

PATIKO BAKER'S FORT PROJECT

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS**

For The Year Ended 31 MARCH 2023

PATIKO BAKER'S FORT PROJECT

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

Trustees Annual Report Year End March 2023

Legal and Administrative Information

Status: Est. May 1999

Website: www.patikobakers.org.uk

Insta: @patikostudios

Principle Address:

Red Door Studios
Rear of
120 High Street
London
E6 3RW

Contact

Tel: 020 8552 6714

Email: admin@patikobakers.org.uk

Members of the Board of Trustees

Juliet Can	Vice-Chair
Emma Connelly	Secretary
Beatrice Piloya	
Russ Gunby	
Mariama Bah	Resigned July 2023

Bankers:

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

Solicitors

Westgate Solicitors
74 Cambridge Heath Rd,
Bethnal Green,
London E1 5QJ

Accountants

JK Accountants
10 Woodbine Place
London
London E11 2RH

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Annual Report for the year ended 31 March 2023

The trustees are pleased to present their report together with the financial statements of the charity for the period ended 31st March 2023.

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 four 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 3 full time and 4 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.

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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 over the last 20 years has been to meet the needs of the most forgotten and unfairly marginalised of our society. We work in fields including victims of supporting refugees, anti 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 to improve their quality of life, financial health and access to education/skills development. We see that there are gaps that are not met by the local government and responsible institutions. We see children struggling with access to basic equipment, families dependent on food banks and parents with no recourse to funds or the right to work.

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.

Our approach is to look at a whole life-cycle of support ensuring that we provide a safe, trusting space as the first milestone. Our ethos is to ensure the people we serve build confidence to hold their head high and believe they deserve respect, dignity and a place in society.

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Achievements and Performance

This year has been a year of creating new partnerships and alliances to increase the impact of our work. We are settling into a new office and although most of our support and work happens within local spaces and venues that are the most accessible for our beneficiaries.

It is clear that the economic pressures and climate has put even more pressure on those that were already struggling. Those on low income are still finding themselves needing extra support with their basic needs. We have received unprecedented enquiries for support for food supplies. We have therefore increased this support and partnered with local suppliers and cultural food shops in order to create avenues for food supplies that are cheap and affordable. The number of community members wanting to start small micro enterprises continues to rise and we have partnered with a business support organisation to provide expertise to local people. We have engaged with 2314 people throughout the year and connected with 16 partners.

Our strategy to support the growth of arts, culture and heritage has continue. We use this as a basis of strengthening connections between communities, storytelling and increasing our skills building workshops. We continue to train community volunteers to support in areas they are interested in. This has enabled many women to increase their community connections, confidence and avenues to employment.

Our Activities at a glance.

Supporting marginalised community members

Our core strategy is to support those who are marginalised and forgotten so they can increase their economic stability , social connections and health We delivered:

- Benefit support session- supporting community members with how to access benefits through one to one session to support with filling in applications and interpreting.
- Cultural evenings -Providing free space for beneficiaries to share their cultural heritage, practice languages, and teach each other as a way of promoting identity and connecting .
- 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.
- Workshops: to promote health including cooking workshops, health awareness and wellbeing days..
- Culturally appropriate foods for those on low income, especially those whose food banks do not offer cultural food. We deliver boxes across London to various communities. This has been very well received.
- Small business support: Entrepreneurship sessions to support small business with links to local markets, online courses and support with marketing.
- Advocacy- We walk alongside the marginalised to get the right support for them, these include access to housing, legal support, support with understanding benefits.
- We support those for whom English is a second language or have little digital skills to access support.

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Community Connection & Referral Service

Our service is for any community members who need support, information and guidance. A place to be heard, meet new friends. Example of issues we support with are

- *Whatsapp Support:* We have facilitated several whatsapp groups to share information, check on vulnerable community members and provide a place of connecting.
- *Referrals:* We connect with several faith organisation and community groups where we provide referral services for legal or housing support.
- *Women's support :* We have a network of women community advocates and connectors who support women with their immediate needs. This can be support from a domestic violence centre or support to understand systems and processes. We also provide language interpreters.
- *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

Arts and Culture is a fundamental core mission of our organisation. We believe it's what anchors individuals as they navigate the systems. We continued to deliver cultural activities and events collaborating across communities and borders. It's the foundation of how we build relationships regardless of our English language skills. 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:

- *Space:* Providing space for experimentation, showcase and enjoyment for example The Informal Go Down Theatre Group - led by a group pf undocumented migrants.
- *Collecting artefacts and heritage materials* that represent the groups we engage with. We now have a collection of over 700 artefacts that we take to summer clubs, youth centres and festivals.
- *Training heritage volunteers* to give talks in schools and community groups. We trained 8 heritage volunteers this year.
- *Arts and cultural workshops* that include storytelling, drumming, poetry, dance and music. We delivered 20 workshops across East London.
- *Food heritage workshops* and connecting with local cultural stall holders. We connected black and minority led food businesses with markets.
- *Taking part in Refugee week and Black History Month*
- *Developing resources* such as books, written words and podcasts. We have increased our collection of books by black writers which is in rotation amongst the community.

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- Partnering with other organisations to provide space for community individuals to grow their art practice with accessible studios and materials. We have sponsored 5 studio spaces.

Volunteers

We have a rota of 28 Volunteers and we trained 10 new volunteers this year. After about a year, most volunteers progress onto other organisations or find employment. We usually support volunteers with developing their pathway to the next stage of their interest. Some start their own businesses or move to co-create projects.

Volunteering is a worthwhile experience and can be mutually beneficial for individuals, communities and organisations. Often it provides a way to gain confidence in formalised interaction, to share skills and ideas, to feel part of a team and get a sense of achievement. For many it's a way to showcase their skills and use this as a stepping stone to move forward with their goals. It also provides a platform to experiment with ideas to support the community.

Sustainability

We are looking at collaborations and co-deliver as a way of being more efficient with resources and increasing our impact. We plan to co-fundraise and co-deliver with our partners.

Finance and Operations

The organisation's total incoming resources for the year were £201,155 down from the previous year due to an decrease in grant income. We shall continue to approach other funders in the next financial year.

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.

Supporting Community Art Practice

We are making great progress with 2 partners to develop studio spaces for under-represented businesses and artists.

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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 2022. 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 8th August 2023



**Juliet Can
Trustee**

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 31st March 2023.

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: Damitha Ukwela (CIMA)

Address: 31 Dalston Lane, London, E8 3DF

Date: 22th August 2023

	Note	Unrestricted Fund £	Restricted Fund £	Total 2023	Total 2022 £
INCOME AND EXPENDITURE					
INCOMING RESOURCES					
<i>Income resources from generated funds</i>					
Voluntary Income	2	48,555	127,600	176,155	217,759
Activities for generating funds	3	25,000	-	25,000	18,400
Total Incoming Resources		73,555	127,600	201,155	236,159
RESOURCES EXPENDED					
<i>Cost of generating funds</i>					
Cost of generating voluntary income	4	4,300	-	4,300	4,500
<i>Charitable activities</i>					
Cost of activities in furtherance of charity's objectives	5	62,338	140,527	202,865	220,889
<i>Governance Costs</i>	6	1,500	835	2,335	1,985
Total Resources Expended		68,138	141,362	209,500	227,374
Net Incoming /(Outgoing) resources		5,417	(13,762)	(8,345)	8,785
Balances brought forward at 1st April 2022		9,187	28,236	37,423	37,423
Balances Carried forward at 31st March 2023		14,604	14,474	29,078	46,208

PATIKO BAKERS FORT PROJECT BALANCE SHEET AS AT 31 MARCH 2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible Fixed Assets	8	4,629	6,172
CURRENT ASSETS			
Debtors & Prepayments		6,226	11,883
Cash at bank		<u>21,393</u>	<u>34,223</u>
CURRENT ASSETS		27,619	46,106
CURRENT LIABILITIES			
<i>CREDITORS:</i> Amounts falling due within one year	9	3,170	6,070
NET CURRENT ASSETS		<u>24,449</u>	<u>40,036</u>
NET ASSETS		<u>29,078</u>	<u>46,208</u>
Represented By:			
FUNDS			
General Funds		14,604	15,754
Restricted Funds	10	<u>14,474</u>	<u>30,454</u>
		<u>29,078</u>	<u>46,208</u>

PATIKO BAKER'S FORT PROJECT NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2023

1. Accounting Policies

Basis of preparing the financial statements

The financial statements of the charity have been prepared in accordance with 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 the 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 Charities Act 2011. 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 the settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and had been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to the activities on a basis consistent with the use of resources.

Fund accounting

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.

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.

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

Management and administration costs of the charity relate to the costs of running the charity. Governance costs are the costs of complying with constitutional and statutory requirements and include the costs associated with the strategic management of the charity.

Debtors and cash at bank

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand include cash held on deposit or in the current account.

Creditors and provisions

Creditors and provision are recognised where the charity has a present obligation resulting from a past event aht will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts.

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

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 2023 £	Total Funds 2022
Developing Communities		60,000	60,000	52,000
Newham Council		15,000	15,000	5,000
Footwork		27,600	27,600	44,000
Lighthouse Trust		10,000	10,000	20,000
The Barrow Cadbury Trust				1,000
Other		15,000	15,000	34,150
Other				
Total		127,600	127,600	155,150

Donations & Inkind Income	48,555	-	48,555	21,446
	48,555	127,600	176,155	176,596

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022
3. Activities for generating funds				
Trade/Sales (goods)	13,000	-	13,000	3,065
Events/Training/Workshops (services)	12,000	-	12,000	15,335
	25,000	-	25,000	18,400

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022
4. Cost of generating funds				
Fundraising Costs	4,300		4,300	4,500

	Unrestricted	Restricted	Total Funds	Total Funds
5. Cost of Activities in furtherance of Charity Objectives	Funds	Funds	2023	2022
	£	£	£	£
Staff costs	28,662	117,534	146,196	161,331
Volunteer expense	1,630	1,025	2,655	5,330
Rent/Hire of Hall	8,330	3,020	11,350	5,850
Resources	3,449	4,422	7,871	12,258
Training/Workshops	6,300	4,500	10,800	14,800
Transport costs	250	2,125	2,375	2,618
Consultation	300	700	1,000	1,400
Insurance	250	1692	1,942	1,942
Sundries	2,277	1,002	3,279	2,321
Publicity & Adverts	150	500	650	820
Office Resources and Equipments	500	3,437	3,937	2,649
Professional Fees	10,240	570	10,810	9,570
6. Governance costs	1,500	835	2,335	1,985
	63,838	141,362	205,200	222,874

7. Staff Costs

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

Trustees received no remuneration in the year

	£
Programmes Manager	35,500
Project Manager (0.5 FTE)	2,783
Community Engagement	33,000
Outreach Coordinator	32,000
Freelance Workers	12,296

Total cost to charity **115,579**

Social security and pension

8. Tangible Fixed Assets

	£
Computer and Digital Equipments	
Costs	8,229
Depreciation	4,114
Net book Value at 31st March 2023	4,115
Additions at 31st March 2023	0
 Tangible Fixed Assets	 <u>4,114</u>

	Total Funds 2023	Total funds 2022
	£	£
9. Creditors: Amount falling due within one year		
Trade creditors	3,170	6,070

10 . Balance Carried Forward

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

The balance £14,474 will be carried forward and used as follows:

To deliver support to marginalised community members especially refugees and those on low income

Unrestricted Fund

The £14,604 of unrestricted funds go funds the reserve account in complaine with our reserve policy

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

Date 07th July 2023

Juliet Can Vice-Chair

