



# KALAYAAN

justice for migrant domestic workers

**KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2010**

**KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2010**

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**KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009**

**ORGANISATION INFORMATION**

MANAGEMENT COMMITTEE MEMBERS

Francesca Cooney (Acting Chair)  
Bridget Anderson  
Maureen Byrne  
Maria Gonzalez Dardagan  
Saaida El Yafrid  
Margaret Healy (Deputy Chair)  
Mumtaz Lalani  
Ruby Lopes  
David Ould (Treasurer)  
Melanie Vilano

STAFF

Rita Gava  
Camilla Brown  
Marcus Harry (maternity cover)  
Jenny Moss  
Kate Roberts (on maternity leave)

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 2010.

**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.
- 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; 343 new service users from over 20 countries registered during the year and 25 advice sessions per week were given. Long hours,

## **KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS**

### **REPORT OF THE MANAGEMENT COMMITTEE (continued)**

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 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.

In October 2009 Kalayaan published the results of its research into the work of MDWs as carers for the elderly in the UK.

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.
- To challenge the family worker exemption which sometimes prevents MDWs from accessing their workers' rights.
- 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 three 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

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**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 Trustees of Kalayaan have considered the requirements which are explained on the Charity Commission website. These came into force on or after 31<sup>st</sup> March 2009.

**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 31<sup>st</sup> March 2010 as well as explaining the plans for the current financial year. The Trustees 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 **£220,729** was 10% above the previous year and most income came from continuing restricted fund grants. Total expenditure of **£224,052** for the year was 26% above the previous year. Much of this increase came from higher costs for ESOL classes and external costs of research and the employment law project. In consequence Kalayaan's accounts for the financial year 2009/10 showed a deficit of **£3,323**, made up of a deficit of **£11,782** on restricted funds and a surplus of **£8,459** on unrestricted funds. As a result the organisation's free reserves have increased to **£46,910** just over 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 8/9/2010 and signed on its behalf by

  
.....  
Management Committee Member

  
.....  
Management Committee Member

6.10.10

## **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 31<sup>st</sup> March 2010, 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.



E M RIDGE  
BRYAN AND RIDGE  
Chartered Accountant

Chiswick  
London, W4

8.10.10

Charity Number: 1103847



**KALAYAAN  
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2010**

	Notes	Unrestricted Funds £	Restricted Funds £	2010 Total Funds £	2009 Total Funds £
<b>Incoming Resources:</b>					
<i>Charitable activities</i>					
Trust for London		0	43,700	<b>43,700</b>	25,000
Oak Foundation		0	43,802	<b>43,802</b>	42,540
Oxfam GB		0	15,000	<b>15,000</b>	10,000
Tudor Trust		0	20,000	<b>20,000</b>	26,000
Henry Smith Charity		0	41,000	<b>41,000</b>	0
Notting Hill Methodist Church		0	0	<b>0</b>	822
Big Lottery Fund		0	(2,548)	<b>(2,548)</b>	65,641
Royal Borough of Kensington & Chelsea		0	16,100	<b>16,100</b>	15,950
Daughters of the Hearts of Mary		0	0	<b>0</b>	20
Barrow Cadbury Trust		0	30,500	<b>30,500</b>	0
Comic Relief		1,935	0	<b>1,935</b>	0
WEA		0	2,872	<b>2,872</b>	0
<i>Voluntary Income</i>					
Fundraising / Donations etc		7,081	0	<b>7,081</b>	14,623
Clients Money		0	300	<b>300</b>	0
ESOL Students Contributions		0	0	<b>0</b>	336
Training		500	0	<b>500</b>	
Other Income		0	0	<b>270</b>	558
<i>Investment Income</i>					
Bank Interest		487	0	<b>487</b>	1,645
<b>Total Incoming Resources</b>		<b>10,003</b>	<b>210,726</b>	<b>220,729</b>	<b>201,490</b>

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2010 (CONTINUED)**

	Notes	Unrestricted Funds £	Restricted Funds £	2010 Total Funds £	2009 Total Funds £
<b>Resources Expended</b>					
<i>Charitable Activities</i>					
Salaries / ENIC / Pension		212	146,192	<b>146,404</b>	131,798
Staff Recruitment			0	<b>0</b>	60
Staff Travel			702	<b>702</b>	182
Staff Development / Training			874	<b>874</b>	1,312
Literacy / Computer / ESOL Classes			11,878	<b>11,878</b>	6,403
Workshops Expenses / Room Hire	360		4,548	<b>4,908</b>	4,934
Emergency Fund / Accommodation			2,061	<b>2,061</b>	465
Clients Costs	2		3,352	<b>3,354</b>	1,551
Volunteers' Expenses	191		789	<b>980</b>	1,137
Premises Costs	0		13,783	<b>13,783</b>	13,687
Office Equipment	0		0	<b>0</b>	105
Equipment Repairs & Maintenance			44	<b>44</b>	1,095
Stationery / Postage / Photocopying			4,983	<b>4,983</b>	2,366
Subscriptions / Memberships etc			722	<b>722</b>	1,174
Telephone / Fax / Internet			3,402	<b>3,402</b>	2,858
Translation/Printing			1,964	<b>1,964</b>	2,975
Sundry Expenses	17		204	<b>221</b>	106
BLF – Research Expenses	0		12,008	<b>12,008</b>	2,199
Legal Consultancy	0		10,000	<b>10,000</b>	0
<i>Governance Costs</i>					
Management Committee Expenses	8		227	<b>235</b>	233
Bank Charges	63		33	<b>96</b>	37
Accountancy etc	261		1,055	<b>1,316</b>	1,567
Insurance			899	<b>899</b>	402
Legal / Consultancy Fees	0		2,788	<b>2,788</b>	678
Depreciation	430		0	<b>430</b>	430
<b>Total Resources Expended</b>		<b>1,544</b>	<b>222,508</b>	<b>224,052</b>	<b>177,754</b>
<b>Net incoming (outgoing) resources</b>					
<b>For the year</b>		<b>8,459</b>	<b>(11,782)</b>	<b>(3,323)</b>	<b>(23,736)</b>
Balance brought forward at 1 April 2009		38,451	91,227	129,678	105,942
<b>Balance carried forward at 31 March 2010</b>		<b>46,910</b>	<b>79,445</b>	<b>126,355</b>	<b>129,678</b>

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**BALANCE SHEET  
AS AT 31 MARCH 2010**

	Notes	2010 £	2009 £
<b>Fixed Assets</b>			
<b>At costs</b>		1,720	1,720
Additions		0	0
Less Accumulated Depreciation		(1,720)	(1,290)
<b>NET BOOK VALUE</b>		0	<b>(430)</b>
<b>Current Assets:</b>			
Debtors	3	0	0
Cash at bank and in hand		144,955	130,089
		-----	-----
		144,955	130,089
<b>Liabilities:</b>	4	(18,600)	(841)
(Amounts falling due within one year)		-----	-----
<b>Net Current Assets</b>		126,355	129,678
		=====	=====
<b>NET ASSETS:</b>		<b>126,355</b>	<b>129,678</b>
		=====	=====
<b>Funds:</b>			
Unrestricted funds:			
General		46,910	38,451
Restricted funds:		79,445	91,227
		-----	-----
		<b>126,355</b>	<b>129,678</b>
		=====	=====

The Management Committee approved these accounts on 6/9/2010:

  
.....  
Management Committee Member

  
.....  
Management Committee Member

6.10.10

**KALAYAAN  
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**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2010**

**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 2010**

**2 Interest receivable and similar income**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	
Bank interest	487	1,645
	===	=====

**3 Debtors / Prepayments**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Miscellaneous	0	0
	=	=
	<b>0</b>	<b>0</b>

**4 Liabilities: amounts falling due within one year**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Accruals - Professional fees		
Independent Examination	1,100	841
Other creditors	17,500	0
	-----	-----
	<b>18,600</b>	<b>841</b>
	=====	=====

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**NOTES TO THE ACCOUNTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2010**

**5 Restricted funds - breakdown:**

<b>Funders/ Projects</b>	<b>Balance B/fwd</b>	<b>Incoming resources</b>	<b>Resources Expended</b>	<b>Transfers</b>	<b>Balance C/fwd</b>
Big Lottery Fund (Research)	43,165	(2,548)	(40,244)		<b>373</b>
Trust for London	15,028	43,700	(36,196)		<b>22,532</b>
Clients' Fund	6,343	300	0	(308)	<b>6,335</b>
DHM	632	0	(632)		<b>0</b>
Health	79	0	(0)		<b>79</b>
Henry Smith Charity	5,190	41,000	(35,128)		<b>11,062</b>
Notting Hill Methodist Church	4	0	(0)		<b>4</b>
Oak Foundation	9,237	43,802	(49,336)		<b>3,703</b>
Oxfam GB	3,607	15,000	(10,804)		<b>7,803</b>
RB Kensington & Chelsea	3,279	16,100	(10,733)		<b>8,646</b>
Sisters of St Louis	275	0	(0)		<b>275</b>
Sport Relief	580	0	(0)		<b>580</b>
Tudor Trust	4,116	20,000	(11,771)		<b>12,345</b>
ESOL Classes	(308)	0	0	308	<b>0</b>
Barrow Cadbury Trust	0	30,500	(26,472)	0	<b>4,028</b>
WEA	0	2,872	(1,192)		<b>1,680</b>
	<b>91,227</b>	<b>210,726</b>	<b>(222,508)</b>	<b>0</b>	<b>79,445</b>

Note expenditure £841 above expenditure page because of the accrual