

KALAYAAN

justice for migrant domestic workers

KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS

THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

CONTENTS	Page
Charity Information	3
Report of the Management Committee	4
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	12
Notes to the Accounts	13

KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS

THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

ORGANISATION INFORMATION

MANAGEMENT COMMITTEE MEMBERS

David Ould (Chair) / (Treasurer)
Bridget Anderson
Genevieve Bassene
Virgie Canada,
Myriam Cherti
Francesca Cooney (Secretary)
Natasha David
Gillian Doherty
Margaret Healy (Deputy Chair)
Poonam Joshi
Ruby Lopes
Mahani Rajak
Melanie Vilano

STAFF

Rita Gava (on maternity leave)
Agnieszka Burban, replaced by Camilla Brown
as maternity cover
Lourdes Gordolan
Jenny Moss
Kate Roberts

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
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

REPORT OF THE MANAGEMENT COMMITTEE MEMBERS

The Management Committee present their report and financial statements for the year ended 31 March 2009.

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 100 students.
- Life in the UK class.
- Regular free legal surgeries with qualified solicitors.
- Advice and assistance on health issues.
- 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 any changes to the immigration rules affecting MDWs.

The demand for Kalayaan services continued to be strong and more than 356 people from 16 countries were provided with advice during the year. Long hours, wages below the national minimum wage, illegal retention of passports and verbal and physical abuse continue to be

KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS

REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED)

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 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.

Kalayaan took part as a referral organisation in a government pilot project to investigate the practice and procedures necessary to implement the Council of Europe Trafficking Convention in the UK. The trial showed clearly that many of Kalayaan's clients had been trafficked and could benefit from the services offered under the Convention.

During the year Kalayaan continued to campaign for migrant domestic workers to retain the rights given to them by the changes in the law in 1998 when the new law on work permits was introduced at the end of 2008. A report on the issue, "The New Bonded labour", was published jointly with Oxfam, and Kalayaan worked closely with several NGOs and the Transport and General Workers section of Unite the Union to demonstrate that the government's plans would have the consequence of trapping many MDWs with exploitative employers. In June 2008 the government agreed that MDWs would not be subject to the new work permit rules and would retain the rights given to them in 1998 and that these rights will be guaranteed for at least two years. At the end of 2008 similar protection was accorded to MDWs employed by diplomats.

Kalayaan's priorities in the current year are:

- Continue to provide advice and facilities for migrant domestic workers and to reach out to those from countries currently under represented among clients.
- To increase the number of clients supported 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 to be 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.
- Continue to provide advice and information to the government about the potential impact of its new immigration and work permit proposals on migrant domestic workers and to ensure that new laws do not increase the potential for abuse of such workers.
- 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.
- Support the efforts to organise MDWs to act as a group within Unite the Union.
- To publish and disseminate the results of the research undertaken into the work of MDWs as carers for the elderly in the UK.

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

KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS

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 two 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.
- Difficulties of finding continuing funding in the light of the reduced capacity of many funders.

In the last two 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. Although the position is improving, the general reserve would still only cover two month's work by the office. The Management Committee would like to build up a reserve to cover at least three months of the core costs of the office in order to provide stability to the organisation. However, this is unlikely to be possible unless Kalayaan can find some new and regular sources of funding, particularly unrestricted funds.

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 responsible for

**KALAYAAN
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

REPORT OF THE MANAGEMENT COMMITTEE (continued)

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

Public Benefit

Directors of a charity have a new duty to report in their annual report on their charity's public benefit. The Directors of Kalayaan have considered the requirements which are explained on the Charity Commission website. These come into force on or after 31st March 2009.

Public Benefit Statement

The sections of this report above entitled "Principal Activities" sets out Kalayaan's objectives and reports on the activity and successes in the year to 31st March 2009 as well as explaining the plans for the current financial year. The Directors consider that Kalayaan's work benefits a wide range of individuals in the local community and throughout the UK.

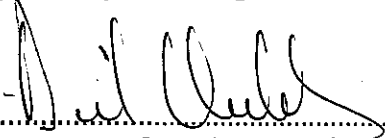
Financial Review

Income for the year of **£201,490** was 17% above the previous year previous year and most income came from continuing grants. However, the unrestricted income of £15,181 was higher than forecast, due to some unexpected donations. Total expenditure of **£177,754** for the year was **£596** above the previous year. In consequence Kalayaan's accounts for the financial year 2008/9 showed a surplus of **£23,736**, made up of a surplus of **£13,712** on restricted funds and a surplus of **£10,024** on unrestricted funds. As a result the organisation's free reserves have increased to **£38,451** less than two months of current core expenditure.

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 7/9/09 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

We report on the Financial Statements of the Kalayaan – Justice For Migrant Domestic Workers for the year ended 31st March 2009, which is set out on pages 9 to 11, and notes to the Financial Statements on pages 12 to 14.

Respective responsibilities of Management Committee Members and Examiner

The Management Committee members of Kalayaan – Justice for Migrant Domestic Workers are responsible for the preparation of the accounts; they consider that the audit requirement of section 43 (2) of the Charities Act 1993 does not apply. We have been appointed under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. It is our responsible to examine the accounts, without performing an audit, and to report to the trustees.

Basis of Independent Examiner's Report

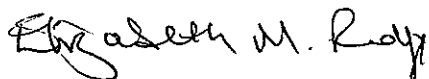
This report is in respect of an examination carried out under section 43(3)(a) of the Charities Act 1993 and in accordance with the directions given by the Charity Commissioners under section 43(7)(b). An examination includes a review of the accounting records kept by the Charity Management Committee and a comparison of the accounts presented with those records. It also includes a review of the accounts and making such enquiries as are necessary for the purpose of this report. The procedures undertaken do not constitute an audit.

Independent Examiner's Statements

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

- 1) Which gives us reasonable cause to believe that in any material respect the requirements**
 - To keep accounting records in accordance with section 41 of the Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or

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



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

Date: 2.10.09

**KALAYAAN
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2009**

	Notes	Unrestricted Funds £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
Incoming Resources:					
<i>Charitable activities</i>					
City Parochial		0	25,000	25,000	25,000
Oak Foundation		0	42,540	42,540	40,174
Oxfam GB		0	10,000	10,000	4,000
Tudor Trust		0	26,000	26,000	0
Henry Smith Charity		0	0	0	29,000
Notting Hill Methodist Church		0	822	822	750
Big Lottery Fund		0	65,641	65,641	48,317
Royal Borough of Kensington & Chelsea		0	15,950	15,950	15,675
Daughters of the Hearts of Mary		0	20	20	0
<i>Voluntary Income</i>					
Fundraising / Donations etc		12,978		14,623	3,006
Clients Money		0	0	0	182
ESOL Students Contributions		0	336	336	650
Other Income		558	0	558	3,464
<i>Investment Income</i>					
Bank Interest		1,645	0	1,645	2,577
Total Incoming Resources		15,181	186,309	201,490	172,795

**KALAYAAN
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2009 (CONTINUED)**

	Notes	Unrestricted Funds £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
Resources Expended					
<i>Charitable Activities</i>					
Salaries / ENIC / Pension		3,148	128,650	131,798	128,873
Staff Recruitment			60	60	2,160
Staff Travel			182	182	775
Staff Development / Training			1,312	1,312	2,009
Literacy / Computer / ESOL Classes			6,403	6,403	7,862
Workshops Expenses / Room Hire			4,934	4,934	31
Emergency Fund / Accommodation			465	465	760
Clients Costs		95	1,456	1,551	3,214
Volunteers' Expenses			1,137	1,137	790
Premises Costs		1,475	12,212	13,687	11,604
Office Equipment		0	105	105	0
Equipment Repairs & Maintenance			1,095	1,095	2,261
Stationery / Postage / Photocopying			2,366	2,366	3,668
Subscriptions / Memberships etc			1,174	1,174	1,368
Telephone / Fax / Internet			2,858	2,858	2,762
Translation/Printing			2,975	2,975	0
Sundry Expenses		(744)	850	106	147
BLF – Research Expenses		0	2,199	2,199	5,634
<i>Governance Costs</i>					
Management Committee Expenses		0	233	233	60
Bank Charges		12	25	37	24
Accountancy etc		741	826	1,567	375
Insurance			402	402	653
Legal / Consultancy Fees		0	678	678	1,698
Depreciation		430	0	430	430
Total Resources Expended		5,157	172,597	177,754	177,158
Net incoming (outgoing) resources					
For the year		10,024	13,712	23,736	(4,363)
Balance brought forward at 1 April 2008		28,427	77,515	105,942	110,305
Balance carried forward at 31 March 2009		38,451	91,227	129,678	105,942
		=====	=====	=====	=====

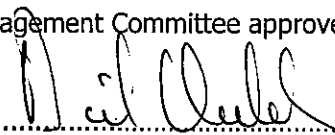
**KALAYAAN
JUSTICE FOR MIGRANT DOMESTIC WORKERS**


**BALANCE SHEET
AS AT 31 MARCH 2009**

	Notes	2009 £	2008 £
Fixed Assets			
At costs		1,720	1,720
Additions		0	0
Less Accumulated Depreciation		(1,290)	(860)
NET BOOK VALUE		<u>430</u>	<u>860</u>
Current Assets:			
Debtors	3	0	0
Cash at bank and in hand		130,089	105,182
		-----	-----
		130,089	105,182
Liabilities:	4	(841)	(100)
(Amounts falling due within one year)		-----	-----
Net Current Assets		129,248	105,082
		=====	=====
NET ASSETS:		129,678	105,942
		=====	=====
Funds:			
Unrestricted funds:			
General		38,451	28,427
Restricted funds:		91,227	77,515
		-----	-----
		129,678	105,942
		=====	=====

The Management Committee approved these accounts on:

7/9/09


.....
Management Committee Member


.....
Management Committee Member

**KALAYAAN
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2009**

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 January 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. Depreciation is provided at the following annual rate in order to write off each asset over its estimated useful life:
 - Equipment - 25% on cost
- j) Administration expenditure comprises costs incurred in running the charity. Where applicable, some of these costs have been treated as direct charitable expenditure.

**KALAYAAN
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 MARCH 2009**

2 Interest receivable and similar income

	2009
	£
Bank interest	1,645
	=====

3 Debtors / Prepayments

	2009
	£
Miscellaneous	0
	====
	0

4 Liabilities: amounts falling due within one year

	2009
	£
Accruals - Professional fees	841
Book-keeping	
Other creditors	0

	841
	=====

**KALAYAAN
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 MARCH 2009**

5 Restricted funds - breakdown:

Funders/ Projects	Balance B/fwd	Incoming resources	Resources Expended	Balance C/fwd
Big Lottery Fund (Research)	20,937	65,641	(43,413)	43,165
City Parochial	6,045	25,000	(16,017)	15,028
Clients' Fund	6,343	0	0	6,343
DHM	1,022	20	(410)	632
Health	79	0	(0)	79
Henry Smith Charity	27,607	0	(22,417)	5,190
Notting Hill Methodist Church	(90)	822	(728)	4
Oak Foundation	7,082	42,540	(40,385)	9,237
Oxfam GB	0	10,000	(6,393)	3,607
RB Kensington & Chelsea	3,975	15,950	(16,646)	3,279
Sisters of St Louis	275	0	(0)	275
Sport Relief	580	0	(0)	580
Tudor Trust	3,660	26,000	(25,544)	4,116
ESOL Classes	0	336	(644)	(308)
	77,515	186,309	(172,597)	91,227