

**BRIGHTON AND HOVE LGBT SWITCHBOARD**

**TRUSTEES ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2013**

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



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

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# **BRIGHTON & HOVE LGBT SWITCHBOARD**

**(A Company Limited By Guarantee)**

**(Registered Number: 3920445)**

**(Registered Charity Number: 1088133)**

## **TRUSTEES' ANNUAL REPORT**

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 2013.

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>	M Antoniou	(appointed 30 July 2012)
	D L Cooper	(resigned 31 May 2013)
	L Crossan	(resigned 16 December 2012)
	T M G Elsworth	(resigned 31 May 2013)
	D Joiner	
	C E King	(resigned 19 March 2013)
	G Scotcher	(resigned 31 March 2013)
	V Mulholland	(appointed 30 November 2012)
	J A Blakely	(appointed 31 March 2013)
	R Apsey	(appointed 31 March 2013 )
<b>Company Secretary:</b>	D Joiner	(appointed 30 September 2012)
	T M G Elsworth	(resigned 30 September 2012)
<b>Registered Office:</b>	Community Base Brighton East Sussex BN1 3XG	
<b>Bankers:</b>	Santander UK PLC BBAM Bridle Road Bootle Merseyside L30 4GB	Bank of Scotland 33 Old Broad Street London BX2 1LB
<b>Independent Examiner:</b>	C R Tyler FCA DChA Clark Brownscombe Limited Chartered Accountants 8 The Drive Hove East Sussex BN3 3JT	

# **BRIGHTON & HOVE LGBT SWITCHBOARD**

**(A Company Limited By Guarantee)**

**(Registered Number: 3920445)**

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## **TRUSTEES' ANNUAL REPORT - continued**

### **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 Resolution dated 18 June 2001. The company became a registered charity (registered charity number 1088133) on 21 August 2001.

#### **Trustees**

The first members of the Company shall be the Subscribers to the Memorandum of Association. 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 77.

#### **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 4 of the Charities Act 2006 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 the benefit that the charity provides to the public.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives**

The objects of the Company shall be for the benefit of the public to (i) protect and preserve public health and (ii) to relieve mental and emotional distress of persons and in particular of people who are homosexual, bisexual, lesbian, gay, transgender or in doubt about their sexuality by in particular the provision of advice, information and counselling services.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Executive Summary**

Brighton and Hove LGBT Switchboard is a community, generic LGBT organisation working with anyone over the age of 16 who identifies as LGBT or is affected by issues related to gender or sexual identity. We are not age or issue specific, and are here to listen, inform, connect with and support any LGBT person (or family friends of LGBT people) with any concern that is impacting on wellbeing and health, and to give information including signposting on to other places where needed. We provide LGBT people with opportunities to connect, get information, support and counselling through the following ways:

- Our telephone help-line
- Our face to face counselling service.
- Our engagement and consultation project
- Our various volunteering opportunities

Our help-line and counselling services are provided by volunteers drawn from the community.

## **BRIGHTON & HOVE LGBT SWITCHBOARD**

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### **TRUSTEES' ANNUAL REPORT - continued**

This year we celebrated our 38<sup>th</sup> birthday and responded to over 1000 enquiries via the help-line and delivered an average of 6 counselling sessions each to approximately 40 LGBT people. In those 38 years, we have grown from a small volunteer led community organisation to a registered charity that has over 40 volunteers offering a range of support services to LGBT people in Brighton & Hove and beyond.

Our track record, experience and knowledge of the unique needs of LGBT people continues to ensure that Brighton's LGBT community is supported via the services that we provide, as well as via the partnership work and connections that we make within and beyond the city's LGBT community. As the only generic LGBT organisation in this area, our expertise and specialist knowledge of the needs and experiences of the LGBT community is frequently called upon by other agencies seeking to develop their knowledge and skills in responding to and supporting LGBT service users, so that there is a cascade of our work to reach much more than those that have direct contact with us. We are well regarded by our partners and statutory agencies, as evidenced by the number of those regularly approaching us for advice, consultation, training and representation at community events.

Building on this strong foundation, we have approached our 38<sup>th</sup> years and seen some significant successes and challenges that are outlined in this annual report but reported in more details in our annual review of 2012/13.

#### **Key Achievements for 2012/13**

- Provision of help-line services to 1048 callers
- Provision of counselling sessions to 40 clients
- Secured a comfortable suitable dedicated space for counselling
- Brighton + Hove City Council grant secured for the next 3 year term (2013-2016)
- Significant funds raised from community fundraising activities
- Reduced financial overheads as a result of the premises move
- A review of the charity's management committee and governance arrangements and recruitment of 5 management committee members including recruitment of an interim chair and treasurer.
- Development of a fundraising strategy to strengthen sustainability
- Recruitment of 4 counsellors
- Continued Co-management of LGBT Health and Inclusion Project (HIP) in partnership with the Terrence Higgins Trust and management of the transition process including securing funding for the project to be owned and managed solely by Switchboard from April 2013.
- In partnership with MindOut, we secured a health contract for the delivery of out of hours telephone information and support to support LGBT people's mental health and wellbeing
- Entered into a partnership with Rise domestic violence charity to start to address the needs of victims of same sex domestic violence.

#### **Financial Review**

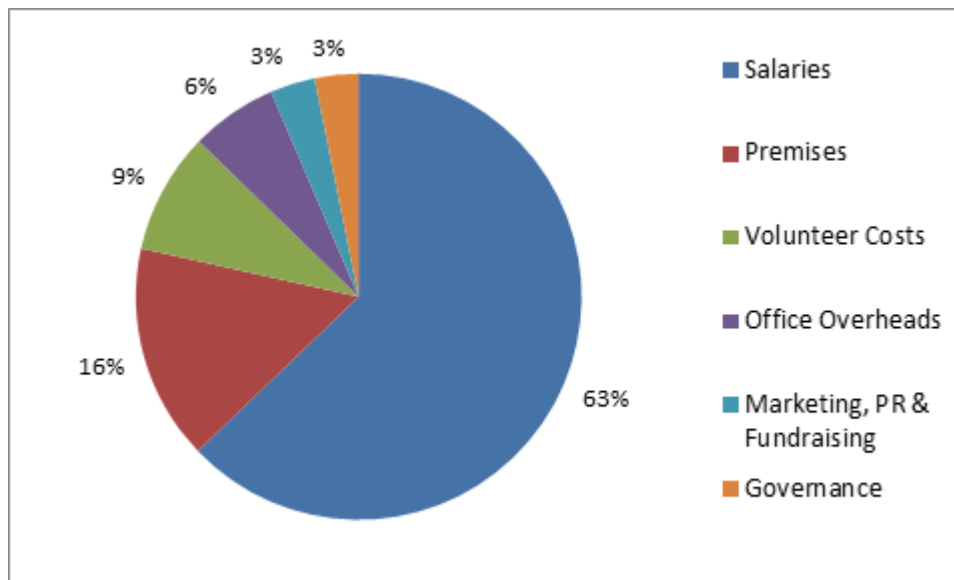
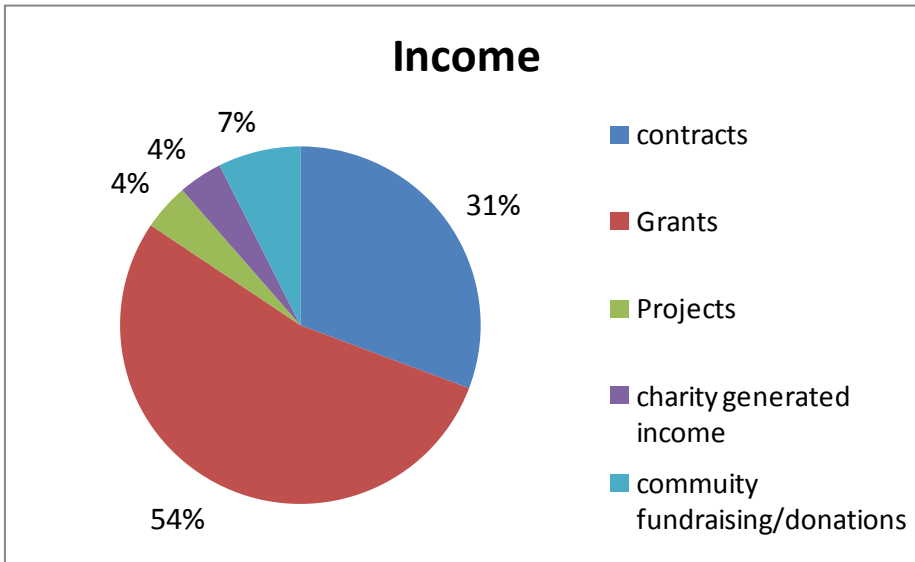
During this year, our activities were made possible by funding from the following who have made our work to support the local LGBT community possible, and we remain extremely grateful for all this support:

- Brighton & Hove City Council
- Brighton & Hove Primary Care Trust
- West Sussex County Council
- Lloyds TSB Foundation
- The Big Lottery (Awards for All)
- The Allen Lane Foundation
- The Cooperative Community Membership Fund
- Community fundraising events and individual donations

**BRIGHTON & HOVE LGBT SWITCHBOARD**  
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**TRUSTEES' ANNUAL REPORT - continued**

Total income for the year was £79,238, whilst expenditure was £54,196, and our annual report provides a more detailed breakdown of the contributions of our funders and our areas of expenditure.



**Reserves**

The financial difficulties faced by the organisation over the last few years have highlighted the need to hold a sensible level of reserves. Our reserve policy has been reviewed by the Management Committee and aims to strike a balance between financial prudence and ensuring funding is used to meet the charities objectives.

We aim to hold in reserve between 3-6 months operating costs, to enable us to bridge any short term funding issues, and to ensure that the company can meet all of its legal and moral obligations should the worst happen. Our success in securing additional funding this year combined with reducing operational costs has made it possible for us to create a small financial reserve to put the organisation on a more stable financial footing.

## **BRIGHTON & HOVE LGBT SWITCHBOARD**

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### **TRUSTEES' ANNUAL REPORT-continued**

#### **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;
- 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 C R Tyler FCA DChA of Clark Brownscombe Limited 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:

R Apsey  
Trustee

Date:



**BRIGHTON & 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 2013 which are set out on pages 7 to 13.

**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:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C R Tyler FCA DChA  
Clark Brownscombe Limited  
Chartered Accountants  
8 The Drive  
Hove  
East Sussex  
BN3 3JT

Date:

**BRIGHTON & HOVE LGBT SWITCHBOARD**

(A Company Limited By Guarantee)

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2013**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>INCOME AND EXPENDITURE ACCOUNT</b>					
<b>INCOMING RESOURCES</b>					
From Generated Funds:					
Voluntary Income:					
Donations - Individuals		2,460	-	2,460	2,245
- Businesses		<u>689</u>	-	<u>689</u>	<u>71</u>
		3,149	-	3,149	2,316
Grants	3	<u>64,218</u>	<u>2,919</u>	<u>67,137</u>	<u>61,579</u>
		<u>67,367</u>	<u>2,919</u>	<u>70,286</u>	<u>63,895</u>
Fundraising:					
Events		<u>1,035</u>	-	<u>1,035</u>	<u>1,458</u>
Investment Income:					
Room hire		<u>333</u>	-	<u>333</u>	<u>1,127</u>
		<u>68,735</u>	<u>2,919</u>	<u>71,654</u>	<u>66,480</u>
From Charitable Activities:					
Counselling		<u>5,556</u>	-	<u>5,556</u>	<u>6,152</u>
Other:					
Miscellaneous income		1,744	-	1,744	2,479
Gift Aid reclaim		<u>284</u>	-	<u>284</u>	<u>199</u>
		<u>2,028</u>	-	<u>2,028</u>	<u>2,678</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>76,319</u>	<u>2,919</u>	<u>79,238</u>	<u>75,310</u>
<b>RESOURCES EXPENDED</b>					
Cost of Generating Funds	4	1,329	-	1,329	827
Charitable Activities	4	48,224	2,919	51,143	69,766
Governance Costs	4	<u>1,724</u>	-	<u>1,724</u>	<u>2,793</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>51,277</u>	<u>2,919</u>	<u>54,196</u>	<u>73,386</u>
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>					
		25,042	-	25,042	1,924
<b>TRANSFERS</b>					
		-	-	-	-
<b>NET INCOMING RESOURCES AFTER TRANSFERS</b>					
		25,042	-	25,042	1,924
<b>BALANCES BROUGHT FORWARD</b>					
		<u>2,469</u>	-	<u>2,469</u>	<u>545</u>
<b>BALANCE CARRIED FORWARD</b>					
		<u>27,511</u>	-	<u>27,511</u>	<u>2,469</u>

The notes on pages 9 to 13 form part of these Accounts

**BRIGHTON & HOVE LGBT SWITCHBOARD****(A Company Limited By Guarantee)****(Registered Number: 3920445)****(Registered Charity Number: 1088133)****BALANCE SHEET  
AS AT 31 MARCH 2013**

	Note	2013		2012	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	5		175		206
<b>CURRENT ASSETS</b>					
Debtors	6	3,317		2,606	
Cash at bank and in hand		<u>73,994</u>		<u>23,398</u>	
		<u>77,311</u>		<u>26,004</u>	
<b>CREDITORS: amounts falling due within one year</b>	7	<u>(49,975)</u>		<u>(23,741)</u>	
<b>NET CURRENT ASSETS</b>			<u>27,336</u>		<u>2,263</u>
			<u>27,511</u>		<u>2,469</u>
<b>CAPITAL AND RESERVES</b>					
Restricted funds	12		-		-
Unrestricted funds	11		<u>27,511</u>		<u>2,469</u>
			<u>27,511</u>		<u>2,469</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on \_\_\_\_\_ and were signed on its behalf by:

R Apsey  
Trustee

The notes on pages 9 to 13 form part of these Accounts

# BRIGHTON & 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 2013

### 1. ACCOUNTING POLICIES

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005.

The Accounts have been prepared on a going concern basis.

#### 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.

#### 1.3 Resources expended

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 generating funds – comprise those costs incurred in publicity and fund raising events.
- (ii) Charitable activities – comprise all expenditure directly relating to the principal activity.
- (iii) Governance costs – include those incurred in the governance of the Charity and its assets and are primarily associated with constitutional and statutory requirements.

#### 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	-	33⅓% 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 & HOVE LGBT SWITCHBOARD****(A Company Limited By Guarantee)****(Registered Number: 3920445)****(Registered Charity Number: 1088133)****NOTES TO THE FINANCIAL STATEMENTS - continued****2. NET OUTGOING RESOURCES**

The net outgoing resources are stated after charging:

	<b>2013</b>	2012
	£	£
Operating Lease – Rent	-	18,944
Depreciation of tangible fixed assets - owned by the company	<b>31</b>	37
Independent Examiners' fee	<b><u>1,450</u></b>	<b><u>1,290</u></b>

During the year, no director/trustee received any emoluments or reimbursement for services (2012: £Nil).

Details of staff costs are as follows:

	<b>2013</b>	2012
	£	£
Salaries	<b>31,741</b>	28,347
Social Security Costs	<b><u>2,312</u></b>	<u>1,961</u>
	<b><u>34,053</u></b>	<u>30,308</u>
Average No. of employees	<b><u>2</u></b>	<u>2</u>

No employee received remuneration in excess of £60,000 (2012: £None)

**3. GRANTS RECEIVED**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2013</b>	2012
	£	£	£	£
City Primary Care Trust	<b>21,218</b>	-	<b>21,218</b>	21,218
Brighton & Hove City Council	<b>28,500</b>	<b>100</b>	<b>28,600</b>	37,472
Awards for All	-	<b>250</b>	<b>250</b>	-
The Allen Lane Foundation	-	<b>244</b>	<b>244</b>	756
Co-operative Community Membership Fund	-	<b>2,000</b>	<b>2,000</b>	-
American Express	-	<b>325</b>	<b>325</b>	633
West Sussex County Council	<b>5,000</b>	-	<b>5,000</b>	-
Lloyds TSB	<b><u>9,500</u></b>	<u>-</u>	<b><u>9,500</u></b>	<u>1,500</u>
	<b><u>64,218</u></b>	<b><u>2,919</u></b>	<b><u>67,137</u></b>	<u>61,579</u>

The following amounts were received and deferred to the next year (see Note 7):

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2013</b>	2012
	£	£	£	£
The Allen Lane Foundation	-	-	-	244
Awards for All	-	-	-	250
American Express	-	-	-	325
Brighton & Hove City Council	-	<b>15,000</b>	<b>15,000</b>	100
Co-operative Community Membership Fund	-	-	-	2,000
Lloyds TSB	<b>11,400</b>	-	<b>11,400</b>	9,500
Brighton & Hove PCT – Counselling Project	-	<b>8,000</b>	<b>8,000</b>	-
Brighton & Hove PCT – HIP Project	-	<b>4,000</b>	<b>4,000</b>	-
Comic Relief	-	<b>2,500</b>	<b>2,500</b>	-
Rainbow Fund	-	<b><u>2,500</u></b>	<b><u>2,500</u></b>	-
	<b><u>11,400</u></b>	<b><u>32,000</u></b>	<b><u>43,400</u></b>	<u>12,419</u>

**BRIGHTON & HOVE LGBT SWITCHBOARD**

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**NOTES TO THE FINANCIAL STATEMENTS – continued**

<b>4. RESOURCES EXPENDED</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cost of Generating Funds				
Advertising and Fundraising Events	<u>1,329</u>	<u>-</u>	<u>1,329</u>	<u>827</u>
Charitable Activities:				
Brighton Pride	440	-	440	-
Qualified Counsellors	2,242	-	2,242	3,668
Salaries	33,053	1,000	34,053	30,308
Supervision and Training	807	1,089	1,896	156
Insurance	1,339	40	1,379	1,428
Stationery and Postage	572	286	858	367
Subscriptions	252	20	272	259
Sundry Expenses	629	188	817	543
Computer Expenses	48	-	48	344
Relocation and Refurbishment	-	-	-	2,264
Repairs and Maintenance to Premises	204	-	204	728
Rent and Rates	7,128	240	7,368	27,145
Telephone, Light and Heat	602	-	602	2,135
Depreciation	31	-	31	37
Volunteer Travel	573	56	629	53
Cleaning	x 304	-	304	331
	<u>48,224</u>	<u>2,919</u>	<u>51,143</u>	<u>69,766</u>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>2013</b>	<b>2012</b>
Governance Costs:	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Legal and Professional	274	-	274	1,503
Accountancy Fees	1,450	-	1,450	1,290
	<u>1,724</u>	<u>-</u>	<u>1,724</u>	<u>2,793</u>

**5. TANGIBLE FIXED ASSETS**

	<b>Total</b>	<b>Computer</b>	<b>Furniture,</b>
	<b>£</b>	<b>Equipment</b>	<b>Fittings and</b>
		<b>£</b>	<b>Equipment</b>
			<b>£</b>
<b>Cost</b>			
At 1 April 2012	5,572	3,632	1,940
Additions	-	-	-
At 31 March 2013	<u>5,572</u>	<u>3,632</u>	<u>1,940</u>
<b>Depreciation</b>			
At 1 April 2012	5,366	3,632	1,734
Charge for the year	31	-	31
At 31 March 2013	<u>5,397</u>	<u>3,632</u>	<u>1,765</u>
<b>Net book value</b>			
At 31 March 2013	<u>175</u>	<u>-</u>	<u>175</u>
At 31 March 2012	<u>206</u>	<u>-</u>	<u>206</u>

**BRIGHTON & HOVE LGBT SWITCHBOARD**

(A Company Limited By Guarantee)

(Registered Number: 3920445)

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**NOTES TO THE FINANCIAL STATEMENTS – continued****6. DEBTORS**

	2013	2012
	£	£
<b>Due within one year</b>		
Prepayments and other debtors	1,223	796
Gift Aid reclaim	<u>2,094</u>	<u>1,810</u>
	<u><b>3,317</b></u>	<u><b>2,606</b></u>

**7. CREDITORS**

	2013	2012
	£	£
<b>Amounts falling due within one year</b>		
Other creditors and accruals	2,531	8,004
Social Security costs	2,130	1,404
Loan from Trustee	1,914	1,914
Deferred Income	<u>43,400</u>	<u>12,419</u>
	<u><b>49,975</b></u>	<u><b>23,741</b></u>

**8. COMPANY STATUS**

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

**9. OPERATING LEASE COMMITMENTS**

At 31 March 2013 the company had no annual commitments under non-cancellable operating leases (2012 nil):

**10. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible Fixed Assets	Net current Assets	Total 2013	Total 2012
	£	£	£	£
Restricted	-	-	-	-
Unrestricted	<u>175</u>	<u>27,336</u>	<u>27,511</u>	<u>2,469</u>
	<u><b>175</b></u>	<u><b>27,236</b></u>	<u><b>27,511</b></u>	<u><b>2,469</b></u>

**11. STATEMENT OF FUNDS**

	Balance 1 April 2012	Incoming Resources	Outgoing Resources	Transfers	Balance 31 March 2013
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General Reserves	<u>2,469</u>	<u>76,319</u>	<u>(51,277)</u>	<u>-</u>	<u><b>27,511</b></u>

**BRIGHTON & HOVE LGBT SWITCHBOARD**

(A Company Limited By Guarantee)

(Registered Number: 3920445)

(Registered Charity Number: 1088133)

**NOTES TO THE FINANCIAL STATEMENTS – continued**

**12. RESTRICTED FUNDING**

	Notes	Balance 1 April 2012	Incoming Resources	Outgoing Income	Transfers	Balance 31 March 2013
		£	£	£	£	£
Awards for All	1	-	250	(250)	-	-
The Allen Lane Foundation	2	-	244	(244)	-	-
Co-Operative Community Membership Fund	3	-	2,000	(2,000)	-	-
American Express	4	-	325	(325)	-	-
Brighton & Hove City Council	5	-	100	(100)	-	-
		<u>-</u>	<u>2,919</u>	<u>(2,919)</u>	<u>-</u>	<u>-</u>

The purpose of each restricted funding was as follows:

1. Awards for All funding was the deferred income balance from an earlier grant, the amount was left specifically towards cover for the cost of CRB checks for all staff, trustees and volunteers.
2. The Allen Lane Foundation Grant received was to fund volunteer expenses.
3. The Co-operative Membership Community Fund grant was to fund the recruitment, training and management of a transgender counsellor.
4. American Express – funding for improvements to volunteer resources.
5. Brighton and Hove City Council – deferred balance of a grant to fund external support to assist the organisations resilience in the changing environment.

	Balance b/fwd	Amount Received	Balance c/fwd	Incoming Resources
	£	£	£	£
<b>Deferred Income</b>				
Awards for All	250	-	-	250
The Allen Lane Foundation	244	-	-	244
Amex	325	-	-	325
Brighton & Hove City Council	100	28,500	-	28,600
Co-operative Community Membership Fund	2,000	-	-	2,000
Lloyds TSB	9,500	11,400	(11,400)	9,500
Brighton & Hove PCT-Counselling Project	-	8,000	(8,000)	-
Brighton & Hove PCT – HIP Project	-	4,000	(4,000)	-
Brighton & Hove City Council – HIP Project	-	15,000	(15,000)	-
Comic Relief	-	2,500	(2,500)	-
Rainbow Fund	-	2,500	(2,500)	-
West Sussex County Council	-	5,000	-	5,000
City Primary Care Trust	-	21,218	-	21,218
	<u>12,419</u>	<u>98,118</u>	<u>(43,400)</u>	<u>67,137</u>