

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 2022

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

Headway North Staffordshire (Head Injuries Association) Ltd

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Headway North Staffordshire (Head Injuries Association) Ltd

Reference and Administrative Details

Trustees	Prof Anthony Ward, President Antonio Balestra (resigned 6 April 2022) Pamela Smith (resigned 13 July 2021) Trudi Massey Monina Ramsden Michelle Gunnery Joanne Landers Irene Abbotts Carole Foster Lisa Glover (resigned 29 July 2021)
Other Officers	D Hill
Registered Office	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE
Charity Registration Number	1077770
Bankers	Co-operative Bank Plc 2 Town Road Hanley Stoke-on-Trent ST1 2JE
Independent examiner	Daryl Denson ACMA VAST The Dudson Centre Hanley Stoke-on-Trent ST1 5DD
Solicitors:	Freeths LLP Solicitors Churchill House Regent Road Stoke-on-Trent ST1 3RQ
Principal Office	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE
Company Registration Number	3758806

The charity is incorporated in England.

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 2022.

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, included: Daily quizzes, ICT and Music glove, Arts & Crafts, Regular training kitchen activities, Memory and cognitive games, Epilepsy Awareness Day, Chester Christmas Markets, Hats for Headway, RAF Cosford Air Museum trip, Christmas Jumper Day, Fashion Show, Wreath Making, Flower Arranging, Kath Talks, Alan Barret Storyteller BCB ceramics & DM ceramics and crafts workshops, Table decorations, Armchair exercises, Cycling around Westport Lake, Art classes with Les, Swimming, Bowling, Bee Active interactive fun physical activity sessions, Peak Wildlife Park trip
Mocktail making, Black dog Molly Morris Dancing, Jacksons Nurseries trip, Guide Dogs visit to Headway House, Zoo 2 U (they brought in various animals for touching/stroking), Impact Gym aerobics sessions
Gifted Workshop interactive music sessions, Llandudno Trip.

Fundraisers: Although still unable to hold our own fundraisers, we have continued to receive donations via Facebook, eBay, Give as You Live, Amazon Smile, by percentage donations on purchases, Just Giving page, Collection boxes.

Outside fundraisers on our behalf: Walking up Mt Snowdon, Cycle Helmet Safety awareness event with local BMX star Luke Cryer.

In accordance with 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

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.

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees' Report

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

As COVID social distancing measures began to be relaxed, we were able to gradually increase the numbers of service users attending the gym. By the end of the year, we were back to pre-COVID attendance numbers.

Once again, we successfully secured funding from Stoke-on-Trent and North Staffs Clinical Commissioning Groups. Furthermore, we received additional payments from both CCGs totalling £30,559.

During the year, we were able to offer placements to several University of Keele medical students. We offered on-site placements to eleven second year medical students. In addition, we hosted three zoom discussion sessions for twelve first year medical students as part of their mental health placement.

We secured funding from Mallam Health Foundation. The grant was used to buy Christmas gift vouchers for all our service users.

We upgraded the gymnasium, thanks to funding from the Percy Bilton Charity. The grant of £4015 was used to purchase several items of equipment, including bariatric parallel bars, wall length gym mirrors, therapeutic heat lamp, adjustable rehabilitation corner steps.

We approached Postcode Lottery to fund several projects. We used part of the grant to continue the counselling service. Demand for the service has remained high, clearly demonstrating that there is a need for mental health support. It is our intention to seek additional funding to continue the service into next year and beyond.

Postcode Lottery funding enable us to establish a short pilot speech and language project. The pilot was a great success. We hope to use the learning and evidence gained from the pilot to secure long-term funding for a speech and language service.

Finally, we used Postcode Lottery funding to create a physio and occupational therapy service working in partnership with NHS staff. Service users undergo an initial assessment to establish their needs and goals, from which service users receive an individualised exercise programme that is designed to maximise recovery potential.

Financial review

Please refer to pages 7 - 24 of this report

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 £243,000 for running costs and a further £42,000 for redundancy costs.

This therefore identifies the need for free reserves of £285,000 At the end of the current financial year, the free reserves stood at £312,117 (total unrestricted general fund of £319,843 less unrestricted fixed assets of £7,726).

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

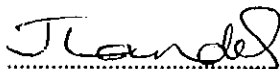
The board of trustees administers the charity and meets monthly, there is also a finance subcommittee which meets regularly.

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 31/10/22 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 ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of 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 the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , 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 2022
(Including Income and Expenditure Account and Statement of Total Recognised Gains
and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	129,170	54,728	183,898
Charitable activities	4	299,021	-	299,021
Investment income	6	24	-	24
Total income		<u>428,215</u>	<u>54,728</u>	<u>482,943</u>
Expenditure on:				
Charitable activities	8	<u>(399,690)</u>	<u>(86,606)</u>	<u>(486,296)</u>
Total expenditure		<u>(399,690)</u>	<u>(86,606)</u>	<u>(486,296)</u>
Net income/(expenditure)		<u>28,525</u>	<u>(31,878)</u>	<u>(3,353)</u>
Net movement in funds		28,525	(31,878)	(3,353)
Reconciliation of funds				
Total funds brought forward		<u>297,624</u>	<u>95,392</u>	<u>393,016</u>
Total funds carried forward	18	<u>326,149</u>	<u>63,514</u>	<u>389,663</u>

The notes on pages 10 to 24 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 2022
(Including Income and Expenditure Account and Statement of Total Recognised Gains
and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
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	707	-	707
Total income		<u>417,620</u>	<u>124,035</u>	<u>541,655</u>
Expenditure on:				
Raising funds	7	(36)	-	(36)
Charitable activities	8	(307,932)	(115,486)	(423,418)
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
Reconciliation of funds				
Total funds brought forward		<u>187,972</u>	<u>86,843</u>	<u>274,815</u>
Total funds carried forward	18	<u>297,624</u>	<u>95,392</u>	<u>393,016</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2021 is shown in note 18.

Headway North Staffordshire (Head Injuries Association) Ltd

(Registration number: 3758806)
Balance Sheet as at 30 April 2022


	Note	2022 £	2021 £
Fixed assets			
Tangible assets	14	83,430	93,528
Current assets			
Debtors	15	41,605	16,713
Cash at bank and in hand	16	<u>277,034</u>	<u>288,149</u>
		318,639	304,862
Creditors: Amounts falling due within one year	17	<u>(12,406)</u>	<u>(5,374)</u>
Net current assets		<u>306,233</u>	<u>299,488</u>
Net assets		<u>389,663</u>	<u>393,016</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	18	63,514	95,392
Unrestricted income funds			
Unrestricted funds		<u>326,149</u>	<u>297,624</u>
Total funds	18	<u>389,663</u>	<u>393,016</u>

For the financial year ending 30 April 2022 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.

The financial statements on pages 7 to 24 were approved by the trustees, and authorised for issue on 31.10.22, and signed on their behalf by:



Joanne Landers
Trustee

The notes on pages 10 to 24 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 2022

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.

The principal place of business is:

Headway House
Elder Road
Cobridge
Stoke-on-Trent
ST6 2JE

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.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

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.

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.

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:

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

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 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 2022

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	17,024	-	17,024
Grants, including capital grants;			
Government grants	109,184	4,064	113,248
Grants from other charities	2,962	26,379	29,341
	129,170	54,728	183,898
	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

4 Income from charitable activities

	Unrestricted funds General £	Total 2022 £
Subscriptions and member contributions	299,021	299,021
	Unrestricted funds General £	Total 2021 £
Subscriptions and member contributions	287,239	287,239

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

5 Income from other trading activities

	Unrestricted funds General £	Total 2022 £
Trading income;		-
Sales of goods and services	45	45
	<u>45</u>	<u>45</u>

6 Investment income

	Unrestricted funds General £	Total 2022 £
Interest receivable and similar income;		
Interest receivable on bank deposits	24	24
	<u>24</u>	<u>24</u>

	Unrestricted funds General £	Total 2021 £
Interest receivable and similar income;		
Interest receivable on bank deposits	707	707
	<u>707</u>	<u>707</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2022 £
Fundraising trading costs;			
Fundraising		36	36
		<u>36</u>	<u>36</u>

8 Expenditure on charitable activities

	Unrestricted funds Designated £	Other £	Restricted funds £	Total 2022 £
Services to benefit people who have suffered head injury	582	399,108	86,606	486,296
	<u>582</u>	<u>399,108</u>	<u>86,606</u>	<u>486,296</u>
	Unrestricted funds Designated £	General £	Restricted funds £	Total 2021 £
Services to benefit people who have suffered head injury	582	307,350	115,486	423,418
	<u>582</u>	<u>307,350</u>	<u>115,486</u>	<u>423,418</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

	Activity undertaken directly £	2022 £
Staff costs - Wages & salaries	331,814	331,814
Staff Costs - Employer's NIC	12,889	12,889
Staff Costs-Pension	6,454	6,454
Staff Costs - Training	1,882	1,882
Establishment costs - Water	355	355
Establishment costs - Light & heat	8,333	8,333
Establishment costs - Repairs & maintenance	12,323	12,323
Establishment costs - Insurance	1,154	1,154
Establishment costs -Cleaning	2,206	2,206
Recruitment	2,341	2,341
Motor and travel expenses	13,435	13,435
Communications and IT - IT expenses & support	886	886
Communications and IT - Telephone	5,860	5,860
Legal and professional fees	10,336	10,336
Other office expenses - Printing, postage & stationery	5,842	5,842
Depreciation	15,563	15,563
Canteen	15,780	15,780
Direct Charitable Activity - Outings & activities	7,352	7,352
Direct Charitable Activity - Physio expenses	8,061	8,061
Sundry expenditure	4,852	4,852
Payroll services	1,165	1,165
Admin assistance (inc book-keeping)	1,521	1,521
HR Support	5,016	5,016
Interest payable and similar charges	243	243
Health & safety	1,111	1,111
Independent examination fee	1,680	1,680
SLT	7,842	7,842
	486,296	486,296

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

	Activity undertaken directly £	2021 £
Staff costs - Wages & salaries	312,260	312,260
Staff Costs - Employer's NIC	10,000	10,000
Staff Costs-Pension	4,231	4,231
Staff Costs - Training	321	321
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
Recruitment	1,166	1,166
Motor and travel expenses	10,662	10,662
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
	<u>423,418</u>	<u>423,418</u>

In addition to the expenditure analysed above, there are also governance costs of £1,680 (2021 - £1,680) which relate directly to charitable activities. See note 9 for further details.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2022 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	<u>1,680</u>	<u>1,680</u>
	Unrestricted funds General £	Total 2021 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	<u>1,680</u>	<u>1,680</u>

10 Government grants

Stoke-on-Trent Clinical Commissioning Group - £67,220 (2021: £53,667)

North Staffordshire Clinical Commissioning Group - £38,568 (2021: £28,568)

Staffordshire County Council - £4,584 (2021: £1,805)

Stoke-on-Trent City Council - £nil (2021: £8,821)

HMRC Job retention Scheme £2,876

The amount of grants recognised in the financial statements was £113,248 (2021 - £92,861).

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.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

12 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	331,814	312,260
Social security costs	12,889	10,000
Pension costs	6,454	4,231
Other staff costs	1,882	321
	<u>353,039</u>	<u>326,812</u>

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

	2022 No	2021 No
Direct charitable work	17	16
Administration	3	2
	<u>20</u>	<u>18</u>

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

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 2022

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Other tangible fixed asset £	Other tangible fixed asset 2 £	Total £
Cost					
At 1 May 2021	300,580	41,186	4,289	68,468	414,523
Additions	-	-	5,465	-	5,465
At 30 April 2022	<u>300,580</u>	<u>41,186</u>	<u>9,754</u>	<u>68,468</u>	<u>419,988</u>
Depreciation					
At 1 May 2021	260,847	27,570	3,677	28,901	320,995
Charge for the year	12,023	648	153	2,739	15,563
At 30 April 2022	<u>272,870</u>	<u>28,218</u>	<u>3,830</u>	<u>31,640</u>	<u>336,558</u>
Net book value					
At 30 April 2022	<u>27,710</u>	<u>12,968</u>	<u>5,924</u>	<u>36,828</u>	<u>83,430</u>
At 30 April 2021	<u>39,733</u>	<u>13,616</u>	<u>612</u>	<u>39,567</u>	<u>93,528</u>

15 Debtors

	2022 £	2021 £
Trade debtors	9,904	16,193
Prepayments	1,273	520
Accrued income	30,428	-
	<u>41,605</u>	<u>16,713</u>

16 Cash and cash equivalents

	2022 £	2021 £
Cash at bank	125,234	136,349
Short-term deposits	151,800	151,800
	<u>277,034</u>	<u>288,149</u>

17 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	-	6
Other taxation and social security	2,395	1,701
Pension scheme creditor	1,548	991
Accruals	8,463	2,676
	<u>12,406</u>	<u>5,374</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

18 Funds

	Balance at 1 May 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 April 2022 £
Unrestricted funds					
<i>General</i>					
General	290,650	428,215	(399,108)	(285,000)	34,757
<i>Designated</i>					
Flush fund	6,974	-	(582)	-	6,392
6 month running cost provision	-	-	-	243,000	243,000
Redundacy provision	-	-	-	42,000	42,000
	<u>6,974</u>	<u>-</u>	<u>(582)</u>	<u>285,000</u>	<u>291,392</u>
Total unrestricted funds	<u>297,624</u>	<u>428,215</u>	<u>(399,690)</u>	<u>-</u>	<u>326,149</u>
Restricted funds					
Premises and equipment	50,901	-	(12,023)	-	38,878
Flush fund	19,723	-	(1,624)	-	18,099
Training - Keep fit fund	86	-	(86)	-	-
Salaries	-	24,285	(24,285)	-	-
Co-op Community Fund	1,736	-	(1,736)	-	-
The Malam Foundation	481	750	(750)	-	481
Edward Gosling Foundation	4,885	-	(4,885)	-	-
Garfield Weston Foundation	8,000	-	(5,702)	-	2,298
Awards for all	9,580	-	(9,580)	-	-
PostCode Lottery	-	20,000	(18,003)	-	1,997
Percy Bilton	-	4,015	(4,015)	-	-
Boshier Hinton	-	614	(614)	-	-
DWF Foundation	-	1,000	(1,000)	-	-
Staffordshire County Council	-	4,064	(2,303)	-	1,761
Total restricted funds	<u>95,392</u>	<u>54,728</u>	<u>(86,606)</u>	<u>-</u>	<u>63,514</u>
Total funds	<u>393,016</u>	<u>482,943</u>	<u>(486,296)</u>	<u>-</u>	<u>389,663</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

	Balance at 1 May 2020 £	Incoming resources £	Resources expended £	Balance at 30 April 2021 £
Unrestricted funds				
<i>General</i>				
General	180,416	417,620	(307,386)	290,650
<i>Designated</i>				
Flush fund	<u>7,556</u>	<u>-</u>	<u>(582)</u>	<u>6,974</u>
Total unrestricted funds	<u>187,972</u>	<u>417,620</u>	<u>(307,968)</u>	<u>297,624</u>
Restricted				
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	<u>-</u>	<u>10,000</u>	<u>(420)</u>	<u>9,580</u>
Total restricted funds	<u>86,843</u>	<u>124,035</u>	<u>(115,486)</u>	<u>95,392</u>
Total funds	<u>274,815</u>	<u>541,655</u>	<u>(423,454)</u>	<u>393,016</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

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

Restricted Funds

- 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 funding of core costs
- Garfield Weston Foundation was received for the training kitchen refurb
- Awards for all was received to fund counselling services
- Postcode Lottery was received to fund the SLT project, physio/occupational therapy and counselling
- Boshier Hinton was received for the training kitchen refurb
- DWF Foundation was received towards VOIP broadband costs
- Percy Bilton was received to fund gym equipment
- Staffordshire County Council was received for recruitment and retention of outreach staff

Designated Funds

- The flush fund relates to funds which have been received for the purpose of refurbishing the toilet areas at Headway House.
- The 6 month running cost provision has been set aside in order continue to provide the current level of service, should funding be withdrawn
- The redundancy provision has been set aside to cover staff redundancy costs should funding be withdrawn

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 30 April 2022
	General	Designated		
	£	£	£	£
Tangible fixed assets	7,726	6,392	69,312	83,430
Current assets	33,639	285,000	-	318,639
Current liabilities	<u>(6,608)</u>	<u>-</u>	<u>(5,798)</u>	<u>(12,406)</u>
Total net assets	<u>34,757</u>	<u>291,392</u>	<u>63,514</u>	<u>389,663</u>

	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>

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 (2021:£24,285) to fund salary costs.)

At the balance sheet date the amount due to/from M Ramsden was £Nil (2021 - £Nil).

Trustees' Statement on the Summarised Financial Statements

The summarised financial statements set out below are a summary of information extracted from the annual report and financial statements of Headway North Staffordshire (Head Injuries Association) Ltd which were approved by the Trustees on 31.10.2022.

These summarised accounts may not contain sufficient information to allow for a full understanding of the financial affairs of the charity. For further information the full annual financial statements, the independent examiner's report on those financial statements and the Trustees' Annual Report should be consulted. Copies of these can be obtained from:

Headway House
Elder Road
Cobridge
Stoke-on-Trent
ST6 2JE

Signed  Trustee

J Landers – Chairperson
31.10.2022

Statement of Financial Activities for the year ended 30 April 2022

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income and Endowments from:				
Donations and legacies	129,170	54,728	183,898	253,664
Charitable activities	299,021	-	299,021	287,239
Other trading activities	-	-	-	45
Investment income	24	-	24	707
Total income	428,215	54,728	482,943	541,655
Expenditure on:				
Raising funds	0	-	-	(36)
Charitable activities	(399,690)	(86,606)	(486,296)	(423,418)
Total expenditure	(399,690)	(86,606)	(486,296)	(423,454)
Net movement in funds	28,525	(31,878)	(3,353)	118,201
Reconciliation of funds				
Total funds brought forward	297,624	95,392	393,016	274,815
Total funds carried forward	326,149	63,514	389,663	393,016

Independent Examiner's Statement on the Summarised Financial Statements

I have examined the summarised financial statements set out below which relate to the results for the year of Headway North Staffordshire (Head Injuries Association) Ltd.

Respective Responsibilities of Trustees and Independent Examiner

You are responsible, as directors and trustees, for the preparation of the summarised financial statements. I have agreed to report to you our opinion on the summarised statements' consistency with the full financial statements, on which we reported to you on 28 October 2022.

Basis of opinion

I have carried out the procedures I consider necessary to ascertain whether the summarised financial statements are consistent with the full financial statements from which they have been prepared.

Opinion

In my opinion the summarised financial statements are consistent with the full financial statements for the year ended 30 April 2022.

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

28 October 2022

Balance Sheet as at 30 April 2022

	2021	2021
	£	£
Fixed assets		
Tangible assets	<u>83,430</u>	<u>93,528</u>
	83,430	93,528
Current assets		
Debtors	41,605	16,713
Cash at bank and in hand	<u>277,034</u>	<u>288,149</u>
Total current assets	<u>318,639</u>	<u>304,862</u>
Liabilities		
Creditors:		
amounts falling due within one year	<u>(12,406)</u>	<u>(5,374)</u>
Net current assets	306,233	299,488
Net assets	<u>389,663</u>	<u>393,016</u>
The funds of the charity		
Unrestricted income funds	63,514	95,392
Restricted income funds	<u>326,149</u>	<u>297,624</u>
Total funds	<u>389,663</u>	<u>393,016</u>

Approved by the Trustees on 2022 and signed on their behalf by:

Signed  Trustee

J Landers – Chairperson