

KALAYAAN

justice for migrant domestic workers

KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2012

Registered Charity in England and Wales - 1103847

KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS

THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

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KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS

THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

ORGANISATION INFORMATION

MANAGEMENT COMMITTEE MEMBERS

Francesca Cooney (Chair)
Bridget Anderson
Myriam Cherti
Maria Gonzalez Dardagan
Simon Goldie (joined March 2012)
Margaret Healy (Deputy Chair)
Mumtaz Lalani (Secretary)
Ruby Lopes
Khadija Najlaoui
David Ould (Treasurer)

STAFF

Rita Gava
Camilla Brown (left Nov 2011)
Ishah Jawaid (joined Dec 2011)
Jenny Moss
Kate Roberts (mat leave from Oct 2011)
Natalie Sharples (from Oct 2011)
Karanvir Singh (July – Sept 2011)

REGISTERED OFFICE

St. Francis Centre
13 Hippodrome Place
London W11 4SF

ACCOUNTANT

Bryan and Ridge
Chartered Accountants
The Gatehouse
2 Devonhurst Place
Heathfield Terrace
London W4 4JD

BANKER

Bank of Ireland
20 Berkeley Square
London W1J 6LL

**KALAYAAN
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REPORT OF THE MANAGEMENT COMMITTEE MEMBERS

The Management Committee present their report and financial statements for the year ended 31 March 2012.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Kalayaan is a registered charity. Its main business is carried out from its offices in London. Day to day management is the duty of the Co-ordinator appointed by the charity trustees and the trustees of the charity exercise overall control.

The organisation's structure, governance and management are set out in the Constitution. The objects are:

- To advance education and relieve poverty, particularly by:
 - a. The provision of legal and other advice.
 - b. The relief of unemployment for the public benefit amongst people who are unemployed.
- To advance education for the public benefit.
- To promote health for the benefit of the public.
- To improve the conditions of life by the provision of recreational facilities in the interests of social welfare to those current and former migrant domestic workers who have the need of such facilities by reason of their social and economic circumstances.

Members of the Management Committee are appointed by the AGM. Membership is open to all those interested in supporting the work of the organisation and up to 25% of the Committee is reserved for current or former migrant domestic workers.

Principal Activities

During the last financial year Kalayaan provided the following services for migrant domestic workers:

- Six day a week Drop in Centre.
- Immigration advice from qualified staff.
- Employment advice, with particular reference to rights at work.
- Access to job opportunities.
- Emergency support for those running away from abusive employers.
- ESOL and literacy classes for some 250 students.
- Life in the UK class.
- Regular free legal surgeries with qualified solicitors.
- Advice and assistance on health issues.
- Research on issues currently facing migrant domestic workers (MDWs) in the UK and the policies in place to protect them.
- Raising public awareness about the issues facing migrant domestic workers in the UK.
- Informing the Home Office and related agencies about the real problems facing migrant domestic workers and the likely impact of new policies, particularly changes to the immigration rules affecting MDWs.

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REPORT OF THE MANAGEMENT COMMITTEE (continued)

The demand for Kalayaan services continued to be strong; 317 new service users from over 20 countries registered during the year and 20-25 advice sessions per week were given. Long hours, wages below the national minimum wage, illegal retention of passports and verbal and physical abuse continue to be regularly reported by those accessing Kalayaan's services. Staff and volunteers supported MDWs in contacts with the police and embassies in order to regularise their status in this country; to regain their passports and to take action against abusive employers. General information materials were made available to clients in 12 community languages and initial contacts made with various country specific immigrant support groups in the UK in order to ensure that knowledge of the services offered by Kalayaan was widely disseminated.

During the year Kalayaan published new research concerning how various government policies affected the employment and exploitation of MDWs with recommendations for government action in the UK.

At the end of the year Kalayaan became a limited company and re-registered as a charity. All of the assets and liabilities of the old charity will be transferred to the new charity and this will take effect from 1 April 2012.

Kalayaan's priorities in the current year are:

- To demonstrate to the government the impact of its new immigration and work permit rules on migrant domestic workers and to ensure that new laws do not increase the potential for abuse of such workers.
- To monitor the impact of the new immigration and work permit rules and to use the information gathered on to call for changes that will improve conditions for MDWs.
- Continue to provide advice and facilities for migrant domestic workers and to reach out to those from countries currently under represented among clients.
- To continue supporting clients to take their cases for compensation to employment tribunals in the UK and to ensure that the results of such tribunals are widely publicised.
- Ensure that the facilities provided by the UK Government as part of its implementation of the Council of Europe Trafficking Convention from April 2009 are made fully available to those Kalayaan clients that meet the criteria.
- Continue to run ESOL classes for migrant domestic workers, particularly those unable to access government funded courses.
- To win for migrant domestic workers who enter the UK with diplomats (diplomatic MDWs) the same right to change employer, so allowing them to escape abuse, as other MDWs.
- To challenge the family worker exemption, which sometimes prevents MDWs from accessing their workers' rights.
- Support Justice 4 Domestic Workers an organisation established by migrant domestic workers within Unite the Union.

The Management Committee recognises the hard work of the staff over the last year and would like to thank them for their support.

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REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED)

Risk Management

The Management Committee has considered the main risks to the future of the organisation and considers that they mainly fall under three headings:

- Possible problems that may arise from dealing with such sensitive issues as migration and employment opportunities.
- Reliance on four dedicated staff members, willing and able to work unsocial hours and to offer a wide range of practical and emotional support.
- The changes in the laws on migrant domestic work in the UK and the impact on the numbers of MDWs seeking help and the problems they may face.
- Difficulties of finding continuing funding in the light of the reduced capacity of many funders.

In the last five years, Kalayaan has been a fully accredited advice centre and this has meant more control of procedures and regular audits of the staff providing advice. The possible problems that could arise for the organisation from the loss of experienced staff are clear but the Committee does not see how systems can be put into place to avoid this risk, apart from trying to arrange sensible handover arrangements when staff members do change.

Reserves:

Throughout its life Kalayaan has operated with minimum financial resources. Some years ago the Management Committee decided that it would be prudent to build up sufficient general reserves to cover at least three months of core operating expenditure. The Committee is pleased to report that the general reserve had reached a level of four months at the end of March 2012.

Statement of the Management Committee's Responsibilities:

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of its results 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 the policies adopted are in accordance with the Charities SORP and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and

Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

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 relevant law. They are also

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REPORT OF THE MANAGEMENT COMMITTEE (continued)

responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Public Benefit Statement

The sections of this report above entitled "Principal Activities" set out Kalayaan's objectives and reports on the activity and successes in the year to 31st March 2012 as well as explaining the plans for the current financial year. The Trustees consider that Kalayaan's work continues to benefit a wide range of individuals in the local community and throughout the UK.

Financial Review

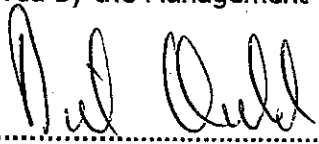
Income for the year of **£217,436** was just above the previous year. Although most income came from restricted fund grants, unrestricted funds were not much below the high level of 2010/11 when they were boosted by a TV programme. Total expenditure of **£210,638** for the year was 2% below the previous year because of turnover in staff during the year.

In consequence Kalayaan's accounts for the financial year 2011/12 showed a surplus of **£6,798**, made up of a deficit of **£6,672** on restricted funds, and a surplus of **£13,470** on unrestricted funds. As a result the organisation's free (unrestricted) reserves have increased to **£82,828** in line with the Board's target. Overall the financial situation remains healthy.

Details of income and expenditure may be found in the figures and notes to the accounts set out below, along with the balance sheet. The fluctuations in debtors and creditors year on year are purely the result of the timing of receipts and payment around the year-end.

A resolution proposing the reappointment of the independent examiner will be put to the first Management Committee following the Annual General Meeting.

Approved by the Management Committee on 3 September 2012 and signed on its behalf by


.....
Management Committee Member


.....
Management Committee Member

INDEPENDENT EXAMINER'S REPORT

TO THE MANAGEMENT COMMITTEE MEMBERS OF KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS

I report on the Financial Statements of the Kalayaan – Justice for Migrant Domestic Workers for the year ended 31st March 2012, which are set out on pages 9 to 14.

Respective responsibilities of Trustees and Examiner

The Management Committee members of Kalayaan – Justice for Migrant Domestic Workers are responsible for the preparation of the accounts. The trustees consider that an audit is not required 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 s43 of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under s43(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 the seeking of 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 Statements

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 s41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to 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.

Chiswick
London, W4


R.G. Norfolk
BRYAN AND RIDGE
Chartered Accountant 10/10/12

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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2012**

	Unrestricted Notes Funds £	Restricted Funds £	2012 Total Funds £	2011 Total Funds £
Incoming Resources:				
<i>Charitable activities</i>				
Trust for London	0	36,000	36,000	36,000
Oak Foundation	0	48,059	48,059	46,433
Oxfam GB	0	3,000	3,000	5,000
Tudor Trust	0	20,000	20,000	20,000
Royal Borough of Kensington & Chelsea	0	10,000	10,000	5,975
Barrow Cadbury Trust	0	30,000	30,000	30,000
Esmee Fairbairn CT	0	48,586	48,586	0
WEA	0	600	600	5,000
Bromley Trust	10,000	0	10,000	5,000
<i>Voluntary Income</i>				
Fundraising / Donations etc	10,475	0	10,475	18,906
Clients Money	0	20	20	0
Membership	82	0	82	92
Training	0	0	0	0
<i>Investment Income</i>				
Bank Interest	614	0	614	520
Total Incoming Resources	21,171	196,265	217,436	216,988

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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2012 (CONTINUED)**

	Notes	Unrestricted Funds £	Restricted Funds £	2012 Total Funds £	2011 Total Funds £
Resources Expended					
<i>Charitable Activities</i>					
Salaries / ENIC / Pension		4,876	146,974	151,850	141,446
Staff Travel			1,415	1,415	1,061
Staff Development / Training			3,063	3,063	230
Literacy / Computer / ESOL Classes			12,848	12,848	11,944
Workshops Expenses / Room Hire			1,316	1,316	1,800
Emergency Fund / Accommodation			1,591	1,591	3,583
Clients Costs		36	1,332	1,368	1,337
Volunteers' Expenses		110	1,631	1,741	1,294
Premises Costs		1,395	18,371	19,766	21,819
Equipment Repairs & Build Maintenance		370	1,543	1,913	2,416
Stationery / Postage / Photocopying		195	4,236	4,431	4,077
Subscriptions / Memberships etc		10	61	71	46
Telephone / Fax / Internet		99	2,975	3,074	2,967
Translation/Printing		107	2,895	3,002	2,962
Sundry Expenses		11	274	285	208
Campaigning/Advocacy			52	52	1,063
Legal Consultancy		0	0	0	10,000
<i>Governance Costs</i>					
Management Committee Expenses		41	261	302	254
Bank Charges		3	6	9	26
Accountancy etc		215	928	1,143	3,512
Insurance			0	0	1,911
Audit/Legal Fees		233	1,165	1,398	1,175
Total Resources Expended		7,701	202,937	210,638	215,131
Net incoming (outgoing) resources					
For the year		13,470	(6,672)	6,798	1,857
Balance brought forward at 1 April 2011		69,358	58,854	128,212	128,212
Transfer		0	0	0	0
Balance carried forward at 31 March 2012		82,828	52,182	135,010	128,21259

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**BALANCE SHEET
AS AT 31 MARCH 2012**

	Notes	2012 £	2011 £
Fixed Assets			
At costs		1,720	1,720
Additions		0	0
Less Accumulated Depreciation		(1,720)	(1,720)
NET BOOK VALUE		0	0
Current Assets:			
Debtors	3	20,500	0
Cash at bank and in hand		135,610	177,861
		-----	-----
		156,110	177,861
Liabilities:	4	(21,100)	(49,686)
(Amounts falling due within one year)		-----	-----
Net Current Assets		135,010	128,212
		=====	=====
NET ASSETS:		135,010	128,212
		=====	=====
Funds:			
Unrestricted funds:			
General		82,828	69,358
Restricted funds:		52,182	58,854
		-----	-----
		135,010	128,212
		=====	=====

The Management Committee approved these accounts on 3 September 2012


.....
Management Committee Member


.....
Management Committee Member

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**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2012**

1. Accounting Policies:

- a) The accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting by Charities - SORP 2005 issued March 2005.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. Gifts in kind are valued at their estimated value to the charity and included under the appropriate headings.
- c) Intangible income is valued and included in income to the extent that it represented goods or services, such as volunteer time; the accounts do not include them.
- d) Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are received.
- e) Fund-raising expenditure comprises all cost incurred including people or organisations to contribute financially to the charity's work.
- f) Administration expenditure comprises all costs incurred in running the charity, which cannot directly be allocated to the charity's projects or fund-raising.
- g) 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.
- h) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and is available as general funds.
- i) Fixed assets are included in the accounts at their historical cost and are written off through the statement of financial activities.
- j) Administration expenditure comprises costs incurred in running the charity. Where applicable, some of these costs have been treated as direct charitable expenditure.

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**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 MARCH 2012**

2 Interest receivable and similar income

	2012	2011
	£	
Bank interest	614	520
	===	=====

3 Debtors / Prepayments

	2012	2011
	£	£
Miscellaneous	0	37
Trust for London	18,000	0
Royal Borough of Kensington & Chelsea	2,500	0
	=====	==
	20,500	37

4 Liabilities: amounts falling due within one year

	2012	2011
	£	£
Accruals		
Independent Examination	1,100	1,100
Restricted Income received in advance	0	48,586
Other creditors	20,000	0
	=====	=====
	21,100	49,686

Restricted income received in advance receives to grants received before 31 March 2012 for activities to be carried out after 1 April 2012.

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**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 MARCH 2012**

5 Restricted funds - breakdown:

Funders/ Projects	Balance B/fwd	Incoming resources	Resources Expended	Transfers	Balance C/fwd
Trust for London	3,661	36,000	(39,588)		73
Clients' Fund	5,765	20	(170)		5,615
Henry Smith Charity	5,716	0	(5,716)		0
Esmee Fairbairn CT	0	48,586	(46,082)		2,504
Oak Foundation	32,610	48,059	(47,418)		33,251
Oxfam GB	0	3,000	(3,000)		0
RB Kensington & Chelsea	338	10,000	(10,060)		278
Tudor Trust	4,115	20,000	(24,115)		0
Barrow Cadbury Trust	1,649	30,000	(21,188)		10,461
WEA	0	600	(600)		0
Lush Charity Pot	5,000	0	(5,000)		0
	58,854	196,265	(202,937)		52,182