

Registered number: 03672087
Charity number: 1074011

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

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022



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

CONTENTS

	Page
Reference and administrative details of the charitable company, its Trustees and advisers	1 - 2
Trustees' report	3 - 7
Independent examiner's report	8 - 9
Statement of financial activities	10
Balance sheet	11
Statement of cash flows	12
Notes to the financial statements	13 - 30

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 2022

Trustees	Reg Perrins, (appointed as Chair 1 March 2022) Carol Birch, (resigned as Chair 28 February 2022) Christopher McKinney Christopher Sworn James McCallum (resigned 12 October 2021) Tim Hull (resigned 12 October 2021) Stephen Nottridge Tharmananthar Shankaradhas Emma Bush (resigned 12 October 2021) Jennifer Cotterill James Lewis Dedunu Samudrika De Silva Richard Palmer Sarah Gunn (appointed 26 April 2022)
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 2022

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 2022

The Trustees present their annual report together with the financial statements of the charitable company for the year 1 April 2021 to 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the 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 (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since LLR Headway qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

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.

Achievements and performance

● **Review of activities**

The Trustees are pleased with the results for the year 2021-22.

The Charity provided a range of services and support to adults with acquired brain injury, their families, carers and supporters and between 1 April 2021 and 31 March 2022 received 100 new referrals into the service.

During the reporting period we saw a gradual return to normal services following the upheaval and adjustment caused by COVID-19. Although we have returned to face-to-face services we have retained some online provision offering Digital Day Centre groups and 1:1 support sessions.

Successful funding applications and support from local businesses saw our garden completely renovated through our 'Bloom into Brain Injury' project with a garden party celebration to open the space in September 2021. Special thanks for this project go to Everards Brewery, Cadent, Prestige Pipeline, Network Plus and Brooksby Melton College.

We also launched our new men's group "Sheadway" enabling us (through training, activities and literature) to focus on men's health and wellbeing, opening up discussions about issues such as testicular cancer and sexual health.

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.

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

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

● **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 £30,357 as at 31 March 2022 (2021 - £34,717).

● **Financial review**

The net decrease in resources during the year was £3,678 compared with an increase in the previous year of £16,930. This was mainly due to decreases in income from donations and legacies from £145,589 to £129,016.

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.

The Henry Smith Foundation support for Early intervention and prevention continues. The grant is worth £30,000 per year and we are in year 3 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

Thank you to all those who have offered their support either financially with sponsor or with the gift of time.

● **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.

● **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.

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

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management

● **Constitution**

The organisation is a charitable company limited by guarantee, incorporated on 23 November 1998 and registered as a charity on 17 February 1999. It began operations on 1 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 23 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 (resigned as chairperson 28 February 2022)
Christopher McKinney (also company Secretary)
Reg Perrins (Chairperson appointed 1 March 2022)
Christopher Sworn
James McCallum (resigned 12 October 2021)
Tim Hull (resigned 12 October 2021)
Stephen Nottridge
Tharmananthar Shankaradhas
Emma Bush (resigned 12 October 2021)
James Lewis
Jennifer Cotterill
Dedunu Samudrika De Silva
Richard Palmer

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 Articles of Association, the members of the committee are elected to serve and are subject to a one third retirement by rotation, after which must be re-elected at the next Annual General Meeting. Reg Perrins, Carol Birch, Christopher McKinney, Tharmananthar Shankaradhas, James Lewis and Stephen Nottridge 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 one new Trustee appointment after this reporting period.

● **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.

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

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management (continued)

• **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 fundraising, marketing and media.

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 offenders with an ABI who are due to release from prison.
- Secure a new contract with Leicester City on their Community Opportunities Framework.
- Increase fundraising income through online campaigns, corporate sponsorship, events and public donations.

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

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

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:

Reg Perrins
Chair of Trustees

Date:

12. P 
8/11/2022

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

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022

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 2022 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.

Independent examiner's statement

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)].

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

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

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:

14/11/22.

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 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	41,652	87,364	129,016	145,589
Charitable activities	4	42,857	53,937	96,794	94,642
Investments	5	80	-	80	75
Other income	6	6,187	-	6,187	18,025
Total income		90,776	141,301	232,077	258,331
Expenditure on:					
Raising funds	7	32,837	-	32,837	26,747
Charitable activities	8	63,595	139,323	202,918	214,654
Total expenditure		96,432	139,323	235,755	241,401
Net movement in funds		(5,656)	1,978	(3,678)	16,930
Reconciliation of funds:					
Total funds brought forward		198,986	1,645	200,631	183,701
Net movement in funds		(5,656)	1,978	(3,678)	16,930
Total funds carried forward		193,330	3,623	196,953	200,631

The notes on pages 13 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 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	12	2,973	4,269
		<u>2,973</u>	<u>4,269</u>
Current assets			
Debtors	13	8,497	11,543
Cash at bank and in hand		216,696	253,139
		<u>225,193</u>	<u>264,682</u>
Creditors: amounts falling due within one year	14	(31,213)	(68,320)
Net current assets		<u>193,980</u>	<u>196,362</u>
Total net assets		<u><u>196,953</u></u>	<u><u>200,631</u></u>
Charity funds			
Restricted funds	15	3,623	1,645
Unrestricted funds	15	193,330	198,986
Total funds		<u><u>196,953</u></u>	<u><u>200,631</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:

Reg Perrins
Trustee

Date:

12. P
8/11/2022

The notes on pages 13 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 2022

	2022 £	2021 £
Cash flows from operating activities		
Net cash used in operating activities	(34,919)	52,247
Cash flows from investing activities		
Dividends, interests and rents from investments	80	75
Purchase of tangible fixed assets	(1,604)	(5,185)
Net cash used in investing activities	(1,524)	(5,110)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	(36,443)	47,137
Cash and cash equivalents at the beginning of the year	253,139	206,002
Cash and cash equivalents at the end of the year	216,696	253,139

The notes on pages 13 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 2022

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.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

2. Accounting policies (continued)

2.3 Income (continued)

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. 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 founders.

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.

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

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.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

3. Income from donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Non service level grants, donations and gifts	41,652	87,364	129,016	145,589
	<u>38,800</u>	<u>106,789</u>	<u>145,589</u>	
Total 2021				

4. Income from charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Social Services Day Centre	-	53,937	53,937	50,450
Outreach and education	1,419	-	1,419	1,071
Clinical Commissioning Groups	13,136	-	13,136	13,075
Individual budgets	28,302	-	28,302	30,046
	<u>42,857</u>	<u>53,937</u>	<u>96,794</u>	<u>94,642</u>
Total 2022				
	<u>44,192</u>	<u>50,450</u>	<u>94,642</u>	
Total 2021				

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

	2022 £	2021 £
Leicester City Council	27,806	28,373
Leicestershire County Council	26,131	22,077
	<u>53,937</u>	<u>50,450</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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

	2022 £	2021 £
Individual budgets - County	-	180
Individual budgets - City	1,419	891
	<u>1,419</u>	<u>1,071</u>

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

	2022 £	2021 £
Leicester Clinical Commissioning Group	13,136	13,075
	<u>13,136</u>	<u>13,075</u>

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

	2022 £	2021 £
Individual budgets - County	5,882	10,268
Individual budgets - City	16,271	15,482
Individual budgets - Other	6,149	4,296
	<u>28,302</u>	<u>30,046</u>

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Interest receivable	80	80	75
	<u>80</u>	<u>80</u>	<u>75</u>
Total 2021	75	75	
	<u>75</u>	<u>75</u>	

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

6. Other incoming resources

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Subscriptions and other income	4,061	4,061	3,353
Coronavirus Job Retention Scheme funding	2,126	2,126	14,672
Total 2022	<u>6,187</u>	<u>6,187</u>	<u>18,025</u>
Total 2021	<u>18,025</u>	<u>18,025</u>	

7. Expenditure on raising funds

Fundraising expenses

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Fundraising expenses	8,793	8,793	7,237
Wages and salaries	22,594	22,594	18,328
Social security costs	893	893	714
Pension costs	412	412	338
Depreciation	145	145	130
Total 2022	<u>32,837</u>	<u>32,837</u>	<u>26,747</u>
Total 2021	<u>26,747</u>	<u>26,747</u>	

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

8. Direct and support costs

	Direct costs 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Day Centre/Outreach	150,498	52,420	202,918	214,654
Total 2021	161,511	53,143	214,654	

Analysis of support costs

	Total funds 2022 £	Total funds 2021 £
Staff costs	29,543	31,778
Depreciation	2,755	2,464
Premises costs	5,566	7,015
General office	11,656	9,437
Independent examiner's fees	2,900	2,449
	52,420	53,143

9. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,877 (2021 - £2,676).

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

10. Staff costs

	2022	2021
	£	£
Wages and salaries	164,585	168,186
Social security costs	6,503	6,553
Contribution to defined contribution pension schemes	3,001	3,107
	<u>174,089</u>	<u>177,846</u>

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

	2022	2021
	No.	No.
Direct charitable work	<u>10</u>	<u>11</u>

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

The remuneration of key personnel amounted to £60,089 (2021: £65,670).

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

12. Tangible fixed assets

	Long-term leasehold property £	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation				
At 1 April 2021	160,203	23,514	46,762	230,479
Additions	-	-	1,604	1,604
At 31 March 2022	160,203	23,514	48,366	232,083
Depreciation				
At 1 April 2021	160,203	22,839	43,168	226,210
Charge for the year	-	504	2,396	2,900
At 31 March 2022	160,203	23,343	45,564	229,110
Net book value				
At 31 March 2022	-	171	2,802	2,973
At 31 March 2021	-	675	3,594	4,269

13. Debtors

	2022 £	2021 £
Trade debtors	7,821	6,437
Other debtors	100	262
Prepayments and accrued income	576	4,844
	8,497	11,543

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	4,864	7,038
Other taxation and social security	5,225	6,543
Other creditors	16,175	16,669
Accruals and deferred income	4,949	38,070
	<u>31,213</u>	<u>68,320</u>
	2022 £	2021 £
Deferred income at 1 April 2021	35,570	-
Grants received during the year deferred until the following year	-	35,570
Amounts released from previous periods	(35,570)	-
	<u>-</u>	<u>35,570</u>

Due to a delay in projects commencing income received from LCFC Vichai Foundation, Leicestershire Leicester and Rutland Community Foundation and Leicestershire County Council were deferred at the 31 March 2021.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
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	<u>38,986</u>	<u>90,776</u>	<u>(96,432)</u>	<u>33,330</u>
Total Unrestricted funds	<u>198,986</u>	<u>90,776</u>	<u>(96,432)</u>	<u>193,330</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15. Statement of funds (continued)

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Restricted funds				
The Day Centre Grants	-	53,937	(53,937)	-
British Heart Foundation	83	-	(83)	-
Leicester Lions Club	299	329	(241)	387
The Leeds Building Society Charity Funds	1,263	-	(320)	943
The Henry Smith Charity	-	30,200	(30,200)	-
Leicestershire Leicester and Rutland Community Foundation	-	12,850	(12,850)	-
LCFC Vichai Foundation	-	16,720	(16,720)	-
Leicestershire County Council Communities Fund	-	5,000	(4,707)	293
Scott Bader	-	2,820	(2,820)	-
T S Shipman Trust	-	1,000	(1,000)	-
Hastings Direct	-	2,000	(2,000)	-
Tesco Groundwork - Mindfulness	-	1,000	(1,000)	-
Tesco Groundwork - Creative Art	-	1,000	(1,000)	-
Freemasons Leicester	-	2,000	-	2,000
Everards Community Excellence Fund	-	3,445	(3,445)	-
Leicestershire County Council	-	7,500	(7,500)	-
Costco & United Way UK	-	1,500	(1,500)	-
	<u>1,645</u>	<u>141,301</u>	<u>(139,323)</u>	<u>3,623</u>
Total of funds	<u><u>200,631</u></u>	<u><u>232,077</u></u>	<u><u>(235,755)</u></u>	<u><u>196,953</u></u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

15. Statement of funds (continued)

Statement of funds - prior 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	<u>19,978</u>	<u>101,092</u>	<u>(82,084)</u>	<u>38,986</u>
Total Unrestricted funds	<u>179,978</u>	<u>101,092</u>	<u>(82,084)</u>	<u>198,986</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15. Statement of funds (continued)

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
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 Hand Raising Trust	-	20,085	(20,085)	-
The Edward Gosling Foundation	-	5,000	(5,000)	-
Leicestershire, Leicester and Rutland Community Fund	-	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>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

15. Statement of funds (continued)

Designated Funds

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

Expenses contingency - To cover overhead, contract costs and other closure costs in the event of reduced/cessation of funding.

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 Hospital 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 outgoing thereon over a two year period.

Restricted Funds

The Day Centre Grants are the 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 period.

British Heart Foundation funds relate to a 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 funds relate to a donation received to be spent towards the cost of a new dishwasher, talking microwave, shelving and storage units. During the year the charity also received a further donation of £329 to fund the purchase of one Samsung Galaxy S6 Tablet. The funds carried forward relate to the net book value of the assets acquired.

The Leeds Building Society Charity Fund, are grants awarded to fund the cost of two new laptops and a height adjustable table. The height adjustable table has not been purchased and £620 of unspent funds have been carried forward. The remaining balance of the funds relate to the net book value of the laptops.

The Henry Smith Charity was a grant 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. All funds were spent in the year.

Leicestershire, Leicester and Rutland Community Foundation donated £12,850 towards the new Digital Day Centre. All funds were spent in the year.

LCFC Vichai Foundation donated £16,720 towards "Gift a wish 2022". All funds were spent in the year.

The Leicestershire County Council Communities Fund was received towards the costs of wages/salary along with the cost of IT equipment and any associated set up costs. The remaining funds were carried forward to next year.

Scott Bader donated £2,820 for the "here with you project", the full amount of the donation has been spent in the year.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15. Statement of funds (continued)

The T S Shipman Trust donated £1,000 to support the delivery of 26 sessions for residents of the City and County of Leicester, Leicestershire and Rutland. All funds were spent during the year.

Hastings Direct offered a COVID-19 Community Grant Scheme, this funded 52 specialist sessions at the day centre. All funds were spent in the year.

Tesco Groundwork Mindfulness donated £1,000 from a successful application Headway made to the Bags of Help program. All funds were spent during the year.

Tesco Groundwork Creative Art also donated £1,000 from a successful application Headway made to the Bags of Help program. All funds were spent during the year.

Freemasons Leicester is funding received to provide carers with a supportive network for an additional 52 weeks of the year. The unspent funds have been carried forward to the next year.

Everards Community Excellence Fund donated £3,445, to renovate and bring the garden back into use. The total amount of the grant has been spent in the year.

Leicestershire County Council contributed £7,500 towards the staffing costs for a county outreach support worker along with travel costs and expenses. All funds were spent during the year.

Costco United Way UK donated £1,500 from United Way UK's Give a Local grant. All funds were spent during the year.

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	1,970	1,003	2,973
Current assets	222,573	2,620	225,193
Creditors due within one year	(31,213)	-	(31,213)
Total	193,330	3,623	196,953

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

16. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior 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

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

	2022 £	2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(3,678)	16,930
Adjustments for:		
Depreciation charges	2,900	2,594
Dividends, interests and rents from investments	(80)	(75)
Decrease/(increase) in debtors	3,046	(8,923)
Increase/(decrease) in creditors	(37,107)	41,721
Net cash provided by/(used in) operating activities	(34,919)	52,247

18. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	216,696	253,139
Total cash and cash equivalents	216,696	253,139

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

19. Analysis of changes in net debt

	At 1 April 2021	Cash flows	At 31 March 2022
	£	£	£
Cash at bank and in hand	253,139	(36,443)	216,696
	<u>253,139</u>	<u>(36,443)</u>	<u>216,696</u>

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 £3,001 (2021: £3,107). Contributions totaling £687 (2021: £729) were payable to the fund at the balance sheet date and are included in creditors.

21. Related party transactions

Christopher McKinney, a Trustee, is also a partner of Shoosmiths Solicitors. During the year Shoosmiths Solicitors paid £500 for the Headway spring ball. In the prior year they paid £150 to the charity to appear on a legal advice link page on the charity's website and £450 for corporate membership.

No other related party transactions took place in the year.