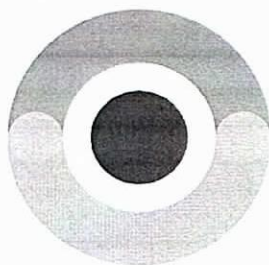


LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY

(A company limited by guarantee)

**UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**



HEADWAY

LEICESTERSHIRE, LEICESTER & RUTLAND

SUPPORT • ACHIEVE • PROGRESS

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

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LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND
ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees	Carol Birch, Chairperson Christopher McKinney Reg Perrins Christopher Sworn James McCallum Tim Hull Stephen Nottridge Tharmananthar Shankaradhas Emma Bush Jennifer Cotterill James Lewis Dedunu Samudrika De Silva (appointed 28 April 2020) Richard Palmer (appointed 2 June 2020)
Company registered number	03672087
Charity registered number	1074011
Registered office	Headway House 4 Hospital Close Leicester LE5 4WP
Company secretary	Christopher McKinney
Website	www.headwayleicester.org.uk
Independent examiner	Magma Audit LLP Chartered Accountants Unit 2 Charnwood Edge Business Park Syston Road Leicester LE7 4UZ

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND
ADVISERS (CONTINUED)**
FOR THE YEAR ENDED 31 MARCH 2021

Bankers	The Royal Bank of Scotland 91-93 Regent Street Leamington Spa CV32 4NT
	Santander UK Plc Bridle Road Bootle Merseyside L30 4YD
	CCLA Investment Management Ltd Senator House 85 Queen Victoria Street London EC4V 4ET
Services director	Mary Goulty
Day centre manager	Karen Harland

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the financial statements of the charitable company for the year 1 April 2020 to 31 March 2021. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charitable company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

• **Activities for achieving objectives**

The Trustees are aware of the Charity Commission's general guidance on public benefit and take it into account when they review the aims and objectives of LLR Headway and plan its future activities.

Leicestershire Leicester and Rutland Headway provides support and services for adults with acquired and traumatic brain injuries, their families and carers who reside in our geographic area.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (continued)

HEADWAY: THE CHALLENGE OF COVID IN 2020
AT A GLANCE

Working from home

FACE TO FACE SERVICES REPLACED WITH WELLBEING CALLS AND ACTIVITY PACKS. THERE WAS UNCERTAINTY REGARDING OUR CONTRACTS AND HOW THE PANDEMIC WOULD AFFECT OUR FUNDING. FIVE OF THE TEAM WERE FURLOUGHED.

New Technology

WE INVESTED IN LAPTOPS AND TABLETS ENABLED WITH OFFICE 365 TO PERMIT THE TEAM TO WORK TOGETHER EVEN THOUGH THEY WERE WORKING AT HOME. OUR DIGITAL DAY CENTRE WAS LAUNCHED IN MAY AND WAS AN INSTANT SUCCESS WITH OUR MEMBERS. THE TIMETABLE HAS GROWN OFFERING 11 DIFFERENT SESSIONS PER WEEK.

New Opportunities

WE WERE ABLE TO CREATE NEW OPPORTUNITIES NOT ONLY FOR THOSE ACCESSING OUR SUPPORT BUT THEIR CARERS AND FAMILIES TOO. WE HAVE DEVELOPED TWO NEW GROUPS, ONE CALLED "CARERS CONNECT" AND "CHAI PANI" FOR OUR BAME MEMBERS, FAMILIES AND CARERS. BOTH GROUPS MEET WEEKLY VIA ZOOM

Therapeutic Sessions

IN ADDITION TO THE SESSIONS DELIVERED BY THE HEADWAY TEAM WE HAVE EXTERNAL TUTORS OFFERING ART AND CRAFT, NEURO OCCUPATIONAL HEALTH, MINDFULNESS AND SINGING. OUR IN HOUSE PROVISION HAS BEEN ABLE TO OFFER 1:1 COUNSELLING SUPPORT TOO.

Covid Safe Day Service

FOLLOWING A DECLUTTER AND REDECORATION WE HAD A RESTRICTED REOPENING OF OUR COVID SAFE DAY SERVICE IN OCTOBER. UNFORTUNATELY A NEW LOCKDOWN MEANT WE HAD TO CLOSE THE DOORS AGAIN IN JANUARY.

Fundraising

WHILST THE PANDEMIC HAD A NEGATIVE IMPACT ON SOME OF OUR USUAL FUNDRAISING ACTIVITIES IT ALSO CREATED MANY NEW AND EXCITING OPPORTUNITIES LEADING TO OUR MOST SUCCESSFUL FUNDRAISING RESULT EVER WITH £111,000 OF NEW FUNDING.

Extra, extra

THE NEW FUNDING OPPORTUNITIES ENABLED US TO PROVIDE AMAZON ECHO DEVICES FOR ALL OUR MEMBERS TO KEEP THEM 'IN TOUCH', CHRISTMAS GIFTS FOR OUR MEMBERS AND CARERS AND OVER 100 CHRISTMAS AFTERNOON TEAS DELIVERED TO PEOPLES HOMES.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

● **Review of activities**

This has been a very different and challenging year with COVID-19 and the national lockdown completely changing the day to day running and operation of the organisation. For the first time our staff team were asked to stay at home, working remotely to provide support to adults with acquired brain injury through activity packs sent to their homes and regular wellbeing calls. We provided the team necessary IT equipment enabled with Office 365 so that they could share and store relevant information on an accessible but secure platform.

During the year we developed an online provision called the Digital Day Centre using Zoom to facilitate virtual groups. This programme has been so successful that it has grown to 11 sessions per week with a diverse range of subjects and activities which includes a carer group (Carers Connect) and a BAME specific group (Chai Pani). The virtual timetable has meant that distance is no barrier and reduced the risk of social isolation experienced by many who have had to stay at home or 'shield'.

In the early stages of the lockdown it was unclear whether we would still receive payments through our local authority contracts as the services being provided were not the services we had been contracted to deliver. The lockdown also impacted on our schedule of fundraising events with them being postponed or cancelled making it a very uncertain period. Replacing face to face support with wellbeing calls and fortnightly activity packs required fewer staff hours and permitted us to take advantage of the Coronavirus Job Retention Scheme, safeguarding employment by furloughing 5 out of 11 members of the team. We would like to acknowledge the continued support of our local authorities who honoured our contracts throughout the year with less of a negative impact than expected. We were also delighted to receive confirmation from University Hospitals of Leicester that we were able to remain at 4-6 Hospital Close after months of uncertainty caused by redevelopment of the Hospital Close site.

COVID specific pots of funding made it possible for us to deliver a wide range of exciting activities, tutors and wellbeing treats for both adults with acquired brain injury and their carers. We were fortunate to secure children's author and illustrator Pippa Pixley who led virtual art sessions, using natural materials to produce beautiful results. We were able to provide each of our members an Amazon Echo device to keep them connected through part of a grant from the Big Lottery. Leicester Lions provided funding for over 100 Christmas Afternoon Teas for ABI survivors and their families and carers when we all came together via Zoom meetings to eat together and celebrate – for some this would be the closest to a traditional Christmas they would get. To add to the Christmas spirit we were able to distribute gifts to all our members and carers and this was in addition to funding to provide craft and activity kits, books, games and puzzles to keep people stimulated.

The Pandemic had an impact across all services and brain injury survivors faced long waiting lists for support with speech and language therapy, occupational health and counselling. In response we secured funding for counselling for both survivors and their carers, started a neuro occupational health led weekly session and enabled individuals to implement support plans set out by supporting professionals prior to COVID.

Referral rates were lower than we have come to expect at 65 and we think this is due to a probable reduction in acquired brain injuries through lockdown (less cars on the road, less accidents at work, less alcohol related incidents, less assaults) and an assumption by some that we would not be operational or accepting new referrals during the Pandemic.

The day centre was painted and deep cleaned throughout and made COVID safe for a restricted reopening in October. The need for social distancing meant we could only accommodate small numbers and the measures required to minimise the risk, affected the quality of the support as individuals had to sit alone and were not able to freely move around the building as they were used to. A further lockdown announced in early January resulted in the closure of the day centre until March.

COVID has forced us to rethink our support and services and provided us new opportunities to embed into our future plans. We were not able to celebrate our 30th birthday year in 2020 but hope to move those celebrations into 2021/22.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

Special thanks must go to the fantastic team at Headway, without their unwavering dedication to our members we could not have succeeded, also recognition to Michael Condon and Nigel Bodycote, volunteers, who have given a vast amount of their time, experience and expertise to help us to achieve so much.

Financial review

• **Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

• **Reserves policy**

The charity's policy on reserves has been designed to protect it from uncertainties in funding from statutory bodies. It aims to ensure that there are sufficient general and designated funds to meet the potential cost of redundancies and the provision of non statutory funded services for at least six months when combined with the commitment from local government to give a three month notice period for any funding changes.

The policy continues to provide as far as possible protection from the variation in funding from voluntary bodies arising from the interruption or non replacement of expiring charitable grants.

The trustees have reviewed the level of reserves required and are satisfied that they are at an appropriate level. They have resolved to work towards maintaining the reserves at a level in line with the charity's policy.

Free reserves, which are unrestricted reserves in excess of designated reserves (note 15) less the fixed asset element of unrestricted reserves stand at £34,717 as at 31 March 2021 (2020 - £18,300).

• **Financial review**

The net increase in resources during the year was £16,930 compared with £67,178 in the previous year. Income from donations and legacies increased from £147,961, where we benefited from a grant of £100,000 from ARC Leicester, to £145,589. Our income from the Day Centre and Outreach services declined from £111,953 in 2019/20 to £94,642 in the current year because of reductions due to complications with COVID. Our expenditure increased by £43,456 mainly due to increases in salaries and investment in IT and premises costs.

The main funders during the year were the Social Services Departments of Leicester City and Leicestershire County Councils and Leicester City Clinical Commissioning Group. Leicestershire County Council continue to purchase our services through the Community Life Choices Framework agreement whilst Leicester City Council buy support through a similar framework agreement called Community Opportunities. These were both extended into 2021 in response to other pressures caused by COVID.

The Henry Smith Foundation support for Early intervention and prevention continues. The grant is worth £30,000 per year and we are in year 2 of 3 years. The foundation have been flexible in our use of the grant during this year and we thank them for their continued support.

We would also like to extend our sincere thanks to our other donors who have made either a one off contribution or who are long standing supporters of Headway's work including Maud Elkington, The Paget Trust, The Hanley Trust (whose trustees offer financial support each year), and the COVID related funding from The Big Lottery, Hans and Julia Rausing, Leicester Lions, Edward Gosling, Western Power (2 grants), Leicestershire Communities Foundation, Leicestershire and Rutland Communities Foundation

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

• **Investments policy**

The constitution of the charity authorises it to make and hold investments using general funds not needed for immediate working purposes.

In practice the charity has never had sufficient surplus to invest to provide income for the future and has no plans to do so. The current practice is to deposit surplus funds with UK banks and the CCLA.

• **Financial risk management objectives and policies**

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to them.

A review of risks facing the charity is conducted annually. This review is carried out in detail by the Finance, Governance and Human Resources Sub Committee who then present their findings to the full Board. Risks are weighted according to probability and impact. Detailed procedures exist to minimise operational and financial risks including an organisational risk assessment and Business Continuity Plan. Procedures are in place to ensure the health and safety of staff, clients, volunteers and visitors. Risk assessments are carried out for all activities including trips and visits to external locations and community facilities. Where appropriate each client will have an individual risk assessment. A member of staff is trained to conduct regular health and safety inspections of the Day Centre.

Structure, governance and management

• **Constitution**

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 1998 and registered as a charity on 17th February 1999. It began operations on 1st April 1999 when the assets and liabilities of Headway Leicester (charity number 702489) were transferred. The company was established under a Memorandum of Association, dated 23rd November 1998, which sets out the objects and powers of the charitable company, and it is governed by its Articles of Association (company number 03672087). In the event of the company being wound up, its members will be required to contribute an amount, which will not exceed £10 each. The principal and registered office of the charity is Headway House, 4 Hospital Close, Leicester, LE5 4WP.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Carol Birch (Chairperson)
Christopher McKinney (also Company Secretary)
Reg Perrins
Christopher Sworn
James McCallum
Tim Hull
Stephen Nottridge
Tharmananthar Shankaradhas
Emma Bush
James Lewis
Jennifer Cotterill
Dedunu Samudrika De Silva (appointed 28 April 2020)
Richard Palmer (appointed 2 June 2020)

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

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management (continued)

Christopher Sworn, James McCallum, Tim Hull, Emma Bush, Jennifer Cotterill, Richard Palmer and Dedunu Samundrika De Silva retire by rotation and being eligible, offer themselves for re-election.

The charity actively encourages service users to take an interest and assist in the running of the charity and encourages these stakeholders to apply for Board positions. James Lewis has himself suffered an acquired brain injury and receives Headway support and services, he provides extremely valuable input and insight into living with an acquired brain injury. James also acts as spokesperson for other Headway users ensuring their views are represented.

It is normal practice to invite potential trustees to visit the service and have the opportunity to meet some of the team and people who use the services before appointing them. New trustees are given a full briefing pack, including access to all policies and procedures. There has been two new trustee appointments during this reporting period, namely Dedunu Samudrika De Silva and Richard Palmer.

• **Methods of appointment or election of Trustees**

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

• **Organisational structure and decision-making policies**

Leicestershire Leicester and Rutland Headway has a Committee of Management comprising of up to sixteen members who meet quarterly and who are responsible for the strategic direction and policy of the charity. At present the committee members come from a variety of professional backgrounds. The board has a skills audit procedure to assist in the recruitment of new trustees.

The Services Director attends the meetings of the committee but does not have voting rights.

Day to day responsibility for the provision of services rests with the Services Director and one manager who is responsible for overseeing the running of the Day Centre and Outreach services.

The Committee of Management is supported by two subcommittees each with specific remits including governance, finance and human resources for one and fundraising, media, communication and politics for the other.

The charity is an affiliated Group of the national organisation Headway, the brain injury association, which provides advice, formulates national policy, sets standards and represents the brain injured at a national level. However, the national organisation does not have any direct responsibility for the running of the charity, which rests solely with the Committee of Management.

The social services departments of Leicestershire County Council and Leicester City Council and the Clinical Commissioning Group in Leicester, are the principal funders. A member of the Outreach team liaises weekly with the Brain Injury Unit at Leicester General Hospital.

Plans for future periods

We will seek to continue to offer a hybrid service of face to face and virtual support, pursue plans to offer inreach/outreach support at Leicester Prison to those with an acquired brain injury who are set for release from prison and to secure funding for a Money Advice Worker.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Statement of Trustees' responsibilities

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

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 then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 order of the members of the board of Trustees and signed on their behalf by:

C Birch

Carol Birch
Trustee

Date: *12 October 2021*

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

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

Independent examiner's report to the Trustees of Leicestershire, Leicester and Rutland Headway ('the charitable company')

I report to the Trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Leicestershire, Leicester and Rutland Headway ('the charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the Trustees of the charitable company (and 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 charitable 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 the charitable company's accounts 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Independent examiner's statement

Since the charitable 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 ICAEW, 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 charitable 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.

Signed:



Dated:

03/11/21.

Luke Turner

ACA FCCA

Magma Audit LLP

Chartered Accountants

Unit 2

Charnwood Edge Business Park

Syston Road

Leicester

LE7 4UZ

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	38,800	106,789	145,589	147,961
Charitable activities	4	44,192	50,450	94,642	111,953
Investments	5	75	-	75	456
Other income	6	18,025	-	18,025	4,753
Total income		101,092	157,239	258,331	265,123
Expenditure on:					
Raising funds	7	26,747	-	26,747	22,116
Charitable activities		55,337	159,317	214,654	175,829
Total expenditure		82,084	159,317	241,401	197,945
Net movement in funds		19,008	(2,078)	16,930	67,178
Reconciliation of funds:					
Total funds brought forward		179,978	3,723	183,701	116,523
Net movement in funds		19,008	(2,078)	16,930	67,178
Total funds carried forward		198,986	1,645	200,631	183,701

The notes on pages 15 to 30 form part of these financial statements.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY

(A company limited by guarantee)
REGISTERED NUMBER: 03672087

**BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	12	4,269	1,678
		<u>4,269</u>	<u>1,678</u>
Current assets			
Debtors	13	11,543	2,620
Cash at bank and in hand		253,139	206,002
		<u>264,682</u>	<u>208,622</u>
Creditors: amounts falling due within one year	14	(68,320)	(26,599)
Net current assets		<u>196,362</u>	<u>182,023</u>
Total net assets		<u><u>200,631</u></u>	<u><u>183,701</u></u>
Charity funds			
Restricted funds	15	1,645	3,723
Unrestricted funds	15	198,986	179,978
Total funds		<u><u>200,631</u></u>	<u><u>183,701</u></u>

The charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

C Birch

Carol Birch
Trustee

Date:

12 October 2021

The notes on pages 15 to 30 form part of these financial statements.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities	52,247	75,293
Cash flows from investing activities		
Dividends, interests and rents from investments	75	456
Purchase of tangible fixed assets	(5,185)	(403)
Net cash (used in)/provided by investing activities	(5,110)	53
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	47,137	75,346
Cash and cash equivalents at the beginning of the year	206,002	130,656
Cash and cash equivalents at the end of the year	253,139	206,002

The notes on pages 15 to 30 form part of these financial statements

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

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

1. General information

Leicestershire, Leicester and Rutland Headway is an incorporated charity registered with the Charity Commission. Its registered office is Headway House, 4 Hospital Close, Leicester, LE5 4WP. The Company registration number is 03672087 and the registered Charity number is 1074011.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Leicestershire, Leicester and Rutland Headway 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.

2.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

2.3 Income

All income is recognised once the charitable company has entitlement to the income providing it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charitable company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charitable company, or the charitable company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charitable company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donations are accounted for as received by the charitable company.

Intangible income, which comprise of donated services and included in income at a valuation which is an estimate of financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised when there is no financial cost borne by a third party.

The company uses volunteers, whose assistance is appreciated and which cannot be valued on commercial terms.

Subject to the following, grants are credited as income in the year in which they are receivable.

LEICESTERSHIRE, LEICESTER AND RUTLAND HEADWAY
(A company limited by guarantee)

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

2. Accounting policies (continued)

2.3 Income (continued)

Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of the related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met. Grants receivable in respect of tangible fixed assets are credited as income within restricted funds in the year that they are received and all depreciation and future depreciation of the related assets are charged against that fund.

No permanent endowments have been received in the year.

Other income resources from charitable activities are accounted for when receivable.

2.4 Expenditure

Resources expended are included on an accruals basis inclusive of VAT which cannot be recovered.

Day to day management costs, support costs, fundraising costs and grant management costs are included in 'Costs of Charitable Activities', allocated either directly or in relation to hours worked.

Governance costs are those costs relating to strategic management of the charitable company as opposed to those costs associated with fundraising, charitable activity or day to day management. These relate to professional fees.

Support costs are those costs relating to general management and administration of the charitable company as opposed to those costs incurred directly. These costs are allocated on a fair basis related to the levels of activity or as agreed with funders.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing more than £200 are capitalised at cost less depreciation.

A review of impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of that particular fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Long-term leasehold property	- 20% on cost
Fixtures and fittings	- 15% on cost
Computer, small tools and other equipment	- 33.3% on cost

2.6 Pensions

The charitable company operates a defined contribution pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

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2. Accounting policies (continued)

2.7 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charitable company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2.8 Going concern

The Trustees assess whether the use of going concern is appropriate, ie whether there are any material uncertainties related to events or conditions that may cast significant doubt over the ability of the charitable company to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the charitable company has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the charitable company's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charitable company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.12 Liabilities and provisions

Liabilities and provisions are recognised when the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Liabilities and provisions are normally recognised at their settlement amount after allowing for any trade discount.

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3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Non service level grants, donations and gifts	38,800	106,789	145,589	147,961
	<u>38,800</u>	<u>106,789</u>	<u>145,589</u>	
Total 2020	133,117	14,844	147,961	
	<u>133,117</u>	<u>14,844</u>	<u>147,961</u>	

4. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Social Services Day Centre	-	50,450	50,450	49,644
Outreach and education	1,071	-	1,071	7,670
Clinical Commissioning Groups	13,075	-	13,075	20,172
Individual budgets	30,046	-	30,046	34,467
	<u>44,192</u>	<u>50,450</u>	<u>94,642</u>	<u>111,953</u>
Total 2021	44,192	50,450	94,642	111,953
	<u>44,192</u>	<u>50,450</u>	<u>94,642</u>	
Total 2020	62,309	49,644	111,953	
	<u>62,309</u>	<u>49,644</u>	<u>111,953</u>	

Included within income relating to Social Services Day Care are the following grants:

	2021 £	2020 £
Leicester City Council	28,373	28,783
Leicestershire County Council	22,077	20,861
	<u>50,450</u>	<u>49,644</u>
	<u>50,450</u>	<u>49,644</u>

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Included within income relating to Outreach and education are the following grants:

	2021 £	2020 £
Individual budgets - County	180	3,900
Individual budgets - City	891	3,770
	<u>1,071</u>	<u>7,670</u>

Included within income relating to Clinical Commissioning Groups is the following grant:

	2021 £	2020 £
Leicester Clinical Commissioning Group	13,075	13,075
Other Clinical Commissioning Groups	-	7,097
	<u>13,075</u>	<u>20,172</u>

The breakdown of the figures for individual budgets is as follows:

	2021 £	2020 £
Individual budgets - County	10,268	13,459
Individual budgets - City	15,482	17,158
Individual budgets - Other	4,296	3,850
	<u>30,046</u>	<u>34,467</u>

5. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Interest receivable	<u>75</u>	<u>75</u>	<u>456</u>
Total 2020	<u>456</u>	<u>456</u>	

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6. Other incoming resources

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Subscriptions and other income	3,353	3,353	4,753
Coronavirus Job Retention Scheme funding	14,672	14,672	-
	<u>18,025</u>	<u>18,025</u>	<u>4,753</u>
Total 2020	<u>4,753</u>	<u>4,753</u>	

7. Expenditure on raising funds

Fundraising expenses

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fundraising expenses	7,237	7,237	6,256
Wages and salaries	18,328	18,328	14,524
Social security costs	714	714	710
Pension costs	338	338	529
Depreciation	130	130	97
	<u>26,747</u>	<u>26,747</u>	<u>22,116</u>
Total 2020	<u>22,116</u>	<u>22,116</u>	

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8. Direct and support costs

	Direct costs 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Day Centre/Outreach	161,511	53,143	214,654	110,412
Outreach	-	-	-	65,417
Total 2021	<u>161,511</u>	<u>53,143</u>	<u>214,654</u>	<u>175,829</u>
Total 2020	<u>127,031</u>	<u>48,798</u>	<u>175,829</u>	

Analysis of support costs

	Total funds 2021 £	Total funds 2020 £
Staff costs	31,778	29,502
Depreciation	2,464	986
Premises costs	7,015	9,885
General office	9,437	6,132
Independent examiner's fees	2,449	2,293
	<u>53,143</u>	<u>48,798</u>

9. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,520 (2020 - £2,520).

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10. Staff costs

	2021	2020
	£	£
Wages and salaries	168,186	153,955
Social security costs	6,553	7,603
Contribution to defined contribution pension schemes	3,107	7,262
	<u>177,846</u>	<u>168,820</u>

The average number of persons employed by the charitable company during the year was as follows:

	2021	2020
	No.	No.
Direct charitable work	<u>11</u>	<u>11</u>

No employee received remuneration amounting to more than £60,000 in either year.

The remuneration of key personnel amounted to £65,670 (2020: £61,321).

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

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12. Tangible fixed assets

	Long-term leasehold property £	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation				
At 1 April 2020	160,203	23,514	41,577	225,294
Additions	-	-	5,185	5,185
At 31 March 2021	<u>160,203</u>	<u>23,514</u>	<u>46,762</u>	<u>230,479</u>
Depreciation				
At 1 April 2020	160,203	22,277	41,136	223,616
Charge for the year	-	562	2,032	2,594
At 31 March 2021	<u>160,203</u>	<u>22,839</u>	<u>43,168</u>	<u>226,210</u>
Net book value				
At 31 March 2021	<u>-</u>	<u>675</u>	<u>3,594</u>	<u>4,269</u>
At 31 March 2020	<u>-</u>	<u>1,237</u>	<u>441</u>	<u>1,678</u>

13. Debtors

	2021 £	2020 £
Trade debtors	6,437	1,545
Other debtors	262	262
Prepayments and accrued income	4,844	813
	<u>11,543</u>	<u>2,620</u>

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14. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	7,038	-
Other taxation and social security	6,543	3,725
Other creditors	16,669	19,418
Accruals and deferred income	38,070	3,456
	<u>68,320</u>	<u>26,599</u>
	2021 £	2020 £
Grants received during the year deferred until the following year	<u>34,570</u>	<u>-</u>

As a result of a delay in projects starting income received from LCFC Vichai Foundation, Leicestershire Leicester and Rutland Community Foundation and Leicestershire County Council have been deferred at the year end.

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**NOTES TO THE FINANCIAL STATEMENTS
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15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Unrestricted funds				
Designated funds				
Expenses contingency	10,000	-	-	10,000
Staffing contingency	70,000	-	-	70,000
Voluntary grant equalisation	5,000	-	-	5,000
Property contingency	50,000	-	-	50,000
Fundraising contingency	25,000	-	-	25,000
	<u>160,000</u>	<u>-</u>	<u>-</u>	<u>160,000</u>
General funds				
General funds	19,978	101,092	(82,084)	38,986
	<u>179,978</u>	<u>101,092</u>	<u>(82,084)</u>	<u>198,986</u>
Total Unrestricted funds				
	<u>179,978</u>	<u>101,092</u>	<u>(82,084)</u>	<u>198,986</u>
Restricted funds				
The Day Centre Grants	-	50,450	(50,450)	-
British Heart Foundation	173	-	(90)	83
Leicester Lions Club	430	864	(995)	299
The Leeds Building Society Charity Funds	620	960	(317)	1,263
The Henry Smith Charity	2,500	30,050	(32,550)	-
Leicestershire County Council - COVID-19 Communities fund	-	2,500	(2,500)	-
Western Power Distribution	-	2,000	(2,000)	-
The National Lottery - COVID-19 Community Support	-	31,738	(31,738)	-
Julia and Hans Rausing Trust	-	20,085	(20,085)	-
The Edward Gosling Foundation	-	5,000	(5,000)	-
Leicestershire Leicester and Rutland Community Foundation	-	13,592	(13,592)	-
	<u>3,723</u>	<u>157,239</u>	<u>(159,317)</u>	<u>1,645</u>
Total of funds	<u>183,701</u>	<u>258,331</u>	<u>(241,401)</u>	<u>200,631</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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15. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Unrestricted funds					
Designated funds					
Expenses contingency	10,000	-	-	-	10,000
Staffing contingency	60,000	-	-	10,000	70,000
Voluntary grant equalisation	5,000	-	-	-	5,000
Property contingency	-	-	-	50,000	50,000
Fundraising contingency	-	-	-	25,000	25,000
	<u>75,000</u>	<u>-</u>	<u>-</u>	<u>85,000</u>	<u>160,000</u>
General funds					
General funds	39,923	200,635	(135,580)	(85,000)	19,978
	<u>39,923</u>	<u>200,635</u>	<u>(135,580)</u>	<u>(85,000)</u>	<u>19,978</u>
Total Unrestricted funds	<u>114,923</u>	<u>-</u>	<u>(135,580)</u>	<u>-</u>	<u>179,978</u>
Restricted funds					
The Day Centre Grants	-	49,644	(49,644)	-	-
British Heart Foundation	263	-	(90)	-	173
Leicester Lions Club	561	-	(131)	-	430
The Carlton Hayes Mental Health Charity	776	(776)	-	-	-
The Leeds Building Society Charity Funds	-	620	-	-	620
The Henry Smith Charity	-	15,000	(12,500)	-	2,500
	<u>1,600</u>	<u>64,488</u>	<u>(62,365)</u>	<u>-</u>	<u>3,723</u>
Total of funds	<u>116,523</u>	<u>64,488</u>	<u>(197,945)</u>	<u>-</u>	<u>183,701</u>

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15. Statement of funds (continued)

The income funds of the charity include designated funds which have been set aside out of the unrestricted funds by the trustees for specific purposes.

Expenses contingency - To cover non staff redundancy and pay-in-lieu of notice costs in the even cessation of activities.

Staffing contingency - To cover the staffing costs of the house, for three months, in the event of reduced/cessation of funding.

Voluntary grant equalisation - This fund was set up to cover the variation in voluntary income arising from interruption or non-replacement of expiring charitable grants.

Property contingency - To set aside funds to cover costs in the event that the University Hospitals of Leicester NHS Trust determines to dispose of Headway House.

Fundraising contingency - To cover the costs of the fundraising exercise in the event that the Income therefrom falls below the outgoings thereon over a two year period.

The income funds of the charity also include restricted funds comprising of unexpended balances of donations and grants held on trust for specific purposes as follows:

The Day Centre Grants - Agreed funding from Leicester City Council and Leicestershire County Council for day centre activities. Places are also spot purchased by both of the aforementioned councils as required. All funds were spent during the year.

British Heart Foundation - This relates to the donated element of a defibrillator for which LLR Headway contributed £400. The closing balance represents the net book value of the asset.

Leicester Lions Club - This relates to a donation received to be spent towards the costs of a new dishwasher, talking microwave and shelving and storage units. During the year the charity received a £864 donation towards the cost of Christmas teas and were all spent. The funds carried forward relate to the net book value of the dishwasher, talking microware, shelving and storage units.

The Carlton Hayes Mental Health Charity - During the year ended 31 March 2020 the unspent funds were returned to The Carlton Hayes Mental Health Charity.

The Leeds Building Society Charity Funds - A grant was awarded during the year ended 31 March 2020 to fund the cost of a new height adjustable table, these funds remain unspent at the year end. During the year the charity received £960 towards the cost of two new laptops and these were purchased. The net book value of the asset is included in the carry forward funds.

The Henry Smith Charity - Funding awarded for improving lives as part of the charity's early intervention and prevention project enabling the charity to offer valuable support to individuals following brain injury.

The Leicestershire County Council Communities Fund - During the year £30,050 was received towards the costs associated with the 'Hear for you' and specifically towards equipment and postage costs. All funds were spent during the year.

Western Power Distribution - During the year £1,000 towards emergency funding to be used 'towards the coronavirus response service' to help support the charity through the COVID pandemic. The funding was then used towards the cost of providing activity packs for services users. The charity received a further donation in December 2020 for £1,000 which was to be used towards the cost of gifts of families of the service users. All funds were fully spent in the financial year.

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15. Statement of funds (continued)

The National Lottery - COVID-19 Community Support - During the year the charity was awarded the funds to support the charity to help to continue to deliver services through the coronavirus pandemic. All funds were fully spent at the year end.

Julia and Hans Rausing Trust - Funds were received during the year as part of their Charity Survival Fund, the funds were to support the charity to meet the core running costs of the charity. All funds were spent during the year.

The Edward Gosling Foundation - Funds were received during the year towards the charity's carer connect programme. All funds were fully spent during the year.

The Leicestershire Leicester and Rutland Community Foundation - During the year the charity received two amounts £5,000 in respect of the John Salmon fund and £8,592 to enable the charity to reintroduce a face-to-face rehabilitation in a new, safe, and secure way of working. All funds were spent during the financial year.

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	3,244	1,025	4,269
Current assets	264,062	620	264,682
Creditors due within one year	(68,320)	-	(68,320)
Total	198,986	1,645	200,631

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	1,075	603	1,678
Current assets	205,502	3,120	208,622
Creditors due within one year	(26,599)	-	(26,599)
Total	179,978	3,723	183,701

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17. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	16,930	67,178
Adjustments for:		
Depreciation charges	2,594	1,083
Dividends, interests and rents from investments	(75)	(456)
Decrease/(increase) in debtors	(8,923)	2,270
Increase in creditors	41,721	5,218
Net cash provided by operating activities	52,247	75,293

18. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	253,139	206,002
Total cash and cash equivalents	253,139	206,002

19. Analysis of changes in net debt

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	206,002	47,137	253,139
	206,002	47,137	253,139

20. Pension commitments

The charitable company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension costs charge represents contributions payable by the company to the fund and amounted to £3,107 (2020: £7,262). Contributions totalling £729 (2020: £1,446) were payable to the fund at the balance sheet date and are included in creditors.

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21. Related party transactions

Christopher McKinney, a Trustee, is also a partner of Shoosmiths Solicitors. During the year Shoosmiths Solicitors paid £150 (2020: £NIL) to the charity to appear on a legal advice link page on the charity's website and £450 (2020: £NIL) for corporate membership.

No other related party transactions took place in the year.