

Company no. 04699611
Charity no. 1097407

Headway Somerset
Report and Unaudited Financial
Statements
31 December 2020

Headway Somerset

Reference and administrative details

For the year ended 31 December 2020

Company number	04699611
Charity number	1097407
Registered office and operational address	First Floor Victoria House Victoria Street Taunton Somerset TA1 3FA
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Susan Cable Gloria Clark Roger Isaacs (resigned 23 January 2020) Lewis Janes Alyson Norman Martin Pettingell Claire Stoneman
Chief executive officer	Liz Simmons
Bankers	HSBC Bank PLC 1 Middle Street Yeovil Somerset BA20 1LR
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

Headway Somerset

Report of the trustees

For the year ended 31 December 2020

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Objectives and activities

a. Policies and objectives

Our objectives are:

The support and rehabilitation of persons who have suffered brain injuries and who reside in the area covered by Somerset Clinical Commissioning Group.

Headway Somerset policies and procedures are reviewed regularly by a working group of staff and trustees and then approved by the Board of Trustees. In 2020 a considerable number of policies and operational procedures were reviewed and updated.

In planning and setting objectives the trustees have complied with the duty to have due regard to guidance published by the Charity Commission on public benefit. In particular, the trustees regularly review that all of Headway Somerset's activities are aimed at improving the lives of the people who use its services and other people with acquired brain injury in Somerset. Headway Somerset does not undertake any trading activities.

b. Activities to achieve objectives

Headway Somerset achieves its objectives through the provision of services, information, support and opportunity in the field of acquired brain injury.

c. Main activities undertaken in 2020 to further the charitable purposes for the public's benefit include:

- The provision of services including support in hospital to individuals with acquired brain injury and their families, social rehabilitation in four community centres in Taunton, Bridgwater, Yeovil and Henton (near Wells), an outreach rehabilitation centre and a volunteer buddying programme for individuals with acquired brain injury;
- Development of constructive partnerships with a range of other Somerset based organisations in the public, charitable and private sector and so raising awareness and increasing understanding of acquired brain injury; and
- The delivery of information and support within our area of benefit for anyone with an acquired brain injury and their relatives.

Headway Somerset strives to be informed by the people who use our services and this includes a service user led Shaping our Lives Group and the involvement of service users on the Steering Group for Making Headway. We use our partnership with Plymouth University Department of Psychology as a regular opportunity to review services and obtain independent feedback about them. Our intention is to provide services that are accessible to all who need them, to listen carefully to feedback and create partnerships and new opportunities to enhance the lives of people with acquired brain injury in Somerset.

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Report of the trustees

For the year ended 31 December 2020

Headway Somerset's vision is to improve the quality of life for everyone in Somerset with a brain injury together with their families and carers by providing a flexible expert service offering support in hospital, rehabilitation, information and social opportunities.

Performance

Review of activities

2020 has been an especially challenging year for all Headway Somerset services with the Covid 19 restrictions having a fundamental impact on how services could be delivered. All staff have risen to the challenge of new ways of working and have not only sustained services but have developed and innovated.

The Hospital Liaison team have continued to provide a service to Musgrove Park Hospital, Yeovil District Hospital and Somerset Neuro Rehabilitation Centre – in person where that has been possible and otherwise by telephone, Zoom, Skype or Teams. Support has been provided to patients and to family members including Zoom Relatives Meetings. Training has been delivered to NHS staff. A new member was recruited to the Hospital Liaison Team bringing it back to a WTE post.

The Rehabilitation Services moved to remote working from the end of March with all staff working from home. Clients were provided with regular phone calls each week and this also enabled staff to have increased contact with family members and carers and to pick up any problems and provide information and support. Face-to-face services were re-started in late summer, temporarily closed and then opened again in late autumn as Covid 19 restrictions changed. Staff developed a programme of activity packs containing a range of cognitive exercises and these were adapted to take account of different access needs. Throughout 2020 in-person support was maintained with a small number of clients with particularly complex needs.

The Making Headway Buddying Project started in early 2020 with the recruitment of a Volunteer Coordinator and despite the circumstances great progress was made including: the development of a new volunteer training programme, the recruitment of the first cohort of volunteers, their completion of a six session training programme and the first recruitment of people wishing a Buddy and the first matching.

In July we downsized our main office in Taunton which has proved timely with the need to work from home and the likelihood that home working will continue to be a feature of working life where possible. A grant from the NLCF Covid 19 Fund enabled us to replace outdated IT equipment and funded essential software and other upgrades to our CRM to enable our new ways of working.

Our 2020 fundraising plans had to be rewritten by the end of March with a move away from community fundraising to concentrate on grant applications and supporting individual fundraising efforts. Updated branding for Headway Somerset and a new website were launched in early summer and this along with an increased presence on social media has improved our profile across the county.

Financial review

Total incoming resources were £359,013 (2019: £358,709). Total resources expended were £307,315 (2019: £356,682).

Reserves at the 2020 year-end stand at £262,875 (2019: £211,177) of which £49,167 (2019: £44,103) are restricted.

Headway Somerset

Report of the trustees

For the year ended 31 December 2020

Reserves policy

Unrestricted reserves are needed to:

- Cover commitments in the event of unexpected closure;
- Provide funding at short notice to projects enabling Headway Somerset to operate in a flexible manner; and
- Invest in the infrastructure and core administration of the organisation.

The Trustees regularly monitor the charity's reserves and review the reserves policy in the light of the main risks to the charity. The reserves position at the end of 2020 has been helped by unexpected grant income and by use of the job retention scheme.

The Trustees' general policy is to work towards unrestricted reserves of approximately six months operating costs. In light of the current uncertainty of public finances and the impact on contracts and commissioned work as well as the long term effect on community, individual and event fundraising the Trustees have deemed it prudent to temporarily reserve a somewhat larger sum with a view to returning to six months when it is appropriate to do so.

Financial position

Throughout the year close control was kept on the finances and a revised budget was developed in April. Headway Somerset is extremely grateful for the continued support of our commissioners Somerset Adult Social Care, Somerset Clinical Commissioning Group and our funders the Henry Smith Charity and the National Lottery Community Fund. The charity welcomes the continued valued support of our corporate sponsors Enable Law, Clarke Willmott and Viridor. Headway Somerset made successful applications to the National Lottery Community Fund Covid 19 Fund and to Somerset West and Taunton Council Covid 19 Fund. In addition, Headway Somerset has used the Job Retention Scheme to furlough some staff and part-furlough others. No staff posts directly funded by commissions or grant funds were furloughed. In addition, some extraordinary fundraising efforts by individuals and the generosity of several community groups also added to our fundraising totals.

After making the required enquiries the trustees of Headway Somerset have a reasonable expectation that the charity has adequate resources available to it to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in note 1(b) of the notes to the financial statement section.

Structure, governance and management

a. Constitution

Headway Somerset is an independent registered charity, registered number 1097407, and also a company limited by guarantee, registered number 4699611 (England and Wales). Headway Somerset is governed by its memorandum and articles of association. Headway Somerset is affiliated to Headway, the brain injury association, charity number 1025852.

Headway Somerset

Report of the trustees

For the year ended 31 December 2020

b. Method of appointing or electing trustees

The Trustees of Headway Somerset are empowered to appoint new trustees from time to time as required. Headway Somerset seeks to recruit people with a wide range of skills, knowledge and experience to bring to the governance of the organisation and to match the changing needs of the charity. Trustees are formally appointed at meetings. A trustee pack and induction is available to all new trustees. Training on all aspects of acquired brain injury is provided. Headway Somerset trustees are required to disclose all relevant interests and register them and, in accordance with the charity's policy, withdraw from decisions where a conflict of interest arises or might be perceived to arise. All trustees of Headway Somerset give their time freely and no remuneration was paid in the year. There were no trustee expenses or related transactions as detailed in note 7 of the notes to the financial statements section.

c. Organisational structure and decision making

Headway Somerset currently has six trustees and the board meets five times a year. Additional meetings may be held as required. From April 2020 all Trustee Meetings were held virtually by Zoom. The Board of Trustees meet five times a year. There are a Finance Sub-Committee and a Fundraising Sub-Committee which are both chaired by Trustees. Whilst the trustees have ultimate responsibility for the governance of the charity, the day to day management of the charity is the responsibility of the Chief Executive Officer. Headway Somerset has a Staff Pay Policy and staff remuneration is reviewed by the Finance Sub-Committee each year.

d. Risk management

The Trustees have assessed the major risks to which Headway Somerset is exposed and this is recorded in a Risk Register. The Risk Register is updated and is presented at each Trustee Meeting. The risks arising from Covid 19 were added to the Risk Register in April 2020 and continue to be reviewed quarterly.

e. Fundraising

Headway Somerset is registered with the Fundraising Regulator thus demonstrating its good fundraising practice and commitment to following the Code of Fundraising Practice. Headway Somerset employs paid professional staff to organise fundraising events and to coordinate the activities of our supporters across Somerset. The Fundraising Sub-Committee sets the Fundraising Strategy for two years at a time. The Fundraising Sub-Committee is made up of trustees, staff and volunteers. The Fundraising and Communications Manager attends each Trustee Meeting to provide a report. Headway Somerset does not use professional fundraisers. All personal information collected by Headway Somerset during fundraising activity is confidential and will not be disclosed to any third party. No one employed by Headway Somerset or volunteering on behalf of Headway Somerset will accept commission or bonuses for fundraising activities on behalf of the organisation.

Future plans

Headway Somerset will continue to work towards achieving the core aims of the organisation including:

- Supporting as many people as early as possible post ABI via our Hospital Liaison Project;
- Delivering ABI rehabilitation through our community centres and via one to one support;
- Providing volunteer opportunities and buddying services through Making Headway;
- Supporting the wider community of people with ABI, their families, colleagues and professionals from other agencies through a new initiative – Talking Headway information and support line available each afternoon;
- Using social media, workshops and training sessions to raise awareness of national and local campaigns about acquired brain injury, its impact and the support available;

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Report of the trustees

For the year ended 31 December 2020

- Researching and developing opportunities to collaborate with other organisations to improve the range and quality of support available to people with ABI in Somerset; and
- Exploring new ways to fundraise in accordance with our fundraising principles in order to achieve our charitable activities.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity 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, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity 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 Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 20 April 2021 and signed on their behalf by



Martin Pettingell - Chair

Independent examiner's report

To the trustees of

Headway Somerset

I report to the trustees on my examination of the accounts of Headway Somerset (the charitable company) for the year ended 31 December 2020, which are set out on pages 8 to 21.

Responsibilities and basis of report

As trustees of the charitable 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 charitable 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 the charitable 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

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 charitable 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.

William Guy Blake

Date: 23 April 2021

William Guy Blake ACA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Headway Somerset

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 December 2020

	Note	Restricted £	Unrestricted £	2020 Total £	2019 Total £
Income from:					
Donations and legacies	3	-	49,991	49,991	55,327
Charitable activities	4	132,992	154,098	287,090	270,342
Other trading activities	5	-	21,818	21,818	32,799
Investments		-	114	114	241
Total income		<u>132,992</u>	<u>226,021</u>	<u>359,013</u>	<u>358,709</u>
Expenditure on:					
Raising funds		-	37,194	37,194	57,885
Charitable activities		<u>127,478</u>	<u>142,643</u>	<u>270,121</u>	<u>298,797</u>
Total expenditure	6	<u>127,478</u>	<u>179,837</u>	<u>307,315</u>	<u>356,682</u>
Net income / (expenditure) and net movement in funds	7	5,514	46,184	51,698	2,027
Reconciliation of funds:					
Total funds brought forward		<u>44,103</u>	<u>167,074</u>	<u>211,177</u>	<u>209,150</u>
Total funds carried forward		<u><u>49,617</u></u>	<u><u>213,258</u></u>	<u><u>262,875</u></u>	<u><u>211,177</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 15 to the accounts.

Headway Somerset

Balance sheet

As at 31 December 2020

	Note	£	2020 £	2019 £
Fixed assets				
Tangible assets	10		8,576	6,379
Current assets				
Debtors	11	6,228		23,467
Cash at bank and in hand		<u>288,109</u>		<u>214,873</u>
		294,337		238,340
Liabilities				
Creditors: amounts falling due within 1 year	12	<u>(40,038)</u>		<u>(33,542)</u>
Net current assets			<u>254,299</u>	<u>204,798</u>
Net assets	14		<u><u>262,875</u></u>	<u><u>211,177</u></u>
Funds	15			
Restricted funds			49,617	44,103
Unrestricted funds				
General funds			<u>213,258</u>	<u>167,074</u>
Total charity funds			<u><u>262,875</u></u>	<u><u>211,177</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 20 April 2021 and signed on their behalf by



Claire Stoneman - Vice Chairman

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Headway Somerset meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. However, the COVID-19 pandemic has had a profound impact on the global economy, and has in turn affected the charity. The trustees have considered the impact of this issue on the charitable company's current and future financial position. The trustees have taken steps to reduce costs for 2020 and have made use of support provided by the government through the Job Retention Scheme, as well as receiving other funding, as detailed in the trustees' annual report. The charitable company holds unrestricted funds of £213,258 and a cash balance of £288,109 at 31 December 2020 and the trustees consider that the charity has sufficient reserves and cash to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

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Notes to the financial statements

For the year ended 31 December 2020

1. Accounting policies (continued)

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of staff costs:

	2020	2019
Raising funds	12.0%	17.4%
Charitable activities	88.0%	82.6%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Computer equipment	33% straight line
Fixtures & fittings	15% reducing balance

Items of equipment are capitalised where the purchase price exceeds £500.

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

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Notes to the financial statements

For the year ended 31 December 2020

1. Accounting policies (continued)

m) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

n) Pension costs

The charity operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

o) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying 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 in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key source of estimation uncertainty that has a significant effect on the amounts recognised in the financial statements is depreciation, as detailed in note 1(i).

2. Prior period comparatives - statement of financial activities

	Restricted	Unrestricted	2019 Total
	£	£	£
Income from:			
Donations and legacies	-	55,327	55,327
Charitable activities	87,157	183,185	270,342
Other trading activities	-	32,799	32,799
Investments	-	241	241
Total income	87,157	271,552	358,709
Expenditure on:			
Raising funds	-	57,885	57,885
Charitable activities	83,687	215,110	298,797
Total expenditure	83,687	272,995	356,682
Net income / (expenditure) and net movement in funds	3,470	(1,443)	2,027

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Notes to the financial statements

For the year ended 31 December 2020

3. Income from donations and legacies

	Restricted £	Unrestricted £	2020 Total £	2019 Total £
Corporate donations	-	25,855	25,855	26,498
Coronavirus Job Retention Scheme grant	-	16,745	16,745	-
Donations from individuals	-	4,931	4,931	7,868
Community donations	-	1,265	1,265	10,493
Gift aid reclaimed	-	1,195	1,195	468
Gifts in kind	-	-	-	10,000
Total income from donations	-	49,991	49,991	55,327

All income from donations and legacies during the prior year was unrestricted.

Government grants

The charitable company received government support under the Coronavirus Job Retention Scheme to fund charitable activities. The total value of such grants in the period ending 31 December 2020 was £16,745 (2019: £nil). There are no unfulfilled conditions or contingencies attaching to this grant.

4. Income from charitable activities

	Restricted £	Unrestricted £	2020 Total £
Grants received			
The National Lottery Community Fund	48,438	-	48,438
The National Lottery Community Fund Covid 19 Fund	41,440	-	41,440
Henry Smith	36,050	-	36,050
Somerset West & Taunton Business grant	-	10,000	10,000
Somerset County Council Fund	5,000	-	5,000
Somerset County Council Covid 19 Fund	2,064	-	2,064
Other income from charitable activities			
Somerset Social Services	-	94,992	94,992
Client fees	-	33,745	33,745
Somerset Clinical Commissioning Group	-	15,361	15,361
Total income from charitable activities	132,992	154,098	287,090

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Notes to the financial statements

For the year ended 31 December 2020

4. Income from charitable activities (continued)

Prior period comparative

	Restricted £	Unrestricted £	2019 Total £
Grants received			
Henry Smith	52,850	-	52,850
The National Lottery Community Fund	26,393	-	26,393
Tesco Bags of Help	6,000	-	6,000
Yeovil Town Council	829	-	829
Clark Foundation	750	-	750
Brympton Parish Council	335	-	335
Other income from charitable activities			
Somerset Social Services	-	85,455	85,455
Client fees	-	81,937	81,937
Somerset Clinical Commissioning Group	-	14,583	14,583
Contributions to activities	-	1,210	1,210
Total income from charitable activities	87,157	183,185	270,342

5. Income from other trading activities

	Restricted £	Unrestricted £	2020 Total £	2019 Total £
Secondment income	-	13,756	13,756	27,766
Other fundraising events	-	7,447	7,447	3,241
100+ club lottery	-	288	288	385
Merchandise	-	267	267	437
Social club membership	-	60	60	470
Training income	-	-	-	500
Total income from other trading activities	-	21,818	21,818	32,799

All income from other trading activities in the prior year was unrestricted.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2020

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2020 Total £
Staff costs (note 8)	24,172	177,604	53,569	255,345
Premises costs	-	5,697	7,672	13,369
Tuition and training	-	-	612	612
Travel and subsistence	-	709	-	709
Office and admin costs	-	2,392	10,880	13,272
Telephone and internet	-	-	2,602	2,602
Merchandise costs	29	-	-	29
Event costs	1,598	-	-	1,598
Accountancy	-	-	14,036	14,036
Insurance	-	-	1,647	1,647
Printing, postage and stationery	-	-	1,374	1,374
Advertising and marketing	-	-	250	250
Depreciation	-	-	2,472	2,472
Sub-total	25,799	186,402	95,114	307,315
Allocation of support and governance costs	11,395	83,719	(95,114)	-
Total expenditure	37,194	270,121	-	307,315

Governance costs were £1,800.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2020

6. Total expenditure (continued) - prior year comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2019 Total £
Staff costs (note 8)	33,106	157,370	78,740	269,216
Premises costs	-	16,690	10,454	27,144
Tuition and training	-	445	320	765
Travel and subsistence	-	18,470	32	18,502
Office and admin costs	-	4,901	16,738	21,639
Telephone and internet	-	-	2,653	2,653
Merchandise costs	82	-	-	82
Event costs	3,466	-	-	3,466
Accountancy	-	-	9,046	9,046
Insurance	-	-	1,278	1,278
Printing, postage and stationery	-	-	906	906
Advertising and marketing	-	-	295	295
Depreciation	-	-	1,517	1,517
Loss on disposal of fixed assets	-	-	173	173
Sub-total	36,654	197,876	122,152	356,682
Allocation of support and governance costs	21,231	100,921	(122,152)	-
Total expenditure	57,885	298,797	-	356,682

Governance costs were £1,770.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2020

7. Net movement in funds

This is stated after charging:

	2020 £	2019 £
Depreciation	2,472	1,517
Loss on disposal of fixed assets	-	173
Trustees' reimbursed expenses	Nil	Nil
Trustees' remuneration	Nil	Nil
Independent examiner's remuneration (including VAT)	1,800	1,770

8. Staff costs and numbers

Staff costs were as follows:

	2020 £	2019 £
Salaries and wages	242,917	254,499
Social security costs	8,866	10,276
Pension costs	3,562	3,283
Freelance staff	-	1,158
	<u>255,345</u>	<u>269,216</u>

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Trustees and the Chief Executive Officer. The total employee benefits of the key management personnel were £43,239 (2019: £43,489).

	2020 No.	2019 No.
Average head count	<u>20</u>	<u>19</u>

9. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2020

10. Tangible fixed assets

	Computer equipment £	Fixtures and fittings £	Total £
Cost			
At 1 January 2020	16,054	9,094	25,148
Additions in year	4,669	-	4,669
Disposals in year	<u>(1,160)</u>	<u>-</u>	<u>(1,160)</u>
At 31 December 2020	19,563	9,094	28,657
Depreciation			
At 1 January 2020	11,349	7,420	18,769
Charge for the year	2,221	251	2,472
Disposals in year	<u>(1,160)</u>	<u>-</u>	<u>(1,160)</u>
At 31 December 2020	12,410	7,671	20,081
Net book value			
At 31 December 2020	7,153	1,423	8,576
At 31 December 2019	<u>4,705</u>	<u>1,674</u>	<u>6,379</u>

11. Debtors

	2020 £	2019 £
Trade debtors	4,175	16,936
Prepayments	2,053	2,650
Accrued income	<u>-</u>	<u>3,881</u>
	6,228	23,467

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2020

12. Creditors : amounts due within 1 year

	2020 £	2019 £
Trade creditors	9,048	1,891
Accruals	3,592	3,103
Other taxation and social security	2,852	4,045
Other creditors	788	753
Deferred income (see note 13)	<u>23,758</u>	<u>23,750</u>
	<u>40,038</u>	<u>33,542</u>

13. Deferred income

	2020 £	2019 £
At 1 January 2020	23,750	-
Deferred during the year	23,758	23,750
Released during the year	<u>(23,750)</u>	<u>-</u>
At 31 December 2020	<u>23,758</u>	<u>23,750</u>

Deferred income relates to contract income received in advance.

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2020

14. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Tangible fixed assets	-	8,576	8,576
Current assets	49,617	244,720	294,337
Current liabilities	-	(40,038)	(40,038)
Net assets at 31 December 2020	49,617	213,258	262,875

Prior year comparative

	Restricted funds £	Unrestricted funds £	Total funds £
Tangible fixed assets	-	6,379	6,379
Current assets	44,103	194,237	238,340
Current liabilities	-	(33,542)	(33,542)
Net assets at 31 December 2019	44,103	167,074	211,177

15. Movements in funds

	At 1 January 2020 £	Income £	Expenditure £	At 31 December 2020 £
Restricted funds				
Henry Smith	17,850	36,050	(35,700)	18,200
Clark Foundation	675	-	(300)	375
The National Lottery Community Fund	24,094	48,438	(42,635)	29,897
The National Lottery Community Fund Covid 19 Fund	-	41,440	(41,440)	-
Greggs Foundation	100	-	(100)	-
Tesco Bags of Help	1,384	-	(1,384)	-
Somerset County Council Fund	-	5,000	(5,000)	-
Somerset County Council Covid 19 Fund	-	2,064	(919)	1,145
Total restricted funds	44,103	132,992	(127,478)	49,617
Unrestricted funds				
General funds	167,074	226,021	(179,837)	213,258
Total unrestricted funds	167,074	226,021	(179,837)	213,258
Total funds	211,177	359,013	(307,315)	262,875

Headway Somerset

Notes to the financial statements

For the year ended 31 December 2020

15. Movements in funds (continued)

Purposes of restricted funds

Henry Smith	Contribution to rehabilitation assistant salaries and other associated costs
Clark Foundation	Funds for activities and resources
The National Lottery Community Fund	Funds for a volunteering project called 'Making Headway'
The National Lottery Community Fund Covid 19 Fund	Contribution to the running costs of Headway Somerset during Covid 19 pandemic
Greggs Foundation	Funds for social support
Tesco Bags of Help	Funds for social support and activities
Somerset County Council Fund	Contribution towards IT upgrade and purchase and integration of Outcome Star into Salesforce
Somerset County Council Covid 19 Fund	Infection Control Fund (PPE and staff costs for Covid 19)

Prior year comparative

	At 1 January 2019 £	Income £	Expenditure £	At 31 December 2019 £
Restricted funds				
Lloyds Bank Foundation	20,833	-	(20,833)	-
Henry Smith	-	52,850	(35,000)	17,850
Brympton Parish Council	-	335	(335)	-
Clark Foundation	-	750	(75)	675
Yeovil Town Council	-	829	(829)	-
The National Lottery Community Fund	-	26,393	(2,299)	24,094
Greggs Foundation	1,300	-	(1,200)	100
Tesco Bags of Help	11,000	6,000	(15,616)	1,384
James Tudor Foundation	7,500	-	(7,500)	-
Total restricted funds	40,633	87,157	(83,687)	44,103
Unrestricted funds				
General funds	168,517	271,552	(272,995)	167,074
Total unrestricted funds	168,517	271,552	(272,995)	167,074
Total funds	209,150	358,709	(356,682)	211,177

16. Related party transactions

There were no related party transactions in the current reporting period.

In the prior year the charity received a grant of £750 from Clark Foundation. The two charities are connected by way of Gloria Clark, a trustee of both charities.