

**THE LESBIAN AND GAY FOUNDATION LIMITED**  
(A Charitable Company Limited by Guarantee)

**Annual Report, Financial Statements  
and Impact Report**

**For the financial year ended  
31 March 2011**

**Registered Charity No. 1070904  
Company No. 03476576**

## Our Objects

To preserve and promote the good health, and in particular the physical, sexual and mental health of:

- Persons who are lesbian, gay or bisexual
- Persons in doubt of their sexual identity
- Persons diagnosed with HIV and related illnesses
- Any persons who may be affected or involved with any of the above, particularly partners and families

And to provide relief for such people in need thereof at times of mental and emotional stress.

## Our Mission

**Ending Homophobia, Empowering People**

## Our Vision

We believe in a fair and equal society where all lesbian, gay and bisexual people can achieve their full potential

## Our Strategic Goals

**Supporting Individuals** -The LGF will support lesbian, gay and bisexual people to increase their skills, knowledge, and self-confidence to improve health and well-being.

**Strengthening Communities** - The LGF will work in partnership with others to build a strong, cohesive and influential lesbian, gay, bisexual and trans community sector.

**Promoting Equality** - The LGF will promote awareness, visibility and inclusion of lesbian, gay and bisexual people to achieve full equality.

**Developing Excellence** - The LGF will continuously develop its people, systems and procedures to deliver and sustain excellence for all of our beneficiaries.

## Our Values

Innovation Diversity Excellence Fairness Integrity Engagement

### **The Lesbian and Gay Foundation**

Number 5, Richmond Street, Manchester, M1 3HF

[www.lgf.org.uk](http://www.lgf.org.uk)

[info@lgf.org.uk](mailto:info@lgf.org.uk)

**Tel:** 0845 3 30 30 30

**Fax:** 0161 235 8036

## Annual Report and Financial Statements

*For the year ended 31 March 2011*

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## Report of the Board of Trustees For the year ending 31 March 2011

The Board of Trustees presents the report and audited financial statements of The Lesbian and Gay Foundation for the year ended 31 March 2011. The statements appear in the format required by the Statement of Recommended Practice for Accounting and Reporting by Charities (revised March 2005). The report and statements also comply with the Companies Act 2006 as The Lesbian and Gay Foundation was incorporated by guarantee on 1 December 1997. It has no share capital and is a registered charity. The guarantee of each member is limited to £1. The governing document is the Memorandum and Articles of Association of the company and members of the Board of Trustees are the Directors of the company.

### Structure, Governance and Management

The Lesbian and Gay Foundation is governed by a Board of Trustees who also serve as Directors of the Company. Trustees are elected by the membership of the LGF at the Annual General Meeting. Trustees are sought in a variety of ways including external advertising, recruitment from amongst the LGF's membership, as well as recommendations from existing trustees and volunteers. All new trustees are required to undertake an induction and training programme. Trustee training needs are assessed and a programme of internal and external training arranged on an annual basis to meet these needs.

Full Board of Trustee meetings are held four times per year. One of these meetings is extended over two days to discuss major strategic issues. Responsibility for reviewing key areas of activity and policy are delegated to sub-committees that report back to the quarterly Board meetings. The sub-committees operate under agreed terms of reference and include both Trustees and members of the Senior Management Team as well as staff and at times key external specialists. These sub-committees monitor and scrutinise the work of the LGF. The day-to-day running of the LGF is delegated to the Chief Executive and their Senior Management Team.

#### The Board sub-committees during 2010/11 were:

- **Governance Sub-Committee** – maintains a scrutiny and review role to ensure effective governance structures are in place across the organisation.
- **Finance Sub-Committee** – maintains a scrutiny and review role to ensure effective financial management across the organisation.
- **Fundraising Sub-Committee** - ensures an effective overview and performance management system in relation to fundraising activity.
- **Service Improvement Sub-Committee** – works to enhance and improve performance systems and maximise the benefits of external accreditation systems.

## **Statement of Trustee Responsibilities in Relation to Financial Statements**

Company law requires the Trustees to prepare financial statements for the financial year which give a true and fair view of the state of affairs of the company and the income and expenditure of the charitable company for the year. 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 applicable accounting standards have been followed, 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 presume that the company will continue on that basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable it to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities, as well as exercising proper financial controls.

Members of the Board of Trustees, who are Directors for the purposes of company law, and Trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 19.

In accordance with company law, as the company's Directors, each member of the Board of Trustees certifies that:

- So far as they are aware, there is no relevant information of which the auditors are unaware; and
- As Directors of the company they have taken the necessary steps to be aware of the information which would be relevant for audit purposes and have communicated them to the auditors.

## **Risk Management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that the systems are in place to mitigate the charity's exposure to the major risks. Risks are identified through a number of routes including output from Board of Trustee meetings and Committee meetings, via the regular cycle of Senior Management Team meetings and through the annual planning cycle. Risks are recorded on the Risk Register which identifies, for each risk, the steps required to mitigate the risk and the Trustee or member of the Senior Management Team responsible. The Risk Register is a standing Agenda item on the Finance Sub-Committee and is reviewed quarterly at that meeting. Discussion and review of the Risk Register also forms part of the quarterly Board Meetings.

## Subsidiary Companies

As at 31 March 2011, the Lesbian and Gay Foundation has two wholly owned subsidiaries both of which were dormant for the year ended 31 March 2011. These companies are Manchester Lesbian and Gay Switchboard Services Limited and the Lesbian and Gay Foundation Trading Company Limited.

## Objectives and principal activities

All our principal activities support our objects, mission and vision. The four major areas of activity are (i) supporting individuals, (ii) strengthening communities, (iii) promoting equality and (iv) developing excellence.

Our services include a wide range of community, health and support interventions. A broad community programme incorporates a number of groups that are run by our staff and volunteers at our Community Resource Centre. These include men's groups, lesbian groups, a carers group and a black LGB group, in addition to a wide range of other community groups that also use our community space. Health services continue to have a strong focus around HIV prevention and sexual health, through our Condom and Lube Distribution Scheme, campaigns, information, education and training. This year we also experienced increasing demand for our community outreach clinics, particularly our 20-minute rapid HIV testing clinic. Other health and support services include a counselling service, helpline and email advice service, crisis pop-in sessions, and a carers' forum. During the year, our multi-agency, anti-homophobia project in schools, (entitled 'Exceeding Expectations'), involved a record number of young people, addressing continued issues of homophobia and bullying in education. With the support of NHS NW, we also expanded awareness of LGB affirmative services across an increasing number of GP surgeries.

A wide variety of information and advice services support and reinforce our objectives. These include our free bi-monthly magazine 'Outnorthwest', (hand-delivered across our unique distribution network of nearly 500 venues), which addresses a wide range of health, legal, community and other issues. Our website and numerous information resources which now total over 20, (including for example, sexual health guides, mental health guides, a legal rights guide and a cervical screening guide), provide relevant and up to date information and advice to lesbian, gay and bisexual people and their families and friends. Training courses also reach a wide variety of people and organisations.

To ensure lesbian, gay and bisexual people's voices are heard, the LGF is represented on, or in dialogue with, a large number of local, regional and national bodies. At the beginning of the financial year, we also established the 'National LGB&T Partnership'. This involves 11 other key regional partners across the country, in addition to a growing stakeholder group, to ensure that the needs of LGB&T people are considered and included within the health agenda. Throughout the year, we were also involved in 79 formal consultation processes, an increase of more than 190% on the previous year.

To deliver these activities the LGF is reliant on the support, skills and enthusiasm of our volunteers. We currently have over 180 dedicated and active volunteers, who provided over 6,100 hours of vital volunteering across all our services in 2010/11.

The Trustees have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the guidance on public benefit published by the Charity Commission.

## Our Impact in Brief

During 2010/11, the LGF's 10<sup>th</sup> anniversary, we successfully delivered a wide range of activities for thousands of LGB people. Below is a snapshot of some of our achievements.

- People accessed the LGF 544,446 times via our services, training sessions, magazine, website visits and other printed resources (excluding safer sex packs).
- Through providing a combined total of over 1.12m condoms and lube sachets, we enabled people in Greater Manchester to have safer sex over 581,000 times last year.
- We produced and distributed 90,000 copies of our regional magazine 'outnorthwest' and a further 179,432 resources informing and advising LGB people and their supporters – including vital information on local services, sexual health, mental health, hate crime, and drug and alcohol related issues. This was a 54% increase on 2009/10.
- Through our Helpline and email service, we helped over 2,972 people with information and advice, including vital support for people feeling they have nowhere else to turn. This represented a rise of 59% on the previous year.
- We provided over 1,200 hours of counselling (a rise of 18%); helping to improve the mental health of LGB people across Greater Manchester and into the North West.
- During 1,590 visits to groupwork sessions, people were able to explore coming out, meet others and gain vital support and information in a safe and supportive environment. A further 125 people accessed crisis support via our pop-in service.
- We helped to reduce sexually transmitted diseases and HIV infection by opening the doors to our community based, outreach sexual health clinics to 460 men. This represented a 25% increase, with particular growth in our Rapid HIV testing clinic.
- Our website pages were viewed over 633,500 times by over 174,000 unique users to make a significant contribution to increasing access to information and services to LGB people, including those unable to visit us in person.
- We delivered our thought-provoking Exceeding Expectations programme to 1,914 young people, (a 62% increase), designed to increase understanding, and reduce homophobia and homophobic bullying in schools.
- The move to our new premises enabled a 31% increase in the number of our visitors, totalling over 17,300, accessing support, advice, training, information and services.
- We attended 223 events across the UK, including our 'sexual orientation roadshow', reaching out to audiences of over 96,000 people and handing out 17,700 resources.
- We signed up more than 8,000 people to our new '*Enough is Enough – Action Against Homophobia*' campaign, and connected with over 4,000 people during outreach activities. We also engaged another 4,000 people through various research surveys.

Without the support of our funders and the dedication of our trustees, volunteers and staff of the Lesbian & Gay Foundation, none of this work would happen.

## Principal Achievements for the Year

### *Goal 1: Supporting Individuals*

**The LGF will support lesbian, gay and bisexual people to increase their skills, knowledge, and self-confidence to improve health and well-being.**

Key achievements against this goal include:

- Our integrated sexual health programme for gay and bisexual men, continued to provide vital resources, information and training to an increasing number of men. During the year, we provided a combined total of over 1.127 million condoms and packets of lube, reinforcing the need for safer sex to prevent the onward transmission of HIV and STIs. Our guides 'Sex Bomb' and 'Sex Education' were reprinted, and the programme was complimented by our 'Wear It, Fill It, Bin It' condom campaign, an amended version of which has since become a national CHAPS initiative.
- We further developed a proactive HIV testing campaign in response to the relatively late diagnosis of HIV within the North West compared to other regions. Across both our weekly outreach clinic (which features a full sexual health screening) and our rapid 20-minute HIV testing clinic, we saw 460 gay and bisexual men, an increase of 25%. At the end of the year, we also helped to support the RU Clear Campaign, undertaking Chlamydia and Gonorrhoea testing within bars and clubs for 89 people.
- During the spring, we ran a conference and workshop focused on substance misuse and the relationship to risky sexual behaviour amongst men who have sex with men. Kindly funded by CHAPS the conference included presentations from the LGF and Antidote (London's only targeted LGB&T drug and alcohol service). Following the event, a conference report was produced to capture the findings.
- We continued to run a range of seven social and Support Groups, targeted at different sections of the LGB community. In particular, these provide an opportunity for peer support and mutual encouragement, from like-minded people, all with their own life-stories and experiences. Our groups include those for lesbian and bisexual women just coming out; men who are married; LGB people of BME background; and gay and bisexual men aged over 40. Our newest support group is one for LGB&T carers, to aid those looking after friends or relatives, and is further supplemented by an online LGB&T carers' forum.
- In addition to our services that are targeted at both genders, we continued apace with our innovative Women's Programme. Planned by our Women's Leadership Group, this is designed to focus on the often-overlooked needs and issues of lesbian and bisexual women. During the year, our annual 'Sugar & Spice' event was complimented by a range of monthly, interest-based workshops, often attracting women new to the charity. As well as the provision of women's sexual health information packs, and reprints of our guides 'Beating About the Bush', and 'Thanks for the Mammaries', we also launched a major new campaign to promote the need for lesbian and bisexual women to attend cervical screening. Entitled 'Are You Ready for Your Screen Test?', and supplemented by further resources, the campaign was supported by the National Cancer Screening Programmes and run in partnership with Salford University.



- Our face-to-face counselling provision has continued to go from strength-to-strength, providing 1,211 sessions to 131 people with a wide spectrum of mental health issues. Additionally, our services successfully diversified into providing group therapy sessions, as well as the provision of immediate crisis 'pop-in' support for 125 people walking in 'off the street'. The monitoring of these wellbeing services was further enhanced by the use of CORE (Clinical Outcomes Routine Evaluation), which enables us to measure and demonstrate the effective difference we are making to people's wellbeing. Through this system, we have been able to identify that nearly half (46%) of our counselling clients, have previously attempted suicide or currently had suicidal thoughts. Our use of CORE was highlighted as an example of best practice in the Government's White Health Paper 'Healthy Lives, Healthy People', published in 2010.
- The continued provision of specialised, monthly support sessions for three groups of LGB patients of Rampton Hospital, which provided 323 places throughout the year.
- The LGF continued to act as a Third Party Hate Crime Reporting Centre, further enhanced by our free Police and Legal Advice Surgeries. Together, these served 64 people last year, providing one-to-one support and advice on a wide range of related issues.
- The move to our new Community Resource Centre in Richmond Street enabled a wide range of improvements to our services. As well as dedicated spaces for clinics, counselling and support group meetings, our reception area features a dedicated helpdesk area. As a result, we have expanded our previous evening helpline and email-support hours to 10am-10pm, (in order to meet 59% increased demand), providing support, information and advice to 2,972 people, many of whom would have nowhere else to turn to. We also welcomed an increase in the number of people coming to our building, with over 17,300 visits throughout the year.
- Recognising that older LGB people in particular face issues of loneliness and isolation (which as highlighted by Sir Michael Marmot can be a killer), we launched a pilot befriending scheme. The scheme provides both practical and emotional support with one-to-one sessions. Looking forward, we aim to seek additional funding in this area for further development and to increase our reach.
- We delivered the second year of our Comic Relief funded young people's mental health project, including production of a targeted guide called 'Where's Your Head At', and a poster and postcard campaign encouraging young people to access our services.
- The production of new, affirmative resources for LGB people, including (i) 'Know Your Mental Health' (to promote wellbeing); (ii) 'Our Kids are Alright' (to support parents coming to terms with their children 'coming out'); and (iii) 'Get In' (to help encourage involvement in sport and exercise, including promotion of LGB sports groups). These new guides extended our range of LGB specific resources to over 20 in number, with demand for these resources continuing to grow throughout the year. When including our magazine, we distributed over 269,000 different printed resources in total.
- We continued to focus on increasing online access to our information, with further investment in our website. This included developing a dedicated section for our Enough is Enough campaign ([www.lgf.org.uk/enough](http://www.lgf.org.uk/enough)). In total, over 174,300 unique users visited our site over 232,200 times, viewing 633,515 pages of content.

## **Goal 2: Strengthening Communities**

**The LGF will work in partnership with others to build a strong, cohesive and influential lesbian, gay, bisexual and trans community sector.**

Key achievements included:

- In response to a rapidly changing external environment, we engaged in 79 different, formal consultation responses, either in partnership or within our own right. We were involved in consultations at a range of different levels, (including local, regional and national), and wherever possible, shared our responses with LGB&T communities.
- Sponsored by Government Office North West, we undertook a homophobic, hate-crime research project, in particular exploring the current systems and responses within NW police forces. The recommendations of the resulting report, have since been successfully used to secure funding from the Victims & Witness Support Fund.
- Continuation of our innovative TRIO partnership in the North West region, involving 1NW (representing BME communities) and Refugee Action. Funded by BASIS II, the partnership project aims to provide infrastructure support to groups within our respective VCS sectors, whilst also providing opportunities for collaborative working and the sharing of learning and best practice.
- Following feedback from 100 LGB&T groups across the NW, including a highly successful regional meeting in August 2010, we produced a report entitled 'Celebrating LGB&T Community Action'. The report was developed as a continuation of our 'Breaking the Cycle' Strategy, and outlined seven key actions regarding the LGF's future role in providing capacity-building support to the sector.
- We continued to develop our LGB&T Listings Directory, enabling promotion and signposting for a wide range of other organisations and groups, including the very successful launch year of Liverpool Pride.
- The LGF's premises were used over 630 times by other organisations and voluntary groups, providing a safe, supportive and accessible environment in the centre of Manchester. As well as long-established relationships with groups including Biphoria, Keshet and Icebreakers, we continue to support the development of new groups, such as the Trans Resource and Empowerment Centre (TREC), which now meets on a monthly basis.
- An increased focus on our digital media strategy, engaged more interactively with a greater number of LGB people, supporters and policy and decision makers. As well as launching a weekly e-bulletin to over 2,000 people, this strategy resulted in a 21% increase in the number of our Facebook friends, as well as increasing the number of our Twitter followers to 3,188. These mechanisms provide an immediate means of communicating news, services, stories and events with our communities, with opportunities for instant feedback and mutual information-sharing.
- Our regional magazine, 'outnorthwest' continued to provide key news, campaigns and information written for, and by, LGB people; and featuring real-life stories as well as celebrity interviews. The magazine was produced on a bi-monthly basis and distributed to nearly 500 venues, with an estimated readership of 45,000 people each issue. During 2010, the magazine celebrated the amazing milestone of its 100<sup>th</sup> issue.

### **Goal 3: Promoting Equality**

**The LGF will promote awareness, visibility and inclusion of lesbian, gay and bisexual people to achieve full equality.**

Key achievements included:

- Generously funded by the EHRC, we undertook the development and rollout of our national “Enough is Enough - Action Against Homophobia” campaign. The launch was featured on GMTV, with a specially commissioned video featuring Antony Cotton, and voiced by Sir Ian McKellan. During the year we backed the supporters of the Ian Baynham trial and we were invited to speak at the ‘Michael Causer Vigil’ in Liverpool, the ‘No to H8 Crime’ vigil in Trafalgar Square, and at Manchester and Brighton Pride. In total, the campaign attended over 20 key LGB events and festivals, and signed up over 8,000 people, either in person or online. A guide on homophobia was also produced.
- With the kind support of NHS NW, we were able to further develop our “We’re Here if You Need Us!” campaign, focusing on the primary healthcare sector. This project aims to encourage GP surgeries to visibly demonstrate LGB affirmation to their patients, whilst providing greater signposting to LGB services. The project includes a prominent (but innocuous) poster, as well as the distribution of LGF leaflets. Whilst simple in concept, the campaign has faced considerable initial resistance. However, during the year the initiative has gained momentum and successfully resulted in 255 posters being displayed across Greater Manchester surgeries, representing a rise of 116%. A further 4,000 leaflets were also circulated across participating surgeries. During the implementation stages of the project, our helpline witnessed a 35% increase in calls. NHS NW will continue to work in partnership with the LGF on this project, which has also caught the attention of the British Medical Association, who highlighted it in their journal, BMA News.
- Following the election of the coalition Government, we worked quickly to contribute to the development of the Government’s LGB&T Action Plan, strengthening our strategic links with the Government Equalities Office (GEO) during the process.
- Kindly funded by the CHAPS Innovation Fund, we undertook our first project specifically looking at the needs of Asian MSM. Working closely in partnership with TRADE (based in Leicester), our Rainbow Asian Project (RAP) has developed a key number of recommendations, which will be launched in a report in August 2011.
- Supported by Manchester City Council, and working in partnership with Hope Theatre Company and Manchester Healthy Schools Partnership, as well as a range of other agencies, our Exceeding Expectations initiative reached out to over 1,900 young people. Through the provision of resources, a TIE play and workshops, the project aims to stop homophobia in schools, helping young people to realise the devastating effects that homophobic bullying can have.
- Our Sexual Orientation Roadshow went to over 220 events, featuring stalls, presentations, speeches or attendance at conferences or round-table discussions. During these opportunities (which featured audiences of over 96,400 people), we handed out nearly 17,700 resources and spoke to over 22,100 people, increasing awareness, visibility and understanding of LGB people’s needs.

- In partnership with the University of Central Lancashire (UCLAN), we undertook the second year of our national, drugs and alcohol research "Part of the Picture". The project, which is kindly funded by the Big Lottery Fund, collated data from face-to-face surveys, online, and by postal return. Throughout the year, over 1,480 respondents took part. The annual results are being disseminated via both conferences and the production of reports, and ultimately will be used to create a national database of LGB substance misuse, with the intent to influence policy and practice.
- We continued development of our 'Evidence Exchange', a searchable database of over 1,150 research statistics, to help demonstrate LGB&T needs, and add credibility to consultation responses, presentations and funding applications. During the year, the database was transferred to our CRM system, in readiness for future open access online. The Evidence Exchange continues to expand on a near weekly basis.
- Following the award of a development grant from the Department of Health, the LGF established the National LGB&T Partnership, acting as the lead partner with 11 other key LGB&T organisations across the country. Together, the Partnership has developed a Manifesto of five key aims, and been involved in a considerable number of consultations regarding health and social care. Over the year, the Partnership has expanded through the development of a stakeholder group, open to any LGB&T organisation or community group.
- We ran the second year of our "Flying the Flag" initiative, quadrupling the number of public-sector organisations taking part to 200. Timed to coincide with the International Day Against Homophobia & Transphobia, the project provides a very simple way for public sector organisations to show their support for LGB&T communities and residents. Flying the Flag is also an effective way to generate discussions within both participating and non-participating organisations, increasing LGB&T awareness.
- The continued renewal of our contract with NHS North West, as a member of their innovative Health Equalities Stakeholder Engagement group. Particular highlights include the development of an LGB&T timeline (which is now online, in booklet form, and as an exhibition), as well as further contributing to a range of regional strategies and plans on health-related issues.
- For the second year in a row, we attended the conferences of the Conservative, Labour and Liberal Democrat parties, with the aim to increase awareness of the needs of LGB&T people amongst politicians and policy and decision-makers.
- Through our Consultancy & Training programme, we provided training to 300 people from a range of organisations, including topics such as Sexual Orientation Monitoring, LGB&T issues, and Managing Equality and Diversity.
- We established an internal team of 'Equality Champions' and undertook a range of joint equality events in partnership with others, including ones aimed at people of faith or religious belief; people of BME background; and lesbian and bisexual women. Following continued work in the arena of faith, production began on an LGB&T Faith guide, for launch in early 2011/12.
- As well as collating research undertaken by others, we continued to host our own research surveys and focus groups, including a census within Manchester's Gay Village, to help inform our future service provision.

#### **Goal 4: Developing Excellence**

**The LGF will continuously develop its people, systems and procedures to deliver and sustain excellence for all of our beneficiaries.**

Key achievements included:

- Successful completion of negotiations for a 10-year rental lease and subsequent relocation to our new Community Resource Centre 'Number 5, Richmond Street'. Now based in the heart of Manchester's Gay Village, we were able to undertake a considerable refit due to generous capital grants from CapacityBuilders and from the Social Enterprise Investment Fund (SEIF). By being able to design the layout and feel from the beginning, we have been able to focus on the differing needs of our service users, creating purpose-built spaces and rooms. The building was officially opened in March 2011 by Parliamentary Under-Secretary for Equalities, Lynne Featherstone MP. The move to our new premises has facilitated an increase in visitor numbers by 31% to 17,341, many of whom have provided very positive feedback on our building.
- As part of our Big Lottery Reaching Communities grant, we were able to recruit a dedicated Volunteer Manager. This has already reaped considerable benefits for the charity, including the development of our Volunteer Programme. Through revitalised welcome events, networking socials, induction programmes, opportunities, and volunteer communication and support, we have increased volunteer involvement by 21%, representing over 6,100 hours. Volunteering involves everything from our helpdesk and counselling service, through to World Aids Day activities in often snowy and sub-zero conditions! As well as providing irreplaceable support to the charity and for our service users, we aim for our volunteers to mutually benefit, developing new friendships, skills and self-confidence.
- A continued focus on financial processes and the monitoring of our income, expenditure and cashflow, including further development of our credit control systems. During the year, external audits were also commissioned and undertaken on our Management Reporting, Income Generation and Purchase to Pay financial systems.
- We undertook significant enhancements to our information technology infrastructure, including the implementation of a new server, and the introduction of an intranet and 'Action Tracker', as well as the practical requirements of moving to a new building. We also introduced a new Customer Relationship Management System (CRM), which as well as simplifying our systems, will enable us to significantly increase the amount of information that we can capture and then communicate about access to our services.
- In addition to the Positive About Disabled People, Investors in Volunteers (IiV) and Fundraising Standards Board (FRSB) accreditation marks, we were successfully awarded 'Investors In People' during 2010, recognising the ongoing development of our business and people management systems.
- With the relocation to a newly refurbished, tailored community space, and a continued focus on excellent customer service, we saw increased venue hire of our suite of rooms. By providing city-central facilities for a range of training programmes, conferences and meetings, we were able to generate an important revenue source, whilst also broadening the range of audiences becoming more aware of our work.

## Financial Review and Results for the Year

2010/11 represented the LGF's 10<sup>th</sup> Anniversary, (since the merger of Healthy Gay Manchester and Manchester Lesbian and Gay Switchboard), and was a year of both considerable achievements and challenges.

Paradoxically, whilst our income levels were the highest in our history, (with total incoming resources at £2,026,954), as with many charities, we also experienced significant financial difficulties, and were forced to take a number of serious measures.

An increase in our income generation was predominantly driven by funding raised through applications and tenders, in addition to a one-off capital grant of £140k to support our premises move and refit. However, during the year we were faced with both in-year cuts to some of our statutory contracts and the central closure of the Department of Health's Caring with Confidence scheme. These effects were further exacerbated by a tough, external funding environment, with both voluntary income (such as community fundraising) and earned income (such as training and consultancy), being particularly hard-hit.

As a result, at the mid-year point, we recognised not only the need to balance our finances in-year, but also to address a widening funding gap for the following financial year (2011/12). It was known that grants from sources such as Capacitybuilders, Faiths in Action and the Hardship Fund would come to an end, and further cuts were indicated from the Greater Manchester Primary Care Trusts (PCTs), who remain a substantial source of income.

Following consultation with the staff team, the charity initiated cuts to a wide range of expenditure lines, as well as being forced to regretfully initiate a redundancy process, resulting in a 20% reduction in our staffing levels. Renewed effort and focus was also placed on income generation, in order to close the funding gap. During these processes, the focus remained on the delivery of our front-line services, continuing to strive to meet the growing needs of the LGB&T people we serve and support.

Against this turbulent backdrop, we remain indebted to our committed staff, volunteers, partners and supporters. As evidenced in this report, despite the high levels of change and uncertainty, in many areas we managed to considerably expand our front-line services and work programmes.

As usual, we have analysed costs in line with our major activities, namely **Services** (Health, Therapeutic, Advice and Community Services and the Condom and Lube Distribution Scheme), **Information** (Magazine, Website and other Information Resources) and **Research**, in addition to **Governance**, and one-off costs relating to our building move.

During the year, £26,912 was called upon from our designated reserves of £51,828, which was set aside in 2009/10 as an allocation to fulfil any requirements to make good dilapidations on our Princess House premises and to assist in fit-out works to our new Richmond Street premises. The remaining designated reserve will now be retained as a prudent resource for any future dilapidations on our these new rental premises.

Following the extensive measures taken above, the charity completed the financial year with a small deficit of £1,122, (equivalent to 0.06% of expenditure). Therefore free unrestricted reserves reduced very slightly by this amount to become £165,129.

## Reserves Policy

The Charities Commission recommend that a charity should have reserves within a minimum of 3 months and a maximum of 9 months running costs at any one time.

The LGF's Trustees have agreed a policy whereby the unrestricted funds not committed to project activity or invested in tangible fixed assets held by the LGF, should be built up to a minimum of 3 months in the medium term.

Reserves are primarily held to enable the LGF to adjust to unforeseen reductions in income or increases in expenditure. They also help ensure there is sufficient working capital for effective operation, particularly to enable funding that is paid in arrears, or to cover late payments. Bearing in mind these working capital requirements, the LGF's reserves would be therefore only be utilised in specific and approved circumstances, either to make up for a reduction in income and/or an increase in expenditure or to pay for the costs of making organisational changes as a response to these.

Whilst the Trustees recognise that the current level of reserves is substantially below the minimum desired level, the current economic situation, together with the difficulty of generating contributions to reserves from current sources of funding, mean that the minimum target is likely to be achieved in the medium rather than the short term.

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**Unrestricted Reserves:** As of 31 March 2011, unrestricted and undesignated reserves amounted to £165,129, a slight decrease of £1,122 from the previous year. This amounts to just over one month's running costs, based on the projected budget for 2011/12. They are held, in line with the LGF's Reserves Policy, to enable the LGF to adjust to unforeseen reductions in income or increases in expenditure and to ensure sufficient working capital for effective operation.

**Designated Reserve:** At the end of the financial year 2009/10, an additional designated fund of £51,828 was set aside for future accommodation costs, particularly in light of the LGF's intended move from Princess House during Autumn 2010. During 2010/11, this was drawn upon to an amount equivalent to a) the dilapidations costs on our previous premises; and b) the refit capital costs on our new centre, above and beyond the funded amount from our SEIF capital grant. The residual designated amount of £24,916 will now be retained as a future property reserve.

## Future Plans

Whilst the economic situation and rapidly changing policy landscape introduce significant additional uncertainties, especially in regard to funding, there remains a significant and growing need for the work of the LGF. Our five-year Strategic Plan envisages continued growth of the work and influence of the LGF. Our Business Plan 2011/12, is based around our four strategic goals which, linked to our Vision, Mission and Values will continue to drive forward the LGF's agenda and priorities for the medium to long term.

### Our four strategic goals are:

1. **Supporting Individuals** -The LGF will support lesbian, gay and bisexual people to increase their skills, knowledge, and self-confidence to improve health and well-being.
2. **Strengthening Communities** - The LGF will work in partnership with others to build a strong, cohesive and influential lesbian, gay, bisexual and trans community sector.
3. **Promoting Equality** - The LGF will promote awareness, visibility and inclusion of lesbian, gay and bisexual people to achieve full equality.
4. **Developing Excellence** - The LGF will continuously develop its people, systems and procedures to deliver and sustain excellence for all of our beneficiaries.

In September 2005, the Department of Health produced a report entitled, '*Health Economics of Sexual Health: A Guide for Commissioning and Planning*'. Within the paper a range of interventions were identified as either cost-effective, (the ratio between the cost incurred and the benefit produced) or cost-saving, (saving money for commissioners at the same time as producing health benefits).

Whilst we recognise that these interventions have only been proven by the DH in relation to HIV and sexual health for gay and bisexual men, we can see no reason why these interventions would not also continue to be cost-effective and cost-saving for all LGB people across all health, public health and social care matters.

### The interventions/methodologies we have therefore adopted include:

- **Assertive outreach with LGB people**  
*Direct 1-2-1 engagement with people in a variety of settings external to the LGF*
- **Interventions based on individual risk assessment**  
*Providing services based upon personal needs*
- **Skills training and cognitive behavioural interventions**  
*Providing knowledge, understanding and skills, to reinforce positive attitudinal and behavioural change*
- **Risk reduction messages in a variety of settings**  
*Providing information utilising a variety of communication channels*
- **Peer-led interventions for LGB people**  
*Involving LGB people in the design and delivery of services*
- **Actively influencing policy and practice with and for LGB people**  
*Providing and facilitating a voice for LGB people*
- **Providing access to health promotion resources for LGB people**  
*Providing condoms, lube, and other equipment to promote personal safety and reduce health risks*



## **Key Priorities for 2011/12**

Within these fields of work, we aim to focus on 12 key priorities in 2011/12. They have been chosen, because we believe these are the areas where we can currently have the greatest impact for LGB communities.

### **1. Cervical Screening**

Promoting cervical screening for lesbian and bisexual women

### **2. HIV Testing**

Ensuring gay and bisexual men know their HIV status

### **3. Wellbeing**

Providing talking therapies

### **4. Family Life**

Supporting LGB Families

### **5. Voice and Connections**

Making links locally, regionally and nationally, ensuring LGB&T voices are heard by decision makers

### **6. Policy & Evidence**

Always giving an opinion and backing it up

### **7. Sexual Orientation Monitoring**

To encourage people to 'tick the box'

### **8. Legal Rights**

Increasing LGB people's awareness of their legal rights and how to use them

### **9. Schools**

To change attitudes within education

### **10. Community Safety**

Increasing Hate Crime reporting

### **11. Volunteering**

Valuing, involving and celebrating the contributions made by volunteers

### **12. Organisational Strength**

Securing the future of the LGF through having the right processes and policies in place.

## **With particular funding from the Transition Fund, we will also be focusing on:**

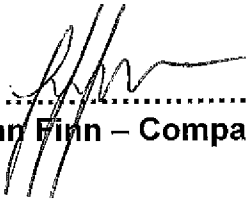
- **Diversify our funding strategy**, particularly translating the strong set of bid-writing skills within our organisation to focus on trusts, foundations and future tenders.
- **Undertake internal organisational and service redevelopment**, including the introduction of delivery-driven hubs; and the progression of 'LGF Direct', which will provide more personalised services.
- **Develop stronger national and city-region partnerships**, both with other LGB&T organisations and other equality organisations or mainstream providers.
- **Adapt our IT and Communications**, including redeveloping our website and rolling out Customer Relationship Management (CRM) systems.
- **Strengthen our relationships with local stakeholders and new commissioners**. Including attendance at local networks and forums, and developing relationships with the emerging Clinical Group Consortia, as well as local authorities.

## Auditors

Beever and Struthers were elected as auditors for the year at the Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006.

**By order of the Management Committee**



.....  
**John Finn – Company Secretary**



.....  
**Date**

## Trustees, Officers and Advisors

### Status

A registered Charity established as a Company limited by guarantee.

Registered as a Company on 1 December 1997

Registered as a Charity on 7 August 1998

Registered Company Number: 3476576

Registered Charity Number: 1070904

### Trustees

David McGovern (Chair)

Glyn Jenkins (Treasurer to 30 Oct 2010; Vice Chair)

Ian McIlveen (Treasurer from 30 Oct 2010)

James Barnard (Vice Treasurer from 30 Oct 2010)

Sandra Barrett (from 1 Oct 2010)

Maxine Dixon

John Finn

Paula Goergen (from 1 Oct 2010)

John Goldring

Les Patient (from 1 Oct 2010)

David Rogerson

### Departing Trustees

Julie Ledger (to 30 Oct 2010)

Gary Hardman (to 1 Oct 2010)

Gwyn Starkey (to 1 Oct 2010)

Edward Cox (to 29 Jan 2011)

Tamsin Deasey (to 29 Jan 2011)

### Company Secretary

John Finn

### Senior Management Team

Paul Martin (Chief Executive)

Darren Watmough (Director of Finance – to 30 July 2010)

Matt Harby (Director of Corporate Services)

Rob Cookson (Director of Programmes & Performance)

Sian Payne (Director of Organisational Development)

Samantha Days (Community Resource Centre Manager)

Sean Duggan (Finance Manager)

Emma Peate (Enough is Enough Campaign Manager)

### Head Office and Registered Office

**Address:** Number 5, Richmond Street, Manchester, M1 3HF

**Tel:** 0845 3 30 30 30; **Fax:** 0161 235 8036; **e-mail:** [info@lgf.org.uk](mailto:info@lgf.org.uk);

**Website:** [www.lgf.org.uk](http://www.lgf.org.uk)

### Auditors

- **Beevers & Struthers**

St George's House, 215-219 Chester Road, Manchester, M15 4JE

### Bankers

- **Barclays Bank plc**

876 Stockport Road, Levenshulme, Manchester, M19 3BP

- **Unity Trust Bank plc**

Nine Brindleyplace, Birmingham, B1 2HB

**Independent Auditor's Report to the members of  
The Lesbian & Gay Foundation Limited  
For the year ended 31 March 2011**

We have audited the financial statements of The Lesbian and Gay Foundation Limited for the year ended 31 March 2011 on pages 22 to 33, which comprise the Statement of Financial Activities (including the Income and Expenditure Account), the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective Responsibilities of the Trustees and Auditors**

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by directors; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## Opinion on Financial Statements

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 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Opinion on Other Matters Prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Matters on Which We are Required to Report by Exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements and the Trustees Report in accordance with the small companies regime.

*Maria Hallows*

MARIA HALLOWS (Senior Statutory Auditor)

For and on behalf of

**BEEVER AND STRUTHERS**

Chartered Accountants & Statutory Auditor

St. George's House

215 - 219 Chester Road

Manchester

M15 4JE

Date: 29/9/11

## The Lesbian & Gay Foundation Limited: Statement of Financial Activities

For the year ended 31 March 2011 (incorporating income and expenditure accounts)

	Notes	Unrestricted funds	Restricted Funds	TOTAL 2011	TOTAL 2010
		£	£	£	£
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary Income		50,930	0	50,930	95,738
Activities for generating funds:					
<i>Fees and other sales</i>		101,699	0	101,699	126,912
Investment income		110	0	110	184
Incoming Resources from charitable activities		1,171,067	536,236	1,707,303	1,501,318
Grants Funding for Premesis Move		0	140,000	140,000	0
In Year Release of Designated Reserves		26,912	0	26,912	0
<b>Total incoming resources</b>	<b>2</b>	<b>1,350,717</b>	<b>676,236</b>	<b>2,026,953</b>	<b>1,724,152</b>
<b>Resources expended</b>					
Costs of generating funds					
Voluntary Income		28,060	0	28,060	60,832
Cost of sales		41,009	0	41,009	74,094
Cost of charitable activities					
Services		675,280	348,553	1,023,833	976,894
Information		486,700	134,059	620,759	448,262
Research		79,377	53,624	133,001	52,854
Grants Paid	1	0	0	0	33,790
Governance costs		35,853	0	35,853	25,599
Office Move Costs		5,560	140,000	145,560	0
<b>Total resources expended</b>	<b>3/4</b>	<b>1,351,839</b>	<b>676,236</b>	<b>2,028,075</b>	<b>1,672,324</b>
<b>Net incoming/(outgoing resources for the year/ Net income/(expenditure for the year)</b>		<b>(1,122)</b>	<b>0</b>	<b>(1,122)</b>	<b>51,828</b>
<b>Total funds brought forward 1 April 2010</b>		<b>218,079</b>	<b>0</b>	<b>218,079</b>	<b>166,251</b>
<b>Release of Designated Reserves</b>		<b>(26,912)</b>	<b>-</b>	<b>(26,912)</b>	<b>0</b>
<b>Total funds carried forward 31 March 2011</b>		<b>190,045</b>	<b>0</b>	<b>190,045</b>	<b>218,079</b>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

# The Lesbian & Gay Foundation Limited: Balance Sheet as at 31 March 2011

		2011	2011	2010	2010
	Note	£	£	£	£
<b>Fixed Assets</b>					
Office Fixtures and Fittings			0		587
Computer Equipment			<u>8,812</u>		<u>6,933</u>
	6		8,812		7,520
<b>Current Assets</b>					
Debtors	7	117,467		214,539	
Cash at Bank and in Hand		<u>395,985</u>		<u>306,728</u>	
		513,452		521,267	
<b>Current Liabilities</b>					
Creditors falling due within one year	8	<u>(332,219)</u>		<u>(310,708)</u>	
<b>Net Current Assets</b>			<u>181,233</u>		<u>210,559</u>
<b>Total Assets less Current Liabilities</b>			<u>190,045</u>		<u>218,079</u>
<b>Represented by:</b>					
<b>Funds and Reserves</b>					
	9				
Unrestricted Funds			165,129		166,251
Designated Funds			24,916		51,828
Restricted Funds			0		0
<b>Total Funds</b>			<u>190,045</u>		<u>218,079</u>

These financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005), the special provisions for small companies under part 15 of the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Management Committee and signed on their behalf:



David McGovern – Chair

29/9/11

Date



Ian McIlveen - Treasurer

29/9/11

Date

**1 Accounting Policies**

The principal policies adopted in the preparation of the financial statements are set out below. They have been applied consistently during the year and in the preceding Financial Accounting years.

**a) Basis of preparation of accounts**

The Financial Statements have been prepared under the historical cost convention in accordance with applicable United Kingdom accounting standards, the Companies Act 2006, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005), and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**b) Incoming resources**

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. Revenue grants are shown in the Statement of Financial Activities in the year in which they are receivable.

**c) Fund accounting**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

Unrestricted funds are donations and other income received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes. The reserves policy is detailed on page 15 of the financial statements.

**d) Fixed Assets**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life at the rates of:

- Computer Equipment 33% straight line basis
- Office Furniture & Fixtures 33% straight line basis

Only assets with a value of over £350 are capitalised.

Note, capital equipment purchases relating to in-year grants are posted as costs within the same financial year.

**e) Resources Expended**

All expenditure is accounted for on an accruals basis.



- Costs of generating funds are those costs incurred in attracting voluntary income and those incurred in other activities that raise funds.
- Charitable activities include expenditure associated with our major work programmes; services, information and research, and include both the direct costs and support costs relating to these activities.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs have been allocated across all activities. Premises related costs have been allocated based on floor usage and staff related costs have been allocated on the basis of time spent on activities. Note 3 shows details of these allocations.

**f) Financial Reporting Standard 1**

The company has taken advantage of the exemption under Financial Reporting Standard 1 from preparing a Cash-flow statement on the grounds that it is a small company.

**g) Subsidiary Companies and Joint Arrangements**

The company has not prepared consolidated accounts because its two subsidiary companies have not operated within the year and have no assets or liabilities.

**h) VAT**

The Lesbian & Gay Foundation registered for VAT on 1 April 2002. The majority of the work the Foundation undertakes is within the scope of VAT with an element of supplies outside the scope of VAT. Input tax is not recoverable on inputs relating to supplies outside the scope of VAT. Any irrecoverable VAT is charged to the income and expenditure account in the year in which it is incurred.

**i) Operating leases**

The LGF currently holds two Operating Leases for the Financial year stated, these are Rent and the Telephone System rental (please see Note 11 of the Financial Accounts). Should operating leases apply, then rentals due under operating leases are charged over the lease term on a straight line basis or on the basis of actual rentals payable where this fairly reflects usage.

**j) Pensions**

The Lesbian & Gay Foundation contributes to defined contribution pension schemes on behalf of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity on behalf of the employees. A creditor of £24,000 was stated on the balance sheet relating to pensions as at year end.

**k) Grants paid**

In previous years, the LGF has administered a Community Grant scheme on behalf of Manchester Pride. During 2010/11, Manchester Pride felt sufficiently developed to now take on this role, and so subsequently, no grants were paid out by the LGF.

**The Lesbian and Gay Foundation Limited**  
**- Notes to the Accounts 31 March 2011 (continued)**

**Note 2**

Incoming Resources	Unrestricted funds	Restricted Funds	TOTAL 2011	TOTAL 2010
	£	£	£	£
<b>Voluntary Income</b>				
<i>Pride Donations</i>	27,500	0	27,500	34,459
<i>Supporters Scheme &amp; Individual Donations</i>	21,430	0	21,430	61,279
<i>Sponsorship</i>	2,000	0	2,000	0
	<b>50,930</b>	<b>0</b>	<b>50,930</b>	<b>95,738</b>
<b>Activities for generating funds:</b>				
<b>Fees and other sales</b>				
<i>Counselling income</i>	7870	0	7,870	11,030
<i>Magazine advertising</i>	6,431	0	6,431	11,258
<i>Distribution sales</i>	3,500	0	3,500	5,498
<i>Venue Hire</i>	47,088	0	47,088	45,723
<i>Training income</i>	35,010	0	35,010	35,688
<i>Student placement fees</i>	1,800	0	1,800	12,094
<i>Web income</i>	0	0	0	0
<i>Other miscellaneous income</i>	0	0	0	0
<i>Marketing Income</i>	0	0	0	5,622
<i>Less bad debts</i>	0	0	0	0
	<b>101,699</b>	<b>0</b>	<b>101,699</b>	<b>126,912</b>
<b>Investment Income</b>				
<i>Bank interest received</i>	110	0	110	184
	<b>110</b>	<b>0</b>	<b>110</b>	<b>184</b>
<b>Other adjustments</b>				
<i>In Year Release of Reserves</i>	26,912	0	26,912	0
	<b>26,912</b>	<b>0</b>	<b>26,912</b>	<b>0</b>

→ Note 2 continued on the next page...

## Note 2 (Continued)

	Unrestricted funds	Restricted Funds	TOTAL 2011	TOTAL 2010
	£	£	£	£
<b>Incoming Resources from charitable activities</b>				
<b>Grants and Contracts</b>				
<i>North Manchester Primary Care Trust</i>	284,236	0	284,236	258,336
<i>Ashton, Leigh &amp; Wigan Primary Care Trust</i>	29,730	0	29,730	25,852
<i>Bolton Primary Care Trust</i>	16,480	0	16,480	10,105
<i>Stockport Primary Care Trust</i>	31,541	0	31,541	30,923
<i>Trafford Primary Care Trust</i>	47,519	0	47,519	46,587
<i>Salford Primary Care Trust</i>	133,008	0	133,008	133,008
<i>Oldham Primary Care Trust</i>	25,944	0	25,944	25,054
<i>Tameside &amp; Glossop Primary Care Trust</i>	9,564	0	9,564	19,224
<i>Bury Primary Care Trust</i>	34,716	0	34,716	34,716
<i>Rochdale Primary Care Trust</i>	20,940	0	20,940	20,529
<i>Other Statutory Sector</i>	34,268	0	34,268	71,774
<i>Mental Health services</i>	12,000	0	12,000	38,067
<i>Manchester City Council Helpline</i>	20,020	0	20,020	20,320
<i>Rampton Income</i>	22,187	0	22,187	22,188
<i>Drug and Alcohol services</i>	21,602	0	21,602	51,746
<i>Terrence Higgins Trust CHAPS</i>	33,035	18,925	51,960	33,838
<i>Womens health</i>	0	12,500	12,500	11,785
<i>Manchester City Council Exceeding Expectations</i>	2,500	31,500	34,000	56,167
<i>Capacity Builders</i>	12,446	76,068	88,514	84,966
<i>Equalities and Human Rights Commission</i>	28,141	57,440	85,581	26,550
<i>Manchester Pride Community Fund</i>	0	0	0	33,790
<i>Big Lottery - Drugs and Alcohol Research</i>	39,012	63,437	102,449	110,036
<i>Breathing Places</i>	0	0	0	0
<i>Five Counties</i>	0	0	0	0
<i>Big Lottery - Basis II</i>	0	46,522	46,522	34,625
<i>Caring with Confidence</i>	38,731	0	38,731	105,105
<i>Comic Relief - Young People's Mental Health</i>	22,582	9,849	32,431	33,650
<i>Co Operative Foundation</i>	2,552	0	2,552	21,900
<i>Community Development Foundation - Hardship Fund</i>	59,603	0	59,603	61,562
<i>Big Lottery - Awards for All</i>	0	0	0	9,700
<i>Department of Health - Strategic Grant</i>	26,950	123,050	150,000	69,215
<i>Department of Health - Cervical Screenings</i>	33,476	44,070	77,546	0
<i>Department of Health - Carers Innovation Fund</i>	20,839	0	20,839	0
<i>Big Lottery - Reaching Communities</i>	36,374	52,875	89,249	0
<i>Social Enterprise Investment Fund</i>	0	140,000	140,000	0
<i>Carers Forum Income</i>	17,780	0	17,780	0
<i>Other grants and trusts</i>	53,292	0	53,292	0
	<b>1,171,067</b>	<b>676,236</b>	<b>1,847,303</b>	<b>1,501,318</b>
	<b>1,350,718</b>	<b>676,236</b>	<b>2,026,954</b>	<b>1,724,152</b>

### Note 3 (A)

Analysis of total resources expended	Direct Costs	Support Costs	Total 2011	Total 2010
	£	£	£	£
<b>Costs of generating funds</b>				
Voluntary Income	18,741	9,319	28,060	60,832
Cost of sales	27,295	13,714	41,009	74,094
<b>Cost of charitable activities</b>				
Services	684,428	339,405	1,023,833	976,894
Information	438,752	182,007	620,759	448,262
Research	88,947	44,054	133,001	52,854
Grants Paid	0	0	0	33,790
Governance costs	28,548	7,305	35,853	25,599
<b>Office Move Costs</b>	145,560	0	145,560	0
<b>Total resources expended</b>	<b>1,432,271</b>	<b>595,804</b>	<b>2,028,075</b>	<b>1,672,324</b>

### Note 3 (B)

Analysis of support costs	Voluntary Income	Fees and other sales	Services	Information	Research	Governance	Total 2011	Total 2010
Premises Costs	1,330	1,956	48,421	25,966	6,285	1,042	85,000	0
Support Staff Costs	3,646	5,366	132,797	71,212	17,237	2,858	233,116	183,463
Administrative Costs	4,230	6,225	154,057	82,614	19,996	3,316	270,438	244,680
Depreciation	113	167	4,130	2,215	536	89	7,250	8,164
<b>Total Support Costs</b>	<b>9,319</b>	<b>13,714</b>	<b>339,405</b>	<b>182,007</b>	<b>44,054</b>	<b>7,305</b>	<b>595,804</b>	<b>436,307</b>

Support costs have been allocated across activities. Premises related costs have been allocated based on floor area used (where material) and Staff related costs have been allocated on the basis of time spent on activities.

### Note 3 (C)

Analysis of governance costs	2011	2010
	£	£
<b>Professional fees</b>		
Audit fees	5,100	3,000
Costs of AGM and Trustee Meetings	3,058	652
Annual Report	0	0
Apportionment of staff and support costs	27,695	21,947
<b>Total governance costs</b>	<b>35,853</b>	<b>25,599</b>

**The Lesbian and Gay Foundation Limited**  
**Notes to the Accounts 31 March 2011 (continued)**

**Note 3 (D)**

**Staff Costs**

	<u>2011</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
<i>Wages and Salaries</i>	825,032	695,819
<i>Employers National Insurance</i>	80,575	68,899
<i>Pension costs</i>	71,663	54,097
	<u>977,271</u>	<u>818,815</u>

Number of employees whose emoluments as defined for tax purposes amounted to over £50,000 in the year was as follows

	<u>2011</u>	<u>2010</u>
£60,000-£70,000	1	1
	<u>1</u>	<u>1</u>

All employees earning more than £50,000 participated in the pension scheme

**Note 3 (E)**

**Average Staff Numbers**

	<u>2011</u>	<u>2010</u>
Senior Management Team	4.0	4.0
Operations Team	14.4	8.4
Marketing Team	7.0	8.0
Administration & Facilities Team	6.4	7.1
Fundraising Team	3.0	3.0
	<u>34.8</u>	<u>30.5</u>

**The Lesbian and Gay Foundation Limited**  
**Notes to the Accounts 31 March 2011 (continued)**

**Note 4**

Net incoming resources is arrived at after charging for the following:

	<u>2011</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Depreciation	7,250	8,164
Profit/(loss) on disposal of fixed assets	0	0
Auditor's Remuneration	5,100	3,000
Irrecoverable VAT	3,542	918

**Note 5**

**Taxation**

No provision has been made for taxation as the company is a registered charity

**Note 6**

**Fixed Assets**

<u>Cost</u>	<u>Office Fixtures &amp; Fittings £</u>	<u>Computer Equipment £</u>	<u>Total</u>
At 1 April 2010	51,414	44,390	95,804
Additions	-	8,542	8,542
Disposals	- 39,810	- 11,382	- 51,193
<b>At 31 March 2011</b>	<b>11,604</b>	<b>41,550</b>	<b>53,153</b>
<b>Depreciation</b>			
At 1 April 2009	50,827	37,457	88,284
Charge for the year	587	6,663	7,250
On disposals	- 39,810	- 11,382	- 51,193
<b>At 31 March 2010</b>	<b>11,604</b>	<b>32,738</b>	<b>44,341</b>
<b>Net Book Value</b>			
<b>At 31 March 2011</b>	<b>-</b>	<b>8,812</b>	<b>8,812</b>
<b>At 31 March 2010</b>	<b>587</b>	<b>6,933</b>	<b>7,520</b>

**The Lesbian and Gay Foundation Limited**  
**Notes to the Accounts 31 March 2011 (continued)**

**Note 7 & 8**

<b>Debtors</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trade Debtors	59,717	116,098
Other Debtors and Prepayments	57,750	98,441
	<b>117,467</b>	<b>214,539</b>

<b>Creditors</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trade Creditors	232,080	156,864
Other Taxes and Social Security	8,532	10,824
Outstanding pension contributions	24,891	3,151
Other Creditors and Accruals	66,716	139,869
	<b>332,219</b>	<b>310,708</b>

**Note 9**

**Reserves**

	<b>Unrestricted Funds £</b>	<b>Designated Funds £</b>	<b>Total Funds £</b>
Balance Brought Forward	166,251	51,828	218,079
In Year Release of Reserves	-	(26,912)	(26,912)
Net Incoming Resources	(1,122)	-	(1,122)
Transfer between Funds	0	0	0
	<b>165,129</b>	<b>24,916</b>	<b>190,045</b>

Analysis of net assets between funds

Fund balances as at 31st March 2011 are represented by:

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Fixed Assets	8,812	0	8,812
Current Assets	513,452	0	513,452
Current Liabilities	(332,219)	0	(332,219)
	<b>190,045</b>	<b>0</b>	<b>190,045</b>

**The Lesbian and Gay Foundation Limited**  
**Notes to the Accounts 31 March 2011 (continued)**

**Note 10**

**Analysis of Unrestricted Funds**

	<u>Balance B/Fwd</u>	<u>Incoming Resources</u>	<u>Outgoing Resources</u>	<u>Balance C/Fwd</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
General Fund	166,251	0	(1,122)	165,129
Designated Fund: Accommodation	51,828	0	(26,912)	24,916
	<u>218,079</u>	<u>0</u>	<u>(28,034)</u>	<u>190,045</u>

The Board of Trustees created the 'Designated Fund: Accommodation' to part-fund the costs of moving rental premises during the course of 2010/11, and for any future dilapidation costs.

**Note 11**

**Leased Assets**

Leased Premises - Princess House	Payments made current year	38,961
	Payments due 1 year	0
	Payments due 2-5 years	0
Leased Premises - Richmond Street	Payments made current year	46,084
	Payments due 1 year	61,446
	Payments due 2-5 years	184,338
Spiritel Phone Rental	Payments made current year	5,182
	Payments due 1 year	5,182
	Payments due 2-5 years	15,547

Note: the Lesbian and Gay Foundation signed a lease for new premises at Richmond Street, Manchester, commencing on 1st June 2010.

**Note 12**

**Trustee Remuneration**

The Trustees received no remuneration in the course of their duties.  
The Charity has taken out Trustee Liability insurance on behalf of the Trustees.  
This has been taken out in conjunction with professional liability insurance with the organisation's brokers.



**The Lesbian and Gay Foundation Limited**  
**Notes to the Accounts 31 March 2011 (continued)**

**Note 13**

**Subsidiary Companies**

The Company has the following wholly owned subsidiaries:

<b>Name</b>	<b>Status</b>	<b>Registered</b>	<b>Activities</b>
Manchester Lesbian & Gay Switchboard Services	Registered Charity & Company limited by guarantee	England & Wales	Dormant
The Lesbian & Gay Foundation Trading Company Limited	Company limited by shares	England & Wales	Dormant

## Glossary of Terms

- **AGMA** Association of Greater Manchester Authorities
- **BME** Black & Minority Ethnic
- **CHAPS** Community HIV and Aids Prevention Strategy
- **CORE** Clinical Outcomes Routine Evaluation
- **EHRC** Equalities and Human Rights Commission
- **ICT** Information and Communications Technologies
- **IT** Information Technology
- **LGB** Lesbian, Gay & Bisexual
- **LGB&T** Lesbian, Gay, Bisexual & Trans
- **LGF** The Lesbian & Gay Foundation
- **NHS NW** NHS North West – Strategic Health Authority
- **PCT** Primary Care Trust