



ANNUAL REPORT 2019-2020



Reg. Charity No. 1008798

Company No. 2686647

HEADWAY BIRMINGHAM & SOLIHULL

Reference and Administrative Details for the Year Ended 31 March 2020

TRUSTEES	D G Chater (Chair) J Barnes (resigned 23/10/2019) Mrs J E Campbell (appointed 15/7/2019) R Langton J Cassidy P Durham N Heera Mrs R M Kinning D De Silva (Treasurer)
COMPANY SECRETARY	R Langton
REGISTERED OFFICE	Leighton House 20 Chapel Rise Rednal Birmingham West Midlands B45 9SN
REGISTERED COMPANY NUMBER	02686647 (England and Wales)
REGISTERED CHARITY NUMBER	1008798
AUDITORS	Eden Currie Limited Chartered Accountants and Statutory Auditor 2 Highlands Court Cranmore Avenue Solihull West Midlands B90 4LE
PATRON	Professor Toni Belli
CHIEF EXECUTIVE	Sue Tyler

HEADWAY BIRMINGHAM & SOLIHULL

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HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2020

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 31 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our Mission is "to promote greater understanding of all aspects of brain injury and provide support, information and services for people who have sustained brain injury, their families and carers".

Our Four Objectives are:

Prevention:

- through promoting awareness of brain injury & its consequences and actively seeking to reduce potential incidents
- by making services known to newly brain injured people/families at the earliest stage and throughout the whole journey, so they can access services at crucial stages

Provision:

- of information, advice and support services for people with brain injuries, their families, carers and concerned professional people
- of specialised rehabilitative activities and 1 to 1 support to assist people with brain injury to regain independence, continued recovery and re-integration into the community

Partnership:

- development through links with appropriate agencies, communities and establishing joint projects and working relationships

Pro-active:

- through good governance, management and staff ratios
- through good monitoring, reviewing and control systems

Code of Ethics

Headway Birmingham & Solihull have a set of six core values that will flow through our culture and behaviour and to which all employees, volunteers and Trustees are committed to. Every day, we do our best to put our values into action through our work and our relationships with our users, business partners, communities and one another. Our six core values are:

- Putting 'People First'

We support & care for our clients as we would like to be treated ourselves. Users will be treated with dignity and respect and we will always act in their best interest. We value all individuals and celebrate diversity.

- Being 'Safe'

Every client, person who works for or comes into contact with, Headway Birmingham & Solihull should be treated with dignity and respect and feel that they are in a safe and supportive environment

- Being open, honest & accountable

We are open and honest with others and ourselves. We ensure that our interactions with people are above reproach and we maintain the confidentiality of those we work with. We accept constructive criticism. We accept responsibility & hold ourselves accountable for our work, actions and our results.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2020

- Striving for Excellence

We strive to deliver a service we are proud of through continuous improvements and are dedicated to providing the highest quality across all services. All staff should be passionate about the cause and be willing to give a bit more than '9 to 5' when the work requires this. We want Staff to be proud of their work and uphold our good name

- Being professional & ethical

The charity and all who work for us shall always uphold the highest levels of institutional integrity and personal conduct. People work cohesively across all departments for the good of the whole of Headway Birmingham & Solihull and recognise and respect the value and strengths of each other.

- Doing 'more with less'

We use resources to the full, waste nothing and do only what we can do best as specialists. We strive to maintain our principles by the ability to organize all our assets - physical, financial and human - for maximum productivity. In this way, our services will be delivered with the highest quality and efficiency at the least possible cost providing excellent 'value for money'.

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and operations. They believe the provision of the range and services listed in this report enables Headway Birmingham & Solihull to meet its obligation to provide public benefit.

Volunteers

Headway Birmingham & Solihull makes extensive use of volunteers where appropriate and is extremely grateful for the contribution they make to the work of the charity. The number of volunteers fluctuates, but there were some 90 active with an average of some 85 being maintained throughout the year.

ACHIEVEMENT AND PERFORMANCE

How do we measure success?

As part of the wider 5-Year Strategy for the charity, we are committed to achieving results to meet our overall company objectives. We have many systems for monitoring results to ensure we keep evidence of our results in a clear and accessible format. Every department works towards set performance targets each year which are based on the aims, objectives and their performance indicators for each service. These target indicators are set in line with the Strategy and play a major part in the overall development of the charity and framework for future planning. Each Service Manager also identifies each of the targets that are relevant to specific staff and these are monitored on their quarterly staff review, so that everyone is involved.

The results give us a true indication of what we are achieving, or not, as well as identifying ways to improve. These measures also provide crucial outcomes which tell us if we are making a difference to people who have received our services. Each year following completion of the results the relevant managers update and add to the measures to ensure they remain appropriate and meet the changing needs of our users and services.

The following gives details of the key performance indicators and the risks and uncertainties for each department.

The full Performance report is available on request or via our website www.headway-bs.org.uk

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2020

ACHIEVEMENT AND PERFORMANCE

Services For People With Acquired Brain Injury (ABI)

We continued to work with the local councils to support the restructuring of day services, but still did not have any clearer way forward by the end of the year. We still have no fixed pricing structure or new model to work from. We had completed the pilot for the new council standards and came out 'excellent' in their day assessment. We developed our new '3 R's model' of working and introduced four new Passports as part of our restructured programmes.

We were delighted to move into the new Sutton House premises after having a very difficult time coping at St Barnabas. The space available is very flexible and we were very excited about the future and how we can develop the Centre and introduce a new Wellbeing Hub. However, at the end of year we started to face the onslaught of coronavirus and had to close our doors in response to the outbreak.

Carer Services

We were successful with our partnership bid for Birmingham Forward Carers and continue to work as part of the Hub. The new wellbeing group run jointly with Sports and Community on a monthly basis at Headway House is working very well. It is well attended by carers and brain injured clients together. Some of the sessions are run by clients, as well as inviting other professionals to come in. There is a range of activities, including arts and crafts, as well as mental health professionals giving advice on wellbeing. There is also a space for people to talk, ask questions and socialise, and it is of great benefit to the people who attend. The Fast track system has worked very well this year, with 100% success rate at tribunal getting over £144k back in benefits for families.

Following further reductions in funding and the loss of some staff, we reduced the number of visits to clients homes, instead arranging meetings in one of our hubs or in hospital. This has proved quite difficult to implement, but we have greatly decreased the number of appointments done at home. Home visits are only offered if there is a genuine need. Sandwell Hospital has been added to the hospitals supported by the link worker, which has resulted in an increase in referral numbers.

We have also increased our capacity for counselling, which is a really valuable resource for clients and carers. We have three counsellors offering slots across our three hubs.

Due to staff reductions we have had to limit the amount of Carers Events that we offer. This does mean that those that are offered regularly are well attended, and the handful of 'special events' events are very well received, including the trip to Weston last July, and the pantomime visit in January.

Services In The Community

Lifestyle Services

We continued to work on making further improvements throughout the year and also introduced a third Supervisor role to support the team. Lifestyle workers are now much more part of the whole Headway team and they now all attend quarterly team meetings with coaching, as well as monthly catch-ups. We are starting to see a greater retention of staff and we have many now on full time contracts.

The induction package has been updated and extended and everyone will now achieve or work towards QCF level 3 in Health and Social Care.

We hope to achieve the target hours to break even by the end of the next budget, but with the forthcoming threat of COVID-19, we expect that we may be delayed with this once again.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2020

ACHIEVEMENT AND PERFORMANCE

Sports & Wellbeing

Although we had less staff and very little funding, the few remaining in the team did a excellent job of keeping our sport activities running in the community.

They managed to provide a broad range of activities across the monthly programme and worked closely with the ABI sports to support the placements as part of the programme.

Again, we have already had to cease most sports activities at year end due to the COVID-19 outbreak.

Fundraising, Publicity And Partnerships

The Fundraising Department had a more difficult time this year as many trusts seem to have reduced their spending, but the team pressed on and still managed to almost reach the targets. The department also continued to provide substantial support to other staff across Headway Birmingham & Solihull in supporting applications, proofreading and passing on suitable funding information.

A selection of our fundraising activities are:

- Our Easter Fun Run grew in numbers again and on the back of this we launched our first Halloween Fun Run. This was also well received and we hope to grow this as another annual event.
- More 'In Memory' donations received than previously, possibly linked to a mailshot to funeral directors and to the new 'In Memory' flyer
- Over 115 applications made to trusts. Some raised towards the lift project in Sutton House
- Nearly £12k raised by individuals - mostly running events
- Staff took part in a Mud Run and all thoroughly enjoyed the comradery
- 16 items in the press and 2 mentions on local radio & greater engagement through social media
- Money also raised for completion of foyer extension at Leighton House
- Established links with 8 new community groups
- Nearly £4k raised by individuals in the community
- 2nd formal Christmas Grand Raffle which raised over a thousand pounds
- Chosen as one of the Morgan Parkes 12 Charities of Christmas following online votes
- Several teams came from Sainsbury to work in our gardens over the summer and fundraised in store.

Charity Shops

Our two charity shops in Great Barr and Rubery were run by a excellent team of staff and volunteers throughout the year and continued to generate much needed funds towards our services. During the year we were delighted to secure the shop premises next door to our existing Great Barr shop. Thanks to the hard work of the operations and shop teams, it was decorated and fitted out and the doors were open to our new 'Headway Homes'.

The achievements of our charity shops include:

- We received a huge amount of donations at Great Barr and this helped stock Rubery shop, which struggles more due to local competition.
- We have several clients who work at the charity shops and this has proved a great way for them to get the opportunity to volunteer, whilst still getting the support and understanding of Headway staff.
- We have increased the Gift Aid by over 10% and hope to continue to drive this.
- We have continued to increase our profits.
- We have managed to recruit enough volunteers needed across all our shops and have a strong and dedicated team.

Once again as we reached the year end, we had to shut all of our shops due to Covid-19 and now can only hope that we can reopen in the not too distant future.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2020

ACHIEVEMENT AND PERFORMANCE

Internal and external factors

Quality

The Lifestyle Services continued to meet the standards required of the Care Quality Commission and currently hold a GOOD rating. We still await the official launch of the new Service Standards produced by Headway UK and we continue to trial these at Headway Birmingham & Solihull.

We continue to assess against our internal standards but have no formal external audit yet for any service other than Lifestyles. Although, as noted In ABI Services we did take part successfully in the pilot for the new Birmingham Council Standards.

Health & Safety/Risk Assessment/Buildings

This year really proved just how much we now rely on our operations team to look after our buildings, equipment and health & safety management.

- In September of 2019 we were able to move into our new premises in Wylde Green, Sutton Coldfield, offering us a great space to develop into over the next few years. Thanks to the hard work and support of the team, it was decorated, adjusted and fitted out ready for clients by September 2019.
- We had a new minibus built and delivered.
- We changed over to Microsoft 365 and had a new server installed at the year end.
- We now have lifesaving defibrillator machines at LH and HH.
- All buildings and equipment are being maintained as part of the ongoing system now without jobs having to wait
- All electronic archiving was ready for the first year.
- Aged Debtors continued to be reduced.
- New IT equipment purchased to replace many of the client systems
- Over 5,000 more website users
- All lighting at Leighton House updated to ergonomic and environmental friendly systems
- We now have fibre broadband fitted at Leighton House and improved internet access
- Recycling bins installed at centres with bins for toners, batteries etc.
- New quarterly Financial Audit set up and working well
- Reduced photocopying costs by 60%

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2020

ACHIEVEMENT AND PERFORMANCE

Personnel Matters

The Personnel Department provides the tools and systems for the Managers to ensure that they have all the staff required for service delivery, that they are all trained and supported, and that there are systems for dealing with any issues.

The last year saw a few changes to our Personnel team. We welcomed a new Co-ordinator and Assistant, both from other HBS departments. The new team made several changes to systems and documents and updated some of the procedures. This all seemed to be working well by the year end.

We introduced an Employee Assistance Programme and Mental Health Champion during the year and this was well received by the staff. All the training programmes and monitors were also updated and many new e-learning courses introduced. All staff files are now electronic. We also registered with Skills for Care and have 12 people signed up.

We have a wonderful team of hard working and skilled staff in all departments and the benefit of a knowledgeable and supportive board of Trustees. The fact that, by the end of March, we have ended the year with only a small deficit is a tribute to the hard work of staff to maintain income through placements and hourly fees. It is also attributed to the strict budgeting of all department managers and careful reviewing and adjusting as part of our ongoing risk management systems.

We have efficient and robust systems to ensure good involvement and understanding of Trustees and ensure that we keep the required reserves. Although, we anticipate that we may face a time when we have to use these reserves as we move into an uncertain future with Covid-19 starting to have an impact at the end of the financial year.

Governance & Operations

A fantastic total of 2,148 users of our services during this year, with 1,566 of those being new to a service. Most of the year was very positive and a promising indication of us moving forwards, with the completion of much awaited projects, as well as new buildings and opportunities.

We now have a Headway Homes shop next door to our Headway Fashion in Great Barr, and all shops received a makeover with new colours and signage etc. We were also delighted to 'at last' be able to move our clients from a location we felt had become unsuitable and unsafe, into a much more fitting building of our own. We also finished builds that were pending and acquired our brand new bespoke minibus. It was a very good year and we were excited about growing into our new hub and developing new services.

However, as we headed towards the year end, we were starting to recognise that COVID-19 was going to have a big impact on our future and that there would be significant changes over the coming months. We will ensure that we have diligent planning and follow all the available guidelines to help get us through a very uncertain future.

Some of the other achievements this year include:

- Delini DeSilva became our new Treasurer
- New recycling systems introduced at our centres, such as new bins etc
- New Staff Day for staff and vols with GEM awards
- New Mental Health & Wellbeing Policy/proc and training for all staff introduced and an Employee Assistance Programme joined for supporting staff. We also trained a staff member to become our Mental Health Champion.
- New Dysphagia training and programmes introduced
- New certificate in Adminstrating Meds introduced
- All staff and client files are now all electronic and the archives now only have the last 4 years of paper.
- New personnel department structure to include covering the full day at all times.
- The Easter Fun Run almost doubled its income and a new Halloween Run was introduced with over 150 taking part

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2020

ACHIEVEMENT AND PERFORMANCE

- A new foyer was built at Leighton House to help shelter clients on arrival
- Secured planning permission and new lease, refitted/refurbished and moved into Sutton House
- We now operate from 3 Centres, namely Leighton House, Headway House & Sutton House.

Once again, many thanks to our fantastic team of staff across all areas and wonderful volunteers. We are privileged to have to many amazing people working for us and it is what makes our services so special and successful.

FINANCIAL REVIEW

Financial position

The results for the year are shown on page 14.

Our clients are funded by a combination of Local Authorities, personal independence payments (PIP's) and self-funding. Over the past few years, due to the continuing financial restraints of these organisations we have have only been able to secure minimum increases in the daily fees charged for existing clients. However, with various grants and donations from Companies together with other income, we have been able to continue to expand, within the community, our various services of supporting families of people with ABI. The Charity continues to have an ongoing professional structure able to support the delivery of our services and help towards securing the future, thanks to the support of volunteers and staff, and sound financial management.

Financial and risk management objectives and policies

The Executive Board having looked at the main risks to the organisation, for example, not receiving any grant funding, or a possible fall in number of clients due to the financial restraints of Authorities, has established a policy whereby we should maintain unrestricted funds to cover between 3 and 6 months of expenditure.

Reserves policy

The budget for 2020/21 is being updated weekly as a result of the uncertainty relating to Covid-19. Our aim is to retain unrestricted reserves in the region of £400,000 - £800,000. As at 31 March 2020 our unrestricted reserves totalled £693,003 which adheres to our policy. However, during the year ending 31 March 2021 we expect a proportion of our unrestricted reserves will be utilised to ensure the Charity can provide the services needed by our clients and stakeholders.

FUTURE PLANS

We know we are facing a huge challenge with the onset of the Coronavirus Pandemic. We do not know what the final impact of this will be yet or how it will affect the long term delivery of our services. We had initially hoped that we were going to be able to continue as normal, but this is clearly not the case.

Our main focus is to ensure we have good planning and financial control throughout this unknown period to come and ensure that we have robust systems that can be changed and tweaked at every stage we may face.

We had great plans to grow into our new centre, Sutton House, for the next year and be able to sustain this third building. We do not know what that plan will now look like, and at this stage can only hope that we can manage to keep the building.

We will attempt to maintain services wherever possible and make cuts and adjustments as required by the prevailing circumstances. There will need to be extremely close monitoring and planning throughout and our priority will be to keep everyone safe and hopefully employed.

We face an extremely difficult year and we trust that we can survive as a Charity still serving the needs of brain injured individuals and their families.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

In selecting individuals for appointment as trustees, the trustees have regard to skills, knowledge and experience needed for effective administration of the charity.

Organisational structure

A carers' group for the relatives of head-injured persons in the West Midlands was formally established in 1983 and first registered as a charity in 1987. As activities expanded a more formal organisational structure was required and hence Headway (West Midlands) Ltd was constituted in 1992. On 21 March 2016, the Charity passed a special resolution changing its name to Headway Birmingham & Solihull from Headway (West Midlands) Ltd. It is a private company, limited by guarantee, registered at Cardiff, No. 2686647 and a registered charity, No. 1008798. Our principal aims concern the relief of suffering from the effects of brain injury. The Memorandum and Articles of Association impose no unusual restrictions on the way in which the company may operate nor lay down specific investment powers. We are affiliated to Headway UK - the Brain Injury Association, based at Nottingham.

Trustee directors

In accordance with our Articles of Association directors are elected by company members at the Annual General Meeting. In addition, the Executive Board has powers to fill any vacancies by co-option during the year.

There were six Executive Board meetings held during the year. Monthly progress reports and Key Performance Indicators are produced monthly and circulated to all the Directors and in addition the Chair of Trustees meets the Chief Executive monthly to discuss overall performance. Following agreement of the Strategic Plan the proposed Budget for the following year is formally approved by the Executive Board. Quarterly reconciliations of Income and Expenditure are produced during the year to monitor progress against this agreed Budget.

Induction and training of new trustees

Trustees must make available to each new trustee on their first appointment: a copy of the Deed and any amendments made to it, a copy of the Charity's latest report and statement of accounts. They should emphasise the responsibilities of the Trustees detailed in the Report.

Key management remuneration

The trustees consider the board of directors, who are also the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All trustees give their time freely and no trustee received remuneration in the year ending 31 March 2020. The remuneration paid to the Charity's employees is reviewed annually and a performance related increase is made where appropriate. The pay is benchmarked against pay levels for other roles with similar responsibilities elsewhere within the sector.

Related parties

Headway Birmingham & Solihull Trading Ltd. derives its income from Headway Birmingham & Solihull's charity shop outlets. Any profits generated by the Charity's subsidiary company are donated to the charity.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2020

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway Birmingham & Solihull for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

Company law requires the trustees to prepare consolidated financial statements for each financial year which give a true and fair view of the state of affairs of the charitable group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing those financial statements, the trustees are required to

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable group and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable group's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Eden Currie Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

Approved by order of the board of trustees on 15 October 2020 and signed on its behalf by:



D G Chater (Chair) - Trustee

Report of the Independent Auditors to the Members of Headway Birmingham & Solihull

Opinion

We have audited the financial statements of Headway Birmingham & Solihull (the 'charitable group') for the year ended 31 March 2020 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Cash Flow Statement and notes to the consolidated financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable group's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable group's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Report of the Independent Auditors to the Members of Headway Birmingham & Solihull

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable group for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable group or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

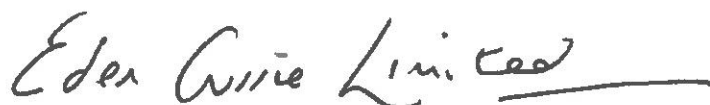
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
Headway Birmingham & Solihull**

Use of our report

This report is made solely to the charitable group's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable group's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable group and the charitable group's members as a body, for our audit work, for this report, or for the opinions we have formed.

A handwritten signature in black ink, reading "Eden Currie Limited", with a horizontal line extending to the right.

Paul Mannion ACA ACCA (Senior Statutory Auditor)
for and on behalf of Eden Currie Limited

Chartered Accountants
and Statutory Auditor
2 Highlands Court
Cranmore Avenue
Solihull
West Midlands
B90 4LE

15 October 2020

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME FROM					
Donations, legacies and grants	2	3,639	20,023	23,662	119,370
Charitable activities					
Acquired Brain Injury Services	5	749,600	-	749,600	673,600
Services in the Community		495,484	175,838	671,322	634,266
Other trading activities	3	210,089	-	210,089	170,327
Investment income	4	1,023	-	1,023	942
Total		1,459,835	195,861	1,655,696	1,598,505
EXPENDITURE ON					
Raising funds					
Other trading activities	6	165,700	-	165,700	142,642
Charitable activities					
Acquired Brain Injury Services	7	580,396	105,264	685,660	712,115
Services in the Community		750,406	99,929	850,335	703,768
Total		1,496,502	205,193	1,701,695	1,558,525
NET INCOME/(EXPENDITURE)		(36,667)	(9,332)	(45,999)	39,980
RECONCILIATION OF FUNDS					
Total funds brought forward		729,670	454,390	1,184,060	1,144,080
TOTAL FUNDS CARRIED FORWARD		693,003	445,058	1,138,061	1,184,060

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated and Charity Balance Sheet 31 March 2020

		Group		Charity	
	Notes	2020 £	2019 £	2020 £	2019 £
FIXED ASSETS					
Tangible assets	14	742,670	669,369	739,435	665,078
Investments	15	-	-	100	100
		<u>742,670</u>	<u>669,369</u>	<u>739,535</u>	<u>665,078</u>
CURRENT ASSETS					
Debtors	16	218,687	162,549	259,950	188,709
Cash at bank and in hand		<u>293,215</u>	<u>429,492</u>	<u>244,135</u>	<u>401,745</u>
		511,902	592,041	504,085	590,454
CREDITORS					
Amounts falling due within one year	17	(116,511)	(77,349)	(105,559)	(71,572)
		<u></u>	<u></u>	<u></u>	<u></u>
NET CURRENT ASSETS		<u>395,391</u>	<u>514,692</u>	<u>398,526</u>	<u>518,882</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,138,061</u>	<u>1,184,060</u>	<u>1,138,061</u>	<u>1,184,060</u>
NET ASSETS		<u>1,138,061</u>	<u>1,184,060</u>	<u>1,138,061</u>	<u>1,184,060</u>
FUNDS	20				
Unrestricted funds:					
General fund		693,003	729,670	693,003	729,670
Restricted funds:					
Community Fund		71,049	68,259	71,049	68,259
Leighton House Fund		331,572	338,460	331,572	338,460
Sports Fund		-	10,094	-	10,094
People Carrier Fund		1,658	5,358	1,658	5,358
Minibus Fund		25,822	30,000	25,822	30,000
IT Equipment Fund		1,219	1,219	1,219	1,219
Stained Glass Repairs Fund		2,000	1,000	2,000	1,000
Sutton House Fund		11,200	-	11,200	-
Whiteboard Fund		538	-	538	-
		<u>445,058</u>	<u>454,390</u>	<u>445,058</u>	<u>454,390</u>
TOTAL FUNDS		<u>1,138,061</u>	<u>1,184,060</u>	<u>1,138,061</u>	<u>1,184,060</u>

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated and Charity Balance Sheet - continued 31 March 2020

The trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The financial statements were approved by the Board of Trustees and authorised for issue on 15 October 2020 and were signed on its behalf by:



D De Silva (Treasurer) - Trustee

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated Cash Flow Statement for the Year Ended 31 March 2020

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	(33,143)	38,022
Interest paid		<u>(3,078)</u>	<u>(2,102)</u>
Net cash (used in)/provided by operating activities		<u>(36,221)</u>	<u>35,920</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(101,079)	(9,499)
Payment of deposit for motor vehicle		-	(3,178)
Interest received		<u>1,023</u>	<u>942</u>
Net cash used in investing activities		<u>(100,056)</u>	<u>(11,735)</u>
Change in cash and cash equivalents in the reporting period		<u>(136,277)</u>	<u>24,185</u>
Cash and cash equivalents at the beginning of the reporting period		<u>429,492</u>	<u>405,307</u>
Cash and cash equivalents at the end of the reporting period		<u>293,215</u>	<u>429,492</u>

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Consolidated Cash Flow Statement for the Year Ended 31 March 2020

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(45,999)	39,980
Adjustments for:		
Depreciation charges	30,955	20,546
Interest received	(1,023)	(942)
Interest paid	3,078	2,102
Increase in debtors	(59,316)	(12,459)
Increase/(decrease) in creditors	<u>39,162</u>	<u>(11,205)</u>
Net cash (used in)/provided by operations	<u>(33,143)</u>	<u>38,022</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/19 £	Cash flow £	At 31/3/20 £
Net cash			
Cash at bank and in hand	<u>429,492</u>	<u>(136,277)</u>	<u>293,215</u>
	<u>429,492</u>	<u>(136,277)</u>	<u>293,215</u>
Total	<u>429,492</u>	<u>(136,277)</u>	<u>293,215</u>

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Consolidated Financial Statements for the Year Ended 31 March 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable group, 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 financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the group and rounded to the nearest pound.

The financial statements consolidate the results of the charity and its wholly owned subsidiary Headway Birmingham & Solihull Trading Limited. The results of the subsidiary are consolidated within the Statement of Financial Activities (SOFA) on a line by line basis.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Critical accounting judgements and key sources of estimation uncertainty

In the application of the Group'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 to which it relates.

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.

Income from charitable activities

Fees receivable and charges for services provided are accounted for in the period in which the service is provided.

Grants, donations and other income

Grants, donations and gifts are included in full in the Statement of Financial Activities when receivable.

Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donations are included gross of income tax credits were applicable. The value of services donated by volunteers is not included.

Retail income including income from clothing and other items donated for resale through the charity shops are in income from trading activities when the sale takes place.

Interest receivable is included on an accruals basis as is committed income from a fundraising event.

HEADWAY BIRMINGHAM & SOLIHULL

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

1. ACCOUNTING POLICIES - continued

Income

Income from legacies

Legacies are accounted for as incoming resources upon receipt or where the receipt of the legacy is virtually certain. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made, or property transferred, and once all conditions attached to the legacy have been fulfilled.

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 have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative and management payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a time basis.

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	= 2% on cost
Craft equipment	- 100% on cost
Motor vehicles	- 20% on cost

All fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £500 are not capitalised .

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.

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.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

HEADWAY BIRMINGHAM & SOLIHULL

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

1. ACCOUNTING POLICIES - continued

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.

Stock

The Charity receives donated goods which are sold in its subsidiary's Charity Shops. Donated goods are not recognised as stock as it is impractical to reliably measure the fair value of donated goods.

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donations	3,639	21,650
Grants	<u>20,023</u>	<u>97,720</u>
	<u>23,662</u>	<u>119,370</u>

Grants received, included in the above, are as follows:

	2020	2019
	£	£
Leighton House Grants	4,525	15,900
Big Lottery Grants	-	35,195
Sports Grants	750	14,406
Minibus Grants	-	30,000
IT Equipment Grants	-	1,219
Stained Glass Repairs Grants	1,000	1,000
Sutton House Grant	11,700	-
Whiteboard Fund	<u>2,048</u>	<u>-</u>
	<u>20,023</u>	<u>97,720</u>

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Fundraising income	45,022	33,054
Retail scheme income	932	11,405
Charity shop income	<u>164,135</u>	<u>125,868</u>
	<u>210,089</u>	<u>170,327</u>

HEADWAY BIRMINGHAM & SOLIHULL

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

4. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	<u>1,023</u>	<u>942</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Acquired Brain Injury Services £	Services in the Community £	2020 Total Activities £	2019 Total Activities £
Acquired Brain Injury Services	749,600	-	749,600	673,600
Lifestyle Services	-	495,484	495,484	430,314
Carer Services :				
Better Care Grant	-	21,044	21,044	21,044
Macmillan Caseworker Grant	-	10,858	10,858	22,312
Henry Smith Grant	-	58,500	58,500	57,000
Consortium Hub – Forward Carers Grant	-	44,560	44,560	54,420
Thompsons Black and Ethnic Minorities Grant	-	10,000	10,000	10,000
Counsellor Placement Sponsorships	-	360	360	-
Hospital Link Job Grant	-	15,000	15,000	15,000
BCU Student Placement Grant	-	2,520	2,520	1,680
BIC Job Grant	-	12,996	12,996	12,996
Headwise Grant	-	-	-	2,250
Defibrillator Grants	-	-	-	3,250
Tesco Bags for Life Grant	-	-	-	4,000
		<u>175,838</u>	<u>175,838</u>	<u>203,952</u>
	<u>749,600</u>	<u>671,322</u>	<u>1,420,922</u>	<u>1,307,866</u>

6. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Fundraising – support costs	28,642	30,634
Charity Shop - staff costs	69,739	62,557
Charity Shop - other direct costs	31	34
Charity Shop - support costs	<u>67,288</u>	<u>49,417</u>
	<u>165,700</u>	<u>142,642</u>

HEADWAY BIRMINGHAM & SOLIHULL

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

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8) £	Support costs (see note 9) £	Totals £
Acquired Brain Injury Services	522,664	162,996	685,660
Services in the Community	<u>742,582</u>	<u>107,753</u>	<u>850,335</u>
	<u>1,265,246</u>	<u>270,749</u>	<u>1,535,995</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020 £	2019 £
Staff costs	1,022,810	990,329
Premises	125,025	15,657
Communication and IT costs	16,756	28,214
Motor and travel costs	33,105	35,293
Bad debts	253	690
Sundry expenses	6,986	10,843
Legal and professional fees	12,972	1,585
Activities and associated costs	28,048	31,311
Depreciation	<u>19,291</u>	<u>14,522</u>
	<u>1,265,246</u>	<u>1,128,444</u>

9. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Other trading activities	94,015	1,915	95,930
Acquired Brain Injury Services	160,365	2,631	162,996
Services in the Community	<u>103,340</u>	<u>4,413</u>	<u>107,753</u>
	<u>357,720</u>	<u>8,959</u>	<u>366,679</u>

Support costs, included in the above, are as follows:

Management

				2020	2019
	Other trading activities £	Acquired Brain Injury Services £	Services in the Community £	Total activities £	Total activities £
Wages	23,497	99,600	63,707	186,804	182,623
Social security	1,903	6,988	4,466	13,358	11,760
Pensions	497	2,067	1,322	3,886	2,194
Premises	46,873	19,084	11,421	77,378	83,049
Administration and other costs	-	251	163	414	624
Communication and IT costs	<u>2,897</u>	<u>8,780</u>	<u>5,666</u>	<u>17,343</u>	<u>16,265</u>
Carried forward	75,667	136,770	86,745	299,182	296,515

HEADWAY BIRMINGHAM & SOLIHULL

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

9. SUPPORT COSTS - continued

Management - continued

	Other trading activities £	Acquired Brain Injury Services £	Services in the Community £	2020 Total activities £	2020 Total activities £
Brought forward	75,667	136,770	86,745	299,182	296,515
Motor and travel costs	1,192	356	228	1,776	2,025
Sundry expenses	6,221	4,728	2,949	13,898	15,254
Fundraising costs	2,078	-	-	2,078	1,694
Legal and professional fees costs	3,624 428	5,006 8,352	3,244 5,390	11,874 14,170	14,278 20,033
Depreciation of tangible and heritage assets	2,315	4,796	4,553	11,664	6,024
Finance costs	<u>2,490</u>	<u>357</u>	<u>231</u>	<u>3,078</u>	<u>2,102</u>
	<u>94,015</u>	<u>160,365</u>	<u>103,340</u>	<u>357,720</u>	<u>357,925</u>

10. NET INCOME/(EXPENDITURE)

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

	2020 £	2019 £
Auditors' remuneration	8,960	9,565
Depreciation - owned assets	30,955	20,546
Operating leases - Land and buildings	24,062	18,506
Operating leases - Plant and machinery	<u>2,761</u>	<u>1,302</u>

11. 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.

The charity considers its key management personnel comprise of the Chief Executive Officer, Operations Manager, ABI Services Manager, Lifestyles Manager, Fundraising Manager and Carer Services Managers whose employee benefits for the year ended 31 March 2020 total £184,972 (2019: £174,499).

Trustees' expenses

The trustees did not have any expenses reimbursed during the year (2019: £nil).

HEADWAY BIRMINGHAM & SOLIHULL

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

12. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	1,205,266	1,163,954
Social security costs	72,145	73,414
Other pension costs	19,186	12,095
	<u>1,296,597</u>	<u>1,249,463</u>

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

	2020	2019
Charity staff	80	81
Trading company staff	4	4
	<u>84</u>	<u>85</u>

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

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	21,650	97,720	119,370
Charitable activities			
Acquired Brain Injury Services	673,600	-	673,600
Services in the Community	430,314	203,952	634,266
Other trading activities	170,327	-	170,327
Investment income	942	-	942
Total	1,296,833	301,672	1,598,505
EXPENDITURE ON			
Raising funds			
Other trading activities	142,642	-	142,642
	142,342	-	142,642
Charitable activities			
Acquired Brain Injury Services	580,707	131,408	712,115

HEADWAY BIRMINGHAM & SOLIHULL

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

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Services in the Community	581,982	121,786	703,768
Total	1,305,331	253,194	1,558,525
NET INCOME/(EXPENDITURE)	(8,498)	48,478	39,980
Transfers between funds	(7,330)	7,330	-
Net movement in funds	(15,828)	55,808	39,980
RECONCILIATION OF FUNDS			
Total funds brought forward	745,498	398,582	1,144,080
TOTAL FUNDS CARRIED FORWARD	729,670	454,390	1,184,060

14. TANGIBLE FIXED ASSETS

Group

	Freehold property £	Craft equipment £	Office equipment, fixtures and fittings £	Motor vehicles £	Totals £
COST					
At 1 April 2019	757,511	5,092	69,702	70,247	902,552
Additions	<u>56,789</u>	<u>-</u>	<u>16,133</u>	<u>31,335</u>	<u>104,257</u>
At 31 March 2020	<u>814,300</u>	<u>5,092</u>	<u>85,835</u>	<u>101,582</u>	<u>1,006,809</u>
DEPRECIATION					
At 1 April 2019	108,285	5,092	60,660	59,147	233,184
Charge for year	<u>12,505</u>	<u>-</u>	<u>10,572</u>	<u>7,878</u>	<u>30,955</u>
At 31 March 2020	<u>120,790</u>	<u>5,092</u>	<u>71,232</u>	<u>67,025</u>	<u>264,139</u>
NET BOOK VALUE					
At 31 March 2020	<u>693,510</u>	<u>-</u>	<u>14,603</u>	<u>34,557</u>	<u>742,670</u>
At 31 March 2019	<u>649,226</u>	<u>-</u>	<u>9,042</u>	<u>11,100</u>	<u>669,368</u>

HEADWAY BIRMINGHAM & SOLIHULL

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

14. TANGIBLE FIXED ASSETS - continued

Charity

	Freehold property £	Craft equipment £	Office equipment, fixtures and fittings £	Motor vehicles £	Totals £
COST					
At 1 April 2019	752,056	5,092	64,836	70,247	892,231
Additions	<u>56,789</u>	<u>-</u>	<u>14,873</u>	<u>31,335</u>	<u>102,997</u>
At 31 March 2020	<u>808,845</u>	<u>5,092</u>	<u>79,709</u>	<u>101,582</u>	<u>995,228</u>
DEPRECIATION					
At 1 April 2019	105,012	5,092	57,902	59,147	227,153
Charge for year	<u>11,414</u>	<u>-</u>	<u>9,348</u>	<u>7,878</u>	<u>28,640</u>
At 31 March 2020	<u>116,426</u>	<u>5,092</u>	<u>67,250</u>	<u>67,025</u>	<u>255,793</u>
NET BOOK VALUE					
At 31 March 2020	<u>692,419</u>	<u>-</u>	<u>12,459</u>	<u>34,557</u>	<u>739,435</u>
At 31 March 2019	<u>647,044</u>	<u>-</u>	<u>6,934</u>	<u>11,100</u>	<u>665,078</u>

15. INVESTMENTS

Company Investments – Shares in Subsidiary undertaking

	2020 £	2019 £
Cost	<u>100</u>	<u>100</u>

The investment comprises of a 100% holding of the ordinary share capital of Headway Birmingham & Solihull Trading Limited, a company registered in England and Wales.

The principal activity of Headway Birmingham & Solihull Trading Limited was that of operating charity shops.

The profits earned by the subsidiary are donated to the charity. A summary of the subsidiary's results are shown below:

	2020 £	2019 £
Turnover	164,135	125,868
Direct costs and administration costs	<u>(137,060)</u>	<u>(112,008)</u>
Net profit	<u>27,075</u>	<u>13,860</u>
Amount donated to the charity	<u>(27,075)</u>	<u>(13,860)</u>
Retained in subsidiary	<u>-</u>	<u>-</u>

HEADWAY BIRMINGHAM & SOLIHULL

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

The assets and liabilities of the subsidiary were:

	2020	2019
	£	£
Fixed assets	3,234	4,291
Current assets	60,647	38,956
Current liabilities	<u>(63,781)</u>	<u>(43,147)</u>
Total net assets	<u>100</u>	<u>100</u>

Aggregate share capital and reserves	<u>100</u>	<u>100</u>
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16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Group

	2020	2019
	£	£
Trade debtors	175,376	132,521
Other debtors	5,500	6,785
Prepayments and accrued income	<u>37,811</u>	<u>23,243</u>
	<u>218,687</u>	<u>162,549</u>

Charity

	2020	2019
	£	£
Trade debtors	174,292	132,521
Other debtors	2,700	2,700
Prepayments and accrued income	30,129	16,119
Amounts due from subsidiary undertaking	<u>52,829</u>	<u>37,369</u>
	<u>259,950</u>	<u>188,709</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Group

	2020	2019
	£	£
Trade creditors	31,624	13,817
Other creditors	22,965	3,351
Accruals and deferred income	<u>61,922</u>	<u>60,181</u>
	<u>116,511</u>	<u>77,349</u>

Charity

	2020	2019
	£	£
Trade creditors	25,917	12,754
Other creditors	22,426	3,037
Accruals and deferred income	<u>57,215</u>	<u>55,781</u>
	<u>105,559</u>	<u>71,572</u>

HEADWAY BIRMINGHAM & SOLIHULL

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

18. LEASING AGREEMENTS

Group

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	84,418	19,418
Between one and five years	<u>232,005</u>	<u>29,341</u>
	<u>316,423</u>	<u>48,759</u>

Charity

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	66,818	1,818
Between one and five years	<u>222,322</u>	<u>2,058</u>
	<u>289,140</u>	<u>3,876</u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Group	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
Fixed assets	383,618	359,052	742,670	669,368
Investments	-	-	-	-
Current assets	395,896	116,006	511,902	592,041
Current liabilities	<u>(86,511)</u>	<u>(30,000)</u>	<u>(116,511)</u>	<u>(77,349)</u>
	<u>693,003</u>	<u>445,058</u>	<u>1,138,061</u>	<u>1,184,060</u>

Charity

	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
Fixed assets	380,383	359,052	739,435	665,078
Investments	100	-	100	100
Current assets	388,079	116,006	504,085	590,454
Current liabilities	<u>(75,559)</u>	<u>(30,000)</u>	<u>(105,559)</u>	<u>(71,572)</u>
	<u>693,003</u>	<u>445,058</u>	<u>1,138,061</u>	<u>1,184,060</u>

HEADWAY BIRMINGHAM & SOLIHULL

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

20. MOVEMENT IN FUNDS

	At 1/4/19 £	Net movement in funds £	At 31/3/20 £
Unrestricted funds			
General fund	729,670	(36,667)	693,003
Restricted funds			
Community Fund	68,259	2,790	71,049
Leighton House Fund	338,460	(6,888)	331,572
Sports Fund	10,094	(10,094)	-
People Carrier Fund	5,358	(3,700)	1,658
Minibus Fund	30,000	(4,178)	25,822
IT Equipment Fund	1,219	-	1,219
Stained Glass Repairs Fund	1,000	1,000	2,000
Sutton House Fund	-	11,200	11,200
Whiteboard Fund	-	538	538
	<u>454,390</u>	<u>(9,332)</u>	<u>445,058</u>
TOTAL FUNDS	<u>1,184,060</u>	<u>(45,999)</u>	<u>1,138,061</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,295,700	(1,332,367)	(36,667)
Headway Birmingham & Solihull Trading Company	<u>164,135</u>	<u>(164,135)</u>	<u>-</u>
	1,459,835	(1,496,502)	(36,667)
Restricted funds			
Community Fund	175,838	(173,048)	2,790
Leighton House Fund	4,525	(11,413)	(6,888)
Sports Fund	750	(10,844)	(10,094)
People Carrier Fund	-	(3,700)	(3,700)
Minibus Fund	-	(4,178)	(4,178)
Stained Glass Repairs Fund	1,000	-	1,000
Sutton House Fund	11,700	(500)	11,200
Whiteboard Fund	<u>2,048</u>	<u>(1,510)</u>	<u>538</u>
	<u>195,861</u>	<u>(205,193)</u>	<u>(9,332)</u>
TOTAL FUNDS	<u>1,655,696</u>	<u>(1,701,695)</u>	<u>(45,999)</u>

HEADWAY BIRMINGHAM & SOLIHULL

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

20. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	Transfers between funds £	At 31/3/19 £
Unrestricted funds				
General fund	745,498	(8,498)	(7,330)	729,670
Restricted funds				
Community Fund	55,442	12,817	-	68,259
Leighton House Fund	334,082	4,378	-	338,460
Sports Fund	-	9,675	419	10,094
People Carrier Fund	9,058	(3,700)	-	5,358
Minibus Fund	-	30,000	-	30,000
IT Equipment Fund	-	1,219	-	1,219
Stained Glass Repairs Fund	-	1,000	-	1,000
Big Lottery Fund	-	(6,911)	6,911	-
	<u>398,582</u>	<u>48,478</u>	<u>7,330</u>	<u>454,390</u>
TOTAL FUNDS	<u>1,144,080</u>	<u>39,980</u>	<u>-</u>	<u>1,184,060</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,170,965	(1,179,463)	(8,498)
Headway Birmingham & Solihull Trading Company	<u>125,868</u>	<u>(125,868)</u>	<u>-</u>
	1,296,833	(1,305,331)	(8,498)
Restricted funds			
Community Fund	203,952	(191,135)	12,817
Leighton House Fund	15,900	(11,522)	4,378
Sports Fund	14,406	(4,731)	9,675
People Carrier Fund	-	(3,700)	(3,700)
Minibus Fund	30,000	-	30,000
IT Equipment Fund	1,219	-	1,219
Stained Glass Repairs Fund	1,000	-	1,000
Big Lottery Fund	<u>35,195</u>	<u>(42,106)</u>	<u>(6,911)</u>
	<u>301,672</u>	<u>(253,194)</u>	<u>48,478</u>
TOTAL FUNDS	<u>1,598,505</u>	<u>(1,558,525)</u>	<u>39,980</u>

HEADWAY BIRMINGHAM & SOLIHULL

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

20. MOVEMENT IN FUNDS - continued

Community Fund

This carer services work includes care carried out by Community Outreach workers and carer support and training co-ordinators.

Leighton House Fund

The second restricted fund relates to the purchase and development of Leighton House in Birmingham. Leighton House is used for social rehabilitation activities for brain injured people. Grants and donations were received to fund the original property purchase and development in July 2007. During subsequent years further grants were received to facilitate the building an annex and a foyer to provide much needed accommodation. The annexe was completed during the year ended 31 March 2017 and the foyer was completed in the year ended 31 March 2020. The property is subject to depreciation charge in accordance with the charity's accounting policies. A first legal charge is held on this property by the Lottery Board in respect of grant monies paid to the Charity in order to fund the property's original purchase.

Big Lottery Fund

The grant was received to set up and develop a new Lifestyle Service. It is a three year project which is aimed at both enabling brain injured people and providing respite breaks for carers.

Sports Fund

This grant was received to fund a Community Sports project for brain injured people and their families to attend. The fund covers the cost of a project coordinator and specifically targeted appropriate sporting activities which would otherwise be impossible to undertake because of the barriers caused by brain injury.

People Carrier Fund

This grant was received to fund the purchase of a people carrier motor vehicle which the Charity will use in order to transport staff, carers and clients.

Minibus Fund

This grant was received to fund the purchase of the minibus which the Charity will use in order to transport staff, carers and clients.

IT Equipment Fund

This grant was received to purchase a new computer for use by clients and staff.

Stained Glass Repairs Fund

This grant was raised to repair the damaged stained glass window.

Sutton House Fund

This grant has been received to equip the new premises in Sutton Coldfield with a lift and furniture which will be used for social rehabilitation activities for brain injured people.

Whiteboard Fund

This grant has been received to assist carers on the charity's premises with the provision of the social rehabilitation activities for brain injured people.

HEADWAY BIRMINGHAM & SOLIHULL

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

21. CAPITAL COMMITMENTS

Group

	2020	2019
	£	£
Contracted but not provided for in the financial statements	-	<u>28,157</u>

Charity

	2020	2019
	£	£
Contracted but not provided for in the financial statements	-	<u>28,157</u>

22. RELATED PARTY DISCLOSURES

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

23. POST BALANCE SHEET EVENTS

During March 2020 the rapid spread of Covid-19 severely affected the United Kingdom's economy. The Charity's senior management team and Board of Trustees have therefore undertaken a thorough review of the Charity's activities and costs in order to make strategic changes to the Charity's operations. The impact of the required changes will ensure that the Charity's stakeholders continue to receive the services they require and the ongoing cost base is reduced wherever practical and possible.

The Board of Trustees are therefore satisfied that the impact of Covid-19 has been adequately assessed and monitored and are confident that plans are in place to deal with the ongoing impact the charity will face as a result of the global pandemic. Therefore, the Board are satisfied that the Charity's reserves policy, asset base and future income stream are sufficient to ensure that any uncertainties relating to Covid-19 will not affect the Charity's ability to continue as a going concern.

24. PARENT COMPANY'S STATEMENT OF FINANCIAL ACTIVITIES

The parent company has taken advantage of the exemption permitted by Section 408 of the Companies Act 2006 and has not published its own Statement of Financial Activities. The total comprehensive income attributable to the parent company, was a deficit of £37,440 (2019 surplus of £39,980).

Headway Birmingham & Solihull

Services 2019/20

We provide support services to thousands of brain injured people and their cares/families. The numbers below give some indication of the work we provide.

2,148

Service Users
of all of our services

89% of ABI users
achieved at least one
personal goals this year

348 placements per
week provided for social
rehab and development
for brain injured people

Over **185** people
accessed this service

157 new
carers
registered
& over
35 events
held for
families

Over
132
people
received
Lifestyle
services

53% enabled to
access other activities
in the community
80% gained
improvement

585 received advice,
information & support
via our enquiry line

66% of
new cases
reached us
at the
hospital
stages

53 received emotional
support through helpline
288 people contacted in
hospital
21 referred from GPs
321 1 to 1 support

90
volunteered
across the
year
63% have
been with
HBS over 2
years

77 people employed a
1 to 1 Lifestyle worker in
the community across
the year
26,510 hours of
support delivered

99
people attended Sports
activity sessions

87 new referrals made
to Lifestyle Services
709 occasions where
clients access community
activities
78 physical fitness
sessions

Over **45** people
supported where there is
ABI & cancer in the family

72 families supported
with financial matters and
£144k won at tribunal