

**HEADWAY BEDFORD**  
(A company limited by guarantee)

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**HEADWAY BEDFORD**  
**(A company limited by guarantee)**

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**HEADWAY BEDFORD**  
(A company limited by guarantee)

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

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**Trustees**

Dr Linda Candita  
Eamon McDonnell  
Jennie Archer (resigned 29 April 2021)  
Maria DiSapia (appointed 1 December 2021)

**Company registered number**

03690891

**Charity registered number**

1075469

**Registered office**

Headway House  
Bedford Health Village  
Kimbolton Road  
Bedford  
MK40 2NT

**Chief executive officer and company secretary**

Christopher Batten

**Independent examiner**

MHA MacIntyre Hudson  
Chartered Accountants  
Peterbridge House  
The Lakes  
Northampton  
NN4 7HB

**Bankers**

TSB Bank plc  
Barton-le-Clay  
Bedfordshire

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**HEADWAY BEDFORD**

(A company limited by guarantee)

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**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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

Since the company 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****a. OBJECTIVES**

The activities of the charitable company are to provide rehabilitation and support to people who have suffered brain injury, including strokes, their families and carers and to provide services and facilities for such persons.

**b. PUBLIC BENEFIT**

The Trustees have given consideration to the Charity Commission's general guidance on public benefit when reviewing the charity's objects and planning its activities. We assist our clients by providing a holistic approach to the rehabilitation process. The positive impact of our service includes structured activities in a stimulating environment, a central venue that encourages and challenges individuals and that facilitates much needed peer support, goal setting which encourages client participation and ongoing progress, community reintegration, reduced feelings of isolation, increased confidence and motivation, a support network for carers, and providing respite for carers.

**c. ACHIEVEMENTS AND PERFORMANCE**

2021 was the second year of the pandemic and lockdowns. Remote working via video link continued during the first half of the year. Our structured group sessions lent themselves particularly well to video conferencing and the key staff involved continued to practice the skills needed to preserve essential interactive participation in for community rehabilitation in a "purposeful but fun" way for around 100 clients. Some further additional expenditure in IT equipment was required.

As in the previous year, some clients (about 25%) were unable to access services via video conferencing for various reasons. A number were helped to do this by their Headway key workers and in other cases supported by regular phone calls to deal with the inevitable problems caused by social isolation during lockdown. In fact, all our clients whether able to use IT technology or not, were also supported in this way.

However, by May 2021 most staff were back to working physically from the centre with many of the clients recommencing physical attendance from June. The need to maintain social distancing in the space available limited the numbers who could attend physically, and so "hybrid" working for group sessions was used with remote attendees accessing group sessions at the same time as those attending physically.

The number of new referrals during the year totalled 54, almost the same as in 2020, both years down by about 21 on the pre-pandemic 2019 year. The drop in referral numbers and the "patchy" nature of these reflected the effects of the lockdown on the other agencies in the Health and Social care system. On the other hand, our client numbers remained high because of a lack of other services to move them on to and the general support they were getting from Headway Bedford in the pandemic.

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**HEADWAY BEDFORD**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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It was the fourteenth full year in the refurbished and improved premises moved into in 2007.

Development of the infrastructure for key working and goal setting with our clients continued, and the provision of cognitive exercises at both group and individual levels; the speech therapy, physiotherapy and occupational therapy all continued to aid in our clients' rehabilitation. Some of our tutored art and craft work (e.g digital photography and cookery) had to be dropped but was replaced by other sessions e.g. "mindfulness". Fatigue management, run by our O.T. continued. Group singing, for those with speech impairments, worked surprisingly well over a video link!

We continued to develop our systems for "personalisation." (As in previous years we had been able to demonstrate that our key working and goal setting approaches could be linked to improved outcomes in this universal framework).

Our three main statutory funders continued to be the NHS and the Bedford Borough and Central Bedfordshire Social Services teams. The NHS contract had been renewed again until April 2022 although with some aspects of it still needing attention.

We continued to be a placement provider for Social Services students and trainee nurses and continued to be supported throughout the year by around 50 volunteers.

The Community Brain Injury Advisor project (started in 2011) continued to provide services for people with a brain injury who could not attend the centre or who had moved on. 'The Harpur Trust, Panacea and Beds & Luton Community Foundation funding having finished, the project continued to be supported by direct funding on a client-by client basis by both local authorities.

The board would again like to thank all the staff and volunteers of Headway Bedford for their dedication and hard work throughout the year, particularly the way in which they made a success of remote working.

## **ACTIVITIES**

### **a. REVIEW OF ACTIVITIES**

There was a deficit for the year before realised and unrealised revaluation profits on investments amounting to £21,347 (2020 - £8,824).

The unrealised loss on investment assets amounted to £350 (2020 - £486).

Unrestricted funds at 31 December 2021 amounted to £308,415 (2020: £330,047). Restricted funds at 31 December 2021 amounted to £1,489 (2020: £1,654).

### **b. INVESTMENT POLICY AND PERFORMANCE**

All funds not required for immediate use are held on interest bearing bank deposit.

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**HEADWAY BEDFORD**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**FINANCIAL REVIEW**

**a. 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.

**b. RESERVES POLICY**

It is the policy of the trustees not to hold specific reserves. The purpose of the unrestricted funds ('free reserves') is to provide all services as set out elsewhere in this report. In general, the aim is to maintain liquid assets at a level equivalent to six months operating costs.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. CONSTITUTION**

The company is registered as a charitable company limited by guarantee by its Memorandum and Articles of Association dated 18 January 1999. The charitable company was formed to take over the activities of an unincorporated charity, Headway House Bedford, whose assets were transferred to the charitable company on 1 January 1999.

The company has a registered charity number 1075469.

The activities of the charitable company are to provide rehabilitation and support to people who have suffered brain injury, including strokes, their families and carers and to provide services and facilities for such persons.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

There is a Board of Trustees, all of whom are directors of the company, who consider all significant expenditure and other requests at their meetings. The charity employs a chief executive who refers to the Board of Trustees as appropriate.

**d. RISK MANAGEMENT**

The main risk identified for on-going attention by the Board of Trustees continues to be the uncertainty of statutory income fluctuations. An additional risk identified in 2014 concerned NHS responsibilities as landlords of our premises. These changed as the local NHS PCT ceased to exist after April 2014 and was replaced by Bedfordshire CCG. A separate and new NHS organisation - NHS Property Services – is our landlord. During 2018 and 2019 the CCG mooted the possibility that it might like to create a new intensive stroke rehab facility using Headway's premises with Headway being relocated elsewhere. Although this idea was dropped for the time being after opposition and lobbying by Headway and its supporters, it may arise again and will be kept under review.

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**e. TRUSTEES**

The present membership of the Board is set out on page 1. Except as otherwise noted, all trustees/directors served throughout the year. One third of the Board are required to retire or seek re-election each year. Trustees are invited to join the Board generally on the recommendation of existing trustees.

The present membership of the Board is as set out below.

Dr Linda Candita  
Eamon McDonnell  
Maria DiSapia (appointed 1 December 2021)

Trustees are appointed or reappointed in accordance with the Articles of Association.

**f. TRAINING OF TRUSTEES**

The trustees are recruited for their wide experience and there is a comprehensive induction process on commencement. There is a training programme for trustees, if required.

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**HEADWAY BEDFORD**

(A company limited by guarantee)

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees (who are also directors of Headway Bedford 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 the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees, on 26/10/22 and signed on their behalf by:



**Dr Linda Candita**  
Chair of Trustees



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**HEADWAY BEDFORD**

(A company limited by guarantee)

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY BEDFORD (the 'company')**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 December 2021.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the 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 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 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.

**INDEPENDENT EXAMINER'S STATEMENT**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of (enter body here), which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Signed:



Dated: 28 October 2022

Adam Young ACA (member of ICAEW)

**MHA MACINTYRE HUDSON**

Chartered Accountants

Peterbridge House

The Lakes

Northampton

NN4 7HB

**HEADWAY BEDFORD**  
**(A company limited by guarantee)**

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

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>INCOME FROM:</b>					
Donations and voluntary income	2	66,474	-	66,474	53,924
Charitable activities	3	276,741	-	276,741	271,709
Investments	4	248	-	248	1,583
<b>TOTAL INCOME</b>		<b>343,463</b>	<b>-</b>	<b>343,463</b>	<b>327,216</b>
<b>EXPENDITURE ON:</b>					
Charitable activities		364,645	165	364,810	336,040
<b>TOTAL EXPENDITURE</b>	6	<b>364,645</b>	<b>165</b>	<b>364,810</b>	<b>336,040</b>
<b>NET EXPENDITURE BEFORE INVESTMENT LOSSES</b>		<b>(21,182)</b>	<b>(165)</b>	<b>(21,347)</b>	<b>(8,824)</b>
Net losses on investments		(350)	-	(350)	(486)
<b>NET EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>(21,532)</b>	<b>(165)</b>	<b>(21,697)</b>	<b>(9,310)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(21,532)</b>	<b>(165)</b>	<b>(21,697)</b>	<b>(9,310)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		330,047	1,654	331,701	341,011
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>308,515</b>	<b>1,489</b>	<b>310,004</b>	<b>331,701</b>

The notes on pages 11 to 23 form part of these financial statements.

The charity has no recognised gains or losses other than the results for the year as set out above.

**HEADWAY BEDFORD**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 03690891**

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2021**

	Note	£	2021 £	£	2020 £
<b>FIXED ASSETS</b>					
Tangible assets	10		7,777		7,049
Investments	11		547		897
			<u>8,324</u>		<u>7,946</u>
<b>CURRENT ASSETS</b>					
Debtors	12	33,264		106,820	
Cash at bank and in hand		336,308		292,118	
		<u>369,572</u>		<u>398,938</u>	
<b>CREDITORS:</b> amounts falling due within one year	13	(67,892)		(75,183)	
<b>NET CURRENT ASSETS</b>			<u>301,680</u>		<u>323,755</u>
<b>NET ASSETS</b>			<u><u>310,004</u></u>		<u><u>331,701</u></u>
<b>CHARITY FUNDS</b>					
Restricted funds	14		1,489		1,654
Unrestricted funds	14		308,515		330,047
<b>TOTAL FUNDS</b>			<u><u>310,004</u></u>		<u><u>331,701</u></u>

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**HEADWAY BEDFORD**

(A company limited by guarantee)

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**BALANCE SHEET (continued)**  
**AS AT 31 DECEMBER 2021**

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The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

  
**Eamon McDonnell**

**Trustee**

26/10/22

  
**Dr Linda Candita**

**Chair of Trustees**

26/10/22

The notes on pages 11 to 23 form part of these financial statements.

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

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Headway Bedford 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 Reconciliation with previous Generally Accepted Accounting Practice**

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

**1.3 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 £1 per member of the company.

**1.4 Going concern**

The financial statements have been prepared on a going concern basis. The Trustees have considered relevant information, including the annual budget, forecast future cash flows and the impact of subsequent events in making their assessment. The COVID 19 pandemic and the ensuing economic shutdown has had a significant impact on the charitable company's operations. In response to the COVID 19 pandemic, the Trustees have performed a robust analysis of forecast future cash flows taking into account the potential impact on the business of possible future scenarios arising from the impact of COVID 19. This analysis also considers the effectiveness of available measures to assist in mitigating the impact.

The Trustees have not identified any further material uncertainties that may cast significant doubt about the ability of the charitable company to continue as a going concern.

Based on these assessments and having regard to the resources available to the charitable company, the Trustees have concluded that there is no material uncertainty and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

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

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.5 Income**

All income is recognised once the company has entitlement to the income, 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 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 company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the 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.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised financially and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**1.6 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. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

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.

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

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.7 Tangible fixed assets and depreciation**

All assets costing more than £250 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any 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 bases:

Fixtures and fittings	-	25%
Long life equipment	-	10%
Tools and equipment	-	25%

**1.8 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

**1.9 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 Bank.

**1.10 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.

**1.11 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.

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

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.12 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.13 Financial instruments**

The company 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.

**1.14 Pensions**

The company 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.

**1.15 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.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the 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.



**HEADWAY BEDFORD**  
**(A company limited by guarantee)**

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

**2. INCOME FROM DONATIONS AND VOLUNTARY INCOME**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Other contracts	15,663	-	15,663	3,240
Catering, outings and transport	2,096	-	2,096	1,568
Donations	8,704	-	8,704	13,147
Fundraising and collections	32,361	-	32,361	35,969
Grants	7,650	-	7,650	-
	<u>66,474</u>	<u>-</u>	<u>66,474</u>	<u>53,924</u>
Total donations and voluntary income	<u>66,474</u>	<u>-</u>	<u>66,474</u>	<u>53,924</u>
	<u>53,924</u>	<u>-</u>	<u>53,924</u>	
Total 2020	<u>53,924</u>	<u>-</u>	<u>53,924</u>	

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Day care contracts - NHS	161,331	-	161,331	142,907
Day care contracts - Social services	115,410	-	115,410	128,802
	<u>276,741</u>	<u>-</u>	<u>276,741</u>	<u>271,709</u>
	<u>271,709</u>	<u>-</u>	<u>271,709</u>	
Total 2020	<u>271,709</u>	<u>-</u>	<u>271,709</u>	

**HEADWAY BEDFORD**  
(A company limited by guarantee)

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

**4. INVESTMENT INCOME**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Dividends	63	-	63	56
Deposit interest	185	-	185	1,527
	<u>248</u>	<u>-</u>	<u>248</u>	<u>1,583</u>
Total 2020	<u>1,583</u>	<u>-</u>	<u>1,583</u>	

**5. DIRECT COSTS**

	Activities £	Total 2021 £	Total 2020 £
Catering and outings	183	183	170
Client transport	-	-	56
Therapy materials, facility hire	6,897	6,897	5,066
Computer equipment and sundry costs	6,697	6,697	16,284
Volunteer travelling expenses	185	185	326
Rates	1,245	1,245	1,650
Promotional costs / goods	2,362	2,362	525
Cleaning	4,723	4,723	3,129
Building repairs, maintenance, security patrols	1,125	1,125	548
Service charge	16,862	16,862	16,140
General travelling expenses	264	264	1,352
Training and seminars	4,834	4,834	773
National magazine and Affiliation	230	230	32
Postage and stationery	1,444	1,444	1,501
Insurance	2,255	2,255	1,011
Sundry expenses	1,804	1,804	1,022
Professional fees	-	-	2,460
Bank charges	647	647	386
HMRC Interest paid	270	270	-
Wages and salaries	284,361	284,361	259,802
National insurance	20,322	20,322	18,127
Pension cost	2,833	2,833	2,779
Depreciation	1,259	1,259	862
	<u>360,802</u>	<u>360,802</u>	<u>334,001</u>
Total 2020	<u>334,001</u>	<u>334,001</u>	

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**HEADWAY BEDFORD**

(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
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**6. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE**

	<b>Staff costs</b>	<b>Depreciation</b>	<b>Other costs</b>	<b>Total</b>	<b>Total</b>
	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Direct costs	<b>307,516</b>	<b>1,259</b>	<b>52,027</b>	<b>360,802</b>	<b>334,001</b>
Expenditure on governance	<b>-</b>	<b>-</b>	<b>4,008</b>	<b>4,008</b>	<b>2,039</b>
	<b>307,516</b>	<b>1,259</b>	<b>56,035</b>	<b>364,810</b>	<b>336,040</b>
Total 2020	<b>280,708</b>	<b>862</b>	<b>54,470</b>	<b>336,040</b>	

**7. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets: - owned by the charity	<b>1,259</b>	<b>862</b>

**8. INDEPENDENT EXAMINER'S REMUNERATION**

The Independent Examiner's remuneration amounts to an Independent Examination fee of £2,750 (2020 - £2,760).

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**NOTES TO THE FINANCIAL STATEMENTS  
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**9. STAFF COSTS**

Staff costs were as follows:

	2021 £	2020 £
Wages and salaries	284,361	259,802
Social security costs	20,322	18,127
Other pension costs	2,833	2,779
	<u>307,516</u>	<u>280,708</u>

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

2021 No.	2020 No.
14	14

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

**10. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Long life equipment £	Tools and equipment £	Total £
<b>Cost</b>				
At 1 January 2021	8,711	33,800	16,033	58,544
Additions	1,987	-	-	1,987
At 31 December 2021	<u>10,698</u>	<u>33,800</u>	<u>16,033</u>	<u>60,531</u>
<b>Depreciation</b>				
At 1 January 2021	8,548	27,109	15,838	51,495
Charge for the year	537	673	49	1,259
At 31 December 2021	<u>9,085</u>	<u>27,782</u>	<u>15,887</u>	<u>52,754</u>
<b>Net book value</b>				
At 31 December 2021	<u>1,613</u>	<u>6,018</u>	<u>146</u>	<u>7,777</u>
At 31 December 2020	<u>163</u>	<u>6,691</u>	<u>195</u>	<u>7,049</u>

All fixed tangible assets were used for charitable purposes.

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

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**11. FIXED ASSET INVESTMENTS**

	Listed securities £
<b>Market value</b>	
At 1 January 2021	897
Movement on revaluation	(350)
	<hr/>
At 31 December 2021	547
	<hr/> <hr/>

**Valuation**

Listed investments are stated at their mid market value at the balance sheet date.

The portfolio consists of 152 ordinary 12.5p shares in Reed Elsevier plc.

**12. DEBTORS**

	2021 £	2020 £
Trade debtors	20,318	96,087
Other debtors	12,946	10,733
	<hr/>	<hr/>
	33,264	106,820
	<hr/> <hr/>	<hr/> <hr/>

**13. CREDITORS: Amounts falling due within one year**

	2021 £	2020 £
Trade creditors	54,621	49,871
Other taxation and social security	4,749	11,463
Other creditors	8,522	8,500
Accruals and deferred income	-	5,349
	<hr/>	<hr/>
	67,892	75,183
	<hr/> <hr/>	<hr/> <hr/>

**HEADWAY BEDFORD**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**14. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 January 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2021 £
<b>Designated funds</b>					
Occupational therapist	20,400	-	-	-	20,400
Service development	9,286	-	-	-	9,286
	<u>29,686</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,686</u>
<b>General funds</b>					
General Funds	300,361	343,463	(364,645)	(350)	278,829
Total Unrestricted funds	<u>330,047</u>	<u>343,463</u>	<u>(364,645)</u>	<u>(350)</u>	<u>308,515</u>
<b>Restricted funds</b>					
DeParys Rotary Club (Hoist)	1,654	-	(165)	-	1,489
Total of funds	<u>331,701</u>	<u>343,463</u>	<u>(364,810)</u>	<u>(350)</u>	<u>310,004</u>

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 January 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2020 £
<b>Designated funds</b>					
Occupational therapist	20,400	-	-	-	20,400
Service development	9,286	-	-	-	9,286
General Funds	<u>309,489</u>	<u>327,216</u>	<u>(335,858)</u>	<u>(486)</u>	<u>300,361</u>
<b>Restricted funds</b>					
DeParys Rotary Club (Hoist)	1,836	-	(182)	-	1,654

**HEADWAY BEDFORD**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**SUMMARY OF FUNDS - CURRENT YEAR**

	Balance at 1 January 2021 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2021 £
Designated funds	29,686	-	-	-	29,686
General funds	300,361	343,463	(364,645)	(350)	278,829
	<u>330,047</u>	<u>343,463</u>	<u>(364,645)</u>	<u>(350)</u>	<u>308,515</u>
Restricted funds	1,654	-	(165)	-	1,489
	<u>331,701</u>	<u>343,463</u>	<u>(364,810)</u>	<u>(350)</u>	<u>310,004</u>

**SUMMARY OF FUNDS - PRIOR YEAR**

	Balance at 1 January 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2020 £
Designated funds	29,686	-	-	-	29,686
General funds	309,489	327,216	(335,858)	(486)	300,361
	<u>339,175</u>	<u>327,216</u>	<u>(335,858)</u>	<u>(486)</u>	<u>330,047</u>
Restricted funds	1,836	-	(182)	-	1,654
	<u>341,011</u>	<u>327,216</u>	<u>(336,040)</u>	<u>(486)</u>	<u>331,701</u>

**HEADWAY BEDFORD**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	6,288	1,489	7,777
Fixed asset investments	547	-	547
Current assets	369,572	-	369,572
Creditors due within one year	(67,892)	-	(67,892)
	<u>308,515</u>	<u>1,489</u>	<u>310,004</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	5,395	1,654	7,049
Fixed asset investments	897	-	897
Current assets	398,938	-	398,938
Creditors due within one year	(75,183)	-	(75,183)
	<u>330,047</u>	<u>1,654</u>	<u>331,701</u>

**16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2021 £	2020 £
Net expenditure for the year (as per Statement of Financial Activities)	(21,697)	(9,310)
<b>Net cash used in operating activities</b>	<u>(21,697)</u>	<u>(9,310)</u>

**17. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2021 £	2020 £
Cash in hand	34,874	25,577
Notice deposits (less than 3 months)	213,841	179,038
<b>Total</b>	<u>248,715</u>	<u>204,615</u>



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**HEADWAY BEDFORD**

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**NOTES TO THE FINANCIAL STATEMENTS  
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**18. 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 cost charge represents contributions payable by the charitable company to the fund and amounted to £2,833 (2020 - £2,765). Contributions totalling £nil (2020 - £nil) were payable to the fund at the balance sheet date and are included in creditors.

**19. RELATED PARTY TRANSACTIONS AND TRUSTEES REMUNERATION**

The Trustees received no emoluments or reimbursement of expenses (2020 – nil). In the opinion of the Trustees there were no related party transactions falling to be disclosed in these accounts. The Charity has no ultimate controlling party.