

**BRIGHTON AND HOVE LGBT SWITCHBOARD**

**TRUSTEES ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2018**

**Registered Number: 3920445  
Registered Charity Number: 1088133**

**BRIGHTON AND HOVE LGBT SWITCHBOARD**  
**(A Company Limited By Guarantee)**  
**(Registered Number: 3920445)**  
**(Registered Charity Number: 1088133)**

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# **BRIGHTON AND HOVE LGBT SWITCHBOARD**

**(A Company Limited By Guarantee)**  
**(Registered Number: 3920445)**  
**(Registered Charity Number: 1088133)**

## **TRUSTEES' ANNUAL REPORT** **31 MARCH 2018**

The Trustees (who also act as Directors for Companies Act purposes) have pleasure in presenting their report and financial statements for the year ended 31 March 2018.

The Trustees believe that the financial statements comply with current statutory requirements and the Charity's governing document.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Charity Name:</b>	Brighton and Hove LGBT Switchboard
<b>Company Number:</b>	3920445
<b>Charity Number:</b>	1088133
<b>Directors (Trustees):</b>	T R Davies D Draper (Appointed 1 May 2017) R B Abbott K A Brown (Appointed 1 June 2017) L A Macadam (Appointed 1 June 2017) J S Gateley (Appointed 29 November 2017) D A Holland (Appointed 29 November 2017) A Von Spreckelsen (Resigned 23 August 2017) D Scully (Resigned 19 July 2017) A M Donnelly (Resigned 1 June 2017) R I Smith (Resigned 12 June 2017) S D Brady (Appointed 29 November 2017, resigned 31 March 2018)
<b>Company Secretary:</b>	D Draper
<b>Chief Executive Officer:</b>	D Cheeseman
<b>Registered Office:</b>	Community Base Brighton East Sussex BN1 3XG
<b>Bankers:</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4JQ
<b>Independent Examiner:</b>	VMR Anderson BA(Hons) FCA DChA Chartered Accountant Clark Brownscombe 2 St Andrews Place Lewes East Sussex BN7 1UP

# **BRIGHTON AND HOVE LGBT SWITCHBOARD**

**(A Company Limited By Guarantee)**  
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**(Registered Charity Number: 1088133)**

## **TRUSTEES' ANNUAL REPORT** **31 MARCH 2018**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Incorporation**

Brighton and Hove LGBT Switchboard was incorporated as a company limited by guarantee (registered number 3920445) on 7 February 2000. The governing document is the Memorandum and Articles of Association as amended by Special Resolutions dated 18 June 2001 and 6 November 2013. The company became a registered charity (registered charity number 1088133) on 21 August 2001.

#### **Trustees**

The Management Committee (Directors) may at its discretion admit to membership any lesbian, gay man, bisexual and transgender person who is a volunteer and has satisfactorily completed the volunteer training programme and/or meets such other criteria the Management Committee shall specify pursuant to Article 75.

#### **Risk Management**

The Directors have reviewed the major risks to which the charity is exposed and have implemented any necessary systems to mitigate those risks.

### **PUBLIC BENEFIT**

In shaping our objectives and planning our activities for the year, the Trustees have given consideration to the duties set out in section 17 (5) of the Charities Act 2011 to have due regard to public benefit. In particular, the Trustees have considered how the planned activities will contribute to the overall aims and objectives that they have set.

The Trustees believe that the following paragraphs, specifically on the “Objectives and Activities” and “Achievements and Performance” for the year, relate in detail to the benefit that the charity provides to the public.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives**

The objectives of the company are to relieve any mental and emotional difficulties suffered by persons who are lesbian, gay, bisexual and transgender (referred to in this documents as LGBT) or in doubt about their sexual or gender identity or by those who may be affected by, or involved with such persons, by provision of information, support and counselling services.

### **ABOUT BRIGHTON AND HOVE LGBT SWITCHBOARD**

#### **What We Do**

Switchboard is a charity for LGBTQ people looking for a sense of community, support and information. We connect people and support them directly through specially developed services or link them to other specialist organisations.

Our current services include:

- Helpline
- Trans Survivors Helpline
- Older LGBTQ Project
- Health & Inclusion Project
- LGBTQ Disability Project
- Rainbow Café
- Volunteering

Set up in 1975, Switchboard has a long as trusted history with the LGBTQ community in Brighton and Hove and beyond.

## **BRIGHTON AND HOVE LGBT SWITCHBOARD**

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### **ACHIEVEMENTS AND PERFORMANCE**

#### **Chair's report**

It is with great pleasure that I write about Switchboard's accomplishments this year as what has been achieved has been wonderful. Firstly, we have completed a brand refresh after discussing it for a number of years. I hope everyone will agree it is fresh, up-to-date and inclusive. Feedback from our 'Your Switchboard Needs You Campaign' highlighted how our old branding focused mainly on our helpline and how it was also out of date. The new brand now highlights all our services equally and works well across all digital platforms (we have also refreshed content on our website). It took a lot of commitment, hard work and thankfully at no cost by a team of trustees, staff and volunteers including Emma Clayton an external marketing expert who offered her services free. Thank you to everyone involved in this big piece of work!

We also developed our new strategic plan for 2017-2020. We engaged with users and non-users of our services through campaigns, focus groups and meetings with staff and volunteers and this feed into the strategy development. The board has agreed it will focus on four main areas:

- our digital offer, information, advice and support;
- our volunteer offer;
- our transformational work with communities;
- our partnership working.

We are committed to continue community engagement thorough various means to ensure Switchboard is listening to what LGBTQ communities require from us and develop our services accordingly.

New projects and research have been a running theme for 2017-18, with Daniel our CEO and the team being successful in developing and launching two new community projects.

Daniel, our CEO, and the Switchboard team have had a busy year developing two new projects and researching important topics. Our new LGBTQ Disability Project hosts a number of regular social activities and provides information about making connections within the community and to other services. The Rainbow Café pilot is a new group to support LGBTQ people (their friends and family) who live with memory loss or dementia.

We collaborated with Macmillan Cancer Support to research and understand the experiences and needs of LGBTQ people in Sussex who are affected by cancer. Our Health and Inclusion Project highlighted the importance of equalities monitoring for improving health outcomes for LGBTQ people – finding that these communities face significant barriers to providing accurate information about sexual orientation, gender and trans identity. Much of this could not be achieved without the funding and great partnerships with Macmillan Cancer Support, Dementia Action Alliance and the Rainbow Fund.

Funding remains a challenge in the voluntary sector. Switchboard will continue to diversify our funding as much as possible and explore innovative ways of raising funds to support our work. This year, we've been successful in gaining funding from the Tudor Trust, Brighton and Hove City Council, Chalk Cliff, Rainbow Fund, the CCG and MindOut. I'd like to thank all of our amazing funders and donors who ensure we can continue offering our services to the LGBTQ community.

I wish to thank Daniel, our CEO, who has now been in post for over a year and has achieved so much for Switchboard. I'd also like to thank our wonderful staff, volunteers and trustees who all have played vital roles in supporting LGBTQ people across Brighton & Hove and beyond. Thank you for your support and hard work!

The entire team at Switchboard is already working hard to ensure next year will be as successful!

Dawn Draper, Chair of Trustees

# **BRIGHTON AND HOVE LGBT SWITCHBOARD**

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## **TRUSTEES' ANNUAL REPORT** **31 MARCH 2018**

### **CEO Report**

The last twelve months have been a busy time for Switchboard. We have seen the numbers of people we support increase and we've opened two new services for disabled members of the LGBTQ community and those living with memory loss or dementia. These two developments reflect the changing needs for LGBTQ people living in the city.

The past year has also been a time of significant change for us and together the trustees, staff and volunteers worked on developing a clear strategy that would take the charity through to 2020. The strategy development followed the findings of the 'Your Switchboard Needs You' consultation that we carried out in the summer of 2017, asking the LGBTQ community about the perceptions people had of the charity. Over 180 responses from the community were received and it was clear that whilst there was a good awareness and trust of Switchboard's brand, it was clear that the community wanted us to:

- clarify our offer and improve our brand
- communicate our strategy and offer better
- improve our brand awareness

We spent some time redefining our vision, mission and values, defining a clear strategy and this led to the rebrand of the charity in June 2018. The rebranding has had a positive response from stakeholders and service users and people have told us that it better reflects the charity in 2018.

Whilst much energy and time was put into re-establishing our offer and strategy, 2017/2018 was also a busy year operationally. We supported more people in the last year, with demand for the helpline increasing by 14% and more users accessing our groups. This report captures the difference we feel we have made as a charity in the last 12 months.

I would like to take this opportunity to thank the Switchboard team (staff, trustees and volunteers) for their support in the last year. The staff team has grown and we have a new found enthusiasm that has been helped with the refreshed brand and clarity of the services that we offer.

We look forward to the next year and have a clear sense of what we want to achieve to ensure that Switchboard plays a part in supporting individuals in LGBTQ communities for many more years to come.

Daniel Cheesman, CEO

# BRIGHTON AND HOVE LGBT SWITCHBOARD

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## TRUSTEES' ANNUAL REPORT 31 MARCH 2018

### 2017/2018 – Our year at a glance

This past year has been exceptionally busy and successful for Switchboard thanks to our dedicated CEO, staff, volunteers and trustees.

After discussing a brand refresh for a number of years, we finally achieved it! Following feedback from our 'Your Switchboard Needs You Campaign', we learnt that people felt our old brand was out of date and focused on our helpline – not our many other diverse services. We took these findings – from our volunteers, staff and community members – and partnered with a marketing expert, Emma Clayton, who volunteered her services for free to rebrand our organisation. Our new brand is fresh, up to date and inclusive – reflecting a bold and modern Switchboard.

Yet, a brand refresh is only one part of the story. With the support and expertise of our staff and volunteers, we have developed our new strategic plan for 2017 to 2020 that will modernise Switchboard and help us to continue to meet the needs of LGBTQ communities.

Whilst much time and energy was put into developing our brand and strategy, 2017/2018 was also a busy year operationally. We continue to see an increase in the number of people we're supporting and have developed two new services to meet the evolving needs of LGBTQ people.

### Helpline

The last 12 months saw a 14% increase in contacts to the Helpline. We had **1,292** contacts via telephone, webchat and email. Funding support via our partnership with MindOut and through additional funding from Victim Support Fund and The Chalk Cliff Trust helped us build capacity across the helpline by training 15 volunteers across the year.

The top five caller themes in 2017/18 were:

TOP FIVE	ISSUES
1. Health and wellbeing	General mental health and wellbeing
2. Sexual identity	Coming out
3. Gender identity	Coming out (trans /non-binary)
4. Sexual identity	Struggling with sexuality
5. Gender identity	Gender identity issues

We also saw a notable increase in LGBTQ callers enquiring about the asylum process and LGBTQ housing issues – indicating that there is an issue with the lack of support in these areas.

### Trans Survivors

Funding from the Victim Support Fund meant that we were able to increase capacity in the Trans Survivors service in the last year. The service - which started as a partnership with Survivors Network - is now run by Switchboard. Run by trans and/or non-binary volunteers, we had **102** contacts in 2017/18.

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### **Health and Inclusion Project (HIP)**

Our partnership with Community Works to deliver engagement to the LGBTQ community began this year and the engagement strand of HIP continued. We had a delayed start, due to staff changes, but over the year we engaged and consulted with **497** people (414 via online consultations, 21 one-to-one interviews and a further 62 who attended one of the 10 focus groups hosted). Our engagement topics covered:

- LGBTQ peoples experience of medicines and pharmacy
- sexual orientation and gender trans status monitoring
- urban planning - working with LGBTQ individuals
- LGBTQ migrants, refugees and asylum seekers' pathways and support in Brighton & Hove
- LGBTQ people affected by cancer (report with Macmillan Cancer Support)
- intersectionality: race/ethnicity & LGBTQ identity in Brighton & Hove (report with TDC)

### **Older LGBTQ Persons Project**

Our Older Persons Project is for those aged 50 and over looking for a sense of community, support and information. In the last twelve months we had contact with **242** older people and organised 30 drop-in groups across the city and 4 socials, working in partnership with the Hangleton & Knoll Project, the HOP 50+ and TDC. In October 2017, we were pleased to offer two LGBTQ events as part of the city's Older People's Festival.

### **LGBTQ Disability Project**

Thanks to support and funding from The Tudor Trust, we were able to employ a Disability Development worker to continue to work with a group of LGBTQ disabled people to set up this project. Starting in November 2017, we now have **60** contacts through monthly meet ups and enquiries that come in.

### **Rainbow Café**

A highlight of the last year has been the establishment of this new service. Rainbow Café has been set up to respond to the need that exists for LGBTQ people living with dementia or who are worried about memory loss. This service is one of the first of its kind in the UK and is responding to the need that exists for LGBTQ dementia safe spaces.

Thanks to funding from the Rainbow Fund and with support from Dementia Action Alliance and Brighton & Hove Age UK, we launched the Rainbow Café at Brooke Mead in February with the play 'The Purple List, a gag dementia venture'. Playing to 80 people, including the Mayor of Brighton & Hove, the play and the launch put the Rainbow Café on the map and at the first meeting in March we welcomed **6** individuals.

### **Counselling**

The year began with Switchboard trustees making the difficult decision to close our counselling project after 22 years. Between the announcement in April 2017 and July 2017, when saw our last counselling client, Switchboard worked with **32** individuals and was supported by a team of 10 dedicated volunteer counsellors.



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### **Volunteering**

We could not do what we do without our dedicated, enthusiastic and skilled volunteers. In the last 12 months we trained up **15** new volunteers. Collectively, our volunteers help Switchboard to operate; providing management of the helpline as well as supporting us with our fundraising, engagement, administration, governance work along with providing practical support in the running of our projects.

### **LGBTQ Stop Smoking Campaign**

We worked with Public Health in Brighton & Hove and LGBTQ individuals to co-produce and run a LGBTQ-specific stop smoking campaign. The campaign ran in February 2018 as part of LGBT History Month. The project signposted people to an LGBTQ specific stop smoking group run by the city's health training team who supported **3** long-term smokers to quit smoking.

### **Training and Consultation**

#### **Inclusion Award**

Our partnership with Trans Alliance and the creation of the LGBTQ Inclusion Award continued to develop in the last year. We worked with four GP surgeries and supported them to achieve an Inclusion Award.

The process involved us training **40 health professionals** in primary care including receptionists in LGBTQ awareness.

#### **Suicide Awareness – SafeTalk**

In February we worked in partnership with Grassroots Suicide Prevention, MindOut, LGBT Community Safety Forum and Samaritans in training **32 people** in suicide awareness as part of the Be Right On Festival.

### **Our Strategic Direction**

As already outlined, we spent much of the year clarifying Switchboard's strategy so that it is aligned to a clear vision and mission, ensuring it will be carried out in accordance with our core values.

#### **Vision**

Our vision is an inclusive and diverse society where all LGBTQ people can realise their own full potential.

#### **Mission**

Our Mission, as a charity run by and for LGBTQ people to work to understand and respond to the needs of all LGBTQ communities. We do this by

- Listening
- Informing
- Developing

#### **Values**

**Supportive:** we are supportive of one another, of all our LGBTQ communities and of all those using our services

**Inclusive:** we promote and celebrate the diversity of all people and aim to be intersectional in our approach

**Friendly:** we are friendly with everyone we work with

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**Passionate:** we are passionate about making a difference to the lives of all LGBTQ individuals and communities

**Professional:** we are professional in our approach to providing services, undertaking research and in working with others

### **Our strategic priority areas**

1. **Our digital offer, advice and support:** By 2020 we will be the ‘go to’ organisation for LGBTQ people in the South East looking for information, advice and support that enables them to make choices and be better connected to LGBTQ services that will improve their health and wellbeing prevent them from hitting ‘crisis’.
2. **Our volunteering offer:** we will be a vibrant organisation that has LGBTQ volunteering at the heart of all we do.
3. **Our transformational work with communities:** We will continue to grow a vibrant and resilient LGBTQ community sector that meets the needs of all LGBTQ people. We will provide a route where LGBTQ people can play an active role in influencing the planning and policy decisions that affect LGBTQ lives.
4. **Our partnership working:** we will work in partnership with other organisations to provide support to LGBTQ people.

### **Our plans for 2018/2019**

We have developed a strategy that sets out what we want to achieve as a charity by 2020 and this strategy is supported by an operational plan. Some of the targets that we have set for the next 12 months include:

#### **Our digital offer, advice and support** – this year we will:

- have an up-to-date database of LGBTQ services available on our website
- increase the hours that we are available on our helpline and webchat

#### **Our volunteering offer** – this year we will:

- increase the number of Helpline and support volunteers
- train a team of health and inclusion research volunteers
- develop a peer lead Trans Survivors drop in service that will be run by volunteers

#### **Our transformational work with communities** – this year we will:

- continue to develop the Rainbow Café, providing support for LGBTQ people living with dementia or memory loss
- develop a new support group for LGBTQ people who are bereaved

#### **Our partnership working** – this year we will:

- work in partnership with a consortium of voluntary sector organisation to provide a robust LGBTQ element to the Ageing Well programme in Brighton & Hove
- work in partnership with the Clare Project to develop links with Trans and Non-Binary engagement work

### **Financial Review**

The financial year 2017-18 has been challenging. As reported in last years accounts the decision to operate a deficit budget was taken in the light of continued reduced funding for the sector.

The accounts show total funds for year of £128564, an 11% reduction in funding compared to 2016-17 resulting in a deficit of £6885 (but still maintaining reserves at a level in line with agreed policy).

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In this context the organisation has successfully delivered high quality services within the budget agreed for the year. We continue to explore new funding opportunities to achieve greater economies of scale to maximise our impact and benefit for the local population.

Switchboard would like to thank the following partners and grant-awarding bodies for their support in 2017-18.

- American Express
- Brighton & Hove City Council
- Brighton & Hove Clinical Commissioning Group
- Mind Out
- Rainbow Fund
- Survivors Network
- Awards for All (partnership with Survivors Network)
- Macmillan Cancer Support
- Chalk Cliff
- Tudor Trust
- Brighton & Hove Impetus
- Brighton & Hove NHS

Switchboard would also like to thank everyone who fundraised for us during the year.

### **STATEMENT OF DIRECTORS' (TRUSTEES') RESPONSIBILITIES**

The Trustees (who are also Directors of Brighton and Hove LGBT Switchboard for the purposes of Company law) are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the year and of the surplus or deficit of the company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- observe the methods and principles in the Charities SORP;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business;

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**TRUSTEES' ANNUAL REPORT**  
**31 MARCH 2018**

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the Special Provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Statement of Recommended Practice – Accounting and Reporting by Charities.

**INDEPENDENT EXAMINER**

In accordance with section 72 of the Memorandum of Association the Company has dispensed with the requirement to have its accounts formally audited and has appointed VMR Anderson BA(Hons) FCA DChA of Clark Brownscombe to act as Independent Examiner.

The report of the Directors has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the board:

Jane Gateley - Director / Trustee

Date: 19th September 2018

## **BRIGHTON AND HOVE LGBT SWITCHBOARD**

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### **INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF BRIGHTON AND HOVE LGBT SWITCHBOARD**

I report on the accounts of the company for the year ended 31 March 2018 which are set out on pages 12 to 20.

#### **Respective responsibilities of Trustees and Examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself the Charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with Section 386 of the Companies Act 2006;
- the financial statements do not accord with such records;
- whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)
- any matter which I believe should be drawn to the reader to gain a proper understanding of the financial statements.

VMR Anderson BA(Hons) FCA DChA  
Chartered Accountant  
Clark Brownscombe  
2 St Andrews Place  
Lewes  
East Sussex BN7 1UP

Date: 21st December 2018

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2018  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>INCOME FROM</b>					
Donations		1,505	-	1,505	419
Legacies		4,270	-	4,270	-
Grants	4	20,000	95,825	115,825	137,550
Charitable activities					
- Counselling and course fees		3,526	-	3,526	3,713
Other trading activities		3,411	-	3,411	3,253
Investments		<u>27</u>	<u>-</u>	<u>27</u>	<u>53</u>
<b>TOTAL</b>		<b><u>32,739</u></b>	<b><u>95,825</u></b>	<b><u>128,564</u></b>	<b><u>144,988</u></b>
<b>EXPENDITURE ON</b>					
Raising funds	5	464	-	464	190
Charitable activities	5	<u>42,050</u>	<u>92,935</u>	<u>134,985</u>	<u>153,129</u>
<b>TOTAL</b>		<b><u>42,514</u></b>	<b><u>92,935</u></b>	<b><u>135,449</u></b>	<b><u>153,319</u></b>
<b>NET (EXPENDITURE)/INCOME</b>		<b>(9,775)</b>	<b>2,890</b>	<b>(6,885)</b>	<b>(8,331)</b>
<b>BALANCE BROUGHT FORWARD</b>		<b><u>55,432</u></b>	<b><u>10,188</u></b>	<b><u>65,620</u></b>	<b><u>73,951</u></b>
<b>BALANCE CARRIED FORWARD</b>		<b><u>45,657</u></b>	<b><u>13,078</u></b>	<b><u>58,735</u></b>	<b><u>65,620</u></b>

The detailed 2017 comparative statement of financial activities is reported in note 2.

The notes form part of these financial statements

**BRIGHTON AND HOVE LGBT SWITCHBOARD****(A Company Limited By Guarantee)****(Registered Number: 3920445)****(Registered Charity Number: 1088133)****BALANCE SHEET  
AS AT 31 MARCH 2018**

	Note	2018		2017	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	7		<b>1,063</b>		979
<b>CURRENT ASSETS</b>					
Debtors	8		<b>592</b>		592
Cash at bank and in hand			<b><u>89,525</u></b>		<u>93,685</u>
			<b>90,117</b>		94,277
<b>CREDITORS: amounts falling due within one year</b>	9		<b><u>(32,445)</u></b>		<u>(29,636)</u>
<b>NET CURRENT ASSETS</b>			<b><u>57,672</u></b>		<u>64,641</u>
			<b><u>58,735</u></b>		<u>65,620</u>
<b>CAPITAL AND RESERVES</b>					
Restricted funds	13		<b>13,078</b>		10,188
Unrestricted funds	12		<b><u>45,657</u></b>		<u>55,432</u>
			<b><u>58,735</u></b>		<u>65,620</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 19th September 2018 and were signed on its behalf by:

J Gateley - Director/Trustee

The notes form part of these financial statements

# **BRIGHTON AND HOVE LGBT SWITCHBOARD**

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## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

### **1. ACCOUNTING POLICIES**

#### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1 January 2015), hereafter referred to as the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Brighton and Hove LGBT Switchboard meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. However, there are no judgements or assumptions that have a significant risk of causing material adjustment.

#### **1.2 Income**

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Other income and income from investments is included when received.



# **BRIGHTON AND HOVE LGBT SWITCHBOARD**

(A Company Limited By Guarantee)

(Registered Number: 3920445)

(Registered Charity Number: 1088133)

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

### **1.3 Expenditure**

Resources expended are recognised in the period in which they are incurred and include attributable VAT which cannot be recovered.

In accordance with the Statement of Recommended Practice: Accounting by Charities, the resources expended have been categorised as follows:

- (i) Costs of raising funds – comprise those costs incurred in publicity and fund raising events.
- (ii) Charitable activities – comprise all expenditure directly relating to the principal activity and the associated administration costs.

### **1.4 Operating leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

### **1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computers	-	33 $\frac{1}{3}$ % straight line
Office equipment	-	15% reducing balance

### **1.6 Unrestricted funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

### **1.7 Designated funds**

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

### **1.8 Restricted funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

**BRIGHTON AND HOVE LGBT SWITCHBOARD****(A Company Limited By Guarantee)****(Registered Number: 3920445)****(Registered Charity Number: 1088133)****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018****2. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total Funds 2017
	£	£	£
<b>INCOME FROM</b>			
Donations - Individuals	419	-	419
Grants	28,000	109,550	137,550
Charitable activities			
- Counselling and course fees	3,713	-	3,713
Other trading activities	2,551	702	3,253
Investments	<u>53</u>	<u>-</u>	<u>53</u>
<b>TOTAL</b>	<b><u>34,736</u></b>	<b><u>110,252</u></b>	<b><u>144,988</u></b>
<b>EXPENDITURE ON</b>			
Raising funds	190	-	190
Charitable activities	<u>44,248</u>	<u>108,881</u>	<u>153,129</u>
<b>TOTAL</b>	<b><u>44,438</u></b>	<b><u>108,881</u></b>	<b><u>153,319</u></b>
<b>NET MOVEMENT IN FUNDS</b>	<b>(9,702)</b>	<b>1,371</b>	<b>(8,331)</b>
<b>BALANCE BROUGHT FORWARD</b>	<b><u>65,134</u></b>	<b><u>8,817</u></b>	<b><u>73,951</u></b>
<b>BALANCE CARRIED FORWARD</b>	<b><u>55,432</u></b>	<b><u>10,188</u></b>	<b><u>65,620</u></b>

**3. NET INCOME**

The net income is stated after charging:	2018	2017
	£	£
Depreciation of tangible fixed assets - owned by the company	588	685
Independent Examiners' fee	<u>1,500</u>	<u>1,740</u>

During the year, no director/trustee received any emoluments or reimbursement for services (2017: £Nil).

The key management personnel of the company comprise the trustees and the Chief Executive Officer. The total employee benefits of the key management personnel were £46,083 (2017: £22,200).

Details of staff costs are as follows:	2018	2017
	£	£
Salaries	95,309	109,583
Social Security Costs	6,672	8,411
Pension costs	<u>472</u>	<u>127</u>
	<b><u>102,453</u></b>	<b><u>118,121</u></b>
Average No. of employees	<u><u>6</u></u>	<u><u>6</u></u>

No employee received remuneration in excess of £60,000 (2017: None).

**BRIGHTON AND HOVE LGBT SWITCHBOARD****(A Company Limited By Guarantee)****(Registered Number: 3920445)****(Registered Charity Number: 1088133)****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

<b>4. GRANTS RECEIVED</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>2018</b>	<b>2017</b>
			<b>£</b>	<b>£</b>
Brighton & Hove City Council				
- Old Peoples Project	-	<b>23,038</b>	<b>23,038</b>	21,434
- Discretionary 3 year grant	<b>20,000</b>	-	<b>20,000</b>	28,000
- HIV Prevention	-	-	-	10,500
- Pride Events	-	-	-	250
- HIP	-	<b>360</b>	<b>360</b>	32,000
Clinical Commissionary Group				
- HIP	-	<b>34,287</b>	<b>34,287</b>	23,996
- NHS Stop Smoking	-	<b>2,500</b>	<b>2,500</b>	-
- NHS Kite Mark	-	-	-	3,000
Rainbow Fund				
- Dementia Café	-	<b>4,630</b>	<b>4,630</b>	-
- Counselling supervision	-	-	-	240
Tudor Trust	-	<b>20,000</b>	<b>20,000</b>	-
MindOut	-	<b>4,010</b>	<b>4,010</b>	4,010
RISE	-	-	-	800
Sussex Community Foundation	-	-	-	6,000
American Express	-	-	-	7,320
Chalk Cliff	-	<b>5,000</b>	<b>5,000</b>	-
Macmillan Cancer Support	-	<b>2,000</b>	<b>2,000</b>	-
	<b><u>20,000</u></b>	<b><u>95,825</u></b>	<b><u>115,825</u></b>	<b><u>137,550</u></b>

**BRIGHTON AND HOVE LGBT SWITCHBOARD****(A Company Limited By Guarantee)****(Registered Number: 3920445)****(Registered Charity Number: 1088133)****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018****5. EXPENDITURE**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cost of raising funds				
Fundraising events	<u>464</u>	<u>-</u>	<u>464</u>	<u>190</u>
Charitable Activities:				
Access	-	2,400	2,400	1,363
Consultancy and services	1,474	2,263	3,737	2,796
Depreciation – Furniture, fittings and office	207	78	285	342
Depreciation – Computer equipment	303	-	303	343
Loss on disposal of fixed assets	-	-	-	116
Pride and other community events	75	581	656	2,224
Advertising and PR	-	2,220	2,220	50
Marketing materials	-	525	525	465
Community consultations	-	1,232	1,232	3
AGM costs	69	-	69	77
Independent Examination fee	1,500	-	1,500	1,740
Office overheads	2,095	3,860	5,955	6,094
Premises	5,048	4,391	9,439	10,346
Professional memberships	147	1,046	1,193	975
Staff costs (net of Employer's allowance)	27,594	72,194	99,788	116,570
Training	21	347	368	1,909
Transport	156	614	770	603
Volunteer support	<u>3,361</u>	<u>1,184</u>	<u>4,545</u>	<u>7,113</u>
	<u>42,050</u>	<u>92,935</u>	<u>134,985</u>	<u>153,129</u>

**6. TAXATION**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied exclusively to charitable purposes.

**BRIGHTON AND HOVE LGBT SWITCHBOARD****(A Company Limited By Guarantee)****(Registered Number: 3920445)****(Registered Charity Number: 1088133)****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018****7. TANGIBLE FIXED ASSETS**

	<b>Furniture, Fittings and Equipment £</b>	<b>Computer Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2017	1,300	2,736	4,036
Additions	672	-	672
Disposals	-	-	-
At 31 March 2018	<u>1,972</u>	<u>2,736</u>	<u>4,708</u>
<b>Depreciation</b>			
At 1 April 2017	1,031	2,026	3,057
Charge for the year	285	303	588
On Disposals	-	-	-
At 31 March 2018	<u>1,316</u>	<u>2,329</u>	<u>3,645</u>
<b>Net book value</b>			
<b>At 31 March 2018</b>	<u>656</u>	<u>407</u>	<u>1,063</u>
At 31 March 2017	<u>269</u>	<u>711</u>	<u>979</u>

**8. DEBTORS**

	<b>2018 £</b>	<b>2017 £</b>
Debtors and prepayments	<u>592</u>	<u>592</u>

**9. CREDITORS: Amounts falling due within one year**

	<b>2018 £</b>	<b>2017 £</b>
Other creditors and accruals	8,360	8,000
Social security costs	-	1,636
Deferred income	<u>24,085</u>	<u>20,000</u>
	<u>32,445</u>	<u>29,636</u>

**10. STATUTORY INFORMATION**

The Company is a private company, limited by guarantee. Members have a liability not exceeding £1 each in the event of a winding up. The company is registered in England and Wales and the registered number and registered office address can be found on the Legal and Administrative information page.

**BRIGHTON AND HOVE LGBT SWITCHBOARD**

(A Company Limited By Guarantee)

(Registered Number: 3920445)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018****11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Tangible Fixed Assets</b>	<b>Net Current Assets</b>	<b>Total 2018</b>	<b>Total 2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Restricted	<b>594</b>	<b>12,484</b>	<b>13,078</b>	10,188
Unrestricted	<b><u>469</u></b>	<b><u>45,188</u></b>	<b><u>45,657</u></b>	<b><u>55,432</u></b>
	<b><u>1,063</u></b>	<b><u>57,672</u></b>	<b><u>58,735</u></b>	<b><u>65,620</u></b>

**12. STATEMENT OF FUNDS**

	<b>Balance at 1 April 2017</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance 31 March 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>				
General Reserves	<b><u>55,432</u></b>	<b><u>32,739</u></b>	<b><u>(42,514)</u></b>	<b><u>45,657</u></b>

**13. RESTRICTED FUNDS**

	<b>Balance at 1 April 2017</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance 31 March 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
American Express	<b>7,320</b>	-	<b>(7,320)</b>	-
B&H PCT				
– Clinical Community HIP Grant	-	<b>37,147</b>	<b>(33,515)</b>	<b>3,632</b>
B&H PCT – Kite Mark	<b>2,868</b>	-	<b>(2,868)</b>	-
B&HCC				
Older Peoples Project	-	<b>23,038</b>	<b>(20,921)</b>	<b>2,117</b>
Tudor Trust – Disability Project	-	<b>20,000</b>	<b>(13,000)</b>	<b>7,000</b>
Mind Out	-	<b>4,010</b>	<b>(4,010)</b>	-
Rainbow Fund – Dementia Café	-	<b>4,630</b>	<b>(4,301)</b>	<b>329</b>
Chalk Cliff – Helpline	-	<b>5,000</b>	<b>(5,000)</b>	-
Macmillan Cancer Support	-	<b>2,000</b>	<b>(2,000)</b>	-
	<b><u>10,188</u></b>	<b><u>95,825</u></b>	<b><u>(92,935)</u></b>	<b><u>13,078</u></b>

**14. OPERATING LEASE COMMITMENTS**

At 31 March 2018, the charity had total commitments under non-cancellable operating leases over the remaining life of those leases of £2,242 (2017: £2,242).