Latin American Women's

Rights Service
Accounts
As at
31st March 2002

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Latin American Women's Rights Service Limited by Guarantee

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Latin American Women's Rights Service Limited by Guarantee

Company Details

Directors:

Monserrat Baldajos Tania Bronstein Manuela Cardozo Consuelo Carmona Lucy Janowicz Aida Morales Maria Luisa Ponce

Monica Riveros

Maria de Lourdes Samaniego

Secretary

Erika Rojas

Registered Address

52-54 Featherstone Street

London EC1 Y 8RT

Company Number

3480722

Charity Number

1075163

Auditors

Michael Bell & Co

56 St. James Street

Walthamstow London E17 7PE

Bankers

Co-operative Bank

Kings Valley Yew Street Stockport

Cheshire SK4 2JU

Latin American Women's Rights Service

Board of Trustees Report Year to 31st March 2002

The Board of Directors present their report with the accounts of the Latin American Women's Rights Service (LAWRS) for the year ended 31st March 2002.

Principal aims and activities

LAWRS' mission is:

"To widen the horizons and opportunities of Latin American women in the UK in order to foster personal development, self-esteem, awareness of rights and informed decision-making in our lives. We are committed to non-oppressive practices, to equality, equity, to encourage positive attitudes to gender, to diversity and to our shared identity and social and cultural values."

Our key objectives are:

- To provide information, advice and casework support to ensure that Latin American women receive the benefits and services to which they are entitled.
- To reach out to, and offer targeted services/projects for Latin American women facing additional disadvantage on grounds of age, disability, mental health, institutionalisation or any other factors which act as barriers to inclusion.
- To develop and run projects ease the resettlement of Latin American refugee women in the UK.
- To lobby and advocate for the interests of Latin American women in the UK.

We achieve these by providing:

Information, advice and sign-posting services

LAWRS' drop-in and telephone line receives many requests from Latin American women in situations of crisis such as women who have lost accommodation and or/benefits, women who are enduring domestic violence, women experiencing immigration problems as well as others who need guidance and support in gaining access to services and benefits. Our Mondays' drop-in see an average of 16 women per day and over 30 women ring for support in a typical week. We help women in crisis by building appropriate packages of support for them and, where appropriate, we refer to other agencies able to provide the support women need.

Casework Support

The overwhelming majority of our service users are asylum seeking and refugee women who speak little or no English, are not familiar with the system here, and need intensive support to access the increasingly limited rights and entitlements now afforded to this group. We advocate on behalf of our users with statutory bodies, landlords and other bodies, representing their interests.

Our caseworkers deal with extremely difficult and complex cases, given the interface between immigration status and entitlement to benefits.

In January this year, we were visited by the Legal Services Commission and in February we were awarded the Quality Mark for Advice with Casework, which means our users can come in the confidence that of an assured system that guarantees them quality of the advice provided by LAWRS. We have for many years adhered to QAM's a quality assurance system developed by our core funder, the Association for Local Government (ALG) and this significantly assisted us in obtaining the Quality Mark. The exercise was extremely helpful to revisit our policies and procedures and put new ones into operation.

Outreach into the homes of older and disabled women and women unable to come to our office based services

Although the Latin American community in London is mainly a "young" community, there is a growing number of women who are unable to leave their homes. This includes older women who arrived here in the 1960's, women who are unable to use public transport due to disability or state of mental health, and increasingly, women who cannot afford the fare to come to our office, because they live on vouchers.

Our Project "La Visita" (the visit) entails outreach into these women's homes, assessing their needs and advocating for them to ensure that they receive their due entitlements as well as community care services so that they can lead their lives with dignity. A team of six volunteers routinely visit service users to relieve the isolation they face. La Visita's part-time worker has been working under extreme pressure due to growing demand. At the time of writing, we are happy to announce that we have obtained funds to make this post into a full-time position, thanks to a grant from Bridge House Estates Trust Fund.

Young Mothers Project

This Project aims to relieve isolation and open up opportunities for Latin American refugee young lone mothers and has two strands: On the one hand, a trained team of 11 volunteers offer peer support to young mothers in dealing with any problem they have. For example, one of our young mothers had been in a state of acute depression, did not know anybody in London and practically never left home. The volunteer assigned to this young 23 years old mother has helped her to register with a GP, find a nursery for her three year old son, use public transport, enrol in an English course and has supported her

in joining the range of activities we offer for young mothers, all of which have significantly improved quality of life for mother and child. On the other hand, we organise activities to widen opportunities for young mothers. We have been running regular mothers and toddlers drop-ins, have run workshops for the young mothers dealing with issues such as assertiveness and confidence and personal development, delivered a number of workshops on parenting issues, ran introduction to computers and IT classes, ESOL courses, keep fit, yoga and lots of other activities. Over the summer, a group of 17 mothers and 27 children went on a caravan holiday near the seaside in East Sussex, much enjoyed by all. For some of the mothers and indeed all the children, this was the first holiday they ever had in their lives.

We are grateful to the Community Fund for supporting this Project and to the Junior League of London for sponsoring the holiday.

ESOL & IT Classes

Between April and June 2001 we ran an ESOL & Finding your way round the System with support from the Basic Skills Agency. A very skilled and experienced ESOL tutor delivered this programme, which altogether benefited 30 women. It was a very basic course, but its most successful outcome is that it significantly helped participants to confidently progress their education and 10 participants have now decided to go on to further education courses at colleges.

As the result of demands from users we began to investigate new sources of financial support. Since the autumn in 2001 we have been running ESOL classes in partnership with Westminster and Kingsway College which have benefited a further 45 Latin American women.

The enthusiasm generated by the ESOL classes led to a series of ICT taster classes, which were much enjoyed. We will try to run similar sessions in future.

Employment

Regardless of skills and abilities, the overwhelming majority or women in our community in work earn their living in low paid, unskilled and insecure jobs, often in cleaning and catering services, working under exploitative conditions. Lack of English skills, ignorance of the system here, women's role as primary carers for children and at home, as well as other gender- specific issues like domestic violence, often combine to create formidable barriers to integration and successful resettlement.

A significant number of our service users have qualifications in areas such as nursing, IT, medicine, childcare and several other skills needed in the UK, but women do not know how they might re-train or validate prior learning or knew about formal methods to find employment in the UK.

In partnership with Islington Training Network, we were successful in obtaining a grant from the European Social Fund to employ a worker dedicated to increase and improve educational, vocational and employment opportunities for Latic American women. Besides one-to-one support and guidance, the worker has assisted in the development of the "Tren Latino" a group of 13 Latin American women who met through LAWRS' Young Mothers project who are now working to establish a clothes making co-operative

Counselling

Anahi, LAWRS' Counselling Project, has gone from strength to strength and the team of qualified volunteer counsellors now see an average of 20+ Latin American women in emotional distress and in crisis, every week. The value of this service is huge, not just because we offer a woman's centred service in the service users' own language and within a shared understanding of our culture, which is not available elsewhere, but also for the quality of the support that is offered. Anahi has been highlighted as an example of good practice by others in the field.

Comic Relief has been supporting some of the costs of running this service, but with growth we now need to establish improved systems to co-ordinate the service and recruit and support new and existing counsellors. We are now looking for funds to achieve this.

Health

During the 2001 calendar year, we were fortunate to obtain grant from Camden and Islington Health Action Zone. This small award enabled us to run a health day in July in which several health practitioners run seminars and workshops in Spanish for our services users. In addition, we were able to employ a sessional health adviser who stayed with us up until the end of March and has since helped us as a volunteer. Many Latin American women have no GP or access to any other primary health services, and much of the work undertaken was focused on ensuring access to appropriate health care.

During the year we received support from Awards for All to run a health promotion project concentrating on fitness and good eating habits, which has run into the 2002-2003 financial year.

Also, we have continued as a partner with Carila in the HASLAC Project, in which we help Spanish and Portuguese speakers to have access to interpretation and advocacy at primary care settings within the Camden & Islington Health Authority.

Organisation

LAWRS was established by a group of Latin American women in 1983. Over the years the Service has developed and grown to address the changing needs of women using our services. LAWRS is a registered charity and a company limited by guarantee.

Progress and financial report for the year

The Statement of Financial Activities shows a surplus of £975 in 2001-2002.

In 2000-2001, our core funder, the then London Boroughs Grants, required us to restructure our staff team and create a senior position of project manager, which we implemented in 2001-2002. The significant higher costs of implementation were not met by the funder, but we nonetheless managed to achieve a small surplus.

The Trustees are taking a series of measures to build our unrestricted reserves.

Future Developments & Reserves policy

For many years, LAWRS relied on a single funder and little efforts were made to diversify our funding base. Over the past three years, the situation has radically changed. We are funded through several sources, but most funds raised have been for restricted purposes. Our community is very poor and unlike indigenous charities, we stand little chance of receiving unrestricted funds through donations, legacies etc.

Our organisation has little reserves and it is imperative that a fund is created to finance possible contingencies and liabilities. LAWRS will be reaching its 20th birthday in 2003 and the Trustees will take this opportunity to hold fund-raising events and attract much-needed unrestricted funds. The Trustees regard the establishment of a Reserves Policy in the coming year as an absolute priority to ensure the future viability of LAWRS

Trustees Responsibilities

Charity and company law require the Board of Trustees and directors, to prepare the accounts for the charity for each financial year. Company law also requires that the accounts give a true and fair view of the state of affairs of the charity and of its income and expenditure for that period.

In preparing the attached accounts the Board of Trustees are required to, and consider that they have:

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that are reasonable and prudent.
- Followed applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- Prepared the financial statements on the going concern basis unless it would be inappropriate that the charity will continue in operation

The Board of Trustees have responsibility for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The Board of Trustees

The Board of Trustees members constitute directors of the charity for the purposes of the Companies Act 1985 and trustees for the charity for the purposes of charity registration.

The Board of Trustees comprises members elected by LAWRS' membership at the Annual General Meeting. The following members were in office throughout the year, except where shown:

Board of Trustees		Date of Appointment	Date of Resignation
	Monserrat Baldajos Tania Bronstein	27/10/01 23/02/00 06/03/99	
	Manuela Cardozo Consuelo Carmona	27/10/01	
	Silvia Fernandez Gilda Flores	29/07/00 23/02/00	22/01/02 27/10/01
	Lucy Janowicz Pilar Lotta	27/10/01 29/07/00	27/10/01
	Aida Morales	06/03/99	
	Constanza Patino Maria Luisa Ponce	23/02/00 27/10/01	27/10/01
	Monica Riveros Maria L. Samaniego	29/07/00 27/10/01	
Secretary	Lizzette Robletto Elena Sanchez	22/02/99 27/10/01	03/09/01

No Trustee received any remuneration for services as a member of the Board of Trustees nor received any expenses or had any beneficial interest in any contract with the charity during the year.

Future Plans

The Trustees look to the year ahead with excitement as we mark our 20th birthday in 2003 and reflect on what we have been able to achieve since our early days. LAWRS has developed into a dynamic organisation with a clear purpose to provide integrated services to all Latin American women, but in particular to those who face greater exclusion and discrimination and we have many plans to consolidate and strengthen our services in the coming year. The Trustees would like to thank all our funders and supporters and in particular the staff team and our volunteers for their wonderful work and indefatigable commitment to improving opportunities for Latin American women during the year.

Auditors

The Directors have appointed Michael Bell & Co in accordance to Section 385 of the Companies Act 1985.

Signed on behalf of the Board of Directors on

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Director

Independent Auditors' Report

Latin American Women's Rights Service

We have audited the financial statements of the above named company for the year ended 31st March 2002 which comprise the Profit and Loss Account, Balance Sheet and the related notes.

These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of directors and auditors

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Directors' Report.

We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Independent Auditors Report (continued)

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31st March 2002 and of its result for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

Niehael	Frell +	6
Michael Bell & Co. Registered Auditors/Chartered Accou 56 St. James's Street	untants	
<u>E17 7PE</u> 23 - 1/ -	2002	

Latin American Women's Rights Services

Statement of Financial Activities for the year ended 31st March 2002

Incoming Resources	Notes	Unrestricted Funds £	Restricted Funds £	2002 Total £	2001 Total £
Grants Association of London Grants					
Non-Recurrent	7	0	66,155	66,155	78,484
Camden and Islington Community Services NHS Trust	8	0	960	960	27,227
Community Fund	9	0	32,704	32,704	23,286
Other		0	46,493	46,493	25,282
			146,312	146,312	154,279
Donations		750	0	750	1,202
Membership fees		403	Ö	403	463
Bank interest		237	0	237	809
Total Incoming Resources		1,390	146,312	147,702	156,753
Resources Expended		 			
Direct Charitable expenditure	11	0	135,026	135,026	130,733
Management and administration	12	759	10,942	11,701	17,505
Total Resources Expended		759	145,968	146,727	148,238
					
Net Movement in Funds		631	344	975	8,515
Balance brought forward 1/4/01		197	11,001	11,198	2,683
Balances carried forward 31/3/02	!	828	11,345	12,173	11,198
		======	======	======	======

The annexed notes form part of these financial statements.

Latin American Women's Rights Service Limited by Guarantee Balance Sheet as at 31st March 2002

Fixed Assets	Notes		2002 £	2001 £
Tangible Assets	13		4,667	7,432
Current Assets				
Debtors and pre-payments		11,293		15,003
Cash at Bank and in Hand		14,831		17,826
		26,124		32,829
Creditors				
Amounts falling due within one year		17,164		25,293
Net Current Assets		8,960		7,536
Creditors falling due after more	4.4	4 454		0.770
than one year	14	1,454		3,770
Current Assets Less Liabilities			7,506	3,766
Net Assets			12,173	11,198
			====	=====
Funds				
Unrestricted			828	198
Restricted	15		11,345	11,000
			12,173	11,198
	02/11/2	007	=====	=====

Tamas Bunter

The annexed notes form part of these financial statements.

1) Accounting Policies

- a. The financial statements have been prepared under the Historic Cost Convention, which incorporates the principal activity of the Company, as described in the Directors' Report, and which is continuing.
- b. The Company has taken advantage of the exemptions available in FRS1 from the requirement to produce a cash flow statement on the grounds that is it a small company.

c. Tangible Fixed Assets:

Capital expenditure on items £500 or over is depreciated at rates designed to write off the costs over the estimated useful lives of the assets, calculated on the straight line method, less any residual value.

- d. Capital Receipts are credited to the income and Expenditure Account as the items to which they attach are changed to that Account.
- e. Turnover is the sum of services/grants and is exclusive of VAT.
- f. The directors having considered the format of the Income/Expenditure Account set out in Sch.4 of the Companies Act 1985, consider that it is not wholly appropriate for the activities of this company and have taken advantage of paragraph 2(3) of Sch.4 and have presented an alternative format which better reflects the special nature of the company's activities.
- g. Deferred grants are those carried forward with the full knowledge of the donors/funders.

2) Capital Base

The company is limited by guarantee and therefore does not have a fixed capital base.

3) Status

The Company is the successor to an unincorporated body and holds the assets thereof in trust.

4) Corporation Tax

The Company is a registered charity and is therefore exempt from tax on its income and gains to the extent that the income and/or gains are applicable and applied to charitable purposes only.

5) Principal Funder

The Company receives core funding from the Association of London Grants, £ 66,155 in the year (2000 = £76,156). The Scheme has confirmed its interest to continue funding until at least 31st March 2003.

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Latin American Women's Rights Service Limited by Guarantee

Notes to the Financial Statements for the year ended 31st March 2002

6) Title

The Association of London Grants, Millennium Festival Awards for All Committee, Community Fund, Basic Skills Agency and Comic Relief have reservation of title to those assets acquired with their capital grants, in the event of the Company ceasing to exist.

7)	Grants, Association of London (Restrict	ed Funds) Total 2002	Total 2001
	Notes	£	£
	Child Care Fund brought forward	0	1,555
	Core Funding	=====	70 456
	award capitalised 14	66,655 -500	76,156 -500
		66,155	76,656
	Learning scheme Legal costs		450 823
		66,155 ======	78,484 =====
8)	Grants (Restricted Funds) Camden and Islington Community Servi	ces NHS Trust	
		Total 2002 £	Total 2001 £
	Health Action Zone	0	4,655
	Healthy Islington	0	1,000
	HASLAC	960	21,572
		960	27,227
		=====	======

9)	Grants (Restricted Funds) Community Fund	Total 2002 £	Total 2001 £
	Three-year funding (MF 235153)		
	brought forward	16,499	8,615
	received during year	26,316	32,223
	carried forward	-10,111	-16,499
	capitalised	0	-1,053
		32,704	23,286
		=====	======
10)	Grants (Restricted Funds) Other	Total 2002 £	Total 2001 £
	Minor grants	276	6,000
	Tudor Trust	0	2,700
	European Social Fund	18,366	500
	Comic Relief	15,001	7,390
	Awards for All	5,000	0
	Basic Skills Agency	6,850	10,797
	less capitalised	0	-2,105
		45,493	25,282
	Junior League of London	1,000	0
		46,493	25,282

11)	Direct Charitable Expenditure (Restricted Funds)	Total 2002 £	Total 2001 £
	Salaries & N.I.	84,399	68,639
	Locum	0	630
	Women's Project expenses	385	2,099
	HASLAC	1,214	21,572
	International Women's Day	1,437	948
	Childcare costs	5,072	600
	Anahi Supervision	3,402	4,633
	Database development	0	504
	Volunteers	5,454	1,415
	Workshops/Seminars	2,355	585
	Events	1,940	2,879
	Travel	1,240	757
	Recruitment	1,547	1,616
	Training	2,012	1,341
	Rent, rates and services	16,065	12,118
	Telecommunications	3,919	1,474
	Postage, printing and stationery	4,585	2,922
	Consultancy/Supervision	0	5,041
		135,026	129,773
		======	=====

12)	Management & Administr of the Charity	Notes ation	Unrestricted Funds £	Restricted Funds £	Total 2002 £	Total 2001 £
	Rent, rates and services		0	715	715	3,029
	Telecommunications		0	0	0	369
	Postage, printing and static	nery	0	0	0	730
	Equipment, minor	•	0	190	190	6,964
	Books, publications and aff	iliations	6	974	980	731
	General expenses		0	647	647	1,013
	Insurance		0	938	938	847
	Bank charges		0	362	362	266
	Accountancy		0	1,563	1,563	689
	Audit fees		0	587	587	235
	Depreciation	13	448	2,317	2,765	2,765
	Capital Grant releases	14	0	-2,317	-2,317	-2,317
	Payroll administration		305	55	360	298
	Memberships		0	1,371	1,371	388
	Book-keeping		0	3,540	3,540	330
	Legal fees		0	0	0	928
			759 =====	10,942 =====	11,701 ======	17,265 ======
13)	Tangible Fixed Assets				2002	2001
	Cost				£	£
	At 1.4.01				21,671	14,067
	Additions in year				0	7,604
	Balance at 31st March 200	2			21,671 =====	21,671
	Depreciation					
	At 1/4/01				14,239	11,474
	Provided for year (25% p.a	.)			2,765	2,765
					17,004	14,239
	Net Book Value 31st March	າ 2002			==== = 4,667	7,432
					=====	======

No provision for any liability has been made in the accounts until such time as it is confirmed as due.

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Latin American Women's Rights Service Limited by Guarantee

Notes the Financial Statements for the year ended 31st March 2002

14) Liabilities, Amounts falling due after more than one year

				Basiç			
		Co	mmunity	Skills	Comic	Total	Total
	ALG	MFAA	Fund	Agency	Relief	2002	2001
	£	£	£	£	£	£	£
Balance at 1/4/01	1,239	1,729	790	1,579	750	6,087	3,746
Additions:							
Computers	0	0	0	0	0	0	4,658
							0
	1,239	1,729	790	1,579	750	6,087	8,404
Amortised during year	-413	-865	-263	-526	-250	-2,317	-2,317
							
Balance at 31/3/02	826	864	527	1,053	500	3,770	6,087
Due within the year	413	864	263	526	250	2,316	-2,317
	413		264	527	250	1,454	3,770
	=====	======	=====	=====	z====	======	======

Latin American Women's Rights Services Limited by Guarantee

Notes to the Financial Statements for the year ended 31st March 2002

15)	Restricted Funds - Grant	s	Balance	Movement in Resources		Balance	
			1/4/01	Incoming	Outgoing	31/3/02	
	LGB		0	66,155	66,155	0	
	Awards for All		0	5,000	0	5,000	
	C & I NHS Trust		4,655	960	5,615	0	
	Community Fund		0	32,704	32,704	0	
	European Social Fund		0	18,366	18,366	0	
	Comic Relief		0	15,001	15,001	0	
	Basic Skills Agency		6,346	6,850	6,851	6,345	
	Junior League of London		0	1,000	1,000	0	
			11,001	146,036	145,692	11,345	
	Donations, IBS		0	276	276	0	
			11,001	146,312	145,968	11,345	
			======	======	=====		
				. •	2002	2001	
16)	Debtors				£	£	
,	Grants				1,598	5,947	
	Prepayments				9,695	9,055	
	,				-,	0,000	
					11,293	15,002	
					======	=====	
					2002	2001	
17)	Creditors				£	£	
.,,	Deferred grant (N.L.C.B.)				10,111	16,499	
	Deferred grant (N.L.C.B.)				342	1,000	
	Trade creditors				3,353	3,539	
	Capital costs				3,770	2,317	
•	Tudor Trust				1,937	1,937	
					19,513	25 202	
		See .	- T- 		19,513 ======	25,292 = === =	