

Charity number: 1160899  
Company number: 09349513  
(England and Wales)

Headway West London Ltd

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 December 2019

Headway West London Ltd  
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For the year ended 31 December 2019

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Headway West London Ltd  
Report of the Trustees  
For the year ended 31 December 2019

The Trustees, some of whom are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 December 2019. The Trustees have adopted the provisions of 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

## OBJECTIVES AND ACTIVITIES

### Objectives and aims

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We work with adult traumatic brain survivors (18 and over), their families and careers in West London as they leave hospital and begin their rehabilitation process & ensure vulnerable, isolated brain injured survivors do not fall through the net. Our aim is to help them achieve their full potential by providing support, expert advice and signposting them to targeted training to enable them to return to work & health and wellbeing. We have continued our service at the St Mary's and Charing Cross hospitals. Our link workers offer signposting advice and guidance across the trauma pathway from hospital ward to community.

We have further expanded our day support group service which is being run by our two part-time link workers and volunteers. We have continued to organize social and fundraising activities.

We recruited a second support worker to support our outreach work in the community and he has piloted a joint project with Chelsea FC Foundation focusing on health and wellbeing.

We provide information via our website, newsletters, Facebook, Twitter and our support groups.

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

## REFERENCE AND ADMINISTRATIVE INFORMATION

<b>Name of Charity</b>	Headway West London Ltd
<b>Charity registration number</b>	1160899
<b>Company registration number</b>	09349513
<b>Principal address</b>	41 Richmond Hill Richmond Surrey Surrey TW10 6RE

### Trustees

The trustees and officers serving during the year and since the year end were as follows:

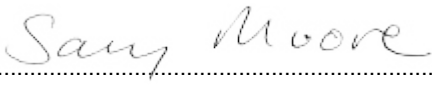
Mrs Cathy Leech  
Mr Edward Lassman  
Rickey Godding  
Lucia Li  
Clare Cahill  
Sally Moore

**Secretary** Laura Murphy

**Independent examiners** Jorgis Accountants Ltd  
3 Cressage Close  
Southall  
Middlesex  
UB1 2XP

Headway West London Ltd  
Report of the Trustees Continued  
For the year ended 31 December 2019

Approved by the Board of Trustees and signed on its behalf by

  
.....

28 September 2020

Sally Moore

Headway West London Ltd  
Independent Examiners Report to the Trustees  
For the year ended 31 December 2019

I report to the trustees on my examination of the accounts of the charitable company for the year ended 31 December 2019.

**Responsibilities and basis of report**

As the charity Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiners statement**

I have completed my examination. I confirm that no 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

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Jorgis Accountants  
Independent Examiner  
Jorgis Accountants Ltd  
3 Cressage Close  
Southall  
Middlesex  
UB1 2XP

29 September 2020

Headway West London Ltd  
Statement of Financial Activities (including Income and Expenditure Account)  
For the year ended 31 December 2019

	Notes	Unrestricted funds £	Restricted funds £	2019 £	2018 £
<b>Income and endowments from:</b>					
Donations and legacies	2	5,150	11,250	16,400	33,379
Charitable activities	3	13,100	-	13,100	-
Other trading activities	4	2,095	-	2,095	-
<b>Total</b>		<b>20,345</b>	<b>11,250</b>	<b>31,595</b>	<b>33,379</b>
<b>Expenditure on:</b>					
Raising funds	5/6	-	-	-	(583)
Charitable activities	7/8	(5,452)	(27,772)	(33,224)	(28,382)
<b>Total</b>		<b>(5,452)</b>	<b>(27,772)</b>	<b>(33,224)</b>	<b>(28,965)</b>
<b>Net income/expenditure</b>		<b>14,893</b>	<b>(16,522)</b>	<b>(1,629)</b>	<b>4,414</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		40,664	(1,894)	38,770	34,356
<b>Total funds carried forward</b>		<b>55,557</b>	<b>(18,416)</b>	<b>37,141</b>	<b>38,770</b>

Headway West London Ltd  
Statement of Financial Position  
As at 31 December 2019

	Notes	2019 £	2018 £
<b>Current assets</b>			
Debtors	13	-	1,200
Cash at bank and in hand		37,302	37,731
		<b>37,302</b>	<b>38,931</b>
<b>Creditors: amounts falling due within one year</b>	14	(161)	(161)
<b>Net current assets</b>		<b>37,141</b>	<b>38,770</b>
<b>Total assets less current liabilities</b>		<b>37,141</b>	<b>38,770</b>
<b>Net assets</b>		<b>37,141</b>	<b>38,770</b>
<b>The funds of the charity</b>			
Restricted income funds	15	(18,416)	(1,894)
Unrestricted income funds	15	55,557	40,664
<b>Total funds</b>		<b>37,141</b>	<b>38,770</b>

For the year ended 31 December 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:

*Sally Moore*

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Sally Moore  
Trustee

28 September 2020

Headway West London Ltd  
Notes to the Financial Statements  
For the year ended 31 December 2019

## 1. Accounting Policies

### Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

Headway West London Ltd 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(s).

### Going concern

The trustees are of the view that the charity have secured the immediate future of the charity for the next 12 to 18 months and on this basis the charity is going concern

## 2. Income from donations and legacies

	Unrestricted funds	Restricted funds	2019	2018
	£	£	£	£
Donations received	-	-	-	30,863
Grants received	5,150	11,250	16,400	1,675
Donated goods and services	-	-	-	841
	<b>5,150</b>	<b>11,250</b>	<b>16,400</b>	<b>33,379</b>

## 3. Income from charitable activities

	2019	2018
	£	£
<b>Unrestricted funds</b>		
<i>Activity 1</i>		
Income from charitable activities	13,100	-

## 4. Income earned from other activities

	2019	2018
	£	£
<b>Unrestricted funds</b>		
Fund raising events	2,095	-
	<b>2,095</b>	<b>-</b>

Headway West London Ltd  
Notes to the Financial Statements Continued  
For the year ended 31 December 2019

**5. Expenditure on generating donations and legacies**

	2019	2018
	£	£
Donations	-	181
	<u>-</u>	<u>181</u>

**6. Expenditure on other trading activities**

	2019	2018
	£	£
Fund raising events	-	402
	<u>-</u>	<u>402</u>

**7. Costs of charitable activities by fund type**

	Unrestricted funds	Restricted funds	2019	2018
	£	£	£	£
Activity 1	842	27,772	28,614	25,357
Support costs	4,610	-	4,610	3,025
	<u>5,452</u>	<u>27,772</u>	<u>33,224</u>	<u>28,382</u>

**8. Costs of charitable activities by activity type**

	Activities undertaken directly	Grant funding of activities	Support costs	2019	2018
	£	£	£	£	£
<b>Support costs</b>					
Activity 1	28,002	612	4,610	33,224	28,382

**9. Analysis of support costs**

	2019	2018
	£	£
<b>Activity 1</b>		
Management	1,340	1,054
Governance costs	3,270	1,971
	<u>4,610</u>	<u>3,025</u>

Headway West London Ltd  
Notes to the Financial Statements Continued  
For the year ended 31 December 2019

**10. Net income/(expenditure) for the year**

This is stated after charging/(crediting):

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Accountancy fees	-	475
Staff pension contributions	917	648
	<u>917</u>	<u>648</u>

**11. Staff costs and emoluments**

Total staff costs for the year ended 31 December 2019 were:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Salaries and wages	26,855	25,039
Social security costs	13	63
Pension costs	917	648
	<u>27,785</u>	<u>25,750</u>

**12. Comparative for the Statement of Financial Activities**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income and endowments from:</b>			
Donations and legacies	9,916	23,463	33,379
<b>Total</b>	<u>9,916</u>	<u>23,463</u>	<u>33,379</u>
<b>Expenditure on:</b>			
Raising funds	(583)	-	(583)
Charitable activities	(3,025)	(25,357)	(28,382)
<b>Total</b>	<u>(3,608)</u>	<u>(25,357)</u>	<u>(28,965)</u>
<b>Net income/expenditure</b>	<b>6,308</b>	<b>(1,894)</b>	<b>4,414</b>
<b>Reconciliation of funds</b>			
Total funds brought forward	34,356	-	34,356
<b>Total funds carried forward</b>	<u>40,664</u>	<u>(1,894)</u>	<u>38,770</u>

Headway West London Ltd  
Notes to the Financial Statements Continued  
For the year ended 31 December 2019

**13. Debtors**

	2019 £	2018 £
<b>Amounts due within one year:</b>		
Trade debtors	-	1,200
	<u>-</u>	<u>1,200</u>

**14. Creditors: amounts falling due within one year**

	2019 £	2018 £
Trade creditors	161	161
	<u>161</u>	<u>161</u>

**15. Movement in funds**

**Unrestricted Funds**

	Balance at 01/01/2019 £	Incoming resources £	Outgoing resources £	Balance at 31/12/2019 £
<i>General</i>				
General	40,664	20,345	(5,452)	55,557
	<u>40,664</u>	<u>20,345</u>	<u>(5,452)</u>	<u>55,557</u>

**Unrestricted Funds - Previous year**

	Balance at 01/01/2018 £	Incoming resources £	Outgoing resources £	Balance at 31/12/2018 £
<i>General</i>				
General	34,356	9,916	(3,608)	40,664
	<u>34,356</u>	<u>9,916</u>	<u>(3,608)</u>	<u>40,664</u>

**Purpose of unrestricted Funds**

General

Support project

Headway West London Ltd  
Notes to the Financial Statements Continued  
For the year ended 31 December 2019

**Restricted Funds**

	Balance at 01/01/2019	Incoming resources	Outgoing resources	Balance at 31/12/2019
	£	£	£	£
Grant	(1,894)	11,250	(27,772)	(18,416)
	<b>(1,894)</b>	<b>11,250</b>	<b>(27,772)</b>	<b>(18,416)</b>

**Restricted Funds - Previous year**

	Balance at 01/01/2018	Incoming resources	Outgoing resources	Balance at 31/12/2018
	£	£	£	£
Grant	-	23,463	(25,357)	(1,894)
	<b>-</b>	<b>23,463</b>	<b>(25,357)</b>	<b>(1,894)</b>

**Purpose of restricted funds**

Grant

Provide help to adult brain injury

**16. Analysis of net assets between funds**

	Net current assets / (liabilities) £	Net Assets £
<b>Unrestricted funds</b>		
<i>General</i>		
General	37,141	37,141
	<b>37,141</b>	<b>37,141</b>

**Previous year**

	Net current assets / (liabilities) £	Net Assets £
<b>Unrestricted funds</b>		
<i>General</i>		
General	38,770	38,770
	<b>38,770</b>	<b>38,770</b>

Headway West London Ltd  
Detailed Statement of Financial Activities  
For the year ended 31 December 2019

	2019 £	2018 £
<b>INCOME AND ENDOWMENT</b>		
<b>Donations and legacies</b>		
Donations	-	30,863
Grants receivable	16,400	1,675
Donated goods and services	-	841
	<b>16,400</b>	<b>33,379</b>
<b>Charitable activities</b>		
Income from charitable activities	13,100	-
	<b>13,100</b>	-
<b>Other trading activities</b>		
Fund raising events	2,095	-
	<b>2,095</b>	-
<b>Total incoming resources</b>	<b>31,595</b>	<b>33,379</b>
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Donations	-	(181)
	-	<b>(181)</b>
<b>Other trading activities</b>		
Fund raising events	-	(402)
	-	<b>(402)</b>
<b>Charitable activities</b>		
Cost of direct charitable activity	(28,002)	(25,357)
Cost of grant funded charitable activity	(612)	-
	<b>(28,614)</b>	<b>(25,357)</b>
<b>SUPPORT COSTS</b>		
<b>Management</b>		
Management	(1,340)	(1,054)
	<b>(1,340)</b>	<b>(1,054)</b>
<b>Governance costs</b>		
Governance costs	(3,270)	(1,971)
	<b>(3,270)</b>	<b>(1,971)</b>
<b>Total resources expended</b>	<b>(33,224)</b>	<b>(28,965)</b>
<b>Net Expenditure</b>	<b>(1,629)</b>	<b>4,414</b>