



2021 ANNUAL REPORT

Registered Charity: 1161379
28 Bridge Street
Chester
CH1 1NQ

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Chester Pride Annual Report and Financial Statements for Year Ended 31st October 2021

The Management Committee present the annual report and Financial Statements for the year ended 31st October 2021.

A. 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

1. The Charity Management Committee:

Warren Allmark	Chair
Andrew Foxall	Vice-Chair
Laura Gilhooley	Vice-Chair
Sandra Tyrie	Director

2. The Chester Pride Charity Committee:

Rachel Walker	Amanda Carolan	Caleb Maxfield	Kate Hutchinson
Andrew Arrowsmith	Tom Parratt	Alexandra Rosu	
Wes Diggory	James Kirby		

3. Independent Examiner:

David Buxton, Managing Partner, Buxton Accounting LLP

4. Bankers:

Barclays, Leicester, Leicestershire, LE87 2BB

B. Independent Examiner Statement


I report to the trustees on my examination of the accounts of the above charity for the year ended 31/10/2021. 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:  David Buxton (Aug 31, 2022 10:16 GMT+1)	
Name: David Buxton	Date: Aug 31, 2022
Address: 98 Middlewich Road, Northwich, CW9 7DA	
Relevant Professional Qualifications or body: Fellow of ICAEW	

C. Our Aims and Objectives

Our objects were updated in December 2021, just after the end of the financial year being reported on, with the changes approved by the Charities Commission. The purpose of this change was to better reflect the changed nature of the charity, and the expanded scope of its work. The updated objects still apply to the charity's activities throughout 2021 and were largely changed as a result of the work undertaken in 2021.

Our Charitable Objects

The objects of the charity are to promote equality and diversity, advance education and eliminate discrimination in relation to gay, lesbian, bisexual, transgender and otherwise sexual and gender diverse (LGBTQ+) people, in particular but not exclusively those resident in Cheshire, North Wales, and Merseyside (the 'area of benefit') for the benefit of the public by raising awareness of issues affecting said persons, undertaking support and relief work for said persons, promoting and staging an annual LGBTQ+ festival, the making of grants or donations to other charitable and voluntary organisations working towards similar objects as these objects, and otherwise undertaking any further activity with the object of developing an environment in favour of LGBTQ+ equality.

Our Mission Statement

Chester Pride celebrates, supports, and advocates for the LGBT+ community of Cheshire and North Wales. We are community led, responding to the needs and voice of the community we work for. We will celebrate our community's diversity, and not gatekeep or exclude community members and allies from our activity. We will do what we can to provide the services the community needs and want, and we will be their voice in creating a society that includes, respects, and dignifies them.

In one sentence:

Celebrating, supporting, and advocating for our LGBT+ community.

D. Annual Review

The beginning of our 2021 year saw Chester Pride on a strong footing both in its work and its finances. Although we had been unable to run many fundraisers or events through 2020, the launch of our support services ensured that the charity had a renewed purpose, and diversified income streams. The challenge of 2021 was to grow the charity's support projects; and seek to establish a sound financial footing that would allow them to continue for many years. The charity was also determined to return to the provision of a physical event, whether this was the main Chester Pride event, or a smaller Covid safe event.

It quickly became understood that 2021 would largely follow the same template as 2020. All activities were still largely shaped by the ongoing Covid pandemic, and frequent changes were made in order to ensure that all activity, both support and event, were Covid safe as restrictions and laws changed.

Overall, the support activity remained successful and strong, however the charity has faced capacity issues throughout 2021, and struggled at times to meet the demand of our service users. It is likely that this will be a persistent issue and shows little sign of resolution without a significant multi-year grant (or other) funding that can allow for the rapid growth of the charity's services.

To better enable the charity to provide its support projects it began, in 2021, to identify potential venues for its own trading business. This proved to be a challenge, and a venue had not yet been secured by the conclusion of the 2021 financial year. However, the charity did put out an appeal to the public and was successful in raising significant money from the public to kickstart the financing of this project. To easily manage the operation of this venue, when established, and ensure compliance with charity law and general sector good practice, a separate for-profit company was established, Chester Pride Trading LTD. This will allow for the operation of Chester Pride's own venue to be conducted as its own distinct entity and ensure the commercial and charity interest do not clash as both entities develop and grow.

It became clear throughout 2021 that the charity would not be able to bring the main Chester Pride festival back, for two main reasons. Firstly, Covid was still too great a risk for large scale events, even though it would have been outdoors, and with a community made up of many vulnerable persons it was not felt to be appropriate to resurrect the event and put those persons at risk. Secondly, having had a year without fundraising or a large event, the reserves of the charity were too low to allow the charity to put on such a large-scale event.

Instead, the charity looked to host an event we called 'Reflect and Connect'. This was a much smaller event, hosting around 2,500 people, who were charged a ticket fee to attend. The event was a smaller version of Pride, featuring a stage of entertainment, food and drink, and limited community activities. It was a very successful fundraiser for the charity, and well received by the community, who valued having any opportunity to come together and establish some of the community cohesion that the LGBTQ+ community is known for.

Overall, 2021 proved to be a challenging, yet highly successful year for Chester Pride.

A handwritten signature in dark ink, reading "W. Lee Allmark", with a long horizontal flourish underneath.

Warren Lee Allmark, Chair

E. How our activities deliver public benefit

1. *DIGITAL CHESTER PRIDE*

Due to the ongoing Covid pandemic at the time of our usual Chester Pride main event, the decision was taken to host a second digital event instead of bringing the main festival back. The event was split into three main parts. The first was the family and kids' section, offering craft activity and entertainment suitable for young people, and fully inclusive of LGBTQ+ 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.

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 six hours, viewed on demand rather than livestreamed, and was very well received. Around 6,000 people watched the programming by the end of the 2021 year. Most viewers were 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 LGBTQ+ 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 LGBTQ+ community feel isolated.

2. *JUST ASK HELPLINE*

2021 was the first full year of operation for our Just Ask helpline, following its launch partway through the 2022 year.

The Just Ask helpline has, by our measures, been going well. The volume of contact has grown steadily, and has begun to stretch our capacity with the employment of additional staff being considered for 2022, to help cope with demand.

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 LGBTQ+ 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 LGBTQ+ 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. In 2021 there were:

- 106 Referrals
- 586 Emails
- 30 Phone Calls
- 2706 Text Messages
- 65 Client Meetings
- 238 Indirect Contacts

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.

3. *CHRISTMAS MEAL*

An additional output of the Just Ask project was the provision of a Christmas Meal for those socially isolated during the 2021 festive season. 15 people attended the meal and were able to socialise and receive support from the Just Ask support worker present. The meal was also featured on the Christmas Day broadcast of BBC News, reaching an estimated audience of 8 million.

4. *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 LGBTQ+ 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. Hundreds of these boxes were distributed across the city, from 30 venues across Cheshire West.

5. *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 234 mugs were distributed, however the project was too great in investment of time and money, for little engagement or other benefits to the service users, as such the decision was made to retire the project in 2022.

6. *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.

a. 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, and oversee the distribution of the first grants from the programme.

b. Reclaiming the City

As part of the HAZ Cultural programme, the photographer Suzanne St Clare was commissioned to take portraits of LGBTQ+ Chester Residents, and interviewed them about their relationship to the city, especially in light of the Covid pandemic. The resulting work was displayed in the fronts of empty retail units within the city, and has the potential for future displays in 2022.

7. *BUSINESS TRAINING*

As part of our work to see LGBTQ+ inclusivity in the workplace improve we conducted several training sessions at various businesses. Overall, we conducted 13 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.

8. *HOSPICE PROJECT*

Chester Pride was contacted by the three Cheshire Hospices, St Lukes, Cheshire East Hospice, and Hospice of the Good Shepherd, and asked to partner with them on a project to help them develop inclusive practices. We provided assistance in the writing of the funding bid, which was ultimately successful, and assisted in the recruitment of an LGBTQ+ Development Officer to deliver the project within the hospices. We have been providing

help and advice to this LGBTQ+ Development Officer and will continue with that work into the next year.

9. REFLECT AND CONNECT

In place of a main Chester Pride event, the charity undertook to host a smaller event. This event was largely designed as a fundraiser, to try and kickstart the funding of a return of the main event in 2022. 2,500 tickets were sold to the event, which resulted in the event being sold out. The event featured many of the same aspects of Chester Pride, albeit on a much smaller scale.

We received very positive feedback following the event; however, we did not conduct the usual survey that we would undertake after the main Chester Pride event. The charity considered the event a great success, and it succeeded in raising a good amount to go towards the 2022 event

F. Financial Review

2021 has been a very steady year for the charity. It began on a strong footing from 2020, with good levels of grant funding sustaining the charity throughout that year.

2021 saw the charity continue to be successful in its grant fundraising, and enjoyed strong incomes from sponsorship of the Digital Pride event, and fundraising income from the various small fundraisers and the Reflect and Connect event.

Although the charity has been successful at bringing in revenue to maintain its operations, it has not really grown its income and as such has struggled to increase its working capacity to deal with the growth in support service demand. This has also meant that the charity has not been able to rebuild its reserves, nor carry forward much cash in hand.

However, the charity has been able to reduce its liabilities and create a much healthier balance sheet by the end of the year. The charity is highly liquid in its assets, and it is the long-term aim of the charity to put any surplus from future trading activity in investments and beneficial assets that can give the charity long term financial security.

Reserves Policy

Chester Pride aims to hold enough reserves to cover six months of operation of the charity. Therefore, we will endeavor to hold £40,000 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.

G.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 and this is looking very likely. 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. This part of the operation will be managed by the newly established trading subsidiary, with the profits being fed back into the charity.

H.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.

1. *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.

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.

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.

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.

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.

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.

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.

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.

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.

Financial Statements

1. Audit Exemption Statement

For the year ending (31/10/2021) 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.

2. 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.

3. Summary of Financial Activity including Income and Expenditure for the Year Ended 31st October 2021

	Notes To The Accounts	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	<i>Total Funds 2020 £</i>
Income From:					
Donations	1	6,029	6,012	12,041	9,658
Charitable Activities	2	40,197	42,042	82,239	66,995
Trading Activities	3	350	-	350	4,194
Total Income		46,576	48,054	94,630	80,847
Expenditure On:					
Raising Funds	4	(547)	-	(547)	(1,014)
Charitable Activities	5	(10,264)	(25,795)	(36,059)	(50,997)
Governance	7	(1,191)	-	(1,191)	(971)
Administrative Costs		(41,344)	(18,622)	(59,966)	-
Total Expenditure		(53,346)	(44,417)	(97,763)	(52,982)
Net Income / (Expenditure) for the year		(6,770)	3,637	(3,133)	27,865
Net Movement in Funds for the Year		(6,770)	3,637	(3,133)	27,865
Reconciliation of Funds					
Total Funds Brought Forward		(13,747)	32,725	18,978	(8,887)
Total Funds Carried Forward		(20,517)	36,362	15,845	18,978

4. Balance Sheet as at 31st October 2020

	Notes To The Accounts	2021 £	2020 £
Fixed Assets			
Tangible Assets		2,362	1,070
Total Fixed Assets		<u>2,362</u>	<u>1,070</u>
Current Assets			
Cash in bank and in hand		26,288	35,752
Accounts Receivable	11	3,306	303
VAT		-	-
PAYE Employer Relief		104	499
Rounding		-	4
Total Current Assets		<u>29,698</u>	<u>36,558</u>
Liabilities			
Creditors: amounts falling due within one year	12	7,249	1,171
VAT		8,966	7,479
Net Current Liabilities		<u>16,215</u>	<u>8,650</u>
Net Current Assets		<u>13,483</u>	<u>27,908</u>
Total Assets less Current Liabilities		<u>15,845</u>	<u>28,978</u>
Creditors: amounts falling after more than one year	12	-	10,000
Total Liabilities		<u>16,215</u>	<u>18,650</u>
Net Assets		<u>15,845</u>	<u>18,978</u>
Capital and Reserves			
Current Year Earnings		(3,133)	27,865
Retained Earnings		18,978	(8,887)
Total Capital and Reserves		<u>15,845</u>	<u>18,978</u>
The Funds of the Charity			
Reserves			
Restricted Income Funds	13	36,362	32,725
Unrestricted Income Funds	14	(20,517)	(13,747)
Total Charity Funds		<u>15,845</u>	<u>18,978</u>

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:



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

Approved by the charity Directors on 30/08/2022 and signed on their behalf by:



Mr. Warren Lee Allmark (Chair)

5. Notes forming part of the Financial Statements for Year Ended 31st October 2021

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.
Postcode Neighbourhood Trust	Restricted	Grant funding for the running and expansion of the Just Ask Service
Cheshire Fire and Rescue Authority Members Fund	Restricted	Grant funding towards the Just Ask service to enable partnership working between the Cheshire Fire and Rescue service and Just Ask
Metro Charity	Restricted	Grant funding for the Just Ask service for core costs
Cheshire West Voluntary Action	Restricted	Grant funding for the creation of an LGBTQ+ inclusive maternal mental health group as part of Gather Round
Virgin Care Ltd 2020	Restricted	Delayed payment of grant funding towards the running of the Box Project
Virgin Care Ltd 2021	Restricted	Sponsorship of Box Project for 2021
Arnold Clark Community Fund	Restricted	General funding to support the Just Ask project

M&S Bank	Unrestricted	Small grant as match funding for volunteer hours given to the charity by M&S Bank staff
Crowdfunder donations	Restricted	Donations raised from the public, and matched by Aviva Insurance staff. For the purposes of establishing a Chester Pride café and community space
Cheshire West and Chester Council Member's Budget Award	Restricted	Donations from Cheshire West and Chester Councillors to go toward the provision of Chester Pride events, nominally Digital Pride and Reflect and Connect.
Event Sponsorship	Designated	Sponsorship payments from various local businesses and organisations to go toward the provision of event activity in 2021, namely Digital Pride and Reflect and Connect.

2. Income from donations

	Unrestricted £	Restricted £	Total 2021 £
Online Donations	1,651		1,651
Cash Donations	3,885		3,885
External Fundraising Events	493		493
Donations from CW&C Member's Budgets		2,375	2,375
Donations from Crowdfunder for Chester Pride cafe		3,637	3,637
Total	6,029	6,012	12,041
<i>Previous reporting period</i>			
	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2020 £</i>
<i>Online Donations</i>	<i>5,651</i>	<i>-</i>	<i>5,651</i>
<i>Cash Donations</i>	<i>679</i>	<i>-</i>	<i>679</i>
<i>External Fundraising Events</i>	<i>3,148</i>	<i>-</i>	<i>3,148</i>
<i>Donations for Foodbank Support</i>	<i>-</i>	<i>180</i>	<i>180</i>
<i>Donations from CW&C Member's Budgets</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Total</i>	<i>9,478</i>	<i>180</i>	<i>9,658</i>

3. Income from charitable activity

	Unrestricted £	Restricted £	Total 2021 £
Postcode Neighbourhood Trust	-	20,000	20,000
Cheshire Fire and Rescue Authority Member's Budget	-	5,000	5,000
Metro Charity	-	12,430	12,430
Cheshire West Voluntary Action	-	2,112	2,112
Arnold Clark Community Fund	-	1,000	1,000
M&S Bank Volunteer Match Funding	500	-	500
Virgin Care Box Project Sponsorship 2021	-	1,500	1,500
M&S Bank Event Sponsorship	10,000	-	7,500
Bank of America Event Sponsorship	4,000	-	4,000
Bristol Myers-Squibb Event Sponsorship	2,500	-	2,500
Airbus Event Sponsorship	1,500	-	1,500
Fundraiser Revenue	21,697	-	21,697
Total	40,197	42,042	82,239

Previous Reporting Period

	Unrestricted £	Restricted £	Total 2020 £
Just Ask			
Cheshire West and Chester Council	5,000	2,000	7,000
Cheshire Community Foundation	-	3,747	3,747
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

4. Income from trading activity

	Unrestricted £	Restricted £	Total 2021 £
Sale of Goods (merch, food and beverages)	200	-	200
Training Commissions	150	-	150
Total	350	-	350

Previous reporting period

	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2020 £</i>
<i>Sale of Goods (merch, food and beverages)</i>	<i>1,562</i>	<i>-</i>	<i>1,562</i>
<i>Trader Pitches</i>	<i>833</i>	<i>-</i>	<i>833</i>
<i>Event Ticket Sales</i>	<i>1,799</i>	<i>-</i>	<i>1,799</i>
<i>Total</i>	<i>4,194</i>	<i>-</i>	<i>4,194</i>

5. Details on the cost of raising funds

	Unrestricted £	Restricted £	Total 2021 £
Cost of Items for Crowdfunder Rewards	559	-	559
Refund of broken supplies	(12)	-	(12)
Total	547	-	547
<i>Previous reporting period</i>			
	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2020 £</i>
<i>Cost of Good Sold</i>	<i>1,014</i>	<i>-</i>	<i>1,014</i>
<i>Total</i>	<i>1,014</i>	<i>-</i>	<i>1,014</i>

6. Expenditure on charitable activity

	Chester Pride Festival / Digital Pride	Just Ask	Small Projects	Total 2021 £
Staff Costs	-	48,059	-	48,059
Staff Training	-	243	-	243
Overheads	2,181	784	228	3,193
Advertising & Marketing	1,087	3,936	92	5,115
Postage & Freight	99	-	124	223
Printing & Stationary	297	8	683	988
Travel - National	4	234	13	252
Project Costs	31,347	5,085	1,520	37,952
Total	35,016	58,349	2,660	96,025

Previous reporting period

	<i>Chester Pride Festival / Digital Pride</i>	<i>Just Ask</i>	<i>Small Projects</i>	<i>Total 2020 £</i>
<i>Staff Costs</i>	-	14,074	-	14,074
<i>Staff Training</i>	-	208	-	208
<i>Overheads</i>	-	4,127	-	4,127
<i>Advertising & Marketing</i>	883	35	71	989
<i>Postage & Freight</i>	-	-	44	44
<i>Printing & Stationary</i>	334	145	78	557
<i>Travel - National</i>	130	21	-	151
<i>Project Costs</i>	28,989	451	1,407	30,847
<i>Total</i>	<i>30,336</i>	<i>19,061</i>	<i>1,600</i>	<i>50,997</i>

7. Costs relating to governance

	Total 2021 £	<i>Total 2020</i> £
Staff Costs	227	672
Audit and Accountancy Fees	150	150
Software Subscriptions	292	-
Printing and Stationary	26	-
Bank Fees	496	149
	<hr/>	<hr/>
Total	1,191	971
	<hr/>	<hr/>

8. Staff costs

	Total 2021 £	Total 2020 £
Net Wages and Salaries	39,164	12,101
PAYE Costs	5,629	1,000
NIC Contributions	3,264	1,814
NIC Recoveries	(1,515)	(1,007)
Pension Costs	1,517	839
Total	48,059	14,746

Allocated as follows:

Charitable Activities	47,832	14,074
Governance Costs	227	672
Total	48,059	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	19,502
Project Officer	20,000	24	12,500	11,878
Project Worker	20,500	33	18,000	4,991
Charity Intern	18,500	25	12,350	2,793
Total	84,000	-	67,850	39,164

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

	Total 2021 £	Total 2020 £
<i>Cheshire West and Chester Council - Public Health</i>	-	5,000
<i>Cheshire West and Chester Council - COVID Response</i>	-	2,000
<i>DCMS Coronavirus Community Support Fund</i>	-	38,000
Total	-	45,000

10. Asset Register

	Office and Computer Equipment	Total 2021 £
Cost		
At 1st November 2020	1,070	1,070
Additions	2,494	2,494
Disposals	-	-
As at 31st October 2021	<u>3,564</u>	<u>3,564</u>
Depreciation		
At 1st November 2020	-	-
Charge for the year	(1,202)	(1,202)
Disposals	-	-
As at 31st October 2021	<u>(1,202)</u>	<u>(1,202)</u>
Net book value		
At 31st October 2021	<u>2,362</u>	<u>2,362</u>
At 31st October 2020	<u>1,070</u>	<u>1,070</u>

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 2019 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. By the conclusion of 2021 this loan had been fully repaid

12. Details of Accounts Receivable

	Total 2021 £	Total 2020 £
Security deposit held on hired items	-	200
Overpayment of Invoices	104	103
Trade Debtors	3,306	-
Total	3,410	303

13. Details of creditors

	Total 2021 £	Total 2020 £
Creditors: amounts falling due within one year		
Accounts Payable	5,222	-
PAYE/NIC Payable	-	984
Payroll Creditors	1,708	-
Pensions Payable	319	187
Total	<u>7,249</u>	<u>1,171</u>
Creditors: amounts falling due after more than one year		
Concessionary Loan	-	10,000
Total	<u>-</u>	<u>10,000</u>

14. Movements in restricted funds

	Balance at November 1st 2020 £	Income £	Expenditure £	Transfers £	Balance at 31st October 2021 £
Charitable Activity					
Just Ask	32,725	38,430	38,430	-	32,725
Chester Pride 2021	-	2,375	2,375	-	-
Small Projects	-	3,612	2,112	-	-
Café	-	3,637	-	-	3,637
Total	32,725	48,054	44,417	-	36,362
<i>Previous reporting period</i>					
	<i>Balance at November 1st 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Balance at 31st October 2020 £</i>
Charitable Activity					
Just Ask	-	47,495	(14,770)	-	32,725
Chester Pride 2020	-	-	-	-	-
Foodbank Support	-	180	(180)	-	-
Total	-	47,675	(14,950)	-	32,725

15. Movements in unrestricted funds (including designated funds)

	Balance at November 1st 2020 £	Income £	Expenditure £	Transfers £	Balance at 31st October 2021 £
General Fund	(12,042)	6,879	(1,738)	-	(6,901)
Just Ask	3,947	-	(19,919)	-	(15,972)
Chester Pride 2021	(5,652)	39,697	(27,529)	-	6,516
Small Projects	-	548	(3,612)	-	(4,160)
Total	(13,747)	46,576	(53,346)		(20,517)
	<i>Balance at November 1st 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Balance at 31st October 2020 £</i>
<i>General Fund</i>	<i>(12,369)</i>	<i>21,672</i>	<i>(3,345)</i>	<i>(18,000)</i>	<i>(12,042)</i>
<i>Just Ask</i>	<i>-</i>	<i>5,000</i>	<i>(1,053)</i>	<i>-</i>	<i>3,947</i>
<i>Chester Pride 2021 Funds allocated to Chester Pride 2020 but carried forward to 2021</i>	<i>3,482</i>	<i>6,500</i>	<i>(33,634)</i>	<i>18,000</i>	<i>(5,652)</i>
Total	(8,887)	33,172	(38,032)	-	(13,747)

16. Details of Trustee remuneration and related party transactions

During the year of 2021 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 £234. The details of these payments are as follows:

Nature of Expense	Expense (£)	Number of Trustees Remunerated
Advertisement Expense (Facebook)	65	1
Digital Pride Expense	154	1
Box Project Supplies	10	1
Parking Reimbursement	5	1
Totals	234	2

Name of Trustee	Expenses Repaid (£)
Andrew Foxall	5
Warren Lee Allmark	229

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 2021 no tax charges have arisen in the Charity.

Annual Report 2021 FINAL

Final Audit Report

2022-08-31

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