



DIRECTORS REPORT 2020-21



Reg. Charity No. 1008798

Company No. 2686647

REGISTERED COMPANY NUMBER: 02686647 (England and Wales)
REGISTERED CHARITY NUMBER: 1008798

HEADWAY BIRMINGHAM & SOLIHULL
(A COMPANY LIMITED BY GUARANTEE)

Report of the Trustees and Consolidated Financial Statements
for the Year Ended 31 March 2021

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

HEADWAY BIRMINGHAM & SOLIHULL

**Reference and Administrative Details
for the Year Ended 31 March 2021**

TRUSTEES	D G Chater (Chair) R Langton J Cassidy P Durham N Heera (resigned 8/12/2020) Mrs R M Kinning D De Silva (Treasurer) Mrs J E Campbell
COMPANY SECRETARY	R Langton
PATRON	Professor Toni Belli
CHIEF EXECUTIVE	Sue Tyler
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

HEADWAY BIRMINGHAM & SOLIHULL

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HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the consolidated financial statements of the charity for the year ended 31 March 2021. 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 Objectives are to:

- Promote awareness of brain injury & its consequences and actively seek to reduce potential incidents.
- Make services known to newly brain injured people/families at the earliest stage and throughout the whole journey
- Provide information, advice and support services for people with brain injuries, their families, carers and concerned professional people
- Provide specialised rehabilitative activities to assist people with brain injury to regain independence, continued recovery and re-integration into the community
- Develop links with appropriate agencies & establish working partnerships
- Maintain good governance, management and staff ratios

Code of Ethics

Headway Birmingham & Solihull have a set of 6 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.

- 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 2021

- 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 4' 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 BS 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 90 volunteers who worked across the year, though due to the start of Covid-19 at the year end, we are not sure of how many were still with us by the end of March as our services were closed.

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

**Report of the Trustees
for the Year Ended 31 March 2021**

ACHIEVEMENT AND PERFORMANCE

Acquired Brain Injury Programmes (ABIP)

We closed the doors to all our Hubs in April 2020 and did not open them again for the whole year. During this time, the staff set up new services that were delivered remotely via the internet, door-to-door and by telephone. We even managed to have a few outdoor/community meetups in the summer.

The team worked really hard to deliver a range of remote/daily services to all the clients during the 12 months, ensuring they were all supported through welfare calls, doorstep visits, shopping/deliveries, online support and so much more. The uptake of Zoom and clients using technology and social media, was positive for those able to use these. The teams have done some great, innovative work and some of which we hope to develop further post-pandemic.

However, this is not the same for all clients as many of them are so lonely. Some are unable to use the internet and for many they have stayed home deteriorating. Nothing can replace the 'face to face' contact and training they normally benefit from. Clients were desperate to get back to the Hubs.

Carer Services

Carer Services have been able to continue almost as normal for the whole year, but with assessments and client meets all being done remotely. We were able to easily transition to working from home without too many problems. Thanks to Forward Carers allowing provision for extra support sessions and 'safe and well' calls, we were able to keep in regular contact with vulnerable carers and stay within our deliverables. We were able to host a few outside groups last summer, but these were limited. Many of the staff have been working from home and we shall look at continuing this in part when we 'get back to normal'. The team also helped ABI Services in delivering the welfare calls and visits to clients and families.

We had to stop all our hospital visits but still maintained good contact and received referrals from the Clinical Lead at the Neuro floor of the Queen Elizabeth Hospital. Our outputs were all lower due to a reduced team of workers, but the hours of support given still remained the same.

We were not successful in getting continued funding from Henry Smith, but managed to reduce all hours across the team, in order to keep all of the posts, rather than having to lose individual jobs or staff. This will mean that the team is even more depleted and will be able to offer less hours of support. We will continue to seek further funding to increase hours again in the future, as the situation improves.

ACHIEVEMENT AND PERFORMANCE

Services In The Community

Lifestyle Services

Lifestyle Services was one of the services we were able to continue to offer throughout the year, due to people needing the 1 to 1 care. However, as we were unable to take clients to many of their usual activities (e.g. gym, sports, college etc), our number of hours delivered was considerably lower. We have also lost a considerable number of clients during this period. We were on track at the start of the year to reach our required sold hours target, but by the year end numbers had reduced considerably and we will need to start rebuilding once we can access more in the community again.

We appointed a new Service Manager during the year and we had already started to implement changes for improvement going forwards. We also have a new CQC Registered Manager appointed

Sports & Wellbeing

Due to COVID closures we were unable to run any of our sports activities in the community during the year.

Fundraising, Publicity And Partnerships

It was an extremely difficult year for our fundraising department as many charitable trusts changed their criteria to meet COVID recovery and were often targeted at charities who were about to collapse. All of our larger annual fundraising events such as the Family Fun Day, Fun Runs and Clients Christmas Party, had to be cancelled this year, leaving us with a hole in our fundraising targets. However, despite the difficulty, there were still some very positive achievements, which all went towards us surviving the year.

- We were unable to offer our Easter Fun Run, but still managed to raise awareness and maintain links through our remote Egg & Spoon Challenge
- We also organised our first Easter-themed raffle to replace lost income, which was well-received and raised £1,246 after costs
- Extended Social Media reach to 1,199 followers on Facebook & 831 on Twitter
- Launched funding appeal to raise money to replace damaged and stolen items
- Both restricted and unrestricted fundraising targets were met
- 122 applications made to charitable trusts
- 3 events throughout the year
- Christmas Grand Raffle did well again and raised 8% more than previous year
- Over £10k raised by individuals who fundraised
- 7 new and existing supporters
- Reached second round of application for new ABI programme
- We received a grant of £2,500 from The Lord Mayor of Birmingham's Charity, the first support received in nearly a decade.

Charity Shops

It was a dreadful year for our shops, entirely due to the pandemic. The restrictions linked to COVID meant we only managed to open for a few weeks during the year, and the rest of the time had to close our doors. The grants from the government helped us and thankfully we were also able to use the furlough scheme to keep our staff employed. This has enabled us to keep all of our shops going and we will be able to re-open them as restrictions ease. However, we did experience 'fly tipping' outside our shops during the pandemic and this caused complaints from neighbours and extra costs for us to get it removed.

We look forward to being able to open again in April 2021 and anticipate needing a focus on recruitment to attract new volunteers for our shops.

- We negotiated a new lease for the shop in Rubery from June 2021
- The three shops received nearly £40k in grants to help reduce our losses whilst closed due to COVID
- We managed to retain all our shop staff

**Report of the Trustees
for the Year Ended 31 March 2021**

ACHIEVEMENT AND PERFORMANCE

Quality

Lifestyle Services continued to meet the standards required of the Care Quality Commission and currently hold a GOOD rating. Our Head of Services took over as the Registered Manager. 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.

Health & Safety/Risk Assessment/Buildings

The team worked extremely hard reacting to changes required as a result of the pandemic. The Operations Manager (also Health & Safety Officer) worked with the CEO and department managers to ensure that we continuously updated COVID guidelines/protocols to work to and that we met all the government requirements. We had to ensure that all our Hubs were fully compliant and ready to receive clients once more as soon as we could open our doors in 2021. A great deal of extra work was also created dealing with monthly salary changes, furlough applications, invoice changes and much more.

The year saw us having to recruit a new Finance Administrator, who faced a challenging start in light of the COVID situation. We have been able to work with the Auditors to adjust our Management Accounting systems further.

- We increased the numbers using our website by over 400
- The Landlord at New Sutton House allowed us a quarter rent free, saving £16,500
- 123 payments made by using the website
- All items completed on time using the Schedule of Compliance
- All small building maintenance jobs completed within 1 month of reporting
- Now updating/replacing all IT equipment every 5 years according to new Inventory
- Met all budget targets despite dealing with COVID
- 63% of all staff have remained in the company pension scheme
- Signed new mobile phone contracts saving nearly £2k pa
- Having the Hubs closed allowed our Caretaker to catch up on painting and maintenance work

ACHIEVEMENT AND PERFORMANCE

Personnel Matters

We saw several staff changes across the personnel team and at the year end, now only have one Personnel Administrator. Due to COVID, we were unable to replace all posts. We are not sure how many of our volunteers we will have retained, one year on, but feel sure we will need to do a big volunteer recruitment drive once we can reopen.

Many of our staff have been on and off furlough as needed, but all have pulled together to help elsewhere as required. Equally, those who were required to work throughout worked twice as hard as ever, providing new services, dealing with the demands of COVID and help keeping the charity afloat.

It has given us the time to review and update many of our systems and procedures, and we can look forward to starting the new year with a clean slate.

- 75% of all our staff have now been in our employment for over 2 years
- 90% completed staff surveys
- Managers delivered over 15 coaching sessions around COVID
- 5 sessions supporting Mental Health for staff

Governance & Operations

Who could have predicted that we would spend the whole year dealing with the pandemic? This proved to be an extremely difficult year as we had to juggle both our budgets and our staffing in order to help us survive with as little impact as was possible. We had to make some adjustments to staffing early on, to anticipate the losses we knew would impact on our budgets. We were able to continue to offer many of our services, but in a different way, and have not been able to open any of our Hubs to clients for the whole 12-months.

Many staff were furloughed at some point throughout the year and it is only thanks to this support from government and local councils that we managed to come through this without too many losses. We received grants to cover our extra PPE costs and isolating staff, grants towards the shops and Birmingham City Council continued to pay for our clients throughout. Staff who remained working, had to work harder than ever to not only keep things running as normal, but to set up new types of services and to stay on top of COVID-19 rules and restrictions which were constantly changing.

We still managed to deliver some wonderful services to support everyone throughout the year. However, remote delivery certainly cannot replace the much greater benefits of 'face to face' contact, and by the year end, we had started to see signs of decline and clients losing motivation as well as suffering greater mental health issues. We desperately need to open up and get back to some kind of normal as soon as possible in the new year.

The positive impact of the pandemic is that it has given us a different perspective and made us rethink what we do and how we can operate differently in the future, incorporating some of the remote services and home working that we managed this year. It also emphasised how important face-to-face contact is for everyone, let alone those already isolated and struggling with a disability. We are now looking at a new Blended Services Model as part of our new 5 Year Strategy.

- A total number of 1,136 users in the year
- As a result of being in the health care sector, we have been able to offer weekly tests to all of our staff
- 83% of all our staff have received their first vaccine and 65% their second
- We hope to continue with the lift installation in New Sutton House once we re-open our 3 Hubs.
- We have in place room bubbles and screens as part of our readiness for getting clients back into our Hubs
- We introduced two new roles - Head of Services and Head of Operations. Two existing staff also gained promotions to Manager posts.

**Report of the Trustees
for the Year Ended 31 March 2021**

FINANCIAL REVIEW

Financial position

The results for the year are shown on page 15

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 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 2021/22 anticipates expenditure of £1.6 million during the year, indicating that unrestricted reserves should be in the range of £400,000 to £800,000. Unrestricted funds at 31 March 2021 were £876,177. The unrestricted fund includes £8,000 designated for the purchase of a motor vehicle and £370,075 allocated to fixed assets and therefore free reserves of £498,102. The free reserves at 31 March 2021 are at the lower end of the range required to ensure the charity has sufficient funds for continued operations.

FUTURE PLANS

We know we continue to face a huge challenge due to the Coronavirus Pandemic. We do not know what the final impact of this will be or how it will affect the long-term delivery of our services. We had initially hoped that post COVID we would 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 post COVID and ensure that we have robust systems that can be changed and tweaked to respond as necessary and appropriate.

We had great plans to grow into our new centre, New Sutton House, and to be able to secure sustainable funding for this our 3rd Hub. Clearly, we will continue to strive to ensure we retain this essential centre and offer services in North Birmingham.

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.

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

When selecting individuals for appointment as trustees, emphasis is placed on the prospective trustees' skills, knowledge and experience needed for effective administration of the charity.

HEADWAY BIRMINGHAM & SOLIHULL

Report of the Trustees for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 21st 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. Due to the Coronavirus Pandemic and the various restrictions, it was not possible to hold normal Board Meetings throughout the year. The disciplines of monthly progress reports and Key Performance Indicators were maintained and circulated to all the Directors. Regular contact between the Chair of Trustees and the Chief Executive ensured strict monitoring of overall performance. In addition Board Meetings were held by video conference to discuss and approve key decisions. 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. This was of key importance during this year as the full implications of the Pandemic unfolded.

Induction and training of new trustees

Trustees must make available to each new trustee on their first appointment: a copy of the Memorandum and any amendments made to it, a copy of the Charity's latest Annual Report and statement of accounts. Headway Birmingham & Solihull 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 2021. 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.

Third party Indemnity provisions

The Charity has Indemnity insurance in place in respect of the Officers of the Charity at a cost of £227 per annum.

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.

Report of the Trustees
for the Year Ended 31 March 2021

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 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 group 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 the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 27 September 2021 and signed on its behalf by:


.....
D G Chater - 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 2021 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Consolidated Cash Flow Statement and notes to the 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 2021 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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 this gives rise to a material misstatement in the financial statements themselves. 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 group 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.

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

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management, those charged with governance around actual and potential litigation and claims;
- Enquiry of entity staff to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.
- Performing audit work over the risk of understatement of income including substantive testing and obtaining corroborated explanations from Management.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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.

Eden Currie Limited

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

Date: 27 September 2021

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	15,994	42,231	58,225	23,662
Charitable activities	5				
ABIP (Acquired Brain Injury Programmes)		648,286	-	648,286	749,600
Lifestyle services		371,055	-	371,055	495,484
Carers Services		-	163,659	163,659	175,838
Government grants (Covid)		234,742	-	234,742	-
Other trading activities	3	168,241	-	168,241	210,089
Investment income	4	691	-	691	1,023
Total		1,439,009	205,890	1,644,899	1,655,696
EXPENDITURE ON					
Raising funds					
Other trading activities	6	106,288	-	106,288	165,700
		106,288	-	106,288	165,700
Charitable activities	7				
ABIP (Acquired Brain Injury Programmes)		773,759	10,935	784,694	624,963
Lifestyle services		460,460	8,948	469,408	792,711
Carers Services		-	150,037	150,037	118,321
Total		1,340,507	169,920	1,510,427	1,701,695
NET INCOME/(EXPENDITURE)		98,502	35,970	134,472	(45,999)
Transfers between funds	20	84,672	(84,672)	-	-
RECONCILIATION OF FUNDS					
Total funds brought forward		693,003	445,058	1,138,061	1,184,060
TOTAL FUNDS CARRIED FORWARD		<u>876,177</u>	<u>396,356</u>	<u>1,272,533</u>	<u>1,138,061</u>

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated and Charity Balance Sheet
31 March 2021

		Group		Charity	
	Notes	2021	2020	2021	2020
		£	£	£	£
FIXED ASSETS					
Tangible assets	14	709,244	742,670	708,326	739,435
Investments	15	-	-	100	100
		<u>709,244</u>	<u>742,670</u>	<u>708,426</u>	<u>739,535</u>
CURRENT ASSETS					
Debtors	16	244,261	218,687	266,876	259,950
Cash at bank and in hand		<u>391,110</u>	<u>293,215</u>	<u>359,078</u>	<u>244,135</u>
		635,371	511,902	625,954	504,085
CREDITORS					
Amounts falling due within one year	17	(72,082)	(116,511)	(61,847)	(105,559)
		<u>563,289</u>	<u>395,391</u>	<u>564,107</u>	<u>398,526</u>
NET CURRENT ASSETS					
		<u>563,289</u>	<u>395,391</u>	<u>564,107</u>	<u>398,526</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>1,272,533</u>	<u>1,138,061</u>	<u>1,272,533</u>	<u>1,138,061</u>
NET ASSETS					
		<u>1,272,533</u>	<u>1,138,061</u>	<u>1,272,533</u>	<u>1,138,061</u>
FUNDS	20				
Unrestricted funds:					
General fund		868,177	693,003	868,177	693,003
Designated fund – motor vehicle		<u>8,000</u>	<u>-</u>	<u>8,000</u>	<u>-</u>
		876,177	693,003	876,177	693,003
Restricted funds:					
Carer's Services Fund		-	71,049	-	71,049
Leighton House Building Fund		319,614	331,572	319,614	331,572
People Carrier Fund		-	1,658	-	1,658
Minibus Fund		19,555	25,822	19,555	25,822
IT Equipment Fund		1,219	1,219	1,219	1,219
Stained Glass Repairs Fund		2,000	2,000	2,000	2,000
Sutton House Lift Fund		31,550	11,200	31,550	11,200
Sutton House Gym Fund		13,948	-	13,948	-
Activities Fund		<u>8,470</u>	<u>538</u>	<u>8,470</u>	<u>538</u>
		<u>396,356</u>	<u>445,058</u>	<u>396,356</u>	<u>445,058</u>
TOTAL FUNDS CARRIED FORWARD		<u>1,272,533</u>	<u>1,138,061</u>	<u>1,272,533</u>	<u>1,138,061</u>

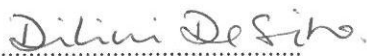
The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Consolidated and Charity Balance Sheet - continued
31 March 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on 27 September 2021 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 2021

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	100,672	(33,143)
Finance costs		<u>(3,468)</u>	<u>(3,078)</u>
Net cash provided by/(used in) operating activities		<u>97,204</u>	<u>(36,221)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(101,079)
Interest received		<u>691</u>	<u>1,023</u>
Net cash provided by/(used in) investing activities		<u>691</u>	<u>(100,056)</u>
		<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period		97,895	(136,277)
Cash and cash equivalents at the beginning of the reporting period		<u>293,215</u>	<u>429,492</u>
Cash and cash equivalents at the end of the reporting period		<u><u>391,110</u></u>	<u><u>293,215</u></u>

The notes form part of these financial statements

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Cash Flow Statement for the Year Ended 31 March 2021

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

	2021 £	2020 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	134,472	(45,999)
Adjustments for:		
Depreciation charges	33,425	30,955
Interest received	(691)	(1,023)
Finance costs	3,468	3,078
Increase in debtors	(25,574)	(59,316)
(Decrease)/increase in creditors	<u>(44,428)</u>	<u>39,162</u>
Net cash provided by/(used in) operations	<u>100,672</u>	<u>(33,143)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/20 £	Cash flow £	At 31/3/21 £
Net cash			
Cash at bank and in hand	<u>293,215</u>	<u>97,895</u>	<u>391,110</u>
	<u>293,215</u>	<u>97,895</u>	<u>391,110</u>
Total	<u>293,215</u>	<u>97,895</u>	<u>391,110</u>

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 charity 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.

Government grants have been received including wages and other grants relating to Covid. These have been recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

1. ACCOUNTING POLICIES - continued

Income

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.

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
Office equipment, fixtures and fittings	- 50% on cost and 25% 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.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

1. ACCOUNTING POLICIES - continued**Fund accounting**

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.

Pension costs and other post-retirement benefits

The charitable group operates a defined contribution pension scheme. Contributions payable to the charitable group'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

	2021	2020
	£	£
Donations	11,537	3,639
Grants	<u>46,688</u>	<u>20,023</u>
	<u>58,225</u>	<u>23,662</u>

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

	2021	2020
	£	£
Leighton House	-	4,525
Sports	4,458	750
Stained Glass Repairs	-	1,000
Sutton House-Lift	20,350	11,700
Activities	7,932	2,048
Sutton House -Gym	<u>13,948</u>	-
	<u>46,688</u>	<u>20,023</u>

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising income	24,344	45,022
Retail scheme income	-	932
Charity shop income	78,902	164,135
Government grants (Covid)	<u>64,995</u>	<u>-</u>
	<u>168,241</u>	<u>210,089</u>

4. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>691</u>	<u>1,023</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	ABIP (Acquired Brain Injury Programmes) £	Lifestyle services £	Carers Services £
ABIP (Acquired Brain Injury Programmes)	648,286	-	-
Services in the community	-	371,055	-
Community Fund Carer Services	-	-	163,659
Government grants (Covid)	<u>-</u>	<u>-</u>	<u>-</u>
	<u>648,286</u>	<u>371,055</u>	<u>163,659</u>

	Government grants £	2021 Total activities £	2020 Total activities £
ABIP (Acquired Brain Injury Programmes)	-	648,286	749,600
Services in the community	-	371,055	495,484
Community Fund Carer Services	-	163,659	175,838
Government grants (Covid)	<u>234,742</u>	<u>234,742</u>	<u>-</u>
	<u>234,742</u>	<u>1,417,742</u>	<u>1,420,922</u>

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

6. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Staff costs	54,160	69,739
Other direct costs	61	31
Support costs	<u>52,067</u>	<u>95,930</u>
	<u>106,288</u>	<u>165,700</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8) £	Support costs (see note 9) £	Totals £
ABIP (Acquired Brain Injury Programmes)	554,651	230,043	784,694
Lifestyle services	401,366	68,042	469,408
Carers Services	<u>95,805</u>	<u>54,232</u>	<u>150,037</u>
	<u>1,051,822</u>	<u>352,317</u>	<u>1,404,139</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021	2020
	£	£
Staff costs	880,167	1,022,810
Premises	88,665	125,025
Communication and IT costs	25,956	16,756
Motor and travel costs	20,223	33,105
Bad debts	-	253
Sundry expenses	2,819	6,986
Legal and professional fees	6,128	12,972
Activities and associated costs	5,939	28,048
Depreciation	<u>21,925</u>	<u>19,291</u>
	<u>1,051,822</u>	<u>1,265,246</u>

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

9. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Other trading activities	50,089	1,978	52,067
ABIP (Acquired Brain Injury Programmes)	223,276	6,767	230,043
Lifestyle services	66,168	1,874	68,042
Carers Services	<u>52,566</u>	<u>1,666</u>	<u>54,232</u>
	<u>392,099</u>	<u>12,285</u>	<u>404,384</u>

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

Management

	Other trading activities £	ABIP (Acquired Brain Injury Programmes) £	Lifestyle services £
Wages	-	149,696	41,844
Social security	-	12,735	3,557
Pensions	-	2,859	800
Premises	35,213	21,200	6,539
Administration and other costs	-	-	-
Communication and IT costs	6,028	13,063	1,755
Motor and travel costs	1,379	241	67
Sundry expenses	2,404	6,730	2,015
Fundraising costs	-	-	-
Legal and professional fees	678	2,357	2,808
Activities and associated costs	297	8,090	2,299
Depreciation of tangible and heritage assets	2,316	5,051	4,133
Finance costs	<u>1,774</u>	<u>1,254</u>	<u>351</u>
	<u>50,089</u>	<u>223,276</u>	<u>66,168</u>

	Carers Services £	2021 Total activities £	2020 Total activities £
Wages	34,268	225,808	186,804
Social security	3,191	19,483	13,358
Pensions	718	4,377	3,886
Premises	6,412	69,364	77,379
Administration and other costs	-	-	414
Communication and IT costs	1,570	22,416	17,343
Motor and travel costs	<u>61</u>	<u>1,748</u>	<u>1,776</u>
Carried forward	46,220	343,196	300,960

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

9. SUPPORT COSTS - continued

Management - continued

	Carers Services £	2021 Total activities £	2020 Total activities £
Brought forward	46,220	343,196	300,960
Sundry expenses	1,693	12,842	13,896
Fundraising costs	-	-	2,078
Legal and professional fees	2,496	8,339	11,874
Activities and associated costs	2,068	12,754	14,170
Depreciation of tangible and heritage assets	-	11,500	11,664
Finance costs	89	3,468	3,078
	<u>52,566</u>	<u>392,099</u>	<u>357,720</u>

10. NET INCOME/(EXPENDITURE)

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

	2021 £	2020 £
Auditors' remuneration	12,285	8,960
Depreciation - owned assets	33,426	30,955
Operating leases - Land and buildings	75,652	24,062
Operating leases - Plant and machinery	<u>1,818</u>	<u>2,761</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

The charity considers its key management personnel comprise of the Chief Executive Officer, Head of Operations Manager, Head of Services, ABI Services Manager, Lifestyles Manager, Fundraising Manager and Carer Services Managers whose employee benefits for the year ended 31 March 2021 total £192,264 (2020: £184,972).

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

11. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

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

12. STAFF COSTS

	2021 £	2020 £
Wages and salaries	1,098,055	1,205,266
Social security costs	69,437	72,145
Other pension costs	16,503	19,186
	<u>1,183,995</u>	<u>1,296,597</u>

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

	2021	2020
Charity staff	71	80
Trading company staff	<u>5</u>	<u>4</u>
	<u>76</u>	<u>84</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	3,639	20,023	23,662
Charitable activities			
ABIP (Acquired Brain Injury Programmes)	749,600	-	749,600
Lifestyle services	495,484	-	495,484
Carers Services	-	175,838	175,838
Other trading activities	210,089	-	210,089
Investment income	<u>1,023</u>	<u>-</u>	<u>1,023</u>
Total	1,459,835	195,861	1,655,696
EXPENDITURE ON			
Raising funds			
Other trading activities	<u>165,700</u>	<u>-</u>	<u>165,700</u>
	165,700	-	165,700

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
ABIP (Acquired Brain Injury Programmes)	580,398	44,565	624,963
Lifestyle services	750,404	42,307	792,711
Carers Services	-	118,321	118,321
	<hr/>	<hr/>	<hr/>
Total	1,496,502	205,193	1,701,695
	<hr/>	<hr/>	<hr/>
NET INCOME/(EXPENDITURE)	(36,667)	(9,332)	(45,999)
	<hr/>	<hr/>	<hr/>
RECONCILIATION OF FUNDS			
Total funds brought forward	729,670	454,390	1,184,060
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>693,003</u>	<u>445,058</u>	<u>1,138,061</u>

14. TANGIBLE FIXED ASSETS

Group	Freehold property £	Craft equipment £	Office equipment, fixtures and fittings £	Motor vehicles £	Totals £
COST					
At 1 April 2020 and 31 March 2021	<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 2020	120,790	5,092	71,232	67,025	264,139
Charge for year	<u>13,049</u>	<u>-</u>	<u>10,410</u>	<u>9,967</u>	<u>33,426</u>
At 31 March 2021	<u>133,839</u>	<u>5,092</u>	<u>81,642</u>	<u>76,992</u>	<u>297,565</u>
NET BOOK VALUE					
At 31 March 2021	<u>680,461</u>	<u>-</u>	<u>4,193</u>	<u>24,590</u>	<u>709,244</u>
At 31 March 2020	<u>693,510</u>	<u>-</u>	<u>14,603</u>	<u>34,557</u>	<u>742,670</u>

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

14. TANGIBLE FIXED ASSETS continued

Charity	Freehold property £	Craft equipment £	Office equipment, fixtures and fittings £	Motor vehicles £	Totals £
COST					
At 1 April 2020 and 31 March 2021	<u>808,845</u>	<u>5,092</u>	<u>79,709</u>	<u>101,582</u>	<u>995,228</u>
DEPRECIATION					
At 1 April 2020	116,426	5,092	67,250	67,025	255,793
Charge for year	<u>11,958</u>	<u>-</u>	<u>9,184</u>	<u>9,967</u>	<u>31,109</u>
At 31 March 2021	<u>128,384</u>	<u>5,092</u>	<u>76,434</u>	<u>76,992</u>	<u>286,902</u>
NET BOOK VALUE					
At 31 March 2021	<u>680,461</u>	<u>-</u>	<u>3,275</u>	<u>24,590</u>	<u>708,326</u>
At 31 March 2020	<u>692,419</u>	<u>-</u>	<u>12,459</u>	<u>34,557</u>	<u>739,435</u>

15 INVESTMENTS

Company Investments – Shares in Subsidiary undertaking

	2021 £	2020 £
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:

	2021 £	2020 £
Turnover	78,902	164,135
Government grants (Covid)	64,995	-
Direct costs and administration costs	<u>(106,289)</u>	<u>(137,060)</u>
Net profit	<u>37,608</u>	<u>27,075</u>
Amount donated to the charity	<u>(37,608)</u>	<u>(27,075)</u>
Retained in subsidiary	<u>-</u>	<u>-</u>

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

The assets and liabilities of the subsidiary were:

	2021	2020
	£	£
Fixed assets	918	3,234
Current assets	37,255	60,647
Current liabilities	<u>(38,073)</u>	<u>(63,781)</u>
Total net assets	<u>100</u>	<u>100</u>
Aggregate share capital and reserves	<u>100</u>	<u>100</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Group	2021	2020
	£	£
Trade debtors	218,285	175,376
Other debtors	2,700	5,500
VAT	990	-
Prepayments and accrued income	<u>22,286</u>	<u>37,811</u>
	<u>244,261</u>	<u>218,687</u>
Charity	2021	2020
	£	£
Trade debtors	218,285	174,292
Other debtors	2,700	2,700
Prepayments and accrued income	18,240	30,129
Amounts due from subsidiary undertaking	<u>27,651</u>	<u>52,829</u>
	<u>266,876</u>	<u>259,950</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Group	2021	2020
	£	£
Trade creditors	13,186	31,624
Other creditors	17,386	22,965
Accruals and deferred income	<u>41,510</u>	<u>61,922</u>
	<u>72,082</u>	<u>116,511</u>
Charity	2021	2020
	£	£
Trade creditors	7,575	25,917
Other creditors	17,325	22,426
Accruals and deferred income	<u>36,947</u>	<u>57,216</u>
	<u>61,847</u>	<u>105,559</u>

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

18. LEASING AGREEMENTS

Group

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

	2021 £	2020 £
Within one year	74,752	84,418
Between one and five years	<u>157,083</u>	<u>232,005</u>
	<u>231,835</u>	<u>316,423</u>

Charity

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

	2021 £	2020 £
Within one year	74,614	66,818
Between one and five years	<u>157,014</u>	<u>222,322</u>
	<u>231,628</u>	<u>289,140</u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Group

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fixed assets	370,075	339,169	709,244	742,670
Investments	-	-	-	-
Current assets	571,307	64,064	635,371	511,902
Current liabilities	<u>(65,205)</u>	<u>(6,877)</u>	<u>(72,082)</u>	<u>(116,511)</u>
	<u>876,505</u>	<u>396,356</u>	<u>1,272,533</u>	<u>1,138,061</u>

Charity

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fixed assets	369,157	339,169	708,326	739,435
Investments	100	-	100	100
Current assets	561,890	64,064	625,954	504,085
Current liabilities	<u>(54,970)</u>	<u>(6,877)</u>	<u>(61,847)</u>	<u>(105,559)</u>
	<u>876,177</u>	<u>396,356</u>	<u>1,272,533</u>	<u>1,138,061</u>

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

20. MOVEMENT IN FUNDS

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General fund	693,003	98,502	76,672	868,177
Designated fund- Motor vehicle	-	-	8,000	8,000
	693,003	98,502	84,672	876,177
Restricted funds				
Carer's Services Fund	71,049	13,623	(84,672)	-
Leighton House Building Fund	331,572	(11,958)	-	319,614
People Carrier Fund	1,658	(1,658)	-	-
Minibus Fund	25,822	(6,267)	-	19,555
IT Equipment Fund	1,219	-	-	1,219
Stained Glass Repairs Fund	2,000	-	-	2,000
Sutton House Lift Fund	11,200	20,350	-	31,550
Activities Fund	538	7,932	-	8,470
Sutton House Gym Fund	-	13,948	-	13,948
	445,058	35,970	(84,672)	396,356
TOTAL FUNDS	<u>1,138,061</u>	<u>134,472</u>	<u>-</u>	<u>1,272,533</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,295,112	(1,196,610)	98,502
Headway Birmingham & Solihull Trading Company	143,897	(143,897)	-
	1,439,009	(1,340,507)	98,502
Restricted funds			
Carer's Services Fund	163,660	(150,037)	13,623
Leighton House Building Fund	-	(11,958)	(11,958)
People Carrier Fund	-	(1,658)	(1,658)
Minibus Fund	-	(6,267)	(6,267)
Sutton House Lift Fund	20,350	-	20,350
Activities Fund	7,932	-	7,932
Sutton House Gym Fund	13,948	-	13,948
	205,890	(169,920)	35,970
TOTAL FUNDS	<u>1,644,899</u>	<u>(1,510,427)</u>	<u>134,472</u>

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

20. MOVEMENT IN FUNDS - continued

Comparatives for 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			
Carer's Services Fund	68,259	2,790	71,049
Leighton House Building 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 Lift Fund	-	11,200	11,200
Activities 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>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,295,701	(1,332,368)	(36,667)
Headway Birmingham & Solihull Trading Company	<u>164,134</u>	<u>(164,134)</u>	<u>-</u>
	1,459,835	(1,496,502)	(36,667)
Restricted funds			
Carer's Services Fund	175,838	(173,048)	2,790
Leighton House Building 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 Lift Fund	11,700	(500)	11,200
Activities 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>

20. MOVEMENT IN FUNDS - continued

Carer's Services Fund

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

Leighton House Building 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 complete 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.

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 Lift Fund

This fund has been raised to provide a lift for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Sutton House Gym Fund

This fund has been raised to provide a gym and equipment for the new premises in Sutton Coldfield which will be used for social rehabilitation activities for brain injured people.

Activities Fund

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

Designated Fund- Motor vehicle

This designated fund has been set aside by the trustees to provide an additional or replacement motor vehicle in future years.

HEADWAY BIRMINGHAM & SOLIHULL

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

21. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

22. POST BALANCE SHEET EVENTS

The global Covid-19 pandemic and the associated quarantines put in place by the UK and other governments present significant challenges to the sector in which Headway Birmingham & Solihull and its subsidiary operates.

The trustees are confident that the actions taken to mitigate the impact of reduced activity have ensured that the Group has continued to make satisfactory progress based on results to date.

Although, the trustees consider that an estimate of the possible future impact cannot be made. The trustees confirm that they have considered the effect of any further uncertainties as known at date of signing associated to the impact of Covid -19 when considering the group's going concern position.

23. 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 surplus of £134,472 (2020 deficit of £45,999).

Headway Birmingham & Solihull

Services 2020/21

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

1,136

Service Users
of all of our services

1,063

Posts on Facebook with
31,651 clients engaged

136 people per week
supported remotely
during covid

Over **5000** calls &
visits to include food
shopping/deliveries

91 new
carers
registered
& over

52
families had
case worker

Over
116
people
received
Lifestyle
services

45% of ABI users
reported that remote
services were vital
during lockdown, but
they couldn't wait for
face to face services

257 received advice ,
information & support
via our enquiry line

10
people
were
supported
with 'end
of life care'

28% received wellbeing
calls & support

104 people contacted in
hospital

10 referred from GPs

135 1 to 1 support

75%
of staff
have been
with HBS
over 2
years

31 people employed a
1 to 1 Lifestyle worker in
the community across
the year

Over **20,000** hours
of support delivered

36 complements received
from users

60 referrals to other
relevant organisations

70 mind & body
sessions online

Over **157** Zoom
sessions attracting **1,866**
participants

Over **499** posts on
Twitter with **74** new
followers

32 families supported
with financial matters and
£43k won back at tribunal