



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 2012**

**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; and
- 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

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 2012

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Our Annual Review 2011/12, the community version of this Annual Report, including photographs, quotes and stories, is freely available by request or can be viewed at:
www.lgf.org.uk/about-us/annual-reports

Chair of The Board of Trustees' Report - 2011/12

The story of the Lesbian & Gay Foundation's impact in 2011/12 can be told in two ways. First of all, in the impressive statistics and milestones we've reached over the last 12 months, and which you can read about within the pages of this report. Secondly, and perhaps more importantly, through the difference our services and support have made to thousands of LGB peoples' lives on a daily basis. Please bear in mind as you read this year's Annual Report, that each number or statistic represents a real person with a real life and a real story to tell.

This is a tough environment for charities like The Lesbian & Gay Foundation. During the economic downturn we have had to make many sacrifices, including the painful decision two years ago to make staff redundancies in order to protect frontline services. However, the charity has been incredibly responsive in meeting the unprecedented challenges we've faced. The LGF is genuinely doing 'more for less'; having reorganised staff roles; chased debt; lobbied against excessive cuts; overhauled our performance monitoring systems; taken part in a wide range of active partnership projects; launched new services and more.

It is therefore testament to the charity that in 2011/12 we were able to generate a healthy surplus. Whilst our reserves remain relatively small for a charity of our size, we continue to remain lean and responsive to the need of our communities. During 2012/13 we have set aside the majority of last year's surplus to support our budgets going ahead, offsetting further cuts and acting as a buffer during a period of considerable transition. As the health system makes the biggest shift in its history, we are continuing to lobby for the inclusion of LGB people's needs both at national and local level. To this end, our research programme continues to build an ever-expanding evidence base, including the launch of our free Evidence Exchange, an online database of over 1,600 LGB&T statistics. It is vital that the significant health inequalities of LGB people are factored into policies, as well as the development of JSNAs and Joint Health and Wellbeing Strategies.

None of this programme of work could happen without the resilience and skills of our staff team or the sheer dedication of our volunteers. I am always impressed by the both the number and diversity of our volunteers, as well as the many roles they take on. Whether it be working alongside our Village Angels team until two o'clock in the morning; taking a helpline call; helping with our clinics; or supporting our office team; they continue to selflessly share their time and expertise to help better the lives of those around them.

2011/12 was also the year that we received our first ever legacy. Mr Levi very kindly left a legacy of £7,500, wanting to improve the lives of young LGB people. As a result, we've been able to send safer-schools packs to the area where Mr Levi lived, as well as provide counselling services to young LGB people in crisis. Those young people will be forever grateful, and their lives will have been significantly improved because of his legacy. To find out more about how you can help support The Lesbian & Gay Foundation, please visit our website at: www.lgf.org.uk.

The LGF belongs to you. It's shaped by everyone who volunteers; comes through our doors; picks up our condom packs; helps to fund us; has been for a test as a result of our campaigns; has read our magazine; clicked on our website; shared something on our Facebook page; or re-tweeted us. The LGF is a growing, influential, and powerful community of people. The future is uncertain, but we're facing it stronger than we've ever been before. My sincere thanks to you.

David McGovern, Chair of the Board of Trustees

Report of the Board of Trustees For the year ending 31 March 2012

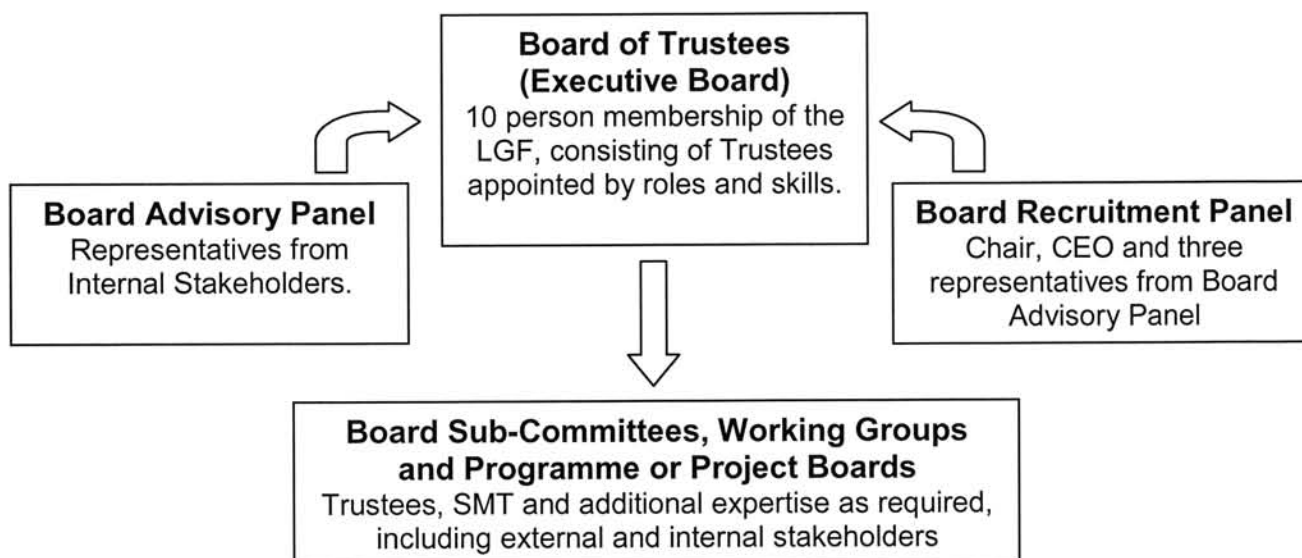
The Board of Trustees are pleased to present their annual report and the audited financial statements of The Lesbian and Gay Foundation for the year ended 31 March 2012. The statements appear in the format required by the Statement of Recommended Practice for Accounting and Reporting by Charities (revised 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. Our various arrangements for governance are brought together in one place within the LGF's Governance Manual, which is reviewed on an annual basis.

During 2011/12, a consultation process was held with the then membership, to discuss the future of the LGF's governance structure. Overwhelmingly the membership voted by 93% to adopt a 'leadership' model of governance, in which the Trustees act as the sole members.

The LGF's Leadership Model



As a result, the Board will now be supported by a 'Board Advisory Panel' involving a range of internal stakeholders; and a 'Board Recruitment Panel' to oversee the recruitment of new Trustees. During 2011/12 new Trustees were identified by recommendation, based upon their skills and experience, and in line with the needs and aspirations of the Board. In future, an open recruitment process will be used in order to fill specific skills gaps. All potential candidates are interviewed by the Board Recruitment Panel as part of the recruitment process.

Trustees are appointed for a three-year period on a rotational basis, with no limit on the number of times a Trustee can put themselves forward for re-election.

Since the consultation, the Board has undergone a proactive process of renewal, with six departing members being replaced by an equal number of new Trustees. All new trustees are required to undertake an induction programme, including the provision of an extensive induction pack, staff presentations, and peer-mentoring as desired. 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 now held on a monthly basis, in addition to any other strategic meetings as required. Responsibility for reviewing key areas of activity and policy are delegated to Sub-Committees that report back to the 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 operations of the LGF, including finance, are delegated to the Chief Executive and their Senior Management Team.

The Board sub-committees during 2011/12 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.
- **Performance Sub-Committee** – works to enhance and improve performance systems and maximise the benefits of external accreditation systems.

*In 2012/13, the Fundraising Sub-Committee has been subsumed within the main body of the Board of Trustees.

Statement of Trustees' Responsibilities in Relation to Financial Statements

The charity's Trustees, (who are also the Directors of the Lesbian and Gay Foundation for the purposes of company law), are responsible for preparing the Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK 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 charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time, the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable 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 so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Public Benefit

The Trustees, in exercising their powers and duties, have complied with their duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission. In preparing the report and accounts the Trustees have complied with the requirements set out in that guidance to report on the significant activities and achievements of the charity in 2011/12. They have reported in a way that both sets out the aims and strategies of the charity and demonstrates how the aims and activities of the charity were carried out for the public benefit.

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 Trustees 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 forms part of the Board Meetings, and an additional 'Finance Risk Register' is a standing Agenda item on the Finance Sub-Committee. Both are reviewed quarterly at their respective meetings.

Objectives and principal activities

All our principal activities support our objects, mission and vision. The four major areas of activity, (referred to as our strategic goals), 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, women's and mixed groups, 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 continued to experience increasing demand for our community outreach clinics, particularly our rapid HIV testing clinic. Other health and support services include a counselling service, helpline and email advice service, and crisis pop-in sessions, as well as a new befriending programme for older LGB people. 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, as well as launching 'Pride in Practice', a new self-assessment scheme.

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 over 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. We continue to act as the Lead Partner of the 'National LGB&T Partnership', as well as co-ordinating a number of functions. The Partnership involves 10 other key 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 74 formal, national or government consultation processes.

To deliver these activities the LGF is reliant on the support, skills and enthusiasm of our volunteers. We currently have over 145 dedicated and active volunteers, who provided 7,200 hours of vital volunteering across all our services in 2011/12.

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 2011/12, we successfully delivered a wide range of activities for thousands of LGB people, including the piloting of new services and events.

- People accessed the LGF 414,121 times via our services, training sessions, magazine, website visits and other printed resources (excluding safer sex packs).
- Through providing a combined total of over 1.05m condoms and lube sachets, we enabled people in Greater Manchester to have safer sex over 525,000 times last year.
- We produced and distributed 90,000 copies of our regional magazine 'outnorthwest' and a further 103,937 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.
- Through our Helpline and email service, we helped over 2,739 people with information and advice, including vital support for people feeling they have nowhere else to turn.
- We provided 1,139 sessions of counselling to 117 new clients; helping to improve the mental health of LGB people across Greater Manchester and into the North West.
- During 1,198 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 144 people accessed crisis support via our pop-in service (a 15% increase on the year before).
- We helped to reduce sexually transmitted diseases and HIV infection by opening the doors to our community based, outreach sexual health clinics to 528 men. This represented a 15% year-on-year increase, with particular growth in our Rapid HIV testing clinic. (By comparison, there's been a combined 43% increase since 2009/10).
- Our website pages were viewed over 502,600 times by over 132,000 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 2,057 young people, (an increase of 74% since 2009/10). This is designed to increase understanding, and reduce homophobia and homophobic bullying in schools.
- We welcomed a total of 16,462 visitors to our Community Resource Centre, accessing support, advice, training, information and services.
- We attended 185 events across the UK, including our 'sexual orientation roadshow', reaching out to audiences with LGF stalls, presentations, and round-table discussions.
- We signed up a further 3,822 people to our '*Enough is Enough – Action Against Homophobia*' campaign, and connected with over 2,000 people during outreach activities. We also engaged another 7,447 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 – Key Achievements for 2011/12

- Our Condom and Lube Distribution Scheme (CLDS) continues to be a corner-stone service of the LGF, providing a pragmatic approach to helping ensure that gay and bisexual men can protect their sexual health. Over 1.05 million individual condoms and lube sachets were distributed to 89 venues across Greater Manchester, enabling safer-sex to occur over half-a-million times. During the year, alongside Brook Manchester, Manchester's C-Card Scheme and Manchester Public Health Development Service, we also established the 'Manchester Condom Partnership'. This will enable us to develop a joined-up approach to condom use in Manchester, with consistent health promotions messages throughout the city.
- Once again, we saw continued rising demand for our range of clinical testing services, run in partnership with Manchester Centre for Sexual Health and Manchester Public Health Development Service. Our 'Outreach Full-Clinic' saw a record number of 206 men, whilst our 'Rapid HIV Clinic' served 322 men, a rise of 20% on the previous year. Because of the issue of late HIV diagnosis, (particularly a problem in the North West region), encouraging gay and bisexual men to test has become a major part of our 'Do You Know Your HIV Status?' campaign. Within the last year, 42% of our clinic clients hadn't tested within the previous 12 months. Our clinics continue to detect a higher positivity rate for STIs, including HIV, than the average figure for mainstream clinics.
- As part of our wider sexual health programme, we provided training to 159 trainees during the year (an increase of 35%) with 88% reporting an increase in knowledge. We also launched 'Check You' (a guide about what to expect at clinics), and 'LGF Quickies', a series of fortnightly, 30 second videos, on a wide range of health topics.
- We launched our Befriending Scheme, providing practical and emotional support and care for isolated and older LGB people in particular. Despite its infancy, we have already supported over 30 beneficiaries and secured new funding for the scheme's extended continuation. It is our belief, that this will become a significant and increasingly important programme provided by the LGF.
- We delivered 31 specialist social and support groups for patients at Rampton Hospital, providing 339 places across the year, with no groups cancelled, (which in itself is a significant achievement). This continues to be a rewarding experience for staff, volunteers and patients alike.
- Concerned by high levels of hate crime and incidents, as well as the sometimes vulnerability of LGB people when socialising, we launched our new 'Village Angels' programme. Operating from 8pm until 2am, the project focuses mainly on weekend nights within Manchester's Gay Village. Our trained team of staff and volunteers are providing vital interventions, (in liaison with village staff, the VBA, NiteNet, the police and the emergency services), to help keep people safer whilst they're out.
- We piloted our first-ever weekly 'LGB Film Therapy' group from September until December, involving a closed-circle of eight members (and 61 places in total). Due to its exceptional success, this will now be running as a monthly version during 2012/13.
- We organised and ran our sixth annual 'Sugar & Spice' health and wellbeing event, specifically targeting lesbian and bisexual women. The day was a great success, with 110 attendees involving themselves in a wide range of workshops and talks, including the 'Lesbian Power Panel' as a particular highlight.

- In January 2012, we won a national award by the Jo's Cervical Cancer Trust, presented during a special reception at the House of Commons. The award recognised the LGF's groundbreaking 'Are You Ready for Your Screen Test?' campaign, which targets lesbian and bisexual women to raise awareness about their need to attend for regular cervical screening tests. Following a pilot that halved the under-screening rate amongst LB women in the North West region, the campaign has since been generously funded by the National Cancer Screening Programme to rollout across the country during 2012/13.
- Our presence across a greater range of communication channels meant that we reached out to more people than ever before, providing essential information on LGB people's needs and life-experiences. During the year, there was a 62% increase in LGF press coverage in publications and online, and a 29% increase in coverage on television and radio (representing 419 and 138 articles respectively). Of particular note, was a very positive editorial and article about the LGF within the September edition of 'Attitude' magazine, the UK's biggest-selling, national gay title.
- Expansion of our community engagement programme has seen a wide range of interactive activities take place. These have included: 'Words Can Hurt' (involving a magnetic Scrabble board during Anti-Bullying Week); 'New Year, New You' (encouraging people to think about the different aspects of their health); an 'LGB&T History Quiz tour' (to coincide with LGBT History Month); 'Christmas Mincing' (offering free mince pies during promotion of the LGF's services) and more! In total, over 2,000 people were meaningfully engaged with during these sessions, and during Spring 2012, we significantly expanded the number of staff and volunteers in our community engagement team, to build on this success.
- In October 2011, we undertook a range of initiatives to mark 'World Coming Out Day'. The day was used to promote our helpline, which was continuously operated 24 hours on the day, and included an afternoon stint from Coronation Street star and LGF patron, Julie Hesmondhalgh (aka Hayley Cropper), to help raise the helpline's profile. Other activities included a special resource in outnorthwest magazine; outreach activities involving a bright-pink painted wardrobe (affectionately referred to as 'the Coming Out Closet'), which involved over 100 participants to help spread the message further; and continued development of the 'coming-out' information on our website, which remains one of our most viewed sections.
- Funded by Manchester City Council's Youth Fund, we launched 'Youth Almighty', a young person's project in partnership with the Albert Kennedy Trust (AKT). The project has been shaped by young people and is providing support in the form of outreach groups and 'life-skills' sessions to young LGB&T people aged between 14-18 from across Manchester. We are providing group sessions in schools, colleges and youth groups, talking about a range of issues from coming out to mental health. The 'Life-Skills' sessions are being delivered by AKT, and are introducing young LGB&T people to important skills such as basic cookery, budgeting and interview techniques.
- Throughout the year, we delivered 1,139 sessions of counselling for people suffering duress on a wide range of issues. Shockingly, over half of our clients have previously made at least one attempt to commit suicide. Through use of the CORE monitoring system, we are able to measure that over 83% make a clinical improvement, and we had 100% client satisfaction with the service. In addition, we took 2,371 helpline support calls, responded to 368 support emails; provided 1,198 groupwork places; and delivered 144 'pop-in' sessions for LGB people who are finding life difficult and are in need of immediate crisis support.

Goal 2: Strengthening Communities – Key Achievements for 2011/12

- Part of the Picture, our national survey on the substance use by LGB people, completed its third year of a five-year project. During the year, we gathered 1,388 responses through postal and online survey distribution, as well as data collections at Pride events across the country. We published the second report in Spring 2012 and are looking forward to the launch of the third report in late July 2012. (So far, a total of 4,206 people have taken part).
- We successfully ran our first 'I Exist' survey to find out about the health and social needs and experiences of LGB people. We received 2,827 responses from across the UK and are currently analysing and using this important data-set to lobby for sustained and improved services for LGB people.
- We launched online our free database of compiled LGB&T statistics, entitled 'Evidence Exchange'. Now containing over 1,600 statistics, Evidence Exchange is a significant tool in expanding the known evidence base for LGB&T people. Providing two-way interactivity, the Exchange should prove to be a great asset for anyone from Commissioners to local LGB&T groups.
- We expanded the number of recipients of our free, weekly e-bulletin to over 3,600 people (a rise of 76% on the previous year), providing readily accessible information on the latest LGB&T equality news, events, consultations, funding, research and more. The e-bulletin is proving to be a valuable communication mechanism not only for us, but also to help support the capacity of other organisations. (To sign up to the e-bulletin, please go to: www.lgf.org.uk/register).
- Following a large campaign during the summer months, September saw the launch of our inaugural Homo Heroes Awards. Across seven different public categories, just under 1,300 people voted for people and organisations that they felt deserved recognition for their fight for LGB equality. The Awards ceremony itself was attended by 95 people, and kindly hosted by the Mint Hotel in Manchester's City Centre. The second year's award ceremony is being sponsored by Barclays and is due to be held in September 2012.
- We have continued to provide essential meeting and event space for a wide range of other organisations, particularly smaller LGB&T groups who can often struggle to afford access to such facilities. Generating room-hire income during the day, (from larger or more commercial organisations), enables us to offer smaller groups and charities low-cost or free-of-charge space during the evenings and weekends. During 2011/12, our community resource centre was used 597 times by other organisations.
- In April 2011, in partnership with Voluntary Sector North West (VSNW), we delivered an 'Influencing Parliament for LGB&T Communities' event, with the highlight of the day being a question and answer session from the Speaker of the House of Commons, the Rt. Hon. John Bercow MP. Other sessions included consultations on proposed equality law changes, as well as updates from the Government Equalities Office on both the LGB&T and Trans specific Government Action Plans.
- During February 2012 we hosted our third NW Regional LGB&T Conference, entitled 'Changing Times'. The agenda included sessions on the changing health and care services landscape, a Big Lottery consultation, information on cervical screening and more. Attended by over 70 representatives, 98% of the audience were 'very satisfied' or 'satisfied' with the event, with the same number feeling that their expectations had either been met or exceeded.

Goal 3: Promoting Equality – Key Achievements for 2011/12

- Many organisations, and in particular public sector organisations, have historically struggled to undertake sexual orientation monitoring. As a result, the needs of LGB people have remained invisible, and there is a paucity of information on both the access and quality of the services they receive. To help address this issue, we produced a comprehensive and accessible guide to sexual orientation monitoring (SOM) in partnership with NHS North West. Since the launch of the guide, we have been working with public sector organisations across the region to support them in implementing SOM to improve services for LGB users. In total, we are currently engaged with 104 different public sector organisations.
- We have continued to strengthen our relationships with a range of government agencies, including the Department of Health, the EHRC and the Government Equalities Office (GEO). During the year, we completed 74 formal Government consultation submissions to represent the views and needs of LGB&T people (either as part of the National LGB&T Partnership or within our own right), and have been quoted in a number of official responses.
- In celebration of IDAHO (International Day Against Homophobia & Transphobia), the LGF ran the third year of our 'Flying the Flag' campaign. This initiative encourages a broad spectrum of organisations (and particularly public sector services) to fly the rainbow flag on 17 May as a sign of their commitment to diversity. As well as generating internal debate, participating organisations send positive signals to their staff, their service users, and the wider community. During 2011/12, we partnered with Gaydio (an LGB&T radio station) to increase promotion. In all, 250 flags were flown at separate locations, by 125 different organisations, including schools for the first time.
- In October 2011 (during the Party conference season), we ran our first ever 'Queer Question Time', hosted by our Chief Executive. The event's panel involved the LGB&T leads of all the main political parties, as well as special guest, Claire Mooney. With 55 people through the doors, the event generated some great debate both in the room and online, including 250 related tweets on the day.
- With the continued support of NHS NW, our 'We're Here if You Need Us' campaign was extended to 130 GP surgeries across the NW region, including a poster signposting LGB people to further help and information.
- On the back of this project, and again in partnership with NHS NW, we developed 'Pride in Practice'. This is a comprehensive, but easy-to-use, self-assessment tool that enables GP surgeries to demonstrate their commitment to excellence in LGB healthcare. Endorsed by the Royal College of General Practitioners (RCGP), participating surgeries receive a pack containing guidance on Sexual Orientation Monitoring; a range of LGB-affirmative resources for display in surgeries; a 'How To' guide to making surgeries accessible environments for LGB people; and a series of factsheets detailing the wide range of health inequalities of LGB people. The scheme accredits surgeries at Gold, Silver or Bronze level, and has since been kindly funded by the Department of Health for further rollout.
- We delivered Exceeding Expectations, (in partnership with Hope Theatre Company and Healthy Schools Manchester), reaching out to 2,057 young people, our largest annual figure to date. The project involves a number of key elements, including a theatre-in-education play, to challenge homophobic bullying and homophobia, as well as touching on a number of other issues such as faith and racism. Exceeding

Expectations continues to receive excellent feedback, and resulted in 93% of school pupils agreeing that they would in future take action to help prevent homophobic bullying. We also helped support 11 schools to introduce a zero-tolerance policy on this issue.

- Launched at the tail-end of 2010/11, we saw a huge uptake in the delivery of our 'Safer Schools Packs', including winning a public vote to deliver over 300 packs through Natwest's CommunityForce funding. In total, 558 packs were sent out across the country, with each pack containing lesson plans, a DVD, resources, stickers, posters and further guidance. Where packs were donated by community members, (often for delivery to their own previous schools), personal messages were also included, often relaying their own school experiences and why the packs are needed.
- 2011/12 was the second full year of our 'Enough is Enough – Take Action Against Homophobia' campaign. At the beginning of the year, we were both honoured and humbled to have the late Roger Crouch feature in our campaign video. Roger talked openly about the death of his young son Dominic, who tragically took his life after homophobic bullying from other school pupils. Following the video's posting on YouTube, we had over 11,300 views, and later in the year, Roger was awarded 'Hero of the Year' by Stonewall. Also of particular note this year, was a project with media students from Manchester City College. Together they produced eight different videos for the campaign, which received over 10,000 views as part of a competition. The top-two, winning videos will now feature as part of our campaign for the third year.
- Throughout the year, we signed-up another 3,800 people to the campaign. As a result, we increased the number of Enough is Enough newsletter subscribers by 40%, with over 7,000 people now receiving our monthly calls-to-action! Furthermore, through the combined 20,000 ambassadors for the campaign, Facebook calculates that we've now reached out to an estimated 1.5m people.
- The role of the National LGB&T Partnership was strengthened, when we officially became a Strategic Partner of the Department of Health. As well as supporting the DH, we have also provided advice to other government departments and national agencies, including the Home Office, the EHRC, the GEO, and the Big Lottery. The LGF established the Partnership in April 2010, and currently acts as the lead partner.
- In partnership with TRADE (based in Leicester), we ran the 'Rainbow Asian Project' speaking to 126 Asian men across the country to find out more about their problems when coming to terms with sexual orientation, accessing support and the barriers and enablers to engaging in safer sex. The project culminated in the production of the report 'Asian MSM – Understanding Your World', which was launched at an event at the LGF. We also held our now annual BME celebration, entitled 'Being Me Event' which had over 20 attendees, with 100% satisfaction and very positive feedback.
- In July 2011, we launched our 'I Exist!' Legal Rights Guide, distributing over 5,800 copies in the following months. The Guide has been written to provide up-to-date information about LGB people's legal and civil rights. The Guide complements our Legal Advice and Police Surgeries, as well as the advice we provide through our website, helpline and email service. April 2011 also saw the launch of our innovative 'Faithbook', which explores issues of faith and sexual orientation. The LGF now has over 20 guides on a range of LGB topics, and during the year, distributed over 193,900 resources, including our bi-monthly, community magazine, outnorthwest.

Goal 4: Developing Excellence – Key Achievements for 2011/12

- Securing a range of new funding sources, including the Transition Fund (providing stability for the charity and enabling a wide range of strategic projects); the Home Office Male Victims of Sexual and Domestic Abuse Fund (to provide counselling for an often overlooked and neglected cause, including training from the excellent organisation Survivors Manchester); and the Community Action Against Crime Initiative Fund (to provide advice, support and brief interventions to LGB people late at night whilst in Manchester's Village area).
- Venue hire of our city-centre facilities by external organisations, continued to rise, both exceeding target for 2011/12, as well as a healthy range of future bookings for 2012/13. This source of earned income provides a vital source of unrestricted income to help support the costs of free room-hire for smaller LGB&T groups.
- A capital grant from the Clothworkers Foundation enabled two important enhancements to our facilities. These included installation of a CCTV system to increase security across our building, and state-of-the-art, audio-visual equipment for our Groupwork room.
- We created a 'Human Resources Task Force' to support staff in their health, wellbeing and working-life environment, with a remit to respond to previous staff feedback on specific issues. As a result, our annual staff survey revealed 85% staff satisfaction with the LGF as an employer. This bucks the current trend in the charity sector, which has shown an overall decrease down to 56%.
- Our services were supported by over 145 volunteers from all walks of life. Together, they provided 7,200 hours of their time, an increase of 18% on the year before, and the equivalent of more than four, full-time staff for a year. Our annual volunteer survey also indicated that 98% of respondents would recommend volunteering with the LGF.
- Following the introduction of our Volunteer Manager the year before, volunteers have become even more integrated across the organisation, including now planning, writing and contributing to our quarterly volunteer newsletter, and our 'Community Action Panel', providing vital feedback on our campaigns and resources.
- As well as successfully regaining our Investing in Volunteering (iIV) award, we also secured the Information Standard for the first time. This is a scheme developed by the Department of Health, certifying the LGF as a producer of reliable health and social care information. These two awards compliment our other three, current accreditations: Investors in People (iP); Positive about Disabled People; and the Fundraising Standards Board (FRSB).
- Throughout the year, we continued to develop and improve our Customer Relationship Management (CRM) systems, enhancing performance management; 'customer' service; and the automation of several administration functions for further increased efficiency.
- During the year, we commissioned a substantial redevelopment of our website, with new features and sections continuing to be added. In total, over 132,000 unique users viewed 502,623 pages of content. Further expansion of our social media presence also included an 82% increase in our number of Twitter followers, (totalling over 5,800 by the end of the year); and a 10% increase in Facebook friends (totalling over 1,600).

Financial Review and Results for the Year

As with many organisations within the voluntary sector, the LGF faced a particularly challenging year during 2010/11, having to implement both expenditure cuts and staff redundancies. These painful measures were taken at the time to address both in-year need, as well as to strongly position the charity for the following year.

One year on, and whilst the charity continued to face a weak financial environment in 2011/12, the charity's proactive response was fruitful in providing a renewed strategic focus. The charity worked hard to both generate further income and control expenditure wherever possible, guided by weekly SMT meetings and monthly finance meetings with all of the staff budget managers.

As part of this process, we successfully received a Transition Fund bid, with the remit to focus on:

- **Diversifying our funding strategy**, particularly translating the strong set of bid-writing skills within our organisation to focus on trusts, foundations and future tenders.
- **Undertaking internal organisational and service redevelopment**, including the introduction of delivery-driven hubs; and the progression of 'LGF Direct', to provide more personalised services.
- **Developing stronger national and city-region partnerships**, both with other LGB&T organisations and other equality organisations or mainstream providers.
- **Adapting our IT and Communications**, including redeveloping our website and rolling out Customer Relationship Management (CRM) systems.
- **Strengthening 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.

The effects of this significant investment early on in the financial year, provided the charity with both the stability and 'breathing space' to concentrate on our future. By the mid-year point, fundraising successes meant that attention could begin to shift to address the funding gap for the following year (2012/13).

As a result, and compared with the original budget, an additional 9% of income was raised during the year, totalling £1,859,409. Whilst less than the previous year, this was a considerable achievement given the ongoing, turbulent financial environment and the one-off, substantial capital grant received the year before.

In particular, areas of income that exceeded target included:

- **Voluntary Income:** Collection Tins and Safer Schools Packs. We were also honoured to receive our very first legacy, totalling £7,500.
- **Earned Income:** Outnorthwest advertising and venue hire
- **Fundraising applications:** both to statutory and private sources

Therefore, in contrast with the previous year, a surplus of £102,888 was successfully generated. Of this, the Trustees have decided to allocate £22,888 to strengthen our free reserves, and that the remaining £80,000 to be used as a financial buffer for 2012/13, should this need to be called upon.

As usual, we have analysed costs in line with our major activities, namely **Services, Information, and Research**; in addition to **Governance**.

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.

Unrestricted Reserves: As of 31 March 2012, unrestricted and undesignated reserves amounted to £188,017, an increase of £22,888 from the previous year. This amounts to just over five week's running costs, based on the projected budget for 2012/13. 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 1: 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 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 was retained as a future property reserve. This reserve remained untouched during 2011/12.

Designated Reserve 2: Recognising that the external funding environment was likely to remain challenging for the foreseeable future, the Trustees have assigned a new, second designated reserve to support future budgets as required. As such, a maximum amount of £80,000 from the 2011/12 surplus has been allocated to the 2012/13 budget, should the need arise. However, should either income levels rise above budget projections, and/or expenditure levels fall, then the need to use this reserve will reduce accordingly, and possibly not be required at all.

Future Plans

At the time of writing, there continues to be a radical changes in the health and social care system, presenting both potential opportunities and challenges in regards to our current funding model. However, there remains a significant need for the work of the LGF and we continue to work towards our five-year Strategic Plan. Our Business Plan for 2012/13 is based around our four strategic goals. Linked to our Vision, Mission and Values, these continue to drive forward our 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.

Within these fields of work, we aim to focus on seven **key objectives** within each strategic goal, (hence totalling 28 key objectives for the year). For 2012/13, these have been determined as set out in the table on page 19.

Business Plan 2012-13

These objectives, and their corresponding deliverables are explored in more detail within the LGF's Business Plan 2012-13, which is available upon request.

Whilst 2012/13 presents a challenging financial and social climate, our ambitions are no less. We intend to consolidate our position; continue delivering frontline services; and progress our engagement with communities, partners and other stakeholders. In essence, this means:

1. An emphasis on expanding the direct delivery of prevention services for and to LGB people, and continuing to secure funding for these services, building on the work undertaken between 2010 and 2012.
2. Working with other LGB&T organisations to help them be sustainable and influential.
3. Campaigning broadly to promote the interests of LGB people and working in a targeted way with decision makers to secure the best outcomes for our communities.
4. Continuing to develop our organisational infrastructure to meet the changing needs of our service delivery and campaigning functions, as well as ensuring compliance with best practice, the needs of our regulators and our duties as a charity.

Key Objectives for 2012/13

Goal 1) Supporting Individuals	Goal 3) Promoting Equality
<p>1.1 We will connect with more lesbian, gay and bisexual people than ever before</p> <p>1.2 We will be an excellent source of specialist advice, information and support</p> <p>1.3 We will provide talking therapies to improve mental health and wellbeing</p> <p>1.4 We will provide a comprehensive events and training programme to increase skills, knowledge and self-confidence</p> <p>1.5 We will roll out a national campaign highlighting the need for cervical screening for lesbian and bisexual women</p> <p>1.6 We will provide a free and accessible condom and lube distribution scheme for gay and bisexual men across Greater Manchester</p> <p>1.7 We will increase the number of gay and bisexual men that know their HIV status</p>	<p>3.1 We will provide a comprehensive programme of anti homophobic bullying work in schools and other educational settings</p> <p>3.2 We will encourage public sector organisations to implement sexual orientation monitoring of staff and service users</p> <p>3.3 We will work with GPs and other health partners to adopt excellence in provision of healthcare to LGB people</p> <p>3.4 We will undertake a comprehensive LGB research programme (which includes I Exist, Part of the Picture, and the Manchester Gay Village Census)</p> <p>3.5 We will continue to work with colleagues across the public sector to keep LGB&T equality on the agenda</p> <p>3.6 We will increase the participation of LGB people in their communities through our Enough is Enough campaign</p> <p>3.7 We will enable communities to celebrate, promote and champion LGB&T people at the local level</p>
Goal 2) Strengthening Communities	Goal 4) Developing Excellence
<p>2.1 We will contribute to the inclusion of LGB&T needs within all Joint Strategic Needs Assessments across Greater Manchester</p> <p>2.2 We will support LGB&T people and groups to increase their impact and influence</p> <p>2.3 We will promote sharing relevant research and best practice</p> <p>2.4 We will celebrate external success in supporting LGB&T communities</p> <p>2.5 We will work with our sector partners to raise awareness of LGB&T issues at a national level</p> <p>2.6 We will provide and facilitate networking opportunities for LGB&T organisations and groups to increase the knowledge and awareness of the sector</p> <p>2.7 We will demonstrate the impact of the LGB&T sector's work through the development of case studies and people's stories</p>	<p>4.1 We will ensure that the people of the LGF are supported, skilled and knowledgeable</p> <p>4.2 We will increase the involvement and participation of female staff, volunteers and Trustees across the organisation</p> <p>4.3 We will use our performance monitoring data to shape and develop the LGF's services</p> <p>4.4 We will develop the LGF's sources of income to achieve our current and future ambitions</p> <p>4.5 We will further develop the LGF's governance arrangements and ensure all Trustees are strategically involved with the organisation</p> <p>4.6 We will review and implement the Information Standard across the LGF's printed resources</p> <p>4.7 We will ensure the continued implementation of a robust, financial management system across the organisation</p>

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 Trustees (Management Committee)


.....
John Finn – Company Secretary


.....
Date

Trustees, Officers and Advisors

Status

A registered Charity established as a Company limited by guarantee, governed by its Memorandum and Articles of Association, dated 22 March 2000.

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; Vice Chair to July 2012)

James Barnard (Vice Treasurer to July 2012)

John Finn

David Rogerson

Departing Trustees

Maxine Dixon (to July 2011)

Sandra Barrett (to Oct 2011)

John Goldring (to Oct 2011)

Ian McIlveen (to Nov 2011)

Les Patient (to March 2012)

Paula Goergen (to May 2012)

New Trustees (all from June 2012)

Shahnaz Ali

Sue Botcherby

Jackie Daniel (Vice Chair from July 2012)

Kevin Lee

Andrea Murray

Caroline Wilson (Vice Treasurer from July 2012)

Company Secretary

John Finn

Senior Management Team

Paul Martin OBE (Chief Executive)

Matt Harby (Director of Corporate Services)

Rob Cookson (Director of Business Development)

Sian Payne (Director of Organisational Development)

Annie Emery (Head of Services)

Darren Knight (Head of Policy & Engagement)

Sean Duggan (Head of Business Support)

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;

Website: www.lgf.org.uk

Auditors

- **Beavers & 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 2012**

We have audited the financial statements of The Lesbian and Gay Foundation Limited for the year ended 31 March 2012 on pages 24 to 34, 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 6, 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 2012 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.

Beever and Struthers

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: 23.8.12

The Lesbian & Gay Foundation Limited: Statement of Financial Activities

For the year ended 31 March 2012 (incorporating income and expenditure accounts)

	Notes	Unrestricted funds £	Restricted Funds £	TOTAL 2011/12 £	TOTAL 2010/11 £
Incoming resources					
Incoming resources from generated funds					
Voluntary Income		72,094	0	72,094	50,930
Activities for generating funds:					
<i>Fees and other sales</i>		102,170	0	102,170	101,699
Investment income		0	0	0	110
Incoming Resources from charitable activities		966,656	718,489	1,685,145	1,707,303
Grant funding for Premises Move		0	0	0	140,000
In Year Release of Designated Reserves		0	0	0	26,912
Total incoming resources	2	1,140,920	718,489	1,859,409	2,026,954
Resources expended					
Costs of generating funds					
Voluntary Income		16,836	0	16,836	28,060
Cost of sales		25,419	0	25,419	41,009
Cost of charitable activities					
Services		563,992	387,984	951,976	1,023,833
Information		392,142	202,749	594,891	620,759
Research		715	127,756	128,471	133,001
Governance costs		38,927	0	38,927	35,853
Office Move Costs		0	0	0	145,560
Total resources expended	3/4	1,038,032	718,489	1,756,521	2,028,075
Net incoming/(outgoing resources for the year)/ Net income/(expenditure for the year)		102,888	0	102,888	(1,121)

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 2012

Registered Company No. 03476576


	Note	2011/12 £	2011/12 £	2010/11 £	2010/11 £
Fixed Assets					
Office Fixtures and Fittings			0		0
Computer Equipment			5,889		8,812
	6		<u>5,889</u>		<u>8,812</u>
Current Assets					
Debtors	7	241,341		117,467	
Cash at Bank and in Hand		<u>345,766</u>		<u>395,985</u>	
		587,107		513,452	
Current Liabilities					
Creditors falling due within one year	8	<u>(300,065)</u>		<u>(332,219)</u>	
Net Current Assets			<u>287,042</u>		<u>181,233</u>
Total Assets less Current Liabilities			<u>292,931</u>		<u>190,045</u>
Represented by:					
Funds and Reserves					
	9				
Unrestricted Funds			188,017		165,129
Designated Funds			104,914		24,916
Restricted Funds			0		0
Total Funds			<u>292,931</u>		<u>190,045</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 Trustees (Management Committee) and signed on their behalf:


 David McGovern – Chair

23/8/2012
 Date


 Glyn Jenkins - Treasurer

23.8.12
 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 17 of this report.

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.

Accounting Policies (continued)

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 (Revised)

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

g) 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.

h) Operating leases

The LGF currently holds three Operating Leases for the Financial year stated, these are (i) Rent; (ii) Photocopiers; and (iii) 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.

i) 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. There was not a Pension Creditor as at the 31st March 2012 (our financial year-end).

The Lesbian and Gay Foundation Limited
- Notes to the Accounts 31 March 2012 (continued)

Note 2

2) Incoming Resources	Unrestricted Funds £	Restricted Funds £	TOTAL 2011/12 £	TOTAL 2010/11 £
Voluntary Income				
<i>Pride Donations</i>	24,500	0	24,500	27,500
<i>Supporters Scheme & Individual Donations</i>	37,094	0	37,094	21,430
<i>Sponsorship</i>	3,000	0	3,000	2,000
<i>Legacy Donations</i>	7,500	0	7,500	0
	72,094	0	72,094	50,930
Activities for generating funds:				
Fees and other sales				
<i>Counselling income</i>	7,536	0	7,536	7,870
<i>Design and Advertising Sales</i>	10,631	0	10,631	6,431
<i>Distribution sales</i>	3,499	0	3,499	3,500
<i>Venue Hire</i>	40,707	0	40,707	47,088
<i>Training and Consultancy Income</i>	31,497	0	31,497	35,010
<i>Student placement fees</i>	8,300	0	8,300	1,800
	102,170	0	102,170	101,699
Investment Income				
<i>Bank interest received</i>	0	0	0	110
<i>Other Adjustments (in-year release of reserves)</i>	0	0	0	26,912
	0	0	0	27,022

The Lesbian and Gay Foundation Limited
- Notes to the Accounts 31 March 2012 (continued)

Note 2 (Continued)

Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	TOTAL 2011/12 £	TOTAL 2010/11 £
PCT Contracts				
<i>Ashton, Leigh and Wigan Primary Care Trust (Mental Health)</i>	12,000	0	12,000	12,000
<i>Ashton, Leigh & Wigan Primary Care Trust</i>	29,730	0	29,730	29,730
<i>Bolton Primary Care Trust</i>	21,729	0	21,729	16,480
<i>Bury Primary Care Trust</i>	34,717	0	34,717	34,716
<i>CQUIN payments from Manchester Consortium</i>	3,122	0	3,122	0
<i>Manchester Primary Care Trust</i>	255,167	0	255,167	284,236
<i>Oldham Primary Care Trust</i>	21,073	0	21,073	25,944
<i>Public Health Manchester</i>	24,517	0	24,517	34,268
<i>Rochdale Primary Care Trust</i>	20,400	0	20,400	20,940
<i>Salford Primary Care Trust</i>	133,008	0	133,008	133,008
<i>Stockport Primary Care Trust</i>	30,291	0	30,291	31,541
<i>Tameside & Glossop Primary Care Trust</i>	9,566	0	9,566	9,564
<i>Trafford Primary Care Trust</i>	47,519	0	47,519	47,519
Other Funding Agreements				
<i>Adult and Community Learning Fund (NIACE)</i>	0	24,862	24,862	0
<i>Big Lottery - Basis II</i>	0	49,866	49,866	46,522
<i>Big Lottery - Drugs and Alcohol Research</i>	0	90,471	90,471	102,449
<i>Big Lottery - Reaching Communities</i>	0	92,152	92,152	89,249
<i>Capacity Builders</i>	0	0	0	88,514
<i>Carers Forum grants</i>	0	1,500	1,500	17,780
<i>Caring with Confidence</i>	0	0	0	38,731
<i>CHAPs - Enhanced Prevention Fund</i>	0	9,550	9,550	0
<i>CHAPs - National THT Contract - NW Region</i>	30,000	0	30,000	51,960
<i>CHAPs - 'Wear It, Lube It, Fill It' campaign grant</i>	0	27,000	27,000	0
<i>Clothworkers Foundation</i>	0	7,600	7,600	0
<i>Co Operative Foundation</i>	0	0	0	2,552
<i>Comic Relief - Young People's Mental Health</i>	15,282	2,050	17,332	32,431
<i>Community Action Against Crime Innovation Fund</i>	0	17,374	17,374	0
<i>Community Development Foundation - Hardship Fund</i>	0	0	0	59,603
<i>Department of Health - Carers Innovation Fund</i>	0	0	0	20,839
<i>NHS - National Cancer Screening Programmes</i>	0	12,775	12,775	0
<i>Department of Health - Strategic Grant</i>	41,000	159,000	200,000	150,000
<i>Department of Health - Cervical Screening Programme</i>	31,256	11,759	43,015	77,546
<i>Manchester Drug and Alcohol Services</i>	0	0	0	21,602
<i>Equalities and Human Rights Commission (EHRC)</i>	0	88,263	88,263	85,581
<i>Henry Smith Charity</i>	0	11,550	11,550	0
<i>Home Office - Sexual and Domestic Violence Fund</i>	0	10,000	10,000	0
<i>Lloyds TSB Foundation</i>	0	9,503	9,503	0
<i>Manchester City Council - Youth Fund</i>	0	6,287	6,287	0
<i>Manchester City Council Exceeding Expectations</i>	34,000	0	34,000	34,000
<i>Manchester City Council Helpline</i>	19,199	0	19,199	20,020
<i>Manchester City Council Wellbeing Fund</i>	0	7,270	7,270	0
<i>NHS Northwest - GP Surgeries Funding</i>	0	29,578	29,578	0
<i>Nottinghamshire Healthcare NHS Trust (Rampton)</i>	24,206	0	24,206	22,187
<i>Social Enterprise Investment Fund</i>	0	0	0	140,000
<i>Sports Relief - Flying the Flag Project</i>	0	2,890	2,890	0
<i>Transition Fund</i>	128,874	0	128,874	0
<i>Ministry of Justice -Victims and Witness Support Fund</i>	0	18,100	18,100	0
<i>Womens health</i>	0	0	0	12,500
<i>Other grants and trusts</i>	0	29,088	29,088	53,292
	966,656	718,488	1,685,144	1,847,304
	1,140,920	718,488	1,859,408	2,026,955

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2012 (continued)

Note 3 (A)

Analysis of total resources expended	Direct Costs £	Support Costs £	Total 2011/12 £	Total 2010/11 £
Costs of generating funds				
Voluntary Income	14,477	2,359	16,836	28,060
Cost of sales	18,587	6,832	25,419	41,009
Cost of charitable activities				
Services	729,086	222,890	951,976	1,023,833
Information	395,669	199,222	594,891	620,759
Research	79,309	49,161	128,471	133,001
Governance costs	25,369	13,557	38,927	35,853
Office Move Costs	0	0	0	145,560
Total resources expended	1,262,497	494,023	1,756,520	2,028,075

Note 3 (B)

Analysis of support costs	Voluntary Income	Fees and other sales	Services	Information	Research	Governance	Total 2011/12	Total 2010/11
Premises Costs	368	1,065	34,749	31,059	7,664	2,114	77,019	85,000
Support Staff Costs	1,055	3,054	99,635	89,055	21,976	6,060	220,835	233,116
Administrative Costs	913	2,645	86,290	77,127	19,032	5,249	191,257	270,438
Depreciation	23	68	2,216	1,981	489	135	4,912	7,250
Total Support Costs	2,359	6,832	222,890	199,222	49,161	13,557	494,022	595,804

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	2011/12 £	2010/11 £
Professional fees		
Audit fees	3,100	5,100
Costs of AGM and Trustee Meetings	185	3,058
Apportionment of staff and support costs	35,642	27,695
Total governance costs	38,927	35,853

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2012 (continued)

Note 3 (D)

Staff Costs	2011/12	2010/11
	£	£
<i>Wages and Salaries</i>	848,796	825,032
<i>Employers National Insurance</i>	83,359	80,575
<i>Pension costs</i>	79,467	71,664
	1,011,622	977,271

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

	2011/12	2010/11
£60,000-£70,000	1	1

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

Note 3 (E)

Average Staff Numbers	2011/12	2010/11
Senior Management Team	4.0	4.0
Operations Team	14.0	14.4
Marketing Team	6.5	7.0
Administration & Facilities Team	7.5	6.4
Fundraising Team	2.3	3.0
	34.3	34.8

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2012 (continued)

Note 4

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

	<u>2011/12</u>	<u>2010/11</u>
	<u>£</u>	<u>£</u>
Depreciation	4,913	7,250
Auditor's Remuneration	3,100	5,100
Irrecoverable VAT	26,520	30,454

Note 5

Taxation

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

Note 6

<u>Cost</u>	<u>Office Fixtures & Fittings</u>	<u>Computer Equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
At 1 April 2011	11,604	41,550	53,154
Additions	0	1,990	1,990
Disposals	0	0	0
At 31 March 2012	11,604	43,540	55,144
Depreciation			
At 1 April 2011	11,604	32,738	44,342
Charge for the year	0	4,913	4,913
On disposals	0	0	0
At 31 March 2012	11,604	37,651	49,255
Net Book Value			
At 31 March 2012	0	5,889	5,889
At 31 March 2011	0	8,812	8,812

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2012 (continued)

Note 7

Debtors	<u>2011/12</u>	<u>2010/11</u>
	<u>£</u>	<u>£</u>
Trade Debtors	107,685	59,717
Other Debtors and Prepayments	133,656	57,750
	<u>241,341</u>	<u>117,467</u>

Note 8

Creditors	<u>2011/12</u>	<u>2010/11</u>
	<u>£</u>	<u>£</u>
Trade Creditors	242,720	232,080
Other Taxes and Social Security	12,559	8,532
Outstanding pension contributions	0	24,891
Other Creditor and Accruals	44,786	66,716
	<u>300,065</u>	<u>332,219</u>

Note 9

Reserves	<u>Unrestricted</u>	<u>Designated</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Balance Brought Forward as originally stated	165,129	24,916	190,045
Prior year adjustment	0	0	0
Net Incoming Resources	22,888	80,000	102,888
Transfer between Funds	0	0	0
	<u>188,017</u>	<u>104,916</u>	<u>292,933</u>

Analysis of net assets between funds.

Fund balances as at 31st March 2012 are represented by:

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Fixed Assets	5,889	0	5,889
Current Assets	587,109	0	587,109
Current Liabilities	(300,065)	0	(300,065)
	<u>292,933</u>	<u>0</u>	<u>292,933</u>

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2012 (continued)

Note 10

Analysis of Unrestricted Funds

	Balance B/Fwd £	Incoming Resources £	Outgoing Resources £	Balance C/Fwd £
General Fund	165,129	22,888	0	188,017
Designated Fund Account for Accommodation	24,916	0	0	24,916
Designated Fund Account for Operational Costs	0	80,000	0	80,000
	190,045	102,888	0	292,933

Trustees have retained a 'Designated Fund for Accommodation' as a resource for any future dilapidations costs on the charity's rented premises. The 'Designated Fund for Operational Costs' has been allocated to provide a financial buffer (as required) during a continued period of change in the external environment.

Note 11

Leased Assets

£

Leased Premises - Richmond Street	Payments made current year	61,446
	Payments due 1 year	61,446
	Payments due 2-5 years	138,254
Spiritel Phone Rental	Payments made current year	5,182
	Payments due 1 year	5,182
	Payments due 2-5 years	15,546
Photocopier Rental Charge	Payments made current year	23,899
	Payments due 1 year*	15,005
	Payments due 2-5 years*	45,000

**Includes a renegotiated contract cost as at April 2012*

Note: The Lesbian and Gay Foundation signed a lease for premises at Number 5, Richmond Street, Manchester, commencing on 1 June 2010.

Note 12

Trustee Remuneration

- The Trustees received no remuneration in the course of their duties.
- During 2011/12, there have been no related party transactions.
- 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.

Glossary of Terms

- **BME** Black & Minority Ethnic
- **CHAPS** Community HIV and Aids Prevention Strategy
- **CLDS** Condom and Lube Distribution Scheme
- **CORE** Clinical Outcomes Routine Evaluation
- **CRM** Customer Relationship Management
- **EHRC** Equalities and Human Rights Commission
- **GEO** Government Equalities Office
- **ICT** Information and Communications Technologies
- **IT** Information Technology
- **JSNA** Joint Strategic Needs Assessment
- **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
- **SMT** Senior Management Team
- **VBA** Village Business Association
- **VSNW** Voluntary Sector North West

