



HEADWAY SOUTHAMPTON

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

Company Limited by Guarantee Registered in England No. 03263597

Registered Charity No. 1058717

120 Commercial Road
Totton
Southampton
SO40 3AD

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

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FOR THE YEAR ENDED 31 MARCH 2021

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HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2021

| | |
|--|--|
| Trustees | M Usher (resigned 15 February 2021) S Curtis (resigned 23 July 2020) H Knight E Thomas E M Bailey C Carter (resigned 16 October 2020) F Bonafoux (appointed 23 July 2020) J Lloyd (Chairperson) |
| Manager | T Lockwood |
| Bankers | Lloyds TSB Shirley Branch 77 Shirley High Street Southampton SO15 3TX |
| Accountants | IQ Business Consulting Ltd The Old Police House West Park Lane Damerham Fordingbridge, Hampshire SP6 3HB |
| Address & Registered Office | 120 Commercial Road Totton Southampton SO40 3AD |
| Company Secretary | T Lockwood |
| Solicitors | Trethowans Rockstone Place Southampton SO15 2EP |
| Company Number | 03263597 |
| Charity Number | 1058717 |

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

The trustees submit their annual report and the accounts for the year ended 31 March 2021.

Objects and Principal Activity

The objects and principal activity of the company continued to be the rehabilitation of persons who have suffered acquired brain injuries and who reside in Southampton and south west Hampshire and to advance the education of the public in the matter of head injuries. Headway Southampton is affiliated to Headway – the brain injury association, which is a separate company limited by guarantee.

Review of the Year and Plans for the Future

The review of the year and plans for the future are included in the attached report of the Chairperson.

Trustees

The Trustees are responsible for decision making within the organisation based upon reports and other information provided by the Manager and other members of staff. The trustees who served during the year are as listed below:

M Usher (resigned 15 February 2021)

S Curtis (resigned 23 July 2020)

H Knight

E Thomas

E M Bailey

C Carter (resigned 16 October 2020)

F Bonafoux (appointed 23 July 2020)

J Lloyd (Chairperson)

In accordance with clause 29 of the Articles of Association one third of the trustees retire at the forthcoming Annual General Meeting and offer themselves for re-election.

In accordance with clause 5 of the Memorandum of Association, no trustee was in receipt of any remuneration in respect of his or her services.

The company is limited by guarantee, not having a share capital. The company is established as a charitable body not for profit. Accordingly, the trustees, who are also members of the company, have no beneficial interest in the equity or assets of the company.

The maximum contribution required from each member, in the event of a winding up is £10.

The Articles of Association of the company govern the appointment of trustees.

Reserves

The company's policy on reserves is shown in the notes to these accounts.

Risk review

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining our reserves at the levels stated on page 7 to these accounts combined with our annual review of the controls over key financial systems carried out will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks, which they face and confirm that they have established systems to mitigate the significant risks.

Public benefit

The trustees have considered the definitions of charitable purpose in the Charities Act 2011, and are confident that the activities of the charity are conducted for the benefit of the public and fall clearly under the headings of the advancement of health, the advancement of education, with regard to the causes and consequences of acquired brain injury and the relief of those in need by reason of ill-health, disability, financial hardship or other disadvantage.

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

REPORT OF THE TRUSTEES - continued
FOR THE YEAR ENDED 31 MARCH 2021

Trustees' Responsibilities

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the company's state of affairs at the end of the year and of its surplus or deficit for that period. In preparing those accounts the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to assume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or irregularities.

Approved by the board of trustees on



Jack Lloyd
Trustee

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

CHAIRPERSON'S REPORT
FOR THE YEAR ENDED 31 MARCH 2020

Headway Southampton is a registered charity and a company limited by guarantee. Our mission is to improve the lives and promote the independence of local brain injury survivors, to provide support and advice to their families, friends and carers and to raise awareness of the life changing effects of brain injury. The organisation provides a community-based, post-acute rehabilitation, activity and support service for adults with an acquired brain injury. Our board of Trustees met five times during the year to review and assess this work, develop policies, advise on good practice and monitor operations.

The 2020/21 has been a very different year at Headway Southampton. Like most of the world our activities have been dominated by the Covid pandemic and the Government and local councils' response to it. Much of the year was spent in either a lockdown where the centre services were closed or operating at a reduced capacity. During the year we continued to be supported by both Southampton City Council who paid their fees for all their service users during the year, and by Hampshire County Council who paid reduced monthly block payments to help to cover the costs of the centre. We are grateful to both the councils for their support during this difficult time. We also received grants from both councils over the year to help cover covid related costs. We also were able to secure a further two-year grant from the NHS CCG of £14,017.86 a year. However, we saw a reduction in income from private service users as well as fundraising income. Over the year at different times, we used the Governments furlough scheme to cover the costs of staff salaries which were reduced due to the centre being closed. We are grateful for the fundraising that was able to take place, including from Irwin Mitchell, Tesco, Waitrose and for a National Lottery grant that was used to make us Covid secure. By carefully managing the costs and maximising the income as much as we could, we had a healthy financial surplus on the year of £30,620. This has allowed us to look at the post pandemic future, and begin to invest in providing a relevant service, using the skills and benefits which have been gained during this year, as well as returning to a physical based support itinerary.

The trustees took an opportunity to review and update its reserves policy to include six months total operating costs, as well as redundancy payments and building renovations. The trustees also wanted to future proof the charity and make sure we were in the best possible place to take advantage of the post pandemic possibilities. The below table shows the designated funds with explanations of the trustee's decisions:

Designated Funds

| | |
|---------------------------------|--------------|
| 1, Redundancies and Renovations | 160,000 |
| 2, Consultancy Fees | 28,800 |
| 3, Increase in Staff and Wages | 33,400 |
| 4, New Vehicle | 20,000 |
| 5. Building works | <u>5,000</u> |
| | 247,200 |

Unallocated funds 19,450

Total 266,650

Reasoning for designated funds

1. This is in line with our reserves policy and allows for 6 months of outgoings including redundancy payments, rent, and building work needed to return the building to its original plan, should the charity no longer be financially viable.

2. The trustees recognize the importance of diversifying the charities income streams, they have therefore designated funds to help bring in fundraising specialists to help develop and grow other income opportunities. The trustees therefore decided to enter a year's contract with Competitive Solutions Ltd, an organization specializing in grant applications.

3. As the charity has come out of the Covid lockdowns the trustees have been allowing for time to both rebuild past activities as well as try to maintain a minimum of online activities for those service users that have hesitated to come back, as well as provide cover for additional sickness or isolation of staff. Finances have therefore been allocated for an additional temporary staff member to help with these activities over the course of the 21/22 financial year.

4. Many of the activities at Headway take place away from the building and it is important that we have a fleet of vehicles that can reliably and safely transport service users to these activities. The vehicles must be specially adapted for service user use. The current vehicles are aging and requiring more maintenance. It is recognized that at least one vehicle will need replacing soon, so the trustees have designated finance to cover this situation.

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

CHAIRPERSON'S REPORT - continued
FOR THE YEAR ENDED 31 MARCH 2021

5. The outside of Headway needs attention in the form of repainting and general decorative work. The trustees recognize that the outside of the building is the first thing that the service users see and that it needs to appear welcoming and in a good state of repair. Finances have therefore been designated to cover this expense.

Despite this difficult year, however, we were determined to provide the best service we could for our service users, recognising that many were socially vulnerable at a time of national lockdown. This included regular zoom and other online activities, regular phone calls and chats, home visits from staff, when able this included regular walks and other outdoors activities, in order to reduce the risk of isolation and lack of exercise. Also, when able, we provided a limited onsite provision for the most socially vulnerable of our service users. A full Covid action plan was in place at the centre, this included infection control training for all staff as well as sanitising stations, full PPE policy and provision, social distancing procedures, regular temperature checks and when testing became widely available, we put in place a regular testing procedure for both staff and service users.

In August our manager Jo Hillier resigned and after using Charisma charity recruitment agency the board appointed a new manager called Tim Lockwood. Tim has extensive knowledge in the charity field, having managed several community charities before his appointment with Headway Southampton. There was also a change to the staffing team, Becky Williams left Headway Southampton to attend University at the beginning of July. Sue Richards and Ruud Schrijver decided to go down to a three day a week contract. At the end of the financial year Headway Southampton employed a part-time manager and deputy manager, each 0.6, a part-time senior rehabilitation officer, two full time rehabilitation officers, two part-time rehabilitation officers and a 0.6 finance administration and volunteering co-ordinator. We also recruited another two full time rehabilitation officers ready to start in April 2021, and after restructuring the staffing set up promoted Jen White to Centre Rehabilitation Manager (CRM) starting in April 2021. The new structure allows for future development of the charity looking at the possibility of building a Digital Rehabilitation Connection (DIRECT) service and a community outreach service.

Throughout the year we continued to get referrals and we continued to offer what support we could under the relevant Covid legislation, making sure everyone was kept safe. During the year, we provided remote support for 55 service users and worked with a further 85 referrals.

We continued to provide information and support through phone calls and our monthly Drop-in group, which was moved to zoom in order to help individuals and carers trying to negotiate the many difficulties that follow an acquired brain injury. Our volunteer counsellor, Colette Warner continued to provide an online service. Colette provided much needed psychological support to brain injury survivors and family members.

Finally, we are very grateful to everyone who helped Headway Southampton continue to be a place of care and support for people with brain injuries and their families. Including the dedicated team of staff, the volunteers and those that were able to fundraise for the charity during this very challenging year.

Finally, we are very grateful to everyone who fundraises for us. Income from fundraising makes an important contribution to our finances. Thank you to all those who donated this year:



Jack Lloyd
Chairperson

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

I report on the accounts of Headway Southampton for the year ended 31 March 2021 which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

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

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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:

Which gives me reasonable cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Date: 27 September 2021

Paul Stacey
Director
IQ Business Consulting Limited
The Old Police House
West Park Lane
Damerham
Fordingbridge, Hampshire
SP6 3HB

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

| | Notes | Restricted Funds | Unrestricted Funds | 2021 Total Funds | 2020 Total Funds |
|------------------------------|-------|---------------------|-----------------------|------------------------|------------------------|
| | | £ | £ | £ | £ |
| Income | | | | | |
| Charitable activities | | - | 181,568 | 181,568 | 191,126 |
| Donations and legacies | | - | 8,473 | 8,473 | 14,197 |
| Covid Grants and Funding | | - | 39,494 | 39,494 | - |
| Investment income | | - | 52 | 52 | 97 |
| Other income | | - | 40 | 40 | - |
| Total income | | - | 229,627 | 229,627 | 205,420 |
| Expenditure | 2 | - | 199,007 | 199,007 | 196,657 |
| NET INCOME | | - | 30,620 | 30,620 | 8,763 |
| FUNDS BOUGHT FORWARD | | - | 236,030 | 236,030 | 227,267 |
| FUNDS CARRIED FORWARD | | - | 266,650 | 266,650 | 236,030 |

The notes on pages 9 to 11 form part of these accounts.

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 MARCH 2021

| | Notes | Restricted Funds £ | Unrestricted Funds £ | Total Funds 2021 £ | Total Funds 2020 £ |
|------------------------------------|-------|--------------------------|----------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | |
| Tangible Assets | 3 | - | 18,466 | 18,466 | 14,019 |
| CURRENT ASSETS | | | | | |
| Debtors | 4 | - | 19,951 | 19,951 | 21,897 |
| Cash at bank and in hand | | - | 233,458 | 233,458 | 205,251 |
| | | - | 253,410 | 253,410 | 227,148 |
| CREDITORS | | | | | |
| Amount falling due within one year | 5 | - | 5,226 | 5,226 | 5,137 |
| NET CURRENT ASSETS | | - | 248,184 | 248,184 | 222,011 |
| NET ASSETS | | - | 266,650 | 266,650 | 236,030 |
| FUNDS | | | | | |
| General unrestricted fund | 6 | - | 19,450 | 19,450 | 236,030 |
| Restricted funds | 6 | - | - | - | - |
| Designated funds | 6 | - | 247,200 | 247,200 | - |
| | | - | 266,650 | 266,650 | 236,030 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021. The members have not required the charitable company to obtain an audit of its accounts for the year ended 31 March 2021, in accordance with section 476 of the Companies Act 2006. The Directors acknowledge responsibility for:

i) ensuring the charitable company keeps accounting records which comply with section 386 and 387 of the Companies Act 2006; and

ii) 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 its profit and loss for each financial year in accordance with Sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the board of trustees and signed on its behalf by:



J Lloyd - Trustee

Date:

The notes on pages 9 to 11 form part of these accounts

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of accounts

The accounts are prepared under the historical cost convention and in accordance with the statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) and the Charities Act 2011.

The charity has taken advantage of the exemption in Financial Reporting Standard 1 from the requirement to produce a cash flow statement on the grounds that it qualifies as a small Charity.

The charity meets the definition of a public benefit entity under FRS 102.

Depreciation of tangible assets

Depreciation is calculated on all tangible fixed assets in use, at rates and bases calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life, as follows:

| | |
|----------------------------------|--|
| Fixtures, fittings and equipment | 25% per annum on a reducing balance basis/33.33% per annum on a straight line method |
| Computer Equipment | straight line over 3 years |
| Leasehold Improvements | straight line over 9 years |
| Motor Vehicle | 25% per annum on a reducing balance basis |

Donated equipment and services

Equipment donated to the charity is included in fixed assets at an estimated value of cost and credited to the Statement of Financial Activities as a donation in kind in the year of receipt.

Incoming Resources

Incoming Resources represents grants, attendance allowances and donations receivable. Donations are included in the accounts when received. Grants and Attendance Allowances are included either on a contractual basis or on such dates as the trustees consider that they are receivable.

Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Value Added Tax

Expenditure which is subject to VAT is included in these accounts inclusive of VAT as it is not recoverable by the charity.

2. RESOURCES EXPENDED - UNRESTRICTED

| | 2021 | 2020 |
|---------------------------------------|-----------------------|-----------------------|
| | £ | £ |
| Direct Care Costs | | |
| Therapy & Activities | 420 | 5,660 |
| Salaries (incl. NI) (see below) | 72,708 | 77,558 |
| Pension, Training & Other Staff Costs | 11,113 | 4,340 |
| Establishment expenses | <u>35,477</u> | <u>34,956</u> |
| | <u>119,718</u> | <u>122,514</u> |
| Management and Administration | | |
| Salaries (incl. NI) (see below) | 70,114 | 66,388 |
| Pension, Training & Other Staff Costs | - | 675 |
| Accountancy | 2,999 | 3,148 |
| Fundraising | <u>216</u> | <u>316</u> |
| | <u>73,329</u> | <u>70,527</u> |
| Financial Expenses | | |
| Depreciation | <u>5,960</u> | <u>3,616</u> |
| TOTAL RESOURCES EXPENDED | <u><u>199,007</u></u> | <u><u>196,657</u></u> |

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

Staff Costs and Numbers

The number of staff who were remunerated during the year within the following bands

| | | |
|--------------------|---|---|
| £1 to £10,000 | 5 | 5 |
| £10,001 to £20,000 | 5 | 5 |
| £20,001 to £30,000 | 1 | 1 |

Of these 3 members of staff were employed within management and administration, the balance were employed for charitable purposes.

Of the total salary costs £5,765 is in respect of National Insurance Costs the balance is gross wages.

| 3. FIXED ASSETS | Fixtures, fittings and equipment | Leasehold improvements | Motor vehicles | Total |
|------------------------|---|-----------------------------------|---------------------------|----------------|
| | £ | £ | £ | £ |
| Cost | | | | |
| At 1 April 2020 | 34,035 | 43,999 | 44,836 | 122,870 |
| Additions | 5,951 | 4,456 | - | 10,407 |
| At 31 March 2021 | <u>39,986</u> | <u>48,455</u> | <u>44,836</u> | <u>133,277</u> |
| Depreciation | | | | |
| At 1 April 2020 | 25,849 | 43,999 | 39,003 | 108,851 |
| Charge for the year | 4,007 | 495 | 1,458 | 5,960 |
| At 31 March 2021 | <u>29,856</u> | <u>44,494</u> | <u>40,461</u> | <u>114,811</u> |
| Net Book Value | | | | |
| At 31 March 2021 | <u>10,130</u> | <u>3,961</u> | <u>4,375</u> | <u>18,466</u> |
| At 31 March 2020 | <u>8,186</u> | <u>-</u> | <u>5,833</u> | <u>14,019</u> |

All the fixed assets are used for charitable purposes.

| 4. DEBTORS | 2021 | 2020 |
|--------------------------------|---------------|---------------|
| | £ | £ |
| Grants & Attendance Allowances | 14,194 | 15,386 |
| Prepayments & Accrued Income | <u>5,757</u> | <u>6,511</u> |
| | <u>19,951</u> | <u>21,897</u> |

| 5. CREDITORS | 2021 | 2020 |
|---------------------------------------|--------------|--------------|
| | £ | £ |
| Amounts falling due within one year | | |
| Trade Creditors | 853 | 1,211 |
| Other Taxes and Social Security | 2,693 | 2,246 |
| Accruals & Grants Received in Advance | <u>1,680</u> | <u>1,680</u> |
| | <u>5,226</u> | <u>5,137</u> |

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

6. FUNDS

| | Unrestricted | Restricted | Designated | Total | Total |
|------------------------|---------------------|-------------------|-------------------|----------------|----------------|
| | £ | £ | £ | 2021 | 2020 |
| | | | | £ | £ |
| At 1 April 2020 | 236,030 | - | - | 236,030 | 227,267 |
| Net movement in funds | 30,620 | - | - | 30,620 | 8,763 |
| Transfer between funds | (247,200) | - | 247,200 | - | - |
| At 31 March 2021 | <u>19,450</u> | <u>-</u> | <u>247,200</u> | <u>266,650</u> | <u>236,030</u> |

| | |
|------------------------------|----------------|
| <u>Designated Funds</u> | <u>£</u> |
| Redundancies and Renovations | 160,000 |
| Consultancy Fees | 28,800 |
| Increase in Staff and Wags | 33,400 |
| New Vehicle | 20,000 |
| Building Works | 5,000 |
| | <u>247,200</u> |

7. FUNDS & RESERVES POLICY

Unrestricted Funds

The unrestricted fund is for the general running of the day service. Incoming Resources of Grants from the local Health Authority, Attendance Payments, Donations and Fundraising are included in this fund. In line with our reserves policy we are required to keep £160,000 in reserve (6 months operational expenditure) in case of unexpected closure / redundancies.

Reserves Policy

The Trustees policy for reserves is to ensure that there are sufficient funds to meet outstanding commitments and staff costs if forced to close.

Designated Funds

This is in line with our reserves policy and allows for 6 months of outgoings including redundancy payments, rent, and building work needed to return the building to its original plan, should the charity no longer be financially viable.

8. GUARANTEE

The company has no share capital and is limited by guarantee.

9. LEASE COMMITMENTS

The original lease on 120 Commercial Road, Totton, Southampton expired on 30 November 2014. Trustees agreed with the landlord a new term of ten years and a revised rent, with a review at 30 September 2020. Agreement has now also been reached on the break clauses, with a tenant's option after notice on or after 30 January 2018, and a landlord's option after notice on or after 30 September 2020.

10. TRUSTEES REMUNERATION AND EXPENSES

During the current and previous year no remuneration or other benefits were payable to the Trustees by the charity. There were no Trustees expenses during the year.

11) RELATED PARTY TRANSACTIONS

There were no related party transactions during the current or previous year.

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021

| | Restricted Funds £ | Unrestricted Funds £ | 2021 Total £ | 2020 Total £ |
|-----------------------------|-----------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Income | | | | |
| Attendance Payments | - | 181,568 | 181,568 | 191,126 |
| Fundraising & Donations | - | 8,473 | 8,473 | 14,197 |
| Covid Grants and Funding | - | 34,494 | 34,494 | - |
| Other income | - | 40 | 40 | - |
| Interest | - | 52 | 52 | 97 |
| | - | 229,627 | 229,627 | 210,734 |
| Expenses | | | | |
| Staff Costs | - | 152,718 | 152,718 | 148,961 |
| Fundraising | - | 216 | 216 | 316 |
| Overheads | - | 35,477 | 35,477 | 34,956 |
| Legal & Financial | - | 4,216 | 4,216 | 3,148 |
| Activities & Social Events | - | 420 | 420 | 5,660 |
| Depreciation | - | 5,960 | 5,960 | 3,616 |
| | - | 199,007 | 199,007 | 196,657 |
| Surplus for the year | - | 30,620 | 30,620 | 8,763 |

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

DETAILED INCOME AND EXPENDITURE ACCOUNT - continued
FOR THE YEAR ENDED 31 MARCH 2021

| | Restricted Funds £ | Unrestricted Funds £ | 2021 Total £ | 2020 Total £ |
|---------------------------------------|-----------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Staff Costs | | | | |
| Salaries & N I | - | 142,821 | 142,821 | 143,947 |
| Pension Costs | - | 4,050 | 4,050 | 3,985 |
| Staff Advertising | - | 5,719 | 5,719 | 395 |
| Staff & Volunteer Training | - | - | - | 265 |
| Staff Cost | - | 128 | 128 | 370 |
| | - | 152,718 | 152,718 | 148,961 |
| Overheads | | | | |
| Rent & Rates | - | 13,435 | 13,435 | 13,271 |
| Heat & Light | - | 1,537 | 1,537 | 2,331 |
| Motor Running Costs | - | 5,797 | 5,797 | 10,175 |
| Travel | - | 46 | 46 | 997 |
| Repairs & Small Equip. | - | 4,752 | 4,752 | 2,365 |
| Telephone | - | 1,480 | 1,480 | 1,191 |
| Insurance | - | 2,126 | 2,126 | 1,019 |
| Stationery & Postage | - | 627 | 627 | 960 |
| Computer Maintenance | - | 585 | 585 | 650 |
| Publications | - | 16 | 16 | 163 |
| Registration fees | - | 157 | 157 | - |
| Cleaning | - | 4,480 | 4,480 | 1,350 |
| Alarm | - | 182 | 182 | 196 |
| Sundry | - | 257 | 257 | 288 |
| | - | 35,477 | 35,477 | 34,956 |
| Activities & Social Events | | | | |
| Social - Events, Holidays Etc. | - | 74 | 74 | 760 |
| Counselling / Therapist | - | 235 | 235 | 1,320 |
| Rehabilitation Activities | - | 37 | 37 | 2,040 |
| Education Activities | - | 11 | 11 | 969 |
| Recreational Activities | - | 63 | 63 | 571 |
| | - | 420 | 420 | 5,660 |
| Fundraising | | | | |
| Fundraising | - | 216 | 216 | 216 |

HEADWAY SOUTHAMPTON
A COMPANY LIMITED BY GUARANTEE

DETAILED INCOME AND EXPENDITURE ACCOUNT - continued
FOR THE YEAR ENDED 31 MARCH 2021

| | Restricted Funds £ | Unrestricted Funds £ | 2021 Total £ | 2020 Total £ |
|------------------------------|-----------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Legal & Financial | | | | |
| Accountancy | - | 2,999 | 2,999 | 3,148 |
| Legal fees | - | 1,217 | 1,217 | - |
| | - | 4,216 | 4,216 | 3,148 |
| Depreciation | | | | |
| Motor | - | 1,458 | 1,458 | 1,944 |
| Equipment | - | 4,007 | 4,007 | 1,673 |
| Property improvements | - | 495 | 495 | - |
| | - | 5,960 | 5,960 | 3,616 |