



Promoting diversity, tolerance and dignity for humanity

Scottish Charity No – SC046488

Pachedu Annual Report and Financial Statements  
for the year ended 31 March 2020

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## Statement from the Chair of the Trustees



The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 March 2020.

## Achievements and Performance

### 2020 Projects & Events

#### Refuge Council -Sharing Lives -Sharing Languages (ESOL)

Launched in April and originally called 'Pachedu Language Café', our ESOL support project was renamed 'Pachedu Sharing Lives Sharing Languages Project' after we successfully bid for funding from the EU's Asylum and Migration Integration Fund through the Scottish Refugee Council's 'Sharing Lives Sharing Languages' project. The project has engaged with unique individuals from migrant communities who have settled in Scotland from countries such as Togo, Ghana, Syria, Romania and Poland.

The group originally met in St. Ninian's Church Hall in Ferguslie Park, Paisley, but has since moved to Pachedu's new operational base in The Tannahill Centre, also in Ferguslie Park. PLSLP's focus was very much on ESOL provision with a strong work and employability emphasis, based on needs assessment and feedback collected from participants in the first couple of weeks. However, more recently, the focus has shifted to more general English across all 4 main skills, although with most time spent on Reading and Speaking. This shift in focus has resulted from an increase in larger core group numbers, the now wider range of English language abilities and participants' own realisation that in order to continue improving their English and their confidence, they need to have a solid grasp of the basics as well as specific language and skills for more specialised contexts.

Feedback collected through questionnaires and interviews with participants and our Peer Education Volunteer (PEV) has so far been positive. Participants report feeling more confident with their English, while the PEV has commended the relaxed and informal atmosphere of weekly sessions which helps everyone to feel at ease and work together comfortably. In addition, participants have reported taking advantage of services offered by Invest in Renfrewshire and Skills Development Scotland as a result of information shared in PLSLP sessions and their increased confidence in their English language ability.

### Renfrewshire Council -Cultural Cafes

Another Pachedu project, Pachedu Cultural Café Project, was involved in planning and co-hosting a 'Burns Day Multicultural Food Festival'. During this session, participants learned about what was planned for the event and were given the opportunity to take part by preparing traditional foods to contribute. Participants were also told that they would have the opportunity to attend a free food hygiene training workshop and take a test which could see them awarded a basic food hygiene certificate, valid for one year.

### Scottish Refugee -Refuge Week Celebrations

On 23<sup>rd</sup> June, Pachedu hosted an event at St. Ninian's Church Hall, Ferguslie Park, Paisley as part of the Scottish Refugee Council's Refugee Festival Scotland 2019. The event, entitled 'Positive Steps: Breaking Down Barriers', began with a video of a speech made by Takunda Muzondiwa at New Zealand's 2019 Race Unity Speech Awards. The Race Unity Speech Awards theme for 2019 was "Speaking for Justice, Working for Unity" and in her speech, Takunda, a child of the African diaspora, recounted her observations about the inherent racism of cultural assimilation and her own story of immigrating to New Zealand from Zimbabwe when she was seven years old. The video was used to spark discussion and encourage attendees to share their own experiences, as well as suggest actions that would contribute to breaking down barriers and promoting integration among different communities.

The event also included art activities and a bouncy castle for children, musical performances, dancing, food and drink. Over 60 people attended the event, and the response from attendees captured on comment/feedback post-its and posters was overwhelmingly positive, with requests for more similar events to be held in future.

## **2019 Organisational Development**

### Volunteer Co-ordinator & Project Lead

In addition to the Operations Manager, Pachedu has added another member to its Core Staff Team in the person of a Volunteer Co-ordinator & Project Lead who joined the charity as a volunteer in March and then became a part-time, salaried staff member in June. This new addition to the team is responsible for volunteer recruitment and co-ordination (support, training and management) and for leading our Sharing Lives Sharing Languages project.

### Volunteer Recruitment

Pachedu has recruited 3 new regular volunteers to join the team in the latter part of the 2019. As mentioned previously, we now have a Peer Education Volunteer assisting with Pachedu Sharing Lives Sharing Language Project (PSLSLP) as well as a Volunteer Project Lead coordinating the School of African Culture project, and a new, young Youth Engagement/Youth Forum volunteer. This youth-focused volunteer position is particularly important to us to ensure that the voices and aspirations of young people from Renfrewshire's diverse minority communities are reflected in our projects and other wider work moving forward.

## **2019 Other Activities**

### The Diversity and Equality Alliance in Renfrewshire

DEAR is an initiative of Renfrewshire Council's Community Planning Partnership. It brings together equality groups from the Renfrewshire area to advise and contribute to the development and promotion of the current, emerging and evolving equalities agenda within the local authority area. The group aims to tackle inequality issues in constructive ways to positively change perspectives and promote more inclusive attitudes. We have attended DEAR group meetings throughout the year and actively contributed to discussions on the group's direction, mission, outcomes and activities. In 2020 Pachedu will work closely with other group members, namely University of West of Scotland and West of Scotland Regional Equality Council, on the planning of events, etc. to mark Black history Month in Renfrewshire

### 2019 Miscellaneous

#### Media coverage

Pachedu has been able to secure coverage of its activities through both local and national print and online media channels on at least 4 occasions over the last 6 months. The charity was spotlighted twice in articles in the *Paisley Daily Express* as a result of our Volunteer Co-ordinator speaking at Engage Renfrewshire's 'Celebration of Volunteers' event in June, then in another article in July reporting on our 'Positive Steps: Breaking Down Barriers' event as part of Scottish Refugee Council's Refugee Festival Scotland 2019. More recently, on 31<sup>st</sup> October, Pachedu was featured in an article in *The National* reporting on the launch of the Scottish Refugee Council's online interactive map offering "support, friends, information and advice" to New Scots as part of the EU-funded New Scots Integration project.

#### Social Media

With our Volunteer Co-ordinator also taking on responsibility for regular management and updating of our Facebook, Twitter and Instagram accounts, we have been able to increase the numbers of our followers across all 3 social media platforms, with new posts/Tweets at minimum on a weekly basis. This has allowed us to both showcase and promote our work, showcase and promote the work of partner organisations, increase engagement with new potential partners, supporters, volunteers, and to a lesser extent service users, while generally enhancing our profile and our reputation in the third/community sector locally, regionally and even nationally.

The Board was informed that effective 1<sup>st</sup> October 2019, Pachedu has moved its operational base from St. Ninian's Church Hall, Blackstoun Road, Ferguslie Park, Paisley PA3 1NR to The Tannahill Centre, 76 Blackstoun Road, Ferguslie Park, Paisley PA3 1NT. The Board was also asked for its approval to change Pachedu's registered address with OSCR to The Tannahill Centre, 76 Blackstoun Road, Ferguslie Park, Paisley PA3 1NT.

### **Our challenges 2019-2020**

Premises

Funding

Engagement

Resources (human, financial and material)

Periodic guiding remit e.g. 3-year plan

### **Lessons learnt: Moving forward 2020-2021**

- The need for a 5-year business plan
- The need to expand core team and clearly define roles and responsibilities
- The need for dedicated guidance and mentorship on project management

### **FINANCIAL REVIEW**

Total receipts received during this year ended 31<sup>st</sup> March 2020 was £15,600 (£7,946 in 2019). Our main source of funding was a grant for sharing lives sharing languages (ESOL) FROM Scottish Refuge. Total payments were £11,509 which was spent on the charity's activities leaving a surplus for the year of £4,091

### **Risk Management**

The trustees regularly review the risks to which the charity is exposed and do not consider there are any substantial monetary risks in the financial statements. However, the Board committed to undertaking a thorough risk assessment during the next financial period.

The trustees consider the charity faces reputational risk and continues to review processes and procedures to provide reasonable protection to mitigate this risk.

### **Reserves Policy**

The Board aims to hold a minimum of three months of running costs in reserve in order to meet commitments and to cover any unexpected expenditure, which prudently equates to £1000. Total Unrestricted Funds held at 31<sup>st</sup> March 2020 were £373. The trustees believe that this is still an acceptable range but will continue to monitor the position.

### **REFERENCE AND ADMINISTRATIVE INFORMATION**

There are currently no new board appointments

Trustees: All those who served during the period 2018-2019	Ghzala Khan (Chair) Elected Nadeem Hanif (Vice Chair) Elected Annabelle Njenga (Treasurer) Elected Dr Mohammed Ishaq (Secretary)Elected
Employees and Volunteers	Operations Manager -Johannes Gonani Finance Officer-Godknows Tairdza Volunteer Coordinator-Gregor Smart Community Engagement Officer-Conne Hinds Cultural Engagement Officer-Regine Bews Sakina Mutendi-WICE Activities Coordinator
Charity Numbers	SCO46488
Registered Address	St Ninians Church Hall, Blackstoun Road, Paisley, PA3 1NR
Website	<a href="http://pachedu.org/">http://pachedu.org/</a>
Bank	Barclays Bank
Independent Examiner	Nathan Toronga (FCCA , ACPA ) GNTAX Accounting Services 4/2,61 Scaraway Drive, Glasgow, G22 7EZ

## APPROVAL

This report was prepared in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) and was approved by the Trustees and signed on their behalf by:



Ghzala Khan (Chair)

Date 15/09/2020

ANNUAL REPORT & FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020

**INDEPENDENT EXAMINER'S REPORT**

## **Independent Examiner's Report to the Trustees of Association of Charity Independent Examiners**

I report on the accounts of the charity for the year ended 31 March 2020, which are set out on pages 7 to 12.

### **Respective responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustees Investments (Scotland) Act 2005 and the Charities.

Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation (10) (1) (d) of the 2006 Accounts Regulations does not apply.

It is my responsibility to examine the accounts as required under section 44(1) © of the charities Act and to state whether particular matters have come to my attention.

### **Basis of Independent examiner's Statement**

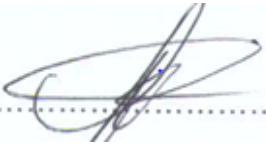
- My examination was carried out in accordance with the general directions given by the Charity Commission and Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's Statement**

In the course with my examination, no matter has come to my attention (other than disclosed below)

1. Which gives me reasonable cause to believe that in any material respect there requirements:
  - To keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations.
  - To prepare accounts which accord with the accounting records and comply with Regulations 9 of the 2006 Accounts Regulations.

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A handwritten signature in blue ink, consisting of a large, stylized 'N' followed by a series of loops and a final vertical stroke, positioned above a horizontal dotted line.

Date 2/09/2020.....

**Nathan Toronga**

Association of Certified Chartered Accountants (FCCA)

4/2, 61 Scaraway Drive, Glasgow G22 7EZ

GNTAX Accounting Services LTD



FINANCIAL STATEMENTS					
FOR THE YEAR ENDED 31 MARCH 2020					
Statement of Receipts and Payments for the year ended 31 March 2020					
		Unrestricted	Restricted	Year ended	Year ended
		Funds	Funds	31-Mar-20	31-Mar-19
<b>Receipts</b>	<i>Notes</i>	£	£	£	£
Donations	3		-	-	600
Grants	4		15,600	15,600	7,346
Fundraising				-	
Receipts from charitable activities					-
<b>Total Receipts</b>		-	15,600	15,600	7,946
<b>Payments</b>					
Fundraising Costs					
Cost of Charitable Activities	5		10,333	10,333	7,075
Governance Costs	6	-	39	39	13
Administration Costs	6	-	736	736	182
Purchase of Equipment	5		402	402	304
<b>Total Payments</b>		-	11,509	11,509	7,574
<b>Surplus/ Deficit for the year</b>		-	4,091	4,091	7,378
Transfers between Funds		-	-		
<b>Surplus/ Deficit for the year</b>		-	4,091	4,091	7,378

FINANCIAL STATEMENTS				
FOR THE YEAR ENDED 31 MARCH 2020				
Statements of Balances -As at 31 March 2020				
	Unrestricted	Restricted	Total	Total
	Funds	Funds	31-Mar-20	31-Mar-19
	£	£	£	£
Opening cash at Bank and in Hand	373		373	3
Surplus/ ( Deficit ) for the year		4,091	4,091	373
<b>Closing cash at Bank and in Hand</b>	<b>373</b>	<b>4,091</b>	<b>4,464</b>	<b>376</b>
<b>Bank and Cash Balances</b>				
Bank Deposit Account	4,467		4,467	376
<b>Total Funds as at 31 March 2020</b>	<b>4,467</b>	<b>-</b>	<b>4,467</b>	<b>376</b>
<b>Other assets -unrestricted fund</b>				
Equipment ( Estimated Value )	453		453	304
	<b>453</b>	<b>-</b>	<b>453</b>	<b>304</b>

The trustees confirm that for the year ended 31 March 2020:

- The charity was entitled to exemption from audit under section 44(1) of the Charities Act 2011 (the 2011 Act) or under Regulation (10) (1) (a)-(c) of the Charities Accounts (Scotland) Regulations 2006 (as amended)(the 2006 Regulations)
- However, in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005 the accounts have been examined by an independent examiner whose report appears on page 7 and 8.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

The Notes of pages 10to 11 form an integral part of these accounts.

These financial statements were approved by the Board of Trustees and signed on their behalf by:



Ghzala Khan (Chair)

Date: 15/09/2020

ANNUAL REPORT & FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020

**NOTES TO THE FINANCIAL STATEMENT**

**1. Basis of Preparation**

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended)

**2. Nature and purpose of funds**

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

The purpose of the funds are shown on Note 5 and 6

Governance costs include the costs of preparation and examination of the statutory accounts and the cost of trustee meetings.

During the year the charity received donations of £600 towards advocacy work partnering with West of Scotland Regional Council.

<b>3. Donations</b>				
	Unrestricted	Restricted	Total	Total
	Funds	Funds	31-Mar-20	31-Mar-19
	£	£	£	£
West of Scotland Regional Equality Council (WSREC)		-	-	500.00
The New Tunnahill		-	-	100
Membership Contributions				-
	-	-	-	600.00

<b>4. Grants received</b>				
	Unrestricted	Restricted	Total	Total
	Funds	Funds	31-Mar-20	31-Mar-19
	£	£	£	£
National Lottery Awards for All		-	-	7,346.00
Scottish Refuge -Sharing lives -Sharing Language ( ESOL )		12,200.00	12,200.00	
Scottish Refuge -Refuge week Celebrations		1,000.00	1,000.00	
Renfrewshire Council -Cultural Cafes		2,400.00	2,400.00	-
	-	15,600.00	15,600.00	7,346.00

<b>5. Cost of charitable activities</b>				
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>31-Mar-20</b>	<b>31-Mar-19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Wages and National Insurance		7,525.00	<b>7,525.00</b>	<b>5,928.24</b>
Volunteer Expenses		194.50	<b>194.50</b>	<b>-</b>
Travel Expenses		-	<b>-</b>	<b>216.66</b>
Events Venue Hire		1,220.00	<b>1,220.00</b>	<b>440.00</b>
Events and Activities		1,393.14	<b>1,393.14</b>	<b>489.62</b>
Marketing Materials and Project Capital		401.65	<b>401.65</b>	<b>303.93</b>
	<b>-</b>	<b>10,734.29</b>	<b>3,014.79</b>	<b>7,378.45</b>

<b>6. Governance costs</b>				
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>31-Mar-20</b>	<b>31-Mar-19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Board meetings refreshments	39.18	-	<b>39.18</b>	<b>13.00</b>
Administration Expenses	735.51	-	<b>735.51</b>	<b>181.60</b>
	<b>774.69</b>	<b>-</b>	<b>774.69</b>	<b>194.60</b>