



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 2013**

**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

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Annual Report and Financial Statements

For the year ended 31 March 2013

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Our Annual Review 2012/13, which is 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 – 2012/13

As I write this, one of the remaining legislative changes for LGB people has finally fallen into place, with Royal Assent having been given for equal marriage within the UK. At long last, people will be able to marry the one they love, regardless of their sexual orientation.

This significant development follows a long list of legislative changes over the last 15 years and represents a fundamental shift for the UK and our place in the world. If I'm honest, it's a change in our society and laws, which I never thought I'd see within my lifetime.

I feel very proud and lucky to have been part of an organisation that has played a key role in this movement, working publicly and behind the scenes to lobby for these changes. Last year, our 'Enough is Enough' campaign focused on the issue of Equal Marriage, and the resulting outcome, is testament to all the hard work of the many groups and individuals across the country, that have fought for LGB equality over the years.

However, whilst there continues to be legislative progress within the UK, the daily work of the LGF's services is a stark reminder of the reality on the ground. There continues to be significant inequalities for LGB people's health and wellbeing, and ongoing issues regarding hate crime and discrimination.

Recently the LGF received a letter thanking our staff and volunteers for "saving my family's life". In this letter, a harrowing story unfolded of the writer's daughter being persecuted to the point where she couldn't go out alone; her son being beaten up (resulting in a broken nose and two broken ribs); her husband's car being wilfully damaged; and homophobic comments being sprayed on their windows. In the end, the family had to split up to live with various relatives for their own safety. All of this happened because the young teenage daughter had come out as being lesbian. Luckily during this dark time, the family found out about our Helpline. Through ongoing support, advice and encouragement, they've since been able to rebuild their lives and have now been reunited in their former home. In an environment that often champions 'innovation', it's also important to remember the difference that a long-standing service such as our helpline can make.

And this is just one of our vital services, alongside our counselling, our befriending scheme, our sexual health clinics, our Village Angels, our advice surgeries, our website, our range of resources, our school-work and much, much more. As you read through this report, I hope you gain a sense of the vast span of the work the LGF undertakes, as we strive to always remind you that 'We're Here if You Need Us!'.

If you'd like to join us, there are number of ways to become involved, including:

- Register for our weekly e-Bulletin, providing you with up to date information;
- Join our 'Enough is Enough!' campaign, with suggestions for taking action;
- Follow us on Twitter, for all the latest news and events (@lgfoundation) and find us on Facebook ('The Lesbian & Gay Foundation').
- Become a volunteer, helping to support our services and office functions; and
- Join our monthly donor scheme, helping to make sure we can finance our work

For more information on any of these opportunities, please **call us** on 0845 3 30 30 30; **email us** at info@lgf.org.uk; or **visit our website** at www.lgf.org.uk

In the meantime, on behalf of all of our beneficiaries, thank-you for your continued support.

David McGovern, Chair of the Board of Trustees

Report of the Board of Trustees For the year ending 31 March 2013

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 2013. 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.

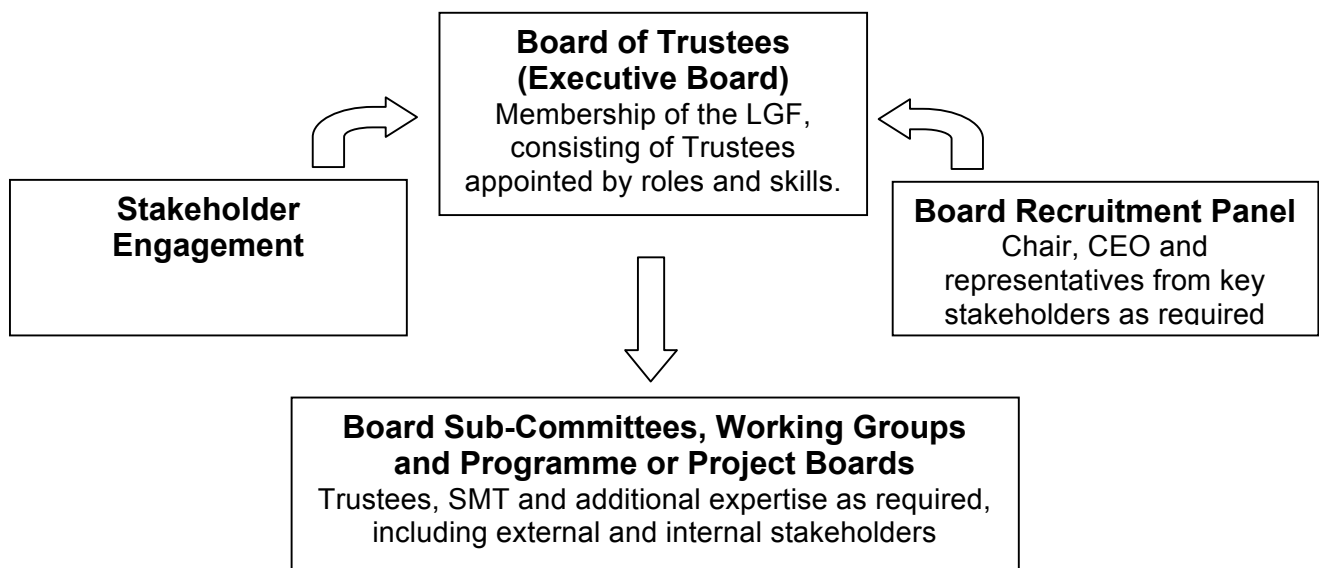
Structure, Governance and Management

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.

The LGF's Leadership Model

The Board of the LGF also constitutes the membership of the Charity. The Board has a number of mechanisms in place to consult with key stakeholders, (such as Staff, Volunteers and Service users), to inform its work and decision-making.

The Board is also supported by involving a recruitment panel to oversee the recruitment of new Trustees. Trustees are recruited either through open recruitment, or identified by recommendation, based upon their skills and experience, and in line with the needs and aspirations of the Board.



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.

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 held on a monthly basis, rotating strategic thematic workshops with a standard agenda. In addition, any other strategic meetings are held as required. Responsibility for reviewing key areas of financial activity and policy is delegated to the Finance and Administration Sub-Committee, which reports back to the Board meetings. The Sub-Committee operates under agreed terms of reference and includes both Trustees and members of the Senior Management Team, as well as staff and at times, key external specialists. The day-to-day operations of the LGF, including finance, are delegated to the Chief Executive and his Senior Management Team.

The Board sub-committees during 2012/13 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.
- **Performance Sub-Committee** – works to enhance and improve performance systems and maximise the benefits of external accreditation systems.

*In 2013/14, the Governance and Performance Sub-Committees have been subsumed within the main body of the Board of Trustees. The Finance Sub-Committee however remains outside of the Board, but has had its remit expanded to become the Finance & Administration Sub-Committee.

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 22.

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 2012/13. 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 both Board Meetings and those of the Finance & Administration Sub-Committee (FASC). The register is reviewed quarterly at these 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. In 2012/13 we also received funding to significantly develop our 'Well Women' programme of support for lesbian and bisexual women.

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 our growing 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 the Department of Health, we also expanded awareness of LGB affirmative services across an increasing number of GP surgeries, including further development of 'Pride in Practice', a self-assessment quality standard.

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 13 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 83 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 150 dedicated and active volunteers, who provided at least 8,915 hours of vital volunteering across all our services in 2012/13.

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 2012/13, we continued to build on our existing provision, as well as introducing new services and reaching out to new audiences. Below are some of our key achievements:

- We were accessed a total of 433,212 times including our services, printed resources, outreach activities, bulletin and website. (This figure excludes our condoms and lube).
- We continued to have a key focus on gay and bisexual men's sexual health, including widespread promotion of our 'Do You Know Your HIV Status?' campaign. During the year, we enabled safer-sex to happen nearly 570,000 times through the provision of 1.14m free condoms and lube sachets, at over 90 venues across Greater Manchester.
- As well as piloting postal home testing kits with RU Clear, we also welcomed 665 men to undertake sexual health testing at our variety of community clinics, including same-day testing. (This is an increase of 81% compared to 3 years ago).
- We launched our 'Well Women' project, building on our 'I ♥ Girls' programme of events, workshops, resources, services and women-specific support groups.
- Through outreach events and our Village Angels safety initiative, we engaged with 19,252 people, supporting them whilst in their community. We also welcomed 18,812 people to our Community Resource Centre, to access services, support, information and training; as well as engaging with a further 14,124 through research activities.
- We distributed 150,127 resources through attendance at events and through our established distribution network of over 525 venues. This included our bi-monthly, community magazine outnorthwest, and our range of guides, including six new ones.
- Through 1,098 counselling sessions, we supported the wellbeing of 135 people with a wide range of issues. Of these clients, 90% showed an improvement in their mental health, and the service had a satisfaction rating of 100%. Additionally, in partnership with Manchester Primary Care Mental Health Service, a further 100 people were supported through our LGBT Wellbeing Clinic, which is part of the IAPT programme.
- Our long-running helpline which operates seven days a week, 365 days a year, provided information, advice and emotional support to 1,857 callers. Further help was provided 537 times through our crisis pop-in service, letters and email support.
- During the year we introduced a more structured framework for our groupwork programme, providing 764 places to LGB people in total. Different groups targeted different sections of the community, offering facilitated, peer-to-peer support. We also provided 216 befriending sessions to LGB people feeling isolated and vulnerable.
- We challenged homophobia in schools, working with 3,063 young people through our joint Exceeding Expectations project. At the end of the initiative, 90% identified that they would now take action against homophobia, compared to just 21% beforehand. We also distributed safer-schools packs to 223 schools across the country.
- As well as Exceeding Expectations, our Youth Almighty project also supported 315 young people in a variety of settings, in partnership with the Albert Kennedy Trust.
- Following a successful pilot project in the North West, we expanded our Cervical Cancer Screening campaign 'Are You Ready For Your Screen Test?' across the country. The campaign targets lesbian and bisexual women to challenge previous myths about screening, as well as raising awareness amongst health professionals.

We would like to sincerely thank all of our stakeholders, including our funders, Trustees, staff, volunteers and supporters for enabling us to make this happen.

Principal Achievements for the Year

Goal 1: Supporting Individuals - Key Achievements for 2012/13

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

- We continued to make sure that gay and bisexual men in Greater Manchester have easy access to condoms and lube. During the year, we distributed a combined total of just under 1.14m individual condoms and sachets of lube, an increase of 8.5% compared to the previous year. This enabled safer-sex to occur 570,000 times and remains the most effective way to reduce the spread of HIV and other STIs.
- In partnership with Manchester Centre for Sexual Health, we ran a range of community-based clinics, twice a week. These included our full-screening clinics as well as our increasingly popular, same-day HIV testing clinics. As a result, we tested a total of 665 men, an increase of 26% on the previous year, with a satisfaction rating of 99%. We continued to highlight the need for testing through our main men's campaign 'Do You Know Your HIV Status?', signposting people to both our own and GUM clinics.
- We sought additional ways to innovate and increase access, including working with RU Clear, to pilot the provision of HIV home-sampling kits. Through our local development role with HIV Prevention England, we undertook motivational interviews with over 600 gay and bisexual men. We also shared good practice with wider stakeholders through the production of an HIV testing toolkit.
- During the year, sexual health information was accessed 16,637 times from the LGF, including the production of our 'Quickies' videos. We also produced a new resource called 'Sex Tips for Men' (launched at a live event), celebrating gay and bisexual men's sex lives. This and our 'Can We Talk?' event, helped us understand the issues men have about their sexual health and how they want to improve talking about them.
- Following generous funding from the Big Lottery Fund, we launched our 'Well Women' project, which to our knowledge, is the first of its kind within the UK. The four-year project focuses on the health and wellbeing of lesbian and bisexual (LB) women and is already going from strength to strength, ensuring we engage with more LB women in need of support. As well as (i) a programme of events and monthly workshops; the project is also (ii) bringing together an LB Women's Health Strategy; (iii) sending out a specific e-bulletin for LB women; (iv) engaging women as 'active citizens' and (v) co-ordinating a national network of groups delivering specialist services for LB women.
- In March 2013, we held our biggest ever 'Sugar and Spice event', now enjoying its seventh year. Over 180 women joined us to celebrate International Women's Day including a series of workshops, a central café and craft space, acoustic music, holistic therapies and a lively panel discussion with six, inspirational, local women. Feedback was overwhelmingly positive, with 100% of attendees enjoying the event and 89% feeling more informed as a result.
- Another highlight during the year was our 'Women's Pride' event, held during Manchester Pride's Fringe Festival in August 2012. The room was packed with passionate women talking about what matters to them and has since influenced our active citizen's project, as well as our monthly workshops. During 2012/13, we ran a total of 12 workshops on varied subjects including British Sign Language, Career Goals, Bike Maintenance, Screen Printing, photography and more! In total 418 women attended throughout the year, with 91% of them feeling more informed afterwards.

- Our Face-to-Face Counselling service continued as a vital lifeline for LGB people facing a huge range of issues. During the year, we provided a total of 1,098 sessions, supporting 135 clients to improve their mental health and wellbeing, with a 100% satisfaction rating. We also worked in partnership with Manchester Mental Health and Social Care Trust to run a Wellbeing Clinic especially for LGB&T people. The service is part of the IAPT initiative, designed to support feelings such as anxiety, stress, low mood, low self-esteem and panic. During the year, the Wellbeing Clinic supported a further 100 people. Through this process, we also shared our learning with services in Leicester, enabling them to successfully set up a similar service in their own area.
- Our 'Male Victims of Domestic And Sexual Violence' project had a huge impact following funding from the Home Office. We originally thought we'd work with 14 men, but due to such high demand, we actually supported 79 male clients who had suffered with these issues. Of these, 74% had previously made at least one attempt at suicide. Following excellent training from the organisation 'Survivors Manchester', we produced a specialised guide on male sexual violence, and provided support through our helpline and through counselling. The project made a real difference for these service users, many of whom had never dared talk about these subjects before. Of the men who undertook therapy, 100% noticed a significant difference in their overall mental health and wellbeing (as measured by CORE), and the service had a 100% satisfaction rating.
- We provided immediate information, advice and emotional support 2,260 times through our telephone and email helpline service, run from 10am-10pm, seven days a week. We also provided pop-in support at our centre, (including for those in crisis), to 123 people, as well as advice through our police and legal surgeries for 67 people.
- The LGF's 'Village Angels' programme ran for a full-year, providing a community safety service within Manchester's gay village (from 8pm to 2am, every Friday and Saturday). Over this period, we assisted 13,027 people, being available on 101 evenings, with staff time matched by trained volunteers. The service received recognition from GMP, the NW Ambulance Service, City-Co, the VBA and Manchester City Council; and the Village Angels were also nominated for a Manchester City Council 'Be Proud' award.
- Initiated in 2011/12, our Befriending Scheme developed into a successful service, running 216 sessions (an increase of 132% on the previous year), and supporting over 35 people. This project helps isolated LGB people (particularly the elderly) to maintain their independence, and to become more integrated within community and social networks. Growth of the service was enabled through the successful recruitment of over 30 Volunteer befrienders, offering amazing one-to-one support on a weekly basis.
- During the year we provided a safe and supportive environment for a wide range of LGB people through our groupwork programme, providing 764 places. We also worked with Manchester MENCAP to launch a group aimed at LGBT people with learning difficulties and disabilities; as well as supporting the development of 'Out with Prostate Cancer' - the UK's first support group for gay and bisexual men affected by prostate cancer.
- In 2011/12, we piloted a Cervical Screening Awareness campaign for LB women in the North West, which successfully halved the number of women not attending for screening. Because of the success of '*Are You Ready For Your Screen Test?*' the National Cancer Screening Programme kindly provided continuation funding, enabling the campaign to be rolled out nationally. This included press releases; outreach and netreach; attendance at 12 Pride events around the country; 3,000 posters; and 85 adverts within printed and online media. We also distributed 40,000 resource booklets and 45,000 postcards, as well as providing training for cervical screening sample takers.

Goal 2: Strengthening Communities – Key Achievements for 2012/13

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

- Building upon our 'Breaking the Cycle' strategy, we continued to seek ways that we could strengthen the LGB&T sector as a whole, particularly focusing on practical support for smaller LGB&T groups, many of whom have very limited funding.
- We provided signposting information and promotion of other groups, including their events across our range of media channels, exploiting the reach of our broad audience-base. This included articles and news in our community magazine 'outnorthwest', as well as within our weekly e-bulletin, and across our social-media channels, such as Facebook and Twitter. We additionally produced three 'Policy Briefings' for the LGB&T sector, on topics including the Freedom of Information Act, The Public Services (Social Value) Act 2012 and the NHS Information Strategy.
- We once again organised and prepared for our annual 'NW Regional LGB&T Conference', which this year was entitled 'Voice & Choice'. Attended by 45 group representatives, the conference received a 100% satisfaction rating, and 100% of attendees left the day feeling more informed. This year, topics included health inequalities; increasing inclusion of LB women; an update on the changes to the health and care system; celebrating community action; patient voice; and tips for best utilising social media. The event remains a key opportunity to bring together LGB&T groups and the wider community, to share, learn, innovate and shout about the work we all do.
- We promoted 149 relevant funding sources to LGB&T groups across the year, an increase of 45% on the previous year. We also followed up individual requests for funding advice; both from individuals and organisations. We are also started the process of supporting BiUK to become a constituted organisation, so that they will be more readily able to access funding in the future.
- One of the most consistent needs of smaller LGB&T groups is the fundamental requirement to have access to a suitable space to meet. During 2012/13, the LGF provided meeting space 543 times to other groups (usually for free). For all groups and their attendees, we aim to provide a warm welcome provided by our helpdesk team, as well as access to our facilities. Our Community Resource Centre remains open till 10pm at night, as well as being open all day Saturday.
- We further expanded development of our online Evidence Exchange, increasing the number of statistics by 68% to 2,711. Registration and access to this evidence base remains free of charge, and provides vital information for funding bids, presentations, needs analyses, commissioning decisions and more.
- We continued our role as lead partner of the National LGB&T Partnership, which meets on a monthly basis. This brings together 14 key LGB&T service-providing organisations across the country, (as well as over 660 stakeholder groups), to reduce health inequalities and challenge discrimination within public services. As part of this work programme, we responded to 83 formal consultation processes across government departments, feeding in the needs and experiences of LGB&T people.
- The Partnership also hosted a 'Health Trans Conference' and ran two lesbian and bisexual women focused events, engaging with, and sharing information between service providers. Furthermore, we engaged with Public Health England regarding the relative invisibility of LGB&T communities, resulting in the production of a 'LGB&T Companion Document' to the Public Health Outcomes Framework.

Goal 3: Promoting Equality – Key Achievements for 2012/13

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

- With the generous support of Barclays, we ran the 2nd year of our Homo Hero Awards. These Awards provide an opportunity to help recognise the important achievements of unsung individuals, groups and businesses, who work for and on behalf of LGB people. Just under 2,200 people engaged with the awards - nominating their heroes; voting for their favourites; and helping us to celebrate the winners and all the nominees on the night. For the first time, we also worked with Manchester City Council to launch the Alan Turing Memorial Award, introduced during what would have been Alan's centenary birthday year. Once again, we were overwhelmed by the number of inspirational stories of people's dedication and determination and was another poignant reminder of the great work people do everyday, to help support their LGB communities.
- Throughout the year, we attended at least 123 different events, as part of our 'sexual orientation roadshow'. This including hosting stalls, giving presentations and attending round-table discussions. For example, during LGBT History Month we engaged with 600 staff and students in Rochdale. As a result, the E&D Officer has fed back that they are now taking a zero-tolerance approach to hate speech, due to an increase in confidence in dealing with such situations. In addition, we continued to deliver training sessions and attended a large range of networks and forum meetings.
- Homophobia, biphobia and the associated bullying remains a key issue within schools, affecting both young LGB people and those considered by their peers 'to be gay'. To challenge this culture, last year saw an expansion of our Exceeding Expectations project, which runs in partnership with Healthy Schools Manchester and the Hope Theatre Company, and includes a thought-provoking play. During the year we directly engaged with 3,063 school pupils aged 11-15, (an increase of 49%), in Manchester and Salford secondary schools. Only 21% of pupils originally said they would take action against homophobia prior to the initiative - this rose to 93% afterwards. We also worked with 13 schools to introduce a zero tolerance policy towards such bullying; and sent out 223 of the LGF's Safer-Schools Packs following kind donations from the public.
- In addition to building up the LGB&T evidence base through our Evidence Exchange, we also had a very successful year with our own research activities, engaging with 14,124 respondents, (an increase of 90% on the previous year). This included our Village Census for 2012, with our research teams collecting data during June and October, with further support provided by the VBA and Village venues.
- We also continued with the fourth year of our Part of the Picture project, building up a picture of drug and alcohol use amongst LGB communities. Kindly funded by the Big Lottery Fund, this national survey collates information through postal surveys, an online survey and through direct interaction with LGB people at a range of events, including Prides around the country. In total, we received responses from 2,203 LGB people in 2012, making this fourth year our most productive yet. Work has now commenced on the fifth and final year of the project, which will include a greater focus on qualitative information in addition to the quantitative data collection.
- Working in partnership with a range of faith groups, we continued to celebrate LGB&T people of faith, an area that continues to affect our work and is hard for some people to approach. In October 2012, we held our third 'Celebrate' faith event at Manchester Cathedral, once again led by Bishop Nigel McCulloch, prior to his retirement.

- We successfully secured funding from the Heritage Lottery Fund, enabling us to start on a new LGB Heritage project, with a particular focus on the Greater Manchester area. The project involves several key elements, including hosting a series of seminars; producing an online timeline of LGB history (including people's stories); reproducing a source guide for LGB Heritage in the area, and last but not least, delivering a series of LGB&T quizzes around Greater Manchester to help create awareness and interest during the project. This latter part was successfully delivered during February 2013 (with a total of 14 quizzes being held), and the rest of the project is now ongoing.
- Across Greater Manchester, we engaged with all of the local authorities regarding LGB people's needs for their JSNAs and subsequent development of Health and Wellbeing strategies. We also provided further advice on Sexual Orientation Monitoring, including distribution of our specific guide on this issue, previously produced with NHS NW.
- During the year, we signed up another 2,797 people to our *'Enough is Enough! – Take Action Against Homophobia'* campaign. This now brings together a combined total of 8,281 people receiving monthly information on key issues and how they can take practical steps to help end homophobia and biphobia. As part of the campaign, we've continued to highlight and support campaigns both at home and abroad, to help further awareness of the current situation for our communities.
- As a key strand of 'Enough is Enough!' last year, we launched our 'Love Equal Marriage' campaign. This promoted the government consultation; provided information on the potential changes and differences; and collated positive stories of LGB relationships and civil partnerships. We also ran a postcard and online campaign, encouraging people to lobby their MPs on the issue, and liaised with the Government Equalities Office to consider the issues involved. We're therefore absolutely delighted that our work last year, has helped contribute towards securing a positive result.
- We continued to build on our 'Pride in Practice' charter-mark, which supports GP surgeries to benchmark themselves against a range of self-assessed standards. Successful completion of the award demonstrates to patients that the surgery is delivering excellence in lesbian, gay and bisexual healthcare. By the end of the year, 99 GP surgeries had registered with the scheme, with 19 having so far achieved either a gold, silver or bronze award. Already we are hearing stories of the scheme's impact, and the increased ability for LGB patients to confide in their doctors and receive the appropriate responses, information and treatment as a result.
- As part of initiatives to recognise IDAHO (International Day Against Homophobia) we ran our 'Flying the Flag' project, which encourages organisations, particularly those in the public sector, to fly the rainbow flag on 17th May. The idea behind the project is to demonstrate solidarity with LGB&T communities, as well as generating internal debate within the organisations taking part. In May 2012, we successfully had 250 flags flown, our most successful year yet!
- In addition to linking with IDAHO, the LGF also organised events tied to other global LGB initiatives. This included 'Coming Out Day' (for which the LGF produced our own summary guide); and 'Spirit Day', which encourages people to wear purple as a sign of support for young LGB&T people, and which was initiated in response to a spate of young people taking their own lives. We also continued our long-standing support for World Aids Day, challenging the stigma surrounding HIV, and raising awareness for further support and action.

Goal 4: Developing Excellence – Key Achievements for 2012/13
The LGF will continuously develop its people, systems and procedures to deliver and sustain excellence for all of our beneficiaries.

- Through our Communications team, we've sought to raise the profile of the LGF and our services, as well as the needs of LGB people. During 2012/13, we had 202 articles featured in printed and online media, and also undertook 65 interviews through radio and TV channels. We were also very pleased to feature in large mainstream media, including interviews with Cosmopolitan, Take A Break and Newsround.
- Areas of growth for generating income included venue hire, corporate support, training and consultancy, fundraising applications, and collection tins. We also saw a growth in people undertaking sponsored Charity Challenges such as marathons, as well as Fundraising Events (including a special community recital of the Vagina Monologues).
- At the end of last year, we had 153 active volunteers, who provided at least 8,915 hours worth of volunteering. Volunteers were involved in nearly all areas of LGF services and functions, including our Helpline, Befriending, Counselling, Village Angels, Group Programme, HR, Design, Finance, and Communications. Our annual volunteer survey highlighted 98% satisfaction with the LGF, and that during the year, 88% of volunteers felt that they had developed their skills through their involvement. We're continuing to build on our volunteer get-togethers, including our annual Volunteer Awards, social events and a really successful 'Feast' event in January 2013, which brought together staff, volunteers and Trustees to discuss strategic issues.
- Following a process of stakeholder mapping and feedback, we further enhanced and restructured our website. This continues to be an ongoing priority for the organisation, increasing access to information for people who can't necessarily come to our building, or who remain out of reach of our distribution network. During the year, 126,851 unique users viewed 452,373 pages of website content, on everything from 'Getting Support' through to 'Policy & Research' resources. See www.lgf.org.uk for more information.
- Our presence across social media channels continued to grow. As well as redeveloping our Facebook page (1,259 likes) we also built our engagement with Twitter (with a 62% increase in our number of followers, reaching 9,418 by year-end). These have created a really useful means for instant interaction and feedback. We've also redeveloped our free, weekly eBulletin, which by March 2013, had 4,953 recipients, and provides regular information on events, research, funding opportunities, campaigns, incidences of discrimination and more.
- We continued to look at ways we could enhance 'customer service' at our helpdesk, which last year welcomed 18,812 visits to our Community Resource Centre. Our helpdesk team also co-ordinated our facilities for groups and training, answered our helpline, and responded to the support emails and letters we received.
- We undertook further work to maintain our current, five quality standards, which are: (i) Positive About Disabled People; (ii) Investors In Volunteers; (iii) Investors in People (iv) the Fundraising Standards Board; and (v) the Information Standard.
- We continued to develop our Customer Relationship Management (CRM) system. This has had significant benefits for the charity, both in terms of increasing our workflow effectiveness and our ability to record and interpret service monitoring data. Particular developments during the year included enhancements to our modules on distribution, resources, a region finder, our IT Helpdesk system and HR.

Financial Review and Results for the Year

At a time when the external funding environment continues to be very tough, (with both cuts being implemented and inflationary uplifts abolished), the charity has remained in a form of 'turnaround' mode. As such, there has been a continual focus on income generation and extra vigilance regarding our expenditure. Weekly SMT meetings and monthly finance meetings have been further supplemented with fortnightly sessions and quarterly strategic funding meetings. Workshops have also been held with relevant staff and the Board of Trustees. These have considered our geographical footprint and the strategic future of our income generation streams, and their potential for growth.

During the year, the charity was very fortunate to be supported by a wide range of funding sources, resulting in a varied combination of short-term and multi-year agreements. In particular, we were thrilled by new investment from the following three sources:

- **Time to Change:** Providing project funding to help challenge the stigma of mental health problems faced by lesbian and bisexual women. This project is culminating in an amazing, service-user produced exhibition over the summer of 2013.
- **Big Lottery Fund:** Supporting probably the largest specific investment ever made into the health and wellbeing of lesbian and bisexual women. This four-year funding will support a 'Well Women' programme of activities, events and services.
- **Manchester Mental Health Joint Commissioning Team:** After several years of building up a credible evidence base, we submitted a 'mental health business case' for consideration. As a result, we managed to secure funding of £100k to support our wide range of Mental Health and Wellbeing services. Because the Joint Commissioning Team is currently undertaking a significant review of all of its contracts, this allocation was provided as one-year 'bridging' funding. This therefore recognised that by supporting our services in 2012/13, there would also be additional stability for these same services the following year, whilst this review was carried out.

As a result of these funds and other successes across all our income streams, an additional 2.4% of income was raised during the year compared with the original budget. Hence we completed the year raising a total income of £1,937,450. This represented modest year-on-year growth of 4.2% compared to 2011/12 - a considerable achievement given the ongoing, turbulent financial environment currently facing the voluntary sector.

In particular, areas of income that exceeded target included:

- **Voluntary Income:** Charity Challenges, Collection Tins and Fundraising Events.
- **Earned Income:** Training & Consultancy income and Venue Hire
- **Fundraising applications:** both to statutory and private sources

As a result of this these, we were able to leave our operational designated reserve untouched, meaning that it can continue to provide a financial buffer for future years. Furthermore, the success of securing in-year mental health and wellbeing funding, contributed to a surplus, totalling £100,056. This has now been further added to the previous designated reserve, and assigned to underpin the 2013/14 budget as operationally required. In particular, it will provide stability to the LGF's mental health services until such time that longer-term funding can be secured.

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

We would like to thank the following funders for their kind financial support during 2012/13:

GREATER MANCHESTER PRIMARY CARE TRUSTS

- Ashton, Leigh & Wigan • Bolton • Bury • Heywood, Middleton & Rochdale
- Manchester • Oldham • Salford • Stockport • Tameside & Glossop • Trafford

OTHER FUNDERS

- Albert Hunt Trust • Austin & Hope Pilkington Trust • Barclays • Big Lottery Fund
- CHAPS • Comic Relief • Department of Health • Duchy of Lancaster Benevolent Fund • EHRC • Equity Foundation • Henry Smith Charity • Heritage Lottery Fund
- HIV Prevention England (formerly CHAPS) • Home Office • IAPT National Programme • Jagger & Associates • Lloyds TSB Foundation • Manchester City Council • Manchester Guardian Society Charitable Trust • Manchester Pride
- Ministry of Justice • NHS – National Cancer Screening Programmes • NHS Northwest Strategic Health Authority • Nottinghamshire Healthcare NHS Trust
- OCS – Transforming Local Infrastructure (TLI) • Public Health Manchester
- Rayne Foundation • Salford City Council • Salford CVS • Time to Change
- Trafford Council - Diverse Communities Board • Waitrose Community Matters
- Zurich Community Trust

We are also very grateful to all of our supporters, donors, partners, advocates and allies for all of their help during the year. In particular, our heartfelt thanks to our volunteers, who continue to provide their time, energy and skills for the benefit of our communities.

SUPPORTING OUR WORK

Do you want to help us continue our work and be here for those who need us? Giving just a small amount each month makes an impact on the number of people we can help. To find out more information about joining our monthly donor scheme, please contact Debbie Edwards at:

Email: debbie.edwards@lgf.org.uk

Phone: 0845 3 30 30 30

Alternatively, please visit our **website** at: www.lgf.org.uk/donate

Reserves Policy

The Charity 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. For example, 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 2013, unrestricted and undesignated reserves amounted to £188,017. This is equivalent to just under five week's running costs, based on the projected budget for 2013/14. 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. They are also held to help 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 community resource 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 2012/13.

Designated Reserve 2: Of the surplus generated in 2011/12, it was agreed that £80,000 should be assigned to form a second designated reserve. This was put aside to support future operational budgets, recognising the level of uncertainty in the current external funding environment. Fortunately, income generation exceeded target during 2012/13, and this designated reserve was left intact. Furthermore, the successful late negotiation of £100k funding from Manchester PCT to support our mental health and wellbeing services, meant that we actually generated a surplus of £100,056, on the understanding that this would provide greater security for these services the following year. Therefore, this has now been added to this designated reserve, bringing the total to £180,056. This has been put aside to underpin the 2013/14 budget. However, once again, 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

The unprecedented changes in the health and social care system, (as well as other arenas), present both potential opportunities and challenges for the charity. However, there remain significant needs for our work and we continue to work towards our five-year Strategic Plan. Our Business Plan for 2013/14 is based around our four strategic goals. Linked to our Vision, Mission and Values, these continue to drive forward our agenda.

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 strategic goals, we aim to focus on 25 key objectives for the year. For 2013/14, these have been determined as set out in the table on page 20.

Business Plan 2013-14

As part of the outlined objectives, some key areas of focus throughout the year include:

- Maintaining the current level of investment within our sexual health programme, whilst additionally seeking new funding for our mental health and wellbeing services. We also wish to identify funding to pilot more dedicated services supporting LGB people with addictions and substance use issues.
- Expanding our CLDS scheme to an increasing number of venues, as well as increasing the number and type of opportunities for gay and bisexual men to undertake HIV and other STI testing. We also want a greater focus on helping to empower GB men.
- Growing our 'Well Woman' programme, to help ensure that the needs of lesbian and bisexual women are better recognised and met, both by ourselves and others.
- Further developing our counselling and wellbeing services. In particular, we wish to further expand our befriending scheme, reaching out to vulnerable and isolated older LGB people, and becoming more responsive to a greater range of needs.
- Working with others across the country to secure greater LGB equality, including the importance of sexual orientation monitoring. We also want to expand 'Pride in Practice' to a greater number of GP surgeries, ensuring excellence in LGB healthcare.
- Continuing to expand our 'Evidence Exchange - an online database of statistics crucial for ourselves and other organisations to demonstrate the evidence base.
- Seeking further interactive engagement with people through our social media, including: our website, our weekly eBulletin, our Twitter account, and our Facebook page.
- Recruiting a 'Giving Manager' to focus particularly on individual giving and legacies. We aim to increasingly diversify our funding streams, particularly unrestricted income.
- Further developing our CRM system and our Performance Monitoring processes.
- Maintaining our current five accreditations and seeking to secure the ISO9001 standard.

Key Objectives for 2013/14

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 empower and enable lesbian and bisexual women to improve their health and wellbeing</p> <p>1.5 We will empower and enable gay and bisexual men to make informed choices about their sex lives and their sexual health</p> <p>1.6 We will increase the number of gay and bisexual men that know their HIV and other STIs status</p>	<p>3.1 We will provide a comprehensive programme of anti homophobic bullying work in schools and other youth settings</p> <p>3.2 We will work with GPs and other health partners to adopt excellence in provision of healthcare to LGB people</p> <p>3.3 We will undertake a comprehensive LGB research programme (which includes I Exist, Part of the Picture, and the Manchester Gay Village Census)</p> <p>3.4 We will continue to work with colleagues across the sectors to keep LGB&T equality on the agenda, including the importance of implementing sexual orientation monitoring</p> <p>3.5 We will increase the participation of LGB people through our 'Enough is Enough – Take Action Against Homophobia' campaign</p> <p>3.6 We will enable communities and others to promote and celebrate LGB&T people at the local level</p>
Goal 2) Strengthening Communities	Goal 4) Developing Excellence
<p>2.1 We will influence policy and action at a local level across Greater Manchester</p> <p>2.2 We will support LGB&T communities and groups to increase their viability, sustainability, impact and influence</p> <p>2.3 We will promote the development and sharing of relevant research and best practice, case studies and stories, to demonstrate the need and impact of LGB communities</p> <p>2.4 We will enable LGB&T people to feel safe in their communities, and empower them to take action when they don't</p> <p>2.5 We will work with our sector partners to raise awareness of LGB&T issues at a national, regional and sub-regional level</p> <p>2.6 We will provide and facilitate opportunities for LGB&T people to act as ambassadors and champions for their community</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, patrons and Trustees</p> <p>4.3 We will increase the overall diversity of our staff, volunteers, patrons and Trustees</p> <p>4.4 We will use feedback and our performance monitoring data to shape and develop the LGF and its services</p> <p>4.5 We will develop the LGF's sources of income to achieve our current and future ambitions</p> <p>4.6 We will continue to implement and review our range of organisational accreditations</p> <p>4.7 We will ensure the continued implementation of a robust, financial management system across the organisation</p>

These key objectives are broken down into a multitude of project-funded and operational deliverables, which are collated and monitored through our CRM system. This is seen as being a 'live' process, with new deliverables added or amended as the year progresses.

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)


.....
Sian Payne – Company Secretary

24th October 2013
.....
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)

Jackie Daniel (Vice Chair)*

Glyn Jenkins (Treasurer)

Caroline Wilson (Vice Treasurer)*

Andrea Murray*

James Barnard

Kevin Lee*

Shahnaz Ali*

Departing Trustees

John Finn (to Jan 2013)

David Rogerson (to Mar 2013)

On Board Leave

Sue Botcherby

All from June 2012*

Company Secretary

Sian Payne (from Jan 2013)

John Finn (to Jan 2013)

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

- **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 2013**

We have audited the financial statements of The Lesbian and Gay Foundation Limited for the year ended 31 March 2013 on pages 25 to 35, 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 2013 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: 24.10.13

The Lesbian & Gay Foundation Limited: Statement of Financial Activities

For the year ended 31 March 2013 (incorporating income and expenditure accounts)

	Notes	Unrestricted funds £	Restricted Funds £	TOTAL 2012/13 £	TOTAL 2011/12 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income		51,684	0	51,684	72,094
Activities for generating funds:					
Fees and other sales		99,192	0	99,192	102,170
Incoming resources from charitable activities		894,311	887,963	1,782,274	1,685,145
Other Balance Sheet release		4,300	0	4,300	0
Total incoming resources	2	1,049,487	887,963	1,937,450	1,859,409
Resources expended					
Costs of generating funds					
Voluntary Income		9,001	0	9,001	16,835
Cost of sales		24,673	0	24,673	25,419
Cost of charitable activities					
Services		497,770	524,464	1,022,234	951,976
Information		260,035	267,138	527,173	594,891
Research		112,611	96,361	208,972	128,471
Governance costs		45,341	0	45,341	38,927
Total resources expended	3/4	949,432	887,963	1,837,394	1,756,519
Net incoming resources for the year/ Net income		100,056	0	100,056	102,890

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 2013


Registered Company No. 03476576

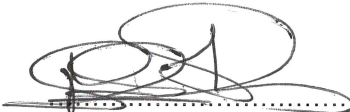
	Note	2012/13 £	2012/13 £	2011/12 £	2011/12 £
Fixed Assets					
Office fixtures and fittings			0		0
Computer equipment			5,082		5,889
	6		<u>5,082</u>		<u>5,889</u>
Current Assets					
Debtors	7	350,692		241,343	
Cash at bank and in hand		<u>297,661</u>		<u>345,766</u>	
		648,353		587,109	
Current Liabilities					
Creditors falling due within one year	8	<u>(260,446)</u>		<u>(300,065)</u>	
Net Current Assets			<u>387,907</u>		<u>287,044</u>
Total Assets less Current Liabilities			<u>392,989</u>		<u>292,933</u>
Represented by:					
Funds and Reserves					
	9				
Unrestricted Funds			188,017		188,017
Designated Funds			204,972		104,916
Restricted Funds			0		0
Total Funds			<u>392,989</u>		<u>292,933</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).

The notes on pages 27 to 35 form part of these financial statements.

Approved by the Trustees (Management Committee) and signed on their behalf:


 David McGovern – Chair


 Glyn Jenkins - Treasurer

24/10/13
 Date

24/10/13
 Date

Note 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 18 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. As at 31st March 2013, there was a Pensions Creditor of £8,249 payable. This is included within Creditors on the Year-End Balance Sheet.

The Lesbian and Gay Foundation Limited
- Notes to the Accounts 31 March 2013 (continued)

Note 2

Incoming Resources	Unrestricted Funds £	Restricted Funds £	TOTAL 2012/13 £	TOTAL 2011/12 £
Voluntary Income				
<i>Manchester Pride donation</i>	13,000	0	13,000	24,500
<i>Supporters Scheme & individual donations</i>	33,388	0	33,388	37,094
<i>Sponsorship</i>	5,296	0	5,296	3,000
<i>Legacy donations</i>	0	0	0	7,500
	51,684	0	51,684	72,094
Activities for generating funds:				
Fees and other sales				
<i>Counselling income</i>	4,529	0	4,529	7,536
<i>Design and Advertising sales</i>	2,930	0	2,930	10,631
<i>Distribution sales</i>	0	0	0	3,499
<i>Venue hire</i>	51,487	0	51,487	40,707
<i>Training and Consultancy income</i>	33,686	0	33,686	31,497
<i>Student placement fees</i>	6,560	0	6,560	8,300
	99,192	0	99,192	102,170
Other income				
<i>Miscellaneous/Other Income</i>	4,300	0	4,300	0
	4,300	0	4,300	0

The Lesbian and Gay Foundation Limited
- Notes to the Accounts 31 March 2013 (continued)

Note 2 (Continued)

Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	TOTAL 2012/13 £	TOTAL 2011/12 £
PCT Contracts				
<i>Ashton, Leigh and Wigan Primary Care Trust (Mental Health)</i>	22,000	0	22,000	12,000
<i>Ashton, Leigh & Wigan Primary Care Trust</i>	29,730	0	29,730	29,730
<i>Bolton Primary Care Trust</i>	21,576	0	21,576	21,729
<i>Bury Primary Care Trust</i>	34,700	0	34,700	34,717
<i>CQUIN payments from Manchester Consortium</i>	12,968	0	12,968	3,122
<i>Manchester Primary Care Trust</i>	242,853	0	242,853	255,167
<i>Oldham Primary Care Trust</i>	20,484	0	20,484	21,073
<i>Public Health Manchester</i>	24,517	0	24,517	24,517
<i>Rochdale Primary Care Trust</i>	20,400	0	20,400	20,400
<i>Salford Primary Care Trust</i>	132,978	0	132,978	133,008
<i>Stockport Primary Care Trust</i>	30,429	0	30,429	30,291
<i>Tameside & Glossop Primary Care Trust</i>	9,566	0	9,566	9,566
<i>Trafford Primary Care Trust</i>	45,618	0	45,618	47,519
Other Funding Agreements				
<i>Adult and Community Learning Fund (NIACE)</i>	0	0	0	24,862
<i>Albert Hunt Trust</i>	0	1,000	1,000	0
<i>Big Lottery - Basis II</i>	0	52,263	52,263	49,866
<i>Big Lottery - Drugs and Alcohol Research</i>	0	73,400	73,400	90,471
<i>Big Lottery - Reaching Communities (Volunteer Programme)</i>	0	93,896	93,896	92,152
<i>Big Lottery Reaching Communities (Womens Programme)</i>	27,733	0	27,733	0
<i>Carers Forum Income</i>	0	0	0	1,500
<i>CHAPs - Dry Blood Spot Testing</i>	2,650	0	2,650	0
<i>CHAPs - Enhanced Prevention Fund</i>	0	0	0	9,550
<i>CHAPs - Sex Development Leadership Fund</i>	6,000	0	6,000	0
<i>CHAPs - Terence Higgins Trust</i>	37,925	0	37,925	30,000
<i>CHAPs - Wear It, Lube It, Fill It Income</i>	0	0	0	27,000
<i>Clothworkers Foundation</i>	0	0	0	7,600
<i>Comic Relief - Young People's Mental Health</i>	0	25,438	25,438	17,332
<i>Community Action Against Crime Innovation Fund</i>	0	27,373	27,373	17,374
<i>Department of Health - Cervical Screening Programme</i>	0	91,323	91,323	43,015
<i>Department of Health - Strategic Grant</i>	0	200,000	200,000	200,000
<i>Department of Health - IESD Fund - Pride in Practice</i>	0	46,926	46,926	0
<i>Duchy of Lancaster Benevolent Fund</i>	1,000	0	1,000	0
<i>Equalities and Human Rights Commission</i>	0	66,198	66,198	88,263
<i>Fundraising Applications</i>	12,874	0	12,874	0
<i>Henry Smith Charity</i>	0	23,500	23,500	11,550
<i>Heritage Lottery Fund</i>	5,205	0	5,205	0
<i>Home Office - Sexual and Domestic Violence Fund</i>	0	10,000	10,000	10,000
<i>IAPT</i>	10,000	0	10,000	0
<i>Lloyds TSB Foundation</i>	0	28,194	28,194	9,503
<i>Manchester City Council - LCP Funding</i>	5,320	0	5,320	0
<i>Manchester City Council - Youth Fund</i>	0	24,513	24,513	6,287
<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	19,199
<i>Manchester City Council Wellbeing Fund</i>	0	0	0	7,270
<i>Manchester City Council Wellbeing Grants</i>	7,500	0	7,500	0
<i>Manchester Mental Health Income</i>	0	100,000	100,000	0
<i>Ministry of Justice -Victims and Witness Support Fund</i>	0	19,900	19,900	18,100
<i>NHS - National Cancer Screening Programmes</i>	0	0	0	12,775
<i>NHS Northwest - GP Surgeries Funding</i>	0	0	0	29,578
<i>Nottinghamshire Healthcare NHS Trust (Rampton)</i>	24,206	0	24,206	24,206
<i>Salford City Council - Exceeding Expectations</i>	15,000	0	15,000	0
<i>Social Enterprise Investment Fund</i>	0	0	0	0
<i>Sports Relief - Flying the Flag Project</i>	0	0	0	2,890
<i>Tameside & Glossop PCT (HIV Postal Kits Pilot Grant)</i>	7,500	0	7,500	0
<i>The Rayne Foundation</i>	10,000	0	10,000	0
<i>Time to Change</i>	2,034	0	2,034	0
<i>Trafford Diverse Communities Board</i>	9,446	0	9,446	0
<i>Transforming local Infrastructure</i>	0	4,038	4,038	0
<i>Transition Fund</i>	0	0	0	128,874
<i>Other grants and trusts</i>	8,901	0	8,901	29,088
	894,311	887,962	1,782,273	1,685,144
	1,049,487	887,962	1,937,449	1,859,408

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2013 (continued)

Note 3 (A)

Analysis of total resources expended	Direct Costs	Support Costs	Total 2012/13	Total 2011/12
	£	£	£	£
Costs of generating funds				
Voluntary Income	6,214	2,787	9,001	16,835
Cost of sales	18,826	5,847	24,673	25,419
Cost of charitable activities				
Services	792,488	229,746	1,022,234	951,976
Information	366,899	160,274	527,173	594,891
Research	137,621	71,351	208,972	128,471
Governance costs	32,050	13,291	45,341	38,927
Total resources expended	1,354,098	483,296	1,837,394	1,756,519

Note 3 (B)

Analysis of support costs	Voluntary Income	Fees and other sales	Services	Information	Research	Governance	Total 2012/13	Total 2011/12
Premises Costs	445	934	36,698	25,601	11,397	2,123	77,198	77,019
Support Staff Costs	1,084	2,275	89,387	62,358	27,760	5,171	188,035	220,835
Administrative Costs	1,228	2,575	101,201	70,599	31,430	5,855	212,888	191,257
Depreciation	30	63	2,460	1,716	764	142	5,175	4,912
Total Support Costs	2,787	5,847	229,746	160,274	71,351	13,291	483,296	494,022

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	2012/13	2011/12
	£	£
Professional fees		
Audit fees	3,100	3,100
Costs of AGM and Trustee Meetings	447	185
Apportionment of staff and support costs	41,794	35,642
Total governance costs	45,341	38,927

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2013 (continued)

Note 3 (D)

Staff Costs

	<u>2012/13</u>	<u>2011/12</u>
	£	£
<i>Wages and Salaries</i>	938,487	848,796
<i>Employers National Insurance</i>	92,260	83,359
<i>Pension costs</i>	84,966	79,467
	<u>1,115,713</u>	<u>1,011,622</u>

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

	<u>2012/13</u>	<u>2011/12</u>
£60,000-£70,000	1	1

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

Note 3 (E)

Average Staff Numbers

	<u>2012/13</u>	<u>2011/12</u>
Senior Management Team	7.3	4.0
Other Employees	27.7	30.3
	<u>35.0</u>	<u>34.3</u>

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2013 (continued)

Note 4

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

	<u>2012/13</u>	<u>2011/12</u>
	<u>£</u>	<u>£</u>
Depreciation	5,175	4,913
Auditor's Remuneration	3,100	3,100
Irrecoverable VAT	28,472	26,520

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 & Fittings</u>	<u>Computer Equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
At 1 April 2012	11,604	43,540	55,144
Additions	0	4,367	4,367
Disposals	0	0	0
At 31 March 2013	11,604	47,907	59,511
Depreciation			
At 1 April 2012	11,604	37,651	49,255
Charge for the year	0	5,174	5,174
On disposals	0	0	0
At 31 March 2013	11,604	42,825	54,429
Net Book Value			
At 31 March 2013	0	5,082	5,082
At 31 March 2012	0	5,889	5,889

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2013 (continued)

Note 7

Debtors	2012/13	2011/12
	£	£
Trade Debtors	0	107,687
Other Debtors and Prepayments	350,692	133,656
	350,692	241,343

Note 8

Creditors	2012/13	2011/12
	£	£
Trade Creditors	76,689	242,720
Other Taxes and Social Security	40,478	12,559
Outstanding pension contributions	8,249	0
Deferred Income	100,664	0
Other Creditor and Accruals	34,366	44,786
	260,446	300,065

Note 9

Reserves

	Unrestricted Funds	Designated Funds	Total Funds
	£	£	£
Balance Brought Forward	188,017	104,916	292,933
Net Incoming Resources	0	100,056	100,056
Balance Carried Forward	188,017	204,972	392,989

Analysis of net assets between funds

Fund balances as at 31st March 2013 are represented by:

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed Assets	5,082	0	5,082
Current Assets	648,353	0	648,353
Current Liabilities	(260,446)	0	(260,446)
	392,989	0	392,989

The Lesbian and Gay Foundation Limited
Notes to the Accounts 31 March 2013 (continued)

Note 10

Analysis of Unrestricted Funds

	<u>Balance</u> <u>B/Fwd</u> <u>£</u>	<u>Incoming</u> <u>Resources</u> <u>£</u>	<u>Outgoing</u> <u>Resources</u> <u>£</u>	<u>Balance</u> <u>C/Fwd</u> <u>£</u>
General Fund	188,017	0	0	188,017
Designated Fund Account for Accommodation	24,916	0	0	24,916
Designated Fund Account for Operational Costs	80,000	100,056	0	180,056
	<u>292,933</u>	<u>100,056</u>	<u>0</u>	<u>392,989</u>

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

		<u>£</u>
Leased Premises - Richmond Street	Payments made current year	61,446
	Payments due 1 year	61,446
	Payments due 2-5 years	184,338
Spiritel Phone Rental	Payments made current year	4,983
	Payments due 1 year	4,983
	Payments due 2-5 years	14,949
Photocopier Rental Charge	Payments made current year	0
	Payments due 1 year	40,500
	Payments due 2-5 years	72,750

Note 12

Trustee Remuneration

- The Trustees received no remuneration in the course of their duties.
- During 2012/13, 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
- **E&D** Equalities & Diversity
- **EHRC** Equalities and Human Rights Commission
- **FASC** Finance & Administration Sub-Committee
- **GB** Gay and bisexual
- **GEO** Government Equalities Office
- **GMP** Greater Manchester Police
- **GP** General Practitioner
- **HIV** Human immunodeficiency virus
- **HR** Human Resources
- **IAPT** Improving Access to Psychological Therapies
- **ICT** Information and Communications Technologies
- **IDAHO** International Day Against Homophobia (& Transphobia)
- **IT** Information Technology
- **JSNA** Joint Strategic Needs Assessment
- **LB** Lesbian and bisexual
- **LGB** Lesbian, Gay & Bisexual
- **LGB&T** Lesbian, Gay, Bisexual & Trans
- **LGF** The Lesbian & Gay Foundation
- **MP** Member of Parliament
- **NHS NW** NHS North West – Strategic Health Authority
- **OCS** Office of Civil Society
- **PCT** Primary Care Trust
- **SMT** Senior Management Team
- **SORP** Statements of Recommended Practice
- **STI** Sexually Transmitted Infection
- **VBA** Village Business Association
- **VSNW** Voluntary Sector North West