

REGISTERED COMPANY NUMBER: 02665296 (England and Wales)
REGISTERED CHARITY NUMBER: 1021036

HEADWAY SWINDON AND DISTRICT

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2020**

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 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

The charity's purpose is set out in the objects set out in its governing documents:

- 1) To relieve persons resident in Swindon, Wiltshire and the surrounding area who have suffered head injury or brain damage through illness or accident.
- 2) To assist their families including co-habitees and dependents of such persons who are in need as is charitable in law.

We review our objectives, aims and activities on an annual basis. Our aims were reviewed in 2019 and remain as follows:

Headway Swindon is committed to making a positive change in the lives of people with a brain injury, their families and their carers by providing help, information and ongoing support.

We listen to those with brain injuries to find out what's important to them and then provide a tailored Cognitive Rehabilitation Therapy programme of tasks and activities to help them achieve their goals.

At Headway Swindon, people with brain injuries come first and are valued and respected. We are committed to helping each and every one reach their full potential so that they can be themselves and live as independent lives as possible.

We believe that all brain injuries matter - no injury is too slight to ignore or too severe to lose hope. Everyone recovers at their own pace and some people can continue to develop new pathways in their brain for many years after injury.

Headway Swindon is committed to raising public and professional awareness of acquired brain injury and the needs of people with brain injuries, their families and their carers.

Our vision is to be recognised as the regional centre of excellence for cognitive rehabilitation offering the latest techniques and programmes available to maximise independence and quality of life, whilst offering a full programme of support and information to carers and families of brain injury survivors.

The charity receives fees from local authorities towards the costs of the charity's services provided to service users. Fees are also received from private users and the NHS. The remaining costs of the charity are met by income generated by grants and from fundraising and donations.

How we deliver our objectives and aims

The charity is principally engaged in the provision of a day care centre providing cognitive rehabilitation and support for clients with brain injuries, and their families and carers. The centre is run at Avocet House, The Dorcan Centre, Swindon this is also the registered office of the charity.

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

OBJECTIVES AND ACTIVITIES
Objectives and aims - continued

Main focus for the year

A key part of the plan for 2020 was to build on the success of the Next Chapter group, however the focus abruptly changed in March when the centre was forced to close due to Covid-19.

The focus then switched to how we could support our clients without face to face contact, and how to keep the Charity financially viable throughout the pandemic. This involved upskilling our staff to be able to use IT to work remotely, being flexible to offer different services such as online sessions and outreach, and introducing risk assessment and infection control procedures within the centre to allow small trial groups of clients to return to the centre in the autumn.

Who used and benefited from our services?

The majority of clients who attended the Headway Swindon centre in 2020 live in Swindon 78, with 14 resident in North Wiltshire, and 1 in Oxfordshire. 71% of our attendees are male, reflecting national statistics on brain injury. Our service is available to all adults, with 2020 attendees' ages ranging from 23-83, and is based on an initial assessment where we gather information about their injury and how it affects them to ensure we can help the individual and that they feel comfortable in our environment.

Equal access for all people is very important for us and we take care to make everyone welcome, irrespective of protected characteristics. We welcome diversity and strive to reach all communities. We had 4 clients from the Black, Asian and minority ethnic community, including 3 for whom English is a second language. We also support one European client who doesn't speak English so we prepare work in his native language with the aid of an interpreter. The specialist requirements for assisting children preclude the charity from providing services to children with brain injury under the age of sixteen.

We are very conscious that brain injury does not only affect the individuals who attend our centre, it can also have a major impact on their families, friends and carers. We provide advice and support, through our helpline or in person, and have a resource centre full of information to help people understand the effects of brain injury. During lockdown we were contacting clients at home, which gave additional opportunity to interact with, and offer support to, families and carers.

Public benefit

The public benefit provided by the charity is the provision of information, services and support to people with a brain injury, and their families and carers, who live in Swindon and the surrounding areas including Wiltshire, Gloucestershire, Oxfordshire and Berkshire. The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and are satisfied that the public benefit requirements are fully met. There are no private benefits made available to the charity's Trustees.

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Operational Statistics

Our ability to provide and record statistics was severely disrupted when Headway Swindon went into lockdown in March 2020 due to the Covid-19 pandemic. Our regular centre-based sessions were quickly replaced with wellbeing calls, activity packs and virtual groups that were constantly changing as the situation evolved.

The number of clients engaging with the service stayed fairly flat throughout 2020, with the number averaging at 85.5. We had 34 new referrals in 2020. The majority of referrals came from health and social care professionals and other Headway groups, with the remainder being self-referral or enquiry from a family member or carer.

Client Activities

When lockdown was announced we immediately started to look at new ways to support our clients whilst the centre was closed and face to face contact prohibited.

During the first 3 months of lock down we created and delivered 451 bespoke cognitive work and art packs to clients isolating at home and provided 135 hours of video sessions. Many hours of well-being calls and support were provided to calm and comfort clients who were anxious. Our rehabilitation team had to adapt the way they were working to suit a variety of complex disabilities, including emergency shopping and medication deliveries where needed. In addition to learning how to use technology themselves, the team also had to teach clients how to access our virtual sessions using Microsoft Teams and WhatsApp. Funding bids were required to be able to provide vital technology to both staff working from home and clients without means to join sessions. Many clients are digitally excluded so tablets were purchased for clients, which reduced feelings of isolation and loneliness.

A survey was conducted in August to get feedback on our remote service and evaluate interest in new activities. The aim was to increase the services and participation, with a focus on how to engage with the harder to reach clients. As a result of this our services became more focused and client led towards their goals. Structured video calls through Microsoft Teams provided sessions on memory, fine motor skills and speech and language.

We worked with Public Health England to risk assess our activities, especially when we started some face to face sessions in the autumn. We started trialling some small groups in the centre and did some doorstep home visits and walks with clients. Our "Next Chapter" group were supported to film and edit a short clip showing other clients and visitors what the centre looked like with Covid measures in place to both reassure and prepare people to return. We liaised with local companies to acquire donations of PPE stocks.

We discovered that we were spending many hours supporting carers and family through this time as many would now have taken on more caring responsibilities as support groups were closed. Many had not been able to gain any support from professional services due to closures.

All our clients have a care plan and are working on individual goals that are agreed to help on a path to relearning skills and gaining greater independence and we were able to adapt this process to reflect the services we were able to deliver in a pandemic.

During 2020 we have kept in contact with many organisations to make them aware that we remained open when many services closed. We continued to produce our newsletter and we were extremely active on social media to inform people of services provided, keeping in touch and providing information and guidance to the community.

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

FINANCIAL REVIEW

Financial position

Operational Income

The majority of our income comes from the daily rate that we charge clients to attend the centre, the majority of whom are supported by social services. We also receive an annual grant of £32,200 from Swindon Borough Council (SBC) towards the infrastructure that is required to support all Swindon residents.

When the centre was forced to close we were supported by SBC's Covid relief fund for 6-7 months to continue to support our clients in different ways. We would like to thank the council for their support during this challenging time. As a result, the income from our services only suffered an £18,245 reduction in 2020.

Fundraising

We were able to apply for a number of Covid related grants and therefore our income from grants increased from £41,984 to £71,023. Our income dropped when the SBC relief funding was no longer available, and with the pandemic continuing into 2021 we anticipate further reductions in income going forward, with fewer funding opportunities available.

Our income from donations and fundraising events reduced from £35,266 to £20,423 as events were cancelled and fundraising plans put on hold.

As always, the Trustees are very grateful to those who support Headway Swindon & District in work that is widely acknowledged to be necessary. Donations make all the difference to our clients.

Operational costs

Expenditure increased from £384,268 to £395,464 in line with the growth of our service. Our largest expense is staffing costs which reduced very slightly from £273,607 in 2019 to £269,626 in 2020. The saving came from our training budget as some face to face training was suspended.

The rent will be subject to a 5-year rent review, next due in October 2025, in line with local market rates. The expected cost for building dilapidations are being written off over 10 years.

Performance review

The financial outcome for the year was a surplus of £15,722. This was due to our successful application for Covid-19 emergency funding, much of which will support the charity through 2021.

Reserves policy

Reserves are reviewed periodically to ensure that, as far as possible, they are maintained at a level that will enable the service to continue for a period of approximately twelve months following a cessation or diminution of current income. The reserves policy also considers the financial commitment arising from the terms of the lease that Headway Swindon and District has entered into in respect of its new premises. Reserves also need to be built so that if we cannot stay and refurbish our current premises at lease end in 2030 the charity will have sufficient reserves to fund another move and refurbishment project. £80,000 has been set aside so far towards refurbishment, repairs and/or dilapidations costs. Reserves in 2020 represent around 10 months running cost and the trustees continue to focus on increasing reserves in line with the reserves policy of 12 months whilst understanding the very challenging financial environment in which the charity is operating.

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

FUTURE PLANS

The main focus for 2021 is to prepare for a renegotiation of our contract with Swindon Borough Council resulting in a new contract to be awarded in December. This is likely to be a competitive tender situation however there are national plans to merge health and social care in England, and to overhaul the commissioning system. At the time of writing we do not have any visibility of how this could affect us.

We aim to secure some more funding to further develop our CRM database. The initial project designed a system to monitor our traditional centre-based service. As a result of the pandemic our service has changed dramatically and we now need a database that can cope with a far more flexible and adaptable service provision.

We were able to benefit from government schemes and Covid-19 relief grants in 2020 that enabled us to deliver a good financial result. 2021 is more challenging as we anticipate client income to be down while clients are unable to return to face to face services, and the Covid-19 support schemes and grants are being reduced or withdrawn. We will be focused on how we can increase our income and minimise our costs whilst still meeting the needs of our highly vulnerable client group.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Headway Swindon is a company limited by guarantee (number 2665296), incorporated in November 1991, and registered as a charity (number 1021036) in May 1993. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Recruitment and appointment of the Management Committee

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity. In 2019 Neil Sharland, Anna Cole and Ian Reynolds retired and were re-elected to the committee. The trustees undertake a skills audit to ensure that collectively they have sufficient expertise and experience to ensure the charity is managed effectively.

Trustee Induction and Training

Trustees are familiar with the practical work of the charity having been encouraged to spend time in the centre interacting with clients and staff. Training for trustees is advertised and new trustees encouraged to attend courses offered by organisations such as Voluntary Action Swindon and Wiltshire Community Foundation.

New trustees spend time with the Chair of the Management Committee to understand their role and responsibilities, the governing documents, the charity's financial position and its business plan. They are also encouraged to read the Charity Commission's guide "The Essential Trustee".

On appointment the trustees sign a declaration of eligibility, a code of conduct, a confidentiality agreement, complete a conflict of interest form, a skills evaluation, and undertake an enhanced DBS check.

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Headway Swindon is affiliated to Headway the brain injury association, a registered charity (number 1025852).

Headway Swindon has a Management Committee of 6 members who meet every 3 months and are responsible for the strategic direction and financial oversight of the charity. A finance sub-committee of trustees plus the Chief Executive Officer meet as and when appropriate (a minimum of twice a year).

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive Officer together with the Service Development Manager. The Chief Executive Officer is responsible for ensuring that charity delivers the services specified, key performance indicators are met and requirements of funders are fulfilled. They manage the staff team and ensure adequate training and development opportunities are provided. The Service Development Manager supports the day to day operation of the centre and look at the introduction of new grant funded projects and services.

Related parties

Headway Swindon and District has no related parties transactions.

Risk management

The Management Committee, together with the Chief Executive, have established a risk register for the charity that is reviewed at least annually. Where possible systems or procedures have been established to mitigate these risks. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, clients and visitors to the centre. Adherence to the Headway UK Governance and Service Standards, audited annually, ensures that we consistently deliver a quality service.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02665296 (England and Wales)

Registered Charity number

1021036

Registered office

Ground Floor, Avocet House
The Dorcan Complex, Faraday Road
Dorcan
SWINDON
Wiltshire
SN3 5HQ

Trustees

The trustees serving during the year and since the year end were as follows:

Mrs A K Cole - resigned 15 September 2020

Mr A N Hill - resigned 14 February 2020

Mr I J M Reynolds

Mr S Brazington

Mr D Green

Mr N Sharland

Company Secretary

Mr D Green

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 20 September 2021 and signed on its behalf by:



Stuart Brazington (Sep 29, 2021 09:31 GMT+1)

Mr S Brazington - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY SWINDON AND DISTRICT**

Independent examiner's report to the trustees of Headway Swindon and District ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

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 the Company 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Association of Chartered Certified Accountants 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 the Company 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.

I. Sumbler

Mr I Sumbler FCCA
Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

Date: *29.09.2021*

HEADWAY SWINDON AND DISTRICT
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		17,477	-	17,477	29,459
Charitable activities	5				
Charitable Community		355,624	5,000	360,624	377,440
Fundraising Grants		8,000	-	8,000	9,284
Covid-19 Grants		5,705	16,270	21,975	-
Fundraising activities	3	2,946	-	2,946	5,807
Investment income	4	164	-	164	237
Total		389,916	21,270	411,186	422,227
EXPENDITURE ON					
Charitable activities					
Charitable Community		384,416	11,048	395,464	384,268
NET INCOME		5,500	10,222	15,722	37,959
RECONCILIATION OF FUNDS					
Total funds brought forward		364,560	6,551	371,111	333,152
TOTAL FUNDS CARRIED FORWARD		370,060	16,773	386,833	371,111

HEADWAY SWINDON AND DISTRICT
STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	11	134,777	9,878	144,655	150,108
CURRENT ASSETS					
Debtors	12	39,615	-	39,615	65,273
Cash at bank and in hand		286,367	18,075	304,442	239,917
		325,982	18,075	344,057	305,190
CREDITORS					
Amounts falling due within one year	13	(10,698)	(11,181)	(21,879)	(17,187)
NET CURRENT ASSETS		315,284	6,894	322,178	288,003
TOTAL ASSETS LESS CURRENT LIABILITIES		450,061	16,772	466,833	438,111
PROVISIONS FOR LIABILITIES	15	(80,000)	-	(80,000)	(67,000)
NET ASSETS FUNDS		370,061	16,772	386,833	371,111
Unrestricted funds	16			370,061	364,560
Restricted funds				16,772	6,551
TOTAL FUNDS				386,833	371,111

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

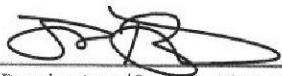
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

HEADWAY SWINDON AND DISTRICT
STATEMENT OF FINANCIAL POSITION - continued
31 DECEMBER 2020

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

The financial statements were approved by the Board of Trustees and authorised for issue on 20 September 2021 and were signed on its behalf by:



Stuart Brazington (Sep 29, 2021 09:31 GMT+1)

Mr S Brazington - Trustee

HEADWAY SWINDON AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. CHARITY INFORMATION

The charity is incorporated, limited by guarantee and registered at the Charity Commission for England & Wales.

The registered office is Avocet House, The Dorcan Complex, Faraday Road, Swindon, SN3 5HQ.

These financial statements are presented in British Pounds (GBP), which is the charity's functional and presentational currency.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

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.

Government grants

During the year, the charity became eligible for a grants under the Coronavirus Job Retention Scheme (CJRS), Wiltshire Community Foundation and Swindon Borough Council Infection Control Grant. The total amount receivable of £21,975 has been accounted for on an accruals basis.

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.

Improvements to property	- Over the term of the lease
Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

2. ACCOUNTING POLICIES - continued

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.

Pension costs and other post-retirement benefits

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

Financial instruments

Short term other debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Short term trade creditors are measured at the transaction price. Other financial liabilities, including loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

3. FUNDRAISING ACTIVITIES

	2020	2019
	£	£
Fundraising events	<u>2,946</u>	<u>5,807</u>

4. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	<u>164</u>	<u>237</u>

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

5. INCOME FROM CHARITABLE ACTIVITIES

		2020 £	2019 £
Client funding	Activity		
	Charitable Community	317,492	335,737
Daily client contributions	Charitable Community	2,084	9,003
Grants	Charitable Community	41,048	32,700
Grants	Fundraising Grants	8,000	9,284
Grants	Covid-19 Grants	21,975	-
		<u>390,599</u>	<u>386,724</u>

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

	2020 £	2019 £
Local authority services	40,882	32,700
Voluntary sector grants	30,141	9,284
	<u>71,023</u>	<u>41,984</u>

6. NET INCOME/(EXPENDITURE)

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

	2020 £	2019 £
Depreciation - owned assets	17,948	16,680

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2019 nor for the year ended 31st December 2018.

8. STAFF COSTS

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

	2020 15	2019 15
Charitable activities	<u>15</u>	<u>15</u>

No employees received emoluments in excess of £60,000.

No employees received a salary in excess of £60,000.

HEADWAY SWINDON AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

9. INDEPENDENT EXAMINERS FEES

	2020	2019
	£	£
Statutory accounts production & external scrutiny	1,620	1,440
	1,620	1,440

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	29,459	-	29,459
Charitable activities			
Charitable Community	377,440	-	377,440
Fundraising Grants	4,642	4,642	9,284
Fundraising activities	5,807	-	5,807
Investment income	237	-	237
Total	417,585	4,642	422,227
EXPENDITURE ON			
Charitable activities			
Charitable Community	380,846	3,422	384,268
NET INCOME	36,739	1,220	37,959
RECONCILIATION OF FUNDS			
Total funds brought forward	327,821	5,331	333,152
TOTAL FUNDS CARRIED FORWARD	364,560	6,551	371,111

HEADWAY SWINDON AND DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

11. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2020	169,881	21,505	15,948	207,334
Additions	-	1,504	10,991	12,495
At 31 December 2020	169,881	23,009	26,939	219,829
DEPRECIATION				
At 1 January 2020	39,000	7,409	10,817	57,226
Charge for year	13,000	2,167	2,781	17,948
At 31 December 2020	52,000	9,576	13,598	75,174
NET BOOK VALUE				
At 31 December 2020	117,881	13,433	13,341	144,655
At 31 December 2019	130,881	14,096	5,131	150,108

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Other debtors	22,886	47,596
Prepayments and accrued income	16,729	17,677
	39,615	65,273

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	6,106	3,689
Social security and other taxes	990	3,651
Accruals and deferred income	14,783	9,847
	21,879	17,187

14. LEASING AGREEMENTS

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

	2020	2019
	£	£
Within one year	31,660	31,660
Between one and five years	126,640	126,640
In more than five years	155,658	187,317
	313,958	345,617

HEADWAY SWINDON AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

15. PROVISIONS FOR LIABILITIES

Dilapidations

A further £10,000 provision has been made, in addition to last year to bring the total provision as at 31 December 2020 to £60,000. This is to reflect the need for a dilapidations provision on the premises at Faraday Road Dorcan to be built up over 10 years.

Redecoration

A further provision of £3,000 has been made, in addition to last year to bring the total provision as at 31 December 2020 to £12,000. This is to reflect the need to carry out decoration and replacement floor covering throughout the facility before the end of the lease term. This is in addition to any dilapidation costs that might also be incurred, and this is being built up over the same time frame.

Roof Repairs

It is anticipated that there will be a pro rata share of roof repairs likely to be required before the end of the lease term. A provision of £8,000 was made in 2017 in full to reflect the potential liability arising.

16. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	364,560	5,501	370,061
Restricted funds			
Respite Care	490	-	490
Big Lottery Fund	235	(34)	201
Wiltshire Community Foundation	3,566	1,817	5,383
Co-op Community Grant 2017	1,273	(196)	1,077
National Lottery Cook Book 2019	987	4,844	5,831
National Lottery Community Fund	-	3,790	3,790
	6,551	10,221	16,772
TOTAL FUNDS	371,111	15,722	386,833

HEADWAY SWINDON AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	389,916	(384,415)	5,501
General fund			
Restricted funds	-	(34)	(34)
Big Lottery Fund	4,000	(2,183)	1,817
Wiltshire Community Foundation	-	(196)	(196)
Co-op Community Grant 2017	5,000	(156)	4,844
National Lottery Cook Book 2019	7,270	(3,480)	3,790
National Lottery Community Fund	5,000	(5,000)	-
Edward Gostling - salaries			
	<u>21,270</u>	<u>(11,049)</u>	<u>10,221</u>
TOTAL FUNDS	<u>411,186</u>	<u>(395,464)</u>	<u>15,722</u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds	327,821	36,739	364,560
General fund			
Restricted funds	490	-	490
Respite Care	277	(42)	235
Big Lottery Fund	3,068	498	3,566
Wiltshire Community Foundation	1,496	(223)	1,273
Co-op Community Grant 2017	-	987	987
National Lottery Cook Book 2019			
	<u>5,331</u>	<u>1,220</u>	<u>6,551</u>
TOTAL FUNDS	<u>333,152</u>	<u>37,959</u>	<u>371,111</u>

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	417,585	(380,846)	36,739
Restricted funds			
Big Lottery Fund	-	(42)	(42)
Wiltshire Community Foundation	3,333	(2,835)	498
Co-op Community Grant 2017	-	(223)	(223)
National Lottery Cook Book 2019	1,309	(322)	987
	<u>4,642</u>	<u>(3,422)</u>	<u>1,220</u>
TOTAL FUNDS	<u>422,227</u>	<u>(384,268)</u>	<u>37,959</u>

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

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	327,821	42,240	370,061
Restricted funds			
Respite Care	490	-	490
Big Lottery Fund	277	(76)	201
Wiltshire Community Foundation	3,068	2,315	5,383
Co-op Community Grant 2017	1,496	(419)	1,077
National Lottery Cook Book 2019	-	5,831	5,831
National Lottery Community Fund	-	3,790	3,790
	<u>5,331</u>	<u>11,441</u>	<u>16,772</u>
TOTAL FUNDS	<u>333,152</u>	<u>53,681</u>	<u>386,833</u>

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	807,501	(765,261)	42,240
Restricted funds			
Big Lottery Fund	-	(76)	(76)
Wiltshire Community Foundation	7,333	(5,018)	2,315
Co-op Community Grant 2017	-	(419)	(419)
National Lottery Cook Book 2019	6,309	(478)	5,831
National Lottery Community Fund	7,270	(3,480)	3,790
Edward Gostling - salaries	5,000	(5,000)	-
	<u>25,912</u>	<u>(14,471)</u>	<u>11,441</u>
TOTAL FUNDS	<u>833,413</u>	<u>(779,732)</u>	<u>53,681</u>

Fund name	Purpose and restriction
Respite care	To provide respite for those suffering from brain injuries, and their families and carers, at the trustees' discretion.
Big Lottery Fund	To provide therapeutic activities. This figure represents remaining IT asset value.
Wiltshire Community Foundation	To provide an occupational therapist service and related equipment for the centre. The reported figure represents remaining asset value
Co-op Community Grant	To provide chairs for clients to use in the main centre. The reported figure represents remaining asset value.
National Lottery Cook Book 2019	To design and produce a cook book that is specifically tailored for brain injury survivors. This includes investment in a laptop.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

18. COMPANY LIMITED BY GUARANTEE

The company is limited by the guarantee of the members. The liability of the members is limited to £1 upon the winding up of the company.