

Company registration number: 09349513

Charity registration number: 1160899

HEADWAY WEST LONDON LTD

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2017

HEADWAY WEST LONDON LTD

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HEADWAY WEST LONDON LTD

Reference and Administrative Details

Chairman

Secretary

Serena Caunday

Principal Office

Priory House
25 St John's Lane
London
London
EC1M 4LB

Registered address from 26 January 2018.

Company Registration Number

09349513

Charity Registration Number

1160899

Independent Examiner

Jorgis Accountants Ltd

3 Cressage Close

Southall, UB1 2XP

HEADWAY WEST LONDON LTD

Strategic Report for the Year Ended 31 December 2017

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 December 2017, in compliance with s414C of the Companies Act 2006.

The strategic report was approved by the trustees of the charity on 15 September 2018 and signed on its behalf by:

A handwritten signature in dark ink, appearing to read 'Sally', with a long horizontal flourish extending to the right.

Sally Catherine Moore
Chairman

HEADWAY WEST LONDON 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 31 December 2017.

Objectives and activities

Our main aims are to provide support to our people who have sustained a traumatic brain injury and their families, carers and friends.

We have continued our service at the St Mary's and Charing Cross hospital.

We have continued our evening support group service and expanded our day support group service which is being run by our support worker.

We have set in motion plans to recruit a second support worker.

We have continued to fundraise to achieve our aims and expand the service we are able to provide.

We have arranged social events for our members and provide information via our website, newsletters and our support groups.


Public benefit

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Structure, governance and management

Headway West London Ltd is a small charity based in West London. It is an independent offshoot of the national Headway organisation. It is run by the trustees who are all unpaid volunteers. In 2017 we had one part time employee and another for part of the year. Both were supervised by 2 of the trustees. It complies by the governance standard set by Headway UK.

The annual report was approved by the trustees of the charity on 15 September 2018 and signed on its behalf by:


Sally Catherine Moore
Chairman

HEADWAY WEST LONDON LTD

Statement of Trustees' Responsibilities


The trustees (who are also the directors of HEADWAY WEST LONDON LTD for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 15 September 2018 and signed on its behalf by:


Sally Catherine Moore
Chairman

HEADWAY WEST LONDON LTD

Independent Examiner's Report to the trustees of HEADWAY WEST LONDON LTD

I report on the accounts of the charity for the year ended 31 December 2017 which are set out on pages 6 to 15.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

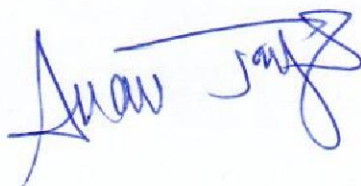
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Anwar Jorgis
Institute of Financial Accountants



14 September 2018

HEADWAY WEST LONDON LTD

Statement of Financial Activities for the Year Ended 31 December 2017 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Income and Endowments from:					
Donations and legacies	3	4,079	-	4,079	7,202
Charitable activities	4	-	24,000	24,000	-
Other trading activities	5	-	-	-	11,000
Investment income		-	-	-	14
Other income	6	659	-	659	-
Total Income		4,738	24,000	28,738	18,216
Expenditure on:					
Raising funds	7	(16,539)	-	(16,539)	(24,576)
Charitable activities	8	(1,209)	-	(1,209)	(1,676)
Total Expenditure		(17,748)	-	(17,748)	(26,252)
Net (expenditure)/income		(13,010)	24,000	10,990	(8,036)
Net movement in funds		(13,010)	24,000	10,990	(8,036)
Reconciliation of funds					
Total funds brought forward		12,366	11,000	23,366	31,402
Total funds carried forward	17	(644)	35,000	34,356	23,366


All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2016 is shown in note 17.

HEADWAY WEST LONDON LTD

(Registration number: 09349513)
Balance Sheet as at 31 December 2017

	Note	2017 £	2016 £
Current assets			
Cash at bank and in hand			
Creditors: Amounts falling due within one year	15	34,836	23,846
Total assets less current liabilities		(480)	-
Creditors: Amounts falling due after more than one year	16	34,356	23,846
Net assets		-	(480)
Funds of the charity:		34,356	23,366
Restricted funds			
Unrestricted income funds		35,000	11,000
Unrestricted funds		(644)	12,366
Total funds	17	34,356	23,366

The financial statements on pages 6 to 15 were approved by the trustees, and authorised for issue on 15 September 2018 and signed on their behalf by:


 Sally Catherine Moore
 Chairman

HEADWAY WEST LONDON LTD

Notes to the Financial Statements for the Year Ended 31 December 2017

1 Charity status

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £Nil 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

HEADWAY WEST LONDON 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.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

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 WEST LONDON LTD

Notes to the Financial Statements for the Year Ended 31 December 2017

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.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

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.

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.

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.

HEADWAY WEST LONDON LTD

Notes to the Financial Statements for the Year Ended 31 December 2017

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

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.

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.

3 Income from donations and legacies

	Unrestricted funds		
	General £	Total 2017 £	Total 2016 £
Donations and legacies;			
Donations from individuals	4,079	4,079	7,202
	4,079	4,079	7,202

4 Income from charitable activities

	Restricted funds £	Total 2017 £
Project 1	24,000	24,000

5 Income from other trading activities

	Total 2017 £	Total 2016 £
Other income from other trading activities	-	11,000
	-	11,000

HEADWAY WEST LONDON LTD

Notes to the Financial Statements for the Year Ended 31 December 2017

6 Other income

Total
2017
£

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Note	Unrestricted funds General £	Total 2017 £
Marketing and publicity		58	58

b) Costs of trading activities

	Note	Unrestricted funds General £	Total 2017 £	Total 2016 £
Costs of goods sold	990		990	
Other direct costs of activities for generating funds		621	621	725
		1,611	1,611	725

c) Investment management costs

	Note	Total 2017 £	Total 2016 £
Allocated support costs	9	-	480
		-	480

HEADWAY WEST LONDON LTD

Notes to the Financial Statements for the Year Ended 31 December 2017

8 Expenditure on charitable activities

Total
2017
£

£Nil (2016 - £Nil) of the above expenditure was attributable to unrestricted funds and £Nil (2016 - £Nil) to restricted funds.

In addition to the expenditure analysed above, there are also governance costs of £Nil (2016 - £Nil) which relate directly to charitable activities. See note 9 for further details.

9

Audit fees
Audit of the financial statements
Legal fees
Other governance costs

10

Net incoming/(outgoing) resources for the year include:

2017
£

11 Trustees remuneration and expenses

12 Staff costs

The aggregate payroll costs were as follows:

Staff costs during the year were:

Wages and salaries

2017
£

2016
£

14,428

22,795

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

HEADWAY WEST LONDON LTD

Notes to the Financial Statements for the Year Ended 31 December 2017

13 Auditors' remuneration

Audit of the financial statements

2017
£

480

HEADWAY WEST LONDON LTD

Notes to the Financial Statements for the Year Ended 31 December 2017

14 Taxation

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

15 Creditors: amounts falling due within one year

Trade creditors	2017 £	
		480

16 Creditors: amounts falling due after one year

Trade creditors	2017 £	2016 £
		480

17 Funds

	Balance at 1 January 2017 £	Incoming resources £	Resources expended £	Balance at 31 December 2017 £
Unrestricted funds				
General	(12,366)	(4,738)	17,748	644
Restricted funds	(11,000)	(24,000)	-	(35,000)
Total funds	(23,366)	(28,738)	17,748	(34,356)
	Balance at 1 January 2016 £	Incoming resources £	Resources expended £	Balance at 31 December 2016 £
Unrestricted funds				
General	(31,402)	(7,216)	26,252	(12,366)
Restricted funds	-	(11,000)	-	(11,000)
Total funds	(31,402)	(18,216)	26,252	(23,366)

18 Analysis of net assets between funds

HEADWAY WEST LONDON LTD

Notes to the Financial Statements for the Year Ended 31 December 2017

	Unrestricted funds General £	Restricted funds £	Total funds £
Current assets	34,836	-	34,836
Current liabilities	-	(480)	(480)
Total net assets	34,836	(480)	34,356

19 Analysis of net funds