guarantee)**

McCleary & Company Ltd  
Chartered Accountants  
Garvey Studios  
14 Longstone Street  
Lisburn  
Co. Antrim  
BT28 1TP

## **Damask Community Outreach**

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## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2021**

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 2021. 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 2019).

#### **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.

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

The aims, objectives and activities are reviewed throughout the year at Damask Board Management meetings held monthly, 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.

##### **Coronavirus -19**

The rapid spread of COVID-19 in the UK and Ireland, to which the Damask Board initially responded by cancelling the Car Boot Sale on 14th March 2021, led to the total UK lockdown from 26th March and the decision of the Methodist Church to close all its premises to all activities. Thus from the start of the period of this report Damask closed the Mothers' and Toddlers group, the Tea Dances, Pilates group, face-to-face Advice and Counselling and Car Boot sales. The Youth Initiatives team moved to working from home as did the Damask Advisor and Counsellor.

However, in line with its objectives Damask sought to continue to support our local community in different ways. As COVID remained the main factor dominating life throughout this report year this report is mainly about how Damask Community adapted to meet those needs.

## Damask Community Outreach

### Report of the Trustees for the Year Ended 31 March 2021

#### OBJECTIVES AND ACTIVITIES

##### Volunteers

During the COVID restrictions Damask has not been able to use the volunteers we would normally have to support the Advice Service, Mother and Toddlers, Tea, Dance and Car Boot sales but voluntary service was given in the Food Box deliveries, Befriending (limited) and youth programme. The Damask Board, which is made up of voluntary members continued to provide management and administration via online meetings, and the time spent on administration increased due to additional funding applications and the need to keep altering and re-developing our activities

The below table shows year on year volunteering hours with Damask Community Outreach:

	2020/21	2019/20	2018/19
Youth Projects	1,020	2,160	1,800
Advice Service	400	750	900
Befriending Service	30	80	120
Community Services	-	567	818
Covid Food box deliveries	300	-	-
Management & admin	1,400	1,008	1,056
Car Boot Sale	50	400	400
Food Bank collection	50	150	192
<b>Total</b>	<b>3,250</b>	<b>5,115</b>	<b>5,286</b>

##### Grant applications and donations

The Damask programme over 2020/21 has been supported by a range of funding bodies and we are grateful to these bodies for their grants. These include Lisburn and Castlereagh City Council, The Education Authority, The Halifax Foundation, The Department of Communities, The Rural Community Network, Lisburn and Castlereagh Policing and Community Safety Partnership and Youth Initiatives. As well as private individuals we have received donations from Seymour Street Methodist Church.

##### Objectives for 2020/21

The main objectives for the 2020/21 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.

In addition the Damask Board aimed to maintain the 2020/21 balance sheet in credit as had been achieved in 2019/20.

## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **OBJECTIVES AND ACTIVITIES**

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

##### **The Damask Response to the needs of Community during 20/21**

##### **Advice Service**

The Damask Board agreed the following steps: The Advice Service would operate as a Helpline phone based service only and the number of days increased from 2 days to 3 days per week. The Adviser was provided with a new mobile phone and laptop. The revised service was publicised with banners and with a leaflet delivery to houses in the area.

- a) Over time a system was developed for dropping off and collecting written documents.
- b) As restrictions were gradually lifted later in 2020 the Church allowed us to use an additional room for essential client consultations, while observing required COVID precautions.
- c) Due to the award of additional grants during the year we were able to maintain the 3 day a week service until the end of the financial year without draining our reserves.

Damask was successful with a bid to The Lisburn Policing and Community Safety Partnership for funding supporting the Advice Service to handle client contacts related to domestic violence. This enabled us to provide additional training to our staff on this issue, publicise our Advice Service's ability to help victims of Domestic Violence and also provide additional free counselling sessions to such victims. We carried this project out from October 2020 to March 2021. The Halifax Grant of £10,000 awarded in early 2020 was instrumental in maintaining the Advice Service during 2020/21.

Over the year we used a new Damask Client database to record client details and Adviser contacts. This has given us the ability to more reliably understand our client base. Over the year we recorded over 880 client contacts (phone, email, message, consultation) which was similar to the 980 recorded in 2019/20. However, the number of individual clients making those contacts was about 200 which was well down on the 600 approximately reported in previous years. While a decline was likely with a telephone only service vs face-to-face during covid and with restrictions on movement, it is possible that the lack of a formal database gave rise to an overestimate in the past. Nevertheless, it is clear that the Advice Service was busy and significant help was given to clients over this difficult year. Many clients contacted us several times (one over 50 times) and were clearly dependent upon us for help and support.

##### **Food Box Deliveries**

When it became apparent that many people classed as 'vulnerable' were being instructed not to leave their homes, Damask worked with Seymour Street Methodist Church to provide food distribution and other essential help where needed. This involved the Advice Service and the Church identifying clients who needed food deliveries and Damask and the Church recruiting drivers to make deliveries, Damask was also contacted by LCCC who set up a weekly supply system to us of food boxes from the Dept of Communities. We provided this service for the months of May to July 2020. We were also helped by the Lisburn Food Bank where supplies were needed urgently outside the weekly schedule. In total about 280 boxes were delivered. This project was coordinated very ably by Adrienne Stewart who personally dealt with many of the urgent requests for help. In the New Year Honours list 2021 Adrienne was awarded the BEM for services to the community during the COVID lockdown.

## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **OBJECTIVES AND ACTIVITIES**

##### **Youth Programme**

Supported by the Youth Initiatives structures the YI Lisburn team initially moved to work from home and provide online Zoom activities for its young people at the times of its normal programme. This was done in an organised and constructive way. The leaders also made deliveries of 'goody bags' with craft materials, sweets, activity ideas etc to young people forced to stay at home. As restrictions eased leaders made socially distanced contacts outside to encourage their young people and were then able to run outside activities using the Church Car Park as a base, and also walks and outings. Video links and competitions took place with other YI groups online. The YI team were able to use their office again by the end of 2020 and some inside activities started to be permitted. The Damask/YI programme was entered by the Mayor of Lisburn in the all-Ireland Pride of Place awards and our programme was awarded the prize for Best Community based youth programme in all-Ireland.

Go Project: Our BBC Children In Need funded GO Project, working with 10-14s and young volunteers has continued unhindered. Even despite some drop off when work was restricted to online (with ~8-10 regularly involved), once we were able to safely meet again face to face everyone was delighted to get back involved again with around 20 coming down each sessions. Rebecca and the team continue to explore identity, community, learning new skills and having a lot of fun!

Outreach : We maintained weekly engagement with young people on the streets of Lisburn. During the lockdowns we added to our normal Saturday evening street work by engaging with young people on the streets after school, and via "doorstep calls".

We have also been working in Fort Hill Integrated College over the past two years, providing both 1-1 support and small group sessions with young people across all age groups. It's great to be able to do this to support our local school and continue building relationships with the young people in Lisburn.

Transform: During the 20/21 period we finished delivering the third and started our fourth final cohort for young people across the Lisburn/West Belfast "Transform" project. Young people aged 14-18 have had one of the most unique experiences of the Transform project, with a mixture of online sessions, as well as trips, "camp" and summer scheme volunteering. By the end of this year we hope to have worked with 80 young people across the 4 years of Transform

Summer: Over the summer (2020) we were thankfully able to run a limited Summer Scheme for about 20 young people. After several months of staying at home it was amazing to have our young people and young leaders come together again for two weeks to have our first ever "socially distanced" summer scheme. We were able to keep the usual features of our summer schemes- games, crafts, trips and lots of fun- just all outside and a bit smaller.

##### **Mother's and Toddlers**

The leaders of this group sought to maintain contact with their group by posting videos online on the Toddlers Facebook page on a weekly basis up until the end of 2020 and more periodically thereafter.

##### **Living Life Well**

In order to support those who needed encouragement, particularly within the covid pandemic, to live a healthier lifestyle, Damask provided an online series of sessions related to diet, exercise, lifestyle and mental health led by a professional health coach. This consisted of 3 live Facebook sessions, free online to everybody, during Nov/Dec, followed up in Jan/Feb with 4 Zoom sessions for those prepared to sign up for these specific sessions tailored to the needs to the group attending. The internet access was facilitated, for those needing help, by the Damask Internet Gateway Project outlined below. The 3 Facebook sessions averaged about 250 views each, and about 10 clients signed up for the subsequent Zoom sessions.

## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **OBJECTIVES AND ACTIVITIES**

##### **Damask Internet Gateway Project**

Damask was successful in a bid to the Dept of Communities for funding for a 'Data Inclusion' project to provide internet access and tablet computers to those previously without internet access. This ran from Jan to March 21 and provided 20 tablet computers and 3 months of internet access. We were able to support about 18 clients who had no internet previously, and several others who did not know how to use it effectively. Several of our clients went on to then have the internet installed for themselves and those on the project were very grateful for the help they received from Damask.

##### **Damask Board and other aspects of Damask**

The Damask Board continued to meet monthly online via Zoom throughout 2020/21. A Damask Service was held by Seymour Street in February which was available online live on Zoom. In it representatives of the Youth Programme the Advice and Counselling Service, the Mothers and Toddlers and the Living Life Well course contributed short video clips.

##### **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.

##### **Other Activities**

The Toddlers' group, Tea Dances, Fallfest, Refresh and Car Boot sales did not take place during 2020/21.

##### **FOOD BANK**

Following close cooperation between Damask and the Lisburn Foodbank during the first Lockdown, Damask moved it's support through food donations from Storehouse to the Lisburn Food Bank. This food is then distributed, along with other food, to those in need.

##### **FUTURE PLANS**

Damask will apply to The Halifax Foundation for continued funding for the Advice Service and the possibility of funding through the Housing Executive is being looked into. The possibility of facilitating Advice sessions somewhere further along the Low Road is being considered. Discussions have been initiated with The Methodist Church into the possibility of Damask taking over the use of 23 Seymour Street (the former Manse) as an administrative base for Damask, a hub for the Advice Service and much needed facilities for small meetings and groups.

##### **APPRECIATION**

The Damask Board wish to place on record our deep appreciation and thanks to all our Volunteers who give of their time so freely, and to the staff providing the Damask Advice and Counselling and leading the youth programme.

## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **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
- Youth Initiatives
- Education Authority
- Children in Need
- POP Awards Community Ireland
- Amazon Smile
- Co-Operation Ireland Safe Return Fund
- Halifax Foundation
- Rural Community Network

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

##### **Staff**

The Board also express their thanks to Therese Milligan Advice Service, Seasonal Worker, Sue Stevenson placement from Advice NI, Rikki Keag Counsellor, Ryan Lilley and Rebecca Wills, Youth Leaders seconded from Youth Initiatives.



## **Damask Community Outreach**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **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 2021 amounted to £50,664 (£36,873 March 2020)

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.

##### **Finances**

The Statement of Financial Activities reflects a surplus of £2,035 of Incoming Resources over Resources Expended. The Unrestricted Funds carried forward at 31 March 2021 amount to £24,297 (£22,374 at 31 March 2020). The Restricted Funds carried forward at 31 March 2021 amount to £7,298 (£7,186 at 31 March 2020). Total overall funds carried forward of £31,595 (£29,560 at 31 March 2020).

##### **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.

##### **Responsibilities of the Board of Directors**

Company Law requires the Board to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and applications of resources, including income and expenditure, for the financial year. In preparing those financial statements the Board follows best practice and selects suitable accounting policies, makes judgements and estimates that are reasonable and prudent and prepares financial statements on the going concern basis, unless it is not appropriate to assume that the company will continue on that basis.

The Board of Directors is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with all legal obligations. The Board of Directors is also responsible for safeguarding the assets of the charitable company and therefore for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **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 2021**

#### **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 nine Board members who have served during this past year who are listed on page 9. 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 every 6 to 8 weeks 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 Dr Lindsay Easson, the Befriending Service by Harold Baird and the Toddlers, and Tea Dance 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

##### **Trustees**

Dr David Lindsay Easson Retired  
Rev David Lee Turtle Minister  
Miss Jennifer Michelle Baird Certified Chartered Accountant  
Mr John Harold Baird Chartered Management Accountant  
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

**Damask Community Outreach**

**Report of the Trustees  
for the Year Ended 31 March 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

McCleary & Company Ltd  
Chartered Accountants  
Garvey Studios  
14 Longstone Street  
Lisburn  
Co. Antrim  
BT28 1TP

**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 1 December 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'D. Lindsay Easson', written over a horizontal line.

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 2021, which are set out on pages eleven to twenty one.

**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.



John McCleary FCA  
McCleary & Company Ltd  
Chartered Accountants  
Garvey Studios  
14 Longstone Street  
Lisburn  
Co. Antrim  
BT28 1TP

1 December 2021

## Damask Community Outreach

### Statement of Financial Activities for the Year Ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	10,067	41,498	51,565	38,121
Other trading activities	3	1,100	-	1,100	10,040
Investment income	4	34	-	34	16
Other income		-	-	-	1,074
<b>Total</b>		11,201	41,498	52,699	49,251
 <b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Support costs		1,016	1,926	2,942	3,014
Direct costs		7,182	39,460	46,642	32,719
Governance costs		1,080	-	1,080	1,140
<b>Total</b>		9,278	41,386	50,664	36,873
<b>NET INCOME</b>		1,923	112	2,035	12,378
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		22,374	7,186	29,560	17,182
<b>TOTAL FUNDS CARRIED FORWARD</b>		24,297	7,298	31,595	29,560

The notes form part of these financial statements

## Damask Community Outreach

### Balance Sheet 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	269	-	269	405
<b>CURRENT ASSETS</b>					
Debtors	10	4,247	335	4,582	8,045
Cash at bank		20,949	7,345	28,294	27,133
		<u>25,196</u>	<u>7,680</u>	<u>32,876</u>	<u>35,178</u>
<b>CREDITORS</b>					
Amounts falling due within one year	11	(1,168)	(382)	(1,550)	(6,023)
		<u>24,028</u>	<u>7,298</u>	<u>31,326</u>	<u>29,155</u>
<b>NET CURRENT ASSETS</b>					
		<u>24,028</u>	<u>7,298</u>	<u>31,326</u>	<u>29,155</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>24,297</u>	<u>7,298</u>	<u>31,595</u>	<u>29,560</u>
<b>NET ASSETS</b>					
		<u>24,297</u>	<u>7,298</u>	<u>31,595</u>	<u>29,560</u>
<b>FUNDS</b>					
	13			24,297	22,374
Unrestricted funds				7,298	7,186
Restricted funds				<u>31,595</u>	<u>29,560</u>
<b>TOTAL FUNDS</b>					
				<u>31,595</u>	<u>29,560</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 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.

The notes form part of these financial statements

**Damask Community Outreach**

**Balance Sheet - continued**  
**31 March 2021**

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 by the Board of Trustees and authorised for issue on 1 December 2021 and were signed on its behalf by:



Dr David Lindsay Easson - Trustee



Miss Jennifer Michelle Baird - Trustee

## **Damask Community Outreach**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **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 2019)', 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

##### **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.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.



## Damask Community Outreach

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Seymour Street Methodist Church	2,736	3,251
Donations	6,859	11,932
Gift aid	473	-
Grants	41,497	22,938
	<u>51,565</u>	<u>38,121</u>

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

	31.3.21	31.3.20
	£	£
Education Authority	1,645	1,090
Lisburn & Castlereagh City Council	2,618	2,784
Advice NI	-	6,769
Policing and Community Safety Partnership	12,933	4,295
Halifax Foundation	10,000	-
Children in Need	8,000	8,000
Co-Operation Ireland Safe Return	3,801	-
Rural Community Network	2,500	-
	<u>41,497</u>	<u>22,938</u>

#### 3. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Tea dance	-	1,464
Car boot sale	1,100	5,073
Bistro	-	2,583
Fundraising	-	920
	<u>1,100</u>	<u>10,040</u>

**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**4. INVESTMENT INCOME**

	31.3.21	31.3.20
	£	£
Deposit account interest	34	16
	<u>          </u>	<u>          </u>

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

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

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	136	136
	<u>          </u>	<u>          </u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**7. STAFF COSTS**

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

	31.3.21	31.3.20
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	15,183	22,938	38,121
Other trading activities	10,040	-	10,040
Investment income	16	-	16
Other income	-	1,074	1,074
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total</b>	<b>25,239</b>	<b>24,012</b>	<b>49,251</b>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Support costs	1,124	1,890	3,014

**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

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

	Unrestricted funds £	Restricted funds £	Total funds £
Direct costs	17,308	15,411	32,719
Governance costs	1,140	-	1,140
	<hr/>	<hr/>	<hr/>
<b>Total</b>	19,572	17,301	36,873
	<hr/>	<hr/>	<hr/>
<b>NET INCOME</b>	5,667	6,711	12,378
<b>Transfers between funds</b>	65	(65)	-
	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>	5,732	6,646	12,378
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	16,642	540	17,182
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>22,374</u>	<u>7,186</u>	<u>29,560</u>

**9. TANGIBLE FIXED ASSETS**

	Equipment £
<b>COST</b>	
At 1 April 2020 and 31 March 2021	1,355
	<hr/>
<b>DEPRECIATION</b>	
At 1 April 2020	950
Charge for year	136
	<hr/>
At 31 March 2021	1,086
	<hr/>
<b>NET BOOK VALUE</b>	
At 31 March 2021	269
	<hr/>
At 31 March 2020	405
	<hr/>

**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

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

	31.3.21	31.3.20
	£	£
Other debtors	4,582	7,545
Prepayments	-	500
	4,582	8,045
	4,582	8,045

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

	31.3.21	31.3.20
	£	£
Bank loans and overdrafts (see note 12)	-	3,960
Accrued expenses	1,550	2,063
	1,550	6,023
	1,550	6,023

**12. LOANS**

An analysis of the maturity of loans is given below:

	31.3.21	31.3.20
	£	£
Amounts falling due within one year on demand:		
Bank overdrafts	-	3,960
	-	3,960
	-	3,960

The £3,960 shown as bank overdraft in 2020 represents a loan between unrestricted and restricted funds, where expenditure had occurred on restricted funds but at the balance sheet date reimbursement of this expenditure had not been received.

**13. MOVEMENT IN FUNDS**

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
<b>Unrestricted funds</b>			
General fund	22,374	1,923	24,297
<b>Restricted funds</b>			
Toddler Group	6	-	6
Children in Need	7,180	112	7,292
	7,186	112	7,298
<b>TOTAL FUNDS</b>	29,560	2,035	31,595

**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**13. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	11,201	(9,278)	1,923
<b>Restricted funds</b>			
Education Authority	1,645	(1,645)	-
Policing and Community Safety			
Partnership Youth Work	7,934	(7,934)	-
Lisburn & Castlereagh City Council	2,618	(2,618)	-
Children in Need	8,000	(7,888)	112
Policing and Community Safety			
Partnership Domestic Abuse	5,000	(5,000)	-
Co-Operation ireland safe Return Fund	3,801	(3,801)	-
Halifax	10,000	(10,000)	-
Rural Community Network	2,500	(2,500)	-
	<u>41,498</u>	<u>(41,386)</u>	<u>112</u>
<b>TOTAL FUNDS</b>	<u><u>52,699</u></u>	<u><u>(50,664)</u></u>	<u><u>2,035</u></u>

**Comparatives for movement in funds**

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
General fund	16,642	5,667	65	22,374
<b>Restricted funds</b>				
Toddler Group	540	(469)	(65)	6
Children in Need	-	7,180	-	7,180
	<u>540</u>	<u>6,711</u>	<u>(65)</u>	<u>7,186</u>
<b>TOTAL FUNDS</b>	<u><u>17,182</u></u>	<u><u>12,378</u></u>	<u><u>-</u></u>	<u><u>29,560</u></u>

**Damask Community Outreach**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021**

**13. 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	25,239	(19,572)	5,667
<b>Restricted funds</b>			
Toddler Group	1,074	(1,543)	(469)
Education Authority	1,090	(1,090)	-
Policing and Community Safety			
Partnership Youth Work	4,295	(4,295)	-
Lisburn & Castlereagh City Council	2,784	(2,784)	-
Children in Need	8,000	(820)	7,180
Advice NI	6,769	(6,769)	-
	<u>24,012</u>	<u>(17,301)</u>	<u>6,711</u>
<b>TOTAL FUNDS</b>	<u><u>49,251</u></u>	<u><u>(36,873)</u></u>	<u><u>12,378</u></u>

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

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	16,642	7,590	65	24,297
<b>Restricted funds</b>				
Toddler Group	540	(469)	(65)	6
Children in Need	-	7,292	-	7,292
	<u>540</u>	<u>6,823</u>	<u>(65)</u>	<u>7,298</u>
<b>TOTAL FUNDS</b>	<u><u>17,182</u></u>	<u><u>14,413</u></u>	<u><u>-</u></u>	<u><u>31,595</u></u>

## Damask Community Outreach

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 13. 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	36,440	(28,850)	7,590
<b>Restricted funds</b>			
Toddler Group	1,074	(1,543)	(469)
Education Authority	2,735	(2,735)	-
Policing and Community Safety			
Partnership Youth Work	12,229	(12,229)	-
Lisburn & Castlereagh City Council	5,402	(5,402)	-
Children in Need	16,000	(8,708)	7,292
Advice NI	6,769	(6,769)	-
Policing and Community Safety			
Partnership Domestic Abuse	5,000	(5,000)	-
Co-Operation ireland safe Return Fund	3,801	(3,801)	-
Halifax	10,000	(10,000)	-
Rural Community Network	2,500	(2,500)	-
	65,510	(58,687)	6,823
<b>TOTAL FUNDS</b>	101,950	(87,537)	14,413

#### 14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

**Damask Community Outreach**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021**

	31.3.21	31.3.20
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Seymour Street Methodist Church	2,736	3,251
Donations	6,859	11,932
Gift aid	473	-
Grants	41,497	22,938
	<hr/>	<hr/>
	51,565	38,121
<b>Other trading activities</b>		
Tea dance	-	1,464
Car boot sale	1,100	5,073
Bistro	-	2,583
Fundraising	-	920
	<hr/>	<hr/>
	1,100	10,040
<b>Investment income</b>		
Deposit account interest	34	16
<b>Other income</b>		
Toddler Group	-	1,074
	<hr/>	<hr/>
<b>Total incoming resources</b>	52,699	49,251
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	16,150	15,491
Pensions	297	535
Venue costs	5,470	6,160
Training	200	85
Programme costs	23,714	9,096
Fund raising and events	-	815
Travel costs	-	140
Toddler group	-	367
Professional fees	30	30
Advertising and promotional costs	780	-
	<hr/>	<hr/>
	46,641	32,719
<b>Support costs</b>		

This page does not form part of the statutory financial statements



**Damask Community Outreach**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021**

	31.3.21 £	31.3.20 £
<b>Support costs</b>		
<b>Finance</b>		
Bank charges	45	63
<b>Other</b>		
Insurance	1,926	1,890
Telephone	187	62
Postage and stationery	101	276
Sundries	48	587
Computer expenses	500	-
Computer equipment depreciation	136	136
	<u>2,898</u>	<u>2,951</u>
<b>Governance costs</b>		
Accountancy and legal fees	1,080	1,140
	<u>50,664</u>	<u>36,873</u>
Total resources expended		
	<u>2,035</u>	<u>12,378</u>
<b>Net income</b>		

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