

HEADWAY NORTH STAFFORDSHIRE (HEAD INJURIES ASSOCIATION) LTD

England & Wales · Charity number 1077770

Details

Status Registered

Legal form Charitable company

Company number 03758806

Registered 1999-10-13

Register [View on the Charity Commission register](#)

Contact

Address Headway House
Elder Road
Cobridge
Stoke On Trent
Staffordshire
ST6 2JE

Phone 01782280952

Email info@headwaynorthstaffs.org

Website www.headwaynorthstaffs.org

Activities

Objects: TO PROVIDE SERVICES AND FACILITIES CALCULATED TO REHABILITATE AND RELIEVE FROM THEIR DISABILITIES PERSONS WHO HAVE SUFFERED HEAD-INJURY AND TO PROVIDE SERVICES AND FACILITIES CALCULATED IN CASES OF NEED TO ASSIST THE FAMILIES OF SUCH PERSONS PRINCIPALLY IN RESPECT OF SUCH PERSONS AS RESIDE IN NORTH STAFFORDSHIRE

Activities: Headway North Staffordshire provides rehabilitation & respite facilities for adults 18 plus with acquired, traumatic or stroke related head injuries. Headway House provides a meeting place with facilities for improving mobility social, domestic, educational and social skills. We provide support and daily respite for relatives. Activities include :Gym and Physiotherapy, Social Activities

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** NORTH STAFFORDSHIRE
- Staffordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-30	£748,096	£727,525	£793,451	34
2024-04-30	£636,621	£709,744	£273,761	35
2023-04-30	£566,166	£608,945	£346,884	35
2022-04-30	£482,943	£486,296	-	-
2021-04-30	£541,655	£423,454	£393,016	18

Trustees

Name	Role	Appointed
Donna Marie Lawton		2025-07-14
Joanne Landers		2016-10-12
Michael Hardacre		2025-04-17
Michelle Gunnery		2014-11-25
Rebecca Clayton		2025-06-16
Sara Tudor-Ansell		2023-01-23

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England & Wales - Charity number 1077770

Accounts



Headway North Staffordshire

**Trustees' Annual Report and Accounts
for the period
01 May 2024 - 30 April 2025**

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1. Introduction, purpose and values

Headway North Staffordshire was founded in the mid-1980s and became a charitable Company Limited by Guarantee (CLG) in 1999. It is a well-respected patient support organisation working with people affected by brain injury as a result of trauma or stroke.

Our key operations are:

- 🌈 The provision of rehabilitation services and activities at Headway House for people affected by acquired brain injury (ABI) and their families and carers
- 🌈 Outreach to people affected by ABI and their families and carers
- 🌈 Provision of various therapies to people affected by ABI
- 🌈 Other related projects as funding permits

Our formal Charitable Objects as defined in the constitution are **to provide services and facilities calculated to rehabilitate and relieve from their disabilities persons who have suffered head-injury and to provide services and facilities calculated in cases of need to assist the families of such persons principally in respect of such persons as reside in North Staffordshire.** Notwithstanding the somewhat archaic language, this is still the core reason for our being. Headway North Staffordshire remains affiliated with Headway UK and our work will also always remain aligned with that of the national charity.

Our vision is of a future in which people affected by acquired brain injury receive all the care and support they need and can regain their quality of life, and **our mission** is to do what we can to achieve this, working with those affected, their families, healthcare professionals and statutory providers, in North Staffordshire.

Five guiding principles underpin thinking and planning at the charity:

- 🌈 We will not grow for growths sake, but only for the benefit of our service users
- 🌈 We will always be at least part led by people affected by ABI or their families
- 🌈 We will collaborate or signpost; we will not duplicate good work done elsewhere
- 🌈 We will operate best business and employer practices, whilst retaining third sector ethos
- 🌈 We will not do for someone what we can empower them to do for themselves

Our stated values underpin the way we work to deliver our objective. We will:

Have
TRUST
in our cause, our
community, our
principles, and
our people



Deliver
EQUITY
and inclusivity
for everyone
involved, and in
every respect



Have
AMBITION
to give people
affected by ABI
the best quality
of life we can



Be
FRIENDLY
and collaborative
with everyone
we work
with



2. Administrative details

Formal name

Headway North Staffordshire
(Head Injuries Association) Ltd

Registered address

Headway House
Elder Road
Stoke on Trent
ST6 2JE

Charity registration number

Charity Commission for England & Wales
1077770

Company registration number

Incorporated in England
Companies House
03758806

Contact details

Tel: 01782 280952
Web: www.headwaynorthstaffs.org
Email: info@headwaynorthstaffs.org

Social media



@headwayhouse.northstaffs

Principal bankers

Co-operative Bank
Hanley
Stoke-on-Trent
ST1 2JE

Independent examiner

Darryl Denson ACMA
VAST
Stoke-on-Trent
ST1 5DD

Legal adviser

Freeths LLP Solicitors
Regent Road
Stoke-on-Trent
ST1 3RQ

Trustees serving this period

Joanne Landers (Chair)
Michelle Gunnery (Treasurer)
Sarah Tudor Ansell
Trudi Massey
Michael Hardacre (appointed 17/04/25)
Gemma Mercer (resigned 24/04/25)

Trustee changes post year end

Donna Lawton (appointed 14/07/25)
Michael Clayton (appointed 15/05/25)
Rebecca Clayton (appointed 16/06/25)
Trudi Massey (resigned 15/07/25)



3. Trustees' report

The trustees, who are also directors for the purposes of company law, present their annual report together with the financial statements of the charitable company for the year ended 30 April 2025.

Objectives

The objectives of the charity are to support people with ABI to return to quality living. ABI is acquired brain injury, which refers to any injury to the brain that occurs after birth, for example as the result of an accident or someone suffering a stroke.

To do this we facilitate social, life skill, physical and craft activities, reduce isolation, encourage and empower members into volunteering and employment opportunities, provide therapies, support carers, and provide a safe space and meals. The main threads of charitable activity are:

- The provision of rehabilitation and facilities for service users and their families to participate in a wide range of activities and therapies
- Outreach services, enabling us to reach people who cannot access or prefer not to access our facilities at Headway House
- Advice and support from our case workers for all those affected by ABI from the point of trauma, through rehabilitation, to recovery.

We are proud that our partnership with Midlands Partnership University NHS Foundation Trust was recognised at the trust's Brilliant You ceremony in October 2024. We won in the category *Delivering through Partnership*. The win recognises exceptional work in collaboration to improve health and care services and driving innovation.

An example of our work

Jonny (anonymised name), a young man, was admitted to hospital with a traumatic brain injury following a fall down the stairs

at a nightclub. He was referred to Headway by ward staff during the discharge process.

Our brain injury case management team helped Jonny to access Personal Independence Payment and Universal Credit. At the time of the accident, he was living with his mother who was battling cancer. Soon after discharge, his mother was admitted to a hospice.

The case manager assigned to Jonny regularly took him to visit his mother until she passed away. Our case manager was there not only to help with practical matters, such as arranging for Jonny to takeover tenancy of the home, but also provided much needed emotional support at a very stressful time.

Jonny has overcome the challenges he faced and recently told the case manager that he was in a relationship and that he and his partner had bought a home together. He was also soon to start veterinary school. We are proud that the support our dedicated case management team showed Jonny every day played a significant part in his journey to recovery.

Activities this year (Centre)

This year we delivered rehabilitation services at Headway House to over 250 service users, providing over 10,300 sessions of activity including over 1,100 gym sessions.

Activity has included speech and language therapy, physical activities including group gym classes and one-to-one sessions, and counselling.

Most service users spend full days at Headway House, and to facilitate this we provided some 9,000 lunches as well as other snacks and refreshments.

Our fully equipped gym continues to offer pro-level equipment and dedicated space for people affected by brain injury. This is unique in Staffordshire, and forms a highly valued, crucial part of the rehabilitation journey for members of our community.

Also uniquely in the region, we offer a well-equipped woodworking workshop and a training kitchen, both specially designed and equipped to help restore function and life skills after a brain injury.

Every weekday we welcome people affected into the centre and encourage social interaction, relearning, and skills redevelopment through activities such as games, quizzes, music therapies, craft activities, volunteering and much more. We also encourage people to contribute to the running of the centre, boosting self esteem and confidence as well as being of genuine benefit to the charity.

Many service users have gone on to volunteer formally for us, and some to become fully fledged and highly valued members of staff.

This year, with the support of a grant from The National Lottery and regular donations from a corporate supporter, we continued to bring professional practitioners into the centre to provide speech and language therapy and counselling services. Counselling services are primarily for family members and carers but are also available to people affected by ABI where that is appropriate.

We would like to extend the therapeutic services to include Occupational Therapy and will be working on plans for that in the coming months.



An example of our work

Suzy (anonymised name) was working full time and studying for a master's degree in law when she was diagnosed with a brain tumour. Surgery to remove the tumour was successful, however she was left with difficulties with walking and balance.

She also struggled with the emotional impact of what had happened to her. She felt alone and that no one could understand what she was going through.

"I thought no one would get what I was feeling, I was the only one in the family who got something like this."

Suzy was referred to Headway North Staffordshire where she found out that brain injuries are more common than she thought and other people *do* understand. Having a shared experience creates a bond between people, creating a support network around individuals. Every week she receives a neuro-physio session and joins in with activities taking place in the centre.

"My balance has improved! When I had the tumour my balance went, but that has improved. My strength has improved a lot. And I've made friends."

Suzy has since completed her masters degree, is volunteering at the Citizens Advice Bureau, and hopes to return to work in the near future.

Activities this year (Outreach)

This year we delivered 10,600 outreach hours, providing support to 37 service users and their families with a multiplicity of practical and emotional needs.

Our outreach team consists of a dozen well trained and dedicated members of staff who travel to provide practical support, advice and guidance, a listening ear, empathy, and the friendship that is such an important part of the recovery process. Service users find the support the team offers highly beneficial in accessing the rehabilitation centre, the community and support within the home; it provides a lifeline and reduces isolation.

Funding

Our services are resourced through a mixture of:

- 🌈 Local Authority statutory funding
- 🌈 NHS statutory funding
- 🌈 Service users' and families' own funds
- 🌈 Voluntary (donated) income
- 🌈 Grant funding
- 🌈 Community fundraising activities
- 🌈 Trading of crafts and merchandise
- 🌈 In-kind gifts from local businesses

This is presented in more detail in the accounts presented on pages 13 to 28.

Fundraising activity

Headway North Staffordshire is planning to grow community fundraising activity and the fundraising team in the financial year 2025 - 2026.

Dedicating staff resources to encouraging and facilitating community giving and fundraising is a new step for the charity and opens up some exciting possibilities.

However, even without that infrastructure being in place, in the reporting year we undertook a range of fundraising initiatives and community events to raise awareness and vital funds for our cause. These activities include hosting Summer Fayres that brought the community together while raising funds, organising our Christmas Fête with festive activities, running raffles throughout the year to support our campaigns, taking part in Hats for Headway, and collaborating with other fundraisers by joining their events to increase reach and support.

These efforts have not only contributed financially but have also strengthened our local presence and built lasting connections within the community.

Our gratitude

We would like to express our heartfelt gratitude to our multitude of supporters. We are somewhat hesitant to name key partners and donors because we do not want anyone to feel left out of our thanks, but it is important to acknowledge the support this year from:

- 🌈 The National Lottery, who continued to support our speech and language therapy sessions
- 🌈 Express Solicitors, who generously fund the salary of one of our key staff members and some of our counselling costs
- 🌈 Marks & Spencers and other retailers who donate supplies for our caterers.
- 🌈 Witness the Fitness annual walk - The Pennine Way (this was their toughest challenge to date)
- 🌈 The Archer pub in Wolstanton which chose HNS as charity of the Month in November
- 🌈 Marks & Spencers in Wolstanton, who chose HNS as charity of the year
- 🌈 Martin Brereton, who turned his home into a Winter wonderland and dressed as Santa
- 🌈 Paige Milward & Alistar Hughes, who completed the West Highland Way
- 🌈 Nathan Hamilton, John Jones, David Tatton, Paige Milward, Alistar Hughes, Michelle Preston, Samantha Holdcroft, Ann Marie Simm and Gemma Brayford, who all completed the Potters 'Arf on behalf of Headway

Another example of our work

Ann (anonymised name) is a young woman who suffered a traumatic brain injury because of a road traffic accident. Her injuries were extensive - she was in a coma for four months and remained in hospital for a further 10 months after waking. She needed help with walking, was generally unsteady on her feet, and experienced communication problems.

She was referred to us for speech and language support. Over time her communication has improved and she has become more confident talking to others.

She was assessed by our partners at MPFT's community team who developed a personalised neuro-physio rehabilitation plan. Ann loved coming to the gym and worked incredibly hard to overcome the challenges she faced. Thanks to her determination and our dedicated staff she began to thrive. Her

balance improved, she was able to walk greater distances and became less reliant on walking aids. When she came to Headway, she needed a trojan walker. Soon after she moved to a crutch and then a walking stick. Now she needs no assistance.

She also received outreach support so that she could access activities in the community - for example resuming piano lessons and taking walks in local parks.

Recently she achieved a goal she set herself - to walk the Roaches in the Staffordshire Peak District. We are all very proud of what Ann has achieved.

Donating

Those wishing to support our work by donating to the charity are invited to contact us or make a donation online.

Tel: 01782 280952

Email: info@headwaynorthstaffs.org

Web: www.headwaynorthstaffs.org

Public benefit

All our activities concentrate on supporting people with brain injuries, their families and carers. We continue to focus on providing opportunities for people to leave their homes and join us to learn new, transferable skills in the company of others and under the guidance of experienced staff and volunteers.

The charity meets its obligations to provide public benefit by enabling people impacted by ABI to regain their quality of life, return to employment, build relationships, and regain independence.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.



4. A note about the future

At the end of the reporting period our Chief Officer tendered her resignation, and the board of trustees took the opportunity to review the activities, finances and strategy of the organisation before re-appointing.

At the time of writing, an interim Chief Executive Officer is in post and trustees are developing a new strategic plan, a wide ranging review which involves a great deal of consultation with all of our stakeholders.

This new strategic plan is expected to be launched in late 2025 and will cover the period until the end of 2028. We will publish the plan on our website.

The development of new plans inevitably can lead to feelings of uncertainty, but the board has already committed to maintaining, enhancing and growing the services we provide, and to the development of the volunteers and staff that work so hard for us. This is an exciting time for the charity which is in good financial shape.

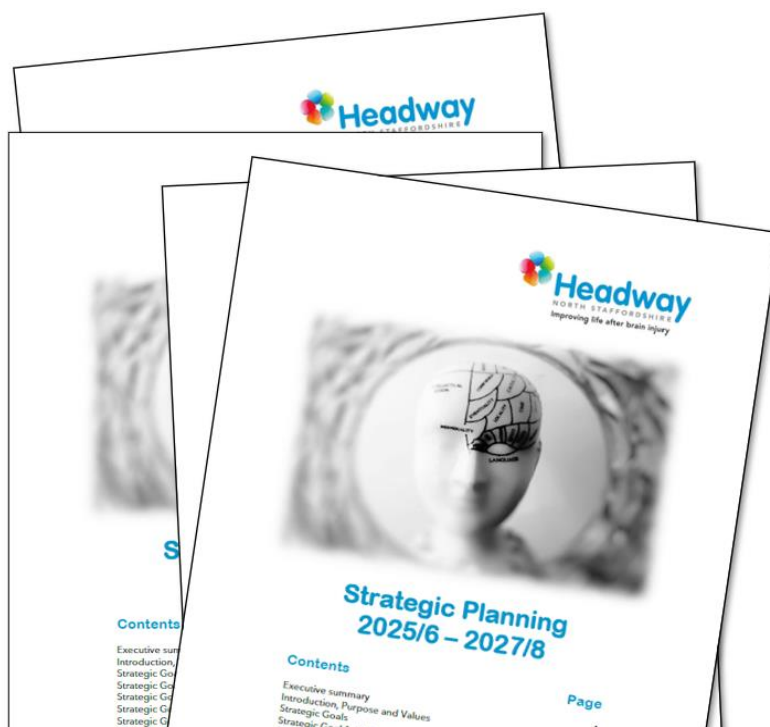
The emerging strategic priorities are:

- We will **maintain, improve and enhance rehabilitation services** delivered at Headway House
- We will **maintain and increase outreach services** delivered by the

outreach team to people affected by ABI across North Staffordshire.

- We will **build a professional fundraising function** to diversify our income streams and improve our organisational resilience
- We will invest to **build a team of committed, motivated, professional and highly trained staff and volunteers**
- We will work to **increase awareness of our role** as the go-to expert organisation caring for people affected by ABI and their families in North Staffordshire
- We will **invest in our facilities, IT, premises and environment** to provide the best working space for our people and rehabilitation space for those living with ABI.
- We will **monetise our improved facilities** to generate income to support the charity's work
- We will **become best-in-class in respect of charity governance**

The setting of strategic direction (and then the management of that direction) is a legal responsibility which your board takes very seriously.



5. Finance Report

Summary

The board is pleased to report that the charity is in good financial health at year end. In summary using rounded figures:

Income during the reporting year was £774k (2024 £637k). This reflects an increase in the income from fees charged for our charitable services of £135k, and a decrease in voluntary (donated) income of £25k, with minor differences in other income streams. Of this total income, £51k was restricted and was applied as required by the donors.

Expenditure increased to £727k from 2024's £709k, with payroll forming the bulk of this as is to be expected. A small surplus of £20k was therefore generated over the year.

We identified at year end that Headway House, which is wholly owned, was significantly undervalued in the accounts in previous years. A formal revaluation of the property in 2025 is reflected in the new balance sheet with adjustments made in the accounts to reflect this.

In the coming period other tangible assets owned by the charity will also be revalued and this will be reflected in the 2025-2026 balance sheet.

Depreciation

The practice of depreciating the *property* is discontinued, to be replaced by a revaluation of the premises every three years.

Future purchases of *equipment* (e.g. computing, catering, gym) will henceforth only be treated as capital expenditure if they exceed £2,000. Such equipment will then be depreciated at 20% pa for five years, more fairly reflecting the value of second-hand equipment.

Reserves policy statement

Trustees have taken the opportunity to reassess the charity's reserves policy.

The charity will retain unrestricted (free) cash-at-bank reserves of £210,000 in order to cushion against fluctuations in income and to provide for the controlled winding up of the charity in a worst-case scenario. This will be reviewed every three years with the next review being at the time the Trustees' Annual Report and Accounts is compiled for the financial year 2027/28.

This criterium is currently being met, with current free reserves of £273,776 (2024: 216,060)

Investment Policy

The charity will not place funds in any investment vehicle that is speculative such as shares, unit trusts or similar. Investments will be held on secure deposit with UK institutions. The charity will consider investment accounts and bonds that commit funds for a maximum 12 months.

6. Governance

Structure, governance and management

The charity is a company limited by guarantee and registered charity, established under a governing document - The Memorandum and Articles of Association - which establish the objectives and powers of the organisation. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

The directors of the charitable company, who are also the charity's trustees, who served during the year, are named on page 4. Trustees are appointed by the board of trustees and serve annually after which period they may put themselves forward for re-appointment.

The selection of trustees takes into account eligibility, personal competencies, particular skills and local availability. Potential trustees are invited to meet the chairperson and chief officer and attend meetings as an observer. In the final stage, the board formally agrees to co-option and trusteeship is ratified at the next Annual General Meeting. New trustees are provided with an induction pack to brief them on their legal obligations under charity and company law. They are encouraged to attend Headway North Staffordshire to meet key employees and service users and to build understanding of the work of the charity.

Organisational structure

The board of trustees administers the charity and meets monthly (except in August). The chief executive officer (CEO) is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations, the chief officer has delegated authority for many matters including finance, staff recruitment and the welfare of our staff and service users.

Risk Management

The trustees actively review the major risks which the charity faces on a regular basis.

Trustees assess that the reserves policy described on page 10 will provide sufficient protection in the event of adverse financial conditions.

The trustees have also examined other operation and business risks faced by the charity and confirm that they are working to build systems to mitigate the significant risks it faces. The key risks faced by Headway North Staffordshire include (but are not limited to) financial risks, health, safety and safeguarding risks, reputational risk, HR and other resourcing risks, and legal or regulatory risks.

All companies provision statement

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006. The annual report was approved by the trustees on 20/10/2025 and signed on behalf of the board by Joanne Landers, Chair.



7. Independent Examiner's Report

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also 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 your charity's accounts as 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 ACMA, which is one of the listed bodies.

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

1. accounting records were not kept in respect of Headway North Staffordshire (Head Injuries Association) Ltd 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.



Daryl Denson ACMA
VAST
The Dudson Centre
Hanley,
Stoke-on-Trent, ST1 5DD

20 October 2025

8. Statement of Financial Activities for year ended 30/04/2025

Including Income and Expenditure Account and Statement of Recognised Gains and Losses.

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £
Income and Endowments from:				
Donations and legacies	3	161,151	51,191	212,342
Charitable activities	4	526,976	-	526,976
Other trading activities	5	6,970	-	6,970
Investment income	6	1,808	-	1,808
Total income		<u>696,905</u>	<u>51,191</u>	<u>748,096</u>
Expenditure on:				
Raising funds	7	(15,130)	-	(15,130)
Charitable activities	8	<u>(653,752)</u>	<u>(58,643)</u>	<u>(712,395)</u>
Total expenditure		<u>(668,882)</u>	<u>(58,643)</u>	<u>(727,525)</u>
Net income/(expenditure)		28,023	(7,452)	20,571
Transfers between funds		29,683	(29,683)	-
Other recognised gains and losses				
Gains/losses on revaluation of fixed assets		<u>499,119</u>	<u>-</u>	<u>499,119</u>
Net movement in funds		556,825	(37,135)	519,690
Reconciliation of funds				
Total funds brought forward		<u>216,060</u>	<u>57,701</u>	<u>273,761</u>
Total funds carried forward	18	<u><u>772,885</u></u>	<u><u>20,566</u></u>	<u><u>793,451</u></u>

The previous year is reproduced below for comparison purposes.

The notes below form an integral part of these financial statements.

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2025 is shown in note 18.

8. Statement of Financial Activities for year ended 30/04/2024

Including Income and Expenditure Account and Statement of Recognised Gains and Losses.
Reproduced here for comparison purposes.

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	135,649	102,167	237,816
Charitable activities	4	392,809	-	392,809
Other trading activities	5	3,730	-	3,730
Investment income	6	2,266	-	2,266
Total income		<u>534,454</u>	<u>102,167</u>	<u>636,621</u>
Expenditure on:				
Raising funds	7	(303)	-	(303)
Charitable activities	8	<u>(581,337)</u>	<u>(128,104)</u>	<u>(709,441)</u>
Total expenditure		<u>(581,640)</u>	<u>(128,104)</u>	<u>(709,744)</u>
Net expenditure		<u>(47,186)</u>	<u>(25,937)</u>	<u>(73,123)</u>
Net movement in funds		(47,186)	(25,937)	(73,123)
Reconciliation of funds				
Total funds brought forward		<u>263,246</u>	<u>83,638</u>	<u>346,884</u>
Total funds carried forward	18	<u><u>216,060</u></u>	<u><u>57,701</u></u>	<u><u>273,761</u></u>

9. Balance sheet as at 30/04/2025

Company registration number: 3758806

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	14	532,210	49,439
Current assets			
Debtors	15	9,170	29,313
Cash at bank and in hand	16	<u>263,971</u>	<u>219,024</u>
		273,141	248,337
Creditors: Amounts falling due within one year	17	<u>(11,900)</u>	<u>(24,015)</u>
Net current assets		<u>261,241</u>	<u>224,322</u>
Net assets		<u>793,451</u>	<u>273,761</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		20,566	57,701
Unrestricted income funds			
Unrestricted funds		<u>772,885</u>	<u>216,060</u>
Total funds	18	<u>793,451</u>	<u>273,761</u>

For the financial year ending 30 April 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 13 to 28 were approved by the trustees, and authorised for issue on 20 October 2025 and signed on their behalf by:



Joanne Landers
Trustee

10. Statement of Cash Flows for the year ended 30/04/2025

All of the cash flows are derived from continuing operations during the above two periods.

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash income/(expenditure)		519,690	(73,123)
Adjustments to cash flows from non-cash items			
Depreciation	7	16,348	17,293
Investment income	6	<u>(1,808)</u>	<u>(2,266)</u>
		534,230	(58,096)
Working capital adjustments			
Decrease/(increase) in debtors	15	20,143	(20,272)
Increase/(decrease) in creditors	17	8,442	(1,403)
(Decrease)/increase in deferred income		<u>(20,557)</u>	<u>20,557</u>
Net cash flows from operating activities		542,258	(59,214)
Cash flows from investing activities			
Interest receivable and similar income	6	<u>1,808</u>	<u>2,266</u>
Net increase/(decrease) in cash and cash equivalents		544,066	(56,948)
Cash and cash equivalents at 1 May		<u>219,024</u>	<u>275,972</u>
Cash and cash equivalents at 30 April		<u><u>763,090</u></u>	<u><u>219,024</u></u>
Out of balance to Cash at bank and in hand category		499,119	-
Reconciliation of net cash flow to movement in net funds			
Increase/(decrease) in cash		44,947	(56,948)
Net funds at 1 May 2024		<u>219,024</u>	<u>275,972</u>
Net funds at 30 April 2025		<u><u>263,971</u></u>	<u><u>219,024</u></u>

The notes below form an integral part of these financial statements.

11. Notes to the Financial Statements for the year ended 30/04/2025

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation. The principal place of business is Headway House, Elder Road, Cobridge, Stoke-on-Trent, ST6 2JE

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Headway North Staffordshire (Head Injuries Association) 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified of the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period. Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and

settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £2,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets other than the buildings so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life at 20% straight line.

Trade debtors

Amounts due from customers for merchandise sold or services performed in the ordinary course of business are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities. Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2025 £
Donations and legacies;			
Donations from individuals	69,197	-	69,197
Legacies	7,000	-	7,000
Gift aid reclaimed	2,727	-	2,727
Grants, including capital grants;			
Government grants	82,227	47,900	130,127
Grants from other charities	-	3,291	3,291
	<u>161,151</u>	<u>51,191</u>	<u>212,342</u>
	Unrestricted funds General £	Restricted funds £	Total 2024 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	29,285	29,285
Donations from individuals	51,798	-	51,798
Gift aid reclaimed	1,624	-	1,624
Grants, including capital grants;			
Government grants	82,227	47,900	130,127
Grants from other charities	-	24,982	24,982
	<u>135,649</u>	<u>102,167</u>	<u>237,816</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2025 £
Subscriptions and member contributions	<u>482,832</u>	<u>482,832</u>
	Unrestricted funds General £	Total 2024 £
Subscriptions and member contributions	<u>392,809</u>	<u>392,809</u>

5 Income from other trading activities

	Unrestricted funds General £	Total 2025 £
Events income;		
Other events income	<u>6,970</u>	<u>6,970</u>
	<u>6,970</u>	<u>6,970</u>

	Unrestricted funds General £	Total 2024 £
Events income;		
Other events income	<u>3,730</u>	<u>3,730</u>
	<u>3,730</u>	<u>3,730</u>

6 Investment income

	Unrestricted funds General £	Total 2025 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>1,808</u>	<u>1,808</u>
	<u>1,808</u>	<u>1,808</u>

	Unrestricted funds General £	Total 2024 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>2,266</u>	<u>2,266</u>
	<u>2,266</u>	<u>2,266</u>

7 Expenditure on raising funds

	Note	Unrestricted funds General £	Total 2025 £
Fundraising trading costs;			
Fundraising		321	321
Fundraising salaries		14,809	14,809
		<u>15,130</u>	<u>15,130</u>
		<u><u>15,130</u></u>	<u><u>15,130</u></u>
	Note	Unrestricted funds General £	Total 2024 £
Fundraising trading costs;			
Fundraising		303	303
		<u>303</u>	<u>303</u>
		<u><u>303</u></u>	<u><u>303</u></u>

8 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £
Services to benefit people who have suffered head injury	653,752	58,643	712,395
	<u>653,752</u>	<u>58,643</u>	<u>712,395</u>
	<u><u>653,752</u></u>	<u><u>58,643</u></u>	<u><u>712,395</u></u>
	Unrestricted funds General £	Restricted funds £	Total 2024 £
Services to benefit people who have suffered head injury	581,337	128,104	709,441
	<u>581,337</u>	<u>128,104</u>	<u>709,441</u>
	<u><u>581,337</u></u>	<u><u>128,104</u></u>	<u><u>709,441</u></u>

9 Governance costs

	Unrestricted funds General £	Total 2025 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	<u>1,680</u>	<u>1,680</u>
	<u><u>1,680</u></u>	<u><u>1,680</u></u>
	Unrestricted funds General £	Total 2024 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	<u>1,680</u>	<u>1,680</u>
	<u><u>1,680</u></u>	<u><u>1,680</u></u>

10 Government grants

Stoke-on-Trent Clinical Commissioning Group - £53,667 (2024: £58,140)

North Staffordshire Clinical Commissioning Group - £28,560 (2024: £30,939)

Big Lottery £47,900 (2024: £49,700)

The amount of grants recognised in the financial statements was £130,126 (£130,127).

There are no unfulfilled conditions.

No other forms of government assistance have been received.

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

12 Staff costs

	2025 £	2024 £
Staff costs during the year were:		
Wages and salaries	510,517	434,400
Social security costs	27,681	19,251
Pension costs	12,771	10,525
Other staff costs	3,248	3,044
	<u>554,217</u>	<u>467,220</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2025 No	2024 No
Direct charitable work	22	18
Administration	5	5
	<u>27</u>	<u>23</u>

No employee received emoluments of more than £60,000 during the year.

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Other tangible fixed asset £	Other tangible fixed asset 2 £	Total £
Cost					
At 1 May 2024	300,580	41,186	11,234	69,590	422,590
Revaluations	199,420	-	-	-	199,420
At 30 April 2025	<u>500,000</u>	<u>41,186</u>	<u>11,234</u>	<u>69,590</u>	<u>622,010</u>
Depreciation					
At 1 May 2024	287,676	41,186	6,914	37,375	373,151
Revaluations	(299,699)	-	-	-	(299,699)
Charge for the year	12,023	-	1,542	2,783	16,348
At 30 April 2025	<u>-</u>	<u>41,186</u>	<u>8,456</u>	<u>40,158</u>	<u>89,800</u>
Net book value					
At 30 April 2025	<u>500,000</u>	<u>-</u>	<u>2,778</u>	<u>29,432</u>	<u>532,210</u>
At 30 April 2024	<u>12,904</u>	<u>-</u>	<u>4,320</u>	<u>32,215</u>	<u>49,439</u>

15 Debtors

	2025 £	2024 £
Trade debtors	8,420	28,274
Prepayments	750	1,039
	<u>9,170</u>	<u>29,313</u>

16 Cash and cash equivalents

	2025 £	2024 £
Cash on hand	10,871	10,693
Cash at bank	57,890	14,752
Short-term deposits	195,210	193,579
	<u>263,971</u>	<u>219,024</u>

17 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	1,186	-
Other taxation and social security	5,434	-
Pension scheme creditor	3,370	1,548
Accruals	1,910	1,910
Deferred income	-	20,557
	<u>11,900</u>	<u>24,015</u>

18 Funds (this year)

	Balance at 1 May 2024 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 30 April 2025 £
Unrestricted funds						
<i>General</i>						
General	-	696,905	(668,882)	35,743	499,119	562,885
<i>Designated</i>						
Flush fund	5,228	-	-	(5,228)	-	-
Contingency provision	168,832	-	-	41,168	-	210,000
Redundacy provision	42,000	-	-	(42,000)	-	-
	<u>216,060</u>	<u>-</u>	<u>-</u>	<u>(6,060)</u>	<u>-</u>	<u>210,000</u>
Total unrestricted funds	<u>216,060</u>	<u>696,905</u>	<u>(668,882)</u>	<u>29,683</u>	<u>499,119</u>	<u>772,885</u>
Restricted funds						
Premises and equipment	14,832	-	-	(14,832)	-	-
Flush fund	14,851	-	-	(14,851)	-	-
The Malam Foundation	481	-	(481)	-	-	-
National Lottery SLT Fund	20,720	47,900	(52,653)	-	-	15,967
Sport England	2,906	-	(1,318)	-	-	1,588
Bishop Starmer Fund	1,260	-	(1,260)	-	-	-
Lidl Community Fund	743	280	(1,023)	-	-	-
Sainsburys	313	-	(313)	-	-	-
Edward Gosling Foundation	1,595	-	(1,595)	-	-	-
The Neighbourly Fund	-	3,011	-	-	-	3,011
	<u>57,701</u>	<u>51,191</u>	<u>(58,643)</u>	<u>(29,683)</u>	<u>-</u>	<u>20,566</u>
Total restricted funds	<u>57,701</u>	<u>51,191</u>	<u>(58,643)</u>	<u>(29,683)</u>	<u>-</u>	<u>20,566</u>
Total funds	<u>273,761</u>	<u>748,096</u>	<u>(727,525)</u>	<u>-</u>	<u>499,119</u>	<u>793,451</u>

The previous year's fund balances and movements are shown below for comparison purposes

18 Funds (previous year)

	Balance at 1 May 2023 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 30 April 2024 £
Unrestricted funds					
<i>General</i>					
General	-	534,454	(581,058)	46,604	-
<i>Designated</i>					
Flush fund	5,810	-	(582)	-	5,228
Contingency provision	215,436	-	-	(46,604)	168,832
Redundacy provision	42,000	-	-	-	42,000
	<u>263,246</u>	<u>-</u>	<u>(582)</u>	<u>(46,604)</u>	<u>216,060</u>
Total unrestricted funds	<u>263,246</u>	<u>534,454</u>	<u>(581,640)</u>	<u>-</u>	<u>216,060</u>
Restricted					
Premises and equipment	26,855	-	(12,023)	-	14,832
Flush fund	16,475	-	(1,624)	-	14,851
Stoke-on-Trent CCG	-	29,285	(29,285)	-	-
The Malam Foundation	481	-	-	-	481
National Lottery SLT Fund	30,455	47,900	(57,635)	-	20,720
Sport England	4,372	-	(1,466)	-	2,906
Bishop Starmer Fund	5,000	(818)	(2,922)	-	1,260
Lidl Community Fund	-	5,000	(4,257)	-	743
Sainsburys	-	1,500	(1,187)	-	313
Edward Gosling Foundation	-	8,000	(6,405)	-	1,595
	<u>83,638</u>	<u>90,867</u>	<u>(116,804)</u>	<u>-</u>	<u>57,701</u>
Total restricted funds	<u>83,638</u>	<u>90,867</u>	<u>(116,804)</u>	<u>-</u>	<u>57,701</u>
Total funds	<u>346,884</u>	<u>625,321</u>	<u>(698,444)</u>	<u>-</u>	<u>273,761</u>

18 Funds (purposes)

The specific purposes for which the above restricted funds were or are to be applied are:

The premises and equipment fund is for grants received for the purpose of acquiring, refurbishing and equipping Headway House. All monies received have been invested in fixed assets.

The flush fund was for funds donated for the refurbishing of the toilet areas at Headway House.

The Malam Foundation fund was to fund a Christmas party (2020) and parcels (2021).

National Lottery Community Fund RC Midlands Region is for speech and language therapy.

The Edward Gosling Foundation fund was received to fund core costs.

The Neighbourly fund is used for funds donated by retailers using Neighbourly to administer their grant programmes, for example B&Q, Aldi, Sainsbury's and LIDL.

The Aldi Winter fund was for food and other essentials for service users.

The Bishop Stamer fund was for a new fire alarm system.

The Sport England grant was to deliver physical activity sessions for service users.

The Staffordshire County Council grant was for the recruitment of outreach staff.

The designated Funds have been set aside for:

The flush fund was for additional funds allocated by the board to the refurbishing of the toilet areas at Headway House.

The contingency provision to allow the charity to continue to provide the current level of service should funding be withdrawn. This now incorporates the earlier redundancy provision.

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 30 April 2025
	General	Designated		
	£	£	£	£
Tangible fixed assets	532,210	-	-	532,210
Current assets	42,575	210,000	20,566	273,141
Current liabilities	(11,900)	-	-	(11,900)
Total net assets	<u>562,885</u>	<u>210,000</u>	<u>20,566</u>	<u>793,451</u>

	Unrestricted funds		Restricted funds	Total funds at 30 April 2024
	General	Designated		
	£	£	£	£
Tangible fixed assets	2,211	5,228	42,000	49,439
Current assets	21,804	210,832	15,701	248,337
Current liabilities	(24,015)	-	-	(24,015)
Total net assets	<u>-</u>	<u>216,060</u>	<u>57,701</u>	<u>273,761</u>

20 Related party transactions

There were no related party transactions in the reporting year.

END

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HEADWAY NORTH STAFFORDSHIRE (HEAD INJURIES ASSOCIATION) LTD

England & Wales - Charity number 1077770

Accounts

Company registration number: 3758806

Charity registration number: 1077770

Headway North Staffordshire (Head Injuries Association) Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 April 2024

Daryl Denson ACMA
VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Headway North Staffordshire (Head Injuries Association) Ltd

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Headway North Staffordshire (Head Injuries Association) Ltd

Reference and Administrative Details

Trustees	Trudi Massey Michelle Gunnery Joanne Landers Sarah Tudor-Ansell Gemma Mercer
Other Officers	D Hill
Registered Office	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE
Charity Registration Number	1077770
Bankers	Co-operative Bank Plc 2 Town Road Hanley Stoke-on-Trent ST1 2JE
Independent examiner	Daryl Denson ACMA VAST The Dudson Centre Hanley Stoke-on-Trent ST1 5DD
Solicitors:	Freeths LLP Solicitors Churchill House Regent Road Stoke-on-Trent ST1 3RQ
Principal Office	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE
Company Registration Number	3758806

The charity is incorporated in England.

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 April 2024.

Objectives and activities

Objects and aims

The objectives of the charity are:

- To increase awareness and understanding of brain injury and its consequences
- To support people with brain injuries to return to community living, increase social activities and reduce isolation
- To encourage and empower members to attain volunteering and employment opportunities both within Headway and the wider community
- To ensure that Headway North Staffordshire achieves the highest possible standards
- To support carers

The main areas of charitable activity are the provision of rehabilitation facilities, with lunch being provided, together with facilities for members to participate in music, woodwork, computing, health activities, discussion groups, educational, leisure and social activities, life skills, gardening and member led activities and to receive regular newsletters, in addition we also offer carers support, Outreach Service, and a benefits and advice service.

Activities

Activities/ Trips,

National walking day, time for a cuppa, international day of happiness, Chinese new year- the dragon, mining reminiscence with Jim Wogan, slow cooker project, national fun at work day, brew/blue Monday, community visit to Northwood Inn, random act of kindness week, real bread day, national Staffordshire day, armchair boogie, Stoke City Community Trust, Bee Active, Blue Planet trip, fun day- tombola, guess how many sweet in the jar, etc, picnic in Hanley park, northeast producers panto, trip to Royal Albert Docks, trip to West Midland Safari Park, Inn Ringers bell ringing performance, pottery groups, poetry groups, swimming sessions, cycling at green door, Beatrice trip, flower arranging activity, ukulymies, training kitchen sessions, ready steady cook, ready steady bake, talks from breast and bowel clinic, mince pie morning, tinsel-tastic Tuesdays, feelin' festive Friday, Christmas jumper day, Just Us choir singers.

Fundraisers included:

Express Solicitors, STING (Staffordshire Therapeutic Independent Neurological Group), Trentham Golf Club charity of the year, Hanley Car Boot, Unilathe, Hays Travel Hanley, Bursley Academy, The Inn Ringers bell ringing concert, Sheltonia Masons Lodge 8557, North Staffordshire Roundtable 8355, The Great Glencoe Challenge (Paige Millward), Gelato and Cakes, AFC Wolstanton, Wardell Armstrong LLP, Lloyds Bank Foundation, Johnny's Bar, Charity football match fundraiser, mediumship fayre, Mount Snowdon walk, afternoon tea, Curry's PC World raffle, Headway stall at The Discovery Academy, the band Xclusive gig, summer fayre, summer bash, Headway half marathon - Not fast just furious, Headway calendar, fashion show, Hats for Headway, Ams Allsorts Headway Shop, Inner Wheel donation, bid a bargain pages, curry evening, Christmas fayre, Joe's ice bath challenge, Christmas bash, , Alex Lewis - Sunflower project,

We have continued to receive donations PayPal Giving Platform made up of Facebook, eBay, GoFundMe, as well as donations from Give as You Live, Just Giving pages, Collection boxes.

In accordance with the guidance issued by the Charity Commission we adhere to section 12

12. The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees Report

Public benefit

All our activities concentrate on supporting people with brain injuries, their families and carers. We continue to focus on providing opportunities for people to leave their homes and join us to learn new skills and practise transferable skills in the company of others under the guidance of our very experienced staff and volunteers. The service that we provide prevents re-admission to hospital, which in turn saves the use of public money.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

During the year we worked closely with Midlands Partnership University NHS Foundation Trust to provide service users access to neuro physiotherapy and occupational therapy. Staff from the trust's Community Stroke Team attended Headway House two days per week where they assessed service users, agreed goals and developed personalised exercise programmes. We are extremely proud that joint initiative was recognized at the Chief Allied Health Professions Officer Awards in October 2023, winning in the category of innovation and improvement within integrated care systems.

During the year, we delivered the following support:

- Rehabilitation centre supported 167 service users, with 9729 attendances.
- The outreach service delivered 8051 hours, supporting 37 service users
- The counselling service delivered 407 appointments, supporting 45 service users.
- The speech and language service provided 657 interventions (a combination of assessments, one-to-one sessions, communication groups and functional therapy), supporting 46 service users

In what continues to be a difficult financial environment, we would like to thank the funders below for their contribution to our work this year.

We received grant funding from Staffordshire and Stoke-on-Trent Integrated Care Board (ICB) to cover core costs.

The National Lottery Community Fund continued to support our speech and language service.

Lidl Community Fund provided two grants that were used to upgrade our training kitchen.

Sainsburys Helping Everyone Eat Better Community Grant Fund provided funding to provide slow cooker cookery classes.

The Edward Gosling Foundation provide a grant to continue our counselling service.

Douglas Arter Foundation, The Clothworkers Foundation and Bishop Stamer Fund to upgrade our fire alarm system and other health and safety improvements.

Sport England provided a grant to deliver physical activity sessions for our service users

Financial review

Please refer to pages 7-23

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees Report

Policy on reserves

Headway North Staffordshire requires a sufficient level of reserves to enable the organisation to function should there be significant changes to the current income sources.

To continue to provide the current level of service, should funding be withdrawn, it is necessary to hold in reserve the equivalent of six months running costs, plus a provision to cover redundancy payments to staff. At current rates this equates to £291,000 (2023: £267,000) for running costs and a further £42,000 (2023: £42,000) for redundancy costs.

This therefore identifies the need for unrestricted reserves of £333,000 (2023: £309,000). At the end of the current financial year, the free reserves(including those designated by the trustees) stood at £208,621 (2023: £252,161 (total unrestricted fund of £216,060(2023: £263,246) less unrestricted fixed assets of £7,439 (2023: £11,085).

Risk Management

The trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions.

The trustees have also examined other operation and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks it faces. The key elements of risk faced by Headway North Staffordshire are:

- Withdrawal of funding
- Sustainability due to the current level of membership fees
- Inadequately trained staff
- Lack of demand for the charity's services
- General upkeep of the building

From the indicators available to the trustees, each of these key factors may be classified as low risk.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

Trudi Massey
Michelle Gunnery
Joanne Landers
Irene Abbotts (resigned 2 February 2024)
Sarah Tudor-Ansell
Gemma Mercer

Other Officers: D Hill

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees Report

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity, incorporated on 23 April 1999 and registered as a charity on 13 October 1999. The company was established under a governing document which is the Memorandum of Association which established the objectives and powers of the Charitable Company and is governed under its Articles of Association.

It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

The directors of the charitable company who are also charity trustees who served during the year and since the year end are set out on page 1 together with the name of the chief officer and other senior staff. Trustees are appointed by the board of trustees and serve annually after which period they may put themselves forward to re-appointment. The trustees meet with sub groups which are formed as required to discuss specific issues.

The criterion for the selection of trustees takes into account eligibility, personal competencies, particular skills and local availability. Members of the management committee nominate a potential trustee, who is then invited to meet the chairperson and chief officer; they are then invited to attend a series of management committee meetings as an observer. In the final stage, the management committee formally agrees to co-opt them as a trustee, and then it is ratified at the next Annual General Meeting.

Induction and training of trustees

New trustees are provided with an induction pack to brief them on their legal obligations under charity and company law. They are encouraged to attend Headway North Staffordshire to meet key employees and to obtain a better understanding of the work of the charity. It must be understood that there is a strict regime of member confidentiality in place which to some extent governs the type of information that the trustees can be made aware of.

Organisational structure

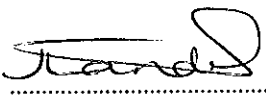
The board of trustees administers the charity and meets monthly, there is also a finance subcommittee which meets regularly.

The chief officer is appointed by the trustees to manage the day to day operations of the charity and to facilitate effective operations, the chief officer has delegated authority for operational matters including finance, recruitment and welfare of the members.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 11/11/24 and signed on its behalf by:



Joanne Landers
Trustee

Headway North Staffordshire (Head Injuries Association) Ltd

Independent Examiner's Report to the trustees of Headway North Staffordshire (Head Injuries Association) Ltd ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also 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 your charity's accounts as 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 , which is one of the listed bodies.

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

1. accounting records were not kept in respect of Headway North Staffordshire (Head Injuries Association) Ltd 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.

.....
Daryl Denson ACMA

VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Date:.....

Headway North Staffordshire (Head Injuries Association) Ltd

**Statement of Financial Activities for the Year Ended 30 April 2024
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	135,649	102,167	237,816
Charitable activities	4	392,809	-	392,809
Other trading activities	5	3,730	-	3,730
Investment income	6	2,266	-	2,266
Total income		<u>534,454</u>	<u>102,167</u>	<u>636,621</u>
Expenditure on:				
Raising funds	7	(303)	-	(303)
Charitable activities	8	<u>(581,337)</u>	<u>(128,104)</u>	<u>(709,441)</u>
Total expenditure		<u>(581,640)</u>	<u>(128,104)</u>	<u>(709,744)</u>
Net expenditure		<u>(47,186)</u>	<u>(25,937)</u>	<u>(73,123)</u>
Net movement in funds		(47,186)	(25,937)	(73,123)
Reconciliation of funds				
Total funds brought forward		<u>263,246</u>	<u>83,638</u>	<u>346,884</u>
Total funds carried forward	18	<u>216,060</u>	<u>57,701</u>	<u>273,761</u>

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

Headway North Staffordshire (Head Injuries Association) Ltd

**Statement of Financial Activities for the Year Ended 30 April 2024
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	109,770	94,271	204,041
Charitable activities	4	361,515	-	361,515
Investment income	6	610	-	610
Total income		<u>471,895</u>	<u>94,271</u>	<u>566,166</u>
Expenditure on:				
Charitable activities	8	<u>(534,798)</u>	<u>(74,147)</u>	<u>(608,945)</u>
Total expenditure		<u>(534,798)</u>	<u>(74,147)</u>	<u>(608,945)</u>
Net (expenditure)/income		<u>(62,903)</u>	<u>20,124</u>	<u>(42,779)</u>
Net movement in funds		(62,903)	20,124	(42,779)
Reconciliation of funds				
Total funds brought forward		<u>326,149</u>	<u>63,514</u>	<u>389,663</u>
Total funds carried forward	18	<u>263,246</u>	<u>83,638</u>	<u>346,884</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2023 is shown in note 18.

Headway North Staffordshire (Head Injuries Association) Ltd

**(Registration number: 3758806)
Balance Sheet as at 30 April 2024**

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	14	49,439	66,732
Current assets			
Debtors	15	29,313	9,041
Cash at bank and in hand	16	<u>219,024</u>	<u>275,972</u>
		248,337	285,013
Creditors: Amounts falling due within one year	17	<u>(24,015)</u>	<u>(4,861)</u>
Net current assets		<u>224,322</u>	<u>280,152</u>
Net assets		<u>273,761</u>	<u>346,884</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		57,701	83,638
Unrestricted income funds			
Unrestricted funds		<u>216,060</u>	<u>263,246</u>
Total funds	18	<u>273,761</u>	<u>346,884</u>

For the financial year ending 30 April 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 7 to 23 were approved by the trustees, and authorised for issue on ~~30 April 2024~~ and signed on their behalf by:



Joanne Landers
Trustee

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

Headway North Staffordshire (Head Injuries Association) Ltd

Statement of Cash Flows for the Year Ended 30 April 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash expenditure		(73,123)	(42,779)
Adjustments to cash flows from non-cash items			
Depreciation	7	17,293	19,300
Investment income	6	<u>(2,266)</u>	<u>(610)</u>
		(58,096)	(24,089)
Working capital adjustments			
(Increase)/decrease in debtors	15	(20,272)	32,564
Decrease in creditors	17	(1,403)	(7,545)
Increase in deferred income		<u>20,557</u>	<u>-</u>
Net cash flows from operating activities		<u>(59,214)</u>	<u>930</u>
Cash flows from investing activities			
Interest receivable and similar income	6	2,266	610
Purchase of tangible fixed assets	14	<u>-</u>	<u>(2,602)</u>
Net cash flows from investing activities		<u>2,266</u>	<u>(1,992)</u>
Net decrease in cash and cash equivalents		(56,948)	(1,062)
Cash and cash equivalents at 1 May		<u>275,972</u>	<u>277,034</u>
Cash and cash equivalents at 30 April		<u><u>219,024</u></u>	<u><u>275,972</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

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

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The principal place of business is:

Headway House
Elder Road
Cobridge
Stoke-on-Trent
ST6 2JE

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Headway North Staffordshire (Head Injuries Association) 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

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 the income receivable can be measured reliably.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £250 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Buildings	4% straight line
Improvements to property	4% straight line
Fixtures, fittings & equipment	20% straight line
Catering equipment	20% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2024 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	29,285	29,285
Donations from individuals	51,798	-	51,798
Gift aid reclaimed	1,624	-	1,624
Grants, including capital grants;			
Government grants	82,227	47,900	130,127
Grants from other charities	-	24,982	24,982
	<u>135,649</u>	<u>102,167</u>	<u>237,816</u>

	Unrestricted funds General £	Restricted funds £	Total 2023 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	27,375	-	27,375
Grants, including capital grants;			
Government grants	82,395	47,900	130,295
Grants from other charities	-	22,086	22,086
	<u>109,770</u>	<u>94,271</u>	<u>204,041</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2024 £
Subscriptions and member contributions	<u>392,809</u>	<u>392,809</u>
	Unrestricted funds General £	Total 2023 £
Subscriptions and member contributions	<u>361,515</u>	<u>361,515</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

5 Income from other trading activities

	Unrestricted funds General £	Total 2024 £
Events income;		
Other events income	<u>3,730</u>	<u>3,730</u>
	<u>3,730</u>	<u>3,730</u>
		Total 2023 £
		<u>-</u>

6 Investment income

	Unrestricted funds General £	Total 2024 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>2,266</u>	<u>2,266</u>
	<u>2,266</u>	<u>2,266</u>

	Unrestricted funds General £	Total 2023 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>610</u>	<u>610</u>
	<u>610</u>	<u>610</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2024 £
Fundraising trading costs;			
Fundraising		<u>303</u>	<u>303</u>
		<u>303</u>	<u>303</u>
			Total 2023 £
	Note		<u>-</u>

8 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £
Services to benefit people who have suffered head injury	<u>581,337</u>	<u>128,104</u>	<u>709,441</u>
	Unrestricted funds General £	Restricted funds £	Total 2023 £
Services to benefit people who have suffered head injury	<u>534,798</u>	<u>74,147</u>	<u>608,945</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2024 £
Independent examiner fees		
Examination of the financial statements	<u>1,680</u>	<u>1,680</u>
	<u>1,680</u>	<u>1,680</u>
	Unrestricted funds General £	Total 2023 £
Independent examiner fees		
Examination of the financial statements	<u>1,680</u>	<u>1,680</u>
	<u>1,680</u>	<u>1,680</u>

10 Government grants

Stoke-on-Trent Clinical Commissioning Group - £58,140 (2023: £53,827)

North Staffordshire Clinical Commissioning Group - £30,939 (2023: £28,568)

Big Lottery £49,700 (2023: £49,700)

The amount of grants recognised in the financial statements was £130,127 (2023 - £130,295).

There are no unfulfilled conditions

No other forms of government assistance have been received

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

12 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	434,400	385,275
Social security costs	19,251	15,602
Pension costs	10,525	8,853
Other staff costs	3,044	-
	<u>467,220</u>	<u>409,730</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2024 No	2023 No
Direct charitable work	18	19
Administration	5	3
	<u>23</u>	<u>22</u>

No employee received emoluments of more than £60,000 during the year.

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Other tangible fixed asset £	Other tangible fixed asset 2 £	Total £
Cost					
At 1 May 2023	300,580	41,186	11,234	69,590	422,590
At 30 April 2024	300,580	41,186	11,234	69,590	422,590
Depreciation					
At 1 May 2023	275,653	40,241	5,372	34,592	355,858
Charge for the year	12,023	945	1,542	2,783	17,293
At 30 April 2024	287,676	41,186	6,914	37,375	373,151
Net book value					
At 30 April 2024	12,904	-	4,320	32,215	49,439
At 30 April 2023	24,927	945	5,862	34,998	66,732

15 Debtors

	2024 £	2023 £
Trade debtors	28,274	7,769
Prepayments	1,039	1,272
	<u>29,313</u>	<u>9,041</u>

16 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	10,693	-
Cash at bank	14,752	15,957
Short-term deposits	193,579	260,015
	<u>219,024</u>	<u>275,972</u>

17 Creditors: amounts falling due within one year

	2024 £	2023 £
Pension scheme creditor	1,548	2,061
Accruals	1,910	2,800
Deferred income	20,557	-
	<u>24,015</u>	<u>4,861</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

18 Funds

	Balance at 1 May 2023 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 30 April 2024 £
Unrestricted funds					
<i>General</i>					
General	-	534,454	(581,058)	46,604	-
<i>Designated</i>					
Flush fund	5,810	-	(582)	-	5,228
6 month running cost provision	215,436	-	-	(46,604)	168,832
Redundacy provision	42,000	-	-	-	42,000
	<u>263,246</u>	<u>-</u>	<u>(582)</u>	<u>(46,604)</u>	<u>216,060</u>
Total unrestricted funds	<u>263,246</u>	<u>534,454</u>	<u>(581,640)</u>	<u>-</u>	<u>216,060</u>
Restricted funds					
Premises and equipment	26,855	-	(12,023)	-	14,832
Flush fund	16,475	-	(1,624)	-	14,851
Salaries	-	29,285	(29,285)	-	-
The Malam Foundation	481	-	-	-	481
National Lottery Community Fund RC Midlands Region	30,455	47,900	(57,635)	-	20,720
Sport England	4,372	-	(1,466)	-	2,906
Bishop Starmer Fund	5,000	(818)	(2,922)	-	1,260
Lidl Community Fund	-	5,000	(4,257)	-	743
Sainsburys	-	1,500	(1,187)	-	313
Edward Gosling Foundation	-	8,000	(6,405)	-	1,595
Douglas Arter Foundation	-	500	(500)	-	-
Clothworkers Foundation	-	10,800	(10,800)	-	-
	<u>83,638</u>	<u>102,167</u>	<u>(128,104)</u>	<u>-</u>	<u>57,701</u>
Total restricted funds	<u>83,638</u>	<u>102,167</u>	<u>(128,104)</u>	<u>-</u>	<u>57,701</u>
Total funds	<u>346,884</u>	<u>636,621</u>	<u>(709,744)</u>	<u>-</u>	<u>273,761</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

	Balance at 1 May 2022 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 30 April 2023 £
Unrestricted funds					
<i>General</i>					
General	34,757	471,895	(534,216)	27,564	-
<i>Designated</i>					
Flush fund	6,392	-	(582)	-	5,810
6 month running cost provision	243,000	-	-	(27,564)	215,436
Redundancy provision	42,000	-	-	-	42,000
	<u>291,392</u>	<u>-</u>	<u>(582)</u>	<u>(27,564)</u>	<u>263,246</u>
Total unrestricted funds	<u>326,149</u>	<u>471,895</u>	<u>(534,798)</u>	<u>-</u>	<u>263,246</u>
Restricted					
Premises and equipment	38,878	-	(12,023)	-	26,855
Flush fund	18,099	-	(1,624)	-	16,475
Salaries	-	24,285	(24,285)	-	-
The Malam Foundation	481	-	-	-	481
National Lottery Community Fund RC Midlands Region	-	47,900	(17,445)	-	30,455
Garfield Weston Foundation	2,298	-	(2,298)	-	-
PostCode Lottery	1,997	-	(1,997)	-	-
Staffordshire County Council	1,761	-	(1,761)	-	-
B&Q Foundation	-	4,688	(4,688)	-	-
Stoke-on-Trent City Council	-	2,280	(2,280)	-	-
Community Foundation of Staffordshire	-	4,746	(4,746)	-	-
Sport England	-	4,372	-	-	4,372
Bishop Starmer Fund	-	5,000	-	-	5,000
Aldi Winter Fund	-	1,000	(1,000)	-	-
	<u>63,514</u>	<u>94,271</u>	<u>(74,147)</u>	<u>-</u>	<u>83,638</u>
Total restricted funds	<u>63,514</u>	<u>94,271</u>	<u>(74,147)</u>	<u>-</u>	<u>83,638</u>
Total funds	<u>389,663</u>	<u>566,166</u>	<u>(608,945)</u>	<u>-</u>	<u>346,884</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

The specific purposes for which the funds are to be applied are as follows:

Restricted Funds

- The premises and equipment fund relates to capital grants which have been received for the purpose of acquiring, refurbishing and equipping premises at Elder Road, Cobridge. All the monies received have been invested in fixed assets. To the extent that investment in excess of the grants was appropriate this has been made from unrestricted funds.
- The flush fund relates to funds which have been received for the purpose of refurbishing the toilet areas at Headway House.
- The training re keep fit fund is for the cost of providing training for the staff in respect of keep fit.
- The salaries fund is provided by Jefferies Solicitors towards costs of an employee's salary.
- To Co-op Foundation fund was received to provide food parcels (2020- to provide gym sessions).
- The Malam Foundation fund was received to provide funding for the Christmas party (2020) and for Christmas parcels (2021)
- National Lottery Community Fund RC Midlands Region for speech and language therapy
- Edward Gosling Foundation was received for funding of core costs
- Garfield Weston Foundation was received for the training kitchen refurb
- Awards for all was received to fund counselling services
- Postcode Lottery was received to fund the SLT project, physio/occupational therapy and counselling
- B&Q Foundation - Grant for new windows LED lights, grant administered by Neighbourly
- Stoke on Trent City Council - Stoke on Trent Council's Winter Food and Essentials project, to provide service users with food parcels
- The Community Foundation for Staffordshire - Discover Digital IT grant to purchase IT equipment and deliver IT training sessions for service users
- Aldi Winter Fund - For food and essentials, administered by Neighbourly
- Bishop Stamer Fund - Fund for new fire alarm system, administered by The Community Foundation for Staffordshire
- Sport England - Sport England grant distributed by the English Sport Council - to deliver physical activity sessions for service users.

- Boshier Hinton was received for the training kitchen refurb
- DWF Foundation was received towards VOIP broadband costs
- Percy Bilton was received to fund gym equipment
- Staffordshire County Council was received for recruitment and retention of outreach staff

Designated Funds

- The flush fund relates to funds which have been received for the purpose of refurbishing the toilet areas at Headway House.
- The 6 month running cost provision has been set aside in order continue to provide the current level of service, should funding be withdrawn
- The redundancy provision has been set aside to cover staff redundancy costs should funding be withdrawn

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2024

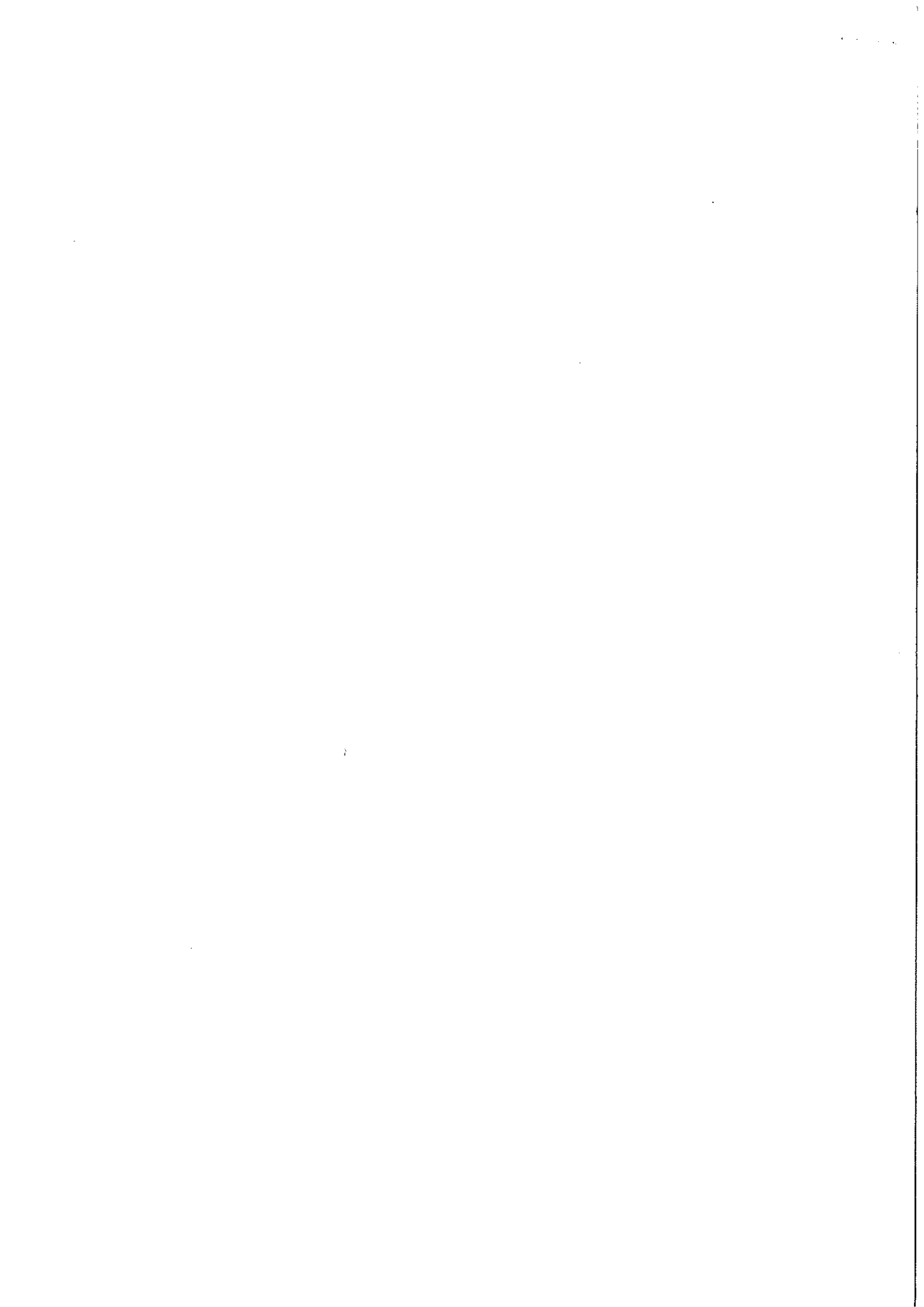
19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	Total funds at 30 April 2024 £
	General £	Designated £		
Tangible fixed assets	2,211	5,228	42,000	49,439
Current assets	21,804	210,832	15,701	248,337
Current liabilities	<u>(24,015)</u>	<u>-</u>	<u>-</u>	<u>(24,015)</u>
Total net assets	<u>-</u>	<u>216,060</u>	<u>57,701</u>	<u>273,761</u>

	Unrestricted funds		Restricted funds £	Total funds at 30 April 2023 £
	General £	Designated £		
Tangible fixed assets	5,275	5,810	55,647	66,732
Current assets	414	256,608	27,991	285,013
Current liabilities	<u>(4,861)</u>	<u>-</u>	<u>-</u>	<u>(4,861)</u>
Total net assets	<u>828</u>	<u>262,418</u>	<u>83,638</u>	<u>346,884</u>

20 Related party transactions

There were no related party transactions in the year.



HEADWAY NORTH STAFFORDSHIRE (HEAD INJURIES ASSOCIATION) LTD

England & Wales - Charity number 1077770

Accounts

Company registration number: 3758806

Charity registration number: 1077770

Headway North Staffordshire (Head Injuries Association) Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 April 2023

Daryl Denson ACMA
VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Headway North Staffordshire (Head Injuries Association) Ltd

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Headway North Staffordshire (Head Injuries Association) Ltd

Reference and Administrative Details

Trustees	Trudi Massey Michelle Gunnery Joanne Landers Irene Abbotts Sarah Tudor-Ansell Gemma Mercer
Other Officers	D Hill
Registered Office	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE
Charity Registration Number	1077770
Bankers	Co-operative Bank Plc 2 Town Road Hanley Stoke-on-Trent ST1 2JE
Independent examiner	Daryl Denson ACMA VAST The Dudson Centre Hanley Stoke-on-Trent ST1 5DD
Solicitors:	Freeths LLP Solicitors Churchill House Regent Road Stoke-on-Trent ST1 3RQ
Principal Office	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE
Company Registration Number	3758806

The charity is incorporated in England.

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 April 2023.

Objectives and activities

Objects and aims

The objectives of the charity are:

- To increase awareness and understanding of brain injury and its consequences
- To support people with brain injuries to return to community living, increase social activities and reduce isolation
- To encourage and empower members to attain volunteering and employment opportunities both within Headway and the wider community
- To ensure that Headway North Staffordshire achieves the highest possible standards
- To support carers

The main areas of charitable activity are the provision of day service and rehabilitation facilities, with lunch being provided, together with facilities for members to participate in music, woodwork, computing, health activities, discussion groups, educational, leisure and social activities, life skills, gardening and member led activities and to receive regular newsletters, in addition we also offer carers support, Outreach Service, and a benefits and advice service.

Activities

Activities/ Trips,

RAF Cosford Trip, Morris dancers, Bee Active fitness sessions, Radio Stoke interview, Platinum Jubilee activities, Pottery classes, 1% Games Day, Swimming sessions, Cycling at Westport Lake, Musical moments, Armchair boogie, Beatrice barge trip, Able world visit, Go-Go Tuk, Flower arranging activity, Beat the cold talk informative talk, Inn Ringers performance at Headway Daily training kitchen sessions, Healthy eating talks in the gym, Ukelele players performance, Gifted workshops interactive music sessions, Bowling trip, Movie/pyjama day, I'm a Celebrity themed day, Llandudno Christmas Markets, World Cup Day, Fun interactive talks with Kath Reynolds, Carers rights day, outing at NSC, Fire safety talk, Alton Towers Christmas Markets, North East Producers performances at Headway House, Stoke City football match, Stoke City Stadium Trip, Llandudno trip Bowling

Fundraisers included:

Coast to coast walk, Hanley Car boot, George Jones Wolverhampton 10K run, Conna Brown fundraising day for the late Jack Sumner, Barlaston Golf Club, Trentham Golf Club, Headway Half Marathon, Gelato and Cakes, Anne's All sorts Headway Shop, Hats for Headway, Stall at Twinkle and Dazzle fayre. Diane Harper Quiz night,

We have continued to receive donations PayPal Giving Platform made up of Facebook, eBay, GoFundMe, as well as donations from Give as You Live, Just Giving pages, Collection boxes.

In accordance with the guidance issued by the Charity Commission we adhere to section 12

12. The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

Public benefit

All our activities concentrate on supporting people with brain injuries, their families and carers. We continue to focus on providing opportunities for people to leave their homes and join us to learn new skills and practise transferable skills in the company of others under the guidance of our very experienced staff and volunteers. The service that we provide prevents re-admission to hospital, which in turn saves the use of public money.

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees Report

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

During the year we worked closely with Midlands Partnership Foundation Trust to provide service users access to neurophysiotherapy and occupational therapy. Staff from the trust's Community Stroke Team attended Headway House two days per week where they assessed service users, agree goals and developed personalised exercise programmes.

In difficult funding environment the fundraiser post was able to identify potential funders and submit applications successfully. We would like to thank the below funders for their contribution to our work this year. Once again, we received grants from Stoke-on-Trent Clinical Commissioning Group (£53,827) and North Staffs Clinical Commissioning Group (£28,568).

We secured two grants that that helped service users deal with the cost-of-living crisis. Grants of £2,280 from Stoke on Trent City Council and £1,000 from Aldi were used to create food parcels and purchase gift vouchers. In addition, we were supported by Marks and Spencer, Aldi and Lidl who provide us with unwanted food items that members took home.

In order to improve the IT skills so necessary for this modern age Staffordshire Community Fund's 'Discover Digital' gave us £4,746 so that we were able to deliver lessons on gaining or regaining skills to interact with the digital world. We supported clients using laptops, tablets, and phones to look at email, social media, streaming video and audio and using maps. Good feedback showed that this was valued by our service users. The project will continue into the next financial year.

We carried out improvements to Headway House. Thanks to funding of £4,688 from B & Q, we were able to replace fluorescent light strips with energy efficient LED units. The funding also allowed us to replace several windows on the ground floor. We also secured £5,000 from Bishop Stamer Foundation to replace the fire alarm system. The work will be carried out in the next financial year.

In September 2022, we launched a speech and language service. The three-year project, funded by the National Lottery's Community Fund, aims to support service users to improve communication. It is not uncommon for survivors of a brain injury to experience communication difficulties, with conditions such as aphasia/dysphasia, apraxia or dysarthria. The project is expected to support 45 people during the first year.

Finally, Headway North Staffordshire is always keen to help our clients get and stay fit. Thanks to Sport England who donated £4,372 so that we can run a project called Headway Triathlon. The project (due to start next financial year) will see service users take part in a range of sport and physical activities including swimming at Kidsgrove Sports Centre, walking in local parks, cycling at Westport Lake and using local sport halls for a variety of games.

Financial review

Please refer to pages 7-21

Policy on reserves

Headway North Staffordshire requires a sufficient level of reserves to enable the organisation to function should there be significant changes to the current income sources.

To continue to provide the current level of service, should funding be withdrawn, it is necessary to hold in reserve the equivalent of six months running costs, plus a provision to cover redundancy payments to staff. At current rates this equates to £243,000 for running costs and a further £42,000 for redundancy costs.

This therefore identifies the need for free reserves of £285,000. At the end of the current financial year, the free reserves stood at £312,117 (total unrestricted general fund of £319,843 less unrestricted fixed assets of £7,726).

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees Report

Risk Management

The trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions.

The trustees have also examined other operation and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks it faces. The key elements of risk faced by Headway North Staffordshire are:

- Withdrawal of funding
- Sustainability due to the current level of membership fees
- Inadequately trained staff
- Lack of demand for the charity's services
- General upkeep of the building

From the indicators available to the trustees, each of these key factors may be classified as low risk.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Prof Anthony Ward, President (resigned 17 June 2022)
	Trudi Massey
	Monina Ramsden (resigned 18 June 2022)
	Michelle Gunnery
	Joanne Landers
	Irene Abbotts
	Carole Foster (resigned 24 May 2022)
	Scott MacLaren Moreton (appointed 17 February 2023 and resigned 23 January 2023)
	Sarah Tudor-Ansell (appointed 23 January 2023)
	Gemma Mercer (appointed 12 July 2022)

Other Officers:	D Hill
-----------------	--------

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity, incorporated on 23 April 1999 and registered as a charity on 13 October 1999. The company was established under a governing document which is the Memorandum of Association which established the objectives and powers of the Charitable Company and is governed under its Articles of Association.

It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees Report

Recruitment and appointment of trustees

The directors of the charitable company who are also charity trustees who served during the year and since the year end are set out on page 1 together with the name of the chief officer and other senior staff. Trustees are appointed by the board of trustees and serve annually after which period they may put themselves forward to re-appointment. The trustees meet with sub groups which are formed as required to discuss specific issues.

The criterion for the selection of trustees takes into account eligibility, personal competencies, particular skills and local availability. Members of the management committee nominate a potential trustee, who is then invited to meet the chairperson and chief officer; they are then invited to attend a series of management committee meetings as an observer. In the final stage, the management committee formally agrees to co-opt them as a trustee, and then it is ratified at the next Annual General Meeting.

Induction and training of trustees

New trustees are provided with an induction pack to brief them on their legal obligations under charity and company law. They are encouraged to attend Headway North Staffordshire to meet key employees and to obtain a better understanding of the work of the charity. It must be understood that there is a strict regime of member confidentiality in place which to some extent governs the type of information that the trustees can be made aware of.

Organisational structure


The board of trustees administers the charity and meets monthly, there is also a finance subcommittee which meets regularly.

The chief officer is appointed by the trustees to manage the day to day operations of the charity and to facilitate effective operations, the chief officer has delegated authority for operational matters including finance, recruitment and welfare of the members.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on and signed on its behalf by:



.....
Joanne Landers
Trustee

Headway North Staffordshire (Head Injuries Association) Ltd

Independent Examiner's Report to the trustees of Headway North Staffordshire (Head Injuries Association) Ltd ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also 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 your charity's accounts as 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, which is one of the listed bodies.

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

1. accounting records were not kept in respect of Headway North Staffordshire (Head Injuries Association) Ltd 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.



.....
Daryl Denson ACMA

VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Date:.....12/12/2023

Headway North Staffordshire (Head Injuries Association) Ltd

**Statement of Financial Activities for the Year Ended 30 April 2023
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	109,770	94,271	204,041
Charitable activities	4	361,515	-	361,515
Investment income	5	610	-	610
Total income		<u>471,895</u>	<u>94,271</u>	<u>566,166</u>
Expenditure on:				
Charitable activities		<u>(534,798)</u>	<u>(74,147)</u>	<u>(608,945)</u>
Total expenditure		<u>(534,798)</u>	<u>(74,147)</u>	<u>(608,945)</u>
Net (expenditure)/income		<u>(62,903)</u>	<u>20,124</u>	<u>(42,779)</u>
Net movement in funds		(62,903)	20,124	(42,779)
Reconciliation of funds				
Total funds brought forward		<u>326,149</u>	<u>63,514</u>	<u>389,663</u>
Total funds carried forward	14	<u>263,246</u>	<u>83,638</u>	<u>346,884</u>

The notes on pages 10 to 21 form an integral part of these financial statements.

Headway North Staffordshire (Head Injuries Association) Ltd

**Statement of Financial Activities for the Year Ended 30 April 2023
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	129,170	54,728	183,898
Charitable activities	4	299,021	-	299,021
Investment income	5	24	-	24
Total income		<u>428,215</u>	<u>54,728</u>	<u>482,943</u>
Expenditure on:				
Charitable activities		<u>(399,690)</u>	<u>(86,606)</u>	<u>(486,296)</u>
Total expenditure		<u>(399,690)</u>	<u>(86,606)</u>	<u>(486,296)</u>
Net income/(expenditure)		<u>28,525</u>	<u>(31,878)</u>	<u>(3,353)</u>
Net movement in funds		28,525	(31,878)	(3,353)
Reconciliation of funds				
Total funds brought forward		<u>297,624</u>	<u>95,392</u>	<u>393,016</u>
Total funds carried forward	14	<u><u>326,149</u></u>	<u><u>63,514</u></u>	<u><u>389,663</u></u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2022 is shown in note 14.

The notes on pages 10 to 21 form an integral part of these financial statements.

Headway North Staffordshire (Head Injuries Association) Ltd

(Registration number: 3758806)
Balance Sheet as at 30 April 2023

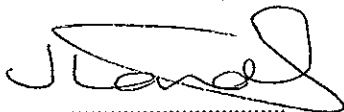
	Note	2023 £	2022 £
Fixed assets			
Tangible assets	10	66,732	83,430
Current assets			
Debtors	11	9,041	41,605
Cash at bank and in hand	12	<u>275,972</u>	<u>277,034</u>
		285,013	318,639
Creditors: Amounts falling due within one year	13	<u>(4,861)</u>	<u>(12,406)</u>
Net current assets		<u>280,152</u>	<u>306,233</u>
Net assets		<u>346,884</u>	<u>389,663</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		83,638	63,514
Unrestricted income funds			
Unrestricted funds		<u>263,246</u>	<u>326,149</u>
Total funds	14	<u>346,884</u>	<u>389,663</u>

For the financial year ending 30 April 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 7 to 21 were approved by the trustees, and authorised for issue on and signed on their behalf by:



.....
Joanne Landers
Trustee

The notes on pages 10 to 21 form an integral part of these financial statements.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The principal place of business is:

Headway House
Elder Road
Cobridge
Stoke-on-Trent
ST6 2JE

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Headway North Staffordshire (Head Injuries Association) 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £250 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Buildings	4% straight line
Improvements to property	4% straight line

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

Fixtures, fittings & equipment	20% straight line
Catering equipment	20% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2023 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	27,375	-	27,375
Grants, including capital grants;			
Government grants	82,395	-	82,395
Grants from other charities	-	69,986	69,986
	109,770	94,271	204,041
	Unrestricted funds General £	Restricted funds £	Total 2022 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	17,024	-	17,024
Grants, including capital grants;			
Government grants	109,184	4,064	113,248
Grants from other charities	2,962	26,379	29,341
	129,170	54,728	183,898

4 Income from charitable activities

	Unrestricted funds General £	Total 2023 £
Subscriptions and member contributions	361,515	361,515
	Unrestricted funds General £	Total 2022 £
Subscriptions and member contributions	299,021	299,021

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

5 Investment income

	Unrestricted funds General £	Total 2023 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>610</u>	<u>610</u>
	<u>610</u>	<u>610</u>
	Unrestricted funds General £	Total 2022 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>24</u>	<u>24</u>
	<u>24</u>	<u>24</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2023 £
Independent examiner fees		
Examination of the financial statements	<u>1,680</u>	<u>1,680</u>
	<u>1,680</u>	<u>1,680</u>

	Unrestricted funds General £	Total 2022 £
Independent examiner fees		
Examination of the financial statements	<u>1,680</u>	<u>1,680</u>
	<u>1,680</u>	<u>1,680</u>

7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

8 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	385,275	331,814
Social security costs	15,602	12,889
Pension costs	8,853	6,454
Other staff costs	-	1,882
	<u>409,730</u>	<u>353,039</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023 No	2022 No
Direct charitable work	19	17
Administration	3	3
	<u>22</u>	<u>20</u>

No employee received emoluments of more than £60,000 during the year.

9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

10 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Other tangible fixed asset £	Other tangible fixed asset 2 £	Total £
Cost					
At 1 May 2022	300,580	41,186	9,754	68,468	419,988
Additions	-	-	1,480	1,122	2,602
At 30 April 2023	<u>300,580</u>	<u>41,186</u>	<u>11,234</u>	<u>69,590</u>	<u>422,590</u>
Depreciation					
At 1 May 2022	272,870	28,218	3,830	31,640	336,558
Charge for the year	2,783	12,023	1,542	2,952	19,300
At 30 April 2023	<u>275,653</u>	<u>40,241</u>	<u>5,372</u>	<u>34,592</u>	<u>355,858</u>
Net book value					
At 30 April 2023	<u>24,927</u>	<u>945</u>	<u>5,862</u>	<u>34,998</u>	<u>66,732</u>
At 30 April 2022	<u>27,710</u>	<u>12,968</u>	<u>5,924</u>	<u>36,828</u>	<u>83,430</u>

11 Debtors

	2023 £	2022 £
Trade debtors	7,769	9,904
Prepayments	1,272	1,273
Accrued income	-	30,428
	<u>9,041</u>	<u>41,605</u>

12 Cash and cash equivalents

	2023 £	2022 £
Cash at bank	15,957	125,234
Short-term deposits	260,015	151,800
	<u>275,972</u>	<u>277,034</u>

13 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	-	2,395
Pension scheme creditor	2,061	1,548
Accruals	2,800	8,463
	<u>4,861</u>	<u>12,406</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

14 Funds

	Balance at 1 May 2022 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 30 April 2023 £
Unrestricted funds					
<i>General</i>					
General	34,757	471,895	(534,216)	27,564	-
<i>Designated</i>					
Flush fund	6,392	-	(582)	-	5,810
6 month running cost provision	243,000	-	-	(27,564)	215,436
Redundancy provision	42,000	-	-	-	42,000
	<u>291,392</u>	<u>-</u>	<u>(582)</u>	<u>(27,564)</u>	<u>263,246</u>
Total unrestricted funds	<u>326,149</u>	<u>471,895</u>	<u>(534,798)</u>	<u>-</u>	<u>263,246</u>
Restricted funds					
Premises and equipment	38,878	-	(12,023)	-	26,855
Flush fund	18,099	-	(1,624)	-	16,475
Salaries	-	24,285	(24,285)	-	-
The Malam Foundation	481	-	-	-	481
National Lottery Community Fund RC Midlands Region	-	47,900	(17,445)	-	30,455
Garfield Weston Foundation	2,298	-	(2,298)	-	-
PostCode Lottery	1,997	-	(1,997)	-	-
Staffordshire County Council	1,761	-	(1,761)	-	-
B&Q Foundation	-	4,688	(4,688)	-	-
Stoke-on-Trent City Council	-	2,280	(2,280)	-	-
Community Foundation of Staffordshire	-	4,746	(4,746)	-	-
Sport England	-	4,372	-	-	4,372
Bishop Starmer Fund	-	5,000	-	-	5,000
Aldi Winter Fund	-	1,000	(1,000)	-	-
	<u>63,514</u>	<u>94,271</u>	<u>(74,147)</u>	<u>-</u>	<u>83,638</u>
Total restricted funds	<u>63,514</u>	<u>94,271</u>	<u>(74,147)</u>	<u>-</u>	<u>83,638</u>
Total funds	<u>389,663</u>	<u>566,166</u>	<u>(608,945)</u>	<u>-</u>	<u>346,884</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

	Balance at 1 May 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 April 2022 £
Unrestricted funds					
<i>General</i>					
General	290,650	428,215	(399,108)	(285,000)	34,757
<i>Designated</i>					
Flush fund	6,974	-	(582)	-	6,392
6 month running cost provision	-	-	-	243,000	243,000
Redundacy provision	-	-	-	42,000	42,000
	<u>6,974</u>	<u>-</u>	<u>(582)</u>	<u>285,000</u>	<u>291,392</u>
Total unrestricted funds	<u>297,624</u>	<u>428,215</u>	<u>(399,690)</u>	<u>-</u>	<u>326,149</u>
Restricted					
Premises and equipment	50,901	-	(12,023)	-	38,878
Flush fund	19,723	-	(1,624)	-	18,099
Training - Keep fit fund	86	-	(86)	-	-
Salaries	-	24,285	(24,285)	-	-
Co-op Community Fund	1,736	-	(1,736)	-	-
The Malam Foundation	481	750	(750)	-	481
Edward Gosling Foundation	4,885	-	(4,885)	-	-
Garfield Weston Foundation	8,000	-	(5,702)	-	2,298
Awards for all	9,580	-	(9,580)	-	-
PostCode Lottery	-	20,000	(18,003)	-	1,997
Percy Bilton	-	4,015	(4,015)	-	-
Boshier Hinton	-	614	(614)	-	-
DWF Foundation	-	1,000	(1,000)	-	-
Staffordshire County Council	-	4,064	(2,303)	-	1,761
Total restricted funds	<u>95,392</u>	<u>54,728</u>	<u>(86,606)</u>	<u>-</u>	<u>63,514</u>
Total funds	<u>393,016</u>	<u>482,943</u>	<u>(486,296)</u>	<u>-</u>	<u>389,663</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

The specific purposes for which the funds are to be applied are as follows:

Restricted Funds

- The premises and equipment fund relates to capital grants which have been received for the purpose of acquiring, refurbishing and equipping premises at Elder Road, Cobridge. All the monies received have been invested in fixed assets. To the extent that investment in excess of the grants was appropriate this has been made from unrestricted funds.
 - The flush fund relates to funds which have been received for the purpose of refurbishing the toilet areas at Headway House.
 - The training re keep fit fund is for the cost of providing training for the staff in respect of keep fit.
 - The salaries fund is provided by Jefferies Solicitors towards costs of an employee's salary.
 - To Co-op Foundation fund was received to provide food parcels (2020- to provide gym sessions).
 - The Malam Foundation fund was received to provide funding for the Christmas party (2020) and for Christmas parcels (2021)
 - National Lottery Community Fund RC Midlands Region for speech and language therapy
 - Edward Gosling Foundation was received for funding of core costs
 - Garfield Weston Foundation was received for the training kitchen refurb
 - Awards for all was received to fund counselling services
 - Postcode Lottery was received to fund the SLT project, physio/occupational therapy and counselling
 - B&Q Foundation - Grant for new windows LED lights, grant administered by Neighbourly
 - Stoke on Trent City Council - Stoke on Trent Council's Winter Food and Essentials project, to provide service users with food parcels
 - The Community Foundation for Staffordshire - Discover Digital IT grant to purchase IT equipment and deliver IT training sessions for service users
 - Aldi Winter Fund - For food and essentials, administered by Neighbourly
 - Bishop Stamer Fund - Fund for new fire alarm system, administered by The Community Foundation for Staffordshire
 - Sport England - Sport England grant distributed by the English Sport Council - to deliver physical activity sessions for service users.
-
- Boshier Hinton was received for the training kitchen refurb
 - DWF Foundation was received towards VOIP broadband costs
 - Percy Bilton was received to fund gym equipment
 - Staffordshire County Council was received for recruitment and retention of outreach staff

Designated Funds

- The flush fund relates to funds which have been received for the purpose of refurbishing the toilet areas at Headway House.
- The 6 month running cost provision has been set aside in order continue to provide the current level of service, should funding be withdrawn
- The redundancy provision has been set aside to cover staff redundancy costs should funding be withdrawn

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2023

15 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	Total funds at 30 April 2023 £
	General £	Designated £		
Tangible fixed assets	5,275	5,810	55,647	66,732
Current assets	(27,978)	285,000	27,991	285,013
Current liabilities	(4,861)	-	-	(4,861)
Total net assets	(27,564)	290,810	83,638	346,884

	Unrestricted funds		Restricted funds £	Total funds at 30 April 2022 £
	General £	Designated £		
Tangible fixed assets	7,726	6,392	69,312	83,430
Current assets	33,639	285,000	-	318,639
Current liabilities	(6,608)	-	(5,798)	(12,406)
Total net assets	34,757	291,392	63,514	389,663

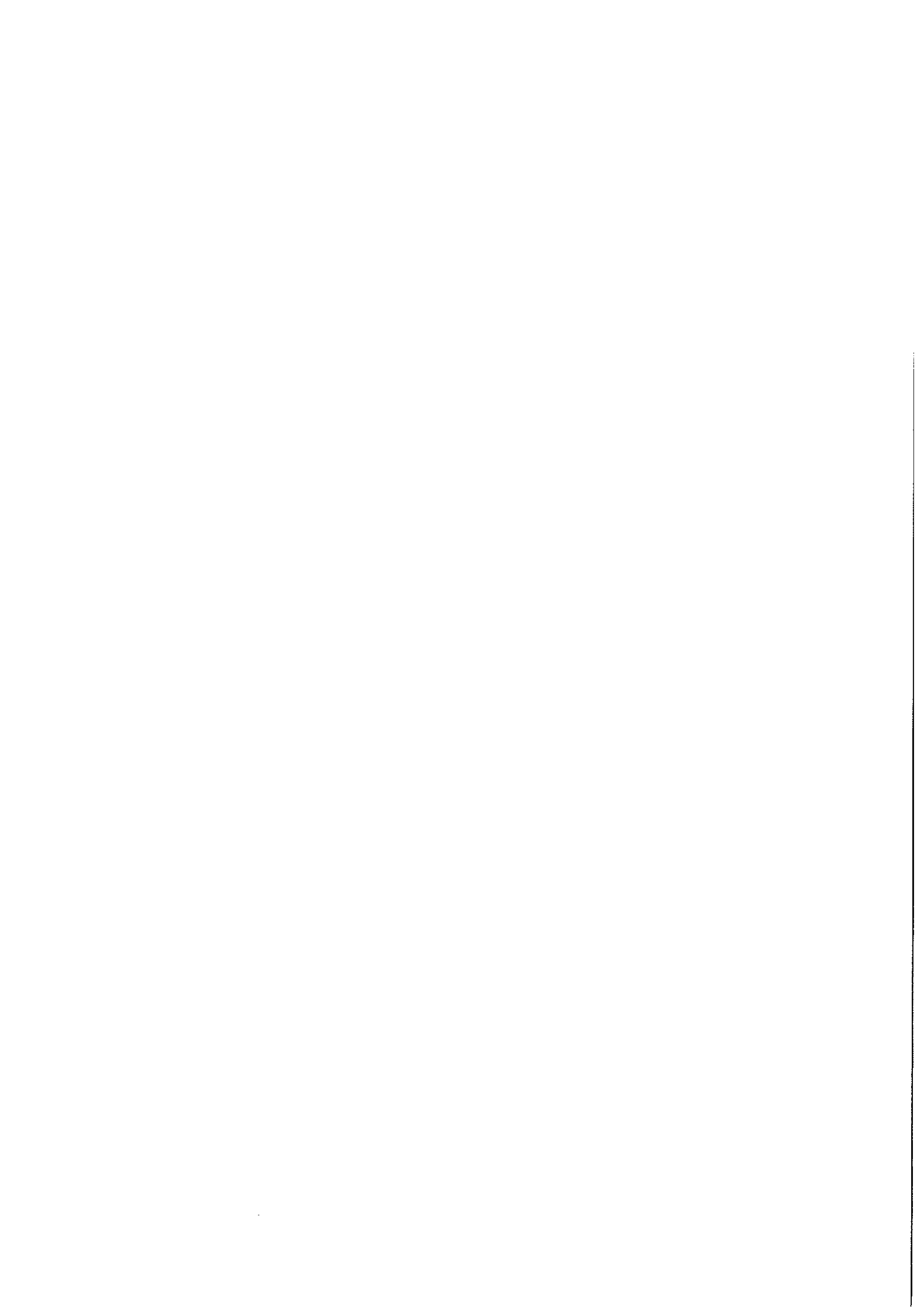
16 Related party transactions

During the year the charity made the following related party transactions:

M Ramsden

(Jefferies Solicitors of which Trustee M Ramsden is a director gave donations in the year of £24,285 (2021:£24,285) to fund salary costs.)

At the balance sheet date the amount due to/from M Ramsden was £Nil (2022 - £Nil).



HEADWAY NORTH STAFFORDSHIRE (HEAD INJURIES ASSOCIATION) LTD

England & Wales - Charity number 1077770

Accounts

Company registration number: 3758806

Charity registration number: 1077770

Headway North Staffordshire (Head Injuries Association) Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 April 2022

Daryl Denson ACMA
VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Headway North Staffordshire (Head Injuries Association) Ltd

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Headway North Staffordshire (Head Injuries Association) Ltd

Reference and Administrative Details

Trustees	Prof Anthony Ward, President Antonio Balestra (resigned 6 April 2022) Pamela Smith (resigned 13 July 2021) Trudi Massey Monina Ramsden Michelle Gunnery Joanne Landers Irene Abbotts Carole Foster Lisa Glover (resigned 29 July 2021)
Other Officers	D Hill
Registered Office	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE
Charity Registration Number	1077770
Bankers	Co-operative Bank Plc 2 Town Road Hanley Stoke-on-Trent ST1 2JE
Independent examiner	Daryl Denson ACMA VAST The Dudson Centre Hanley Stoke-on-Trent ST1 5DD
Solicitors:	Freeths LLP Solicitors Churchill House Regent Road Stoke-on-Trent ST1 3RQ
Principal Office	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE
Company Registration Number	3758806

The charity is incorporated in England.

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 April 2022.

Objectives and activities

Objects and aims

The objectives of the charity are:

- To increase awareness and understanding of brain injury and its consequences
- To support people with brain injuries to return to community living, increase social activities and reduce isolation
- To encourage and empower members to attain volunteering and employment opportunities both within Headway and the wider community
- To ensure that Headway North Staffordshire achieves the highest possible standards
- To support carers

The main areas of charitable activity are the provision of day service and rehabilitation facilities, with lunch being provided, together with facilities for members to participate in music, woodwork, computing, health activities, discussion groups, educational, leisure and social activities, life skills, gardening and member led activities and to receive regular newsletters, in addition we also offer carers support, Outreach Service, and a benefits and advice service.

Activities

Activities, Trips, and Fundraising events last year included:

Activities/ Trips, included: Daily quizzes, ICT and Music glove, Arts & Crafts, Regular training kitchen activities, Memory and cognitive games, Epilepsy Awareness Day, Chester Christmas Markets, Hats for Headway, RAF Cosford Air Museum trip, Christmas Jumper Day, Fashion Show, Wreath Making, Flower Arranging, Kath Talks, Alan Barret Storyteller BCB ceramics & DM ceramics and crafts workshops, Table decorations, Armchair exercises, Cycling around Westport Lake, Art classes with Les, Swimming, Bowling, Bee Active interactive fun physical activity sessions, Peak Wildlife Park trip
Mocktail making, Black dog Molly Morris Dancing, Jacksons Nurseries trip, Guide Dogs visit to Headway House, Zoo 2 U (they brought in various animals for touching/stroking), Impact Gym aerobics sessions
Gifted Workshop interactive music sessions, Llandudno Trip.

Fundraisers: Although still unable to hold our own fundraisers, we have continued to receive donations via Facebook, eBay, Give as You Live, Amazon Smile, by percentage donations on purchases, Just Giving page, Collection boxes.

Outside fundraisers on our behalf: Walking up Mt Snowdon, Cycle Helmet Safety awareness event with local BMX star Luke Cryer.

In accordance with the guidance issued by the Charity Commission we adhere to section 12

12. The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

Public benefit

All our activities concentrate on supporting people with brain injuries, their families and carers. We continue to focus on providing opportunities for people to leave their homes and join us to learn new skills and practise transferable skills in the company of others under the guidance of our very experienced staff and volunteers. The service that we provide prevents re-admission to hospital, which in turn saves the use of public money.

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees' Report

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

As COVID social distancing measures began to be relaxed, we were able to gradually increase the numbers of service users attending the gym. By the end of the year, we were back to pre-COVID attendance numbers.

Once again, we successfully secured funding from Stoke-on-Trent and North Staffs Clinical Commissioning Groups. Furthermore, we received additional payments from both CCGs totalling £30,559.

During the year, we were able to offer placements to several University of Keele medical students. We offered on-site placements to eleven second year medical students. In addition, we hosted three zoom discussion sessions for twelve first year medical students as part of their mental health placement.

We secured funding from Mallam Health Foundation. The grant was used to buy Christmas gift vouchers for all our service users.

We upgraded the gymnasium, thanks to funding from the Percy Bilton Charity. The grant of £4015 was used to purchase several items of equipment, including bariatric parallel bars, wall length gym mirrors, therapeutic heat lamp, adjustable rehabilitation corner steps.

We approached Postcode Lottery to fund several projects. We used part of the grant to continue the counselling service. Demand for the service has remained high, clearly demonstrating that there is a need for mental health support. It is our intention to seek additional funding to continue the service into next year and beyond.

Postcode Lottery funding enable us to establish a short pilot speech and language project. The pilot was a great success. We hope to use the learning and evidence gained from the pilot to secure long-term funding for a speech and language service.

Finally, we used Postcode Lottery funding to create a physio and occupational therapy service working in partnership with NHS staff. Service users undergo an initial assessment to establish their needs and goals, from which service users receive an individualised exercise programme that is designed to maximise recovery potential.

Financial review

Please refer to pages 7 - 24 of this report

Policy on reserves

Headway North Staffordshire requires a sufficient level of reserves to enable the organisation to function should there be significant changes to the current income sources.

To continue to provide the current level of service, should funding be withdrawn, it is necessary to hold in reserve the equivalent of six months running costs, plus a provision to cover redundancy payments to staff. At current rates this equates to £243,000 for running costs and a further £42,000 for redundancy costs.

This therefore identifies the need for free reserves of £285,000 At the end of the current financial year, the free reserves stood at £312,117 (total unrestricted general fund of £319,843 less unrestricted fixed assets of £7,726).

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees' Report

Risk Management

The trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions.

The trustees have also examined other operation and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks it faces. The key elements of risk faced by Headway North Staffordshire are:

- Withdrawal of funding
- Sustainability due to the current level of membership fees
- Inadequately trained staff
- Lack of demand for the charity's services
- General upkeep of the building

From the indicators available to the trustees, each of these key factors may be classified as low risk.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity, incorporated on 23 April 1999 and registered as a charity on 13 October 1999. The company was established under a governing document which is the Memorandum of Association which established the objectives and powers of the Charitable Company and is governed under its Articles of Association.

It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

The directors of the charitable company who are also charity trustees who served during the year and since the year end are set out on page 1 together with the name of the chief officer and other senior staff. Trustees are appointed by the board of trustees and serve annually after which period they may put themselves forward to re-appointment. The trustees meet with sub groups which are formed as required to discuss specific issues.

The criterion for the selection of trustees takes into account eligibility, personal competencies, particular skills and local availability. Members of the management committee nominate a potential trustee, who is then invited to meet the chairperson and chief officer; they are then invited to attend a series of management committee meetings as an observer. In the final stage, the management committee formally agrees to co-opt them as a trustee, and then it is ratified at the next Annual General Meeting.

Induction and training of trustees

New trustees are provided with an induction pack to brief them on their legal obligations under charity and company law. They are encouraged to attend Headway North Staffordshire to meet key employees and to obtain a better understanding of the work of the charity. It must be understood that there is a strict regime of member confidentiality in place which to some extent governs the type of information that the trustees can be made aware of.

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees' Report

Organisational structure

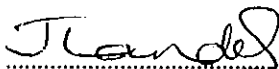
The board of trustees administers the charity and meets monthly, there is also a finance subcommittee which meets regularly.

The chief officer is appointed by the trustees to manage the day to day operations of the charity and to facilitate effective operations, the chief officer has delegated authority for operational matters including finance, recruitment and welfare of the members.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 31/10/22 and signed on its behalf by:



Joanne Landers
Trustee

Headway North Staffordshire (Head Injuries Association) Ltd

Independent Examiner's Report to the trustees of Headway North Staffordshire (Head Injuries Association) Ltd ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also 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 Headway North Staffordshire (Head Injuries Association) Ltd 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 your charity's accounts as 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 , which is one of the listed bodies.

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

1. accounting records were not kept in respect of Headway North Staffordshire (Head Injuries Association) Ltd 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.

.....
Daryl Denson ACMA

VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Date:.....

Headway North Staffordshire (Head Injuries Association) Ltd

**Statement of Financial Activities for the Year Ended 30 April 2022
(Including Income and Expenditure Account and Statement of Total Recognised Gains
and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	129,170	54,728	183,898
Charitable activities	4	299,021	-	299,021
Investment income	6	24	-	24
Total income		<u>428,215</u>	<u>54,728</u>	<u>482,943</u>
Expenditure on:				
Charitable activities	8	<u>(399,690)</u>	<u>(86,606)</u>	<u>(486,296)</u>
Total expenditure		<u>(399,690)</u>	<u>(86,606)</u>	<u>(486,296)</u>
Net income/(expenditure)		<u>28,525</u>	<u>(31,878)</u>	<u>(3,353)</u>
Net movement in funds		28,525	(31,878)	(3,353)
Reconciliation of funds				
Total funds brought forward		<u>297,624</u>	<u>95,392</u>	<u>393,016</u>
Total funds carried forward	18	<u>326,149</u>	<u>63,514</u>	<u>389,663</u>

The notes on pages 10 to 24 form an integral part of these financial statements.

Headway North Staffordshire (Head Injuries Association) Ltd

**Statement of Financial Activities for the Year Ended 30 April 2022
(Including Income and Expenditure Account and Statement of Total Recognised Gains
and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies	3	129,629	124,035	253,664
Charitable activities	4	287,239	-	287,239
Other trading activities	5	45	-	45
Investment income	6	707	-	707
Total income		<u>417,620</u>	<u>124,035</u>	<u>541,655</u>
Expenditure on:				
Raising funds	7	(36)	-	(36)
Charitable activities	8	(307,932)	(115,486)	(423,418)
Total expenditure		<u>(307,968)</u>	<u>(115,486)</u>	<u>(423,454)</u>
Net income		<u>109,652</u>	<u>8,549</u>	<u>118,201</u>
Net movement in funds		109,652	8,549	118,201
Reconciliation of funds				
Total funds brought forward		<u>187,972</u>	<u>86,843</u>	<u>274,815</u>
Total funds carried forward	18	<u>297,624</u>	<u>95,392</u>	<u>393,016</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2021 is shown in note 18.

Headway North Staffordshire (Head Injuries Association) Ltd

(Registration number: 3758806)
Balance Sheet as at 30 April 2022


	Note	2022 £	2021 £
Fixed assets			
Tangible assets	14	83,430	93,528
Current assets			
Debtors	15	41,605	16,713
Cash at bank and in hand	16	<u>277,034</u>	<u>288,149</u>
		318,639	304,862
Creditors: Amounts falling due within one year	17	<u>(12,406)</u>	<u>(5,374)</u>
Net current assets		<u>306,233</u>	<u>299,488</u>
Net assets		<u>389,663</u>	<u>393,016</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	18	63,514	95,392
Unrestricted income funds			
Unrestricted funds		<u>326,149</u>	<u>297,624</u>
Total funds	18	<u>389,663</u>	<u>393,016</u>

For the financial year ending 30 April 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 7 to 24 were approved by the trustees, and authorised for issue on 31.10.22, and signed on their behalf by:



Joanne Landers
Trustee

The notes on pages 10 to 24 form an integral part of these financial statements.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The principal place of business is:

Headway House
Elder Road
Cobridge
Stoke-on-Trent
ST6 2JE

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Headway North Staffordshire (Head Injuries Association) 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £250 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

Asset class	Depreciation method and rate
Buildings	4% straight line
Improvements to property	4% straight line
Fixtures, fittings & equipment	20% straight line
Catering equipment	20% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	17,024	-	17,024
Grants, including capital grants;			
Government grants	109,184	4,064	113,248
Grants from other charities	2,962	26,379	29,341
	129,170	54,728	183,898
	Unrestricted funds General £	Restricted funds £	Total 2021 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	18,062	-	18,062
Grants, including capital grants;			
Government grants	92,861	-	92,861
Grants from other charities	18,706	99,750	118,456
	129,629	124,035	253,664

4 Income from charitable activities

	Unrestricted funds General £	Total 2022 £
Subscriptions and member contributions	299,021	299,021
	Unrestricted funds General £	Total 2021 £
Subscriptions and member contributions	287,239	287,239

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

5 Income from other trading activities

	Unrestricted funds General £	Total 2022 £
Trading income;		-
Sales of goods and services	45	45
	<u>45</u>	<u>45</u>

6 Investment income

	Unrestricted funds General £	Total 2022 £
Interest receivable and similar income;		
Interest receivable on bank deposits	24	24
	<u>24</u>	<u>24</u>

	Unrestricted funds General £	Total 2021 £
Interest receivable and similar income;		
Interest receivable on bank deposits	707	707
	<u>707</u>	<u>707</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2022 £
Fundraising trading costs;			
Fundraising		36	36
		<u>36</u>	<u>36</u>

8 Expenditure on charitable activities

	Unrestricted funds		Restricted funds	Total 2022 £
	Designated £	Other £	£	
Services to benefit people who have suffered head injury	582	399,108	86,606	486,296
	<u>582</u>	<u>399,108</u>	<u>86,606</u>	<u>486,296</u>
	Unrestricted funds		Restricted funds	Total 2021 £
	Designated £	General £	£	
Services to benefit people who have suffered head injury	582	307,350	115,486	423,418
	<u>582</u>	<u>307,350</u>	<u>115,486</u>	<u>423,418</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

	Activity undertaken directly £	2022 £
Staff costs - Wages & salaries	331,814	331,814
Staff Costs - Employer's NIC	12,889	12,889
Staff Costs-Pension	6,454	6,454
Staff Costs - Training	1,882	1,882
Establishment costs - Water	355	355
Establishment costs - Light & heat	8,333	8,333
Establishment costs - Repairs & maintenance	12,323	12,323
Establishment costs - Insurance	1,154	1,154
Establishment costs -Cleaning	2,206	2,206
Recruitment	2,341	2,341
Motor and travel expenses	13,435	13,435
Communications and IT - IT expenses & support	886	886
Communications and IT - Telephone	5,860	5,860
Legal and professional fees	10,336	10,336
Other office expenses - Printing, postage & stationery	5,842	5,842
Depreciation	15,563	15,563
Canteen	15,780	15,780
Direct Charitable Activity - Outings & activities	7,352	7,352
Direct Charitable Activity - Physio expenses	8,061	8,061
Sundry expenditure	4,852	4,852
Payroll services	1,165	1,165
Admin assistance (inc book-keeping)	1,521	1,521
HR Support	5,016	5,016
Interest payable and similar charges	243	243
Health & safety	1,111	1,111
Independent examination fee	1,680	1,680
SLT	7,842	7,842
	<u>486,296</u>	<u>486,296</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

	Activity undertaken directly £	2021 £
Staff costs - Wages & salaries	312,260	312,260
Staff Costs - Employer's NIC	10,000	10,000
Staff Costs-Pension	4,231	4,231
Staff Costs - Training	321	321
Establishment costs - Light & heat	9,551	9,551
Establishment costs - Repairs & maintenance	5,186	5,186
Establishment costs - Insurance	1,878	1,878
Establishment costs -Cleaning	1,961	1,961
Direct Charitable Activity - Food parcels	1,984	1,984
Recruitment	1,166	1,166
Motor and travel expenses	10,662	10,662
Communications and IT - IT expenses & support	4,904	4,904
Communications and IT - Telephone	3,947	3,947
Legal and professional fees	2,506	2,506
Other office expenses - Printing, postage & stationery	2,415	2,415
Depreciation	15,814	15,814
Canteen	11,431	11,431
Direct Charitable Activity - Outings & activities	6,333	6,333
Direct Charitable Activity - Physio expenses	1,465	1,465
Sundry expenditure	1,958	1,958
Payroll services	669	669
Admin assistance (inc book-keeping)	2,352	2,352
HR Support	5,016	5,016
Interest payable and similar charges	148	148
Health & safety	3,544	3,544
Independent examination fee	1,680	1,680
Fees & subscriptions	36	36
	<u>423,418</u>	<u>423,418</u>

In addition to the expenditure analysed above, there are also governance costs of £1,680 (2021 - £1,680) which relate directly to charitable activities. See note 9 for further details.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2022 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	<u>1,680</u>	<u>1,680</u>
	Unrestricted funds General £	Total 2021 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	<u>1,680</u>	<u>1,680</u>

10 Government grants

Stoke-on-Trent Clinical Commissioning Group - £67,220 (2021: £53,667)

North Staffordshire Clinical Commissioning Group - £38,568 (2021: £28,568)

Staffordshire County Council - £4,584 (2021: £1,805)

Stoke-on-Trent City Council - £nil (2021: £8,821)

HMRC Job retention Scheme £2,876

The amount of grants recognised in the financial statements was £113,248 (2021 - £92,861).

There are no unfulfilled conditions

No other forms of government assistance have been received

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

12 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	331,814	312,260
Social security costs	12,889	10,000
Pension costs	6,454	4,231
Other staff costs	1,882	321
	<u>353,039</u>	<u>326,812</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Direct charitable work	17	16
Administration	3	2
	<u>20</u>	<u>18</u>

No employee received emoluments of more than £60,000 during the year.

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Other tangible fixed asset £	Other tangible fixed asset 2 £	Total £
Cost					
At 1 May 2021	300,580	41,186	4,289	68,468	414,523
Additions	-	-	5,465	-	5,465
At 30 April 2022	<u>300,580</u>	<u>41,186</u>	<u>9,754</u>	<u>68,468</u>	<u>419,988</u>
Depreciation					
At 1 May 2021	260,847	27,570	3,677	28,901	320,995
Charge for the year	12,023	648	153	2,739	15,563
At 30 April 2022	<u>272,870</u>	<u>28,218</u>	<u>3,830</u>	<u>31,640</u>	<u>336,558</u>
Net book value					
At 30 April 2022	<u>27,710</u>	<u>12,968</u>	<u>5,924</u>	<u>36,828</u>	<u>83,430</u>
At 30 April 2021	<u>39,733</u>	<u>13,616</u>	<u>612</u>	<u>39,567</u>	<u>93,528</u>

15 Debtors

	2022 £	2021 £
Trade debtors	9,904	16,193
Prepayments	1,273	520
Accrued income	30,428	-
	<u>41,605</u>	<u>16,713</u>

16 Cash and cash equivalents

	2022 £	2021 £
Cash at bank	125,234	136,349
Short-term deposits	151,800	151,800
	<u>277,034</u>	<u>288,149</u>

17 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	-	6
Other taxation and social security	2,395	1,701
Pension scheme creditor	1,548	991
Accruals	8,463	2,676
	<u>12,406</u>	<u>5,374</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

18 Funds

	Balance at 1 May 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 April 2022 £
Unrestricted funds					
<i>General</i>					
General	290,650	428,215	(399,108)	(285,000)	34,757
<i>Designated</i>					
Flush fund	6,974	-	(582)	-	6,392
6 month running cost provision	-	-	-	243,000	243,000
Redundacy provision	-	-	-	42,000	42,000
	<u>6,974</u>	<u>-</u>	<u>(582)</u>	<u>285,000</u>	<u>291,392</u>
Total unrestricted funds	<u>297,624</u>	<u>428,215</u>	<u>(399,690)</u>	<u>-</u>	<u>326,149</u>
Restricted funds					
Premises and equipment	50,901	-	(12,023)	-	38,878
Flush fund	19,723	-	(1,624)	-	18,099
Training - Keep fit fund	86	-	(86)	-	-
Salaries	-	24,285	(24,285)	-	-
Co-op Community Fund	1,736	-	(1,736)	-	-
The Malam Foundation	481	750	(750)	-	481
Edward Gosling Foundation	4,885	-	(4,885)	-	-
Garfield Weston Foundation	8,000	-	(5,702)	-	2,298
Awards for all	9,580	-	(9,580)	-	-
PostCode Lottery	-	20,000	(18,003)	-	1,997
Percy Bilton	-	4,015	(4,015)	-	-
Boshier Hinton	-	614	(614)	-	-
DWF Foundation	-	1,000	(1,000)	-	-
Staffordshire County Council	-	4,064	(2,303)	-	1,761
Total restricted funds	<u>95,392</u>	<u>54,728</u>	<u>(86,606)</u>	<u>-</u>	<u>63,514</u>
Total funds	<u>393,016</u>	<u>482,943</u>	<u>(486,296)</u>	<u>-</u>	<u>389,663</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

	Balance at 1 May 2020 £	Incoming resources £	Resources expended £	Balance at 30 April 2021 £
Unrestricted funds				
<i>General</i>				
General	180,416	417,620	(307,386)	290,650
<i>Designated</i>				
Flush fund	<u>7,556</u>	<u>-</u>	<u>(582)</u>	<u>6,974</u>
Total unrestricted funds	<u>187,972</u>	<u>417,620</u>	<u>(307,968)</u>	<u>297,624</u>
Restricted				
Premises and equipment	62,924	-	(12,023)	50,901
Flush fund	21,347	-	(1,624)	19,723
Training - Keep fit fund	86	-	-	86
Salaries	-	24,285	(24,285)	-
Co-op Community Fund	1,736	1,000	(1,000)	1,736
The Malam Foundation	750	750	(1,019)	481
National Lottery	-	75,000	(75,000)	-
Edward Gosling Foundation	-	5,000	(115)	4,885
Garfield Weston Foundation	-	8,000	-	8,000
Awards for all	<u>-</u>	<u>10,000</u>	<u>(420)</u>	<u>9,580</u>
Total restricted funds	<u>86,843</u>	<u>124,035</u>	<u>(115,486)</u>	<u>95,392</u>
Total funds	<u>274,815</u>	<u>541,655</u>	<u>(423,454)</u>	<u>393,016</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

The specific purposes for which the funds are to be applied are as follows:

Restricted Funds

- The premises and equipment fund relates to capital grants which have been received for the purpose of acquiring, refurbishing and equipping premises at Elder Road, Cobridge. All the monies received have been invested in fixed assets. To the extent that investment in excess of the grants was appropriate this has been made from unrestricted funds.
- The flush fund relates to funds which have been received for the purpose of refurbishing the toilet areas at Headway House.
- The training re keep fit fund is for the cost of providing training for the staff in respect of keep fit.
- The salaries fund is provided by Jefferies Solicitors towards costs of an employee's salary.
- To Co-op Foundation fund was received to provide food parcels (2020- to provide gym sessions).
- The Malam Foundation fund was received to provide funding for the Christmas party (2020) and for Christmas parcels (2021)
- National Lottery was received as emergency COVID funding
- Edward Gosling Foundation was received for funding of core costs
- Garfield Weston Foundation was received for the training kitchen refurb
- Awards for all was received to fund counselling services
- Postcode Lottery was received to fund the SLT project, physio/occupational therapy and counselling
- Boshier Hinton was received for the training kitchen refurb
- DWF Foundation was received towards VOIP broadband costs
- Percy Bilton was received to fund gym equipment
- Staffordshire County Council was received for recruitment and retention of outreach staff

Designated Funds

- The flush fund relates to funds which have been received for the purpose of refurbishing the toilet areas at Headway House.
- The 6 month running cost provision has been set aside in order continue to provide the current level of service, should funding be withdrawn
- The redundancy provision has been set aside to cover staff redundancy costs should funding be withdrawn

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2022

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 30 April 2022
	General	Designated		
	£	£	£	£
Tangible fixed assets	7,726	6,392	69,312	83,430
Current assets	33,639	285,000	-	318,639
Current liabilities	<u>(6,608)</u>	<u>-</u>	<u>(5,798)</u>	<u>(12,406)</u>
Total net assets	<u>34,757</u>	<u>291,392</u>	<u>63,514</u>	<u>389,663</u>

	Unrestricted funds		Restricted funds	Total funds at 30 April 2021
	General	Designated		
	£	£	£	£
Tangible fixed assets	3,063	6,976	83,489	93,528
Current assets	292,959	-	11,903	304,862
Current liabilities	<u>(5,374)</u>	<u>-</u>	<u>-</u>	<u>(5,374)</u>
Total net assets	<u>290,648</u>	<u>6,976</u>	<u>95,392</u>	<u>393,016</u>

20 Related party transactions

During the year the charity made the following related party transactions:

M Ramsden

(Jefferies Solicitors of which Trustee M Ramsden is a director gave donations in the year of £24,285 (2021:£24,285) to fund salary costs.)

At the balance sheet date the amount due to/from M Ramsden was £Nil (2021 - £Nil).

Trustees' Statement on the Summarised Financial Statements

The summarised financial statements set out below are a summary of information extracted from the annual report and financial statements of Headway North Staffordshire (Head Injuries Association) Ltd which were approved by the Trustees on 31.10.2022.

These summarised accounts may not contain sufficient information to allow for a full understanding of the financial affairs of the charity. For further information the full annual financial statements, the independent examiner's report on those financial statements and the Trustees' Annual Report should be consulted. Copies of these can be obtained from:

Headway House
Elder Road
Cobridge
Stoke-on-Trent
ST6 2JE

Signed  Trustee

J Landers – Chairperson
31.10.2022

Statement of Financial Activities for the year ended 30 April 2022

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income and Endowments from:				
Donations and legacies	129,170	54,728	183,898	253,664
Charitable activities	299,021	-	299,021	287,239
Other trading activities	-	-	-	45
Investment income	24	-	24	707
Total income	428,215	54,728	482,943	541,655
Expenditure on:				
Raising funds	0	-	-	(36)
Charitable activities	(399,690)	(86,606)	(486,296)	(423,418)
Total expenditure	(399,690)	(86,606)	(486,296)	(423,454)
Net movement in funds	28,525	(31,878)	(3,353)	118,201
Reconciliation of funds				
Total funds brought forward	297,624	95,392	393,016	274,815
Total funds carried forward	326,149	63,514	389,663	393,016

Independent Examiner's Statement on the Summarised Financial Statements

I have examined the summarised financial statements set out below which relate to the results for the year of Headway North Staffordshire (Head Injuries Association) Ltd.

Respective Responsibilities of Trustees and Independent Examiner

You are responsible, as directors and trustees, for the preparation of the summarised financial statements. I have agreed to report to you our opinion on the summarised statements' consistency with the full financial statements, on which we reported to you on 28 October 2022.

Basis of opinion

I have carried out the procedures I consider necessary to ascertain whether the summarised financial statements are consistent with the full financial statements from which they have been prepared.

Opinion

In my opinion the summarised financial statements are consistent with the full financial statements for the year ended 30 April 2022.

Daryl Denson ACMA
VAST
The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
ST1 5DD

28 October 2022

Balance Sheet as at 30 April 2022

	2021	2021
£	£	£
Fixed assets		
Tangible assets	<u>83,430</u>	<u>93,528</u>
	83,430	93,528
Current assets		
Debtors	41,605	16,713
Cash at bank and in hand	<u>277,034</u>	<u>288,149</u>
Total current assets	<u>318,639</u>	<u>304,862</u>
Liabilities		
Creditors:		
amounts falling due within one year	<u>(12,406)</u>	<u>(5,374)</u>
Net current assets	306,233	299,488
Net assets	<u>389,663</u>	<u>393,016</u>
The funds of the charity		
Unrestricted income funds	63,514	95,392
Restricted income funds	<u>326,149</u>	<u>297,624</u>
Total funds	<u>389,663</u>	<u>393,016</u>

Approved by the Trustees on 2022 and signed on their behalf by:

Signed  Trustee

J Landers – Chairperson

HEADWAY NORTH STAFFORDSHIRE (HEAD INJURIES ASSOCIATION) LTD

England & Wales - Charity number 1077770

Accounts

Company registration number: 3758806

Charity registration number: 1077770

Headway North Staffordshire (Head Injuries Association) Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 April 2021

Daryl Denson ACMA
VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Headway North Staffordshire (Head Injuries Association) Ltd

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Headway North Staffordshire (Head Injuries Association) Ltd

Reference and Administrative Details

Trustees	Prof Anthony Ward, President Antonio Balestra Trudi Massey Monina Ramsden Michelle Gunnery Joanne Landers Irene Abbotts Carole Foster
Honorary Vice President	D Hill
Principal Office	Headway House Elder Road Cobridge Stoke-on-Trent ST6 2JE The charity is incorporated in England.
Charity Registration Number	1077770
Company Registration Number	3758806
Solicitors	Freeths LLP Solicitors Churchill House Regent Road Stoke-on-Trent ST1 3RQ
Bankers	Co-operative Bank Plc 2 Town Road Hanley Stoke-on-Trent ST1 2JE
Independent examiner	Daryl Denson ACMA VAST The Dudson Centre Hanley Stoke-on-Trent ST1 5DD

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 April 2021.

Trustees

Prof Anthony Ward, President

Antonio Balestra

Pamela Smith (resigned 13 July 2021)

Trudi Massey

Monina Ramsden

Michelle Gunnery

Joanne Landers

Irene Abbotts

Carole Foster

Lisa Glover (resigned 12 July 2021)

Objectives and activities

Objects and aims

The objectives of the charity are:

- To increase awareness and understanding of brain injury and its consequences
- To support people with brain injuries to return to community living, increase social activities and reduce isolation
- To encourage and empower members to attain volunteering and employment opportunities both within Headway and the wider community
- To ensure that Headway North Staffordshire achieves the highest possible standards
- To support carers

The main areas of charitable activity are the provision of day service and rehabilitation facilities, with lunch being provided, together with facilities for members to participate in music, woodwork, computing, health activities, discussion groups, educational, leisure and social activities, life skills, gardening and member led activities and to receive regular newsletters, in addition we also offer carers support, Outreach Service, and a benefits and advice service.

Activities

Activities, Trips, and Fundraising events last year included:

Activities/ Trips, include: Bowling, Jackson's Nurseries, Hats for Headway, Decorate a Plate, cooking sessions in the training kitchen, Olympic decorations, Sit down Aerobics, Bowling, Gardening, park activities, festive food hamper production, arts and crafts. Jonathan Gullis MP visit .Alan Barrett Story Teller

Fundraisers: we were unable to hold any ourselves during this year; we have received donations via Face book, EBay, Amazon, Give as You Live by percentage on purchases, Just Giving and Virgin Money Giving individual fundraiser events.

In accordance to the guidance issued by the Charity Commission we adhere to section 12

12. The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees' Report

Public benefit

All our activities concentrate on supporting people with brain injuries, their families and carers. We continue to focus on providing opportunities for people to leave their homes and join us to learn new skills and practise transferable skills in the company of others under the guidance of our very experienced staff and volunteers. The service that we provide prevents re-admission to hospital, which in turn saves the use of public money.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

We have stayed open throughout the year following government and council guidelines including enhanced social distancing. We have supported service users both at the centre and in the community and supported at The Royal Stoke Hospital, Haywood and Cheadle.

We successfully secured funding from Stoke on Trent and North Staffs CCG's again this year.

Due to restrictions in numbers due to Government Guidelines, we were unable to have a work experience people in this year; however we managed to accommodate Keele university medical students via Teams meetings.

We had our annual Mallam Health grant, which usually funds our Christmas Party, as we were unable to have a party this year, we provided, and delivered to our members Festive Food Hampers.

A Coop Food grant enabled us to provide food parcels for those in need.

We received grants from Edward Gosling and Garfield Weston

Foundations, along with a earlier Screwfix Grant to enable us to completely refurbish our training kitchen, with low level ovens, adaptive tools, height adjustable sink etc.

Funding was secured to provide a Counselling service for our members free of charge; an office was converted into relaxing confidential workspace for the sessions to take place.

Support was still on offer for those who were unable to come back to Headway, in the form of telephone welfare checks, food parcels.

Staffs CC and Stoke on Trent Council provided funds to purchase PPE supplies to make sure we adhered to the safety procedures.

Financial review

Details of the financial position can be found in the later section of this document.

Policy on reserves

Headway North Staffordshire requires a sufficient level of reserves to enable the organisation to function should there be significant changes to the current income sources.

To continue to provide the current level of service, should funding be withdrawn, it is necessary to hold in reserve the equivalent of six months running costs, plus a provision to cover redundancy payments to staff. At current rates this equates to £224,000 for running costs and a further £42,000 for redundancy costs.

This therefore identifies the need for free reserves of £266,000 At the end of the current financial year, the free reserves stood at £287,585 (total unrestricted general fund of £290,648 less unrestricted fixed assets of £3,063).

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees' Report

Risk Management

The trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions.

The trustees have also examined other operation and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks it faces. The key elements of risk faced by Headway North Staffordshire are:

- Withdrawal of funding
- Sustainability due to the current level of membership fees
- Inadequately trained staff
- Lack of demand for the charity's services
- General upkeep of the building

From the indicators available to the trustees, each of these key factors may be classified as low risk.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity, incorporated on 23 April 1999 and registered as a charity on 13 October 1999. The company was established under a governing document which is the Memorandum of Association which established the objectives and powers of the Charitable Company and is governed under its Articles of Association.

It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

The directors of the charitable company who are also charity trustees who served during the year and since the year end are set out on page 1 together with the name of the chief officer and other senior staff. Trustees are appointed by the board of trustees and serve annually after which period they may put themselves forward to re-appointment. The trustees meet with sub groups which are formed as required to discuss specific issues.

The criterion for the selection of trustees takes into account eligibility, personal competencies, particular skills and local availability. Members of the management committee nominate a potential trustee, who is then invited to meet the chairperson and chief officer; they are then invited to attend a series of management committee meetings as an observer. In the final stage, the management committee formally agrees to co-opt them as a trustee, and then it is ratified at the next Annual General Meeting.

Induction and training of trustees

New trustees are provided with an induction pack to brief them on their legal obligations under charity and company law. They are encouraged to attend Headway North Staffordshire to meet key employees and to obtain a better understanding of the work of the charity. It must be understood that there is a strict regime of member confidentiality in place which to some extent governs the type of information that the trustees can be made aware of.

Headway North Staffordshire (Head Injuries Association) Ltd

Trustees' Report

Organisational structure

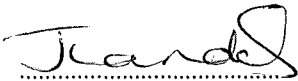
The board of trustees administers the charity and meets monthly, there is also a finance subcommittee which meets regularly.

The chief officer is appointed by the trustees to manage the day to day operations of the charity and to facilitate effective operations, the chief officer has delegated authority for operational matters including finance, recruitment and welfare of the members.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 19/11/21 and signed on its behalf by:



Joanne Landers
Trustee

Headway North Staffordshire (Head Injuries Association) Ltd

Independent Examiner's Report to the trustees of Headway North Staffordshire (Head Injuries Association) Ltd

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 April 2021 which are set out on pages 7 to 22.

Respective responsibilities of trustees and examiner

As the charity's trustees of Headway North Staffordshire (Head Injuries Association) Ltd (and also 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 Headway North Staffordshire (Head Injuries Association) Ltd 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 your charity's accounts as 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 Headway North Staffordshire (Head Injuries Association) Ltd'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 , which is one of the listed bodies.

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

1. accounting records were not kept in respect of Headway North Staffordshire (Head Injuries Association) Ltd 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.



.....
Daryl Denson ACMA

VAST
The Dudson Centre
Hanley
Stoke-on-Trent
ST1 5DD

Date:..... 19/11/2021

Headway North Staffordshire (Head Injuries Association) Ltd

**Statement of Financial Activities for the Year Ended 30 April 2021
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies	3	129,629	124,035	253,664
Charitable activities	4	287,239	-	287,239
Other trading activities	5	45	-	45
Investment income	6	<u>707</u>	<u>-</u>	<u>707</u>
Total income		<u>417,620</u>	<u>124,035</u>	<u>541,655</u>
Expenditure on:				
Raising funds	7	(36)	-	(36)
Charitable activities	8	<u>(307,932)</u>	<u>(115,486)</u>	<u>(423,418)</u>
Total expenditure		<u>(307,968)</u>	<u>(115,486)</u>	<u>(423,454)</u>
Net income		<u>109,652</u>	<u>8,549</u>	<u>118,201</u>
Net movement in funds		109,652	8,549	118,201
Reconciliation of funds				
Total funds brought forward		<u>187,972</u>	<u>86,843</u>	<u>274,815</u>
Total funds carried forward	18	<u><u>297,624</u></u>	<u><u>95,392</u></u>	<u><u>393,016</u></u>

The notes on pages 10 to 22 form an integral part of these financial statements.

Headway North Staffordshire (Head Injuries Association) Ltd

**Statement of Financial Activities for the Year Ended 30 April 2021
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies	3	131,734	27,893	159,627
Charitable activities	4	290,259	-	290,259
Other trading activities	5	6,069	-	6,069
Investment income	6	250	-	250
Total income		<u>428,312</u>	<u>27,893</u>	<u>456,205</u>
Expenditure on:				
Raising funds	7	(2,635)	-	(2,635)
Charitable activities	8	<u>(406,589)</u>	<u>(39,072)</u>	<u>(445,661)</u>
Total expenditure		<u>(409,224)</u>	<u>(39,072)</u>	<u>(448,296)</u>
Net income/(expenditure)		<u>19,088</u>	<u>(11,179)</u>	<u>7,909</u>
Net movement in funds		19,088	(11,179)	7,909
Reconciliation of funds				
Total funds brought forward		<u>168,884</u>	<u>98,022</u>	<u>266,906</u>
Total funds carried forward	18	<u><u>187,972</u></u>	<u><u>86,843</u></u>	<u><u>274,815</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 18.

The notes on pages 10 to 22 form an integral part of these financial statements.

Headway North Staffordshire (Head Injuries Association) Ltd

(Registration number: 3758806)
Balance Sheet as at 30 April 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	14	93,528	95,691
Current assets			
Debtors	15	16,713	15,058
Cash at bank and in hand	16	288,149	168,057
		<u>304,862</u>	<u>183,115</u>
Creditors: Amounts falling due within one year	17	<u>(5,374)</u>	<u>(3,991)</u>
Net current assets		<u>299,488</u>	<u>179,124</u>
Net assets		<u>393,016</u>	<u>274,815</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	18	95,392	86,843
Unrestricted income funds			
Unrestricted funds		<u>297,624</u>	<u>187,972</u>
Total funds	18	<u>393,016</u>	<u>274,815</u>

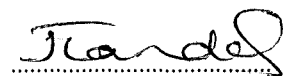
For the financial year ending 30 April 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 7 to 22 were approved by the trustees, and authorised for issue on 19/11/21 and signed on their behalf by:



Joanne Landers
Trustee

The notes on pages 10 to 22 form an integral part of these financial statements.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Headway North Staffordshire (Head Injuries Association) 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

Gifts in kind

Gifts in kind are recognised in different ways dependent on how they are used by the charity:

- (i) Those donated for resale produce income when they are sold. They are valued at the amount actually realised.
- (ii) Those donated for onward transmission to beneficiaries are included in the Statement of Financial Activities as incoming resources and resources expended when they are distributed. They are valued at the amount the charity would have had to pay to acquire them.
- (iii) Those donated for use by the charity itself are included when receivable. They are valued at the amount the charity would have had to pay to acquire them.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £250 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Buildings	4% straight line
Improvements to property	4% straight line
Fixtures, fittings & equipment	20% straight line
Catering equipment	20% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2021 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	18,062	-	18,062
Grants, including capital grants;			
Government grants	92,861	-	92,861
Grants from other charities	18,706	99,750	118,456
	129,629	124,035	253,664
	Unrestricted funds General £	Restricted funds £	Total 2020 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	24,285	24,285
Donations from individuals	21,456	-	21,456
Grants, including capital grants;			
Government grants	84,621	-	84,621
Grants from other charities	17,222	3,608	20,830
Gifts in kind	8,435	-	8,435
	131,734	27,893	159,627

4 Income from charitable activities

	Unrestricted funds General £	Total 2021 £
Subscriptions and member contributions	287,239	287,239
	Unrestricted funds General £	Total 2020 £
Subscriptions and member contributions	290,259	290,259

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

5 Income from other trading activities

	Unrestricted funds General £	Total 2021 £
Trading income;		
Sales of goods and services	45	45
	<u>45</u>	<u>45</u>
	<u><u>45</u></u>	<u><u>45</u></u>
	Unrestricted funds General £	Total 2020 £
Trading income;		
Sales of goods and services	529	529
Events income;		
Other events income	5,540	5,540
	<u>5,540</u>	<u>5,540</u>
	<u><u>6,069</u></u>	<u><u>6,069</u></u>

6 Investment income

	Unrestricted funds General £	Total 2021 £
Interest receivable and similar income;		
Interest receivable on bank deposits	707	707
	<u>707</u>	<u>707</u>
	<u><u>707</u></u>	<u><u>707</u></u>
	Unrestricted funds General £	Total 2020 £
Interest receivable and similar income;		
Interest receivable on bank deposits	250	250
	<u>250</u>	<u>250</u>
	<u><u>250</u></u>	<u><u>250</u></u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2021 £
Fundraising trading costs;			
Fundraising		36	36
		36	36
		Unrestricted funds General £	Total 2020 £
	Note		
Fundraising trading costs;			
Fundraising		2,635	2,635
		2,635	2,635

8 Expenditure on charitable activities

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2021 £
Services to benefit people who have suffered head injury	582	307,350	115,486	423,418
	582	307,350	115,486	423,418
	Unrestricted funds Designated £	General £	Restricted funds £	Total 2020 £
Services to benefit people who have suffered head injury	582	406,007	39,072	445,661
	582	406,007	39,072	445,661

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

	Activity undertaken directly £	2021 £
Staff costs - Wages & salaries	312,260	312,260
Staff Costs - Employer's NIC	10,000	10,000
Staff Costs - Training	321	321
Staff Costs-Pension	4,231	4,231
Establishment costs - Light & heat	9,551	9,551
Establishment costs - Repairs & maintenance	5,186	5,186
Establishment costs - Insurance	1,878	1,878
Establishment costs -Cleaning	1,961	1,961
Direct Charitable Activity - Food parcels	1,984	1,984
Motor and travel expenses	10,662	10,662
Recruitment	1,166	1,166
Communications and IT - IT expenses & support	4,904	4,904
Communications and IT - Telephone	3,947	3,947
Legal and professional fees	2,506	2,506
Other office expenses - Printing, postage & stationery	2,415	2,415
Depreciation	15,814	15,814
Canteen	11,431	11,431
Direct Charitable Activity - Outings & activities	6,333	6,333
Direct Charitable Activity - Physio expenses	1,465	1,465
Sundry expenditure	1,958	1,958
Payroll services	669	669
Admin assistance (inc book-keeping)	2,352	2,352
HR Support	5,016	5,016
Interest payable and similar charges	148	148
Health & safety	3,544	3,544
Independent examination fee	1,680	1,680
Fees & subscriptions	36	36
	423,418	423,418
	Activity undertaken directly £	2020 £
Staff costs - Wages & salaries	321,608	321,608
Staff Costs - Employer's NIC	11,573	11,573
Staff Costs - Training	678	678
Staff Costs-Pension	4,336	4,336
Establishment costs - Water	1,553	1,553
Establishment costs - Light & heat	8,041	8,041
Establishment costs - Repairs & maintenance	10,894	10,894
Establishment costs - Insurance	1,271	1,271
Establishment costs -Cleaning	2,291	2,291

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

	Activity undertaken directly £	2020 £
Motor and travel expenses	13,929	13,929
Recruitment	1,468	1,468
Communications and IT - IT expenses & support	10,317	10,317
Communications and IT - Telephone	2,566	2,566
Other office expenses - Printing, postage & stationery	5,691	5,691
Depreciation	15,661	15,661
Canteen	15,015	15,015
Direct Charitable Activity - Outings & activities	5,328	5,328
Direct Charitable Activity - Physio expenses	1,634	1,634
Sundry expenditure	2,889	2,889
Payroll services	1,046	1,046
Admin assistance (inc book-keeping)	1,871	1,871
HR Support	1,346	1,346
Interest payable and similar charges	93	93
Health & safety	2,289	2,289
Independent examination fee	1,680	1,680
Fees & subscriptions	593	593
	445,661	445,661

In addition to the expenditure analysed above, there are also governance costs of £1,680 (2020 - £1,680) which relate directly to charitable activities. See note 9 for further details.

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2021 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	1,680	1,680
	Unrestricted funds General £	Total 2020 £
Independent examiner fees		
Examination of the financial statements	1,680	1,680
	1,680	1,680

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

10 Government grants

Stoke-on-Trent Clinical Commissioning Group - £53,667 (2020: £53,667)

North Staffordshire Clinical Commissioning Group - £28,568 (2020: £28,568)

Staffordshire County Council - £1,805 (2020: £nil)

Stoke-on-Trent City Council - £8,821 (2020: £nil)

The amount of grants recognised in the financial statements was £92,861 (2020 - £84,621).

There are no unfulfilled conditions

No other forms of government assistance have been received

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

12 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	312,260	321,608
Social security costs	10,000	11,573
Pension costs	4,231	4,336
Other staff costs	321	678
	<u>326,812</u>	<u>338,195</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Direct charitable work	16	15
Administration	<u>2</u>	<u>2</u>
	<u>18</u>	<u>17</u>

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £Nil (2020 - £20,652).

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Other tangible fixed asset £	Other tangible fixed asset 2 £	Total £
Cost					
At 1 May 2020	300,580	41,186	3,524	55,583	400,873
Additions	-	-	765	12,885	13,650
At 30 April 2021	<u>300,580</u>	<u>41,186</u>	<u>4,289</u>	<u>68,468</u>	<u>414,523</u>
Depreciation					
At 1 May 2020	237,656	37,324	3,524	26,678	305,182
Charge for the year	12,023	1,414	153	2,223	15,813
At 30 April 2021	<u>249,679</u>	<u>38,738</u>	<u>3,677</u>	<u>28,901</u>	<u>320,995</u>
Net book value					
At 30 April 2021	<u>50,901</u>	<u>2,448</u>	<u>612</u>	<u>39,567</u>	<u>93,528</u>
At 30 April 2020	<u>62,924</u>	<u>3,862</u>	<u>-</u>	<u>28,905</u>	<u>95,691</u>

15 Debtors

	2021 £	2020 £
Trade debtors	16,193	14,553
Prepayments	520	505
	<u>16,713</u>	<u>15,058</u>

16 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	-	550
Cash at bank	136,349	53,330
Short-term deposits	151,800	114,177
	<u>288,149</u>	<u>168,057</u>

17 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	6	-
Other taxation and social security	1,701	-
Pension scheme creditor	991	597
Accruals	2,676	3,394
	<u>5,374</u>	<u>3,991</u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

18 Funds

	Balance at 1 May 2020 £	Incoming resources £	Resources expended £	Balance at 30 April 2021 £
Unrestricted funds				
<i>General</i>				
General	180,416	417,620	(307,386)	290,650
<i>Designated</i>				
Flush fund	7,556	-	(582)	6,974
Total unrestricted funds	<u>187,972</u>	<u>417,620</u>	<u>(307,968)</u>	<u>297,624</u>
Restricted funds				
Premises and equipment	62,924	-	(12,023)	50,901
Flush fund	21,347	-	(1,624)	19,723
Training - Keep fit fund	86	-	-	86
Salaries	-	24,285	(24,285)	-
Co-op Community Fund	1,736	1,000	(1,000)	1,736
The Malam Foundation	750	750	(1,019)	481
National Lottery	-	75,000	(75,000)	-
Edward Gosling Foundation	-	5,000	(115)	4,885
Garfield Weston Foundation	-	8,000	-	8,000
Awards for all	-	10,000	(420)	9,580
Total restricted funds	<u>86,843</u>	<u>124,035</u>	<u>(115,486)</u>	<u>95,392</u>
Total funds	<u><u>274,815</u></u>	<u><u>541,655</u></u>	<u><u>(423,454)</u></u>	<u><u>393,016</u></u>

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

	Balance at 1 May 2019 £	Incoming resources £	Resources expended £	Balance at 30 April 2020 £
Unrestricted funds				
<i>General</i>				
General	160,746	428,312	(408,642)	180,416
<i>Designated</i>				
Flush fund	<u>8,138</u>	<u>-</u>	<u>(582)</u>	<u>7,556</u>
Total unrestricted funds	<u>168,884</u>	<u>428,312</u>	<u>(409,224)</u>	<u>187,972</u>
Restricted				
Premises and equipment	74,947	-	(12,023)	62,924
Flush fund	22,989	-	(1,642)	21,347
Training - Keep fit fund	86	-	-	86
Salaries	-	24,285	(24,285)	-
Co-op Community Fund	-	2,858	(1,122)	1,736
The Malam Foundation	<u>-</u>	<u>750</u>	<u>-</u>	<u>750</u>
Total restricted funds	<u>98,022</u>	<u>27,893</u>	<u>(39,072)</u>	<u>86,843</u>
Total funds	<u>266,906</u>	<u>456,205</u>	<u>(448,296)</u>	<u>274,815</u>

The specific purposes for which the funds are to be applied are as follows:

The premises and equipment fund relates to capital grants which have been received for the purpose of acquiring, refurbishing and equipping premises at Elder Road, Cobridge. All the monies received have been invested in fixed assets. To the extent that investment in excess of the grants was appropriate this has been made from unrestricted funds.

The flush fund relates to funds which have been received for the purpose of refurbishing the toilet areas at Headway House.

The training re keep fit fund is for the cost of providing training for the staff in respect of keep fit.

The salaries fund is provided by Jefferies Solicitors towards costs of an employee's salary.

To Co-op Foundation fund was received to provide food parcels (2020- to provide gym sessions).

The Malam Foundation fund was received to provide funding for the Christmas party (2020) and for Christmas parcels (2021)

National Lottery was received as emergency COVID funding

Edward Gosling Foundation was received for the training kitchen refurb

Garfield Weston Foundation was received for the training kitchen refurb

Awards for all was received to fund counselling services

Headway North Staffordshire (Head Injuries Association) Ltd

Notes to the Financial Statements for the Year Ended 30 April 2021

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	Total funds at 30 April 2021 £
	General £	Designated £		
Tangible fixed assets	3,063	6,976	83,489	93,528
Current assets	292,959	-	11,903	304,862
Current liabilities	<u>(5,374)</u>	<u>-</u>	<u>-</u>	<u>(5,374)</u>
Total net assets	<u>290,648</u>	<u>6,976</u>	<u>95,392</u>	<u>393,016</u>

	Unrestricted funds		Restricted funds £	Total funds at 30 April 2020 £
	General £	Designated £		
Tangible fixed assets	3,866	7,556	84,269	95,691
Current assets	180,541	-	2,574	183,115
Current liabilities	<u>(3,991)</u>	<u>-</u>	<u>-</u>	<u>(3,991)</u>
Total net assets	<u>180,416</u>	<u>7,556</u>	<u>86,843</u>	<u>274,815</u>

20 Related party transactions

During the year the charity made the following related party transactions:

M Ramsden

(Jefferies Solicitors of which Trustee M Ramsden is a director gave donations in the year of £24,285 (2019:£24,285) to fund salary costs.)

At the balance sheet date the amount due to/from M Ramsden was £Nil (2020 - £Nil).