

The Lesbian & Gay Foundation Limited

The Lesbian & Gay Foundation Limited

**Annual Report and
Accounts for the
Period ending**

31 March 2004

**Company Registration Number
03476576 (England & Wales)**

**Charity Registration Number
1070904**

The Lesbian & Gay Foundation Limited

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For the year ending 31 March 2004

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The Lesbian & Gay Foundation Limited

Legal and Administrative Details

As at 31 March 2004

Status A registered Charity established as a Company limited by guarantee.
Registered as a Company on 1 December 1997.
Registered as a Charity 7 August 1998.
Registered Company Number: 03476576.
Registered Charity Number: 1070904.

Trustees Jill Cunningham - Chair
Glyn Jenkins - Treasurer
Paul Fairweather
Gill Keogan
Ben Amponsah

Elected at the Annual General Meeting

Company Secretary Stuart Harrison (Director of Corporate Services)

Registered Office Unity House
15 Pritchard Street
Manchester
M1 7DA

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e-mail info@lgfoundation.org.uk
www.lgf.org.uk

Auditors Slade & Cooper Accountants
6 Mount Street
Manchester
M2 5NS

Bankers Barclays Bank Plc
876 Stockport Road
Levenshulme, Manchester
M19 3BP

The Lesbian & Gay Foundation Limited

Report of the Board of Trustees

For the year ending 31 March 2004

The Board of Trustees submit their report and the audited financial statement for the year ended 31st March 2004, which comply with current statutory requirements and with the company's memorandum and articles of association.

Principle Aims and Objectives

The principle objectives for which the charity is established are:

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

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

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

Company Status

The Lesbian & Gay Foundation is a company limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. At 31st March 2004 the Company had 60 members.

Subsidiary Companies

At 31 March 2004 the Lesbian & Gay Foundation operated two wholly owned subsidiaries both of which were dormant for the year ended 31 March 2004. These companies are Manchester Lesbian & Gay Switchboard Services Limited and the Lesbian & Gay Foundation Trading Company Limited.

Review of activities and achievements during the year

Chief Executive's Review

As we head towards the LGFs fifth anniversary, I have been reflecting on the significant achievements we have made during that time, some of which are highlighted in this Annual Report, and further details are available on our recently improved website www.lgf.org.uk. The key fact which has struck me again and again is just how much you can achieve when you work with the right people and you adopt a 'can do' attitude. The people of the LGF to a man and woman display these characteristics and again I'm reminded how privileged I am to work with such talented, dedicated and motivated people.

The Lesbian & Gay Foundation Limited

Report of the Board of Trustees

For the year ending 31 March 2004

I have also been thinking about the coming years and what they may hold for the LGF. Over the next 5 years there can be no doubts that the 'not for profit' sector will see a heightening of the challenges we have experienced in previous years;

- The need and demand for our services is growing ever greater,
- The people we serve have new needs, and often those needs are becoming more sophisticated
- Competition for securing funds and resources is growing
- Corporate governance, financial management and commercial effectiveness will be the new key determinants of our ongoing success.

In order to meet these challenges the LGF has been undergoing a cultural change programme recently in order to refocus, refine and expand our services. We have been reassessing our potential and by developing a new 'Strategic Framework' we are gearing ourselves up to a new and radical level of performance.

The LGFs 'Strategic Framework', which I promised we would develop in last years Annual Report, is a collective agreement on why we exist. Our Mission of 'Ending Homophobia, Empowering People' is what we are attempting to achieve together, as well as the ultimate result of our collective endeavours.

We have also identified a collective Vision for the LGF, a statement that explains how the LGF and we as the people of the LGF are going to measure our success. How by setting our sights high we are going to encourage ourselves and each other to achieve great things;

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

In order for us to achieve great things, we need to have an agreed way of working together. A set of values we all share as an organisation to guide us in performing and carrying out our duties. The Values we have chosen for the LGF are; Excellence - We will strive for excellence in all that we do. Fairness - We will strive to be fair and even-handed. Integrity - We will strive to be open and honest with each other as well as with others. Diversity - We will strive to be accepting and representative. Innovation - We will strive to be creative and innovative in our solutions.

The final part of the jigsaw is to outline the activities we are going to carry out to accomplish our Mission of 'Ending Homophobia, Empowering People'. We have identified 5 Strategic Goals; Campaign - We will fight and lobby for change, Research - We will be needs led and evidence driven, Infrastructure - We will put people first and build a strong organisation, Support - We will deliver sustainable services and promote choice, Partnership - We will build unity and facilitate growth.

Each of these Strategic Goals has 2 Strategic Targets (making 10 in total) which are outlined below in small blue writing. All of the work the LGF carries out fits under one of these 'Strategic Targets'.

The Lesbian & Gay Foundation Limited

Report of the Board of Trustees

For the year ending 31 March 2004

Collectively this makes up the LGFs 'Strategic Framework' and it gives me enormous pleasure to share it with you in this years Annual Report. I'm also looking forward to reporting on our progress next year, and sharing with you our highlights as well as any hotspots whilst implementing it for the first time. Thank you for your continued support,

Best wishes

Paul

Paul Martin
Chief Executive

Our IMPACT in Brief

Through providing safer sex packs we enabled men to have safer sex **498,940** times last year throughout Greater Manchester

We informed and advised over **92,059** people through outnorthwest and a further **144,595** gained vital information on services and sexual and general health through our printed resources; aimed exclusively at Lesbian, Gay and Bisexual people

Through our Helpline and Administration lines **5150** people were supported and informed by phone

101 people in over **800** sessions were assisted to improve their mental health via the LGF's Face to Face counselling service.

Through the LGF's Group work programme; **214** people were able to explore coming out, meet others and gained vital support away from the commercial gay scene.

1412 members of the LGB community informed our work through their participation in the LGF's research questionnaires

Through our training programme we enabled **1339** people: become more accepting of diversity or become more aware of their sexual health and be more assertive

In a year of innovative work; we campaigned to reduce Hepatitis B infection; by vaccinating **65** Gay and Bisexual men outside a hospital setting for the first time in the North West.

With your help; through fundraising events, paid for services, our Supporters scheme and funding bids we raised an additional £1.20 for every £1 we received from our statutory funders.

With **2,279,946** hits to our website; we made a significant contribution to increasing access to information and services for LGBT people who were unable or chose not to visit us in person.

And over **8,500** people liked us so much they came through our doors to seek our help, advice, support or to work in partnership with us.

OUR IMPACT

People often assume we only provide services for people in Manchester. 55% of our services and resources were used by people living or visiting North, South and Central Manchester. Last year; 45% of our face to face time and resources were delivered to residents of Stockport, Bury, Oldham, Heywood, Rochdale, Salford, Trafford, Wigan and Middleton, as well as the visitors to these areas. In addition; our Helpline website, outnorthwest and information resources were used by an increasing number of people from throughout the Northwest region and indeed beyond - cementing yet further the LGF's reputation as a truly regional Organisation.

Helping to strengthen our community

The Lesbian & Gay Foundation Limited

Report of the Board of Trustees

For the year ending 31 March 2004

Last year the LGF offered support to many LGB groups and organisations in a wide variety of ways: We began working with Wisk in Wigan to help them develop their infrastructure. We provided vital space for community groups such as; The Triangle Club for Deaf and hearing impaired LGB people and D'Arcy Lainey Foundation – a support group for LGB parents. Albert Kennedy Trust and The Alzheimer's Society have both been able to base themselves within the Lesbian and Gay Community of Greater Manchester by taking space in Unity House. We welcomed 29 new volunteers; who joined the LGF last year and who received inductions, training and support to help them get the most out of being part of our 100+ volunteer team.

Campaigning with you for change:

In July 2003, after 9 years of providing free, extra strong condoms, we consulted with you through the 'Condoms are Changing' campaign to switch to regular strength condoms; still keeping you safe but increasing your pleasure.

We delivered a campaign and helped co-ordinate the vigil to mark Holocaust Memorial Day, on 29th January 2003. And the LGF was one of the first organisations to celebrate the demise of Section 28; with a poster campaign and coverage in outnorthwest

Building Partnerships to meet need

Much of our work was made possible through partnerships with both the statutory and voluntary sectors; who demonstrated true commitment to the LGB Community.

With GMP Police we facilitated the Chief Constables meeting with the LGBT community at Unity House. LGF advised on and produced publicity for the 'Safe on the Canal' Campaign. By delivering diversity training we enabled Police probationers at Sedgley Park and Bootle Street; to be more aware in their work with LGBT citizens. Our partnership to promote Hate Crime Reporting entered a new phase with the Police agreeing to fund a new computerised reporting service via the LGF Helpline.

2003 has also been an extremely productive year for our partnership with Manchester Public Health Development Service (MPHDS). We have collaborated to produce two new resources 'Knowing the Score' (Drugs and Alcohol) and Sort it Out (for young LGB people). In September a project to support male escort and sex workers was launched. Without a doubt the partnerships greatest success last year was the launch of the Hepatitis B clinic at Unity House; with a 67% return rate and over 100 users in a six month period. This success has enabled MPHDS, Manchester Royal Infirmary and the LGF to launch a full GUM screening service for the Lesbian, Gay and Bisexual community.

With Manchester and Salford Drug Action Teams we launched the North West's first major project to look at alcohol and drug use amongst LGB people. Work included research involving over 950 participants; making this the largest LGB drug and alcohol survey in the UK. We also started reciprocal training partnerships with local drug agencies.

In August 2003 Manchester played host to the largest EuroPride Festival to date. Our contribution, as a major delivery partner, included; providing design and production of many resources including the official listings guide. We distributed over 93,010 resources, including 62,240 safer sex packs. And co-ordinated the information point for the event – providing over 70 volunteers over the 10 day festival.

Continuing to build on our core provision

The Launch of outnorthwest in July and its distribution to over 700 sites throughout Blackpool, Liverpool, Cumbria, Cheshire and Lancashire and of course Greater Manchester - significantly contributed to the growth of the LGF's reputation as a regional agency.

The Lesbian & Gay Foundation Limited

Report of the Board of Trustees

For the year ending 31 March 2004

2003 saw LGF return to Outreach work with a passion: We provided safer sex advice to 213 people within saunas and public sex environments. You gave your time to complete Community Talk Back questionnaires throughout the Village and into Stockport; on topics such as Condom use, Lesbians and sex and Hepatitis B.

Despite a continued lack of investment we raised (through payments) £4,332 towards the £60,000s worth of free counselling we actually delivered.

From coming out to anxiety issues through to bereavement and relationship problems – our face to face counsellors helped people address all aspects of their lives.

The Top five issues the Helpline team helped you address in 2003-4, were:

1. Meeting others
2. Relationship problems
3. Overcoming loneliness and isolation
4. Sexual Health and HIV
5. Information on community services and social venues

Last year we made a commitment to meet the needs of women, and older and younger people. In 2003-4:

We recruited 25% more women volunteers to the Helpline.

We received 19% of our Helpline calls from under 25 whilst 16% of our callers were over 44.

We led the regions first health promotion work; specifically targeting lesbians and bisexual women by delivering health awareness campaigns around breast cancer and screening and Bacterial Vaginosis.

We worked with Manchester Public Health Promotion Service to Produce Sort it OUT – a guide for young LGB people.

We delivered Sexuality awareness sessions to 230 pupils at Levenshulme High School.

We further developed our groups for older gay men and older lesbians.

We conducted the UK's largest ever women's sex survey with over 970 respondents.

We produced safer sex packs for Lesbians and piloted free lubricant for Lesbians in Village Venues – which was such a success it's likely to become permanent next year.

Operation Fundraiser

Following on from the successes of Mardi Gras and World Aids Day in 2002, The Lesbian and Gay Foundation and George House Trust decided to pool their fundraising activities into an exciting joint venture – Operation Fundraiser. In August 2003, Manchester played host to EuroPride – Europe's LGBT Pride Festival and Operation Fundraiser oversaw the selling of the tickets for 'The Big Weekend'. A record £127,000 was raised for charity – the largest single amount ever raised over the Bank Holiday weekend. Operation Fundraiser followed this up with a fund raising event on World Aids Day in December 2003. The fundraising carries on all year round with bars, clubs, groups and individuals continuing to support us and raise lots of much needed funds. During 2003-4 Operation Fundraiser raised a grand total of £150,385. We would like to thank the venue managers, staff and customers and other donors who have helped us raise this vital money over the past year.

Monies from Operation Fundraiser are distributed to local LGBT and HIV Organisations through the Community Futures Fund. This has made a great impact on small and medium sized Organisations. In October 2003 the first £25,000 was distributed to LGBT groups and £37,500 was given to HIV Organisations.

The Lesbian & Gay Foundation Limited

Report of the Board of Trustees

For the year ending 31 March 2004

Stepping Stones received £1,000 which enabled the group to continue.

Financial Review

The Lesbian & Gay Foundation can not exist without continuing financial investment from a range of funders, grant makers and donors. For every £1 provided through statutory sources, the LGF raises an additional £1.15 from other sources.

FINANCES AND REVIEW OF FINANCIAL ACTIVITIES

Overall the year resulted in a decrease in unrestricted funds to (income to spend on any activity appropriate to the LGF) £55,197 but with a corresponding decrease in the levels of restricted funds (income spent on specific activities specified by funders). The main source of income for the financial year 2003/04 was from Primary Care Trusts through Service Level Agreements. Income for some activities carried out in 2003/04 had been received in 2002/03. The LGF significantly increased income in a number of areas including Operation Fundraiser income (as a result of the massively successful Europride Festival where over £127k was raised for LGBT and HIV organisations); Drugs Action Team funding to inform Manchester City drugs workers of drugs useage by LGBT people ; a successful bid to Heritage Lottery to provide a lesbian and gay archive at Unity House; continued funding from the Lord Chancellor's Department for Sustain relationship counselling; Softfire training income; magazine advertising from the relaunched outnorthwest (increased to over £60k from only £13k in 2002/03) and an increase in student placement income to the agency.

RESERVES POLICY

The Trustees have established 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 between a minimum of 3 months and a maximum of 9 months running costs at any one time (as recommended by the Charities Commission). At this level the Board of Trustees believe they would be able to continue the current activities of the charity in the event of a significant drop or change in the nature of funding. Given this situation it would be necessary to look at what funding is generated and the level of project activity carried out by the LGF and risk planning exercises have been carried out by the Board of Trustees. At the 31st March 2004 unrestricted reserves do not reach the minimum target level as no significant funding streams have been identified in 2003/04 to increase free reserves. The Board is aware of it's requirement to increase unrestricted reserves and continually looks at the financial position of the Charity.

Risk Management

The Trustee's 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 our exposure to the major risks. A risk Assessment Register has been set up, and regular review sessions will take place, led by the Risk Manager.

The Charity's Assets

The Lesbian & Gay Foundation Limited
Report of the Board of Trustees
For the year ending 31 March 2004

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the accounts.

Statement of Trustee Responsibilities in Relation to Financial Statements

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

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable it to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities, as well as exercising proper financial controls.

Trustees

The members of the board of Trustees during the period were as follows:

Paul Fairweather	Deputy Chair
Glyn Jenkins	Treasurer
Jill Cunningham	Chair
Gill Keogan	
Ben Amponsah	appointed 31/10/2003

Auditors

Slade & Cooper will offer themselves for re-election as auditors of The Lesbian & Gay Foundation at the Annual General Meeting.

In preparing the above report, the management committee have taken advantage of special exemptions applicable to small companies provided by part II of schedule 8 to the Companies Act 1985.

By order of the Management Committee


.....
Stuart Harrison - Company Secretary

30/7/04
.....
Date

The Lesbian & Gay Foundation Limited
Independent Auditor's Report
to the members of the Lesbian & Gay Foundation
For the year ending 31 March 2004

We have audited the financial statements of the Lesbian & Gay Foundation Limited for the year ended 31st March 2004 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's members, as a body. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described in the Statement of Director's Responsibilities the trustees, who are also the directors of the Lesbian & Gay Foundation for purposes of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Trustees' Report and consider the implication for our report if we become aware of any apparent misstatements within it.

Basis of opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31st March 2004 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Slade & Cooper Accountants
Registered Auditors
6 Mount Street
Manchester
M2 5NS

The Lesbian & Gay Foundation Limited
Statement of Financial Activities and Income and Expenditure Accounts
For the year ending 31 March 2004

	Unrestricted Funds	Restricted Funds	Total Funds	Total 2003
Note	£	£	£	£
Incoming Resources				
Donations & Fundraising	77,368	0	77,368	60,177
Activities to Further the Charity's objectives:				
<i>Grants & Contracts</i>	649,182	84,606	733,788	616,814
<i>Training Programme</i>	55,675	0	55,675	24,026
Activities to Generate Funds:				
<i>Fees and Other Sales</i>	138,097	0	138,097	33,695
Investment Income and Interest	1,403	0	1,403	744
Total Incoming Resources	2 923,725	84,606	1,006,331	735,456
Resources Expended				
Cost of Generating Funds				
<i>Fundraising and Publicity</i>	122,711	0	122,711	70,658
Charitable Expenditure				
<i>Support Costs</i>	523,532	44,022	567,554	391,291
<i>Information Resources and Events</i>	90,831	0	90,831	29,046
<i>HIV Prevention & Sexual Health Services</i>	84,252	0	84,252	78,697
<i>Mental Health Services</i>	3,362	1,403	4,765	6,613
<i>Softfire Training Programme</i>	34,636	0	34,636	26,851
<i>Other Projects</i>	29,750	60,352	90,102	117,276
<i>Management & Administration</i>	34,854	0	34,854	21,402
Total Resources Expended	3 923,928	105,777	1,029,705	741,834
Net Incoming/(Outgoing) Resources/ Net Income/Expenditure for year	-2,203	-21,171	-23,374	-6,378
Total Funds Brought Forward from 1 April 2003	57,400	34,248	91,648	98,026
Total Funds Carried Forward at 31 March 2004	55,197	13,077	68,274	91,648

The Lesbian & Gay Foundation Limited

Balance Sheet as at 31 March 2004

	Note	2004 £	2004 £	2003 £	2003 £
Fixed Assets					
Office fixtures and Fittings			1,166		281
Computer Equipment			18,077		2,407
	8		<u>19,243</u>		<u>2,688</u>
Current Assets					
Debtors	9	114,508		73,170	
Cash at Bank and in Hand		<u>30,573</u>		<u>69,641</u>	
		<u>145,081</u>		<u>142,811</u>	
Current Liabilities					
Creditors falling due within one year	10	<u>96,050</u>		<u>53,851</u>	
Net Current Assets			<u>49,031</u>		<u>88,960</u>
Total Assets less Current Liabilities			<u>68,274</u>		<u>91,648</u>
Represented by:					
Funds and Reserves					
Unrestricted Funds	11		<u>55,197</u>		<u>57,400</u>
Restricted Funds			<u>13,077</u>		<u>34,248</u>
Total Funds			<u>68,274</u>		<u>91,648</u>

The management committee have taken advantage of the exemptions available to small companies under 5246/1(a) of the Companies Act 1985 on the grounds that the Charity is a small company

.....
Paul Fairweather - Deputy Chair

.....
Glyn Jenkins - Treasurer

.....
Date

.....
Date

The Lesbian & Gay Foundation Limited

Notes to the accounts 31 March 2004

1 Accounting Policies

- a) The Financial Statements have been prepared under the historical cost convention in accordance with applicable accounting standards, the Companies Act 1985 and follow the recommendations in the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities issued October 2000.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.
- c) Revenue grants are shown in the Statement of Financial Activities in the year in which they are receivable.
- d) 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.
- e) Unrestricted funds are donations and other income received or generated for the charitable purposes.
- f) Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- g) Staff costs and overhead expenses are allocated to activities either directly when identifiable or on the basis of staff time spent on those activities.
- h) 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 | 50% straight line basis |
| Office Furniture & Fixtures | 50% straight line basis |
- i) The cost of generating funds includes any direct costs and staff time involved. A proportion of overhead costs is also included at a rate of 5% of the overall cost of accommodation and office expenditure.
- j) Management and administration costs of the charity relate to the direct costs of management including the costs of meetings, audit and statutory compliance and staff time involved in administration of the charity. A proportion of overhead costs is also included at a rate of 3% of the overall cost of accommodation and office expenditure.
- k) The company has taken advantage of the exemption under Financial Reporting Standard 1 from preparing a cash flow statement on the grounds that it is a small company.
- l) The company has not prepared consolidated accounts because its 2 subsidiary companies have not operated within the year and have no assets or liabilities.
- m) The Lesbian & Gay Foundation registered for VAT on 1 April 2002. The majority of the work the Foundation undertakes is outside the scope of VAT. Input tax is not normally recoverable on inputs relating to such supplies. However certain contracted-out services, training income and fees are eligible for recovery of VAT and the company recovers this quarterly in arrears. The remaining irrecoverable VAT is charged to the income and expenditure account in the year in which it is incurred.
- n) Operating leases
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.
- o) Pensions
The Lesbian & Gay Foundation operates a Stakeholder Pension scheme with Friends Provident. Employees are given the option of paying contributions to this scheme. The company makes employer contributions of 3% of gross salary to an approved personal or stakeholder pension scheme.

The Lesbian & Gay Foundation Limited

Notes to the accounts 31 March 2004 (Continued)

2) Incoming Resources

	Unrestricted Funds	Restricted Funds	Total 2004	Total 2003
	£	£	£	£
Donations and fundraising				
Operation Fundraiser Donations	68,552		68,552	30,171
Community Development Fund	0		0	17,000
Fundraising Events	1,755		1,755	8,719
Supporters Scheme Individual Donations	6,871		6,871	4,116
Collection Boxes	190		190	171
	77,368	0	77,368	60,177

Activities to Further Charity's Objectives

Grants and Contracts

Manchester Primary Care Trusts	247,248		247,248	203,800
Bolton & Wigan Primary Care Trusts	45,126		45,126	41,504
Stockport Primary Care Trust	27,744		27,744	27,744
Salford & Trafford Primary Care Trusts	114,710		114,710	112,934
Oldham Primary Care Trust	16,892		16,892	16,400
Tameside & Glossop Primary Care Trust	16,892		16,892	16,400
Bury Primary Care Trust	10,000		10,000	0
Rochdale Primary Care Trust	8,000		8,000	0
Heywood & Middleton Primary Care Trust	4,000		4,000	0
Cheshire Primary Care Trust	2,773		2,773	5,655
Manchester City Council	18,140		18,140	17,780
Wigan WISK	12,500		12,500	0
Terrence Higgins Trust CHAPS	30,000		30,000	30,000
Manchester DAT Funding	36,000		36,000	0
Salford DAT Funding	20,000		20,000	0
Stockport DAT	2,025		2,025	0
Rochdale CVS	9,880		9,880	0
Community Fund (National Lottery)			0	18,579
Europride outreach	3,234		3,234	0
Heritage Lottery		10,450	10,450	0
Community Chest		5,485	5,485	0
Neighbourhood Renewal	3,254		3,254	0
East Manchester Regeneration	3,000		3,000	0
Comic Relief			0	20,000
Stonewall		2,485	2,485	2,485
Breast cancer awareness	6,050		6,050	0
Lord Chancellor's Department		58,000	58,000	48,000
Commonwealth Games Project			0	1,770
Wigan Social Services			0	9,500
Department of Trade & Industry		5,588	5,588	25,263
LGBT Thriving Network	11,714	2,598	14,312	19,000
	649,182	84,606	733,788	616,814

Training Programme

Softline Training Income	54,835		54,835	23,776
Other Training Income	840		840	250
	55,675	0	55,675	24,026

704,857	84,606	789,463	640,840
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The Lesbian & Gay Foundation Limited

Notes to the accounts 31 March 2004 (Continued)

Incoming Resources (continued)	Unrestricted Funds £	Restricted Funds £	Total 2004 £	Total 2003 £
Activities to generate funds:				
Fees and other sales				
<i>Student placement fees</i>	10,100		10,100	1,700
<i>Magazine advertising</i>	64,719		64,719	13,495
<i>Magazine subscriptions</i>	223		223	51
<i>Distribution sales</i>	8,600		8,600	900
<i>Groupwork Income</i>			0	3,001
<i>Northern Wave venue hire</i>			0	5,760
<i>Alzheimers Society venue hire</i>	1,000		1,000	0
<i>Albert Kennedy Trust venue hire</i>	2,042		2,042	0
<i>Rampton Income</i>	14,340		14,340	3,349
<i>Operation Fundraiser Staff Income</i>	28,217		28,217	1,094
<i>City College Income</i>			0	940
<i>Counselling income</i>	4,332		4,332	263
<i>Unity House venue hire income</i>	2,026		2,026	1,041
<i>Salford CVS consultancy fee</i>			0	118
<i>Other misc generated income</i>	2,498		2,498	1,983
	138,097	0	138,097	28,312
Interest and Investments income				
<i>Bank interest received</i>	1,403		1,403	744
	1,403	0	1,403	744
	921,725	84,606	1,006,331	53,082

In accordance with section 37(4) of the Local Government and Housing Act 1989, revenue grants which were awarded for the general running costs of the organisation have been used fully in accordance with the terms under which they were granted

3) Outgoing resources	Unrestricted Funds £	Restricted Funds £	Total 2004 £	Total 2003 £
Cost of generating funds				
<i>Fundraising & Publicity Staff costs</i>	85,861	0	85,861	64,384
<i>Other Fundraising & Publicity Costs</i>	36,850	0	36,850	6,274
	122,711	0	122,711	70,658
Charitable Expenditure				
Support Costs				
<i>Building & Accommodation</i>	38,332	7,857	46,189	59,998
<i>Office & Administration</i>	36,103	3,210	39,313	24,794
<i>Staff Costs</i>	427,284	32,955	460,239	282,121
<i>Disallowed VAT</i>	9,257	0	9,257	17,811
<i>Depreciation</i>	12,556	0	12,556	6,567
	523,532	44,022	567,554	391,291
Information Resources & Events Programme				
<i>Community Events</i>	13,490	0	13,490	575
<i>outnorthwest</i>	74,596	0	74,596	26,575
<i>Resource Distribution</i>	2,745	0	2,745	1,896
	90,831	0	90,831	29,046

The Lesbian & Gay Foundation Limited

Notes to the accounts 31 March 2004 (Continued)

Outgoing Resources (continued)	Unrestricted Funds £	Restricted Funds £	Total 2004 £	Total 2003 £
HIV Prevention & Sexual Health Programme				
<i>Condom & Lube Distribution Scheme</i>	83,661	0	83,661	72,410
<i>Outreach Programme</i>	360	0	360	465
<i>Community Action Programme</i>	231	0	231	14
<i>Information Resource Programme</i>	0	0	0	5,808
	84,252	0	84,252	78,697
Mental Health Services				
<i>Groupwork</i>	55	0	55	431
<i>Face to Face Counselling Programme</i>	1,465	1,403	2,868	4,748
<i>LGF Helpline Programme</i>	1,842	0	1,842	1,357
<i>TV/TS Helpline Programme</i>	0	0	0	77
	3,362	1,403	4,765	6,613
Softfire Training Programme				
<i>Project Staff Costs</i>	25,364	0	25,364	25,524
<i>Other Project Costs</i>	9,272	0	9,272	1,327
	34,636	0	34,636	26,851
Other Projects				
Sapphos Project				
<i>Project Staff Costs</i>	0	0	0	10,388
<i>Other Project Costs</i>	0	1,325	1,325	1,412
	0	1,325	1,325	11,800
Mardi Gras Project				
<i>Other Project Costs</i>	0	0	0	6,763
	0	0	0	6,763
Salford & Trafford Gay Men's Health Worker Project				
<i>Project Staff Costs</i>	0	0	0	21,889
<i>Other Project Costs</i>	0	0	0	1,844
	0	0	0	23,733
Stonewall				
<i>Other project costs</i>		699	699	0
Stonewall Total Costs	0	699	699	0
Wigan Social Services				
<i>Other project costs</i>		2,000	2,000	0
Wigan Social Services Total Costs	0	2,000	2,000	0
Terrence Higgins Trust CHAPS Project				
<i>Staff Costs</i>	29,066	0	29,066	29,066
<i>Other Project Costs</i>	684	0	684	934
	29,750	0	29,750	30,000
Commonwealth Games Project				
<i>Other Project Costs</i>	0	0	0	1,193
	0	0	0	1,193
Community Development Fund Project				
<i>Grants Awarded</i>	0	1,000	1,000	16,000
	0	1,000	1,000	16,000

Notes to the accounts 31 March 2004 (Continued)

Outgoing Resources (continued)	Unrestricted Funds	Restricted Funds	Total 2004	Total 2003
	£	£	£	£
Other Projects (continued)				
Sustain Project				
Project Staff Costs	0	22,444	22,444	16,190
Other Project Costs	0	12,894	12,894	4,805
	0	35,338	35,338	20,995
Community Learning Chest				
Project Costs	0	1,207	1,207	0
	0	1,207	1,207	0
Heritage Lottery				
Project costs	0	1,427	1,427	0
	0	1,427	1,427	0
Department of Trade & Industry Project				
Other Project Costs	0	8,388	8,388	947
	0	8,388	8,388	947
LGBT Network Project				
Project Staff Costs	0	0	0	0
Other Project Costs	0	8,968	8,968	5,850
	0	8,968	8,968	5,850
	29,750	60,352	90,102	117,276
Management & Administration				
Staff Costs	29,414	0	29,414	16,606
Office Costs	5,440	0	5,440	4,716
	34,854	0	34,854	21,402

4)

Staff Costs	2004	2003
	£	£
Wages and Salaries	369,455	232,519
Ex gratia payments	0	4,708
Employers National Insurance	53,865	30,915
Recruitment, Development and Training	8,294	6,210
	431,714	275,352

The number of employees earning over £50,000 per annum was nil

Staff Numbers at 31 March 2003	2004	2003
Chief Executive	1	1
Deputy Chief Executive	1	1
Director of Operations	1	1
Director of Corporate Services	3	1
Administration Manager	3	1
People & Performance Manager	3	1
Communications Manager	1	1
Special Projects Coordinator	1	1
ICT Co-Ordinator	1	0
Research Co-Ordinator	1	0
Delivery and Advertising Co-Ordinators	2	0
Operation Fundraiser Project Manager	1	3
Head of HSV Services	1	1
Gay Men's Health Editor	1	1
Lesbian Health Editor	1	0
Therapeutic Services Co-Ordinator	1	0
Helpline Coordinator	1	1
Software Training Project Manager	1	1
Salford & Trafford Gay Men's Worker Project Manager	0	1
Drugs & Alcohol Co-Ordinator	3	0
Sustain Project Manager	1	1
Sappho Co-Ordinator	1	1
Building Co-Ordinator	1	2
	25	18

5)

Net incoming resources is arrived at after charging for the following:	2004	2003
	£	£
Depreciation	12,556	6,567
Auditor's Remuneration	1,505	1,500
Irrecoverable VAT	9,257	17,811
Redundancy costs		3,189
Pension costs	5,327	

6)

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

The Lesbian & Gay Foundation Limited

Notes to the accounts 31 March 2004 (Continued)

8) Fixed Assets

Cost	Office Fixtures & Fittings £	Computer Equipment £	Total
At 1 April 2003	24211	27345	51556
Additions	1989	27122	29111
Disposals			0
At 31 March 2004	26200	54467	80667
Depreciation			
At 1 April 2003	23930	24938	48868
Charge for the year	1,104	11,452	12556
On disposals			0
At 31 March 2004	25034	36390	61424
Net Book Value			
At 31 March 2004	1166	18077	19243
At 31 March 2003	281	2407	2688

9) Debtors

	2004 £	2003 £
Trade Debtors	53,549	31,852
Other Debtors and Prepayments	60,959	41,318
	114,508	73,170

10) Creditors

	2004 £	2003 £
Trade Creditors	48,424	14,276
Other Taxes and Social Security	42,956	12,976
Bank loans and overdrafts	-	9,541
Other Creditors and Accruals	4,670	17,058
	96,050	53,851

11) Reserves

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Balance Brought Forward	34,248	57,400	91,648
Net Incoming Resources	-21,171	-2,203	-23,374
Transfer between Funds			0
	13,077	55,197	68,274

The Lesbian & Gay Foundation Limited

Notes to the accounts 31 March 2004 (Continued)

Reserves (continued)

Analysis of net assets between funds

Fund balances as at 31st March 2004 are represented by:

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Fixed Assets		19,243	19,243
Current Assets	13,078	132,003	145,081
Current Liabilities		-96,050	-96,050
	13,078	55,196	68,274

12} Restricted Funds

	Balance B/Fwd £	Incoming Resources £	Outgoing Resources £	Balance C/Fwd £	
Sapphos Older Lesbian Project	3,097	0	3,097	0	3,097
Comic Relief grant awarded to develop services targeting older lesbians including worker costs					
Department of Trade & Industry Thriving Citizenship		5,588	5,588	0	5,588
Wigan Social Services	2,000	0	2,000	0	2,000
Community Chest		5,485	5,485	0	5,485
Heritage Lottery		10,450	10,450	0	
Stonewall	2,485	2,485	4,970	0	4,970
LGBT Network Grant	6,370	2,598	8,968	0	6,370
Sustain	19,298	58,000	64,220	13,078	64,220
Lord Chancellor's Department Marriage & Relationship Support grant awarded to LGBT relationship support project					
Community Development Fund	1,000	0	1,000	0	1,000
Balance of 2002 funds					
	34,250	84,606	105,778	13,078	

The Lesbian & Gay Foundation Limited

Notes to the accounts 31 March 2004 (Continued)

13) Leased Assets

Nashuatec Photocopier	Payments made current year	2,350
	Payments due 1 year	2,350
	Payments due 2-5 years	3,450
Leased Premises - Unity House	Payments made current year	45,000
	Payments due 1 year	45,000
	Payments due 2-5 years	60,000

14) Trustee Remuneration and Expenses

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

15) Subsidiary Companies

The Company operates the following wholly owned subsidiaries

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