



**Black Country**

**(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' ANNUAL REPORT and FINANCIAL STATEMENTS**  
**For the year ending 31<sup>st</sup> March 2020**

***Our Vision***

*That all people with acquired brain injury and their families, living in the Black Country area will have access to all resources and support they need to enable them to live an active and fulfilled life within their families and communities.*

**Affiliated to Headway – the brain injury association**  
**A registered charity and a company limited by guarantee**  
**Charity number 1089171      Company number 4001321**

Lewis Smith & Co.  
Chartered Certified Accountants  
The Old Doctor's House  
74 Grange Road  
Dudley  
West Midlands  
DY1 2AW

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## **Introduction**

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2020.

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 Republic of Ireland (FRS 102).

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

## **Structure, Governance and Management**

Headway Black Country was started as branch of Headway UK in 1997.

It was incorporated as a company limited by guarantee on 24th May 2000. On 1st November 2001 the company was entered on to the Central Register of Charities, number: 1089171. The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

The company is limited by guarantee. Each member undertakes to contribute to the company as may be required, but not exceeding £5, in the event that the company is wound up.

As such, Headway Black Country has been an independent charity and company limited by guarantee since these dates, affiliated to Headway UK.

Our main address is:

**Headway Black Country, Martin Hill Street, Dudley, West Midlands, DY2 8RT**

Our Bank is:

**Unity Trust Bank, Nine Brindleyplace, Birmingham B1 SHB**

Accountant and Independent Examiner are:

**Lewis Smith & Co. The Old Doctors House, 74 Grange Road, Dudley DY1 2AW**

The Board of Trustees meets bi-monthly to manage the strategic direction and overall performance of the organisation. Minutes are taken at each meeting. At least three Trustees must attend in order for action or a decision to be approved.

The Chair and the Treasurer are appointed annually and one third of all remaining Trustees retire by rotation each year. A retiring Trustee is eligible for re-election. A Secretary may be appointed by The Board for such term as it shall think fit.

Trustees are recruited from all sections of the local community often through contact with support groups, professionals and sometimes advertisements. All Trustees receive an induction.

Report of the Trustees  
for the Year Ended 31 March 2020

Trustees in office during 2019/20 were:

Ms Claire Burnell (Treasurer)
Ms Sue Hatton (Chair)
Ms Kavita Nagra (from January 2020)
Ms Debbie Pejica
Ms Alison Ratcliffe
Mrs Sharon Richards- Glover (until November 2019)
Ms Jane Sarkar

The Chief Officer is responsible for the day-to-day running of the charity and reports to the Trustees on a regular basis. The Chief Officer, the Outreach Services Manager and the Specialist Occupational Therapist form the management team.

Frontline delivery is carried out by our staff team and our volunteers. At the end of March 2020, we employed 26 staff (13.50 full time), 2 sessional Counsellors and 2 Bank Support Workers. During the financial year 2019/20 we were supported by 32 volunteers in total.

All volunteers undergo relevant training and can access supervision. Volunteers are vital to the services we provide and we are very grateful for their contribution to our work.

### **Objectives**

Headway Black Country is a local charity set up to provide support and information for adults who have survived a brain injury and to their family and carers. We cover The Black Country areas of Dudley, Sandwell, Walsall and Wolverhampton.

Our mission is: *To promote the understanding of all aspects of brain injury and provide information, support and services for people with a brain injury, their families and carers.*

Our vision is that: *Any person with an acquired brain injury and their family, living in the Black Country, will have access to all the resources and support they need to enable them to live an active and fulfilled life within their family and communities.*

The Strategic Objectives of the Charity are to:

- Increase awareness and understanding of acquired brain injury and its consequences.
- Provide relevant and timely support services for people with acquired brain injury, their relatives and carers.
- Promote improved, co-ordinated and multi-disciplinary approaches to brain injury screening, acute care, assessment, rehabilitation and community re-integration.
- Assist people with acquired brain injury return to independent living, including access to productive activities, social outlets and appropriate accommodation.
- Participate in promotions aimed at reducing the incidence of acquired brain injury.



### **Guiding principles underpinning the delivery of our services**

Headway Black Country:

- Values the individual and believes in the equal right of all to realise their potential.
- Believes in countering the disadvantage and social exclusion experienced by people with acquired brain injury and their carers.
- Values and respects diversity of ability and disability, race, culture, gender, religion and sexual orientation.
- Believes that people with acquired brain injury, their relatives, carers and relevant professional people should work together in pursuit of shared goals.

### **Activities for Public Benefit**

Acquired Brain Injury refers to any form of brain injury that has occurred since birth. It includes Traumatic Brain Injury (from a severe blow or jolt to the head), Strokes (including haemorrhages caused by ruptured aneurysms), viral infections (e.g. encephalitis, meningitis), brain tumours, hypoxic/anoxic injuries, amongst other causes.

Our brain is a complex organ controlling our body and all the elements of who we are from our thoughts and memory, to our behaviour and personality. Injury to the brain, however it is caused, affects people in different ways with each person having unique physical, emotional, intellectual or behavioural problems. These problems may not always be apparent and for this reason it is often referred to as a 'hidden disability'.

These difficulties - which the person with a brain injury may not be aware of themselves - can be severely life restricting and go largely unrecognised by the public, statutory authorities and non-expert professionals.

Each year an estimated 1 million people attend hospital A&E in the UK following brain injury. Many more head injuries go unreported and are not assessed by medical professionals. It is estimated that across the UK there are 500,000 people of working age living with long-term disabilities as a result of traumatic brain injury.

Headway Black Country seeks to address the needs of its client group by:

- Ensuring accurate information is made available to brain injury survivors, their families and interested professionals. Provision takes various forms including telephone enquiries, a website, presence at events, training sessions and a comprehensive range of brain injury publications. These include those published by Headway UK and those of other specialist agencies such as the Stroke Association and British Epilepsy Association.
- Providing guidance about entitlements and practical support to access support services. Being a voice for those who find interaction with statutory and other services difficult and/or daunting.
- Access to a specialist advice service provided for us by Citizens Advice Dudley to help with financial, employment, housing, benefits etc. issues
- Access to our counselling service for those in need of emotional support.
- Presence at several hospitals serving our area to provide early support to survivors and to their families/carers
- Regular Carer Support Groups to foster mutual support, provide respite and social activities.
- Organising and running a Life Skills Service over five days per week at our Centres at Dudley and Willenhall. With the help of volunteers and paid staff, we provide person centred rehabilitation activities in small groups for people with a brain injury. At the end of March 2020, we were providing 29 Life Skills Activity Sessions (230 individual session spaces) each week.

Report of the Trustees  
for the Year Ended 31 March 2020

- Supporting a Social Support Group for clients and a Heads-Up group to offer social opportunities for survivors and families.
- Providing a Young Adults Service for brain injury survivors aged 18 to 30y.
- Working in partnership with other organisations, charities and statutory bodies to raise awareness of brain injury and to support our beneficiary group more effectively.
- Campaigning on behalf of brain injury survivors and carers; representing their needs at relevant local forums such as the Black Country Neurological Alliance and, through affiliation to Headway UK and the United Kingdom Acquired Brain Injury Forum, contributing to national debates on brain injury related issues.

Headway Black Country works to the Headway UK National Quality Standards.

In undertaking these activities, Headway Black Country and its Trustees confirm the Charity has complied with its duty under section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## **Risk**

A Risk Register is in place and is reviewed by the Board of Trustees every six months. The major risk to which the organisation is exposed is the lack of continued funding. The Trustees are continually striving to ensure that the appropriate level of funding continues.

A majority of clients now buy our services themselves or are funded by a local authority through a spot purchase or a personal budget. This means that we have a greater number of purchasers to manage and the potential risk of payment default is increased, although in practice non-payment to date has been rare. Our systems have been developed in line with these changes to ensure effective control and management but we continue to look for further improvements and efficiencies.

We are working with local authorities, CCGs (Clinical Commissioning Groups) and other bodies to ensure that we continue to be funded to deliver the vital support and services we offer to people with brain injury, their families and carers. In line with our Business Plan we are actively exploring new services that will provide sustainable income sources over time.

Right at the end of the period covered by this report a new significant risk emerged in the form of the pandemic, COVID-19. Risk assessment has been at the forefront of our response to COVID-19 within the context of national and local agency responses and legislative requirements. Both our Centres closed on 23rd March 2020 in line with the national lockdown introduced at that time. Due to the commitment, imagination and hard work of our staff we rapidly introduced new ways of supporting all our clients through remote services: at least weekly welfare calls, a full programme of activity sessions delivered by video conferencing, weekly postal activity packs for those clients not accessing online services, remote information and support, Outreach and Counselling Services.

COVID-19 presents a significant long-term risk which is impacting on our operations and our future plans. It will be a major consideration in the development of the Charity's new business plan during the early part of 2021.

Nevertheless, the Trustees are of the opinion that the Charity's assets are available and adequate to fulfil its obligations and those assets will continue to enable the organisation to pursue its strategic objectives.

## **Protection of vulnerable adults**

All clients attending our Life Skills Sessions are individually risk assessed as are the activities they engage in. Headway Black Country is committed to safeguarding of vulnerable adults. We have a policy and procedures for the protection of people who use our services, provide regular staff training and subscribe to the Safeguarding Adults Multi-Agency Policy and Procedures for the West Midlands.



## **ACHIEVEMENT AND PERFORMANCE**

### **Achievement and Performance 2019/20**

During the year Headway Black Country has continued to achieve its objectives, providing significant benefits to the service users, their families and carers.

#### **Life Skills Services**

1st April 2019 - 74 clients attending at least one session each week  
31st March 2020 - 89 clients attending at least one session each week

#### **Outreach Service**

During the year;  
48 Hospital visits  
26 Carers Groups  
263 Home visits

#### **Counselling Service**

During the year;  
206 one to one counselling sessions provided

#### **Citizens Advice**

During the year;  
160 face to face or telephone consultations provided

Other key developments during the year 2019/20 have been:

- Starting delivery of our National Lottery Communities Fund project for the three years until end of March 2022 which has enable us to:
  - sustain and develop our Community Outreach capacity so that we can better serve and support people affected by brain injury in their communities, at home or while still in hospital
  - improve awareness of brain injury and the take up of support services for survivors and families particularly in minority ethnic groups
  - develop a new service to meet the needs of young adult survivors (18 to 30) of brain injury
  - develop a new Community Support Service to enable individual survivors to receive specialist support with day to day living
  - continue our partnership with Citizens Advice Dudley to support our client's with benefits, finance, housing etc. issues
- Developing our Accommodation Strategy to address pressure on accommodation at both Dudley and Willenhall for client services and for staff.
- Responding to the COVID-19 pandemic

### **Looking Ahead**

We continue to work to deliver our current Business Plan with the aim of moving away from reliance on grant subsidy to a sustainable revenue model. Indications are that revenue from sale of services is rising as we grow existing Life Skills rehabilitation sessions, invest in marketing and outreach activities, improve the quality and clinical basis of the service and so attract new service users.

Our Business Plan was due to be reviewed during 2020 but Trustees have decided to postpone work on this pending the appointment of a new Chief Officer in late 2020 and until there is greater certainty about the longer-term implications for the charity of the COVID-19 pandemic.

We were actively working to our Accommodation Strategy to address the pressure on our accommodation to increasing client numbers and services. Plans were well advanced for an Annex building for our Martin Hill Street Centre. However, the onset of the COVID-19 pandemic has put that project on hold and it will be reviewed by Trustees as part of the preparation of the new Business Plan in 2021.

We continue to engage with a wide range of statutory agencies, voluntary partners and commissioning bodies in order to sustain our work and explore opportunities of meeting unmet need amongst those affected by acquired brain injury. This has become even more important as we have had to adjust our services and support to our client group through the pandemic.

Trustees are dedicated to seeking other funding and income streams to give our organisation security and stability so that we can continue to provide services to people with acquired brain injury and their families and carers in the long-term. This will be at the heart of the Business Planning process during 2021.

### **Thanks**

Trustees wish to record their thanks to all those who supported Headway Black Country during 2019/20 as listed in Appendix A.

In particular, they wish to acknowledge the contributions of our hard-working staff and dedicated volunteers without whom the continuation and development of the charity's services and activities would not have been possible.

Susan Hatton  
Chair & Trustee Headway Black Country  
April 2019 - March 2020



## **FINANCIAL REVIEW**

### **Financial position**

The Charity receives income from the provision of care services. It also seeks financial support for specific activities/services from charitable trusts, local authorities and the Big Lottery. Fund raising and charitable giving by individuals, organisations and groups also make important contributions to our services and activities.

During the year to 31st March 2020 the Charity received donations, service income, local authority income, grants and interest amounting to £454,506 (2019 - £447,701) out of which £432,601 (2019 - £345,428) was spent in pursuit of the Charity's objects. At 31st March 2020 £545,186 (2019 - £523,281) was held as Restricted and Unrestricted Funds. The detailed accounts are set out on the pages 9 to 21 of these financial statements.

### **Funds Policy**

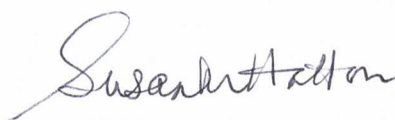
Headway Black Country and its Trustees consider that the assets within the Charity should be at a level to cover the Charity's operational costs for at least six months.

The reserves are needed to bridge the funding gaps between spending on the Charity's overheads and the receipt of new grants and development of new income streams.

We also recognise, through the Designated Building Fund, that in the short/ medium term the charity is going to need to secure additional suitable accommodation to facilitate service developments and respond to demand. At their meeting on 30th July 2018 Trustees decided to increase the Designated Building Fund from £22,000 to £80,000 to reflect the need to prepare to respond to pressures on current accommodation. Following the adoption of the Accommodation Strategy it has been calculated that £190,000 of free reserves can be made available to support delivery of that Strategy.

Our Investment Policy guides our approach to the application of reserves to further the work of the Charity having regard to its Business Plan and investment risks. The majority of the reserves are represented by cash at bank and the managerial staff monitor the cash levels on a daily basis and report any material fluctuations to the Trustees.

Approved by order of the Board of Trustees on 9<sup>th</sup> November 2020 and signed on its behalf by:



Susan Mary Hatton  
Chair & Trustee Headway Black Country  
April 2019 to March 2020

**Independent examiner's report to the trustees of Headway Black Country ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you 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 as 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 examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

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:

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 accounting 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.



Mr Andrew James Smith  
FCCA  
Lewis Smith & Co.  
Chartered Certified Accountants  
The Old Doctor's House  
74 Grange Road  
Dudley  
West Midlands  
DY1 2AW

9 November 2020

# Headway Black Country

## Statement of Financial Activities for the Year Ended 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		15,272	-	15,272	33,985
<b>Charitable activities</b>					
Grants receivable		-	108,918	108,918	128,891
Income received through the provision of rehabilitative services		322,351	-	322,351	272,861
Investment income		1,331	-	1,331	774
Other income		<u>6,634</u>	<u>-</u>	<u>6,634</u>	<u>11,190</u>
<b>Total</b>		345,588	108,918	454,506	447,701
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	2				
Staff and volunteer costs		239,614	88,431	328,045	261,610
Property costs		35,043	948	35,991	34,040
Other operating costs		<u>52,596</u>	<u>15,969</u>	<u>68,565</u>	<u>49,778</u>
<b>Total</b>		<u>327,253</u>	<u>105,348</u>	<u>432,601</u>	<u>345,428</u>
<b>NET INCOME</b>		18,335	3,570	21,905	102,273
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>511,136</u>	<u>12,145</u>	<u>523,281</u>	<u>421,008</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>529,471</u></u>	<u><u>15,715</u></u>	<u><u>545,186</u></u>	<u><u>523,281</u></u>

The notes form part of these financial statements



# Headway Black Country

## Balance Sheet 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	228,438	2,572	231,010	234,290
<b>CURRENT ASSETS</b>					
Debtors	9	37,249	-	37,249	39,859
Cash at bank and in hand		<u>328,644</u>	<u>13,143</u>	<u>341,787</u>	<u>322,598</u>
		365,893	13,143	379,036	362,457
<b>CREDITORS</b>					
Amounts falling due within one year	10	(14,729)	-	(14,729)	(19,672)
<b>NET CURRENT ASSETS</b>		<u>351,164</u>	<u>13,143</u>	<u>364,307</u>	<u>342,785</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		579,602	15,715	595,317	577,075
<b>CREDITORS</b>					
Amounts falling due after more than one year	11	(50,131)	-	(50,131)	(53,794)
<b>NET ASSETS</b>		<u>529,471</u>	<u>15,715</u>	<u>545,186</u>	<u>523,281</u>
<b>FUNDS</b>	14				
Unrestricted funds				529,471	511,136
Restricted funds				<u>15,715</u>	<u>12,145</u>
<b>TOTAL FUNDS</b>				<u>545,186</u>	<u>523,281</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

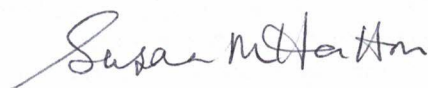
The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that 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 charitable company as at the end of each financial year and of its surplus or deficit 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 charitable company.



These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 9 November 2020 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Susan M Hatton', written in a cursive style.

Ms Susan Mary Hatton - Trustee

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared 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' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the Pound Sterling (£) and the figures are rounded to the nearest round pound.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Voluntary income received by the way of donations and gifts to the charity is included in full in the Statement of Financial Activities when received.

Grants are credited to the Statement of Financial Activities on a receivable basis. Grants received in advance have been recognised as deferred income and are released to the Statement of Financial Activities when the related expenditure is incurred.

Income received through the provision of rehabilitative services is credited to the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable and the amount can be measured reliably by the charity.

Other charitable activity income and other income are included in the period to which they relate.

Intangible income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include this value.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Where costs cannot be directly attributed to particular headings they are allocated to activities using estimates deemed appropriate by the Trustees on a basis consistent with the use of resources. Expenditure is classified under the following activity headings:

Cost of raising funds comprises investment management costs and their associated support costs.

Expenditure on charitable activities included the costs undertaken to further the purpose of the charity and their associated support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objectives of the charity and include governance costs and back office costs. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

The basis upon which support costs have been allocated are set out in note 3 of the financial statements.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**1. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- Straight line over 50 years
Computer equipment	- 25% on reducing balance

Tangible fixed assets are items of equipment, furniture etc and have a useful life in excess of one year. The charity has adopted a policy of writing off, in the year of acquisition, all fixed assets costing £350 or less.

Donated assets are valued at the time of acquisition.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are the unrestricted funds of the charity which the trustees have decided at their discretion to set aside for a specific purpose.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Financial instruments**

Debtors and creditors with no stated interest rate receivable or payable are recorded at their transaction price. Any basic financial instruments are recognised at amortised cost using the effective interest method.

**2. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 3) £	Totals £
Staff and volunteer costs	266,373	61,672	328,045
Property costs	28,992	6,999	35,991
Other operating costs	<u>58,377</u>	<u>10,188</u>	<u>68,565</u>
	<u>353,742</u>	<u>78,859</u>	<u>432,601</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**3. SUPPORT COSTS**

	Finance £	Information technology £	Other £	Governance costs £	Totals £
Staff and volunteer costs	-	-	61,672	-	61,672
Property costs	-	-	6,999	-	6,999
Other operating costs	<u>1,038</u>	<u>1,958</u>	<u>10,142</u>	<u>(2,950)</u>	<u>10,188</u>
	<u>1,038</u>	<u>1,958</u>	<u>78,813</u>	<u>(2,950)</u>	<u>78,859</u>

**4. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.20 £	31.3.19 £
Other assurance services	(2,950)	2,070
Depreciation - owned assets	<u>8,238</u>	<u>7,516</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

**6. STAFF COSTS**

	31.3.20 £	31.3.19 £
Wages and salaries	285,211	223,989
Social security costs	10,655	6,716
Other pension costs	<u>26,341</u>	<u>26,430</u>
	<u>322,207</u>	<u>257,135</u>

The average monthly number of employees during the year was as follows:

	31.3.20	31.3.19
Average number of staff	<u>26</u>	<u>22</u>

No employees received emoluments in excess of £60,000.



7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES			
	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	33,985	-	33,985
<b>Charitable activities</b>	-	128,891	128,891
Grants receivable			
Income received through the provision of rehabilitative services	272,861 774	- -	272,861 774
Investment income			
	<u>11,190</u>	<u>-</u>	<u>11,190</u>
Other income			
	318,810	128,891	447,701
<b>Total</b>			
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Staff and volunteer costs	157,873	103,737	261,610
Property costs	20,345	13,695	34,040
Other operating costs	35,693	14,085	49,778
	<u>          </u>	<u>          </u>	<u>          </u>
	213,911	131,517	345,428
<b>Total</b>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET INCOME/(EXPENDITURE)</b>	104,899	(2,626)	102,273
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	406,237	14,771	421,008
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>511,136</u>	<u>12,145</u>	<u>523,281</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**8. TANGIBLE FIXED ASSETS**

	Freehold property £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2019	271,430	28,723	300,153
Additions	<u>-</u>	<u>4,958</u>	<u>4,958</u>
At 31 March 2020	<u>271,430</u>	<u>33,681</u>	<u>305,111</u>
<b>DEPRECIATION</b>			
At 1 April 2019	43,417	22,446	65,863
Charge for year	<u>5,429</u>	<u>2,809</u>	<u>8,238</u>
At 31 March 2020	<u>48,846</u>	<u>25,255</u>	<u>74,101</u>
<b>NET BOOK VALUE</b>			
At 31 March 2020	<u>222,584</u>	<u>8,426</u>	<u>231,010</u>
At 31 March 2019	<u>228,013</u>	<u>6,277</u>	<u>234,290</u>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.20 £	31.3.19 £
Trade debtors	31,669	38,079
Prepayments and accrued income	<u>5,580</u>	<u>1,780</u>
	<u>37,249</u>	<u>39,859</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.20 £	31.3.19 £
Bank loans and overdrafts (see note 12)	3,620	3,481
Trade creditors	1,112	3,258
Social security and other taxes	3,697	2,864
Pension creditor	2,685	52
Accruals and deferred income	<u>3,615</u>	<u>10,017</u>
	<u>14,729</u>	<u>19,672</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	31.3.20	31.3.19
	£	£
Bank loans (see note 12)	<u>50,131</u>	<u>53,794</u>

**12. LOANS**

An analysis of the maturity of loans is given below:

	31.3.20	31.3.19
	£	£
Amounts falling due within one year on demand:		
Bank loans	<u>3,620</u>	<u>3,481</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>3,620</u>	<u>3,481</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>10,860</u>	<u>10,443</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more than 5 years	35,651	39,870

**13. SECURED DEBTS**

The following secured debts are included within creditors:

	31.3.20	31.3.19
	£	£
Bank loans	<u>53,751</u>	<u>57,275</u>

The bank loan is secured by a legal charge over the freehold land and buildings.

**14. MOVEMENT IN FUNDS**

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
<b>Unrestricted funds</b>			
General fund	431,136	18,335	449,471
Building reserve	<u>80,000</u>	-	<u>80,000</u>
	511,136	18,335	529,471
<b>Restricted funds</b>			
Future Builders Grant	168	(42)	126
Santander Foundation	190	(48)	142
Lottery Funding	3,479	4,893	8,372
Lottery Funding - Server	3,072	(768)	2,304
Dudley MBC Carers Grant	306	(90)	216
Eveson Trust Grant	<u>4,930</u>	<u>(375)</u>	<u>4,555</u>
	<u>12,145</u>	<u>3,570</u>	<u>15,715</u>
<b>TOTAL FUNDS</b>	<u>523,281</u>	<u>21,905</u>	<u>545,186</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**14. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	345,588	(327,253)	18,335
<b>Restricted funds</b>			
Future Builders Grant	-	(42)	(42)
Santander Foundation	-	(48)	(48)
Lottery Funding	108,918	(104,025)	4,893
Lottery Funding - Server	-	(768)	(768)
Dudley MBC Carers Grant	-	(90)	(90)
Eveson Trust Grant	-	(375)	(375)
	<u>108,918</u>	<u>(105,348)</u>	<u>3,570</u>
<b>TOTAL FUNDS</b>	<u>454,506</u>	<u>(432,601)</u>	<u>21,905</u>

**Comparatives for movement in funds**

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
<b>Unrestricted funds</b>				
General fund	384,092	104,899	(57,855)	431,136
Building reserve	<u>22,145</u>	<u>-</u>	<u>57,855</u>	<u>80,000</u>
	406,237	104,899	-	511,136
<b>Restricted funds</b>				
Future Builders Grant	224	(56)	-	168
Santander Foundation	253	(63)	-	190
Methodist Church	76	(76)	-	-
Lottery Funding	9,666	(6,187)	-	3,479
Lottery Funding - Server	4,096	(1,024)	-	3,072
Dudley MBC Carers Grant	456	(150)	-	306
Eveson Trust Grant	<u>-</u>	<u>4,930</u>	<u>-</u>	<u>4,930</u>
	<u>14,771</u>	<u>(2,626)</u>	<u>-</u>	<u>12,145</u>
<b>TOTAL FUNDS</b>	<u>421,008</u>	<u>102,273</u>	<u>-</u>	<u>523,281</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	318,810	(213,911)	104,899
<b>Restricted funds</b>			
Future Builders Grant	-	(56)	(56)
Santander Foundation	-	(63)	(63)
Methodist Church	-	(76)	(76)
Lottery Funding	122,891	(129,078)	(6,187)
Lottery Funding - Server	-	(1,024)	(1,024)
Dudley MBC Carers Grant	-	(150)	(150)
Groundwork UK	1,000	(1,000)	-
Eveson Trust Grant	5,000	(70)	4,930
	<u>128,891</u>	<u>(131,517)</u>	<u>(2,626)</u>
<b>TOTAL FUNDS</b>	<u>447,701</u>	<u>(345,428)</u>	<u>102,273</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
General fund	384,092	123,234	(57,855)	449,471
Building reserve	<u>22,145</u>	<u>-</u>	<u>57,855</u>	<u>80,000</u>
	406,237	123,234	-	529,471
<b>Restricted funds</b>				
Future Builders Grant	224	(98)	-	126
Santander Foundation	253	(111)	-	142
Methodist Church	76	(76)	-	-
Lottery Funding	9,666	(1,294)	-	8,372
Lottery Funding - Server	4,096	(1,792)	-	2,304
Dudley MBC Carers Grant	456	(240)	-	216
Eveson Trust Grant	<u>-</u>	<u>4,555</u>	<u>-</u>	<u>4,555</u>
	<u>14,771</u>	<u>944</u>	<u>-</u>	<u>15,715</u>
<b>TOTAL FUNDS</b>	<u>421,008</u>	<u>124,178</u>	<u>-</u>	<u>545,186</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

**14. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	664,398	(541,164)	123,234
<b>Restricted funds</b>			
Future Builders Grant	-	(98)	(98)
Santander Foundation	-	(111)	(111)
Methodist Church	-	(76)	(76)
Lottery Funding	231,809	(233,103)	(1,294)
Lottery Funding - Server	-	(1,792)	(1,792)
Dudley MBC Carers Grant	-	(240)	(240)
Groundwork UK	1,000	(1,000)	-
Eveson Trust Grant	5,000	(445)	4,555
	<u>237,809</u>	<u>(236,865)</u>	<u>944</u>
<b>TOTAL FUNDS</b>	<u>902,207</u>	<u>(778,029)</u>	<u>124,178</u>

The purpose of the restricted funds are as follows:

**Future Builders Grant**

Capital grant to cover the costs of moving premises to Martin Street Hill, Dudley and refurbishment costs.

**Santander Foundation**

A grant towards the provision of IT services for clients.

**Methodist Church**

A grant towards the cost of maintaining the gardens.

**Lottery Funding**

A grant to deliver sufficient extension to the services already provided for brain injury survivors. This will include new rehabilitation sessions for survivors in Walsall, extending the sessions already provided in Dudley, a new family outreach service to help families and carers and an advice partnership with Dudley CAB. In particular, it will provide a service dedicated to supporting carers of brain injury survivors whose needs for specialist support and information often go unmet and unrecognised.

**Lottery Funding - Server**

Some of the lottery funding was used to acquire a server at a cost of £5,700. This has been treated as a fixed asset and depreciation is charged against the fund.

**Dudley MBC Carers Grant**

Grant funding to support Carer Support Groups for family members of survivors in Dudley.

**Groundwork UK**

Sensory garden and small kitchen garden project to assist in the recovery journey of those surviving from Acquired Brain Injury and Stroke.

**Eveson Trust**

To support development of Survivor Peer Support, Tea and chat and Carer Support Groups.

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2020 .

During the year ended 31 March 2019 a sum of £551.25 was paid to Michael Kingston for some maintenance work. Michael is the son of Susan Hatton, the Chair of Trustees

**16. ULTIMATE CONTROLLING PARTY**

The charity is under the control of the trustees.



Detailed Statement of Financial Activities  
for the Year Ended 31 March 2020

	31.3.20 £	31.3.19 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	15,272	33,985
<b>Charitable activities</b>		
Grants	108,918	128,891
Rehabilitative services	322,351	272,861
Investment income	<u>1,331</u>	<u>774</u>
	432,600	402,526
<b>Other income</b>		
Other sundry income	<u>6,634</u>	<u>11,190</u>
<b>Total incoming resources</b>	454,506	447,701
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	231,591	181,879
Social security	8,652	5,453
Pensions	21,389	21,461
Heat, light and rates	3,429	2,158
Telephone	2,922	1,604
Printing, postage & stationery	3,784	4,036
Sundry expenses	6,803	5,158
Travel expenses	2,904	1,887
Publicity costs	2,090	1,910
Rent and insurance	15,542	13,795
Professional fees	25,734	14,789
Training and books	1,837	1,747
Repairs and renewals	4,571	5,584
Computer costs	7,914	7,169
Equipment hire	2,966	1,389
Membership fees	49	253
Bad debts	3,518	-
Freehold property	6,689	6,103
Mortgage and loan interest	<u>1,358</u>	<u>1,901</u>
	353,742	278,276
<b>Support costs</b>		
<b>Finance</b>		
Bank charges	724	655
Mortgage and loan interest	<u>314</u>	<u>440</u>
	1,038	1,095

## Headway Black Country

### Detailed Statement of Financial Activities for the Year Ended 31 March 2020

	31.3.20 £	31.3.19 £
<b>Finance</b>		
<b>Information technology</b>		
Telephone	126	69
Computer costs	<u>1,832</u>	<u>1,660</u>
	1,958	1,729
<b>Other</b>		
Wages	53,620	42,110
Social security	2,003	1,263
Pensions	4,952	4,969
Heat, light and rates	794	500
Rent and insurance	3,598	3,194
Telephone	551	302
Printing, postage & stationery	876	934
Sundry expenses	1,575	1,194
Training and books	425	404
Travel expenses	672	437
Publicity costs	484	442
Repairs and renewals	1,058	1,293
Professional fees	5,958	3,424
Membership fees	11	58
Equipment hire	687	321
Depreciation of tangible fixed assets	<u>1,549</u>	<u>1,413</u>
	78,813	62,258
<b>Governance costs</b>		
Auditors' remuneration for non audit work	<u>(2,950)</u>	<u>2,070</u>
Total resources expended	<u>432,601</u>	<u>345,428</u>
<b>Net income</b>	<u><u>21,905</u></u>	<u><u>102,273</u></u>

This page does not form part of the statutory financial statements

**Appendix A**

**Acknowledgments for the period April 2019 to the end of March 2020**

Headway Black Country relies heavily on voluntary donations, either financial or in-kind, to carry out its work with brain injury survivors, their relatives and carers. The support of many individuals and organisations has been crucial to our success and achievements during the period.

The Trustees and Staff wish to record their appreciation to the following:

**Volunteers:**

- Alex McNutt
- Alisha Kera
- Amy Aimson
- Anthony Moore
- Chris Baugh
- Elana Marie
- Emma Faulkner
- Gavin Henson
- Hilary Beckett
- Hollie Blake
- Imani Wilson-Hamilton
- J Valentino
- Jackie Flavell
- Jackie Westland
- Joanne Shinton
- Kath Nowell
- Katie Money
- Kerry Foster
- Lauren Perks
- Linda Ballinger
- Lisa Stone
- Lynette Willetts
- Oscarine Barukh
- Peter Fletcher
- Phil Beckett
- Robert Tonks
- Saleha Khan
- Sam Crook
- Simon Britton
- Siobhan Collins
- Sue Doleman
- Val Rayney



**Appendix A (continued)**

**Other Supporters:**

We are very grateful for all donations to and fund raising on behalf of Headway Black Country. In 2019/20 some £15,000 of income came from fundraising and donors. Our thanks to all who supported us, including giving support in kind.

We would also like to acknowledge the wide range of support and assistance that Headway Black Country has received from the following supporters:

- Anne Preece, Queen Elizabeth Hospital, Birmingham
- ASDA Merry Hill
- Black Country Neurological Alliance
- Black Country Partnership NHS Foundation Trust
- Caroline Hill, Headway UK HATS Nurse
- Citizens Advice Dudley Borough
- Dr Myint and the Specialist Teams – West Park Hospital, Wolverhampton
- Dr Nicola Baker, Clinical Psychologist, Clinical Psychology Service for People with Stroke
- Dr Steve Sturman and the Specialist Teams at Queen Elizabeth Hospital Birmingham
- Dr Tom Michael, Walsall Community Healthcare NHS Trust
- Dudley Brain Injury Service
- Dudley Council for Voluntary Service
- Family and friends of Headway Black Country Staff, Volunteers and Trustees
- FBC Manby Bowdler Solicitors
- Headway UK – the brain injury association
- Higgs & Sons
- Ian Austin (Our Patron) (since September 2020, Lord Austin of Dudley)
- Irwin Mitchell Solicitors
- Jo Green (Trauma Rehab coordinator), Therapy Team Ward C8, Russell's Hall Hospital Dudley
- Kay Millinchip (Stroke Coordinator) – West Park Hospital, Wolverhampton
- Occupational Therapy Dept. at Coventry University
- One Walsall
- Sainsbury's Amblecote
- Sandwell Council for Voluntary Services
- The National Lottery Community Fund
- University of Wolverhampton
- Walsall Health Care Community Neurological Rehabilitation Team
- Wolverhampton Carer Support
- Wolverhampton Council for Voluntary Service