

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 30th November 2020  
for  
Hillingdon Brain Tumour & Brain Injury  
Group

STEP Accounting Limited  
49 Warwick Avenue, Edgware, HA8 8UN

Hillingdon Brain Tumour & Brain Injury  
Group

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for the Year Ended 30th November 2020

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Hillingdon Brain Tumour & Brain Injury  
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Report of the Trustees  
for the Year Ended 30th November 2020

The trustees present their report with the financial statements of the charity for the year ended 30th November 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

At HBTIG our mission is to support people living with brain tumour and brain injury and their families by providing education, emotional and practical support that improves the quality of lives of people from diagnosis to treatment and throughout their lives, at the end of life and after care of the family. We build awareness of brain tumour and injury and its challenges to create an opportunity for people to have a life that is good despite their disabilities and to improve early diagnosis and better treatment.

Our vision is to ensure that people living with brain tumour and injury and their families have an equal opportunity to build a life where their voices are heard, their needs are met and they can move forward with a good quality of life after diagnosis without isolation, misunderstanding, anxiety and fear.

### **Values and commitments**

As an organization, and as individuals, we value:

- Passion for supporting people living with brain Tumour and injury and their families
- Giving a voice to brain Tumour and injury people and their families
- Enabling brain Tumour and injury people and their families to live a quality life
- Increasing pathways in healthcare support
- Making a difference in everyday life

We are committed to:

- Being accountable to members, funders, partners, staff and volunteers
- Providing good quality wrap around emotional, practical and physical support
- Listening and understanding
- Supporting on an individual level that provides assistance to a person's specific needs
- Ensuring no one is battling alone
- Finding new ways of working that better achieve our strategic objectives

### **Public benefit**

We continue to provide active support to the community affected by Brain Tumour or Brain Injury raising awareness in Medical and General Health Providers. We continue to offer wrap round care offering unique life improving post operative package for all our members.

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.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The charity had the advantage of starting the year in a sound position through 2019 into 2020. We had developed our knowledge on Quick books and increased our accountancy skill set. We created a reserve funding to counteract any catastrophic events or unforeseen change in the economy. This proved a wise move forward. Our new part-time Development Manager provided strong sound leadership, and was able to build and improve on our financial stability, communications, networking and support to our members.

Hillingdon Brain Tumour & Brain Injury  
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Report of the Trustees  
for the Year Ended 30th November 2020

As a result, we saw our organisation develop into a stronger charity allowing for a considerable increase in the number of people we are providing assistance.

We were able to bring in new volunteers with expert skills, which has enabled us to develop a secure and strong team around support and administration, as well as knowledge in healthcare and IT all prior to Covid19. If there had been any good way to prepare for Covid this was certainly an advantage.

In March 2020 we saw the first wave of Covid19. The charity faced new pressures including the closure of the shop and taking care of the staff and clients, working around the restrictions and yet making sure that the support was being reached.

I am proud to say the staff showed innovative ways forward in which to bring in revenue. The Centre of Hope moved to online selling and a new takeaway coffee shop was formed. Grants were completed and our clients were ALL helped on a one-to-one basis. We managed to keep all our staff working either from home or at the centre and still paying them without any disruption to the Charity.

I am proud to deliver these robust accounts that show a clear drive and determination from all those involved in keeping this charity running and staying ahead of the game. My thanks go to everyone in the team and it is with that wisdom and sound leadership that we are able to surface this year with an excellent set of accounts.

The Charity has not stopped; in fact, it has grown. Covid has enabled us to find alternative ways of gathering income and has successfully continued to run ALL of our services effectively and efficiently throughout Covid-19.

As always, we still have challenges to face with the future of the economy and our growing numbers accessing our support. However, we are confident that we can continue to provide these much needed services and that our reserve fund has been untouched.

My sincere thanks and gratitude go to the Board of Trustees, all of whom are volunteers, our many volunteers and to Becky Kaitikis and Kasia for their continued commitment to the charity.

## **FINANCIAL REVIEW**

### **Reserves policy**

We endeavour to have a reserve amount to cover the charity's financial expenditure for the next 6 months.

## **FUTURE PLANS**

We recognize that in order to accomplish our mission and vision, everything we do must include constant and consistent education and communication equipping and teaching. With this in mind, our next five years will focus on ensuring we are educating and communicating equipping and teaching in all areas of our charity – from supporting our members and their families, connecting with our community and healthcare professionals, to developing our staff and volunteers and raising the funds we need to give us the means to continue to provide the love and care needed.

In alignment with the mission and vision of the charity, HBTIG will focus on accomplishing 5 goals in 5 years. Each goal will be driven by education and communication, the two most important drivers for success in increasing awareness and quality of life for people living with brain tumour and injury and their families. Using SMART goals, these 5 targets will be the main drivers for the work we do over the next five years.

Hillingdon Brain Tumour & Brain Injury  
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Report of the Trustees  
for the Year Ended 30th November 2020

**Five Goals for Five Years**

- 1 To provide expert wrap around care for Brain Tumour and Injury clients
- 2 To increase our sales in the Centre of Hope charity shop
- 3 To improve awareness of signs and symptoms of brain tumour and care
- 4 To educate and support better end of life care
- 5 To ensure effective and efficient management of the charity

We believe that every person who has been diagnosed with a brain injury or tumour has the right to live the best quality of life possible and we strive to help them achieve that quality.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

**Recruitment and appointment of new trustees**

The trustees are authorised to consider the appointment and resignation of trustees as and when the need arises to better the aims and interests of the charity.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1164538

**Principal address**

394 Long Lane  
Hillingdon  
Uxbridge  
UB10 9PG

**Trustees**

M Underhill  
A Shah  
E Jennings  
Ms A Thobhani (appointed 1.12.19)  
Dr M Simmons (appointed 1.12.19)  
Mrs M Oconnor

**Independent Examiner**

STEP Accounting Limited  
49 Warwick Avenue  
Edgware  
HA8 8UN

Approved by order of the board of trustees on 17 JUNE 2021 and signed on its behalf by:

Dr M Simons – Trustee

Hillingdon Brain Tumour & Brain Injury  
Group

Independent Examiner's Report to the Trustees

**Independent examiner's report to the trustees of Hillingdon Brain Tumour & Brain Injury Group**

I report to the charity trustees on my examination of the accounts of Hillingdon Brain Tumour & Brain Injury Group (the Trust) for the year ended 30th November 2020.

**Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

- 1 Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 The accounts do not accord with those records; or
- 3 The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Jonathan Cohen  
STEP Accounting Limited  
49 Warwick Avenue  
Edgware  
HA8 8UN

Date: 17 JUNE 2021

Hillingdon Brain Tumour & Brain Injury  
Group

Statement of Financial Activities  
for the Year Ended 30th November 2020

	Notes	Unrestricted fund £	Restricted fund £	30.11.20 Total funds £	30.11.19 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		38,667	80,340	119,007	49,236
Other trading activities	2	13,949	-	13,949	28,068
<b>Total</b>		<b>52,616</b>	<b>80,340</b>	<b>132,956</b>	<b>77,304</b>
<b>EXPENDITURE ON</b>					
Raising funds		16,938	-	16,938	15,168
Charitable activities		5,585	15,127	20,712	12,953
Other trading activities		4,759	-	4,759	3,918
Other		42,702	27,122	69,824	51,579
<b>Total</b>		<b>69,984</b>	<b>42,249</b>	<b>112,233</b>	<b>83,618</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(17,368)</b>	<b>38,091</b>	<b>20,723</b>	<b>(6,314)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		38,439	-	38,439	44,753
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>21,071</b>	<b>38,091</b>	<b>59,162</b>	<b>38,439</b>

The notes form part of these financial statements

Hillingdon Brain Tumour & Brain Injury  
Group

Balance Sheet  
30th November 2020

		Unrestricted fund £	Restricted fund £	30.11.20 Total funds £	30.11.19 Total funds £
	Notes				
<b>FIXED ASSETS</b>					
Tangible assets	5	2,418	-	2,418	1,164
<b>CURRENT ASSETS</b>					
Cash at bank		19,721	38,091	57,812	41,279
<b>CREDITORS</b>					
Amounts falling due within one year	6	(1,068)	-	(1,068)	(4,004)
<b>NET CURRENT ASSETS</b>		<u>18,653</u>	<u>38,091</u>	<u>56,744</u>	<u>37,275</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>21,071</u>	<u>38,091</u>	<u>59,162</u>	<u>38,439</u>
<b>NET ASSETS</b>		<u>21,071</u>	<u>38,091</u>	<u>59,162</u>	<u>38,439</u>
<b>FUNDS</b>	7				
Unrestricted funds				21,071	38,439
Restricted funds				<u>38,091</u>	<u>-</u>
<b>TOTAL FUNDS</b>				<u>59,162</u>	<u>38,439</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 17 JUNE 2021 and were signed on its behalf by:

.....  
Dr M Simons – Trustee



Hillingdon Brain Tumour & Brain Injury  
Group

Notes to the Financial Statements  
for the Year Ended 30th November 2020

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, 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 Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**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.

**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.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Hillingdon Brain Tumour & Brain Injury  
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Notes to the Financial Statements - continued  
for the Year Ended 30th November 2020

**2. OTHER TRADING ACTIVITIES**

	<b>30.11.20</b>	<b>30.11.19</b>
	<b>£</b>	<b>£</b>
Shop income	<u><b>13,949</b></u>	<u><b>28,068</b></u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30th November 2020 nor for the year ended 30th November 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30th November 2020 nor for the year ended 30th November 2019.

**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	<b>Unrestricted fund £</b>	<b>Restricted fund £</b>	<b>Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	14,196	35,040	49,236
Other trading activities	<u>28,068</u>	<u>-</u>	<u>28,068</u>
<b>Total</b>	42,264	35,040	77,304
 <b>EXPENDITURE ON</b>			
Raising funds	15,168	-	15,168
Charitable activities	12,953	-	12,953
Other trading activities	3,918	-	3,918
Other	<u>16,535</u>	<u>35,040</u>	<u>51,579</u>
<b>Total</b>	<u>48,578</u>	<u>35,040</u>	<u>83,618</u>
 <b>NET INCOME/(EXPENDITURE)</b>	 (6,314)	 -	 (6,314)
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>44,753</u>	<u>-</u>	<u>44,753</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>	 <u><u>38,439</u></u>	 <u><u>-</u></u>	 <u><u>38,439</u></u>

Hillingdon Brain Tumour & Brain Injury  
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Notes to the Financial Statements - continued  
for the Year Ended 30th November 2020

**5. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1st December 2019	1,909	531	2,440
Additions	<u>478</u>	<u>1,624</u>	<u>2,102</u>
At 30th November 2020	<u>2,387</u>	<u>2,155</u>	<u>4,542</u>
<b>DEPRECIATION</b>			
At 1st December 2019	1,087	189	1,276
Charge for year	<u>351</u>	<u>497</u>	<u>848</u>
At 30th November 2020	<u>1,438</u>	<u>686</u>	<u>2,124</u>
<b>NET BOOK VALUE</b>			
At 30th November 2020	<u>949</u>	<u>1,469</u>	<u>2,418</u>
At 30th November 2019	<u>822</u>	<u>342</u>	<u>1,164</u>

**6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30.11.20 £	30.11.19 £
Taxation and social security	593	553
Other creditors	<u>475</u>	<u>3,451</u>
	<u>1,068</u>	<u>4,004</u>

**7. MOVEMENT IN FUNDS**

	At 1.12.19 £	Net movement in funds £	At 30.11.20 £
<b>Unrestricted funds</b>			
General fund	38,439	(17,368)	21,071
<b>Restricted funds</b>			
Restricted	-	38,091	38,091
<b>TOTAL FUNDS</b>	<u>38,439</u>	<u>20,723</u>	<u>59,162</u>

Hillingdon Brain Tumour & Brain Injury  
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Notes to the Financial Statements - continued  
for the Year Ended 30th November 2020

**7. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	52,616	(69,984)	(17,368)
<b>Restricted funds</b>			
Restricted	80,340	(42,249)	38,091
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u><u>132,956</u></u>	<u><u>(112,233)</u></u>	<u><u>20,723</u></u>

**Comparatives for movement in funds**

	At 1.12.18 £	Net movement in funds £	At 30.11.19 £
<b>Unrestricted funds</b>			
General fund	44,753	(6,314)	38,439
<b>Restricted funds</b>			
Restricted	-	-	-
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u><u>44,753</u></u>	<u><u>(6,314)</u></u>	<u><u>38,439</u></u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	42,264	(48,578)	(6,314)
<b>Restricted funds</b>			
Restricted	35,040	(35,040)	-
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u><u>77,304</u></u>	<u><u>(83,618)</u></u>	<u><u>(6,314)</u></u>

Hillingdon Brain Tumour & Brain Injury  
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Notes to the Financial Statements - continued  
for the Year Ended 30th November 2020

**7. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	<b>At 1.12.18 £</b>	<b>Net movement in funds £</b>	<b>At 30.11.20 £</b>
<b>Unrestricted funds</b>			
General fund	44,753	(23,682)	21,071
<b>Restricted funds</b>			
Restricted	-	38,091	38,091
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>44,753</u>	<u>14,409</u>	<u>59,162</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	94,880	(118,562)	(23,682)
<b>Restricted funds</b>			
Restricted	115,380	(77,289)	38,091
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>210,260</u>	<u>(195,851)</u>	<u>14,409</u>

**8. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30th November 2020.

Hillingdon Brain Tumour & Brain Injury  
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Detailed Statement of Financial Activities  
for the Year Ended 30th November 2020

	30.11.20 £	30.11.19 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	19,955	7,817
Grants	<u>99,052</u>	<u>41,419</u>
	119,007	49,236
<b>Other trading activities</b>		
Shop income	<u>13,949</u>	<u>28,068</u>
<b>Total incoming resources</b>	132,956	77,304
<b>EXPENDITURE</b>		
<b>Raising funds</b>		
Legal and professional fees	<u>16,938</u>	<u>15,168</u>
	16,938	15,168
<b>Charitable activities</b>		
Therapy	9,955	12,953
Client support	<u>10,757</u>	<u>-</u>
	20,712	12,953
<b>Other trading activities</b>		
Purchases	2,192	635
Direct costs	2,490	3,180
Commission	<u>77</u>	<u>103</u>
	4,759	3,918

This page does not form part of the statutory financial statements

Hillingdon Brain Tumour & Brain Injury  
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Detailed Statement of Financial Activities  
for the Year Ended 30th November 2020

	30.11.20 £	30.11.19 £
<b>Support costs</b>		
<b>Management</b>		
Wages	17,848	24,545
Social security	560	-
Pensions	550	232
Other operating leases	18,000	15,000
Rates and water	109	194
Insurance	517	491
Light and heat	1,368	1,364
Postage and stationery	13,078	-
Telephone	537	543
Travel costs	15	-
Advertising	2,237	-
Cleaning	1,551	549
Repairs and maintenance	689	600
Computer costs	4,957	930
Sundries	3,297	4,695
Depreciation – Fixtures and fittings	350	231
Depreciation – Computer equipment	496	90
	<b>66,159</b>	<b>49,464</b>
<b>Finance</b>		
Bank charges	81	13
<b>Governance costs</b>		
Accountancy fees	1,991	360
Bookkeeping fees	1,593	1,742
	<b>3,584</b>	<b>2,102</b>
Total resources expended	<b>112,233</b>	<b>83,618</b>
<b>Net income/(expenditure)</b>	<b>20,723</b>	<b>(6,314)</b>

This page does not form part of the statutory financial statements