



Atorkor Development Foundation

ATORKOR DEVELOPMENT FOUNDATION  
ANNUAL REPORT  
&  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>st</sup> MARCH 2020

(A company limited by guarantee)

ATORKOR DEVELOPMENT FOUNDATION

ADF -London. 20 Hall Lane, Hendon, London NW4 4TN, Tel/Fax:+44 2082036820 ,  
Email:info@adfatorkor.org:

Website: <https://www.adfatorkor.org> Registered Charity in Ghana reg. No. G 8950

UK Charity with registration number 1120603

**ATORKOR DEVELOPMENT FOUNDATION  
FOR THE YEAR END 31<sup>ST</sup> MARCH 2020**

**INDEX**

	<b>Page No</b>
<b>ADMINISTRATIVE INFORMATION</b>	<b>1</b>
<b>REPORT OF THE TRUSTEES</b>	<b>2</b>
<b>INDEPENDENT EXAMINER'S REPORT</b>	<b>8</b>
<b>STATEMENT OF FINANCIAL ACTIVITIES</b>	<b>9</b>
<b>BALANCE SHEET</b>	<b>10</b>
<b>NOTES TO THE FINANCIAL STATEMENTS</b>	<b>11 – 14</b>

**ATORKOR DEVELOPMENT FOUNDATION  
ADMINISTRATIVE & LEGAL INFORMATION**

**TRUSTEES**

Samuel Adjorlolo (chairman)  
John David Rogers  
James Henry Anang  
Mark Morray Adjorlolo  
Walter Kwaku Deffor

**REGISTERED OFFICE**

20 Hall Lane  
Hendon  
LONDON  
NW4 4TN

**CHARITY REGISTRATION NUMBER**

1120603

**BANKERS**

National Westminster Bank Plc  
Hendon, Central Circus Branch  
5 Central Circus  
LONDON NW4 3LE

**INDEPENDENT EXAMINER**

Grant Accountants Limited  
Chartered Certified Accountants  
7 Glenrosa Road  
Tilehurst  
Reading  
RG30 6AN

**WEBSITE ADDRESS**

<https://www.adfatorkor.org/>



<https://www.facebook.com/ADFAtorkor>

## **ATORKOR DEVELOPMENT FOUNDATION TRUSTEES' REPORT**

The trustees have the pleasure of presenting the annual report and financial statements for the Atorkor Development Foundation for the year ended 31st March 2020.

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

#### **Governing document**

Atorkor Development Foundation was originally set up as a charitable company limited by guarantee in September 2006. In August 2007, Atorkor Development Foundation gained registered UK charity status with registration number 1120603 and following a special resolution by its trustees, applied for deregistration as a company effective from 28 July 2009. The original Memorandum and Articles of Association which formed its governing documents have since being amended to reflect its new status as an unincorporated registered charity.

#### **Recruitment and Appointment of Trustees**

Due to its focus on Atorkor and its surrendering villages in Ghana, most of the original trustees were invited to join because of their links to Atorkor. The original trustees are required to serve for a minimum of 3 years and can serve for a further 3 years if re-elected.

#### **Trustees Induction and Training**

Most of the trustees are already familiar with the work of the Foundation due to their association with the village of Atorkor. All trustees are nevertheless provided with copies of the Foundations governing documents and invited to periodic update meetings.

In future, it is envisaged that all trustees will undertake at least one trip during their term in office to Atorkor to acquaint themselves with the ongoing projects as well as new emerging needs of the communities we seek to serve.

#### **Risk Management**

The trustees have conducted a review of the major risks to which the Foundation is exposed. A risk register has been established and is updated at least annually. Where appropriate, procedures have been established to mitigate the risks the Foundation faces. Significant external risks to funding have led to the development of a major fundraising initiative to attract grant funding in the coming years.

#### **Organisational Structure**

Atorkor Development Foundation is managed by a trustee body of six members who are responsible for the strategic direction and policy of the charity. Besides links to Atorkor, the current trustees also come from a variety of professional background ensuring a good skill mix on the board.

The Foundation currently has no staff members in the UK meaning day to day management of the Foundation is carried out by the chairman who reports routinely to the trustees in meetings.

## **ATORKOR DEVELOPMENT FOUNDATION TRUSTEES' REPORT (continued)**

### **OBJECTIVES AND ACTIVITIES**

The objects of the Atorkor Development Foundation are as follows:

- a) To relieve poverty, hardship and distress among the people of Atorkor and surrounding villages in Ghana, UK and other parts of the world by such exclusively charitable means as the trustees may from time to time determine;
- b) To advance education, skills and training and employment opportunities for children and young people of Atorkor origin residing in Ghana and anywhere in the world through the establishment and maintenance of schools and training facilities, provision of equipment, facilities and amenities
- c) To preserve and protect good health in Atorkor, Ghana and Africa;
- d) To promote and encourage better agricultural practices in Ghana and Africa in order to ensure food security.

In the year under review, much of the Foundations work was focussed on education health and employment/job creation.

### **ACHIEVEMENTS AND PERFORMANCE**

The Foundation's activities over the past year were focused in the following areas:-

#### **MEDICAL**

##### **Atorkor Medical Clinic:**

A midwife and a part time physician Assistant have been posted to the clinic. The clinic is now able to provide pre-natal services to the communities it serves. This has been part of the Foundation's long term strategic development plan. The Foundation provided funding to support the setting up of this service. Unfortunately, the maternity unit under construction by government has still not been completed and part of the roof is already affected by rust. The Foundation will seek to make enquiries about the future of the project.

The ADF funded the extension of solar power to the laboratory and the clinic, thus saving both facilities huge electricity costs.

##### **Medical Laboratory:**

The Laboratory is running very well with increasing attendance and income compared to the previous year. The Ghana Government has absorbed the Laboratory technician into the Ghana Health service (GHS) following the Foundation's application to the Government. As a result, the GHS took over the payment of the salary for the Laboratory Technician from October 2019. This has substantially reduced the operational cost funded by the ADF and will therefore boost revenue.

The Foundation is yet to review the Memorandum of Understanding (MOU) with the GHS, hence there is no change in the arrangements.

## **ATORKOR DEVELOPMENT FOUNDATION TRUSTEES' REPORT (continued)**

### **EDUCATION**

#### **Basic School**

**Kindergarten Project:** Kindergarten Project (Kg) & Visit By Group From The Central Baptist Church (CBC) Chelmsford

The KG project received a huge boost with the visit by the group from 2nd to 16th August 2019. The group and the church provided funding for the electrical work, doors and windows for 2 rooms, and the paints and accessories for the project. During the visit the group carried out the finishing and painting of classrooms 1 & 2. The group left behind sets of rollers, brushes, sandpaper, sanding pads and sufficient paint to complete nursery rooms 3 and 4. As per previous visits, the group organised Holiday club led by the Minister, Rev. Philip Marston which was a huge success with over 100 children attending every day. The Sports Equipment purchased by the group for the Holiday Club was presented to the school by one of the trustees, James Anang, this comprised of two football goals and nets, two basketball posts and nets, nine footballs, one cricket set i.e. Two bats and stumps, 15 pairs of football boots, six tennis balls and base markers. One further football was given to the children in the courtyard of Dufia House to share. On their return to the UK, the church made further donation towards the completion of the project. The Foundation is very grateful to Jean & John Rogers for organising and leading the trip. That was their fourth trip to support the ADF and the community. The Foundation is also very grateful for their kind and generous personal donation towards the completion of the project. The Foundation is also grateful to the ADF host, Adele Ruddock.

**Child Sponsorship:** The sponsorship program is running well. However, there is a reduction of the number of children being sponsored. This is due to the JHS3 students moving to Senior School and the lack of sponsors from the UK coming forward. The Foundation is very grateful to Mrs. Adele Ruddock and all the hard-working local teaching staff Sir Victor, Sir Patrick and Sir Philip as well as the sponsors.

#### **Teacher Sponsorship/Top Up:**

The two teaching assistants from the Basic School continue to enjoy the sponsorship/top up of their allowances from the teacher at the Royal Masonic School for Girls (RMSG), UK. They work hard to support the sponsorship programme and look after some of the children. There is no TOP up from ADF.

### **Atorkor Vocational Training Institute (AVTI)**

#### **New Ghana Government funded projects**

The Ghana Government through Ministry of Education is undertaking a number of infrastructure projects at ADF's vocational Training Institute (AVTI). The projects involve Overall Upgrading, Modernization and provision of new Classrooms & Workshops at AVTI under what's called "Planet One Project". Under the scheme, the following projects will be carried out at AVTI:

**ATORKOR DEVELOPMENT FOUNDATION  
TRUSTEES' REPORT (continued)**

- a) 2- Unit Workshop
- b) 4-Unit Workshop
- c) Administration Block
- d) 75 Bed Hostel Accommodation for Boys
- e) 75 Bed Hostel Accommodation for Girls
- f) Refurbishment of existing Buildings

**Solar Project:** The solar panel project completed the previous year is running well and providing reliable power to AVTI & the medical facilities. The Canadian based engineer who headed the installation is monitoring the system remotely. The percentage of the savings in electricity cost to be paid by the AVTI into the solar maintenance account will be determined by the Institute Management Committee at the meeting to be held in April 2020

**AVTI Graduation:** The institute could not hold its Third graduation ceremony in November 2019. The graduation is rescheduled for April, 2020. Two-year groups (2018- 2019) would be graduated. It is hoped that graduation ceremonies will be held annually as the institute's population increases in future.

**Volunteers**

- i) The Foundation hosted two teachers from Watford Boys Grammar School, UK in Atorkor. The visit is in relation to ADF initiative to establish partnership between their school and AVTI. It is hoped their visit will pave the way for a group of students from the school to visit Atorkor in the summer of 2020.
- ii) The Central Baptist Church (CBC) Chelmsford see Kindergarten Project for full details of their visit during Aug 2019

**Projects for 2019/2020**

**Basic School**

- i) Kindergarten Building Project
- ii) Work on the setting up of the Early Learning Centre

**Medical Centre**

- i) Ongoing maintenance and expansion of tests available in Medical laboratory

**Vocational School**

- i) Working on setting up of a Business Council

**ATORKOR DEVELOPMENT FOUNDATION  
TRUSTEES' REPORT (continued)**

**FINANCIAL REVIEW**

Thanks to the generous giving of our partner church, trustees and other supporters, ADF's incoming resources was approximately £26,092 (2019 - £38,904).

Expenditure in the year though came to approximately £27,122 (2019 - £36,862) most of which went almost entirely toward the various educational programme and infrastructure development.

The Foundation thus ended the year with a small deficit this year of £1,030.

This year, the trustees are particularly grateful for the continuing support and partnership of organisations such as the Chelmsford Central Baptist Church, Resco Energy, Canada, as well as the tireless fundraising efforts and personal giving of many of our regular supporters and trustees. The Foundation is also grateful to Mrs Adele Ruddock for their enormous contribution to the development and teaching of ICT in Atorkor.

**RESERVES POLICY**

The trustees have examined the Foundation's requirements for reserves in the light of the main risks that face the Foundation and are satisfied that the current level of unrestricted reserves provides a good cushion for the Foundation going forward.



**ATORKOR DEVELOPMENT FOUNDATION  
TRUSTEES' REPORT (continued)**

**STATEMENT OF DIRECTORS RESPONSIBILITIES:**

Company law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Foundation at the balance sheet date and of its incoming resources and application of resources including income and expenditure, for the financial year.

In preparing these financial statements the trustees have:

- selected suitable accounting policies and then applied them;
- made judgements and estimates that are reasonable and prudent;
- followed applicable accounting standards;
- prepared the financial statements on the going concern basis.

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

In accordance with Company Law, as the company directors, we certify that:

- a) so far as we are aware, there is no relevant audit information of which the company's independent examiner is unaware: and
- b) as the directors of the company we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's independent examiners are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 as applicable to small entities.

Approved by the trustees on Date 30<sup>th</sup> January 2021 and signed on their behalf by:

Dr. Samuel Adjorlolo (Chairperson) ADF

## **ATORKOR DEVELOPMENT FOUNDATION REPORT OF THE INDEPENDENT EXAMINER**

I report on the accounts of the Atorkor Development Foundation for the year ended 31<sup>st</sup> March 2020, which are set out on pages 9 to 14

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

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Nick Addo FCCA  
Address: 7 Glenrosa Road  
Reading RG30 6AN  
Date: 21st January 2021

**ATORKOR DEVELOPMENT FOUNDATION  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Fund 2019 £
Incoming Resources					
Subscriptions & donations		5,534	20,558	26,092	37,020
Interest income		-	-	-	-
Gifts in Kind		-	-	-	1,884
		<u>5,534</u>	<u>20,558</u>	<u>26,092</u>	<u>38,904</u>
Resources Expended					
Charitable activities					
Kindergarten project		1,550	18,877	20,427	1,937
Education Programme & Sponsorship		388	1,569	1,957	14,396
Medical programme		-	-	-	983
Sanitation project		-	-	-	-
Vocational Training Centre		388	243	631	19,546
Advocacy and Publicity		3,345	-	3,345	-
Governance		762	-	762	-
	3-4	<u>6,433</u>	<u>20,689</u>	<u>27,122</u>	<u>36,862</u>
Net incoming resources for the year		<u>-899</u>	<u>-131</u>	<u>(1,030)</u>	<u>2,042</u>
Fund balances brought forward		29,977	101,235	131,212	129,170
Transfers between funds		2,326	(2,326)	-	-
Fund balances carried forward		<u>31,404</u>	<u>98,778</u>	<u>130,182</u>	<u>131,212</u>

**ATORKOR DEVELOPMENT FOUNDATION**  
**BALANCE SHEET AS AT 31<sup>st</sup> MARCH 2020**

		2020	2019
	Note	£	£
<b>FIXED ASSETS:</b>			
Tangible Assets	6	121,030	123,355
<b>CURRENT ASSETS</b>			
Stock		-	-
Cash at bank		9,702	7,977
		<u>9,702</u>	<u>7,977</u>
CREDITORS: Amount falling due within one year		<u>(550)</u>	<u>(120)</u>
<b>NET CURRENT ASSETS</b>		9,152	7,857
CREDITORS: Amount falling due after more than one year		<u>-</u>	<u>-</u>
<b>NET ASSETS</b>	7	<u><u>130,182</u></u>	<u><u>131,212</u></u>
<b>FUNDS</b>			
	8	31,404	29,977
Restricted funds	8	98,778	101,235
		<u><u>130,182</u></u>	<u><u>131,212</u></u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

For the year ended 31<sup>st</sup> March 2020 the company was entitled to exemption under section 249a(l) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249b(2). The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with section 221; and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts so far as applicable to the company.

Approved by the directors and trustees in meeting on 27<sup>th</sup> January 2020 and is signed on its behalf by

(Dr Samuel Adjorlolo – Chairman ADF)

**ATORKOR DEVELOPMENT FOUNDATION  
NOTES FORMING PART OF THE FINANCIAL STATEMENT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

**1. ACCOUNTING POLICIES**

**a) CONVENTION**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP 2005) and applicable accounting standards

**b) FUND ACCOUNTING**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**c) INCOMING RESOURCES**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Grants for computers and other equipment are treated as deferred income on receipt and only the proportion necessary to cover the related depreciation is included in the Statement of Financial Activities.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

**d) RESOURCES EXPENDED - CHANGE OF POLICY**

This year, the trustees have taken the decision to recognise the costs of the capital assets the Foundation has developed in Ghana since it commenced operation.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include professional fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**e) TANGIBLE FIXED ASSETS AND DEPRECIATION**

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised. Depreciation is provided at rates calculated to write off the costs of each asset over its expected useful life, which in all cases is estimated at 6 years.

**ATORKOR DEVELOPMENT FOUNDATION**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

**2. RESOURCES EXPANDED**

	Direct costs £	Indirect costs £	2020 Total £	2019 Total £
Charitable activities				
Educational programme	-	-	-	1,937
Education sponsorship	1,569	388	1,957	14,396
Medical programme	-	-	-	983
Kindergarten project	18,877	1,550	20,427	0
Vocational Training Centre	243	388	631	19,546
Advocacy and Publicity	3,345	-	3,345	-
Governance	762	-	762	-
	<u>24,796</u>	<u>2,326</u>	<u>27,122</u>	<u>36,862</u>

**3. STAFF COSTS AND NUMBERS**

There were no employee in the year.

**4. TRUSTEES REMUNERATION AND RELATED PARTY TRANSACTIONS**

No trustees received remuneration in their capacity as trustees and no trustees or other officers associated with the charity had any personal interest in contracts or transactions entered into during the year.

**5. NET INCOMING RESOURCE FOR THE YEAR**

	2020	2019
This is stated after charging:		
	Total £	Total £
Depreciation	2,325	2,887

**ATORKOR DEVELOPMENT FOUNDATION**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

**6. TANGIBLE ASSETS**

	Freehold Buildings £	Furniture & Equipment £	Total £
(All held in Ghana)			
Cost			
Balance b/f	125,785	56,201	181,986
Additions in the year	-	-	-
Balance c/f	125,785	56,201	181,986
Depreciation			
Balance b/f	41,042	17,589	58,631
Charge in the year	1,550	775	2,325
Balance c/f	42,592	18,364	60,956
Net book value	83,193	37,837	121,030
	84,743	38,612	123,355

**7. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	-	121,030	121,030
Current assets	31,954	(22,252)	9,702
Creditors - due after more than one year	(550)	-	(550)
	31,404	98,778	130,182

**ATORKOR DEVELOPMENT FOUNDATION**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

**8. MOVEMENT IN FUNDS**

	Balance at 01/04/19	Transfer between funds	Incoming resources	Outgoing resources	Balance at 31/03/20
Restricted funds					
Medical Centre	12,836			0	12,836
Vocational Centre	50,243	(388)	362	(243)	49,974
Sanitation Project	-	0		0	-
Education Programme & Sponsorship	3,951	(388)	2,874	(1,569)	4,868
Kindergarten project	34,205	(1,550)	17,322	(18,877)	31,100
	101,235	(2,326)	20,558	(20,689)	98,778
Unrestricted funds					
General fund	29,977	2,326	5,534	(6,433)	31,404
	131,212	-	26,092	(27,122)	130,182