

**PATIKO BAKER'S FORT PROJECT**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS**

For The Year Ended 31 MARCH 2021

FOR

**PATIKO BAKER'S FORT PROJECT**

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**PATIKO BAKER'S FORT PROJECT  
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**for the Year Ended 31 MARCH 2021**

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# PATIKO BAKER'S FORT PROJECT

## Trustees Annual Report Year End March 2021

### Legal and Administrative Information

**Status:** Est. May 1999

**Website:** [www.patikobakers.org.uk](http://www.patikobakers.org.uk)

Insta: @patikostudios

### Principle Address:

Cecilia Room  
St Bartholomew's Church and Center  
292b Barking Road  
London  
E6 3BA

### Contact

Tel: 020 8552 6714

Email: [admin@patikobakers.org.uk](mailto:admin@patikobakers.org.uk)

### Members of the Board of Trustees

Sara Versi	Chair
Juliet Can	Vice-Chair
Emma Connelly	Secretary
Beatrice Piloya	
Russ Gunby	
Mariama Bah	

### Bankers:

Barclays Bank PLC  
Newham Business Center  
737 Barking Road  
London E13 9PL

### Solicitors

Norman H Barnett  
397 Barking Road  
London E6 2JT

### Accountants

Community Accountancy Project  
The Print House  
18 Ashwin Street  
London E8 3DL

# PATIKO BAKER'S FORT PROJECT

## Annual Report for the year ended 31 March 2021

The trustees are pleased to present their report together with the financial statements of the charity for the period ended 31st March 2021.

Legal and administrative information set out on page 1 and 2 forms part of this report.

The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

## Structure, Governance and Management

### *Governing Document*

Patiko Baker's Fort Project was set up in May 1999, The organisation is a voluntary community organisation governed by a Constitution which established the objects and powers of the charitable organisation.

### *Recruitment and Appointment of Management Committee*

A Board of Trustees of up to nine members, who meet six times per year, administers the charity. They are responsible for the overall organisation and structure of the centre and make decisions concerning the programmes, users and employees. They support the core staff comprising 4 full time and 3 flexible session/outreach workers.

The Management Committee is responsible for the strategic direction and policy of the charity and a wide range of skill sets and representation is sought to ensure the charity can fulfil its vision. The responsibility for running the charity's activities and the provision of services rest on the management Committee

## Risk Policy

The management committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

# **PATIKO BAKER'S FORT PROJECT**

## **Objectives of the Charity**

The objects of the organisation are to:

- To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
- To advance in life and relieve needs of young people through:
  - a) the provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;
  - b) providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.
- The relief of anyone who may have been the victim of the human trafficking trade and to relieve the suffering of the victims by providing practical support and assistance and raising awareness of human trafficking particularly the consequences for, and needs of, victims.
- To relieve sickness and promote and protect good health in particular but not exclusively through community health programmes.

## **Public Benefit**

Patiko Baker's Fort Project achieves public benefit through its work in improving the quality of lives of the most disadvantaged and marginalised members of the community. Our work continues to meet the needs of the most forgotten and unpopular members of our society. We work in fields including victims of human trafficking, violence against women, employment, education, rights and equality, youth development and supporting the elderly.

We also deliver services to the most poverty stricken and impoverished communities in the UK working with people from refugee backgrounds, migrant communities, the homeless and individuals experiencing substance misuse issues. We believe that there are gaps that are not met by the local government, we see this day to day, children living on food banks and parents with no recourse to funds or the right to work, worse still, many do not know of their rights or have access to basic services such as healthcare and housing.

We provide benefit to the public through offering a range of support services ranging from one to one support, guidance, referrals to appropriate organisations as well as skill training peer support events. We adapt to each client and there is no one size fits all, we work holistically, trying new ways to solve social issues.

We also develop resources and information for the community and provide access to translation and community language support.

# PATIKO BAKER'S FORT PROJECT

## Achievements and Performance

This year has been a challenging, stretching but also a humbling year for organisations in the charitable sector. The importance of the work we do has never been so pivotal and we have found ourselves not only supporting communities but also responding in a pace never seen before.

In 2020/2021 we focused our work on supporting those affected most by Covid.19 -refugees, migrants, those on low income and particularly people from Black and Minority Ethnic Backgrounds and older people. We have been at the forefront of delivering key services while also ensuring that we can remain sustainable and safe in the midst of our work. We have learned new skills, ways of doing things and pivoted to new ways of delivery. We engaged with 3200 people throughout the year and connected with 19 partners.

Supporting the growth of arts culture and heritage has been vital in ensuring that we can remain connected, strengthen our mental health and increase our skills. We have trained community volunteers to deliver arts and cultural programs virtually and in open spaces when appropriate.

## Our Activities at a glance.

### Community events and support for the socially excluded, elderly and isolated

We continued to offer services although these became virtual through Zoom, Whatsapp and Team. those who are socially excluded the opportunity to partake in skills events, make friends and engage while improving their quality of life: These include:

Befriending services for the elderly and providing intergenerational events so they can have access to company, share their stories and feel part of the community.

Drop in service for the elderly who live in sheltered accommodation and may not have family members. Visits include reading, sharing stories and support if ill.

We also organise workshops that promote health including cooking and health promotion for all ages and backgrounds.

We became a food bank as well as an essential resources hub for cultural food where those on low or not income such as undocumented migrants, refugees or those fleeing domestic violence to have access to products such as cultural food, soap, winter clothes or toiletries.

### Virtual Drop in Referral Service

Our drop in referral service is for any community members who need access to information and guidance. Some community members just want a place to be heard, meet new friends, This year like last year some of the growing issues were

- *Mental Health:* Many people share stories of self harm or difficulty enjoying things.
- *GP services:* Lack of appropriate care
- *Access to food :* particularly cultural food
- *Training and Education:* For people who need English support we have partner organisations we refer to as well as working with local colleges and training institutions. We have many women who have been out of education due to raising children and would like to return.

## PATIKO BAKER'S FORT PROJECT

- *Homelessness:* We continue to partner with community Links and our local Renewal centre to refer cases, if urgent then we can advocate to local housing office or social services.
- *Access to form filling:* We support individuals with form filling for government support, CV support or online guidance for those who do not have easy access to the internet.

### Arts and Culture

We continued to deliver cultural activities and events online and through walking tours. We took small groups on photography walks, delivered virtual drumming sessions as well as collaborating on music making across borders. All the above enabled us to build relationships and bonds with each other. We have worked towards ensuring as much of the diverse culture is celebrated, retained and promoted. It serves as a tool to relieve pain and trauma, connect with our future and past and find joy even in the hardest of times. We see our role as championing art and culture that represents minority groups. We do this through:

- Collecting artifacts and heritage materials that represent the groups we engage with
- Training heritage volunteers to give talks in schools and community groups
- Arts and cultural workshops that include storytelling, drumming, poetry, dance and music
- Food heritage workshops and connecting with local cultural stall holders
- Taking part in Refugee week and Black History Month
- Developing resources such as books, written words and podcasts.
- Partnering with other organisations to provide space for community individuals to grow their art practice with accessible studios and materials.
- Championing local community arts and engagement to ensure accessibility

### Volunteers

Patiko Baker's Fort Project believes that volunteering is a worthwhile experience and can be mutually beneficial for individuals, communities and organisations. After an initial induction to the charity and instruction on general duties, it is expected that they will always have something to do with clear agreements in place. Volunteers are expected to

- To keep to the specified hours that they have agreed to volunteer under.
- To respect and abide by the staff/volunteer code of practice.
- To sign in and out of the office.

The role of the volunteer is to support our projects and activities while providing skills sharing and peer learning between all stakeholders at the organisation. Patiko manages volunteer personal development, provides ongoing support and supervision, arranges future training and volunteer workshops where applicable, markets the scheme and uses a rolling recruitment procedure to maintain an active volunteer pool.

### Sustainability

Our trade income has been hugely affected by the pandemic and as such we will need to build up our income stream, trade and reserved over the next 12 months.

## **PATIKO BAKER'S FORT PROJECT**

### **Finance and Operations**

The organisation's total incoming resources for the year were £349,229 up from the previous year due to an increase in grant income. We continue to approach other funders in the next financial year. Donations were down but this was to be expected.

### **Reserves policy**

It is the intention of the Trustees that the charity's unrestricted reserves should represent at least three months' wind down costs, but that we target a level of six months. At this level the Trustees feel that they can continue to run the present activities of Patiko Bakers Fort Project

### **Plans For The Future**

We will continue to develop the following projects.

#### **Continuing to supporting those who are marginalised**

We aim to increase our support to those within our communities who find themselves in challenging circumstances due to low or no income or are alone.

#### **Supporting Community Art Practice**

We hope to work towards a building we can develop for studio spaces for under-represented businesses and artists. This will be in the areas of making and creative industries.



## **PATIKO BAKER'S FORT PROJECT**

### **Statement of trustees' responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the trustees 3rd August 2021**



**Sara Versi  
Trustee**

# **ANNUAL ACCOUNTS REPORT**

For The Year Ended 31 MARCH 2021

FOR

**PATIKO BAKER'S FORT PROJECT**

## **Independent examiner's report to the trustees of:**

### **PATIKO BAKER'S FORT PROJECT**

I report to the trustees on my examination of the accounts of Patiko Baker's Fort Project for the year ended 31<sup>st</sup> March 2021.

#### **Responsibilities and basis of report**

As the charity trustees of the Patiko Baker's Fort Project you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Patiko Baker's Fort Project accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Charities Act; or
2. the accounts did not accord with the accounting records; or
3. 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 no concerns and 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.

Name: Alicia Yerwood (ACCA) CAF  
Address: 31 Dalston Lane, London, E8 3DF

Date: 02 July 2021

	Note	Unrestricted Fund £	Restricted Fund £	Total 2021	Total 2020 £
<b>INCOME AND EXPENDITURE</b>					
<b>INCOMING RESOURCES</b>					
<i>Income resources from generated funds</i>					
Voluntary Income	2	21,446	315,522	336,968	137,493
Activities for generating funds	3	12,331	-	12,331	69,155
<b>Total Incoming Resources</b>		33,777	315,522	349,299	206,648
<b>RESOURCES EXPENDED</b>					
<i>Cost of generating funds</i>					
Cost of generating voluntary income	4	7,500	-	7,500	1,825
<i>Charitable activities</i>					
Cost of activities in furtherance of charity's objectives	5	29,400	303,849	333,249	195,969
<i>Governance Costs</i>	6	1,200	500	1,700	1,480
<b>Total Resources Expended</b>		38,100	304,349	342,449	199,274
<b>Net Incoming /(Outgoing) resources</b>		(4,323)	11,173	6,850	7,374
<b>Balances brought forward at 1st April 2020</b>		13,510	17,063	30,573	23,199
<b>Balances Carried forward at 31st March 2021</b>		9,187	28,236	37,423	30,573

## PATIKO BAKERS FORT PROJECT BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	8	8,229	0
<b>CURRENT ASSETS</b>			
Debtors & Prepayments		5,603	<u>6,386</u>
Cash at bank		<u>26,558</u>	<u>27,442</u>
<b>CURRENT ASSETS</b>		32,161	<b>33,828</b>
<b>CURRENT LIABILITIES</b>			
<i>CREDITORS</i> : Amounts falling due within one year	9	2,967	(3,255)
<b>NET CURRENT ASSETS</b>		<u>29,194</u>	<u>30,573</u>
<b>NET ASSETS</b>		<b><u>37,423</u></b>	<b><u>38,802</u></b>
<b>Represented By:</b>			
<b>FUNDS</b>			
General Funds		9,187	13,510
Restricted Funds	10	<u>28,236</u>	<u>17,063</u>
		<b><u>37,423</u></b>	<b><u>30,573</u></b>

**PATIKO BAKER'S FORT PROJECT  
NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 2021**

**1. Accounting Policies**

1.a) The accounts have been prepared in accordance with applicable standards and follow the recommendations in Statement of Recommended Practice: Accounting by Charities (SORP).

b) Voluntary income is received by way of donations and gifts and is included in full in the Statements of Financial Activities when received. Gifts in Kind are valued at their estimated value to the charity and included under the appropriate heading.

c) Grants including grants for the purchase of fixed assets are recognised in full in the Statements of Financial Activities in the year in which they are received. Grants are accounted for in the period specified for their use by donors.

d) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

(e) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(f) Fundraising and publicity costs comprise of costs actually incurred in producing materials for promotional purposes.

(g) Management and administration costs of the charity relate to the costs of running the charity such as costs of meetings. Governance costs are the costs of complying with constitutional and statutory requirements and include the costs associated with the strategic management of the charity.

(h) Fixed assets are for use by the charity in fulfilling its main charitable objects and are capitalised and depreciated.

(i) Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life, which in all cases is set at three years.

**2. Voluntary Income**

Grants and Funding	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020
Arts Council England		28,600	28,600	
London Community Foundations		4,800	4,800	
Charities Aid Foundation		8,890	8,890	
City Bridge Trust		81,348	81,348	
National Lottery Community Fund		70,534	70,534	
National Lottery Heritage Fund		22,500	22,500	
Power to Change		50,000	50,000	
The Barrow Cadbury Trust		41,850	41,850	
Other		<u>7,000</u>	<u>7,000</u>	
<b>Total</b>		<b>315,522</b>	<b>315,522</b>	<b>120,293</b>

Donations & Inkind Income	<u>21,446</u>	<u>-</u>	<u>21,446</u>	<u>17,200</u>
	<u><b>21,446</b></u>	<u><b>315,522</b></u>	<u><b>336,968</b></u>	<u><b>137,493</b></u>

3. Activities for generating funds	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Trade/Sales (cafe, catering)	8,143	-	8,143	45,028
Events/Training/Workshops	<u>4,188</u>	<u>-</u>	<u>4,188</u>	<u>24,127</u>
	<u><b>12,331</b></u>	<u><b>-</b></u>	<u><b>12,331</b></u>	<u><b>69,155</b></u>

<b>4. Cost of generating funds</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Fundraising Costs	<b>7,500</b>		<b>7,500</b>	1,825

<b>5. Cost of Activities in furtherance of Charity Objectives</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Staff costs	12,596	238,446	<b>251,042</b>	<b>150,879</b>
Volunteer expense	3,400	6,400	<b>9,800</b>	<b>2,090</b>
Rent/Hire of Hall	0	8,000	<b>8,000</b>	<b>8,400</b>
Resources	3,200	14,662	<b>17,862</b>	<b>8,294</b>
Training/Workshops	2,400	8,850	<b>11,250</b>	<b>10,318</b>
Transport costs	650	4,397	<b>5,047</b>	<b>2,000</b>
Consultation	400	2,800	<b>3,200</b>	<b>1,800</b>
Insurance	250	1,588	<b>1,838</b>	<b>1,428</b>
Sundries	2,884	2,296	<b>5,180</b>	<b>2,320</b>
Publicity & Adverts	200	1,850	<b>2,050</b>	<b>1,000</b>
Office Resources and Equipments	420	1,060	<b>1,480</b>	<b>3,240</b>
Professional Fees	3,000	13,500	<b>16,500</b>	<b>4,200</b>
<b>6. Governance costs</b>	<b>1,200</b>	<b>500</b>	<b>1,700</b>	<b>1,480</b>
	<b>30,600</b>	<b>304,349</b>	<b>334,949</b>	<b>197,449</b>

## 7. Staff Costs

No employee received remuneration amounting to more than £50,000 in the year.

Trustees received no remuneration in the year

	<b>£</b>
Programmes Manager	35,000
Project Manager	33,000
Community Engagement	32,000
Outreach Coordinator	32,000



Young Peoples Lead	28,500
Impact and Learning Officer	29,500
Capacity Building & Volunteer Engagement	30,000
Arts and Heritage Officer	23,000
Session Workers	8,042
<b>Total cost to charity</b>	<b><u>251,042</u></b>

<b>8. Tangible Fixed Assets</b>	<b>Additions</b>
	<b>£</b>
Computer and Digital Equipments	<b>8,229</b>

	<b>Total Funds</b>	<b>Total funds</b>
<b>9. Creditors: Amount falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>-2,967</b>	<b>- 3,255</b>

#### **10 . Balance Carried Forward**

Restricted funds are funds which have been given for particular purposes and projects

The balance £28,236 will be carried forward and used as follows:

To meet deliver basic support for refugees and undocumented migrants

#### **Unrestricted Fund**

The £9,187 of unrestricted funds will be funds for reserve account to be used for contingency

Approved by the Trustees/Management Committee and signed on their behalf



Date 11th August 2021

Chairperson...