

# KALAYAAN

justice for migrant domestic workers

**KALAYAAN** (limited by guarantee)

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS**

**For the Year Ended 31 MARCH 2020**

**Registered Charity in England and Wales – 1146596  
Registered company in England and Wales 07968872**

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

## **THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

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

### **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

#### **ORGANISATION INFORMATION**

##### **Legal Status**

Charity and private company limited by guarantee.

##### **MANAGEMENT COMMITTEE MEMBERS**

Nuldia Abdurahim (former migrant domestic worker)  
Myriam Cherti  
Rob Fink (Co-Chair: resigned 22<sup>nd</sup> Jan 2020)  
Alison Harvey (Chair)  
Silvia Hill (Treasurer)  
Virginia Mantouvalou  
Pauline Uwins (appointed 4<sup>th</sup> of April 2019)  
Hugh Graham Collins (appointed 5<sup>th</sup> of May 2020)  
Natalie Margit Sedacca (appointed 5<sup>th</sup> of May 2020)

##### **STAFF**

Rita Gava (Company Secretary)  
Marta Bratek  
Dominic Clarke (Freelance)  
Josie Collins (left September 2019)  
Andrea Kyselakova  
Alexandra Millbrook  
Avril Sharp  
Ayesha Mohsin (joined November 2019)

##### **REGISTERED OFFICE**

St. Francis Centre  
13 Hippodrome Place  
London W11 4SF

##### **INDEPENDENT AUDITOR**

Anne Harraghy  
PK Audit LLP  
Chartered Accountants  
1 Parkshot  
Richmond  
Surrey  
TW9 2RD

##### **BANKER**

CAF  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

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

### **REPORT OF THE MANAGEMENT COMMITTEE MEMBERS**

The Management Committee present its directors' report and this year audited accounts for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the company's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2015.

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

Kalayaan is a registered charity and company limited by guarantee and has no share capital. Its main business is carried out from its offices in London. Day to day management is the duty of the Director appointed by the charity trustees and the trustees of the charity exercise overall control.

Every member of the company undertakes to contribute to the assets of the company, in the event of it being wound up whilst being a member, or within one year after ceasing to be a member. The liability will not exceed £1.

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 act as trustees for the purpose of charity law and directors for the purpose of company law and 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.

### **OBJECTIVES AND ACTIVITIES**

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

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

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

- Six day a week Drop in Centre.
- Immigration advice from qualified staff.
- Employment advice, with particular reference to rights at work.
- Emergency support for those running away from abusive employers.
- ESOL and literacy classes for some 70 students.
- Research on issues currently facing migrant domestic workers 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 and existing policies, particularly immigration rules affecting migrant domestic workers.
- Registered with the government as a first responder to begin the process of formally identifying people as victims of trafficking.

### **ACHIEVEMENTS AND PERFORMANCE**

During the reporting period Kalayaan provided at least 20 advice sessions per week. Over 320 service users benefitted from these sessions: beneficiaries were a combination of previous and newly registered service users, all of whom presented a diverse range of needs. Of these 88 were new service users, 56 were assisted with their application for visa renewal, 25 with settlement applications and around 150 needed advice on other immigration or employment issues. 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. Among new service users, 34 were identified as victims of modern slavery and referred into the National Referral Mechanism (35) so that they could receive statutory support.

Kalayaan runs volunteer led English classes at three levels for migrant domestic workers, offering language support ranging from basic to intermediate literacy. We also offers advice and support to students who are taking the knowledge of language and life in the UK test and speaking and listening exams required for settlement. More than 80 students attended the classes in 2019/2020.

Kalayaan is thankful for the work and support of many volunteers without whom it could not operate so widely. In particular volunteer work has been invaluable in supporting staff by teaching English classes, interpreting for clients, administrative work in the office, supporting clients with CV writing, reading letters, etc., and providing accommodation for homeless migrant domestic workers.

Kalayaan's priorities in the current year are:

- To demonstrate to the government, parliamentarians and the public the extent to which the changes made to the immigration rules for migrant domestic workers have failed to mitigate the negative impact of the 2012 revision to those rules for migrant domestic workers. To work for repeal of the 2012 rules and, pending that, for the

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

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

- government to implement the full recommendations of the Ewins' review of the immigration rules for migrant domestic workers, including full implementation of the safeguards promised in the government response to the review; to provide more protection for MDWs employed by embassy staff in the UK.
- To continue to provide high quality advice and representation to migrant domestic workers and to increase the range of matters on which Kalayaan is able to provide such advice and representation by gradually improving staff qualifications from OISC Level 1 to OISC Level 2.
- To extend Kalayaan's ability to reach and to support those who enter the UK under the new visa and those from countries currently underrepresented among clients, including through outreach and campaigning/research.
- Despite the limitations to legal aid, to continue to support 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.
- To monitor the impact of modern slavery laws and to ensure that of the protections in the Council of Europe Convention on Action Against Trafficking in Human Beings are made fully available to those Kalayaan clients who meet the criteria.
- To advocate for the right to work for victims of domestic servitude who are into the NRM
- To continue to run ESOL classes for migrant domestic workers.
- To improve monitoring and evaluation of progress against strategy and objectives.

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

#### **Risk Management**

The Management Committee has considered the main risks to the future of the organisation and identifies these as follows:

- Reputational risks from campaigning and giving advice in sensitive and complex areas of immigration, including of undocumented workers.
- Effect of short-term visa on opportunities for, and willingness of, migrant domestic workers to engage with organisations such as Kalayaan, with resultant risks for research and campaigning work with them;
- Capacity of small charity to develop and grow in a demanding and fast changing environment.
- Funding: although Kalayaan has been well funded during its history, the management committee understands that funding for charities has become more difficult overall. Kalayaan has built up adequate reserves to fund the organisation during any time of shortfall.

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

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

Kalayaan is a fully accredited advice centre, with each advisor regulated by either the OISC, SRA or the Bar Standards Board

We have added one administrative team member to increase support for the Director. Kalayaan strives to maintain its diverse funding base

#### **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 to four months of core operating expenditure. This is thought to be necessary to cover any short term reduction in restricted fund income, which makes up the bulk of Kalayaan's funds. The Committee is pleased to report that the general reserve had reached a level of 4 months expenditure at the end of March 2020.

#### **Asset cover for funds**

Note 10 sets out an analysis of the assets attributable to the various funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

#### **Statement of the Management Committee's Responsibilities:**

Company and 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 the Companies Act 2006. They are also 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 31<sup>st</sup> March 2020 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.

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

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

#### **Covid-19 update – up until August 2020**

During the outbreak the Kalayaan team together with the Board of Trustees have taken the following steps to ensure a safe environment for the employees as well as the service users. Funders were informed of every step and have been very supportive of every decision taken.

- In line with government guidelines Kalayaan closed the office on the 17<sup>th</sup> of March 2020.
- It was ensured that all employees were able to work from home. With the pledge of support of additional unrestricted funding from the Oak Foundation and City Bridge Trust new laptops and mobile phone were purchased in order to secure service levels in the new financial year.
- All funders are updated regularly and have been very supportive of every move
- Service users have been informed also of all the steps taken and have still been able to use the service.
- At this point in time, there has been no decision taken on when to open the office again. The manager as well as the Board of Trustees will take a decision which will be in the best interest of both employees as well as service users.

#### **Financial Review**

Income for the year of **£302,894** was 88% higher than the previous year. This was mainly due to several new big long term restricted grants starting in the financial year. Unrestricted fund grants of £68,107 were also higher than 2018/2019. Total expenditure of **£ 260,896** for the year was 8.7%% higher on the previous year.

Kalayaan's accounts for the financial year 2019/20 showed a net income of **£41,999**, made up of a net income of **£20,685** on restricted funds and a net income of **£ 21,314** on unrestricted funds. At the year end the organisation's free (unrestricted) reserves were £99,578 in line with the Board's target. Overall the financial situation remains healthy as the recently secured funders will support Kalayaan over the next 5 years.

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 payments around the year-end.

In accordance with Section 485 of the Companies Act 2006, a resolution proposing the reappointment of the independent auditor will be put to the first Management Committee following the Annual General Meeting.



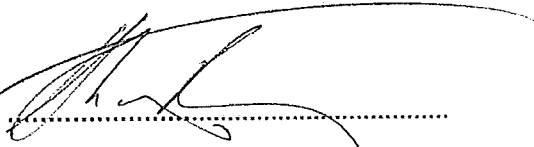
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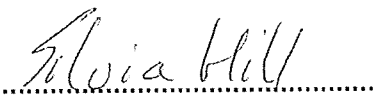
**REPORT OF THE MANAGEMENT COMMITTEE (continued)**

**Statement of disclosure to auditor**

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, the directors individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

Approved by the Management Committee on and signed on its behalf by

  
.....  
Alison Harvey  
Management Committee Member  
  
Date 15/08/2020

  
.....  
Silvia Hill  
Management Committee Member  
  
Date 23/8/20

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

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF KALAYAAN**

#### **Opinion**

We have audited the financial statements of Kalayaan (the 'charity') for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF KALAYAAN (continued)**

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF KALAYAAN (continued)**

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at:  
<http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Other matter**

The comparative amounts in the financial statements have not been audited.

**KALAYAAN - JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF KALAYAAN  
(continued)**

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*A.E. Harraghy*

Anne Harraghy (Senior Statutory Auditor)  
for and on behalf of PK Audit LLP

28.09.2020

Chartered Accountants  
Statutory Auditor  
1 Parkshot  
Richmond  
Surrey  
TW9 2RD

**KALAYAAN  
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**STATEMENT OF FINANCIAL ACTIVITIES (& Income and Expenditure Account)  
FOR THE FOR THE YEAR ENDED 31 MARCH 2020**

		Unrestricted	Restricted	2020	2019
	Notes	Funds	Funds	Total	Total
		£	£	£	£
<b>Income:</b>					
<i>Charitable activities</i>					
Oak Foundation		-	50,000	<b>50,000</b>	50,000
Royal Borough of Kensington & Chelsea		-	9,792	<b>9,792</b>	9,792
Barrow Cadbury Trust		-	40,000	<b>40,000</b>	35,000
Lloyds Bank Foundation		-	20,000	<b>20,000</b>	20,000
Esmee Fairbairn Foundation		-	37,500	<b>37,500</b>	12,495
City Bridge Trust		-	52,800	<b>52,800</b>	
National Lottery Fund		-	22,695	<b>22,695</b>	
Tudor Trust		30,000		<b>30,000</b>	
Bromley Trust		20,000	-	<b>20,000</b>	15,000
Anti-Slavery ATMG			2,000	<b>2,000</b>	
<i>Donations</i>					
Fundraising / Donations etc		17,566	-	<b>17,566</b>	15,443
Clients Emergency Fund					2,000
Activities		160	-	<b>160</b>	460
Membership		-	-	-	-
<i>Investment Income</i>					
Bank Interest	3	382	-	<b>382</b>	273
		-----	-----	-----	-----
<b>Total Income</b>		68,108	234,787	<b>302,894</b>	160,463
		-----	-----	-----	-----

**KALAYAAN  
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)**

		Unrestricted	Restricted	2020	2019
	2020 Notes	Funds £	Fund £	Total Funds £	Total Funds £
<b>Expenditure</b>					
<i>Charitable Activities</i>					
Salaries / ENIC / Pension	10	23,671	162,463	<b>186,134</b>	172,929
Child Care Vouchers (salary sacrifice)		-	-	-	-
Admin Support					3,721
Payroll Costs		73	1,019	<b>1,092</b>	1,217
Staff Travel		247	321	<b>568</b>	246
Staff Development/Training/Recruit		660	2,926	<b>3,586</b>	3,483
English Classes		2,715	3,339	<b>6,054</b>	6,258
Other Client Support		211	4,044	<b>4,255</b>	3,528
Emergency Fund / Accommodation		-	266	<b>266</b>	695
Volunteers' Expenses		66	6	<b>72</b>	212
Premises Costs		4,887	24,038	<b>28,925</b>	24,276
Equipment Repairs & Build Maintenance		1,876	3,548	<b>5,425</b>	5,337
Stationery / Postage / Photocopying		380	2,184	<b>2,564</b>	4,270
Subscriptions / Memberships etc		150	220	<b>370</b>	628
Telephone / Fax / Internet/ Website		821	3,041	<b>3,862</b>	4,561
Sundry Expenses		-	37	<b>37</b>	
Campaigning/Advocacy		-	674	<b>674</b>	
Insurance		1,000	1,359	<b>2,358</b>	2,349
Cost of Generating Funds		162	54	<b>216</b>	204
Computer and mobile phones		1,149	1,568	<b>2,717</b>	
Depreciation		3,372		<b>3,372</b>	2,198
<i>Governance Costs</i>					
Management Committee Expenses		696		<b>696</b>	303
Bank Charges		35	31	<b>66</b>	50
Accountancy/Legal fees			432	<b>432</b>	13
Independent Examination	4	2,209	2,531	<b>4,740</b>	3,600
Auditor's fee	4	2,400		<b>2,400</b>	
<b>Total Expenditure</b>		<b>46,793</b>	<b>214,101</b>	<b>260,894</b>	<b>240,078</b>
<b>Net income (expenditure) For the year</b>		21,313	20,686	41,999	(79,610)

**KALAYAAN  
JUSTICE FOR MIGRANT DOMESTIC WORKERS  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)**

	2020 Notes	Unrestricted Funds £	Restricted Fund £	2020 Total Funds £	2019 Total Funds £
Debtor write off		-	-	-	(2,000)
Cancellation of cheques					
Transfers between Funds		-	-	-	20
Total Funds 1 April 2019		78,265	8,808	87,073	168,663
		-----	-----	-----	-----
<b>Total Funds 31 March 2020</b>		99,578	29,494	<b>129,072</b>	<b>87,073</b>
		=====	=====	=====	=====



**KALAYAAN  
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**BALANCE SHEET  
AS AT 31 MARCH 2020**

	Notes	2020 £	2019 £
<b>Tangible Fixed Assets</b>	5	-	<b>3,372</b>
<b>Current Assets</b>			
Pre-Payment	6	2,125	
Cash at bank and in hand		134,474	144,004
		-----	-----
		136,599	144,004
<b>Liabilities:</b>	7	(7,527)	(60,304)
(Creditors: amounts falling due within one year)		-----	-----
<b>Net Current Assets</b>		<b>129,072</b>	<b>83,700</b>
		=====	=====
<b>NET ASSETS:</b>		<b>129,072</b>	<b>87,072</b>
		=====	=====
<b>Funds:</b>			
Unrestricted funds:			
General		99,578	78,265
Restricted funds:	8	29,494	8,808
		-----	-----
	11	<b>129,072</b>	<b>87,072</b>
		=====	=====

Approved by the management committee on

and signed on its behalf by:

  
.....  
Alison Harvey  
Management Committee Member

  
.....  
Silvia Hill  
Management Committee Member

Date 1 September 2020

Date 23/8/20

**KALAYAAN  
JUSTICE FOR MIGRANT DOMESTIC WORKERS  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2020**

	<b>Total Funds</b>	<b>Prior Year Funds</b>	<b>Note</b>
	<b>2020</b>	<b>2019</b>	
	<b>£</b>	<b>£</b>	
Cash Flows from Operating Activities	(9,912)	(9,444)	Table 12
Purchase of Fixed Assets		(1,407)	
Interest Received	382	273	
	<u>(9,531)</u>	<u>(10,579)</u>	
<b>Change in cash in 2019/20</b>			
Cash at 1 April 2019	144,004	154,583	
Cash at 31 March 2020	134,473	144,004	
	<u>(9,531)</u>	<u>(10,579)</u>	

**KALAYAAN  
JUSTICE FOR MIGRANT DOMESTIC WORKERS**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED ON 31 MARCH 2020**

**1. Accounting Policies:**

- a) Accounting convention**
- Basis of preparation. The accounts have been prepared under the historical cost convention.
  - The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, applicable to charities in the UK and Republic of Ireland (FRS 102) effective 1 January 2019 and the Companies Act 2006.
  - Note 2 Legal status of the charity  
The charity is a company limited by guarantee and has no share capital. Every member of the company undertakes to contribute to the assets of the company, in the event of it being wound up whilst being a member, or within one year after ceasing to be a member. The liability will not exceed £1.
  - The registered offices is at St Francis 13 Hippodrome Place, London W11 4SF
- b) At the time of approving the accounts, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in future.**
- c) 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.**
- d) Intangible income is valued and included in income to the extent that it represented goods or services. Volunteer time is not valued in the accounts but the support is noted in the Trustees' annual report.**
- e) 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.**
- f) Fund-raising expenditure comprises all cost incurred, including people or organisations, to contribute financially to the charity's work.**
- 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.**

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**NOTES TO THE ACCOUNTS (continued)  
FOR THE YEAR ENDED ON 31 MARCH 2020**

- i) Fixed assets have been included in the accounts at their historical cost level if over £3,000 and are written off through the statement of financial activities:
- Computers – 25% straight line per annum
  - Fixtures and fittings – 25% straight line per annum
- Anything below that level will be charged directly to 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.

**2. 2019 Comparable figures**

	2019 Notes	Unrestricted Funds	Restricted Funds	2019 Total Funds
		£	£	£
<b>Income:</b>				
<i>Charitable activities</i>				
Oak Foundation		-	50,000	<b>50,000</b>
Royal Borough of Kensington & Chelsea		-	9,792	<b>9,792</b>
Barrow Cadbury Trust		-	35,000	<b>35,000</b>
ATMG		-	-	-
Lloyds Bank Foundation		-	20,000	<b>20,000</b>
Samworth Foundation		-	-	-
Esmee Fairbairn Foundation		-	12,495	<b>12,495</b>
Bromley Trust		15,000	-	<b>15,000</b>
<i>Donations</i>				
Fundraising / Donations etc		15,442	-	<b>15,443</b>
Clients Emergency Fund		-	2,000	<b>2,000</b>
Activities		460	-	<b>460</b>
Membership		-	-	-

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**NOTES TO THE ACCOUNTS (continued)  
FOR THE YEAR ENDED ON 31 MARCH 2020**

	2019 Notes	Unrestricted Funds	Restricted Funds	2019 Total Funds
<i>Investment Income</i>				
Bank Interest	2	273	-	273
<b>Total Income</b>		<b>31,175</b>	<b>129,292</b>	<b>160,467</b>
<b>Expenditure</b>				
<i>Charitable Activities</i>				
Salaries / ENIC / Pension		41,969	130,960	<b>172,929</b>
Child Care Vouchers (salary sacrifice)		-	-	-
Admin Support		1,169	2,552	<b>3,721</b>
Payroll Costs		579	638	<b>1,217</b>
Staff Travel		77	169	<b>246</b>
Staff Development/Training/Recruit		-	3,483	<b>3,483</b>
English Classes		-	6,258	<b>6,258</b>
Other Client Support		343	3,185	<b>3,528</b>
Emergency Fund / Accommodation		-	695	<b>695</b>
Sisters Support Services		-		
Volunteers' Expenses		57	155	<b>212</b>
Premises Costs		7,969	16,307	<b>24,276</b>
Equipment Repairs & Build Maintenance		1,018	4,319	<b>5,337</b>
Stationery / Postage / Photocopying		645	3,625	<b>4,270</b>
Subscriptions / Memberships etc		60	568	<b>628</b>
Telephone / Fax / Internet/ Website		488	4,073	<b>4,561</b>
Sundry Expenses		-	-	-
Campaigning/Advocacy		-	-	-
Insurance		154	2,195	<b>2,349</b>
Cost of Generating Funds		72	132	<b>204</b>
Depreciation		1,549	649	<b>2,198</b>
<i>Governance Costs</i>				
Management Committee Expenses		192	111	<b>303</b>
Bank Charges		15	35	<b>50</b>
Accountancy/Legal fees		13	-	<b>13</b>
Independent Examination		900	2,700	<b>3,600</b>
<b>Total Expenditure</b>		<b>57,270</b>	<b>182,809</b>	<b>240,078</b>

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**NOTES TO THE ACCOUNTS (continued)  
FOR THE YEAR ENDED ON 31 MARCH 2020**

**3. Interest receivable and similar income**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Bank interest - unrestricted	382	273
	====	====

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>4. Independent Examiner's Remuneration</b>	4,740	3,600
<b>Auditor's Fee</b>	2,400	
	=====	=====

**5. Tangible Fixed Assets**

	<b>Computer Equipment</b>	<b>Fixtures, fittings &amp; equipment</b>	<b>Total</b>
Cost			
at 1 April 2019	10,026	5,738	15,764
Additions		-	
Disposals	(2,310)	(1,538)	(3,848)
At 31 March 2020	<b>7,716</b>	<b>4,200</b>	<b>11,916</b>
Depreciation			
at 1 April 2019	8,493	3,899	12,392
Disposal	(2,310)	(1,538)	(3,848)
Charge for the year	1,534	1,837	3,374
At 31 March 2020	<b>7,716</b>	<b>4,200</b>	<b>11,916</b>
Net book value			
at 31 March 2019	<b>1,533</b>	<b>1,839</b>	<b>3,372</b>
<b>at 31 March 2020</b>	<b>-</b>	<b>-</b>	<b>-</b>

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**NOTES TO THE ACCOUNTS (continued)  
FOR THE YEAR ENDED ON 31 MARCH 2020**

**6. Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Pre-payment of insurance	2,125	
	=====	=====

**7. Creditors: amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Accruals		
Audit & Independent Examination	6,000	2,500
Pensions		2,619
Payroll Liabilities	1,048	4,286
Restricted income received in advance		50,700
Other accruals	479	199
	=====	==
	<u>7,527</u>	<u>60,304</u>

At 1<sup>st</sup> April 2020 deferred income from last year was released in the current year totalling £50,700.

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**NOTES TO THE ACCOUNTS (continued)  
FOR THE YEAR ENDED ON 31 MARCH 2020**

**8. Restricted funds - breakdown:**

<b>Funders/ Projects</b>	<b>Balance B/fwd</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance C/fwd</b>
Clients' Emergency fund	1,365	-	(160)		<b>1,205</b>
Oak Foundation	6	50,000	(50,005)	-	-
ATMG	894	-	-	-	<b>894</b>
RB Kensington & Chelsea	14	9,792	(9,850)	-	<b>(44)</b>
Barrow Cadbury Trust	-	40,000	(25,643)	-	<b>14,357</b>
City Bridge Trust		52,800	(52,602)		<b>198</b>
National Lottery		22,695	(18,855)		<b>3,840</b>
Anti-Slavery		2,000	(861)		<b>1,139</b>
Lloyds Bank	7,356	20,000	(19,511)	-	<b>7,845</b>
Samworth Foundation	59	-	-		<b>59</b>
Esmee Fairbairn Foundation	(886)	37,500	(36,614)		-
	-----	-----	-----	-----	-----
	<b>8,808</b>	<b>234,787</b>	<b>(214,102)</b>		<b>29,493</b>

**Grant Purpose:**

Oak Foundation - for advice and campaigns work, including management.  
 Royal Borough of Kensington & Chelsea - for advice and support work.  
 Barrow Cadbury Trust - for advice and campaigns work.  
 Lloyds Bank Foundation – for English classes and advice work.  
 Samworth Foundation - for the ongoing work of the charity.  
 Esmee Fairbairn Foundation - for the ongoing work of the charity  
 City Bridge trust – for advice work  
 National Lottery Fund – for advice work



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**NOTES TO THE ACCOUNTS (continued)  
FOR THE YEAR ENDED ON 31 MARCH 2020**

**9. Trustees**

None of the trustees (or any persons connected with them) received any remuneration. Only legitimate expenses were reimbursed during the year.

**10. Employees**

The average number of employees during the year was:	<b>2020</b>	<b>2019</b>
	5	5
Employment costs:	<b>2020</b>	<b>2019</b>
Gross wages and salaries	164,972	150,595
Employer's NI	15,019	15,425
Other pension costs	<u>6,143</u>	<u>6,909</u>
	186,134	172,929
	=====	=====

There were no employees whose annual emoluments were £60,000 or more.

**11. Analysis of net assets between funds**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total £</b>
Fund balances at 31 March 2020 are represented by:			
Tangible fixed assets	-	-	-
Current assets	104,781	31,817	136,599
Creditors: amounts falling Due within one year	<u>(5,204)</u>	<u>(2324)</u>	<u>(7,527)</u>
	<b>99,578</b>	<b>29,493</b>	<b>129,072</b>

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**NOTES TO THE ACCOUNTS (continued)  
FOR THE YEAR ENDED ON 31 MARCH 2020**

**12. Reconciliation of Net Income/(Expenditure) to Operating Activity Net  
Cash Flow**

	<b>2019/20 (£)</b>	<b>2018/19 (£)</b>
Net Income/(Expenditure) as per the SOFA	41,999	(81,509)
Adjustments for:		
Interest Received	(382)	(273)
Depreciation	3,373	2,198
(Increase)/Decrease in Debtors	(2,125)	37,000
Increase/(Decrease) in Creditors	(52,777)	33,221
Net Cash Used in Operating Activities	(9,912)	(9,444)

**13. Operating Lease**

The charitable company has an operating lease for their office premise. At the reporting date the outstanding commitments for future minimum lease payments under non-cancellable operating lease totalled £31,250.