

The Kanji Project

Registered Charity No. 1090901

**Trustees' Annual Report
for the year ended 31 December 2021**

**The Kanji Project
34 Vicarage Drive, Eastbourne, BN20 8AP**

Trustees' Annual Report for the year ended 31 December 2021

Aims and Objectives

The Objects of the Charity, as defined in its constitution, are

- the advancement of education in India;
- the relief of those in need in India, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

The constitution permits the Charity Trustees to meet these Objects in such ways as they think fit, in particular but not exclusively by providing grants.

Partners

During 2021 The Kanji Project continued to work with two organisations in Tamil Nadu, India:

- St Antony's Foundlings (SAF) is an Indian-registered charitable Society. The Society runs St Antony's Matriculation School and Shanthi Lumin children's home. It also assists local people who are in need. Its work is centred around the small rural town of Kanji in the Tiruvannamalai District of Tamil Nadu.
- The Franciscan Sisters of the Immaculate Heart of Mary (FIHM) is a religious Congregation of women based in Pondicherry. The Congregation runs The Sunshine Special School and coordinates outreach programmes for young people and for "differently abled" people from its centre near Pudupalayam, about 12 kilometres from Kanji.

Enfants de Kanji, a small French charity, also works with St Antony's Foundlings and liaises with The Kanji Project, sharing knowledge and experience.

Public Benefit

The trustees of The Kanji Project are mindful of their responsibility to ensure that the Charity provides a public benefit. They communicate frequently with the key personnel in their Indian partner organisations so that they can be confident that the work being funded is indeed providing such a benefit.

In 2021 the trustees have maintained regular contacts with our partners in India via online meetings, telephone and email. Because of the pandemic no project visits to India have been possible.

Governance during the Covid 19 Pandemic

The trustees have continued to meet regularly online via Teams throughout 2021. In total, the trustees met online as a quorate group 7 times during 2021.

As in England, the pandemic has continued to impact the lives of people in rural Tamil Nadu where our work is focused. The pandemic has put significant pressure on the poorest families in the rural communities, particularly those undertaking day-hire jobs, disabled individuals, and others without regular income. This has been compounded by floods happening across Tamil Nadu, including in the areas in which our partners work, which led to destruction of homes for the poorest villagers. Together with our partners we have launched a campaign to alleviate flood-related suffering and have been successful in providing additional funding to initiate relief work.

St. Anthony's school has remained part closed for this year, opening the doors primarily to the older year groups. The Shanthi Lumin girls' hostel and the Sunshine Day Centre for disabled children have remained fully closed. Staff have sustained contact with their pupils and the community through the provision of online learning where possible, home visits and poverty relief. As experienced throughout 2020, online facilities remain poor both with regards to equipment and connectivity, hence excluding approximately 80% of children from benefitting.

With regards to the distribution of funds, The Kanji Project has remained committed to be led by its partners on the ground. Regular communication has allowed for swift decisions to be made and to ensure that funds are used where they are most needed. For example, this has meant that SAF grants have continued to support the paying of reduced teacher salaries in order that the teachers at St. Anthony's School could remain in salaried positions. The Rose Sisters have continued to direct most efforts towards reaching out to isolated, homebound and poverty-stricken community members of the 20 villages in which they regularly work, thereby maintaining contact with the families of the children whom they support at the Sunshine Day Centre and in afterschool clubs.

The charity's UK based fundraising activities have been consistent with key successes in the year including a sponsored litter pick carried out by young supporters, a sponsored sky-dive by one of the trustees, and the return of the Purbeck Quiz event. Key supporters have continued to carry out their individual fundraising activities and sponsors have kept up their sponsorship payments despite the disrupted educational situation in Kanji and surroundings, bringing much appreciated stability to the charity's finances. The trustees have continued to innovate and improve mechanisms for communicating with supporters and attracting new audiences. Examples of this include the evolving of the gift card concept launch in 2020 and revamping the website to better emphasise the importance of sponsorships.

With the pandemic continuing to affect daily lives, trustees took the decision to cancel the charity's Annual General Meeting as in the previous financial year. Again, this decision was shared with the charity's membership in a series of communications. All financial examination and reporting processes have been completed as normal and all decisions about deviations from regular activity have been recorded. The trustees continue to monitor the charity's finances closely through monthly reviews and review its grant-giving and fundraising activity in accordance with the Covid-related guidelines issued in India and the UK. This year this has included a revised process for sending funds to India following new requirements regarding the receipt of foreign funds introduced by the Indian Government.

In non-pandemic times the charity funds work as described below. The trustees continue to work closely with partners in Kanji and are aware that this work might evolve and change in response to the changing situation following the pandemic. For example, the senior leadership at St. Anthony's school might have to adopt different ways of working depending on the number of children returning to school, the level of fee income generated and the ability to retain staff.

Education

There are three distinct strands to the educational work funded by The Kanji Project.

St Antony's Matriculation School, which is run by our Indian Sister charity, St Antony's Foundlings, is a fee-paying school, with the fees set by the Tamil Nadu Education Department. It takes boys and girls from the age of 3 through to 15, regardless of caste or religion. A proportion of children whose parents cannot afford to pay the full fees are on the school role. Depending on the family's circumstances there may be up to 100% remission of fees.

The school has high academic standards and its results in the external examinations for 15-year-olds are consistently among the best in the area. These results are complemented by the school's achievements in sports and a range of extra-curricular activities. The school involves itself in the community with ecological projects and health awareness programmes.

The Kanji Project provides grants to top up the fee income and so enable the subsidised places to be offered. Grants also help to finance some of the school activities and community involvement.

The **Sunshine Special School** takes up to sixteen children who have learning disabilities. Some of the children also have moderate to severe physical disabilities. The aim of the school is to enable each child to develop social, practical and academic skills to the extent to which he or she is able. The school is staffed by two teachers with Special Needs training, assisted by two ayahs with a particular interest in working with these children. There is close liaison between the staff and the children's parents.

The children's attendance records are excellent, and parents are pleased by the ways in which their children are benefiting from the school. There have been some significant improvements in children's speech, physical agility and learning.

The Sunshine School is run by the Franciscan Sisters. No fees are charged by the school, which is supported entirely by grants from The Kanji Project.

After-school clubs, organised in twenty villages by the Franciscan Sisters and their co-workers, offer children assistance with their homework, especially valuable for those who find their lessons difficult, and also arrange sporting and musical activities. The children who benefit from the after-school clubs come from St. Anthony's and local government schools where extra-curricular activities are minimal.

Children attend these after-school clubs without charge. Costs, including payment of the teachers who provide the assistance, are funded entirely by grants from The Kanji Project.

Relief of Need

Financial support from The Kanji Project to relieve need focuses on long-term benefits rather than short-term handouts.

Shanthi Lumin children's home accommodates up to sixty girls, usually from age 5 to 16. The girls come from a range of backgrounds including extreme poverty and domestic violence. At Shanthi Lumin they are given both physical and emotional security, sometimes experiencing this for the first time in their lives.

The children are encouraged in their schoolwork and play some part in the day-to-day running of the home – whether inside, or outside in the large vegetable garden. During their time at Shanthi Lumin, the children are helped to become more confident and better educated, and thus more likely to escape the deprivations of their earlier lives.

St Antony's Foundlings has responsibility for Shanthi Lumin. The running of the home is subject to regulation and inspection by the government social services department. The costs of the home are met by The Kanji Project in conjunction with Enfants de Kanji.

St Anthony's Foundlings holds a small fund, provided by The Kanji Project, from which it can give **emergency grants** to families and individuals, most often in the case of a medical crisis. It is only these people who receive assistance in cash.

The Franciscan Sisters coordinate a team of field workers financed by The Kanji Project, who work in twenty villages in the area around Pudupalayam and Kanji. They work to relieve need by empowering two groups of people:

"Differently abled" people (to use the Indian description) are entitled to various government benefits, but many of them lack the skills to cope with the bureaucracy required to apply for them. The Sisters, or their field workers, assist people with their applications, often accompanying them to the government offices. They also facilitate meetings for these people, providing them with a forum to share and discuss the issues which they face and the experiences they have had, to assist them in overcoming the hardships which their disabilities bring.

Children's parliaments bring together boys and girls from different castes and religions to work together for the benefit of their communities. The parliaments are well-structured arrangements, with individuals taking responsibilities for particular roles e.g. chair, secretary, and subjects such as education, environment and so on. The parliaments are held in 'neutral' places such as schools, to ensure that children from differing castes or religions feel welcome. The children's parliaments are effective in disseminating information, such as the prevention of diseases like Dengue Fever, and in lobbying village elders for small but significant improvements such as the repair of street lighting and the cleaning up of public wells. Through the work of the children's parliaments, young people are growing up with a greater sense of social responsibility and the common good.

Safeguarding

Following release of the Charity Commission's Inquiry Report, The Gail Trust (March 2018), which emphasised the safeguarding responsibilities of UK charities who do not do direct delivery abroad but whose overseas partners have contact with potentially vulnerable individuals and groups, the Kanji Project's Board of Trustees, in conjunction with staff at St Antony's Foundlings, has undertaken a thorough review of our safeguarding policy and procedures. Processes for ensuring due diligence within our partner organisations have been added to our processes and a system which will alert us to potential safeguarding issues within the projects has been put in place. No incidents requiring involvement of The Kanji Project has been noted by partners during 2020

Data Protection - GDPR

Leading up to the introduction of new regulations in May 2018, the trustees undertook a data flow analysis and updated privacy statements and consent forms to be GDPR compliant. The legal basis underpinning The Kanji Project's data processes are Consent and Legitimate Interest. There have been no recorded breaches during 2021 or 2022 and the trustees continue to review the data that we hold on supporters to ensure that it complies with legislation.

Publicity and Liaison with Supporters

The trustees have made changes to the communications that supporters receive throughout the year to reflect the current situation which has meant a much greater emphasis on families and communities support work (FACS). We now send out 2 yearly, larger newsletters and also use the news tab on our website (<https://thekanjiproject.org.uk/>) and Mailchimp to share regular new updates on what is happening both with The Kanji Project in the UK and with the work in India financed by the Charity. This has improved our ability to react quickly to emerging needs in Kanji and to respond with emergency appeals, like the Flood appeal, with great success.

Website and database improvements

The trustees have continued to improve and expand our social media activity and donations received through our online donation platform hosted on the charity's website continue to grow

Financial Review

As in previous years, regular donations form the mainstay of the Charity's income. Most of these donations are eligible for Gift Aid. In 2021 these donations are associated Gift Aid account for almost 60% of receipts. The trustees are particularly grateful to the supporters who continue to contribute to the Charity in this way. In addition, the charity benefits a great deal from supporters who respond to appeals and make extra donations. This accounted for some 30% of income. All donations to the Charity are, of course, much appreciated and mean that the Charity can continue to support the worthwhile work being done in India.

Fundraising events are valuable not just for the income they provide but as a way of increasing the visibility of the charity. The TKP has been fortunate to have benefitted from three fundraising events in 2021, bringing in £4,299.

The charity's finances have been on a stronger footing in 2021. Income exceeded expenditure by £6,040. As a result of this, TKP has been able to partially mitigate the effect of the previously agreed reduction in funding to St. Anthony's School and Shanthi Lumin. This has been achieved by offering an 'extra uplift' to funding which is reviewed every six months.

At the end of the year, the charity has a balance of £15,515 in the General Account and £15,023 in the Reserve account. Given the improved financial position, the budget for 2022 anticipates an excess of expenditure over income of about £4,200. This assumes the 'extra uplift' payments for St Anthony's School and Shanti Lumin will continue throughout 2022.

Both of our Indian partners do their utmost to make the most of every rupee that we provide. They face increasing costs and their ability to extend their work is limited by finances. However much the trustees might wish to be able to provide additional financial support to their Indian partners, they can only do so within the constraints of the funds available.

Reserves Policy

Donor funding is inevitably subject to fluctuation. The trustees therefore believe it is important to hold reserves to maintain a buffer to cover The Kanji Project's existing commitments and to maintain a contingency reserve. It is the present policy of the trustees to designate a reserve of £15,000, equivalent to five months' grant expenditure,.

From time to time, the charity also holds funds for future projects of St Antony's Foundlings, the Franciscan Sisters or of other suitable Indian charities.

The Reserves Policy is reviewed periodically, and most recently in November/December 2020, to take account of prevailing circumstances. At the end of 2021, the reserves amounted to £15,023 in the Reserves Account.

Risk

The trustees are aware of the risks associated with aid to overseas countries: exchange rate fluctuations, cultural differences, creation of dependency and so on. These are taken into account when making grant decisions. They discuss with the trustees of St Antony's Foundlings and with the Franciscan Sisters the impacts, positive and negative, that different forms of aid may make upon the Indian village communities. They also periodically review risks more generally.

Structure, governance and management

The Kanji Project is an unincorporated association registered by the Charity Commission on 4th March 2002 and governed by a Constitution (last updated 25 April 2015). It is managed by trustees.

Trustees

Trustees are elected by members at the Annual General Meeting. They may also be co-opted until the next Annual General Meeting by the existing Trustees. Trustees are themselves members of the charity.

When seeking to recruit new trustees, the existing trustees are mindful of the skills, knowledge and experience needed by the Board of Trustees. This year we have successfully inducted and embedded a new treasurer from the existing group of trustees. We continue to review the trustee boards need for new membership. Prior to appointment, potential trustees are interviewed, two references are obtained, and, if successful, the new trustee is required to sign a declaration confirming their eligibility to serve.

New trustees are provided with information giving them an overview of the charity's operations, but much of the trustee induction is done informally with further information being supplied as needed in trustee meetings and in other communications.

Trustees meet about every six weeks. They do not receive remuneration for their work with the charity, but expenses incurred solely for charity business are reimbursed on request.

Trustees who served in 2021 were

Bimal Mendiratta	retired 31/07/2021	Pamela Jones	re-elected 14/06/2019
Jennifer Cruse	co-opted 14/09/2019	Rod Thick	re-elected 05/05/2017
Veronica Clark	re-elected 08/06/2018	Alison Worgan	re-elected 05/05/2017
George Foden	elected 05/05/2017	Peter Dacombe	co-opted 29/08/20
Sofie Franzen (Chair)	re-elected 05/05/2017		

Patron and President

Lady Cotton is a Patron of The Kanji Project.

Mr Ian Parr is the President of the Charity.

Volunteers

The Kanji Project is run entirely by volunteers: the trustees plus the many other people who give of their time and their skills to the Charity. It is thanks to all these people that the Charity can commit such a large proportion of its income to its charitable purposes.

Serious incidents

The trustees are legally obliged to report to The Charity Commission any serious incident (e.g. fraud) adversely affecting the charity. No such serious incident has occurred in 2021 and to date in 2022.

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent ME19 4JQ

Honorary Legal Adviser

Elizabeth Jones

Approved by the trustees on 3rd May, 2022 and signed on their behalf by

Sofie Franzen,

Trustees' Annual Report
Year ended 31 December 2021



Chair Person

The
Kanji
Project

Independent Examiner's Report to the Trustees of The Kanji Project Trust

I report to the trustees on my examination of the accounts of The Kanji Project Trust ("the Trust") for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

1. accounting records were not kept in accordance with section 130 of the Act or
2. the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



JOHN COLLIER
Chartered Accountant
114 Lupus Street, London, SW1V 4AJ

3rd May, 2022

Financial Statement for the year ended 31 December 2021

Receipts and Payments Account

	2021 £	2020 £
RECEIPTS		
Regular donations (1)	21,147	20,668
One-off donations (2)	12,935	10,590
Fund-raising events (3)	4,299	550
Gift Aid payment from HMRC	4,324	4,485
Covid-19 appeal	0	1,532
Sale of Indian artefacts (8)	200	290
Bank interest	0	20
TOTAL	42,905	38,135
PAYMENTS		
Grants to St. Antony's Foundlings		
- School grants (4)	16,500	24,443
- Flood relief grants	1,850	0
Grants to IDHAYA		
- Sunshine School grants	7,200	8,415
- Flood relief grants	1,850	
Salaries (India) (5)	8,400	6,000
Bank charges (6)	397	280
Printing - newsletters and cards (7)	218	373
Postage	40	12
Website hosting and helpdesk	161	161
Purchase of Indian artefacts (8)	238	0
Trustee expenses	0	110
TOTAL	36,854	39,794
Excess of Receipts over Payments	£ 6,051	£ -1,659
BALANCE SHEET		
Assets		
CAF Cash General Account	15,515	9,465
CAF Gold Reserve Account	15,023	15,022
TOTAL	£ 30,538	£ 24,487

Notes to accompany the 2021 annual accounts

1. This figure is mainly standing orders received directly into the CAF General Account. It also includes £1402 which come via direct debits set up with CAF-donate.
2. This figure includes the donation of £4000 in memory of David Holman. It also includes donations received in response to the flood relief appeal. However, as we did not set up a separate account heading for this with CAF-donate it is difficult to put an exact figure on this.
3. This figure includes the receipts from the sponsored litter-pick, a sponsored sky dive and the Purbeck quiz evening.
4. This figure is made up of the agreed regular funding for the first six months and then for the next six months the agreed regular funding plus a £450 /month uplift.
5. This figure is higher than in 2020 because we sent two salary payments to the leader of the Shanthi Lumin's children's home in 2021. The 2020 annual salary was not paid until March 2021. This was due to uncertainty over the timing of the introduction of the revised Foreign Contribution Regulations in India. Her 2021 salary payment was sent in December 2021.
6. CAF bank charges have increased because the transfer charge we pay for each payment to India has gone up to £25.
7. This figure is lower than in 2020 because the invoice for the 2021 Autumn newsletter went astray. We received a reminder in January and paid the bill then, so it will appear on the 2022 accounts.
8. These figures represent the purchase and sale of some of the Indian artefacts purchased. There are enough left over for a future sales event.