

# **York & District LGBT Forum**

**Charitable Incorporated Organisation**

(Charity Number: 1162234)

## **Trustees Annual Report & Financial Statements for the year ended**

**31st July 2020**

# **outsourc**

Charity accounts preparation &  
independent examination service

# **York & District LGBT Forum**

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# Trustees' Annual Report

From: 01/08/2019

To: 31/07/2020

Charity's full name York LGBT Forum

Registered Charity number 1162234

## Objectives and activities

### Summary of the purposes of the charity set out in its governing document

1. To promote equality and diversity for the public benefit by:

- The elimination of discrimination in relation to lesbian, gay, bisexual, trans, intersex, queer, questioning (LGBT) and allies and associates living within the city of York and its environs;
- Challenging homophobia, biphobia, transphobia, or any associated negative attitudes and behaviour within society;
- Working with partners and organisations, public and private, in developing initiatives that will enhance and safeguard LGBT people's lives, ensuring their inclusion in all aspects of life, and that their human rights are protected; and by
- Advancing education, raising awareness and promoting a culture based on equality and diversity.

2. To promote social inclusion for the public benefit by preventing lesbian, gay, bisexual, trans, intersex, queer, questioning people (LGBT) and allies and associates from being socially excluded from society on the grounds of sexual orientation and gender identity; and

3. To further any other purpose which is charitable according to the law of England and Wales for the public benefit as the trustees see fit from time to time.

These aims and objectives are achieved in a number of ways, including through casework, advocacy, policy and advisory work, mapping local crime analysis, training, projects, outreach and through schools and education.

The Forum believes that where barriers exist, there is inequality!

The diversity within the LGBT community enriches all aspects of life and should be encouraged and promoted. This is why the York LGBT Forum strives to improve the social inclusion of LGBT people in the area.

The Forum actively promotes awareness and understanding of LGBT people's needs to enable full participation in society and works with many others to reduce the fear of crime and bullying, particularly in schools. It also encourages greater participation in the prevention and detection of homophobic, transphobic and biphobic discrimination.

### Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

What a strange and testing year we have had. Hot on the heels of our very first and hugely popular drag queen event, Halloqueen, we launched a charity single at the AGM last year to kickstart what we thought would be a great year for the Forum and one that boosted our membership numbers, volunteer numbers and finances.



Nobody could have predicted that little over a month later a virus would emerge in China that would become a global pandemic that has had far reaching effects both on our members, our projects, our finances and also on members of the LGBT+ community worldwide. Covid-19 has not gone away and has seen the Forum completely change the way in which it operates, the hugely successful coffee mornings in York and Northallerton move from group gatherings to being held online via Zoom. The rainbow choir from which our charity single was born has had to move to Zoom, as have all our meetings and general business. Some of our projects are on hold due to the nature of the virus and the government restrictions that apply because of it, the hugely successful Free To Be Me in care homes and the workplace, and the human rights garden for example, some things just can't be done online via Zoom unfortunately.

We have seen lots of charities fold due to the impacts of this terrible virus and the Forum could easily have been one of them, instead we have adapted extremely quickly to an ever-changing environment and have grown in strength.

To highlight just a few of our achievements, the website has been revamped and rebranded, the confidence workshops have moved from group meetings to Zoom and continued to grow, our social media reach has dramatically increased, helped of course by our projects becoming available to a wider number of people via Zoom.

The impact of Covid-19 has seen an increase in the number of people reporting mental health issues and the LGBT+ community is one of the sectors of society that has seen a larger increase in those numbers, the Forum itself has seen a huge increase among our membership with the majority of cases being in areas that were of concern before

Covid-19 emerged, family rejection, homelessness, isolation, depression, self-harm and suicidal thoughts and while we already had projects in place and partnerships with other charities around mental health and peer support, we have begun to implement our own mental health peer support on social media, a fledgling project that we hope will help our members who are already anxious about the effects of Covid-19.

Financially, we are surprisingly in a better position than last year, this is down to running more fundraising events than ever and being successful in more funding bids and grants thanks to our fundraising coordinator.

We cannot rest on our laurels though, whilst we are in a healthy position, we must continue to find ways to bring money in to pay for our projects and running costs, because the situation can quickly change

We have seen every pride event in the UK cancelled because of Covid-19, if the same were to happen next year I dread to think how many of those pride events will fold.

As a Forum we should celebrate our achievements in spite of Covid-19, not because of it. My thanks as co-chair go out to everybody involved in our projects, to those running partnership events, to those who attend our projects and to our membership.

We don't know how long we will have to live with Covid-19 before a vaccine is found, with this in mind, I on behalf of the York LGBT Forum, hope that everyone stays safe and we look forward to better times with safe social gatherings when they are once again permitted.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## **Achievements and performance**

**Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.**

See attached

## **Financial review**

### **Review of the charity's financial position at the end of the period**

The York LGBT Forum is in a strong financial position. Despite Covid-19 we have had our best financial year owing to grants. However, despite these successes our unrestricted funds are lower than we anticipated this is because of all the Prides being cancelled which is our biggest market for our merchandise. Furthermore, all of our training has been cancelled. We are working on a substantial funding bid with the Lottery Community Fund and hopefully we will be successful in the new Forum Financial Year.

### **Statement explaining the policy for holding reserves stating why they are held**



**York LGBT Forum exists to promote social inclusion for the public benefit by preventing lesbian, gay, bisexual, trans, intersex, queer, questioning people (LGBT) and allies or associates from being socially excluded from society on the grounds of sexual orientation and gender identity.**

The organisation is a voluntary led registered charity and currently has no employees or fixed property assets.

This Reserves Policy exists is to maintain sufficient level of reserves to enable normal operating activities to continue should a shortfall in income occur and to take account of potential risks and contingencies that may arise from time to time.

Excluded from the Reserves Policy is income associated with restricted project funds (earmarked income).

Therefore, in order to demonstrate transparency, accountability and sound financial management, this Reserves Policy clearly justifies the amount of reserves to be kept back.

The Trustees have considered the risks in respect of expenditure, unrestricted income and where appropriate restricted income. Also taken into consideration is any external identified potential risks to income and expenditure during the year under consideration.

A risk assessment has been undertaken for the period 2016/17 and the level of reserve required by the Forum has been agreed to cover basic operating costs encompassing insurance, accounting and any administration costs that may fall due.

York LGBT Forum should hold in reserve approximately 6 months operating capital.

Our reserves will be monitored and reviewed annually or in the event of any significant change to the organisation's circumstances.

**Amount of reserves held**

**£3,033**

**Reasons for holding zero reserves**

N/A

**Funds materially in deficit**

N/A

**Explanation of any uncertainties about the charity continuing as a going concern**

There are no uncertainties about the charity continuing.

## Structure, governance and management

### Description of the charity's trusts

**Type of governing document**

Constituion

**How the charity is constituted**

CIO with Membership

**Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees**

Election to post at AGM. Trustees who are elected not at the AGM are ratified at a Forum Members meeting and is then ratified at the next year AGM.

## Reference and administration details

**Charity's full name**

York LGBT Forum

**Other names the charity is known by**

N/A

**Charity's principal address**

York LGBT Forum  
York CVS  
15 Priory Street, York



Postcode YO1 6ET

**Names of the trustees who manage the charity**

| Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee |
|--------------|-----------------|-----------------------------------|--|
|--------------|-----------------|-----------------------------------|--|

|                |           |  |  |
|----------------|-----------|--|--|
| Lisa Kelly     | Co-Chair  |  |  |
| Jack Cave      | Treasurer |  |  |
| Jake Furby     | Secretary |  |  |
| Ian Holdsworth | Co-Chair  |  |  |
| Emily Roach    |           |  |  |
| Sue Lister     |           |  |  |
| Kris Wheeler   |           |  |  |

From 8/11/2019

**Name of trustees holding title to property belonging to the charity**

| Trustee name | Dates acted if not for whole year |
|--------------|-----------------------------------|
|--------------|-----------------------------------|

**Funds held as custodian trustees on behalf of others**

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

**Names and addresses of advisers (OPTIONAL)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

|                      |                 |   |
|----------------------|-----------------|---|
| Independent Examiner | Karen Wood ACMA | Outsource Accounting Services & Independent Examinations<br>Hiscox Building, Peasholme Green<br>York, YO1 7PR |
|----------------------|-----------------|---|

**Bankers**

**Name of chief executive or names of senior staff members**


N/A

**Declaration**

The trustees declare that they have approved the Trustees Annual Report and Accounts

**Signed on behalf of the charity's trustees**

Signature  
Full Name  
Position  
Date

  
Ian Holdsworth  
Co-Chair  
22-2-2021

**Independent examiner's report to the trustees of York & District LGBT Forum**

I report on the accounts of: **York & District LGBT Forum**  
for the year ended: **31st July 2020** which are set out on pages 6 to 10.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

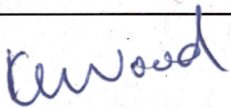
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

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 in order to enable a proper understanding of the accounts to be reached.



**Karen Wood (ACMA)**  
Outsource independent examination  
service  
The Hiscox Building  
Peasholme Green  
York YO1 7PR

24/02/2021

**Date:**



# York & District LGBT Forum

## Receipts & Payments Accounts for the year ended:

31st July 2020

|                                   | Unrestricted<br>funds | Restricted<br>funds | 2020<br>Total<br>funds | 2019<br>Total<br>funds |
|-----------------------------------|-----------------------|---------------------|------------------------|------------------------|
|                                   | £                     | £                   | £                      | £                      |
| <b>Receipts</b>                   |                       |                     |                        |                        |
| Grants                            | 400                   | 34,374              | 34,774                 | 30,440                 |
| Donations                         | 4,782                 | 1,754               | 6,536                  | 3,263                  |
| Training & fee income             | 129                   | 5,891               | 6,020                  | 973                    |
| Fundraising & sundry income       | 1,144                 |                     | 1,144                  | 2,542                  |
| <b>Total receipts</b>             | <b>6,455</b>          | <b>42,019</b>       | <b>48,474</b>          | <b>37,218</b>          |
| <b>Payments</b>                   |                       |                     |                        |                        |
| Marketing (banners, leaflets etc) | 2,718                 | 4,128               | 6,846                  | 4,513                  |
| Training, workshops & materials   |                       | 18,132              | 18,132                 | 3,683                  |
| Independent examination fee       | 400                   |                     | 400                    | 400                    |
| Administration & office costs     | 170                   | 1,557               | 1,727                  | 216                    |
| Insurance                         |                       |                     | -                      | 374                    |
| Bank & paypal charges             |                       |                     | -                      | 142                    |
| Stall & event costs               | 1,857                 | 5,720               | 7,577                  | 15,130                 |
| Volunteer travel & expenses       | 55                    | 593                 | 648                    | 2,026                  |
| AGM costs                         | 310                   |                     | 310                    | -                      |
| Room hire, venue & rent           |                       | 1,806               | 1,806                  | 3,456                  |
| Cost of raising funds             |                       |                     | -                      | -                      |
| Equipment & IT support            | 129                   | 276                 | 405                    | 3,019                  |
| Donations to organisations        |                       |                     | -                      | 1,019                  |
| <b>Total payments</b>             | <b>5,639</b>          | <b>32,212</b>       | <b>37,851</b>          | <b>33,978</b>          |
| <b>Net of receipts/(payments)</b> | <b>816</b>            | <b>9,807</b>        | <b>10,623</b>          | <b>3,240</b>           |
| <b>Transfers between funds</b>    | <b>(136)</b>          | <b>136</b>          | <b>-</b>               | <b>-</b>               |
| <b>Balance brought forward</b>    | <b>2,353</b>          | <b>14,808</b>       | <b>17,161</b>          | <b>13,921</b>          |
| <b>Balance carried forward</b>    | <b>3,033</b>          | <b>24,751</b>       | <b>27,784</b>          | <b>17,161</b>          |



# York & District LGBT Forum

|  |                       |
|--|-----------------------|
| <b>Statement of Assets and Liabilities at:</b> | <b>31st July 2020</b> |
|--|-----------------------|

|                                 | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2020<br>Total<br>funds<br>£ | 2019<br>Total<br>funds<br>£ |
|---------------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>Assets</b>                   |                            |                          |                             |                             |
| <b>Cash at bank and in hand</b> |                            |                          |                             |                             |
| Current bank account            | 3,033                      | 24,751                   | 27,784                      | 17,161                      |
|                                 | <u><b>3,033</b></u>        | <u><b>24,751</b></u>     | <u><b>27,784</b></u>        | <u><b>17,161</b></u>        |

|                            | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2020<br>Total<br>funds<br>£ | 2019<br>Total<br>funds<br>£ |
|----------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>Liabilities</b>         |                            |                          |                             |                             |
| Independent examiner's fee | 400                        | -                        | 400                         | 400                         |
|                            | <u><b>400</b></u>          | <u><b>-</b></u>          | <u><b>400</b></u>           | <u><b>400</b></u>           |

**York & District LGBT Forum**  
(Charity Number: 1162234)

**Notes to the Accounts for the year ended:**

**31st July 2020**

**1. Basis of preparation**

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

**2. Funds analysis**

**2.1 Restricted funds**

| <b>Fund name</b>     | <b>Purpose</b>   |
|----------------------|--|
| Lord Mayor           | As decided by Lord Mayor   |
| FTBM Schools project | Support young LGBT in schools to tackle isolation by involvement in community based activities and provide support.  |
| Mental Health Peer   | Peer support group for LGBT people suffering from mental ill health.   |
| York Mind            | City of York Council mental health activities project lead by York Mind  |
| JRF                  | To support LGBT health and wellbeing in York.  |
| ESF                  | Grant to run a series of confidence workshops  |
| Comic Relief         | Feasibility study to see if it is viable to create a LGBT Community Centre in York.  |
| Homeless Project     | Funds to help educate and raise awareness of what it is like to be homeless in organisations that support homeless people.   |
| Northallerton        | Monthly coffee social, funded by Hambleton District Council and Broadacres. 2 hours a month for facilitation.  |
| Awards for All       | Grant for mental health peer support group. Funding could not be spent until the 1st August because of grant guidelines but came into the back early. The funding is to develop the group, produce self care packs and funding for leaflets (this may change owing to Covid-19). |
| Queer Arts           | Funded by two ridings Community foundation Covid-19 response fund. It's for facilitation of the choir.   |
| Trans Workshop       | Funded by the tampon tax and is for facilitation and 1 to 1 support for trans and Non-Binary individuals. The trans workshop meets weekly.   |
| Interfaith           | Funded by the governments LGBT Futures Fund (intersection fund). It's to organise 4 LGBTQIA+ multifaith events it comes to an end in April.  |
| Tesco bags for life  | To give 1 to 1 support over a 3 month period.  |



## 2.2 Movement of major funds

|                           | Balance<br>b/fwd<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Trf between<br>funds<br>£ | Balance<br>c/fwd<br>£ |
|---------------------------|-----------------------|----------------------------|----------------------------|---------------------------|-----------------------|
| <b>Unrestricted funds</b> |                       |                            |                            |                           |                       |
| General funds             | 2,353                 | 6,455                      | 5,639                      | (136)                     | 3,033                 |
|                           | <b>2,353</b>          | <b>6,455</b>               | <b>5,639</b>               | <b>(136)</b>              | <b>3,033</b>          |
| <b>Restricted funds</b>   |                       |                            |                            |                           |                       |
| Lord Mayor                | 67                    | -                          | 52                         | (15)                      | -                     |
| FTBM Schools project      | 2,751                 | -                          | 1,968                      | -                         | 783                   |
| Mental Health Peer        | -                     | 200                        | 234                        | 34                        | -                     |
| York Mind                 | 856                   | 1,820                      | 2,289                      | -                         | 387                   |
| JRF                       | 109                   | 4,164                      | 311                        | -                         | 3,962                 |
| ESF                       | 7,875                 | 11,685                     | 19,665                     | 105                       | -                     |
| Comic Relief              | 2,650                 | -                          | 2,662                      | 12                        | -                     |
| Homeless Project          | 500                   | 994                        | -                          | -                         | 1,494                 |
| Northallerton             | -                     | 270                        | 60                         | -                         | 210                   |
| Awards for All            | -                     | 9,363                      | -                          | -                         | 9,363                 |
| Queer Arts                | -                     | 2,560                      | 681                        | -                         | 1,879                 |
| Trans Workshop            | -                     | 9,463                      | 3,805                      | -                         | 5,658                 |
| Interfaith                | -                     | 1,000                      | 205                        | -                         | 795                   |
| Tesco bags for life       | -                     | 500                        | 280                        | -                         | 220                   |
|                           | <b>14,808</b>         | <b>42,019</b>              | <b>32,212</b>              | <b>136</b>                | <b>24,751</b>         |
| <b>Total funds</b>        | <b>17,161</b>         | <b>48,474</b>              | <b>37,851</b>              | <b>-</b>                  | <b>27,784</b>         |

Transfers between funds represent an overspend that has been made up from unrestricted funds or a slight underspend that has been agreed by the funder can be transferred to unrestricted funds

Approval of Accounts for the year ended:

31st July 2020

The report and accounts were approved at a meeting of the Trustees  
held on:

11-2-2021

Date



Signed for and on behalf of the Trustees

22-2-2021

Date

IAN HOLDSWORTH

Print Name

CO-CHAIR

Position (e.g. Chair etc)