



CHESTER PRIDE ANNUAL REPORT 2020



Registered Charity in England and Wales: 1161379

Box 7

Unity Centre

Cuppin Street

Chester

CH1 2BN

Tel: 01244 257602

Email: info@chesterpride.co.uk



Contents

1. Reference and Administrative Information	3
2. Independent Examiner Statement	4
3. Our Aims and Objectives.....	5
4. Annual Review.....	5
5. How our activities deliver public benefit	7
6. Financial Review	11
7. Plans for Future Periods.....	12
8. Structure, Governance and Management	12
9. Financial Statements.....	18
Notes forming part of the Financial Statements for Year Ended 31 st October 2020	20

Chester Pride Annual Report and Financial Statements for Year Ended 31st October 2020

The Management Committee present the annual report and Financial Statements for the year ended 31st October 2020.

1. Reference and Administrative Information

Charity Name: Chester Pride

Charity registration number: 1161379

Company registration number: 08958558

Registered Office and operational address:

Box 7, Unity Center
Cuppin Street
Chester
CH1 2BN

The Charity Management Committee:

Warren Allmark	Chair
Andrew Foxall	Vice-Chair
Richard Euston	Vice-Chair/Treasurer (Stepped Down July 2020)
Laura Gilhooley	Director/ Vice-Chair from July 2020
Sandra Tyrie	Director (Appointed July 2020)

The Chester Pride Charity Committee:

Craig Hartshorn	Rachel Walker	Amanda Carolan	Caleb Maxfield	Adam Prankard
Stephen Mongahan	Kate Hutchinson	Andrew Arrowsmith	Tom Parratt	Alexandra Rosu
Mike Crossley	Wes Diggory	James Kirby		

Independent Examiner:

Bankers:

Barclays, Leicester, Leicestershire, LE87 2BB

2. Independent Examiner Statement

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/10/2020. As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

1. the accounting records were not kept in accordance with section 130 the Charities Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed by:



Name: MR DAVID BUXTON FCA

Date: 31/08/2021

Address: BUXTON ACCOUNTING LLP, 98 MEDDLEWICH ROAD, NORTHWICH, CHESHIRE, CW97DA.

Relevant Professional Qualifications or body: FELLOW OF THE INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES.

3. Our Aims and Objectives

Chester Pride is a celebration of lesbian, gay, bisexual, transgender, and other sexual and gender identities, (LGBT+) life in Chester and West Cheshire. The events arranged by Chester Pride promote visibility and awareness of LGBT+ issues and inequalities, providing information, education, and entertainment in a safe and encouraging environment.

Principle Aims of Group:

- To produce a regular (at least annual) community-based LGBT+ event in Chester
- To raise awareness of Cheshire's LGBT+ community and promote acceptance and tolerance
- To work with LGBT+ charities and groups on local and national scale to promote their work and activities during Pride
- To work with Chester's LGBT+ owned and operated businesses to promote cohesion and a sense of community
- To work with local authority and our key partners, including NHS, Fire, Police, University and Private Sector to bring services to all and promote equality
- To work with local businesses and organisations in Cheshire West
- To support and advocate for the LGBT+ community throughout the year, providing or promoting services and activities needed by, and focused on, the LGBT+ community

In 2021 Chester Pride aims to review its aims and objectives to better reflect the expanded scope of our work.

4. Annual Review

At the end of 2019 Chester Pride faced some tough battles. Our finances had been stretched due to the impact of the weather-related rescheduling of our main event, and we had an uphill battle to not only to fund and provision our 2020 event, but also to fund and expand the broader charitable activity we had just begun.

We must also acknowledge the impact the Coronavirus pandemic has had on our activity. The arrival of the virus, and the effect it has upon the community, caused us to upend our plans. Many of our plans had to be shelved or adapted, and the future of the charity seemed precarious due to much of our finances relating to our planned annual event which it became quickly apparent would not be able to go ahead. The road ahead could not have appeared more challenging and difficult.

But Chester Pride is not a charity that shirks from challenge. With the pandemic presenting major issues to the LGBT+ community we were determined to do more to support the community; and we were keen not to 'disappear' along with our event. In direct reaction to the Coronavirus and the needs of the community we launched six projects to provide support and entertainment. These projects have been an overwhelming

success, with Digital Chester Pride and our Just Ask support helpline being the two biggest successes this year.

These projects have ensured that the charity remains active and relevant but have also led to Chester Pride undergoing several organizational changes and adaptations. The demands of delivering services such as the Just Ask helpline means that we have taken on the charity's first employees to manage these projects. Several policies and processes have been reviewed and adapted, and we are in the process of overhauling how we work with volunteers and our own committee. This has all resulted in a charity that is flexible and responsive, able to scale to suit demand and the realities of our finances. This maturing of the charity has been reflected in the significant number of grants and funding that the charity received to deliver its support services. The backing of these grant awards, and the continued support of our sponsors and supporters, has meant that the charity has also overcome some of its financial challenges. There are still significant challenges ahead, especially regarding our main event, but the charity has rediscovered its financial stability and secured the funding for its charitable activity throughout 2021.

Chester Pride has ended 2020 as a stronger, more stable, and more effective charity, a rare success story of a very difficult year. The biggest triumph, as the management committee see it, is the fact that the charity has been able to do so much more to support the community. Chester Pride has long worked to become about more than just its main event, and this year has seen a realisation of that. As a charity we have been able to help more people, especially in the face of the global pandemic that has affected the LGBT+ community in a heightened way.

We have seen that mental health particularly has been a huge area of crisis and struggle for the community. social isolation and anxiety induced by the pandemic, and the fact that many members of the community have ended up in hostile living situations during various lockdowns, have shown that LGBT+ people are a vulnerable community. Although our Just Ask service and other small projects have been able to help some of the community, we know that there is so much more to do. We are proud of the work that Chester Pride has done this year; and we look at 2021 as the year to expand on this strong foundation and reach even more of the community.

A handwritten signature in black ink that reads "W. L. Allmark". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Warren Lee Allmark, Chair

5. How our activities deliver public benefit

A. *DIGITAL CHESTER PRIDE*

Due to the ongoing health emergency at the time of our usual Chester Pride main event, the decision was taken to transition to a digital event instead of outright cancellation. The event was split into four main parts. The first was the family and kids' section, offering craft activity and entertainment suitable for young people, and fully inclusive of LGBT+ families and identities.

The second major section was our Trans and Non-Binary content, featuring entertainment and panel discussion around trans issues, led by trans voices. This section was one of the most important sections for the charity to include as the trans community are under particularly under attack and marginalised. For the charity we felt it key to amplify trans voices as part of our output and use our platform to address these issues. This content was then replayed across our social media channels during Trans Day of Remembrance in November.

The third section was a selection of online workshops featuring social and wellbeing activity, such as dance classes, exercise session, creative writing class, and social activities for specific groups such as older persons. These sessions were not well attended; however, it was important for the charity to include them as they represent the wider offering that we usually have at our physical Chester Pride event. At our event we know that it is important to promote good health and wellbeing, access to support and information, and cater for the needs of the LGBT+ community as they can be affected more by issues such as mental health, homelessness, domestic abuse, sexual health, and many more. By provisioning a range of wellbeing content as part of our digital event we made sure that this aspect of the Chester Pride event was still present despite the change in format.

The final section, and the longest, was our entertainment section featuring the type of acts and performers that would normally feature on the main Chester Pride stage.

Overall, the digital version of Pride ran for twelve hours, and was very well received. Around 6,000 people watched across the day, with most viewers based in Chester and Cheshire West. This represents around half the usual audience for Chester Pride, and we were pleased that it received this level of viewing. What was worth noting, however, was that the digital format allowed us to engage with two audiences that we normally cannot. The first of these audiences were members of our community who had moved away, and thus felt separated from the community they left behind. One or two of these such viewers expressed to us how valuable it was to them that they were able to reconnect with the Chester based community. The second new audience was made up of the small number of LGBT+ people who wish to engage with the community but struggle to do so due to mental or physical health issues. For the first time they were able to engage with a community celebration that they normally would feel isolated from. This second group have presented the charity with a learning opportunity as we will seek ways to include this audience segment in our future activity, thereby increasing the accessibility of our event, and ensuring no members of our LGBT+ community feel isolated.

B. UNIVERSITY OF CHESTER DIVERSITY FESTIVAL

Chester Pride supported the University of Chester with its annual Diversity Festival. As part of this we provided several talks and workshops covering inclusive sport, LGBT+ modern life, why Pride is still needed, and being a better LGBT+ ally. We ran a free training workshop on Bystander Intervention, to empower people to intervene in situations where a person may be facing abuse, victimization, or discrimination.

Feedback from the sessions was very good and has enabled us to create workshops and sessions have already been booked to be delivered virtually for 2021.

C. JUST ASK HELPLINE

Originally planned for a soft launch in 2020 the decision was made to accelerate our plans with the Just Ask helpline in direct response to the Coronavirus pandemic. The helpline can deal with any issue that an LGBT+ person might have through provision of support, signposting, referrals, advice, and information.

The Just Ask helpline has, by our measures, been going well. The volume of contact has been steady, rather than being overwhelming or too low. Contact generally has been predominantly through messaging channels, particularly WhatsApp. Most cases arising from the contacts are short, with some back and forth messaging, or a scheduled phone call, and forward referrals or provision of information sufficient to resolve the case.

We have also developed strong partnership links, referral systems, and created a large database of contacts to ensure that we can be effective in our support. This has resulted in some strong partnerships, particularly with the Cheshire Fire Service, who will refer LGBT+ residents that they work with and support to Just Ask, and in return we will refer our contacts to the home safety check scheme, as the LGBT+ community are at increased risk of home fires and the service are keen to mitigate this. Other partnerships that have developed, or are in development, include links with Cheshire West and Chester Council (various departments), Brio Leisure's active wellbeing scheme, North Wales Police's hate crime unit, and local community health boards such as the Maternity Voices Partnership and Healthwatch.

Of the cases, most are resolved following a final 'check in' from the case manager 21 days after initial contact. If no further support is required after this 'check-in' then the case is marked as closed. Long-term support cases are those not closed after 21 days. So far there have been:

- 330 contacts

Of which most are resolved within 21 days. However, of these initial contacts there have been:

- 58 long-term cases

Our support information, and referral system, has been created using local authority boundaries, as where someone is based will dictate what services they can access and be referred to. The geographic breakdown of cases is as follows:

- 57% Cheshire West and Chester

- 25% Wales
- 13% Wirral/Merseyside
- 5% Other - including Cheshire East

This breakdown matches our previous data from attendees to our events, with Cheshire East being an area we struggle to engage with, largely we believe due to the proximity of most of the county to Manchester and the services there.

A majority, in fact almost all, cases touch on some aspect of Mental Health, Social Isolation and Anxiety. After this the most common themes arising from the cases are sexual health advice, gender transition, and coming out.

We do not track age in too granular a way, dividing contacts into broad categories of Under-18, 18 - 65, and 65+ as these broadly match the divisions between the services that individuals might access. An overwhelming majority of our cases come from adults, with that category skewing toward the younger end (early 20s), and only a handful of older persons making contact with the service. When we have had cases concerning Under-18s, these have often come from their parents seeking support on their behalf; or seeking support in the parenting of an LGBT+ young person. But again, the number of these types of cases are limited.

CHRISTMAS MEAL

An additional output of the Just Ask project was the provision of a Christmas Meal for those socially isolated during the 2020 festive season. Due to the restrictions around indoor activity during the pandemic, the group was restricted only to those in the greatest need for support. 12 people attended the meal and were able to socialise and receive support from the Just Ask support worker present.

D. *THE BOX PROJECT*

The direct experience of several members of the Chester Pride committee highlighted the need for access to sexual health and menstrual products at short notice. This is a problem that the LGBT+ community face, particularly, as their gender identity may make people uncomfortable in requesting these products; or having to access bathrooms that do not match their gender identity in order to find these products. Through the Box Project we worked with the local sexual health service to ensure that nighttime and social venues, such as bars, clubs, cafés, and restaurants, were able to offer some of these products for free through counter-top boxes. The project has also been extended to include services accessed by vulnerable people, or those in need, such as the local authority's homeless service. Around 30 of these boxes were distributed across the city, with more distribution planned when venues can reopen.

E. *TAKE 5*

The project saw the distribution of wellbeing packs and mugs. The concept was to promote 'taking 5' – a five-minute break in your day to practice self-care. The mugs came with herbal teas, wellbeing activity cards, and links to beneficial services, such as our own Just Ask service. Around 64 mugs were distributed, with the project continuing into 2021.

F. VISUAL ARTS FORUM

Chester Pride continued to be a member of the Cheshire West Visual Arts Forum as a provider of one of the biggest cultural events in the city. This forum helps to shape the provision of art in the city and encourage collaborative work between artists and art organisations. As part of this forum Chester Pride had a say in developing the cultural plan for Cheshire West, including being part of planning a biennial event for the city. We were also chosen to be part of the Heritage Action Zone (HAZ) Cultural Consortium.

HAZ CULTURAL CONSORTIUM

The local authority was successful in securing a grant to help revitalize the historic high street of Chester city center. As part of that funding the council will provision four years of cultural activity based on promoting the use of the high street. As the organisation behind one of the main high street based cultural activities we were asked to be a member of the cultural consortium that will help to programme and develop this cultural activity. We were designated the Lead Partner in the consortium and have been working with the council to launch the first part of the programme, the opening of a cultural hub in the city center.

G. BUSINESS TRAINING

As part of our work to see LGBT+ inclusivity in the workplace improve we conducted several training sessions at various businesses. Overall, we conducted 6 workshops or training sessions, in addition to any others mentioned above. These sessions generally focused on general inclusivity in the workplace, with variation depending on the specific needs of the organisation. Many sessions were delivered virtually due to the pandemic.

H. PROUD AT WORK

The Proud at Work network was originally planned to launch in March of this year, with the brand developed with the initial partners, and a soft launch comms event forming part of the University of Chester diversity festival. However, with the onset of the pandemic I was decided to postpone the launch of the network until a more appropriate time. The founding members of the network remain committed to it, however, and as such it is planned to launch in 2021. At launch the network will cover over 10,000 employees and help the businesses involved to better support their LGBT+ colleagues through shared best practice, training, and networking events. The initial members are, Bank of America, M&S Bank, Lloyds Banking Group, University of Chester, Cheshire Fire & Rescue, Cheshire West and Chester Council, and Cheshire Constabulary.

6. Financial Review

At the start of the 2020 Chester Pride was already facing significant challenges from the impact of the previous year's necessary rescheduling of the main event. Our year started strong, with good levels of backing from sponsors, but with significant financial hurdles in the raising of the rest of the funds we required. The start of the pandemic in early 2020 presented many challenges, as we recognised early on that we would not be able to host our main event, putting much of our planned revenue streams in jeopardy as they directly relate to the main Chester Pride.

We were, however, able to turn the pandemic to our advantage. With our 'six projects' and switch to a digital main event, we were able to talk to sponsors and have them move their sponsorship across to our new outputs and access a wide number of grants to support this work. This has ensured that the charity has remained financially viable during the difficulties presented by this year. It has also ensured that the charity is on a much stronger footing as we enter our new year, with the project related income being sufficient to ensure that the 'charity' arm (that is, all charitable activity unrelated to the main Chester Pride event) can continue throughout 2021, allowing the charity to have purpose and financial stability independent of the main Chester Pride event.

Not only has this year seen the charity become much stronger and financially stable again, but it has also been a period of expansion and transformation. The charity as it is now is a much more flexible and responsive organisation across its financial structure, staffing, and outputs and engagements. This will ensure that the charity will be able to respond successfully to future challenges and periods of financial uncertainty as the organisation can scale much more effectively.

It must also be noticed that the liabilities of the charity have increased this year as we have taken on two members of staff to deliver our support services. All current staff have been retained on contracts that cover the period for which the funding for the role has been secured.

In summary, this year has been a challenge, but one which the charity has responded well to. Chester Pride is emerging from this year a much more stable, secure, and mature organisation, compared to where the charity was at the end of 2019.

Reserves Policy

Chester Pride aims to hold enough reserves to be able to stage a small event. Therefore, we will endeavor to hold £10,000 in the bank account to act as an emergency contingency fund.

In 2019 the reserves were released due to the financial burdens of that year. However, the impact of the Coronavirus pandemic has meant that most of the income to the charity this year was restricted in use, including most funds available to the charity at the end of the year. As such the charity has been unable to rebuild its reserves. It remains a priority of the Directors to rebuild the reserves and, if possible, expand them to better reflect the organisation's growth and realistic expectations of costs.

7. Plans for Future Periods

The continued effects of the Coronavirus pandemic make forward planning a difficult undertaking. Already the charity is examining how it might run its main event next year, and we are planning many different contingency strategies. We hope to bring back the event in a physical capacity but may look to restage it as a digital event if necessary. It must be noted that the finances relating to the event are not strong, and this will also factor into the management committee's decisions regarding the event.

The other charitable projects will continue, with the smaller projects coming under the umbrella of the Just Ask project for funding and staffing purposes. Already the finances to continue Just Ask for another 12 months have been secured, and a larger funding bid to allow for multi-year financing is expected to be developed and submitted in the course of the next year. The service will also be expanded and developed to better support the trans and gender non-conforming communities, with specialised help and support. #

During the next 12 months the charity also looks to open its first permanent venue, through the opening of a café and community space. The charity has identified several potential sites that can be used for this purpose and will look to secure the venue and the funding to open it. The venue will be used as the offices for the charity and include space to run Just Ask activity such as drop-in days, support groups, and more. Part of the venue will be used as a commercial café space, to allow for the charity to raise its own revenue to support its operations. It is likely that a subsidiary operation to manage the café will be established by the charity.

8. Structure, Governance and Management

Chester Pride was registered as a company with Companies House in 2014. It was later converted to a Charity and registered with the Charities Commission in England and Wales. It is governed by a model Articles of Association, adapted to suit its charitable purpose.

A. GOVERNING DOCUMENT

In addition to the Articles of Association, Chester Pride uses an annual constitution, which is refreshed annually. This constitution is a working governance document which outlines the roles of committee members, as well as outlining the governance structure, voting procedures, and other operational information. This constitution is in addition to the Articles of Association, and designed to supplement them, to encourage best practice for the committee, and ensure fair treatment.

B. RECRUITMENT AND APPOINTMENT OF COMMITTEES

- All are welcome to apply for a vacant position on the Chester Pride committee on the provision that they agree with the core ethics and values of Chester Pride – i.e., equality for all, working to end discrimination etc.
- Committee members shall hold their positions with Chester Pride until they choose to resign, or the Directors of Chester Pride ask the member to step down.
- The committee represent the voice of the LGBT+ community within Chester Pride. As such the Directors should endeavor to ensure that the committee is as representative of the community as possible, being made up of a diverse range of identities, ages, ethnicities, genders, and backgrounds.

- Where a vacancy arises on the management committee, an open recruitment process should be adopted to ensure a person with the necessary skills to act as a trustee may be appointed to the position.
- All Directors of Chester Pride shall be the trustees, and as such shall make a written declaration that they are a right and proper person for the role, and not disqualified from acting in this capacity as set out in any relevant legislation.

C. *INDUCTION AND TRAINING*

- Before being made a member of the Chester Pride committee a candidate will have a thorough conversation with a Director, and another committee member, to ensure that they are aware of the responsibilities and expectations of the committee members.
- Once a member of the committee, the candidate will be provided with a copy of the constitution, which will give them all the information needed around governance and procedures.
- Support and training will be provided by a Director, who will be assigned to them to ensure that each committee member reports to a Director with the relevant knowledge, experience, or expertise to offer them advice and guidance.

D. *ORGANISATIONAL STRUCTURE*

- The Directors will act at the charity's trustees and management committee.
- The Chester Pride committee will act as a steering group, working alongside the Directors to shape the activity of the charity and oversee the staff. This is to ensure that the charity is informed directly by the community it serves, embedding their voice directly into the strategy and planning for the charity.
- Whilst the work of staff will be shaped and informed by the committee, they shall report and responsible solely to the Directors.
- All Committee Members have right to apply for any vacancies on the Management Committee
- A member may resign from any committee with written notice to Chair or Vice Chair
- A member's volunteering opportunity with Chester Pride will be ended for misconduct, lack of contribution or insufficiently meeting the expectations set out in the constitution. Members will be given a verbal and written warning in the first instance.

E. *Meetings*

There will be 4 types of meetings that will take place:

- **Director Meetings:** These will be meetings between the Directors for the operational, legal, and strategic purposes of the overall management of the Charity. The Directors may make decisions that affects the direction of the Charity, and as such must be mindful of any feedback and input from the wider committee. The Directors may also vote to appoint new Directors, staff members, and any other legal matters. These meetings shall be minuted and any relevant decisions made recorded in these minutes.
- **Committee Meetings** shall include the wider Chester Pride committee. These meetings shall be used to inform the wider committee of the activities of the Charity and take on board their feedback and

ideas regarding this activity. These meetings shall also be used to approve the appointment of Directors, staff, and Chair. These appointments can be made without committee approval; however it will be good practice for the charity to respect the wishes of the committee in this regard.

- AGM/EGM meetings shall be held once a year within 15 months of the last AGM, as per the Articles of Association. The AGM will be open to members of Chester Pride Group and wider community. At these meetings, the activity and finances of Chester Pride shall be reported on and will present an opportunity for the charity to receive questions and feedback from the wider public.
- Quorum limits for these meetings are set within the Articles of Association and the governing constitution but are generally around 80% of the relevant membership body.

F. *Responsibilities of the Directors*

- The Directors shall be the Management Committee of Chester Pride and will act as Trustees of the charity. The minimum number of Directors shall be set by the Articles of Association, but there is no upper limit except where one is set by the Directors themselves.
- Directors must, upon appointment, sign a declaration that nothing bars them from acting in the capacity of trustee, and must sign a declaration of interests. These shall be presented to the committee before any vote to confirm new Directors.
- In the situation of a vacancy of Directors then the role shall be advertised using Chester Pride's volunteer recruitment policy. Vacancies may be advertised to existing Committee members and volunteers as an internal role; however, it will be the good practice of this charity to advertise vacant Director roles externally in an open recruitment manner.
- Directors can enter contracts on behalf of Chester Pride, to ensure that all contracts/business with companies and services are legally binding. All contracts must be signed by at least 2 Directors of the group with at least one being the Treasurer when possible.
- At least two Directors shall hold a mandate over any of the charity's bank accounts at any time.
- All Directors will be expected to represent the whole group externally as necessary.

G. *Financial Records and Accounts*

1. Financial records must be kept so that:
 - a. The organisation meets its legal and other statutory obligations
 - b. The trustees have proper financial control of the organisation.
 - c. The organisation meets the contractual obligations and requirements of funders.
2. The books of accounts must include:
 - a. A cashbook analysing all the transactions appearing on the bank accounts
 - b. A petty cash book if cash payments are being made.
 - c. Inland Revenue deduction cards P11 (if registered for PAYE)
3. Accounts must be drawn up at the end of each financial year within 3 months of the financial year end and presented at the next Annual General Meeting.
4. Prior to the start of each financial year, the trustees will approve a budgeted income and expenditure account for the following year.
5. A report comparing actual income and expenditure with the budget should be presented to the Directors every three months, or whenever meetings take place.

6. The Directors will appoint an appropriately qualified auditor/ independent examiner to audit or examine the accounts before presentation to the next AGM.

H. *BANKING*

1. The charity currently banks with Barclays Bank plc, at its Chester City Center Branch. The charity maintains a Community Current Account with this bank and will continue to maintain this account whilst the charity is active.
2. The bank mandate (list of people who can sign cheques on the organisations behalf) will always be approved and minuted by the trustees, as will any changes to it. There will always be a minimum of two mandated Directors alongside any authorized staff members. The current Directors holding the Mandate are Warren-Lee Allmark (Chair), and Andrew Foxall (Vice-Chair).
3. The charity will require the bank to provide statements every month and these will be reconciled with the cash book at least every three months and the treasurer will spot check that this reconciliation has been done at least twice a year, signing the cash book accordingly.
4. The charity will not use any other bank or financial institution or use overdraft facilities or loan without the agreement of the Directors.

I. *FINANCIAL POLICIES*

1. INCOME

- All monies received will be recorded promptly in the cash analysis book and banked without delay (this includes sundry receipts such as payment for telephone calls, photocopying etc.). The Charity will maintain files of documentation to back this up.

2. PAYMENTS (EXPENDITURE)

- All expenditure on the charity's business shall be properly authorised and this can be demonstrated.
- The latest approved budget provides the cheque signatories with authority to spend up to the budgeted expenditure, not beyond it.
- The Charity will not pay any amounts via cheque. All payments will be made by BACS, or card. All bank transfers will be authorised by two mandated Directors.
- Cash payments may be made from petty cash or with the pre-authorisation of mandated Directors or senior staff. However, these payments may only be made upon receipt of the proper payment documentation in advance, and a receipt must be obtained and reconciled with the accounts.

3. PAYMENT DOCUMENTATION

- Every payment out of the Charity's bank accounts will be evidenced by an original invoice (never against a supplier's statement or final demand). That original invoice will be retained by the Charity and filed.
- Wages and Salaries shall be properly documented, with clear authorisation for the employment of a person within the Director's meeting minutes, and accurate record keeping of payments and deductions through payslips, P60s and other relevant documentation. All employees will be paid within the PAYE and National Insurance regulations.

- All staff appointments/departures will be authorised by the Directors, minuting the dates and salary level. Similarly, all changes in hours and variable payments such as overtime, etc., will be authorised by the Directors.
- Petty cash will always be maintained on the imprest system whereby the Administration Worker is entrusted with a float as agreed by the trustees. When that is expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.
- Occasionally additional Petty Cash floats may be created for specific events or activities (such as the main Chester Pride event) however these will be time limited, with these limits decided by the Directors, and minuted in the relevant meeting notes. The value of this time limited float will be fixed, and at the expiration of the time all leftover monies must be returned to the account, and all receipts reconciled against the cash book. As an alternative approach the size of the main Petty Cash float may vary throughout the year, as required for larger events and activity, but any variances must be approved by the Directors, subject to time limits, and these decisions minuted properly.
- Due to the nature of the Charity's work, authorisation may be given by the Treasurer for cash purchases to be made from any fundraiser or event cash income. These should be receipted in the same manner as petty cash purchases and reconciled with the cash book when any income is deposited. This manner of making cash purchases must be considered a last resort, and only used when there is no petty cash, or Charity debit card available to make these purchases.

4. EXPENSES / ALLOWANCES

The Charity will, if asked, reimburse expenditure paid for personally by staff or volunteers, providing:

- Fares are evidenced by tickets.
- Other expenditure is evidenced by original receipts.
- Car mileage is based on local authority scales.
- No cheque signatory signs for the payment of expenses to themselves.

5. BACS APPROVAL/CHEQUE SIGNATURES

- Each bank transfer will be signed by at least two people.
- Any payments signed or authorised by the person to whom it is payable must be counter signed by an unrelated mandate holder.

6. OTHER RULES

- The Charity does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given which are likely to cost the Charity more than £2,000 must be authorised and minuted by the trustees.
- In exceptional circumstances such undertakings can be made with the Chairperson's approval who will then provide full details to the next meeting of the trustees. (This covers such items as the new service contracts, office equipment, purchase, and hire).

- All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of the Charity with the prior approval of the Directors or in urgent situations the approval of the Chairperson who will provide full details to the next Director's meeting.
- The Charity will always adhere to good practice in relation to its finances, e.g., when relevant it will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers, and normal location of assets. Additionally, the Charity will maintain a property record of items of significant value, with an appropriate record of their use.

9. Financial Statements

Audit Exemption Statement

For the year ending (31/10/2020) the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Notes on the preparation of accounts

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year, and in the preceding year.

- a) Basis of accounting
 - The financial statements have been prepared in accordance with the Charities SORP FRS102 - second edition
 - The accounts have been prepared on a cash accounting basis.
- b) Fund Accounting
 - Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
 - Designated funds are unrestricted funds earmarked by the Management Committee for specific purposes.
 - Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal. They also include the reserve funds, as in line with the above outlined reserves policy.

Summary of Financial Activity including Income and Expenditure for the Year Ended 31st October 2020

	Notes To The Accounts	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income From:					
Donations	1	9,478	180	9,658	19,476
Charitable Activities	2	19,500	47,495	66,995	50,147
Trading Activities	3	4,194	-	4,194	7,449
Total Income		33,172	47,675	80,847	77,072
Expenditure On:					
Raising Funds	4	(1,014)	-	(1,014)	(7,329)
Charitable Activities	5	(36,047)	(14,950)	(50,997)	(89,419)
Governance	7	(971)	-	(971)	(245)
Administrative Costs		-	-	-	(26,231)
Total Expenditure		(38,032)	(14,950)	(52,982)	(123,224)
Net Income / (Expenditure) for the year		(4,860)	32,725	27,865	(46,152)
Net Movement in Funds for the Year		(4,860)	32,725	27,865	(46,152)
Reconciliation of Funds					
Total Funds Brought Forward		(8,887)	-	(8,887)	37,265
Total Funds Carried Forward		(13,747)	32,725	18,978	(8,887)

Balance Sheet as at 31st October 2020

	Notes To The Accounts	2020 £	2019 £
Fixed Assets			
Tangible Assets		1,070	-
Total Fixed Assets		1,070	-
Current Assets			
Cash in bank and in hand		35,752	2,427
Accounts Receivable	11	303	997
VAT		-	2,185
PAYE Employer Relief		499	-
Rounding		4	4
Total Current Assets		36,558	5,613
Liabilities			
Creditors: amounts falling due within one year	12	1,171	-
VAT		7,479	-
Current Liabilities		8,650	-
Net Current Assets		27,908	5,613
Total Assets less Current Liabilities		28,978	5,613
Creditors: amounts falling after more than one year	12	10,000	14,500
Total Liabilities		18,650	14,500
Net Assets		18,978	(8,887)
Capital and Reserves			
Current Year Earnings		27,865	(46,154)
Retained Earnings		(8,887)	37,266
Total Capital and Reserves		18,978	(8,887)
The Funds of the Charity			
Reserves		-	-
Restricted Income Funds	13	32,725	-
Unrestricted Income Funds	14	(13,747)	(8,887)
Total Charity Funds		18,978	(8,887)

DECLARATION

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 Second Edition, effective from January 2019.

Accounts prepared by:

A handwritten signature in black ink, appearing to be 'R Euston', written over a light grey rectangular background.

Richard Euston, Head of Charity (Charity's financial officer)

Approved by the charity Directors on 21/02/2021 and signed on their behalf by:

A handwritten signature in black ink, reading 'W. L. Allmark', written over a light grey rectangular background.

Mr. Warren Lee Allmark (Chair)

Notes forming part of the Financial Statements for Year Ended 31st October 2020

1. Details of funds and activities

Name of fund or activity	Designation	Description, nature and purposes of the fund or activity
General Fund	Unrestricted	The free reserve and funds for Chester Pride charitable activity after allowing for all designated funds
Chester Pride	Designated	A designated fund allocated from general funds, or through specific funding (e.g. sponsorship) for provision of the annual Chester Pride event
Just Ask	Designated/ Restricted	A helpline service, providing advice, support, information and signposting. The project also provisions events, group sessions, wellbeing activity, and other miscellaneous activity with the aim of providing support and social activity for the LGBT+ community
Small Projects	Designated	Various smaller projects with budgets under £1,000. These projects include the Box Project supplying condoms and sanitary products for distribution to those in need via social venues, and Take 5 wellbeing project giving out free wellbeing packs including mugs, herbal teas, and wellbeing activity cards.
Foodbank Support	Restricted	A campaign to collect items to give to the West Cheshire Foodbank. Donations were also collected in order to purchase items where people were unable to leave the house and shop
CWAC – Public Health Funding	Designated	Funding from the local authority (Cheshire West and Chester) designated towards supporting the Just Ask project, particularly with regard establishing support services for the Trans community
CWAC Covid Response Funding	Unrestricted	General purpose funding to be used by charities responding to the Covid crisis. This funding was used for the Just Ask project
DCMS Community Covid Recovery Fund	Restricted	Funding issued by the DCMS and administered by the National Lottery Communities fund to support charities in the provision of activity in response to the Covid crisis. Funding was awarded to the charity to support the Just Ask activity
Cheshire Community Foundation and Steve Morgan Foundation	Restricted	A joint grant from each body to support the Just Ask project
Sponsorship	Designated	Sponsorship from various external organisations designated to support the Chester Pride main event, but repurposed with their agreement to support the digital version of the event, and other charitable projects

2. Income from donations

	Unrestricted £	Restricted £	Total 2020 £
Online Donations	5,651	-	5,651
Cash Donations	679	-	679
External Fundraising Events	3,148	-	3,148
Donations for Foodbank Support	-	180	180
Donations from CW&C Member's Budgets	-	-	-
Total	9,478	180	9,658

Previous reporting period

	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2019 £</i>
<i>Online and Cash Donations</i>	<i>5,228</i>	<i>-</i>	<i>5,228</i>
<i>External Fundraising Events</i>	<i>4,848</i>	<i>-</i>	<i>4,848</i>
<i>Donations from CW&C Member's Budget</i>	<i>9,400</i>	<i>-</i>	<i>9,400</i>
Total	19,476	-	19,476

3. Income from charitable activity

	Unrestricted £	Restricted £	Total 2020 £
Just Ask			
Cheshire West and Chester Council	5,000	2,000	7,000
Cheshire Community Foundation	-	3,748	3,748
Steve Morgan Foundation	-	3,748	3,748
National Lottery Community Fund	-	38,000	38,000
Digital Pride			
M&S Bank Sponsorship	3,750	-	3,750
Chester Pride Festival 2021			
Other Sponsorship (Under £2,000)	7,000	-	7,000
Small Projects			
M&S Bank Sponsorship	3,750	-	3,750
Total	19,500	47,495	66,995
Previous reporting period			
	Unrestricted £	Restricted £	Total 2019 £
Chester Pride Festival 2019			
Williams Family Foundation	-	2,000	2,000
Cheshire West and Chester Council	10,500	-	10,500
Trader Pitch Fees	5,040	-	5,040
M&S Bank Sponsorship	7,500	-	7,500
Cheshire PCC Sponsorship	2,500	-	2,500
Bank of America Sponsorship	3,753	-	3,753
Other Sponsorship (Under 2k)	8,854	-	8,854
Outreach Projects			
National Lottery Awards for All	10,000	-	10,000
Total	48,147	2,000	50,147

4. Income from trading activity

	Unrestricted £	Restricted £	Total 2020 £
Sale of Goods (merch, food and beverages) and Event Tickets	1,562	-	1,562
Trader Pitches	833	-	833
Event Ticket Sales	1,799	-	1,799
Total	4,194	-	4,194
<i>Previous reporting period</i>			
	Unrestricted £	Restricted £	Total 2019 £
Sale of Goods (merch, food and beverages)	5,338	-	5,338
Event Ticket Sales	2,111	-	2,111
Total	7,449	-	7,449

5. Details on the cost of raising funds

	Unrestricted £	Restricted £	Total 2020 £
Cost of Goods Sold	1,014	-	1,014
Total	1,014	-	1,014
<i>Previous reporting period</i>			
	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2019 £</i>
<i>Cost of Good Sold</i>	<i>7,329</i>	<i>-</i>	<i>7,329</i>
<i>Total</i>	<i>7,329</i>	<i>-</i>	<i>7,329</i>

6. Expenditure on charitable activity

	Chester Pride Festival / Digital Pride	Just Ask	Small Projects	Total 2020 £
Staff Costs	-	14,074	-	14,074
Staff Training	-	208	-	208
Overheads	-	4,127	-	4,127
Advertising & Marketing	883	35	71	989
Postage & Freight	-	-	44	44
Printing & Stationary	334	145	78	557
Travel - National	130	21	-	151
Project Costs	28,989	451	1,407	30,847
Total	30,336	19,061	1,600	50,997
<i>Previous reporting period</i>				
	Chester Pride Festival	Outreach and Engagement Projects		Total 2019 £
Staff Costs	-	-		-
Overheads	1,917	-		1,917
Project Costs	72,791	14,711		87,502
Total	74,708	14,711		89,419

7. Costs relating to governance

	Total 2020 £	Total 2019 £
Staff Costs	672	-
Audit and Accountancy Fees	150	
Bank Fees	149	245
Total	971	245

8. Staff costs

	Total 2020 £	Total 2019 £
Net Wages and Salaries	12,101	-
PAYE Costs	1,000	-
NIC Contributions	1,814	-
NIC Recoveries	(1,007)	-
Pension Costs	839	-
Total	14,746	-

Allocated as follows:

Charitable Activities	14,074	-
Governance Costs	672	-
Total	14,746	-

Employee Salary Details	Annual Salary (FTE)	Hours Per Week	Actual Salary	Net Pay for Reporting Period
Head of Charity	25,000	37.5	25,000	7,099
Project Officer	20,000	24	12,500	5,002
Total	45,000	62	37,500	12,101

9. Details of government grants (including local authority grants)

	Total 2020 £	Total 2019 £
Cheshire West and Chester Council - Public Health	5,000	5,000
Cheshire West and Chester Council - COVID Response	2,000	-
DCMS Coronavirus Community Support Fund	38,000	-
<i>Cheshire West and Chester Council - Equality and Diversity</i>	-	5,000
<i>Cheshire West and Chester Council - Greenspaces</i>	-	500
Total	45,000	10,500

10.Asset Register

	Office Equipment	Computer Equipment	Total 2020 £
Cost			
At 1st November 2019	-	-	-
Additions	738	333	1,070
Disposals	-	-	-
As at 31st October 2020	738	333	1,070
Depreciation			
At 1st November 2019	-	-	-
Charge for the year	103	25	127
Disposals	-	-	-
As at 31st October 2020	103	25	127
Net book value			
At 31st October 2020	635	308	943
<i>At 31st October 2019</i>	-	-	-

11.Details of concessionary loan

Due to the unprecedented financial effect that the cancellation and rescheduling of the main Chester Pride event had on the charity in 2019, the Chair and trustee of Chester Pride, Warren Lee Allmark, agreed to provide a loan to the charity. The terms of the loan were agreed to by all current Directors, and an agreement was signed and dated on the 15th September between the charity and Mr Allmark. Under the terms of this loan, Mr Allmark agreed to set an interest rate of 0%, and offer no fixed schedule of repayment, provided that the charity make efforts to repay some amount of the loan each year 2019, if it felt by the other Directors that the charity is a financial position to do so. A full copy of the loan agreement shall be filed with each year's accounts for each year that there is a remaining credit on the loan amount. Of the original balance of £14,500 the charity was able to repay £4,500 of the loan in 2020, leaving £10,000 outstanding.

12.Details of Accounts Receivable

	Total 2020 £	Total 2019 £
Security deposit held on hired items	200	-
Overpayment of Invoices	103	-
Trade Debtors	-	997
Total	303	997

13.Details of creditors

	Total 2020 £	Total 2019 £
Creditors: amounts falling due within one year		
PAYE/NIC Payable	984	-
Pensions Payable	188	-
Total	1,171	-
Creditors: amounts falling due after more than one year		
Concessionary Loan	10,000	14,500
Total	10,000	14,500

14.Movements in restricted funds

	Balance at November 1st 2019 £	Income £	Expenditure £	Transfers £	Balance at 31st October 2020 £
Charitable Activity					
Just Ask	-	47,495	(14,770)	-	32,725
Chester Pride 2020	-	-	-	-	-
Foodbank Support	-	180	(180)	-	-
Total	-	47,675	(14,950)	-	32,725
Previous reporting period					
	Balance at November 1st 2018 £	Income £	Expenditure £	Transfers £	Balance at 31st October 2019 £
Charitable Activity					
Chester Pride 2019	-	2,000	(2,000)	-	-
General Outreach Activity	-	-	-	-	-
Total	-	2,000	(2,000)	-	-

15.Movements in unrestricted funds (including designated funds)

	Balance at November 1st 2019 £	Income £	Expenditure £	Transfers £	Balance at 31st October 2020 £
General Fund	(12,369)	21,672	(3,345)	(18,000)	(12,042)
Just Ask	-	5,000	(1,053)	-	3,947
Chester Pride 2021 <i>Funds allocated to Chester Pride 2020 but carried forward to 2021</i>	3,482	6,500	(33,634)	18,000	(5,652)
Total	(8,887)	33,172	(38,032)	-	(3,747)

Previous reporting period

	Balance at November 1st 2018 £	Income £	Expenditure £	Transfers £	Balance at 31st October 2019 £
General Fund	-	10,625	(22,285)	(709)	(12,369)
Chester Pride 2019	37,265	66,447	(100,939)	709	3,482
Total	37,265	77,072	(123,224)	-	(8,887)

16.Details of Trustee remuneration and related party transactions

During the year of 2020 no agreements or purchases were given to any parties related to a trustee of the charity. Two trustees were reimbursed for expenses incurred in undertaking charitable activity, to a total of £362. The details of these payments are as follows:

Nature of Expense	Expense (£)	Number of Trustees Remunerated
Meeting Refreshments	65	2
Office Stationery and Supplies	115	2
Travel to Meeting (National)	10	1
Postage	10	1
Event/Fundraiser Supplies	163	1
Totals	362	2

Name of Trustee	Expenses Repaid (£)
Richard Euston	144
Warren Lee Allmark	218

No other transactions or remunerations were made to any other trustees.

17.Taxation

As a charity Chester Pride is exempt on tax on income and gains to the extent that these are applied to its charitable objectives. For the year ended 31st October 2020 no tax charges have arisen in the Charity.