

**Registered number: 03731392**  
**Charity number: 1075338**

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

---

**CONTENTS**

---

	Pages
<b>Reference and Administrative Details of the Company, its Trustees and Advisers</b>	1
<b>Chairman's Statement</b>	2
<b>Trustees' Report</b>	3 - 10
<b>Independent Auditor's Report on the Financial Statements</b>	11 - 14
<b>Statement of Financial Activities</b>	15
<b>Balance Sheet</b>	16 - 17
<b>Statement of Cash Flows</b>	18
<b>Notes to the Financial Statements</b>	19 - 34

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

---

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2022**

---

<b>Trustees</b>	Owen Thurtle, Chair Timothy Lockington (appointed 22 March 2022) Terence Hunt (resigned 27 October 2021) Roy Dunnnett (resigned 10 September 2021) Tom Cook (resigned 6 September 2021) Humphry Adair Gayle Fogg-Elliot Gordon Watling (appointed 6 September 2021) Timothy Humpage Sajid Alam (resigned 9 March 2022) Carole Almond Alec Charnley Hazel Chittock Susan Smith Richard Foyster (appointed 21 April 2021)
<b>Company registered number</b>	03731392
<b>Charity registered number</b>	1075338
<b>Registered office</b>	Epsilon House West Road Ipswich IP3 9FJ
<b>Website</b>	<a href="http://www.headwaysuffolk.org.uk">www.headwaysuffolk.org.uk</a>
<b>Chief Executive Officer</b>	Helen Fairweather
<b>Independent auditor</b>	Scrutton Bland LLP Chartered Accountants Fitzroy House Crown Street Ipswich Suffolk IP1 3LG
<b>Bankers</b>	Barclays, Saffron Building Society, COIF, Lloyds Bank, CAF and Charity Bank

**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

The chairman presents his statement for the year.

Each year, around 350,000 people are admitted to hospital in the UK with a brain injury of some sort, whether traumatic, vascular or degenerative. Most of these people will require some form of short or long term support or rehabilitation. Headway Suffolk recognises this and is committed to providing a wide range of support and rehabilitation services throughout Suffolk to ensure that those in our County who are affected by a wide range of Neurological Conditions, have services and facilities available to help and support them.

It is still a major challenge to procure adequate funding to enable us to provide our services, this is due to the financial inability of Local Authorities and National Government departments to provide adequate support for clients who have been used to reliance on these sources in the past to provide adequately funded care. The continuing reduction in benefits to those most vulnerable is creating great hardship. The rise in the Minimum wage and increase in general costs and the demand for ever higher quality service means that finances are always under strain; however, we are grateful for grants which have helped us to continue services this year, and purchase good supplies of PPE, and we note that there is a rise in the payments we can expect from Suffolk County Council (SCC) in the next year although we fear this will not reflect the rise in inflation we can expect.

Headway Suffolk was affected, like the rest of the country during 2021/22 by the Covid 19 pandemic. Our Ipswich hub never closed but numbers were very low. These have increased during this financial year to pre Covid numbers. Our Bury St Edmunds hub is open 3 days a week rather than 5 pre Covid. We are gradually building up numbers. For the moment we have not been able to continue to operate our Satellite services.

A large amount of time and money was spent in keeping our services Covid 19 safe and secure through the provision of PPE and also screens, fogging machines zoning of the premises, and extra cleansing facilities. This was a significant extra burden for our staff, as their work did not allow them to retreat to home working.

In spite of these difficulties I am pleased to report that Headway Suffolk has continued to recruit new Trustees with a wide range of experience and ability to guide the Charity to a sustainable future; these have included relations of clients making use of Headway Suffolk's services and an ex-employee of the Charity.

The Charity has also continued to recruit new staff who provide a high quality of service; however this remains a big challenge as we are required to ensure continuing higher standards of commitment and qualifications for staff while being limited in our ability to pay realistic wages when compared with commercial employers. The Charity continues to provide regular training to its staff, and Zoom has enabled some of that training to happen in a place convenient to staff, namely their homes.

I am very proud of the standard of service that our dedicated and hardworking staff team continue to provide during the pandemic ensuring our clients are safe and well during these very challenging times.

The future remains challenging but I remain confident that Headway Suffolk will continue to address the needs of those who require our services and that the Charity is well served by staff and trustees to ensure a continuing exciting and progressive future.

O Thurtle - Chairman  
Date:

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

---

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

The Trustees present their annual report together with the audited financial statements of Headway Suffolk for the year 1 April 2021 to 31 March 2022.

The Directors, who are also referred to as Trustees, are pleased to present their annual report together with the accounts and financial statements of the Charity for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

Since the 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 including public benefit**

The Objectives of the Charity are:

- To promote understanding of all aspects of brain injury and other neurological conditions; and
- To provide information, support, bespoke appropriate care and rehabilitation services to people with an acquired brain injury or other acquired neurological condition, their families and carers.

The vision that shapes our annual activities remains the promotion of a comprehensive understanding of the devastating effects of brain injury along with the provision of the most advantageous care and support to those affected and is guided by the following Values Statement:-

**Headway Suffolk**

- Values the individual and believes in the equal right of all to realise their potential
- Believes in countering the disadvantage and social exclusion experienced by people with brain injury and other neurological conditions, their families and carers, by encouraging voluntary action in its diverse forms
- Values and respects diversity and disability, race, culture, religion and sexual orientation
- Believes that people with brain injuries, neurological conditions their families and carers and concerned professionals should work together in pursuit of shared goals
- Believes that the Headway Suffolk movement has a vital role to play in lobbying for improvements in statutory services and is proud to provide services to Suffolk County Council and the East Suffolk and Ipswich Clinical Commissioning Group ('CCG') and West Suffolk CCG.
- Values the commitment to improving the lives of people with brain injury, neurological conditions, their families and carers, shown by its Trustees, Employees, Volunteers, Members and Supporters
- Recognises and values the work which Headway Suffolk Groups carry out with people who have survived all types of acquired brain injury and neurological conditions, their families and carers
- Believes that carers and people with brain injuries and neurological conditions who use services should be consulted by service providers and involved in service delivery wherever possible.

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

---

**Activities**

**Social Rehabilitation**

Headway Suffolk is able to offer social day rehabilitation to clients with a wide range of neurological conditions at our main hubs in Ipswich and Bury St Edmunds. After assessment clients are able to engage in a wide range of activities to suit their needs. This may include, art and craft, basic skills, living skills, IT, music and drama in addition to physical activities provided by regular visits to the local outside Gym together with working on our own allotment to produce some of the food used in our teaching kitchen at Ipswich. All these activities are instrumental in assisting clients to achieve their short and long term goals.

**Food parcels**

As our clients struggled to shop during the pandemic and to purchase food, Headway Suffolk registered as a food bank and delivered food on a weekly basis. Extra hampers were delivered at Christmas. The Charity also cooked and delivered its own ready meals, as such products could not be purchased during the first lockdown, after approval of our cooking facilities. These service continue as well as bags of toiletries, free duvets, blankets, heaters and sleeping bags.

**Home Care - Community Support**

The Charity continues to support people in their own home, helping them with personal care, taking medication and daily living tasks. In addition, they have supported them to take part in leisure activities, to attend health care appointments and to follow hobbies. For some clients we give 24-7 care. Headway Suffolk Home Care team are inspected by the Care Quality Commission ('CQC') and were given a rating of GOOD at the last inspection which took place in June 2018.

**Transport**

During the last 12 months Headway Suffolk has maintained its in house transport fleet of 5 Minibuses. The lease on the fleet of 17 small cars Suzuki Ignis enable Home Care and Hub staff to safely transport clients to individual activities instead of using their personal vehicles over which the Charity do not have control. All Headway Suffolk vehicles are fitted with safety and monitoring equipment which enable Managers to constantly monitor legal compliance and tracking ability to help keep clients and staff safe.

**Brainy Dogs**

This project continues to form a valuable part of the services that we offer and still attracts interest and funding from a variety of sources including a further grant from the Big Lottery during the year. The project gives our service users the ability to acquire a companion dog of their own or to have regular contact with the dogs in training at the centre. Our Brainy Dog staff also do home visits to individuals and in the community. It provides the opportunity for regular exercise for our service users by taking a dog for a walk and importantly provides companionship for service users who live alone.

**Clinical Therapies**

We have a team of physiotherapists, occupational therapist and mental health nurse. As well as providing one to one support the therapists deliver dementia groups, understanding brain injury courses, and carers support groups. The service is currently part funded by the Brompton Trust and core funding.

**Campaigning**

During the last year Headway Suffolk has continued to provide education in all aspects of brain injury to local schools, local authority, healthcare, police departments and the local prison service.

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

---

Our CEO meets regularly with Suffolk County Councillors from all parties, writes to all District, Borough and Parish Councillors on a regular basis and is in contact with all Suffolk's MPs so that they understand the needs of our clients and the work that Headway Suffolk carries out. Useful contacts have also been formed with the Suffolk High Sheriff and the County Lord Lieutenant.

We again held a Neurological Conference, attracting 253 participants, who attended a virtual conference. This was very well received and yielded a profit to the society.

**Achievements and performance**

The financial review and statement of financial affairs shown later in the Annual Report provides a detailed picture of the financial performance of the charity. 2021/22 was another busy year for the Charity with many challenges but with good progress on many fronts.

Headway Suffolk was awarded the Suffolk Award by the High Sheriff for outstanding work during the Covid Pandemic. Three staff were awarded High Sheriff award for their work during Covid 19

**Standards**

During the last year the Charity maintained its compliance with CQC and Headway UK Governance Standards which assists in bringing continuing confidence and recognition from funders and other professional bodies.

**CRM System**

The integrated CRM system continues to provide important information enabling staff to monitor and organise activities and is proving useful in all aspects of management of the Charity, recording and retrieving important statistics and information on performance of the two main centres and the satellites. It is also a very important tool in the implementation and administration of our Home Care Service.

**GDPR**

To enable compliance with the requirements imposed by the introduction of the new General Data Protection Regulations in May 2018. All Email and Office software systems have now been switched over to Microsoft Office 365, dedicated tablets and or laptops have been provided to all staff to ensure personal devices are no longer required for any Headway Suffolk communications. This ensures better security of information used and a common system with regularly updated and compliant office communication.

**Volunteers Value**

The value of volunteers is difficult to quantify but volunteers contribute in many ways to the running of the Charity both in the centres as volunteer support to permanent staff, together with various other external activities. We continue to value our volunteers as an essential part of our operations.

**Training**

Headway Suffolk now has a respected internal training department which ensures all staff reach their full potential. All care staff are qualified to level 2 in care with 90% trained to level 3. All staff receive training in first aid and manual handling by our qualified in house trainers. We have developed a partnership with a local commercial company to deliver e-learning to our staff on a range of topics. This training is also available and attended by some Trustees who had a virtual training day

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

---

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

---

**Public Benefit**

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims, objectives and operations. They are of the opinion that the provision of a range of services, free at the point of delivery, enables Headway Suffolk to meet its obligation to provide public benefit.

These services include the provision of information to local organisations, raising the awareness of brain injury in the County. The provision of Drop-in Advice and Support Groups for service users and their families including access to the in house Counselling service.

Provision of work experience to college and university students, apprenticeships and placements have taken place in a Covid safe manner.

**Financial review**

**Overview**

During the year operating income and expenditure have both seen a significant decrease compared with last year, this is due mainly to the Covid-19 pandemic which meant that our centres had to be temporarily closed or open at a significantly reduced capacity. However, the significant increase in grants and donations throughout the year have meant the Charity has not been adversely affected financially.

The services we provide have continued to improve and expand slowly and we continue to provide a high level of training to our staff. Our transport fleet generates a significant expenditure but is necessary due to the unwillingness of the local authority social services to fund essential transport for the majority of our clients. At the same time we are offered care rates by social services which do not fully cover the costs and the shortfall has to be funded from other sources to keep a healthy balance and ensure we do not drive people away due to funding difficulties.

**Income**

Our Income has seen a decrease during the year to £1,459,012 from £1,809,203 last year. However, it is important to note that Centre Attendance Fees have increased significantly to £319,144 from £189,316 reflecting the continued recovery from the impact of Covid-19 within the Centre Hubs, the Community Support fees have seen an increase from £617,059 to £635,868. The other main stream of income, not directly within our control, is Grants and Donations. This year Grants and Donations amount to £438,256 a significant decrease from last year. The majority of this income (£306,828) is Restricted Income, i.e. tied to specific expenditure not normally available for general revenue purposes.

**Expenditure**

Charitable activities expenditure has seen an increase of £8,874 over last year. Costs incurred on the property project over the past few years were impaired in 2020/21 due to the pandemic leading to a postponement and subsequent change of plan with regard to the future property strategy and these were shown as other expenditure in the prior year.

**Balance Sheet**

Debtors & Creditors - The Finance group monitors all income and expenditure on a monthly basis and particularly focuses on Debtors and Creditors to ensure this does not become a problem. The Mortgage on our Epsilon House Property is the Charity's only long-term Creditor and the sum outstanding on it has reduced by a further £64,692 to £286,257, in addition the Finance Agreement on the fleet cars has an outstanding balance of £164,442. The reduction in the amounts due relating to the mortgage is due to the decision during the year to



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

---

pay off £50,000 extra.

Our Net Assets amount to £953,300 or 75% of our Annual Expenditure. They include the unexpended Restricted Funds and the net value of our premises [Epsilon House].

Balances are held at six different banks so that the guarantee for such funds is not exceeded. The payroll has thus to be sourced from more than one bank as it averages £89,562 a month, which is above the guarantee limit.

£259,719 worth of Restricted Funds have been expended during the year leaving £134,091 at the year end, in comparison with the £86,982 remaining unspent from previous years.

**Risk Assessment, Reserves and Investment Strategy**

The Trustees and the CEO are conscious that revenue is difficult to predict, but reserves need to be kept at a realistic level to enable the Charity to function effectively and they consider that at least 3 months operational reserves should be held and available at all times for this purpose and have a risk management strategy which comprises:

- An annual review of the risks the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise any potential impact on the Charity should the identified risks materialise.

Through the risk management processes established for the Charity the Trustees are satisfied that any major risks identified have been adequately mitigated where necessary. It is recognised that the systems in place can only provide reasonable but not absolute assurance that all major risks have been adequately managed. The overall financial situation continues to be at a sustainable level to enable the Charity to continue with present projects and services, even though external funding is increasingly difficult to guarantee long-term. The Trustees continue to believe the strategy of building and maintaining reserves for the future to a realistic level is the correct one to enable the charity to continue with its work into the foreseeable future, and this is reflected in the overall value of reserves shown on the balance sheet. However it should be noted that the majority of this has been accumulated over the years from grants, donations and legacies and is NOT accrued from revenue income which continues to be very difficult to obtain at a realistic level.

In common with many other Charities, Headway Suffolk continues to face continuing long-term uncertainty and difficulty in sourcing and competing for external funds. The Trustees continue to consider it prudent to maintain sufficient liquid assets to enable the charity to function correctly. Consequently the Charity's funds, both restricted and unrestricted, are still held in accessible cash form as any rewards from short term investment still currently produce meagre returns. The funds are not considered excessive in the context of total expenditure. The Finance team regularly monitors the amounts held in current and investment accounts and authorises regular transfers to maximise interest with security. The reserves and investments are reviewed annually and require the Charity to maintain sufficient assets to cover operating costs. The Trustees actively monitor and review on a regular basis the major operational and business risks which the charity faces and put into operation policies and actions to reduce known risks where appropriate.

The free reserves of the Charity equate to £303,541. This is in line with the current policy of maintaining reserves equivalent to 3 months of operational expenditure. During 2022/23 we will review the free reserves policy in light of the experience of the past 16 months

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

---

**Future Plans**

**Ipswich Housing Project**

During the year the Trustees decided to start talking with Ipswich Borough Council again regarding the housing project. We hope that Ipswich Borough Council will build this and rent it to Headway Suffolk for 25 years. The estimated completion date is 2024.

**Day Centre Attendance**

Efforts continue to seek to increase day centre attendance both at Ipswich and Bury St Edmunds to maximise on the resources and facilities available, to provide additional services and facilities and to continue in the establishment of Satellite Centres to enable us to provide a true county wide service to people with an acquired neurological condition.

**Home Care**

This is an area that continues to have ongoing potential and that Headway Suffolk is ideally placed to take over the specialist care required to ensure our service users are able to lead sociably acceptable lives. This service will be gradually expanded in the future as demand and resources permit. It is recognised that this is a much needed specialist service for clients with a wide range of neurological conditions.

**Structure, governance and management**

**Constitution**

Headway Suffolk is constituted under the Companies Act 2006 (Registered No 03731392) and is limited by guarantee. It is governed according to the provisions contained in the Memorandum and Articles of Association, dated 22 February 1999.

**Trustees**

A list of Trustees during the year and to the date of this report is included on page 1.

**Appointment of Trustees**

Voting members are entitled to nominate individuals to stand for election to the Board of Trustees. Nominees are elected by ballot at the Annual General Meeting for a period of three years. All retiring members are eligible to stand for re-election at the end of the three year appointment.

The Articles of Association allow a minimum number of 3 and a maximum number of 15 on the Board of Trustees.

The Board of Trustees may Co-opt additional members to the Board within minimum & maximum numbers, any such Co-opted members are eligible to stand for election by members at the next AGM.

**Trustee Induction and Training**

New Trustees undergo a comprehensive induction to make them aware of their legal obligations under charity law, the content of the Memorandum and Articles of Association, the structure and governance of the Charity as well as policies and procedures, their obligations under the Trustees Code of Conduct, the current business plan and budget together with details of recent financial performance. Trustees are also regularly updated by the Chair and CEO with relevant information from the Charity Commission and the Rules of Affiliation with Headway Suffolk UK.

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

---

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

---

**Tax Status**

The Company is a Registered Charity No. 1075338, and is potentially exempt from Corporation Tax & Income Tax.

**Organisation**

The Trustees conduct much of the routine business of the Charity by various Action Groups appointed from board members to meet as and when appropriate. During the current year the following action groups were established and have met at appropriate times during the year. Governance, Finance, Housing, Data Protection, Operations & Projects groups. All subsequent decisions agreed at action group meetings being modified accepted or rejected at Main Board meetings.

Regular Management meetings with the Chairman, Board Members & The Chief Executive are held to ensure application of policies and procedures and to promote the smooth running of the Charity.

**Main Board Meetings**

The Board of Trustees meets 12 times per year to discuss all aspects of the Charity's business and to carry out its legal obligations. All Board meetings in 2021/22 have been on Zoom due to Covid 19.

**Capacity of Trustees**

All members of the Board of Trustees exercise their authority in the capacity as directors under the relevant companies legislation and as trustees of the Charity. Given the Company's charitable status the term "Trustee" rather than "Director" is used throughout.

**Trustees' liability insurance**

Headway Suffolk has maintained insurance during the year for Trustees against liabilities in relation to their duties as Trustees.

**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the 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 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

---

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

---

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 Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditor**

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the Charity's auditor is unaware; and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the Charity's auditor is aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:

.....  
**Owen Thurtle**  
Chair of Trustees

Date:

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD**

---

**Opinion**

We have audited the financial statements of Headway Suffolk Ltd (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 the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charitable Company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charitable Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)**

---

**Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)**

---

**Responsibilities of Trustees**

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the Charitable Company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charitable Company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial experience and through discussions and enquiries of Trustees and management. During the engagement team briefing, the outcomes of these discussions were shared with the team, as well as consideration as to where and how fraud may occur in the Charitable Company.

The following laws and regulations were identified as being of significance to the Charitable Company:

- Those laws and regulations considered to have a direct effect on the financial statements including UK financial reporting standards, taxation regulations and the Charities Act 2011; and
- The Charitable Company is subject to many other laws and regulations where the consequences of noncompliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, safeguarding, human rights and employment law and GDPR compliance.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the Charitable Company complies with such regulations; enquiries of management and those charged with governance concerning any actual or potential litigation or claims, inspection of relevant legal documentation, review of board minutes, testing the appropriateness of entries in the nominal ledger, including journal entries and the performance of analytical procedures to identify any unexpected movements in account balances which may be indicative of fraud.

However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the Charitable Company's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADWAY SUFFOLK LTD (CONTINUED)**

---

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditor's Report.

**Use of our report**

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

**Adam Smith (Senior Statutory Auditor)**

for and on behalf of  
**Scrutton Bland LLP**  
Chartered Accountants  
Statutory Auditor  
Fitzroy House

Crown Street  
Ipswich  
Suffolk  
IP1 3LG

Date:



**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
Donations and grants	2	131,428	306,828	438,256	939,926
Charitable activities	3	955,013	-	955,013	806,375
Fundraising activities	4	9,217	-	9,217	8,044
Investments	5	650	-	650	152
Other income	6	55,876	-	55,876	54,706
<b>Total income</b>		<b>1,152,184</b>	<b>306,828</b>	<b>1,459,012</b>	<b>1,809,203</b>
<b>Expenditure on:</b>					
Charitable activities	9	1,187,666	259,719	1,447,385	1,438,511
Other expenditure	11	-	-	-	94,548
<b>Total expenditure</b>		<b>1,187,666</b>	<b>259,719</b>	<b>1,447,385</b>	<b>1,533,059</b>
<b>Net movement in funds</b>		<b>(35,482)</b>	<b>47,109</b>	<b>11,627</b>	<b>276,144</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		854,691	86,982	941,673	665,529
Net movement in funds		(35,482)	47,109	11,627	276,144
<b>Total funds carried forward</b>		<b>819,209</b>	<b>134,091</b>	<b>953,300</b>	<b>941,673</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 19 to 34 form part of these financial statements.

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**  
**REGISTERED NUMBER: 03731392**

**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	14	801,924	835,463
		<u>801,924</u>	<u>835,463</u>
<b>Current assets</b>			
Debtors	15	228,638	228,692
Cash at bank and in hand	23	499,047	531,526
		<u>727,685</u>	<u>760,218</u>
Creditors: amounts falling due within one year	16	(169,107)	(157,560)
<b>Net current assets</b>		<u>558,578</u>	<u>602,658</u>
<b>Total assets less current liabilities</b>		<u>1,360,502</u>	<u>1,438,121</u>
Creditors: amounts falling due after more than one year	17	(407,202)	(496,448)
<b>Net assets</b>		<u><u>953,300</u></u>	<u><u>941,673</u></u>
<b>Charity funds</b>			
Restricted funds	18	134,091	86,982
Unrestricted funds	18	819,209	854,691
<b>Total funds</b>		<u><u>953,300</u></u>	<u><u>941,673</u></u>

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**  
**REGISTERED NUMBER: 03731392**

---

**BALANCE SHEET (CONTINUED)**  
**AS AT 31 MARCH 2022**

---

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:

.....  
**Owen Thurtle**  
(Chair of Trustees)  
Date:

The notes on pages 19 to 34 form part of these financial statements.

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

---

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

---

	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	66,061	357,686
	<hr/>	<hr/>
<b>Cash flows from investing activities</b>		
Interest received	650	152
Proceeds from the sale of tangible fixed assets	-	70,254
Purchase of tangible fixed assets	(5,157)	(23,050)
	<hr/>	<hr/>
<b>Net cash (used in)/generated from investing activities</b>	<b>(4,507)</b>	<b>47,356</b>
	<hr/>	<hr/>
<b>Cash flows from financing activities</b>		
Repayments of borrowings	(64,692)	(13,974)
Repayments of finance leases	(29,341)	(67,452)
	<hr/>	<hr/>
<b>Net cash used in financing activities</b>	<b>(94,033)</b>	<b>(81,426)</b>
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	<b>(32,479)</b>	<b>323,616</b>
Cash and cash equivalents at the beginning of the year	531,526	207,910
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<b>499,047</b>	<b>531,526</b>
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 19 to 34 form part of these financial statements

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

---

**1. Accounting policies**

**1.1 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

Headway Suffolk Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Going concern**

The financial statements have been prepared on a going concern basis.

The hub re-opened fully in the year and the operation of home care services was maintained.

The Charity has prepared budgets and forecasts which indicate that the Charity will be able to continue to meet its liabilities as they fall due and continue to trade for the foreseeable future, being at least twelve months from the date of approval of these financial statements.

**1.3 Company status**

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

**1.4 Income**

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

Income for attendance fees and associated income and income for home care fees are recognised based on the dates of attendance.

Grants and donations are accounted for at the date of receipt, unless they are subject to conditions being met. Grants and donations given for a specific purpose are shown as restricted income in the Statement of Financial Activities.

Income from other sources is accounted for in the year in which it is receivable.

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

---

**1. Accounting policies (continued)**

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Charitable activities and governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

**1.6 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

**1.7 Interest receivable**

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

**1.8 Tangible fixed assets and depreciation**

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Assets in the course of construction are included at costs incurred to date. Depreciation on these assets is not charged until they are brought into use.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

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

---

**1. Accounting policies (continued)**

**1.8 Tangible fixed assets and depreciation (continued)**

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Long-term leasehold property	- 1% per annum
Motor vehicles	- 25% per annum
Fixtures and fittings	- 25% per annum

Donated assets provided for use by the Charity are capitalised in the financial statements at their estimated market value.

**1.9 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 discounts due.

**1.10 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.

**1.11 Creditors**

Creditors are recognised where the Charity 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 or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

**1.12 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**1.13 Finance leases and hire purchase**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

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

---

**1. Accounting policies (continued)**

**1.14 Operating leases**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

**1.15 Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**1.16 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 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 Charity 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. Income from donations and grants**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Donations	124,058	-	124,058	411,133
Grants	-	306,828	306,828	471,958
Coronavirus job retention scheme income	7,370	-	7,370	56,835
	<u>131,428</u>	<u>306,828</u>	<u>438,256</u>	<u>939,926</u>
	<u>467,968</u>	<u>471,958</u>	<u>939,926</u>	
Total 2021				



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

**3. Income from charitable activities**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Attendance and support fees	955,013	-	955,013	806,375
Total 2021	806,085	290	806,375	

**4. Income from fundraising activities**

**Income from fundraising events**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Fundraising activities	9,217	9,217	8,044
Total 2021	8,044	8,044	

**5. Investment income**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Interest receivable	650	650	152
Total 2021	152	152	

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

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

**6. Other incoming resources**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Transport income	31,810	31,810	15,089
Lunch income	17,904	17,904	10,223
Miscellaneous Income	6,162	6,162	2,944
Profit on sale of tangible fixed assets	-	-	26,450
	<u>55,876</u>	<u>55,876</u>	<u>54,706</u>
Total 2021	<u>54,706</u>	<u>54,706</u>	

**7. Direct costs**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Property and office	95,577	40,310	135,887	162,018
Services	84,955	6,044	90,999	89,664
Staff training and recruitment	6,693	693	7,386	10,156
Wages and salaries	857,831	202,191	1,060,022	1,032,954
National insurance	70,548	4,898	75,446	70,397
Pension cost	24,078	1,964	26,042	23,273
Depreciation	35,076	3,620	38,696	36,941
	<u>1,174,758</u>	<u>259,720</u>	<u>1,434,478</u>	<u>1,425,403</u>
Total 2021	<u>974,892</u>	<u>450,511</u>	<u>1,425,403</u>	

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

8. Governance costs

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Auditor's remuneration and management fees	7,496	7,496	8,150
Wages and salaries	5,413	5,413	4,958
	<u>12,909</u>	<u>12,909</u>	<u>13,108</u>
Total 2021	<u>13,108</u>	<u>13,108</u>	

9. Analysis of expenditure on charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Direct costs and expenditure on governance	<u>1,187,666</u>	<u>259,719</u>	<u>1,447,385</u>	<u>1,438,511</u>
Total 2021	<u>988,000</u>	<u>450,511</u>	<u>1,438,511</u>	

Summary by expenditure type

	Staff costs 2022 £	Depreciation 2022 £	Other costs 2022 £	Total funds 2022 £	Total funds 2021 £
Direct costs and expenditure on governance	<u>1,166,921</u>	<u>38,696</u>	<u>241,768</u>	<u>1,447,385</u>	<u>1,438,511</u>
Total 2021	<u>1,131,582</u>	<u>36,941</u>	<u>269,988</u>	<u>1,438,511</u>	

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

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

**10. Net income/(expenditure)**

	<b>2022</b> £	2021 £
<b>This is stated after charging:</b>		
Depreciation of tangible fixed assets - owned by the Charity	38,696	36,941
Auditor's remuneration - audit services to the Charity	6,600	5,850
Operating lease rentals - plant and machinery	6,212	6,528
Operating lease rentals - land and buildings	21,500	21,500
	<u>          </u>	<u>          </u>

**11. Other expenditure**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	Total funds 2021 £
Impairment of assets under construction	-	-	94,548
	<u>          </u>	<u>          </u>	
Total 2021	94,548	94,548	
	<u>          </u>	<u>          </u>	

**12. Staff costs**

	<b>2022</b> £	2021 £
Wages and salaries	1,065,434	1,037,912
Social security costs	75,446	70,397
Contribution to defined contribution pension schemes	26,041	23,273
	<u>          </u>	<u>          </u>
	1,166,921	1,131,582
	<u>          </u>	<u>          </u>

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

	<b>2022 No.</b>	2021 No.
Average monthly number of employees	59	62
	<u>          </u>	<u>          </u>

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

---

**12. Staff costs (continued)**

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>2022 No.</b>	<b>2021 No.</b>
In the band £70,001 - £80,000	<u>1</u>	<u>1</u>

**13. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits for their qualifying services to the Charity. (2021 - £NIL).

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

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

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

**14. Tangible fixed assets**

	Long-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
<b>Cost</b>				
At 1 April 2021	654,034	355,087	29,571	1,038,692
Additions	-	-	5,157	5,157
At 31 March 2022	654,034	355,087	34,728	1,043,849
<b>Depreciation</b>				
At 1 April 2021	41,176	132,482	29,571	203,229
Charge for the year	-	38,696	-	38,696
At 31 March 2022	41,176	171,178	29,571	241,925
<b>Net book value</b>				
At 31 March 2022	612,858	183,909	5,157	801,924
At 31 March 2021	612,858	222,605	-	835,463

**15. Debtors**

	2022 £	2021 £
<b>Due within one year</b>		
Trade debtors	84,868	103,339
Other debtors	100,015	79,883
Prepayments	43,755	45,470
	228,638	228,692

---

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

---

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

---

**16. Creditors: Amounts falling due within one year**

	<b>2022</b>	2021
	<b>£</b>	<b>£</b>
Bank loan	14,156	18,943
Obligations under finance lease and hire purchase contracts	29,341	29,341
Trade creditors	46,071	17,610
Other taxation and social security	23,624	21,208
Other creditors	5,640	5,987
Accruals and deferred income	50,275	64,471
	<u>169,107</u>	<u>157,560</u>

The bank loan is secured on the long leasehold property and they are repayable by instalments at an interest rate of 2.6% above base rate per annum.

Obligations under hire purchase contracts due within one year are secured against the assets to which they relate.

**17. Creditors: Amounts falling due after more than one year**

	<b>2022</b>	2021
	<b>£</b>	<b>£</b>
Bank loan	272,101	332,006
Net obligations under finance lease and hire purchase contracts	135,101	164,442
	<u>407,202</u>	<u>496,448</u>

Included within the above are amounts falling due as follows:

	<b>2022</b>	2021
	<b>£</b>	<b>£</b>
<b>Between one and two years</b>		
Bank loan	<u>14,757</u>	<u>24,443</u>
<b>Between two and five years</b>		
Bank loan	<u>48,406</u>	<u>77,410</u>
<b>Over five years</b>		
Bank loan	<u>208,938</u>	<u>230,153</u>

The bank loan which is due for repayment after more than five years is repayable by equal instalments.

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

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
Property (less mortgage)	261,909	-	-	261,909
Futute Premises	135,452	-	-	135,452
Therapists	60,000	-	-	60,000
Vehicles	30,000	-	-	30,000
Mental Health Nurse	40,000	-	-	40,000
	<u>527,361</u>	<u>-</u>	<u>-</u>	<u>527,361</u>
<b>General funds</b>				
General Funds - all funds	<u>327,330</u>	<u>1,152,184</u>	<u>(1,187,666)</u>	<u>291,848</u>
<b>Total Unrestricted funds</b>	<u>854,691</u>	<u>1,152,184</u>	<u>(1,187,666)</u>	<u>819,209</u>
<b>Restricted funds</b>				
Restricted Funds - all funds	<u>86,982</u>	<u>306,828</u>	<u>(259,719)</u>	<u>134,091</u>
<b>Total of funds</b>	<u><u>941,673</u></u>	<u><u>1,459,012</u></u>	<u><u>(1,447,385)</u></u>	<u><u>953,300</u></u>



**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

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

**19. Restricted funds analysis**

	<b>Balance at 1 April 2021 £</b>	<b>Income £</b>	<b>Expend- iture £</b>	<b>Transfers in/out £</b>	<b>Balance at 31 March 2022 £</b>
Ipswich Borough Council	-	4,000	(4,000)	-	-
Broomton Foundation, Therapists	38,000	-	(38,000)	-	-
New Build - Buy a Brick	10,758	-	-	-	10,758
Suffolk Community Foundation, Suffolk, Carers Fund - Counselling	19,921	-	(20,211)	-	(290)
Big Lottery Fund, Brainy Dogs	-	70,425	(70,425)	-	-
Big Lottery Fund, Sensory Garden, New Build	5,000	-	-	-	5,000
Garfield Weston Foundation	-	30,000	-	-	30,000
SCC - Infection Control Fund	-	60,172	(60,172)	-	-
Suffolk Community Foundation, 186815	4,496	-	-	-	4,496
Brainy Dogs Fund	-	741	(741)	-	-
Kay & Cyril Fish and Chip Donation	-	20	(20)	-	-
SCC Funding for Computer and Tablet	-	1,000	-	-	1,000
SCC Men's Mental Health Foundation, Nurse	-	4,680	(4,680)	-	-
Workforce Recruitment & Retention Fund	-	8,550	(8,550)	-	-
The Adnams Community Fund	-	500	(500)	-	-
Broomton Foundation	-	25,000	-	-	25,000
Clothmakers	-	25,000	-	-	25,000
SCC, S Gage Locality Budget, Mobile Shop	120	-	(120)	-	-
St Edmunds Trust, Sara Stedy Device	690	-	-	-	690
Russ Rainger, Therapy Sessions	1,000	-	(1,000)	-	-
The Hospital Saturday Fun Donation	-	2,000	(2,000)	-	-
Mrs L D Rope Fish and Chip Dementia Group	-	5,000	(4,185)	-	815
L D Rope 3rd Charitable Settlement, Gardening Equipment	275	-	(26)	-	249

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

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

Running costs of the Aldeburgh Hub, agreed	1,618	-	-	-	1,618
Bruce Wake Charitable Trust	-	2,000	-	-	2,000
SCC Grant payment	-	500	-	-	500
Mrs LD Rope Third Charitable Trust, Fish & Chip Group	1,604	-	(1,604)	-	-
Lottery Funding, IT Equipment	-	10,000	(9,026)	-	974
SCC, Councilor Elizabeth Johnson, IT Equipment	-	1,000	-	-	1,000
East Suffolk Council, New Car Funding	3,500	-	(3,500)	-	-
Broomton Foundation, Therapists	-	50,000	(30,959)	-	19,041
West Suffolk Council, Community Chest Funding	-	6,240	-	-	6,240
<b>Total</b>	<b>86,982</b>	<b>306,828</b>	<b>(259,719)</b>	<b>-</b>	<b>134,091</b>

**20. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Tangible fixed assets	801,924	-	801,924
Current assets	590,168	137,517	727,685
Creditors: Amounts due within one year	(165,681)	(3,426)	(169,107)
Creditors: Amounts due in more than one year	(407,202)	-	(407,202)
<b>Total</b>	<b>819,209</b>	<b>134,091</b>	<b>953,300</b>

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

**20. 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	835,463	-	835,463
Current assets	648,236	111,982	760,218
Creditors due within one year	(132,560)	(25,000)	(157,560)
Creditors due in more than one year	(496,448)	-	(496,448)
<b>Total</b>	<b>854,691</b>	<b>86,982</b>	<b>941,673</b>

**21. Related party transactions**

The total employee benefits of the key management personnel of the Charity were £257,810 (2021: £131,126)

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

	<b>2022</b> £	2021 £
Net income for the year (as per Statement of Financial Activities)	11,627	276,144
<b>Adjustments for:</b>		
Depreciation charges	38,696	36,941
Interest receivable	(650)	(152)
(Profit) on the sale of tangible fixed assets	-	(26,450)
Decrease/(increase) in debtors	54	(34,614)
Increase in creditors	16,334	11,269
<b>Net cash provided by operating activities</b>	<b>66,061</b>	<b>263,138</b>

**HEADWAY SUFFOLK LTD**  
**(A Company Limited by Guarantee)**

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

**23. Analysis of cash and cash equivalents**

	<b>2022</b> £	2021 £
Cash at bank and in hand	499,047	531,526
<b>Total cash and cash equivalents</b>	<u>499,047</u>	<u>531,526</u>

**24. Analysis of changes in net debt**

	<b>At 1 April</b> <b>2021</b> £	<b>Cash flows</b> £	<b>Other non-cash</b> <b>changes</b> £	<b>At 31 March</b> <b>2022</b> £
Cash at bank and in hand	531,526	(32,479)	-	499,047
Debt due within 1 year	(18,943)	18,943	(14,156)	(14,156)
Debt due after 1 year	(332,006)	45,749	14,156	(272,101)
Finance leases	(193,783)	29,341	-	(164,442)
	<u>(13,206)</u>	<u>61,554</u>	<u>-</u>	<u>48,348</u>

**25. Operating lease commitments**

At 31 March 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2022</b> £	2021 £
Not later than 1 year	26,289	27,712
Later than 1 year and not later than 5 years	41,388	46,382
	<u>67,677</u>	<u>74,094</u>

