



THE LESBIAN & GAY FOUNDATION
(A Charitable Company Limited by Guarantee)

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

**For the financial year ended
31 March 2014**

**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 wellbeing.

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 2014

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Our Annual Review 2013/14 (which is also referred to as our 'Impact Report'),
is the summary community version of this Annual Report,
(including infographics and quotes).
It can be viewed at: www.lgf.org.uk/about-us/annual-reports

Chair of The Board of Trustees' Report – 2013/14

This year I would like to start my introduction by paying tribute to the thousands of people that dedicate their time, skills and energy, supporting others in our LGB&T communities. In celebration of these people, each year the LGF holds two awards events, which are always personal highlights for me.

Firstly, there is the LGF's volunteer award ceremony - a chance to celebrate and say grateful thanks for the thousands of hours our volunteers provide to the charity and our services. Whether it be helping with sexual health testing, undertaking data entry, providing befriending support, undertaking counselling, or looking out for people at night during our Village Angels project, these volunteers help touch the lives of so many people in countless and important ways.

Secondly, there is the LGF's external 'Homo Heroes' awards. These awards are both nominated and voted for by the general public, and help recognise many of the unsung heroes within our communities. Consisting of individuals, groups and larger organisations, the nominations include an astounding wealth of stories of people challenging inequality and helping to improve the lives of others on a daily basis.

I take heart from the commitment and dedication of all these incredible people. They are a timely and resounding reminder of why we do what we do - as long as people need us and our services, we will continue our fight for an equal society.

Looking ahead to the current year, the charity's challenges remain. We continue to face cuts to some of our long established funding streams, as well as needing to seek new sources of income. In particular this year, we've had to significantly reduce our senior management team in order to help protect frontline services. This in itself will create new pressures. However, we have a truly fantastic staff team and we are currently exploring models of shared ownership in order to rise to the challenge.

Furthermore, for those that know us well, it will come as no surprise to hear that we're continuing to develop our support for people to reflect their changing needs. In particular, the charity has recently announced that we are to become Trans* inclusive, following several months of consultations with Trans* activists and community groups. This is a significant and exciting step forward, and we similarly intend to explore how we can also increase our bi-inclusivity in a parallel process.

As you read through this report, I hope you can share in my pride at the many amazing services and achievements of the past year. In the meantime, on behalf of all of our beneficiaries, thank-you for your continued support.

David McGovern, Chair of the Board of Trustees

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

- Register for our free, weekly e-Bulletin, providing you with up to date information and stories (at www.lgf.org.uk/register);
- 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

Report of the Board of Trustees

For the year ending 31 March 2014

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 2014. 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.

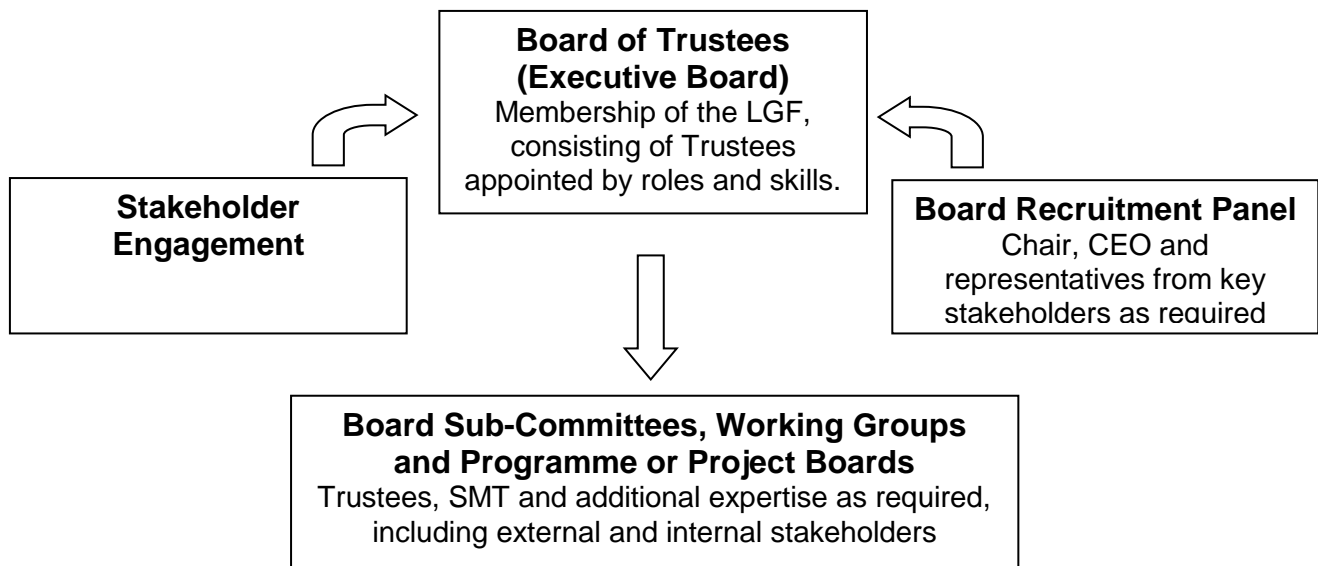
Structure, Governance and Management

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 (FASC), 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 2013/14 were:

- **Governance Sub-Committee** – maintains a scrutiny and review role to ensure effective governance structures are in place across the organisation.
- **Finance & Administration Sub-Committee** – maintains a scrutiny and review role to ensure effective financial, people and systems management across the organisation.

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 2011 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 2013/14. 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 Board and other related meetings, where it is reviewed on an ongoing basis.

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, testing, campaigns, information, education and training. Our 'Well Women' programme of support for lesbian and bisexual women, is continuing to build and take shape, including the launch of 'Beyond Babies & Breast Cancer' – an important health strategy for LB women.

This year we continued to experience high demand for our community outreach clinics, as well as the piloting of postal testing kits. 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 and isolated LGB people. During the year, our multi-agency, anti-homophobia project in schools, (entitled 'Exceeding Expectations'), worked with young people in Salford, 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 included 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 12 other key partners across the country, in addition to a growing stakeholder group of over 500 members, 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 76 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 200 dedicated and active volunteers, who provided at least 8,076 hours of vital volunteering across all our services in 2013/14.

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

Below is a brief snapshot of just some of our key achievements for 2013/14:

- The LGF's services, information and resources were accessed 603,582 times during the year. (This figure excludes our condom and lube distribution scheme).
- We saw 18,963 people coming to our building to access our services, training and events. This is a record number, and represents a 44% increase since our records began five years ago.
- Similarly, we supported an even greater number of people through outreach support, events and activities, totalling 20,156; a huge increase of 396% from four years ago.
- We enabled safer-sex to happen over 529,000 times and nearly doubled the number of distribution venues that our condom and lube distribution scheme (CLDS) operates from, to 159. In 2013-14, the scheme had a satisfaction rate of 99%, with the same percentage saying it was either 'easy' or 'very easy' to access.
- As well as our CLDS, we also helped 1,030 men to have sexual health tests in community-based settings, an increase of 180% compared to five years ago.
- The first full year of our 'Well-Women' programme engaged 353 women in monthly workshops annual events. The programme also involved 27 other organisations in networking about lesbian and bisexual women's needs, and over 1,100 women signed up to a dedicated e-bulletin. Overall, 95% of women attending our services reported an increase in their health and wellbeing.
- We supported 168 counselling clients through 1,009 sessions, with 92% showing an improvement in their mental health. We also supported 186 people through crisis pop-in sessions, as well as helping 2,664 people with our helpline telephone, email and letter service. A further 58 people accessed our police and legal advice surgeries.
- We reduce isolation and helped build self-confidence through 259 befriending sessions, as well as 1,035 places in our wide range of peer-support groups.
- We worked with 1,907 young people in schools and youth groups through our Exceeding Expectations and Manchester Youth Fund projects. We also supported 10 schools to introduce a zero tolerance policy towards LGB related bullying.
- We supported 320 people with issues of hate crime, and meaningfully engaged with Police and Community Safety agencies 69 times throughout the year.
- Throughout the year, we distributed 110,256 resources and information guides, across our unique distribution network 589 venues across the North West and beyond. We also had 186 known articles about the LGF and our work featured in external media, such as newspapers, magazines, radio and TV programmes.
- We undertook research with 10,173 people, and expanded the number of LGB&T statistics in our Evidence Exchange to 4,135. We also responded to 76 consultations.
- Our information and advice was accessed virtually 443,156 times through our website by 125,692 unique users. Furthermore our social media channels (such as Flickr and YouTube) were accessed an additional 269,423 times. We also increased our Twitter followers by 47% to 13,836, and our weekly e-bulletin recipients rose to 5,222.
- We had 104 GP practices registered with our Pride in Practice scheme, of which 32 have now secured their awards. Together, these practices serve over 250,000 patients, benefiting from increased LGB awareness and safer environments. We also trained 704 external 'professionals' working in a variety of capacities.
- We involved 200 volunteers in our work, providing a fantastic 8,076 hours of their time. 88% of our volunteers reported developing new skills through their involvement.

Principal Achievements for the Year

Goal 1: Supporting Individuals - Key Achievements for 2013/14

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

- Overall, we welcomed 18,963 people to our Community Resource Centre in the heart of Manchester's Gay Village. Representing a 13% increase on the year before, this reflects the ongoing trend of growing demand for our services, events, training and activities. We also increased the number of distribution points for our resources to 589 across the North West region and beyond, to help increase access to our information.
- Last year we enabled safer-sex to happen over 529,000 times and nearly doubled the number of distribution venues that our condom and lube packs are available from, to 159. The scheme remains an incredibly important tool in the prevention of HIV and other STIs. In 2013-14, the scheme had a satisfaction rate of 99%, with the same percentage saying it was either 'easy' or 'very easy' to access.
- As well as our CLDS, we also provide a range of community-based testing services. Ensuring that people know their HIV status is vital both to maintain their own health, as well as to decrease the likelihood of onward transmission. Last year we helped 1,030 men to test, an increase of 180% compared to five years ago. Some of the increase has been enabled by us continuing to innovate, introducing both rapid HIV testing and postal dry-blood spot testing (in partnership with Manchester Centre for Sexual Health and RU Clear respectively). Our testing satisfaction rates were 100%.
- As part of our partnership work with HIV Prevention England (HPE), we launched the LGF's 'netreach programme', engaging and supporting thousands of gay and bisexual men via gay social dating sites. We also delivered sexual health and HIV training to 2,987 participants across Greater Manchester, with 100% training satisfaction.
- In addition to building upon the success of our main HIV campaign '*Do You Know Your HIV Status?*', we also developed and delivered an award-winning, sexual health campaign for gonorrhoea, entitled '*Hard to Spell, Easy to Catch*'.
- One of the flagships of our wellbeing programme is our counselling service, which delivered 1,009 sessions, with a satisfaction rating of 98%. During the year we saw a 24% increase in the number of people who accessed the service, totalling 168 at year-end. As part of our monitoring of this service, we use the highly regarded CORE-34 system. This found that 92% of clients showed an improvement in their overall mental health and wellbeing. Furthermore, our counselling service is making an important impact upon significantly reducing risk: Upon referral, 56% of clients have had at least one previous suicide attempt, with many still currently experiencing suicidal ideation. 90% of these clients were assessed as 'no risk' (using CORE) by their final session.
- Our befriending service continues to go from strength to strength, making a difference to the lives and confidence of those it benefits. During the year there was 259 befriending sessions, an increase of 20% on the year before. One befriending example is of a woman who was debilitated by her anxieties of using public transport, but has now since become one of the founding actresses in a women's drama group.
- Another important example of our wellbeing support is our long-running helpline, which is the 2nd oldest LGB helpline in the country. Last year we handled 2,200 support calls, in addition to a further 464 support emails and letters. We also provided immediate help (including crisis intervention) to 184 people at 'pop-in' sessions, as well as 58 people accessing either our police or free legal-advice surgeries. The LGBT Wellbeing Clinic we host, (as part of IAPT), also provided further support through 66 sessions.

- Now in its 8th year, we held our annual women's event 'Sugar and Spice'. Timed to coincide with International Women's Day, the event was expanded across two days, and attended by over 180 women. We also held monthly women's workshops on topics such as setting up a business, sign-language, politics, DIY, grass-roots activism and more. Across all events, 331 women have been involved, with 99% satisfaction.
- As another part of our well-women programme, we developed a women's e-bulletin, which now goes out to over 1,100 lesbian and bisexual women every month. This addresses an identified gap in targeted information, and provides information on a wide range of LB women's topics as well as upcoming events across the region and beyond.
- Following successful funding from the 'Time to Change' initiative, our 'Can Your Hear Me?' project helped to break down the stigma and misunderstandings regarding mental health. Our innovative project involved a group of lesbian and bisexual women who were willing to share their challenges of mental health problems. Over the course of 20 workshops with a community artist, each participant produced their own creative 'kitchen space' that helped express their feelings and experiences. The interactive exhibition was a great success, with a staggering 629 visitors, and at least 890 conversations taking place between those who do, and those who don't, experience mental health issues. Feedback showed a significant improvement in perceptions.
- After a period of ongoing development, we baselined the number of individual people using our support and social groups, with over 80% reporting a reduction in isolation as a result of attending. These groups provide a space for LGB&T people to meet, provide peer-support, share experiences, grow in confidence and have fun! In 2013/14 we provided 1,035 places, an increase of 35% on the year before. This included the launch of 'Bloomers', a new, support group for women who self-identify as being older.
- We worked with more people than ever before through external Outreach activities, engaging 20,156 people. Of particular note is our 'Village Angels' scheme, which was devised in response to a growing concern about the welfare of residents and visitors to Manchester's 'Gay Village'. Our Angels are out every Friday and Saturday night until 3am, with additional shifts at particularly busy times. The 'Angels' support people 'in a vulnerable state' (such as victims and witnesses of crime, or those with suicide ideation), whilst promoting good health and wellbeing via targeted outreach interventions and referring individuals into services.
- Throughout the year, we distributed 110,256 printed resources, including our community magazine outnorthwest, our LGB information guides, our research reports and more. For all of our health related resources, we also ensured they were compliant with the Information Standard, to enable further community confidence in the information we supply. Sadly, March 2014 saw the very final issue of outnorthwest being produced, after 14 years and 121 issues. This was both a reflection of funding cuts, but also recognising the way that people are now accessing our information – increasingly through our e-bulletins, website, social media and videos.
- As mentioned above, our website continues to be an excellent source of information, advice and support. Throughout the year, 443,156 pages of content were accessed by 125,692 unique users, and 22,784 resources were downloaded. Other online successes include 269,423 views of our content on our YouTube, Flickr and Vimeo channels, as well as increasing our number of Twitter followers by 47% to 13,836.
- Building on previous work regarding cervical screening for lesbian and bisexual women, we also began the process of developing support regarding male cancers. This includes hosting the UK's first cancer support and social group for gay and bisexual men; working with cancer charities to help highlight our male communities' needs; and developing unique information resources for gay and bisexual men.

Goal 2: Strengthening Communities – Key Achievements for 2013/14

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

- One of the most basic and fundamental needs of many smaller LGB&T groups is the requirement of safe and accessible meeting space. During 2013/14, the LGF enabled other groups to use our building 765 times (a rise of 41% on the previous year). We also advertised 105 relevant funding sources through our e-bulletin and promoted 1,014 articles actively supporting the work, news and events of other LGB&T groups.
- We continue to hold a range of conferences of benefit to the LGB&T sector, including our annual NW regional conference last April, and 'My LGB&T Health' in Feb 2014. In total, 91 different LGB&T groups attended throughout the year.
- Our 'Evidence Exchange' now includes 4,135 statistics regarding LGB&T need, an increase of 53% on the previous year. This important database is now the most comprehensive in the UK (to our knowledge), and possibly the world! The research being added to the exchange is mainly new and UK based, and is proving to be a vital resource for the production of reports, as well as funding applications, consultation responses, presentations, community lobbying and more. We are keen for the wider LGB&T sector to benefit from our Evidence Exchange, which is freely available online from our website. Further work will now be undertaken to help promote this resource.
- The LGF continued its leadership of the National LGB&T Partnership, involving 12 other key partners and a stakeholder group of over 500. Members work positively to influence the policy and practice of Government and statutory bodies, for the benefit of LGB&T people across England. This ensures best use of the experience and expertise within the LGB&T voluntary sector, whilst also sharing knowledge and best practice.
- During 2013-14, we responded to 76 formal consultations, both on behalf of The LGF and the National LGB&T Partnership. Although fewer consultations were released across the public sector than in recent years, we responded to those particularly from national bodies and government departments. Over the past five years, this now brings our total number of consultation responses to 339, helping to significantly raise the profile of LGB&T people's needs and experiences with policy and decision makers.
- We also worked with all of the local authority areas in Greater Manchester, aiming to seek the inclusion of LGB people within both their JSNAs and their H&WB strategies.
- We produced two main policy briefings last year, one focusing on HIV as a long-term condition, and the other on the Marriage Same-Sex Couples Act. Work was also started on a policy briefing on the Care Bill, but due to the amount of relevant information, an extended briefing was later produced in summer 2014.
- As part of the National LGB&T Partnership, we've also produced a suite of documents comprising the 'LGB&T Public Health Outcomes Framework (PHOF) Companion Document'. Since its launch last year, we've had 8,663 downloads from our website.
- As one of the projects within our Well Women' programme, we've successfully engaged 27 other organisations interested in the needs of lesbian and bisexual women. This is proving to be challenging for the sector, as many LGB&T organisations are very small, with most staff time resourced by men's sexual health funding. Of these organisations, 15 have attended national network meetings, with further more expressing interest. So far the network have agreed a terms of reference and set goals for the future, which include: joint funding bids; mentoring; networking opportunities; making mainstream LGB&T services more appealing and inclusive of LB women; producing specific resources; and building a contacts database of services, support and groups for women.

Goal 3: Promoting Equality – Key Achievements for 2013/14

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

- Expanding our reach to new audiences, we had 186 known articles about the LGF in external media, such as magazines, other organisation's websites, on TV and on the radio. At a national level, we've featured in newspapers such as *The Sun* and *The Mirror*, as well as on TV including the BBC's *The One Show*, and ITV's *This Morning*. We have also been included numerous times on BBC radio (both local and national), as well as on *ITV Granada Reports* and *BBC North West Tonight*. With press releases being sent on a weekly basis, the LGF is increasingly becoming a first point of contact for both LGB&T and mainstream media stories, particularly when LGB issues are prominent in the news. This was especially notable around the equal marriage debate and Tom Daley coming out.
- Because historically there's been a lack of a strong evidence base regarding the needs of LGB people, the LGF has strategically set out to help reverse this. It's important to us that not only is our work evidence-led, but that we have respected data to help us lobby policy and decision makers. As a result, over the past four years we've engaged with nearly 36,000 research respondents across a wide variety of topics, with 10,173 people in the past year alone.
- Of these, the most significant was a five-year national research project entitled 'Part of the Picture, which concluded in May 2014. Developed and run in partnership with the University of Central Lancashire, the project sought to gain a greater understanding of substance misuse amongst LGB people. By the fifth year, we had successfully gathered over 8,000 responses, which makes it the most substantial data-set currently on this subject. The disturbing set of results, which indicate both higher prevalence and dependency, will now be used to seek policy and practice changes regarding LGB people's access to substance misuse support services.
- Through our new Manchester Youth Fund programme (which started mid-year), we worked with 722 young people in school settings and youth groups. The workshops have successfully increased understanding amongst young people about sexual orientation (including through a fun and innovative 'spin the bottle' game). The attendees have given the programme a 98% satisfaction rating, and 85% believe the workshops will encourage people to be more open about issues such as sexual orientation, homophobia and coming out. We also worked with 1,185 young people in Salford in the final year of our Exceeding Expectations project, as well as continuing to distribute our 'safer-schools' packs. Following our intervention, 89% of young people said they would take action against homophobic bullying in the future.
- Following over a year of extensive study, we produced and launched 'Beyond Babies and Breast Cancer'. This groundbreaking report includes a meta-analysis of the known research regarding lesbian and bisexual women's health needs, and a set of recommendations to help address these. As well as the main report, we've also produced a suite of different resources, aimed at (i) Clinicians; (ii) Commissioners; (iii) Researchers; and (iv) Managers and decision-makers. Further promoting this work will be our army of 69 women who have signed up to our Active Citizens project.
- The LGF's free e-bulletin continued to develop, and by the end of the year was being sent out on a weekly basis to 5,222 members, keeping them abreast of the latest LGB news, events, research, funding, job opportunities and more.

- During the year, we supported 320 people accessing our services who raised hate crime as an issue. In response to this, we developed and launched a hate-crime reporting 'webapp', making it even easier for people to report incidences of hate, and to build a more accurate picture of what is happening 'in our homes and on our streets'.
- At the end of 2013, we were successfully awarded a 'Building Health Partnership' project grant by the Department of Health, working in partnership with South Manchester CCG. This in itself was a major achievement, as one of only 12 projects across the country, out of over 400 submitted applications. The partnership was a tremendous project, which brought together many parts of the public and voluntary sectors, to look at how best to reduce health inequalities and improve access to services for LGB&T people. Over the past 18 months, the project has undertaken a wide range of activities, including patient surveys, evidence-base development, the production of clinical rationale, and externally commissioned cost-benefit analyses. For further information, please see www.lgf.org.uk/bhp
- As part of a long-term objective, we were delighted to have achieved the establishment of a national sexual orientation monitoring 'Task and Finish' group, supported by the Department of Health (DH), Public Health England (PHE) and NHS England. We believe this will provide the best opportunity to achieve system-wide monitoring of sexual orientation across our health services.
- In its first year of funding from the Department of Health, and after a series of roadshows, we already now have 54 volunteers registered as LGB Community Leaders throughout the 10 boroughs of the Greater Manchester area. Volunteers have raised the needs of LGB people at over 400 meetings with health and social care agencies, including active and regular engagement with both local and national Healthwatch organisations. Staff and volunteers are also working to improve LGB visibility and accessibility of Manchester CCG's Patient Advice & Liaison Groups, to better represent poorly served groups within the LGB communities.
- Our Pride in Practice scheme is centred on the need for increasing the capacity of GP practices, to better address health inequalities experienced by LGB people. By the year-end we had 104 GP practices registered in the scheme, serving over 250,000 patients. Of the GP practices that have received training, 88% have either implemented, or are now in the process of implementing sexual orientation monitoring; and the same percentage report increased confidence and knowledge of the needs of LGB people. By year-end, 32 of the practices had successfully achieved their award.
- Furthermore, 704 health professionals have been trained by the LGF in the past year, including cervical screening health workers, GPs and practice staff. 91% of attendees have reported an increase in their LGB knowledge, and all of the North West attendees have said they would recommend the Pride in Practice training.
- In order to raise the profile of outstanding people and groups within our community, the LGF held it's third Homo Heroes award ceremony, once again kindly supported by Barclays. At least 1,918 people became involved, nominating candidates and voting on their favourites. This now annual event was fun, inspiring and motivational!
- Throughout the year, we meaningfully engaged with 44 different public sector organisations to raise LGB issues, as well as being part of 35 forums and networks. We also attended at least 130 different events with our sexual orientation roadshow, and successfully encouraged 250 rainbow flags to be flown in May for IDAHOBIT.

Goal 4: Developing Excellence – Key Achievements for 2013/14
The LGF will continuously develop its people, systems and procedures to deliver and sustain excellence for all of our beneficiaries.

- After a considerable level of pre-development work, we were delighted to secure a £75k grant from the Investment and Contract Readiness Fund (ICRF). As well as dedicated support to help improve the charity's ability to successfully bid for future contracts, we have also started the process for ISO9001 accreditation.
- During the year we had 29 successful funding bids, including applications to funders who are new to the charity. Significant work was also undertaken on developing several business cases, securing further funding to help support our mental health and befriending services, as well as our Village Angels, community-safety project.
- For both our staff and volunteers, we strive to provide a professional and rewarding environment, seeking ongoing opportunities for learning and development. Training courses during the year have in particular focused on equality, with workshops delivered on the Equality Act, bisexuality awareness; trans awareness, and disability awareness. In our annual surveys, 95% of our volunteers and 97% of our staff would recommend the LGF.
- The percentage of women involved organisationally across the charity (which is measured across our Trustees, Staff and Volunteer Base), reached 49% this year. This was set as a priority by the Board of Trustees, and for the first time ever, the number of women staff now outnumber the number of men. Further work now needs to be undertaken on attracting more female volunteers, with the current assessment extrapolated from respondents to the volunteer survey.
- During the year, 200 people volunteered for the charity, an increase of 31% on the year before, providing at least 8,076 hours of support. These volunteers significantly helped expand our reach and ability to provide quality services, taking on a very broad spectrum of roles. As a result of their involvement, 88% of our volunteers reported that they had developed new skills, as well building confidence and engaging with their local community in new and meaningful ways.
- The number of people involved in our Community Action Panel has steadily increased by 24%, and now totals 47 members. The Community Action Panel acts an important source of feedback on the LGF's plans and resources before they go through to final development. On average, there have been 8-10 responses per item that feedback has been requested on.
- We continued to implement improvements to our performance monitoring systems, which were highly praised by the economic think-tank 'New Economy' for the level of data analysis made possible. This includes further development of our CRM systems, making monitoring and reporting faster and more efficient. The way in which we internally develop technical solutions has also radically changed, with a focus on transparency, feedback and continuous improvement.
- We introduced a new monthly, email newsletter 'Because of You' for our individual donors. We hope this will strengthen our level of communication, and give our donors a greater understanding of how their money is making a difference. Strategically, the donor scheme is an area of income that we hope to grow in the coming years. We were also very grateful to the number of community members willing to undertake sponsored runs and charity challenges for us.
- We've maintained the five quality marks held by the LGF, including successfully retaining both the Information Standard and Investors in People following in-year assessments. Our other current awards are Investing in Volunteers, Positive about Disabled People and the Fundraising Standards Board (FRSB).

Financial Review and Results for the Year

As something of a running theme for the past few years, the external funding environment remains very tough-going in the ongoing wake of austerity measures. Some of the traditional funding sources available to the LGF have either been cut or disappeared altogether, and the charity has had to invest considerable time and energy in renegotiating many of its existing contracts.

In response, the charity has proactively developed strong business cases for many of the main service areas of our work. Additionally, as part of our BHP project, we also externally commissioned cost benefit analyses on four of our key services. The work was undertaken by the economic think-tank New Economy, and demonstrated that in each case, investment in LGB preventative services saves the state considerable money.

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 delighted to welcome new support from the following sources:

- **M•A•C Aids Fund:** Providing funding to pilot the rollout of dry-blood spot HIV testing, via kits available by post. In partnership with RU Clear, the LGF is now able to reach out to a new demographic of men, who might previously have been unable to test at our city centre location. (NB. We are delighted to report that the early success of this project has led to continuation funding in 2014/15).
- **Office and Police Crime Commissioner for Greater Manchester:** Pilot-project funding for our 'Village Angels' Community Safety Scheme in Manchester's Gay Village. Our Angels are out every Friday and Saturday night, helping to keep people safe and preventing the more serious escalation of incidents. The project works closely with venues, security staff, the VBA, and statutory services such as the Police and Ambulance Service. (NB. The project has since been refunded for 2014/15).
- **Manchester City Council – Equalities Fund:** Replacing previous grant schemes from the Council (incl. our former Helpline grant), this new three-year funding will enable the LGF to work with the Council to achieve greater LGB equality across the city.

Another highlight of the year was the level of corporate support from **Barclays**, who in addition to providing funding for our Homo Heroes awards, also held a summer fundraiser on our behalf. This successfully generated over £15k for the charity.

Also of note, areas of income that exceeded income targets were:

- **Voluntary Income:** Corporate Support and Collection Tins.
- **Earned Income:** Venue Hire
- **Fundraising applications:** both to statutory and private sources

At the end of last financial year, the Trustees set aside £180k of reserves as designated funds for future operational purposes. Of this, £100k had been received at the end of 2012/13 as 'bridging' funding from the Manchester Mental Health Joint Commissioning Team. This was to support our mental health and wellbeing services whilst they undertook a significant review of their contracts (in effect acting as a grant in advance). This £100k was accordingly used during the year, as well as an additional £58,710. The charity has since used this time to restructure and further reduce its overhead costs for 2014/15.

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 2013/14:

GREATER MANCHESTER LOCAL AUTHORITIES

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

OTHER FUNDERS

- Adactus Housing Trust • Barclays • Big Lottery Fund • Comic Relief
- Department of Health • Greater Manchester Fire & Rescue Service
- Greater Manchester West • Henry Smith Charity • Heritage Lottery Fund
- HIV Prevention England • Investment & Contract Readiness Fund (ICRF)
- Jagger & Associates • Locality – Community Organisers • Lloyds TSB Foundation
 - MAC Aids Fund • MACC • Manchester City Council
 - Manchester Pride • Ministry of Justice • MPHDS • NAVCA - BHP
 - Nottinghamshire Healthcare NHS Trust • Office of the Police & Crime Commissioner for Greater Manchester • OCS – Transforming Local Infrastructure (TLI) • Public Health England • Public Health Manchester • Rayne Foundation
 - Salford City Council • Skelton Bounty • Time to Change
 - Trafford Council - Diverse Communities Board • Trafford Housing Trust
 - Twin Valley Homes • VSNW • Wirral Council

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 2014, unrestricted and undesignated reserves amounted to £174,981. This is equivalent to just over five week's running costs, based on the projected budget for 2014/15. 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 a SEIF capital grant. The residual designated amount of £24,916 was retained as a future property reserve. This reserve remained untouched during 2013/14.

Designated Reserve 2: Of the surpluses generated in 2011/12 and 2012/13, the Trustees put aside £180,056 as a second operational, designated reserve. In particular, the majority of this (£100k) had been received as 'bridging' funding for our mental health and wellbeing services in 2014/15. This £100k was used accordingly during 2013/14, whilst new negotiations were undertaken for continuation mental health funding the following year (which was successfully secured for 2014/15). A further £58,710 of the designated reserve was used during the year, in particular offsetting cuts to some of our traditional funding. As such, a remaining £21,346 remains in the 2nd designated reserve to underpin the 2015/16 budget as necessary. However, measures have since been taken to reduce both our senior management and overhead costs. 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

2014/15 sees The LGF entering into the final year of our five-year Strategic Plan. Despite a turbulent external environment, the charity has developed considerably since 2010, and realised a number of key ambitions. Our Business Plan for 2014/15 will see us continue to build upon these and our four strategic goals.

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 22 key objectives for the year. For 2014/15, these have been determined as set out in the table on page 20.

Business Plan 2014-15

Over the coming 12 months, we will continue to work towards achieving our ambitions, and further involve our service users, volunteers and staff to help shape how we do this. As part of the outlined objectives, some key areas of focus throughout the year include:

- We'll be seeking funding to further develop our befriending programme, building on the excellent work our staff and volunteers do to support the reduction of social isolation and development of networks. We've heard from our service users and prospective service users that wider support is required, including home visits and support for practical tasks, like registering at a GP, sorting out mail, making appointments, etc.
- We'll be furthering our work to empower LGB people to be more proactive with regard to their health. We'll continue to work with GPs to create safe and welcoming environments for LGB people to have all of their health needs recognised and met; and we'll continue to provide opportunities for LGB people to become health leaders in their own locality, share the experiences of LGB people within local health structures.
- We'll be expanding our HIV testing programmes, continuing with the excellent home testing kits we've been piloting, and providing more opportunities for 'men who have sex with men', to test in community-based settings. We're committed to the prevention of HIV and STIs amongst our communities, and of providing more opportunities for men to 'know their status' and take greater control of the sex they're having.
- We'll be 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. This includes the continued promotion of 'Beyond Babies and Breast Cancer'.
- We will identify academic and other partners to deliver a research programme that supports the continued development of the evidence base for LGB&T communities.
- And we will be continuing to improve the way we do things, so that we can provide the best possible services to those lesbian, gay and bisexual people who need them.

Key Objectives for 2014/15

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 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 support LGB&T communities and groups to increase their viability, sustainability, impact and influence</p> <p>2.2 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&T communities</p> <p>2.3 We will enable LGB&T people to feel safe in their communities, and empower them to take action when they don't</p> <p>2.4 We will work with our sector partners to raise awareness of LGB&T issues at a national, regional and sub-regional level</p> <p>2.5 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 overall diversity of our staff, volunteers, patrons and Trustees, particularly increasing female involvement and participation</p> <p>4.3 We will use feedback and our performance monitoring data to shape and develop The LGF and its 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 continue to implement and review our range of organisational accreditations</p> <p>4.6 We will ensure the continued implementation of a robust, financial management system across the organisation</p>

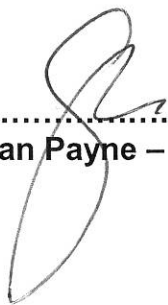
These key objectives are broken down into a multitude of project-funded and operational deliverables, which are collated and monitored through our CRM system. This is seen as being a 'live' process, with new deliverables added or amended as the year progresses.

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

27th November 2014
.....
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)

Andrea Murray

James Barnard

Kevin Lee

Departing Trustees

Shahnaz Ali (to Aug 2014)

Caroline Wilson (to Sept 2014)

On Board Leave

Sue Botcherby

Company Secretary

Sian Payne

Senior Management Team

Paul Martin OBE (Chief Executive)

Matt Harby (Director of Corporate Services) – to Sept 2014

Rob Cookson (Director of Business Development)

Sian Payne (Director of Organisational Development)

Annie Emery (Head of Services) – to Mar 2014

Darren Knight (Head of Policy & Engagement) – to May 2014

Sean Duggan (Head of Business Support) – to Nov 2013

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 2014**

We have audited the financial statements of The Lesbian and Gay Foundation Limited for the year ended 31 March 2014 on pages 25 to 37, 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 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on Other Matters Prescribed by the Companies Act 2006

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

Matters on Which We are Required to Report by Exception

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

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

Maria Hallows

MARIA HALLOWS (Senior Statutory Auditor)

For and on behalf of

BEEVER AND STRUTHERS

Chartered Accountants & Statutory Auditor

St. George's House

215 - 219 Chester Road

Manchester

M15 4JE

Date: 27.11.14

The Lesbian & Gay Foundation Limited: Statement of Financial Activities

For the year ended 31 March 2014 (incorporating income and expenditure accounts)

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Incoming Resources					
Incoming resources from generating funds:					
Voluntary income	2	65,690	–	65,690	56,213
Activities for generating funds	3	87,848	–	87,848	94,663
Incoming resources from charitable activities	4	637,361	1,177,494	1,814,855	1,782,274
Other incoming resources	5	65,698	–	65,698	4,300
Total Incoming Resources		856,597	1,177,494	2,034,091	1,937,450
Resources Expended					
Costs of generating funds:					
Costs of generating voluntary income		(21,610)	–	(21,610)	(9,001)
Cost of sales	6	(38,763)	–	(38,763)	(24,673)
Charitable activities	6/7	(946,910)	(1,087,920)	(2,034,830)	(1,758,379)
Governance costs	6/7	(21,060)	(27,377)	(48,437)	(45,341)
Total Resources Expended		(1,028,343)	(1,115,297)	(2,143,640)	(1,837,394)
Net (Outgoing)/Incoming Resources for the Year/Net (Expenditure)Income for the Year		(171,746)	62,197	(109,549)	100,056
Reconciliation of Funds					
Total funds brought forward		392,989	–	392,989	292,933
Total Funds Carried Forward		221,243	62,197	283,440	392,989

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The Lesbian & Gay Foundation Limited: Balance Sheet as at 31 March 2014



Registered Company No. 03476576

	Note	2014		2013	
		£	£	£	£
Fixed Assets					
Tangible assets	12		5,170		5,082
Current Assets					
Debtors	13	245,444		350,692	
Cash at bank and in hand		228,120		297,661	
		<u>473,564</u>		<u>648,353</u>	
Creditors: Amounts falling due within one year	14	<u>(195,294)</u>		<u>(260,446)</u>	
Net Current Assets			278,270		387,907
Total Assets Less Current Liabilities			<u>283,440</u>		<u>392,989</u>
Net Assets			<u>283,440</u>		<u>392,989</u>
Funds					
Restricted funds	15		62,197		-
Unrestricted income funds:					
General funds	16	174,981		188,017	
Designated funds	16	<u>46,262</u>		<u>204,972</u>	
			221,243		392,989
Total Funds			<u>283,440</u>		<u>392,989</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 37 form part of these financial statements.

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

	
..... David McGovern – Chair Glyn Jenkins - Treasurer
..... 27 Nov 2014 27 Nov 2014
Date	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, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Income in respect of design and advertising sales, venue hire, training and consultancy income, student placement fees, local authority contracts and other funding arrangements are recognised when they become 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 18 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 2014, there were outstanding contributions due to be paid of £nil (2013 - £8,249). These were included within Creditors on the Year-End Balance Sheet.

j) Deferral of grant income

Certain grants are received with conditions attached which must be fulfilled before the grant becomes unconditional. Where uncertainty exists as to whether these conditions can be met, the incoming resource is deferred as a liability until certainty exists that the conditions imposed can be met.

2. Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Donations				
Manchester Pride Donation	8,500	-	8,500	13,000
Supporters Scheme & Individual Donations	20,466	-	20,466	33,388
Sponsorship	33,907	-	33,907	5,296
Counselling Income	2,817	-	2,817	4,529
	<u>65,690</u>	<u>-</u>	<u>65,690</u>	<u>56,213</u>

3. Incoming Resources from Activities for Generating Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Design and Advertising Sales	7,049	-	7,049	2,930
Venue Hire	56,440	-	56,440	51,487
Training and Consultancy Income	18,379	-	18,379	8,900
Student Placement Fees	5,980	-	5,980	6,560
	<u>87,848</u>	<u>-</u>	<u>87,848</u>	<u>94,663</u>

4. Incoming Resources from Charitable Activities

	Unrestricted Funds	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Local Authority Contracts (HIV/Sexual Health)				
Ashton, Leigh & Wigan Council/Local Authority	27,426	-	27,426	29,730
Bolton Council/Local Authority	21,576	-	21,576	21,576
Bury Council/Local Authority	32,965	-	32,965	34,700
CQUIN Payments from Manchester Consortium	-	-	-	12,968
Manchester Council/Local Authority	248,924	-	248,924	242,853
Manchester Council/Local Authority – Public Health	24,500	-	24,500	24,517
Oldham Council/Local Authority	21,009	-	21,009	20,484
Rochdale Council/Local Authority	24,480	-	24,480	20,400
Salford Council/Local Authority	121,758	-	121,758	132,978
Stockport Council/Local Authority	28,908	-	28,908	30,429
Tameside & Glossop Council/Local Authority	9,565	-	9,565	9,566
Trafford Council/Local Authority	64,250	-	64,250	45,618
Other Funding Agreements				
Albert Hunt Trust	-	-	-	1,000
Aductus Housing	-	1,500	1,500	-
Ashton, Leigh and Wigan Council/LA (Mental Health)	12,000	-	12,000	22,000
Big Lottery – Basis II	-	12,986	12,986	52,263
Big Lottery – Basis II (additional Trio Funding)	-	4,600	4,600	-
Big Lottery – Drugs and Alcohol Research	-	43,251	43,251	73,400
Big Lottery – Researching Communities (Volunteer Programme)	-	96,300	96,300	93,896
Big Lottery – Researching Communities (Women’s Programme)	-	71,619	71,619	27,733
CHAPs – Dry Blood Spot Testing	-	-	-	2,650
CHAPs – Sex Development Leadership Fund	-	-	-	6,000
CHAPs – Terence Higgins Trust	-	-	-	37,925
Comic Relief – Young People’s Mental Health	-	26,291	26,291	25,438
Community Action Against Crime Innovation Fund	-	-	-	27,373
Department of Health Cervical Screening Programme	-	-	-	91,323
Department of Health – IESD Fund Pride in Practice	-	36,353	36,353	46,926
Department of Health – Strategic Grant	-	200,000	200,000	200,000
Department of Health – IESD Fund Community Leaders	-	44,939	44,939	-
Duchy of Lancaster Benevolent Fund	-	-	-	1,000
Equalities and Human Rights Commission	-	-	-	65,198
Fundraising Applications	-	-	-	12,874
GMPCC (Village Angels)	-	65,000	65,000	-
Greater Manchester West Mental Health	-	2,000	2,000	-
Henry Smith Charity	-	23,735	23,735	-
Heritage Lottery Fund	-	10,095	10,095	5,205
HIV Prevention England	-	59,932	59,932	-
Home Office Sexual and Domestic Violence Fund	-	-	-	10,000
IAPT National Equalities Project	-	-	-	10,000
Investment in Contract Readiness Fund (ICRF)	-	74,906	74,906	-
Sub-total carried forward to next page	<u>637,361</u>	<u>773,507</u>	<u>1,410,868</u>	<u>1,462,523</u>

The Lesbian & Gay Foundation: Notes to the Accounts 31 March 2014 (continued)

4. Incoming Resources from Charitable Activities (continued)

	Unrestricted Funds	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Sub-total brought forward from previous page	637,361	773,507	1,410,868	1,462,523
Other Funding Agreements (continued)				
Lloyds TSB Foundation	-	22,158	22,158	28,194
Local Investment – Heywood, Middleton & Rochdale	-	24,793	24,793	-
Local – Community Organisers	-	5,146	5,146	-
MAC Aids Fund	-	23,389	23,389	-
MACC Mental Health Engagement Funding	-	200	200	-
Manchester City Council – Youth Fund (4 mths)	-	11,467	11,467	-
Manchester City Council – Hate Crime Awareness	-	200	200	-
Manchester City Council – LCP Funding	-	2,660	2,660	5,320
Manchester City Council – LGBT Question Time	-	750	750	-
Manchester City Council – Women’s Day Funding	-	400	400	-
Manchester City Council – Youth Fund	-	8,125	8,125	24,513
Manchester City Council – Equalities Fund	-	35,000	35,000	-
Manchester City Council – Exceeding Expectations	-	-	-	34,000
Manchester City Council – Helpline	-	-	-	19,199
Manchester City Council – Wellbeing Grant	-	6,000	6,000	-
Manchester City Council – Wellbeing Grants	-	1,500	1,500	7,500
Manchester Mental Health Income	-	-	-	100,000
Manchester Pride	-	200	200	-
Manchester Pride Fast Track (Group Work Programme)	-	1,250	1,250	-
Mental Health (8 Boroughs)	-	76,109	76,109	-
Ministry of Justice – Victims and Witness Support Fund	-	21,000	21,000	19,900
MPHDS	-	9,450	9,450	-
NAVCA – Building Health Partnerships (NHS England)	-	50,000	50,000	-
Nottinghamshire Healthcare NHS Trust (Rampton)	-	24,206	24,206	24,206
Public Health England – LGB&T Smoking Attitudes	-	5,000	5,000	-
Salford City Council – Exceeding Expectations	-	13,500	13,500	15,000
Skeleton Bounty	-	1,250	1,250	-
Tameside & Glossop – Sexual Health	-	2,250	2,250	-
Tameside & Glossop PCT (HIV Postal Kits Pilot Grant)	-	-	-	7,500
The Rayne Foundation	-	2,177	2,177	10,000
Time To Change	-	32,943	32,943	2,034
Trafford Diverse Communities Board	-	12,554	12,554	9,446
Trafford Housing Trust	-	750	750	-
Transforming Local Infrastructure	-	4,150	4,150	4,038
Voluntary Sector North West	-	3,000	3,000	-
Wirral Council	-	2,410	2,410	-
Other Grants and Trusts	-	-	-	8,901
Totals	637,361	1,177,494	1,814,855	1,782,274

5. Other Incoming Resources

	Unrestricted Funds	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Income in respect of prior periods	54,296	-	54,296	-
Other income	11,402	-	11,402	4,300
Totals	65,698	-	65,698	4,300

6. Analysis of Resources Expended

	Direct Costs £	Staff Costs £	Support Costs £	Total Funds 2014 £	Total Funds 2013 £
Costs of Generating Funds					
Voluntary Income	2,612	11,748	7,250	21,610	9,001
Cost of Sales	9,783	17,921	11,059	38,763	24,673
Cost of Charitable Activities					
Services	378,611	582,513	359,463	1,320,587	1,022,234
Information	69,699	228,433	140,963	439,095	527,173
Research	30,635	151,205	93,307	275,148	208,972
Governance costs	5,681	26,440	16,316	48,437	45,341
Total Resources Expended	497,021	1,018,260	628,358	2,143,640	1,837,394

7. Support Costs

	Voluntary Income £	Fees and Other Sales £	Services £	Information £	Research £	Governance £	Total Funds 2014 £	Total Funds 2013 £
Premises Costs	888	1,355	44,029	17,266	11,429	1,998	76,964	77,198
Support Staff Costs	2,924	4,460	144,963	56,847	37,629	6,580	253,403	188,035
Administrative Costs	3,399	5,184	168,513	66,082	43,742	7,649	294,589	212,888
Depreciation	39	60	1,958	768	508	89	3,422	5,175
	7,250	11,059	359,483	140,983	93,307	16,316	628,358	483,296

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.

8. Governance Costs

	Unrestricted Funds £	Restricted Funds	Total Funds 2014 £	Total Funds 2013 £
Professional fees				
Audit fees	3,100	-	3,100	3,100
Costs of AGM and Trustee Meetings	281	-	281	447
Apportionment of Staff and Support Costs	17,679	27,377	45,056	41,794
	21,060	27,377	48,437	45,341

9. Staff Costs and Emoluments

Total staff costs were as follows:

	2014	2013
	£	£
Wages and salaries	1,073,695	938,487
Social security costs	101,964	92,260
Pension Costs	96,004	84,966
	<u>1,271,663</u>	<u>1,115,713</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2014	2013
	No	No
Senior management team	6.7	7.3
Other employees	35.2	27.7
	<u>41.9</u>	<u>35.0</u>

The number of employees whose emoluments as defined for tax purposes amounted to over £60,000 during the year were as follows:

	2014	2013
	No	No
£60,000 - £70,000	-	1
£70,000 - £80,000	1	-
	<u>1</u>	<u>1</u>

10. Net outgoing resources

Net outgoing resources are stated after charging:

	2014	2013
	£	£
Depreciation	3,421	5,175
Audit fees	3,100	3,100
Irrecoverable VAT	36,451	28,472
Operating lease charges	106,929	90,527
	<u>149,901</u>	<u>127,274</u>

11. Taxation

No provision has been made for taxation as the company is a registered charity and exempt under Section 505 of the Income and Corporation Taxes Act 1988.

The Lesbian & Gay Foundation: Notes to the Accounts 31 March 2014 (continued)

12. Tangible Fixed Assets

	Office Fixtures & Fittings £	Computer Equipment £	Total £
Cost			
At 1 April 2013	11,604	47,907	59,511
Additions	-	3,509	3,509
At 31 March 2014	11,604	51,416	63,020
Depreciation			
At 1 April 2013	11,604	42,825	54,429
Charge for the year	-	3,421	3,421
At 31 March 2014	11,604	46,246	57,850
Net Book Value			
At 31 March 2014	-	5,170	5,170
At 31 March 2013	-	5,082	5,082

13. Debtors

	2014 £	2013 £
Trade debtors	242,175	350,692
Prepayments	3,269	-
	245,444	350,692

14. Creditors: Amounts falling due within one year

	2014 £	2013 £
Trade creditors	98,461	76,689
Taxation and social security	43,165	40,478
Outstanding pension contributions	-	8,249
Deferred income (note below)	42,646	100,664
Accruals	11,022	34,366
	195,294	260,446

Deferred income

	2014 £	2013 £
Brought forward	100,664	-
Incoming resources from prior years released	(100,664)	-
Incoming resources deferred in year	42,646	100,664
Carried forward	42,646	100,664

The Lesbian & Gay Foundation: Notes to the Accounts 31 March 2014 (continued)

15. Restricted Reserves

	Balance at 1 Apr 2013	Incoming Resources	Outgoing resources	Balance at 31 Mar 2014
	£	£	£	£
Aductus Housing	-	1,500	(1,500)	-
Big Lottery – Basis II	-	12,986	(12,986)	-
Big Lottery – Basis II (additional Trio Funding)	-	4,600	(4,600)	-
Big Lottery – Drugs and Alcohol Research	-	43,251	(33,685)	9,566
Big Lottery – Researching Communities (Volunteer Programme)	-	96,300	(94,800)	1,500
Big Lottery – Researching Communities (Women’s Programme)	-	71,619	(66,975)	4,644
Comic Relief – Young People’s Mental Health	-	26,291	(26,291)	-
Department of Health – IESD Fund – Pride in Practice	-	36,353	(36,353)	-
Department of Health – IESD Fund – Strategic Partners	-	200,000	(200,000)	-
Department of Health – IESD Fund – Community Leaders	-	44,939	(44,939)	-
GMPCC (Village Angels)	-	65,000	(65,000)	-
Greater Manchester West Mental Health	-	2,000	(2,000)	-
Henry Smith Charity	-	23,735	(23,735)	-
Heritage Lottery Fund	-	10,095	(10,095)	-
HIV Prevention England	-	59,932	(59,932)	-
Investment in Contract Readiness Fund (ICRF)	-	74,906	(37,121)	37,785
Lloyds TSB Foundation	-	22,158	(22,158)	-
Local Investment – Heywood, Middleton & Rochdale	-	24,793	(24,793)	-
Local – Community Organisers	-	5,146	(4,861)	285
MAC Aids Fund	-	23,389	(23,389)	-
MACC Mental Health Engagement Funding	-	200	(200)	-
Manchester City Council – Youth Fund (4 mths)	-	11,467	(11,467)	-
Manchester City Council – Hate Crime Awareness	-	200	(200)	-
Manchester City Council – LCP Funding	-	2,660	(2,660)	-
Manchester City Council – LGBT Question Time	-	750	(750)	-
Manchester City Council – Women’s Day Funding	-	400	(400)	-
Manchester City Council – Youth Fund	-	8,125	(8,125)	-
Manchester City Council – Equalities Fund	-	35,000	(35,000)	-
Manchester City Council – Wellbeing Grant	-	6,000	(6,000)	-
Manchester City Council – Wellbeing Grants	-	1,500	(1,500)	-
Manchester Pride	-	200	(200)	-
Manchester Pride Fast Track (Group Work Programme)	-	1,250	(1,250)	-
Mental Health (8 Boroughs)	-	76,109	(76,109)	-
Ministry of Justice – Victims and Witness Support Fund	-	21,000	(21,000)	-
MPHDS	-	9,450	(5,609)	3,841
NAVCA – Building Health Partnerships (NHS England)	-	50,000	(50,000)	-
Nottinghamshire Healthcare NHS Trust (Rampton)	-	24,206	(24,206)	-
Public Health England – LGB&T Smoking Attitudes	-	5,000	(424)	4,576
Salford City Council – Exceeding Expectations	-	13,500	(13,500)	-
Skeleton Bounty	-	1,250	(1,250)	-
Tameside & Glossop – Sexual Health	-	2,250	(2,250)	-
The Rayne Foundation	-	2,177	(2,177)	-
Time To Change	-	32,943	(32,943)	-
Trafford Diverse Communities Board	-	12,554	(12,554)	-
Trafford Housing Trust	-	750	(750)	-
Transforming Local Infrastructure	-	4,150	(4,150)	-
Voluntary Sector North West	-	3,000	(3,000)	-
Wirral Council	-	2,410	(2,410)	-
	-	1,177,494	(1,115,297)	62,197

15. Restricted Reserves (continued)

Grants are treated as restricted reserves where the funder closely specifies the service which is to be performed.

16. Unrestricted Income Funds

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Transfers	Balance at 31 Mar 2014 £
General Fund	188,017	856,597	(1,028,343)	158,710	174,981
Designated Funds:					
Accommodation	24,916	-	-		24,916
Operational Costs	180,056	-	-	(158,710)	21,346
	<u>392,989</u>	<u>856,597</u>	<u>(1,028,343)</u>	<u>-</u>	<u>221,243</u>

The 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. Of the surpluses generated in 2011/12 and 2012/13, the Trustees put aside £180,056 as a second operational, designated reserve. In particular, the majority of this (£100k) had been received as 'bridging' funding for our mental health and wellbeing services in 2014/15. This £100k was used accordingly during 2013/14, whilst new negotiations were undertaken for continuation mental health funding the following year (which was successfully secured for 2014/15). A further £58,710 of the designated reserve was used during the year, in particular offsetting cuts to some of our traditional funding.

17. Analysis of Net Assets Between Funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds	-	62,197	62,197
Unrestricted Income Funds	5,170	216,073	221,243
Total Funds	<u>5,170</u>	<u>278,270</u>	<u>283,440</u>

18. Commitments under Operating Leases

At 31 March 2014 the LGF had aggregate annual commitments under non-cancellable operating leases as set out below.

	2014 £	2013 £
Operating leases which expire:		
Within 2 to 5 years		
Leased Premises – Richmond Street	61,446	61,446
Spiritel Phone Rental	6,900	4,983
Photocopier Rental Charge	14,917	40,500
	<u>83,263</u>	<u>106,929</u>

19. Trustee Remuneration

- The Trustees received no remuneration in the course of their duties.
- During 2013/14, 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

- **CCG** Clinical Commissioning Group
- **CEO** Chief Executive Officer
- **CLDS** Condom and Lube Distribution Scheme
- **CORE** Clinical Outcomes Routine Evaluation
- **CRM** Customer Relationship Management
- **DH** Department of Health
- **FASC** Finance & Administration Sub-Committee
- **FRSB** Fundraising Standards Board
- **GB** Gay and bisexual
- **GP** General Practitioner
- **H&WB** Health & Wellbeing (Strategy)
- **HIV** Human immunodeficiency virus
- **HPE** HIV Prevention England
- **HR** Human Resources
- **IAPT** Improving Access to Psychological Therapies
- **ICRF** Investment and Contract Readiness Fund
- **ICT** Information and Communications Technologies
- **IDAHOBIT** International Day Against Homophobia, Biphobia & 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
- **MPHDS** Manchester Public Health Development Service
- **NAVCA** National Association for Voluntary and Community Action
- **NW** North West
- **OCS** Office of Civil Society
- **PHE** Public Health England
- **SMT** Senior Management Team
- **SORP** Statements of Recommended Practice
- **STI** Sexually Transmitted Infection
- **VBA** Village Business Association
- **VSNW** Voluntary Sector North West