

Company registration number: 3758806

Charity registration number: 1077770

# Headway North Staffordshire (Head Injuries Association) Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 April 2021

Daryl Denson ACMA  
VAST  
The Dudson Centre  
Hanley  
Stoke-on-Trent  
ST1 5DD

# Headway North Staffordshire (Head Injuries Association) Ltd

## Contents

Reference and Administrative Details	1
Trustees' Report	2 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7 to 8
Balance Sheet	9
Notes to the Financial Statements	10 to 22

## Headway North Staffordshire (Head Injuries Association) Ltd

### Reference and Administrative Details

<b>Trustees</b>	Prof Anthony Ward, President Antonio Balestra Trudi Massey Monina Ramsden Michelle Gunnery Joanne Landers Irene Abbotts Carole Foster
<b>Honorary Vice President</b>	D Hill
<b>Principal Office</b>	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE  The charity is incorporated in England.
<b>Charity Registration Number</b>	1077770
<b>Company Registration Number</b>	3758806
<b>Solicitors</b>	Freeths LLP Solicitors Churchill House Regent Road Stoke-on-Trent ST1 3RQ
<b>Bankers</b>	Co-operative Bank Plc 2 Town Road Hanley Stoke-on-Trent ST1 2JE
<b>Independent examiner</b>	Daryl Denson ACMA VAST The Dudson Centre Hanley Stoke-on-Trent ST1 5DD

# Headway North Staffordshire (Head Injuries Association) Ltd

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 April 2021.

### Trustees

Prof Anthony Ward, President

Antonio Balestra

Pamela Smith (resigned 13 July 2021)

Trudi Massey

Monina Ramsden

Michelle Gunnery

Joanne Landers

Irene Abbotts

Carole Foster

Lisa Glover (resigned 12 July 2021)

### Objectives and activities

#### *Objects and aims*

The objectives of the charity are:

- To increase awareness and understanding of brain injury and its consequences
- To support people with brain injuries to return to community living, increase social activities and reduce isolation
- To encourage and empower members to attain volunteering and employment opportunities both within Headway and the wider community
- To ensure that Headway North Staffordshire achieves the highest possible standards
- To support carers

The main areas of charitable activity are the provision of day service and rehabilitation facilities, with lunch being provided, together with facilities for members to participate in music, woodwork, computing, health activities, discussion groups, educational, leisure and social activities, life skills, gardening and member led activities and to receive regular newsletters, in addition we also offer carers support, Outreach Service, and a benefits and advice service.

#### *Activities*

Activities, Trips, and Fundraising events last year included:

Activities/ Trips, include: Bowling, Jackson's Nurseries, Hats for Headway, Decorate a Plate, cooking sessions in the training kitchen, Olympic decorations, Sit down Aerobics, Bowling, Gardening, park activities, festive food hamper production, arts and crafts. Jonathan Gullis MP visit .Alan Barrett Story Teller

Fundraisers: we were unable to hold any ourselves during this year; we have received donations via Face book, EBay, Amazon, Give as You Live by percentage on purchases, Just Giving and Virgin Money Giving individual fundraiser events.

In accordance to the guidance issued by the Charity Commission we adhere to section 12

12. The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

# Headway North Staffordshire (Head Injuries Association) Ltd

## Trustees' Report

### *Public benefit*

All our activities concentrate on supporting people with brain injuries, their families and carers. We continue to focus on providing opportunities for people to leave their homes and join us to learn new skills and practise transferable skills in the company of others under the guidance of our very experienced staff and volunteers. The service that we provide prevents re-admission to hospital, which in turn saves the use of public money.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Achievements and performance**

We have stayed open throughout the year following government and council guidelines including enhanced social distancing. We have supported service users both at the centre and in the community and supported at The Royal Stoke Hospital, Haywood and Cheadle.

We successfully secured funding from Stoke on Trent and North Staffs CCG's again this year.

Due to restrictions in numbers due to Government Guidelines, we were unable to have a work experience people in this year; however we managed to accommodate Keele university medical students via Teams meetings.

We had our annual Mallam Health grant, which usually funds our Christmas Party, as we were unable to have a party this year, we provided, and delivered to our members Festive Food Hampers.

A Coop Food grant enabled us to provide food parcels for those in need.

We received grants from Edward Gosling and Garfield Weston

Foundations, along with a earlier Screwfix Grant to enable us to completely refurbish our training kitchen, with low level ovens, adaptive tools, height adjustable sink etc.

Funding was secured to provide a Counselling service for our members free of charge; an office was converted into relaxing confidential workspace for the sessions to take place.

Support was still on offer for those who were unable to come back to Headway, in the form of telephone welfare checks, food parcels.

Staffs CC and Stoke on Trent Council provided funds to purchase PPE supplies to make sure we adhered to the safety procedures.

### **Financial review**

Details of the financial position can be found in the later section of this document.

### *Policy on reserves*

Headway North Staffordshire requires a sufficient level of reserves to enable the organisation to function should there be significant changes to the current income sources.

To continue to provide the current level of service, should funding be withdrawn, it is necessary to hold in reserve the equivalent of six months running costs, plus a provision to cover redundancy payments to staff. At current rates this equates to £224,000 for running costs and a further £42,000 for redundancy costs.

This therefore identifies the need for free reserves of £266,000 At the end of the current financial year, the free reserves stood at £287,585 (total unrestricted general fund of £290,648 less unrestricted fixed assets of £3,063).

# Headway North Staffordshire (Head Injuries Association) Ltd

## Trustees' Report

### **Risk Management**

The trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions.

The trustees have also examined other operation and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks it faces. The key elements of risk faced by Headway North Staffordshire are:

- Withdrawal of funding
- Sustainability due to the current level of membership fees
- Inadequately trained staff
- Lack of demand for the charity's services
- General upkeep of the building

From the indicators available to the trustees, each of these key factors may be classified as low risk.

### **Structure, governance and management**

#### *Nature of governing document*

The charity is a company limited by guarantee and registered charity, incorporated on 23 April 1999 and registered as a charity on 13 October 1999. The company was established under a governing document which is the Memorandum of Association which established the objectives and powers of the Charitable Company and is governed under its Articles of Association.

It has no share capital and the liability of each member in the event of winding-up is limited to £1.

#### *Recruitment and appointment of trustees*

The directors of the charitable company who are also charity trustees who served during the year and since the year end are set out on page 1 together with the name of the chief officer and other senior staff. Trustees are appointed by the board of trustees and serve annually after which period they may put themselves forward to re-appointment. The trustees meet with sub groups which are formed as required to discuss specific issues.

The criterion for the selection of trustees takes into account eligibility, personal competencies, particular skills and local availability. Members of the management committee nominate a potential trustee, who is then invited to meet the chairperson and chief officer; they are then invited to attend a series of management committee meetings as an observer. In the final stage, the management committee formally agrees to co-opt them as a trustee, and then it is ratified at the next Annual General Meeting.

#### *Induction and training of trustees*

New trustees are provided with an induction pack to brief them on their legal obligations under charity and company law. They are encouraged to attend Headway North Staffordshire to meet key employees and to obtain a better understanding of the work of the charity. It must be understood that there is a strict regime of member confidentiality in place which to some extent governs the type of information that the trustees can be made aware of.

## Headway North Staffordshire (Head Injuries Association) Ltd

### Trustees' Report

#### *Organisational structure*

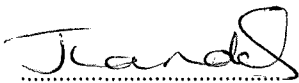
The board of trustees administers the charity and meets monthly, there is also a finance subcommittee which meets regularly.

The chief officer is appointed by the trustees to manage the day to day operations of the charity and to facilitate effective operations, the chief officer has delegated authority for operational matters including finance, recruitment and welfare of the members.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 19/11/21 and signed on its behalf by:



Joanne Landers  
Trustee

## Headway North Staffordshire (Head Injuries Association) Ltd

### Independent Examiner's Report to the trustees of Headway North Staffordshire (Head Injuries Association) Ltd

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 April 2021 which are set out on pages 7 to 22.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of Headway North Staffordshire (Head Injuries Association) Ltd (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 Headway North Staffordshire (Head Injuries Association) Ltd are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since Headway North Staffordshire (Head Injuries Association) Ltd'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 , which is one of the listed bodies.

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

1. accounting records were not kept in respect of Headway North Staffordshire (Head Injuries Association) Ltd 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.

.....  
Daryl Denson ACMA

VAST  
The Dudson Centre  
Hanley  
Stoke-on-Trent  
ST1 5DD

Date:.....



**Headway North Staffordshire (Head Injuries Association) Ltd**

**Statement of Financial Activities for the Year Ended 30 April 2021  
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	129,629	124,035	253,664
Charitable activities	4	287,239	-	287,239
Other trading activities	5	45	-	45
Investment income	6	<u>707</u>	<u>-</u>	<u>707</u>
Total income		<u>417,620</u>	<u>124,035</u>	<u>541,655</u>
<b>Expenditure on:</b>				
Raising funds	7	(36)	-	(36)
Charitable activities	8	<u>(307,932)</u>	<u>(115,486)</u>	<u>(423,418)</u>
Total expenditure		<u>(307,968)</u>	<u>(115,486)</u>	<u>(423,454)</u>
Net income		<u>109,652</u>	<u>8,549</u>	<u>118,201</u>
Net movement in funds		109,652	8,549	118,201
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>187,972</u>	<u>86,843</u>	<u>274,815</u>
Total funds carried forward	18	<u><u>297,624</u></u>	<u><u>95,392</u></u>	<u><u>393,016</u></u>

The notes on pages 10 to 22 form an integral part of these financial statements.

**Headway North Staffordshire (Head Injuries Association) Ltd**

**Statement of Financial Activities for the Year Ended 30 April 2021  
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	131,734	27,893	159,627
Charitable activities	4	290,259	-	290,259
Other trading activities	5	6,069	-	6,069
Investment income	6	250	-	250
Total income		<u>428,312</u>	<u>27,893</u>	<u>456,205</u>
<b>Expenditure on:</b>				
Raising funds	7	(2,635)	-	(2,635)
Charitable activities	8	<u>(406,589)</u>	<u>(39,072)</u>	<u>(445,661)</u>
Total expenditure		<u>(409,224)</u>	<u>(39,072)</u>	<u>(448,296)</u>
Net income/(expenditure)		<u>19,088</u>	<u>(11,179)</u>	<u>7,909</u>
Net movement in funds		19,088	(11,179)	7,909
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>168,884</u>	<u>98,022</u>	<u>266,906</u>
Total funds carried forward	18	<u><u>187,972</u></u>	<u><u>86,843</u></u>	<u><u>274,815</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 18.

The notes on pages 10 to 22 form an integral part of these financial statements.

Headway North Staffordshire (Head Injuries Association) Ltd

(Registration number: 3758806)  
Balance Sheet as at 30 April 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	14	93,528	95,691
<b>Current assets</b>			
Debtors	15	16,713	15,058
Cash at bank and in hand	16	<u>288,149</u>	<u>168,057</u>
		304,862	183,115
<b>Creditors: Amounts falling due within one year</b>	17	<u>(5,374)</u>	<u>(3,991)</u>
<b>Net current assets</b>		<u>299,488</u>	<u>179,124</u>
<b>Net assets</b>		<u>393,016</u>	<u>274,815</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	18	95,392	86,843
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>297,624</u>	<u>187,972</u>
<b>Total funds</b>	18	<u>393,016</u>	<u>274,815</u>

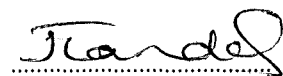
For the financial year ending 30 April 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

The financial statements on pages 7 to 22 were approved by the trustees, and authorised for issue on 19/11/21 and signed on their behalf by:



Joanne Landers  
Trustee

The notes on pages 10 to 22 form an integral part of these financial statements.

## **Headway North Staffordshire (Head Injuries Association) Ltd**

### **Notes to the Financial Statements for the Year Ended 30 April 2021**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

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

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

Headway North Staffordshire (Head Injuries Association) Ltd 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 notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Income and endowments**

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

##### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

##### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## **Headway North Staffordshire (Head Injuries Association) Ltd**

### **Notes to the Financial Statements for the Year Ended 30 April 2021**

#### ***Gifts in kind***

Gifts in kind are recognised in different ways dependent on how they are used by the charity:

- (i) Those donated for resale produce income when they are sold. They are valued at the amount actually realised.
- (ii) Those donated for onward transmission to beneficiaries are included in the Statement of Financial Activities as incoming resources and resources expended when they are distributed. They are valued at the amount the charity would have had to pay to acquire them.
- (iii) Those donated for use by the charity itself are included when receivable. They are valued at the amount the charity would have had to pay to acquire them.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £250 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

## Headway North Staffordshire (Head Injuries Association) Ltd

### Notes to the Financial Statements for the Year Ended 30 April 2021

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Buildings	4% straight line
Improvements to property	4% straight line
Fixtures, fittings & equipment	20% straight line
Catering equipment	20% straight line

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## Headway North Staffordshire (Head Injuries Association) Ltd

### Notes to the Financial Statements for the Year Ended 30 April 2021

#### 3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2021 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	18,062	-	18,062
Grants, including capital grants;			
Government grants	92,861	-	92,861
Grants from other charities	18,706	99,750	118,456
	129,629	124,035	253,664
	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total 2020 £</b>
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	21,456	-	21,456
Grants, including capital grants;			
Government grants	84,621	-	84,621
Grants from other charities	17,222	3,608	20,830
Gifts in kind	8,435	-	8,435
	131,734	27,893	159,627

#### 4 Income from charitable activities

	Unrestricted funds General £	Total 2021 £
Subscriptions and member contributions	287,239	287,239
	<b>Unrestricted funds General £</b>	<b>Total 2020 £</b>
Subscriptions and member contributions	290,259	290,259





**Headway North Staffordshire (Head Injuries Association) Ltd**

**Notes to the Financial Statements for the Year Ended 30 April 2021**

**7 Expenditure on raising funds**

**a) Costs of trading activities**

	Note	Unrestricted funds General £	Total 2021 £
Fundraising trading costs;			
Fundraising		36	36
		<u>36</u>	<u>36</u>
	Note	Unrestricted funds General £	Total 2020 £
Fundraising trading costs;			
Fundraising		2,635	2,635
		<u>2,635</u>	<u>2,635</u>

**8 Expenditure on charitable activities**

	Unrestricted funds Designated £	Unrestricted funds General £	Restricted funds £	Total 2021 £
Services to benefit people who have suffered head injury	<u>582</u>	<u>307,350</u>	<u>115,486</u>	<u>423,418</u>
	Unrestricted funds Designated £	Unrestricted funds General £	Restricted funds £	Total 2020 £
Services to benefit people who have suffered head injury	<u>582</u>	<u>406,007</u>	<u>39,072</u>	<u>445,661</u>

## Headway North Staffordshire (Head Injuries Association) Ltd

### Notes to the Financial Statements for the Year Ended 30 April 2021

	<b>Activity undertaken directly £</b>	<b>2021 £</b>
Staff costs - Wages & salaries	312,260	312,260
Staff Costs - Employer's NIC	10,000	10,000
Staff Costs - Training	321	321
Staff Costs-Pension	4,231	4,231
Establishment costs - Light & heat	9,551	9,551
Establishment costs - Repairs & maintenance	5,186	5,186
Establishment costs - Insurance	1,878	1,878
Establishment costs -Cleaning	1,961	1,961
Direct Charitable Activity - Food parcels	1,984	1,984
Motor and travel expenses	10,662	10,662
Recruitment	1,166	1,166
Communications and IT - IT expenses & support	4,904	4,904
Communications and IT - Telephone	3,947	3,947
Legal and professional fees	2,506	2,506
Other office expenses - Printing, postage & stationery	2,415	2,415
Depreciation	15,814	15,814
Canteen	11,431	11,431
Direct Charitable Activity - Outings & activities	6,333	6,333
Direct Charitable Activity - Physio expenses	1,465	1,465
Sundry expenditure	1,958	1,958
Payroll services	669	669
Admin assistance (inc book-keeping)	2,352	2,352
HR Support	5,016	5,016
Interest payable and similar charges	148	148
Health & safety	3,544	3,544
Independent examination fee	1,680	1,680
Fees & subscriptions	36	36
	<b>423,418</b>	<b>423,418</b>
	<b>Activity undertaken directly £</b>	<b>2020 £</b>
Staff costs - Wages & salaries	321,608	321,608
Staff Costs - Employer's NIC	11,573	11,573
Staff Costs - Training	678	678
Staff Costs-Pension	4,336	4,336
Establishment costs - Water	1,553	1,553
Establishment costs - Light & heat	8,041	8,041
Establishment costs - Repairs & maintenance	10,894	10,894
Establishment costs - Insurance	1,271	1,271
Establishment costs -Cleaning	2,291	2,291

## Headway North Staffordshire (Head Injuries Association) Ltd

### Notes to the Financial Statements for the Year Ended 30 April 2021

	Activity undertaken directly £	2020 £
Motor and travel expenses	13,929	13,929
Recruitment	1,468	1,468
Communications and IT - IT expenses & support	10,317	10,317
Communications and IT - Telephone	2,566	2,566
Other office expenses - Printing, postage & stationery	5,691	5,691
Depreciation	15,661	15,661
Canteen	15,015	15,015
Direct Charitable Activity - Outings & activities	5,328	5,328
Direct Charitable Activity - Physio expenses	1,634	1,634
Sundry expenditure	2,889	2,889
Payroll services	1,046	1,046
Admin assistance (inc book-keeping)	1,871	1,871
HR Support	1,346	1,346
Interest payable and similar charges	93	93
Health & safety	2,289	2,289
Independent examination fee	1,680	1,680
Fees & subscriptions	593	593
	445,661	445,661

In addition to the expenditure analysed above, there are also governance costs of £1,680 (2020 - £1,680) which relate directly to charitable activities. See note 9 for further details.

#### 9 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General £	Total 2021 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	1,680	1,680
	Unrestricted funds General £	Total 2020 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	1,680	1,680

## Headway North Staffordshire (Head Injuries Association) Ltd

### Notes to the Financial Statements for the Year Ended 30 April 2021

#### 10 Government grants

Stoke-on-Trent Clinical Commissioning Group - £53,667 (2020: £53,667)

North Staffordshire Clinical Commissioning Group - £28,568 (2020: £28,568)

Staffordshire County Council - £1,805 (2020: £nil)

Stoke-on-Trent City Council - £8,821 (2020: £nil)

The amount of grants recognised in the financial statements was £92,861 (2020 - £84,621).

There are no unfulfilled conditions

No other forms of government assistance have been received

#### 11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

#### 12 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	312,260	321,608
Social security costs	10,000	11,573
Pension costs	4,231	4,336
Other staff costs	321	678
	<u>326,812</u>	<u>338,195</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Direct charitable work	16	15
Administration	<u>2</u>	<u>2</u>
	<u>18</u>	<u>17</u>

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £Nil (2020 - £20,652).

#### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## Headway North Staffordshire (Head Injuries Association) Ltd

### Notes to the Financial Statements for the Year Ended 30 April 2021

#### 14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Other tangible fixed asset £	Other tangible fixed asset 2 £	Total £
<b>Cost</b>					
At 1 May 2020	300,580	41,186	3,524	55,583	400,873
Additions	-	-	765	12,885	13,650
At 30 April 2021	<u>300,580</u>	<u>41,186</u>	<u>4,289</u>	<u>68,468</u>	<u>414,523</u>
<b>Depreciation</b>					
At 1 May 2020	237,656	37,324	3,524	26,678	305,182
Charge for the year	12,023	1,414	153	2,223	15,813
At 30 April 2021	<u>249,679</u>	<u>38,738</u>	<u>3,677</u>	<u>28,901</u>	<u>320,995</u>
<b>Net book value</b>					
At 30 April 2021	<u>50,901</u>	<u>2,448</u>	<u>612</u>	<u>39,567</u>	<u>93,528</u>
At 30 April 2020	<u>62,924</u>	<u>3,862</u>	<u>-</u>	<u>28,905</u>	<u>95,691</u>

#### 15 Debtors

	2021 £	2020 £
Trade debtors	16,193	14,553
Prepayments	520	505
	<u>16,713</u>	<u>15,058</u>

#### 16 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	-	550
Cash at bank	136,349	53,330
Short-term deposits	151,800	114,177
	<u>288,149</u>	<u>168,057</u>

#### 17 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	6	-
Other taxation and social security	1,701	-
Pension scheme creditor	991	597
Accruals	2,676	3,394
	<u>5,374</u>	<u>3,991</u>

## Headway North Staffordshire (Head Injuries Association) Ltd

### Notes to the Financial Statements for the Year Ended 30 April 2021

#### 18 Funds

	Balance at 1 May 2020 £	Incoming resources £	Resources expended £	Balance at 30 April 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	180,416	417,620	(307,386)	290,650
<i>Designated</i>				
Flush fund	7,556	-	(582)	6,974
<b>Total unrestricted funds</b>	<u>187,972</u>	<u>417,620</u>	<u>(307,968)</u>	<u>297,624</u>
<b>Restricted funds</b>				
Premises and equipment	62,924	-	(12,023)	50,901
Flush fund	21,347	-	(1,624)	19,723
Training - Keep fit fund	86	-	-	86
Salaries	-	24,285	(24,285)	-
Co-op Community Fund	1,736	1,000	(1,000)	1,736
The Malam Foundation	750	750	(1,019)	481
National Lottery	-	75,000	(75,000)	-
Edward Gosling Foundation	-	5,000	(115)	4,885
Garfield Weston Foundation	-	8,000	-	8,000
Awards for all	-	10,000	(420)	9,580
<b>Total restricted funds</b>	<u>86,843</u>	<u>124,035</u>	<u>(115,486)</u>	<u>95,392</u>
<b>Total funds</b>	<u><u>274,815</u></u>	<u><u>541,655</u></u>	<u><u>(423,454)</u></u>	<u><u>393,016</u></u>

## Headway North Staffordshire (Head Injuries Association) Ltd

### Notes to the Financial Statements for the Year Ended 30 April 2021

	Balance at 1 May 2019 £	Incoming resources £	Resources expended £	Balance at 30 April 2020 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	160,746	428,312	(408,642)	180,416
<i>Designated</i>				
Flush fund	<u>8,138</u>	<u>-</u>	<u>(582)</u>	<u>7,556</u>
<b>Total unrestricted funds</b>	<u>168,884</u>	<u>428,312</u>	<u>(409,224)</u>	<u>187,972</u>
<b>Restricted</b>				
Premises and equipment	74,947	-	(12,023)	62,924
Flush fund	22,989	-	(1,642)	21,347
Training - Keep fit fund	86	-	-	86
Salaries	-	24,285	(24,285)	-
Co-op Community Fund	-	2,858	(1,122)	1,736
The Malam Foundation	<u>-</u>	<u>750</u>	<u>-</u>	<u>750</u>
<b>Total restricted funds</b>	<u>98,022</u>	<u>27,893</u>	<u>(39,072)</u>	<u>86,843</u>
<b>Total funds</b>	<u>266,906</u>	<u>456,205</u>	<u>(448,296)</u>	<u>274,815</u>

The specific purposes for which the funds are to be applied are as follows:

The premises and equipment fund relates to capital grants which have been received for the purpose of acquiring, refurbishing and equipping premises at Elder Road, Cobridge. All the monies received have been invested in fixed assets. To the extent that investment in excess of the grants was appropriate this has been made from unrestricted funds.

The flush fund relates to funds which have been received for the purpose of refurbishing the toilet areas at Headway House.

The training re keep fit fund is for the cost of providing training for the staff in respect of keep fit.

The salaries fund is provided by Jefferies Solicitors towards costs of an employee's salary.

To Co-op Foundation fund was received to provide food parcels (2020- to provide gym sessions).

The Malam Foundation fund was received to provide funding for the Christmas party (2020) and for Christmas parcels (2021)

National Lottery was received as emergency COVID funding

Edward Gosling Foundation was received for the training kitchen refurb

Garfield Weston Foundation was received for the training kitchen refurb

Awards for all was received to fund counselling services

## Headway North Staffordshire (Head Injuries Association) Ltd

### Notes to the Financial Statements for the Year Ended 30 April 2021

#### 19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	Total funds at 30 April 2021 £
	General £	Designated £		
Tangible fixed assets	3,063	6,976	83,489	93,528
Current assets	292,959	-	11,903	304,862
Current liabilities	<u>(5,374)</u>	<u>-</u>	<u>-</u>	<u>(5,374)</u>
Total net assets	<u>290,648</u>	<u>6,976</u>	<u>95,392</u>	<u>393,016</u>

	Unrestricted funds		Restricted funds £	Total funds at 30 April 2020 £
	General £	Designated £		
Tangible fixed assets	3,866	7,556	84,269	95,691
Current assets	180,541	-	2,574	183,115
Current liabilities	<u>(3,991)</u>	<u>-</u>	<u>-</u>	<u>(3,991)</u>
Total net assets	<u>180,416</u>	<u>7,556</u>	<u>86,843</u>	<u>274,815</u>

#### 20 Related party transactions

During the year the charity made the following related party transactions:

##### **M Ramsden**

(Jefferies Solicitors of which Trustee M Ramsden is a director gave donations in the year of £24,285 (2019:£24,285) to fund salary costs.)

At the balance sheet date the amount due to/from M Ramsden was £Nil (2020 - £Nil).