

DRAFT REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 NOVEMBER 2020

FOR

HEADWAY SOUTH STAFFORDSHIRE

Registered Charity Number: 1122504

(A Company Limited by Guarantee)

Company Registration Number: 06416198

**Dean Statham
Chartered Accountants
29 King Street
Newcastle-under-Lyme
Staffordshire
ST5 1ER**

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

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HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Reference and Administrative Information

Charity number	1122504
Company Number	06416198
Registered Office	Barbanell Conference Centre Cooperative Street Stafford ST16 3DA
Directors/Trustees	Mrs A J Smith Mrs D J Wright - resigned 24 February 2020 Mrs A Ellement - resigned 10 October 2020 Mr D D Rollo - resigned 1 December 2020 Mr A R Chell - appointed 4 March 2020 Ms S L Hackett - appointed 20 April 2020 Mr W M Evans - appointed 1 December 2020 Mrs L Hill - appointed 20 December 2020 Mr J Forrester - appointed 1 March 2021 Mrs L Hill - appointed 20 May 2021
Independent Examiner	Heather Tweddle FCA CTA Dean Statham Chartered Accountants 29 King Street Newcastle-under-Lyme Staffordshire ST5 1ER
Bankers	Lloyds TSB Bank Plc Stafford Branch PO Box 1000 Andover BX1 1LT

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Trustees' Report for the year ended 30 November 2020

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 30 November 2020. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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 published on 16 July 2014.

Structuring Governance and Management

Governing Documents

Headway South Staffordshire is a charitable company limited by guarantee, incorporated on 2 November 2007 and registered as a charity on 22 January 2008. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Article of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £10. Headway South Staffordshire is affiliated to Headway UK.

Recruitment and Appointment of Board of Directors

The Directors of the Company are also Charity Trustees for the purpose of Charity Law. They are appointed by ordinary resolution. Under the Articles of Association the number of members of the Board shall not be less than three or more than ten.

New Trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the Charity.

Trustee Induction and Training

When a new Trustee is appointed they are provided with a pack which contains:

- A copy of the Memorandum and Articles of Association;
- A copy of the most recent Annual Report and Accounts;
- Copy Minutes of previous Trustees' Meetings;
- A copy of the Charity Commission Guidance 'The Essential Trustee'.

Risk Review

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks. In particular protection policies are in place in respect of vulnerable adults.

HEADWAY SOUTH STAFFORDSHIRE
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Report of the Trustees' for the year ended 30 November 2020 (Continued)

Objectives and Activities

The company's objectives are:

1. To promote understanding of all aspects of brain injury;
2. To provide information, support and services to people with brain injury, their families and carers and relevant professionals;
3. To promote a co-ordinated multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community;
4. To increase public awareness and understanding of brain injury;
5. To participate in activities which will reduce the incidence of brain injury.

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 and objectives and have complied with their duties under the Charities Act 2011.

Achievements and Performance

Over the reporting period, Headway South Staffordshire has continued to provide high quality support and re-enablement for local people living with the long term effects of brain injury.

The challenge of maintaining referral numbers and promotion of the service remains a priority. The continued downward pressure on finances has impacted, especially in respect of social care funding. 2020 also saw the effects of the global COVID pandemic, which had an effect on numbers allowed within the premises, adversely affecting funding.

Our CEO Jo Barrow was away from the business on compassionate leave for a large amount of the financial year. The Board are grateful to Annmarie Baker, who stepped up to the role as Deputy Manager for the Interim period. The Board have been supportive of the personal situation of Jo but recognise the detrimental effect it has had on operational costs.

Relocation remains an aspiration for the organisation and the global pandemic has made this more of a priority. However the Board recognise the importance of protecting the cash reserves for the immediate future.

The Board employed the services of a Funding Advisor to produce a report to the Board to identify potential sources of grants and funding opportunities. This is in line with aspirations to procure our own premises.

The current year saw the resignation of three Trustees, Dawn Wright, Alison Ellement and Duncan Rollo. All resignations were due to work commitments. However the board itself has been strengthened with six new trustees interviewed and appointed. These new trustees further enhance our skill base and bring a greater diversity to the board.

Acknowledgments

The Board of Trustees would like to thank all the staff and volunteers for their continued hard work and commitment to Headway South Staffordshire over the last twelve months. The Board of Trustees would also like to thank Dawn Wright and Alison Ellement for their hard work as Trustees and Duncan Rollo for his role as Chair of Trustees.

As ever we remain indebted to all those who have supported the charity, without this our Members would not be able to access the service and support that empowers them all in their daily lives.

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Report of the Trustees' for the year ended 30 November 2020 (Continued)

Financial Review

Free reserves at 30 November 2020 totalled £127,616. This compares with free reserves of £130,918 at 30 November 2019. Free reserves are held to finance working capital requirements and the Trustees aim to maintain free services at a level sufficient to cover six months running expenses. Actual reserves exceed this level. The additional reserves will give the Charity the opportunity to develop and expand services within a safe and measured manner.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Headway South Staffordshire for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Exemptions

This report is prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Board of Management on and signed on its behalf by:

.....
 Mr A R Chell (Director)

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Independent Examiner's Report to the Trustees of Headway South Staffordshire

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 November 2020 which are set out on pages 6 to 10.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of the 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 company'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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the 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.

.....
 Heather Tweddle FCA CTA
 Dean Statham
 Chartered Accountants
 29 King Street
 Newcastle-Under-Lyme
 Staffordshire
 ST5 1ER

Dated

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Statement of Financial Activities (including Income and Expenditure Account)
For the year ended 30 November 2020

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
		£	£	£	£
Income from:					
Grants and donations	3	731	8,720	9,451	2,221
Fundraising		1,188	-	1,188	2,702
Bank interest		318	-	318	333
Charitable activities		83,243	-	83,243	88,981
Other income		37	-	37	381
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		85,516	8,720	94,236	94,618
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Expenditure					
Charitable activities	4	87,378	7,780	95,158	99,153
Other	5	1,440	-	1,440	1,740
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		88,818	7,780	96,598	100,893
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Net income (expenditure)		(3,302)	940	(2,362)	(6,274)
Funds brought forward		130,918	2,490	133,408	139,682
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		127,616	3,430	131,046	133,408
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

HEADWAY SOUTH STAFFORDSHIRE
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Balance Sheet as at 30 November 2020

		2020		2019	
	Notes	£	£	£	£
Current assets					
Trade debtors	- Client fees	14,017		12,736	
Other debtors	- Wages control	-		170	
Cash at bank and in hand		119,814		124,963	
		<u>133,831</u>		<u>137,869</u>	
Creditors					
Amounts falling due within one year		<u>2,785</u>		<u>4,461</u>	
Net Current Assets			131,046		133,408
Total Assets less Current Liabilities			<u>131,046</u>		<u>133,408</u>
The Funds of the Charity					
Restricted Income Funds	10		3,430		2,490
Unrestricted Income Funds	10		127,616		130,918
			<u>131,046</u>		<u>133,408</u>

For the year ending 30 November 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board for issue on

.....
Mr A R Chell (Director)

HEADWAY SOUTH STAFFORDSHIRE
(A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 30 November 2020

1 Accounting Policies

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transacting value unless otherwise stated in the accounting policy note.

The charity constitutes a public benefit entity as defined by FRS 102.

Income

Grants and donations are included in income when receivable. When donors specify that they are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included as restricted funds when receivable.

Interest receivable is included in the Statement of Financial Activities in the year when it is receivable.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Funding Accounting

Restricted funds are to be used for specific purposes laid down by the grant making body or donor.

Unrestricted funds are incoming resources receivable for expenditure on the general objectives of the Charity.

2 Legal Status of the Charity

The charity is a Company Limited by Guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

3 Grants and Donations

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Donations	731	-	731	2,221
CJRS Grants	-	6,121	6,121	-
Community Fund Covid Grant	-	999	999	-
Staffordshire County Council Grants		1,600	1,600	-
	731	8,720	9,451	2,221

HEADWAY SOUTH STAFFORDSHIRE
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Notes to the Financial Statements for the year ended 30 November 2020 (Continued)

4 Charitable Activities	2020	2019
	£	£
Salaries including Pension Contributions	70,248	69,861
Allotment Project Salaries	43	-
Travel Expenses	845	1,539
Room Rental	14,895	15,900
Telephone, Postage and Stationery	1,346	2,311
Materials, Equipment and Therapies	3,515	4,326
Advertising	250	230
Bank Charges	119	203
Subscriptions	449	386
Sundry Expenses	331	342
Affiliation Fee: Headway UK	565	155
Social Activities	178	1,234
Training and Conferences	-	964
Professional Fees	540	-
Bad Debts Written Off	1,915	1,269
Insurance	(80)	432
	<hr/>	<hr/>
	95,158	99,153
	<hr/> <hr/>	<hr/> <hr/>

In 2019 charitable expenditure of £99,055 was from unrestricted funds and £98 was from restricted funds.

5 Other Costs	2020	2019
	£	£
Independent Examiner	1,440	1,740
	<hr/>	<hr/>
	1,440	1,740
	<hr/> <hr/>	<hr/> <hr/>

6 Wages and Salaries	2020	2019
	£	£
Salaries	68,676	68,557
Defined Contribution Pension Contributions	1,572	1,304
	<hr/>	<hr/>
	70,248	69,861
	<hr/> <hr/>	<hr/> <hr/>

HEADWAY SOUTH STAFFORDSHIRE
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Notes to the Financial Statements for the year ended 30 November 2020 (Continued)

7 Trustees Remuneration, Expenses and Related Party Transactions

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the period to any trustee or to any person known to be connected with any of them.

No trustee expenses were paid during the year (2019 - £Nil)

Dawn Wright is an employee of Headway UK.

8 Taxation

No liability to U.K Corporation Tax arose in respect of the period ended 30 November 2020 (2019 - £Nil).

9 Restricted Funds

	Balances b/fwd £	Incoming Resources £	Resources Expended £	Balances c/fwd £
Groundworks Tesco	2,000	-	-	2,000
Other	490	-	-	490
CIRS Grants	-	6,121	6,121	-
Community Fund Covid Grant	-	999	999	-
Staffordshire County Council Grants	-	1,600	660	940
	2,490	8,720	7,780	3,430

The Groundworks Tesco grant was for art therapy.

The other donation was to fund outings.

CIRS grants were to cover the wages of furloughed workers.

The Community Fund Covid Grant was to cover PPE.

Staffordshire County Council Grants were for infection control, to cover PPE and outreach work.

10 Assets and Liabilities

The assets and liabilities of the charity are represented by the funds as detailed below:

	Total £	Restricted Funds £	Unrestricted funds £
Current Assets	133,831	3,430	130,401
Current Liabilities	(2,785)	-	(2,785)
	131,046	3,430	127,616