

HEADWAY LUTON LTD

England & Wales - Charity number 1080775

Details

Other names HEADWAY SOUTH BEDFORDSHIRE LIMITED

Status Registered

Legal form Charitable company

Company number [03917437](#)

Registered 2000-05-18

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

Contact

Address Headway Luton Ltd
Link House
49-53 Alma Street
Luton
LU1 2PL

Phone 01582800242

Email enquiries@headwayluton.com

Website www.headwayluton.com

Activities

Objects: FOR THE RELIEF OF ADULTS WHO HAVE AN ACQUIRED BRAIN INJURY AND/OR ANY OTHER NEUROLOGICAL CONDITION, THEIR FAMILIES, CARERS AND OTHER RELATED PROFESSIONALS BY THE PROVISION OF ADVICE, INFORMATION, SERVICES AND FACILITIES AS ARE REQUIRED BY SUCH PERSONS.

Activities: Supporting people with an acquired brain injury and other neurological conditions, their family members and/or carers living in Luton and South Central Bedfordshire by providing holistic community support and day centre services.

Classification

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

Geography

- Central Bedfordshire
- Luton

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£460,442	£471,624	-	-
2024-03-31	£441,723	£421,277	-	-
2023-03-31	£411,368	£415,476	-	-
2022-03-31	£430,171	£431,104	-	-
2021-03-31	£441,772	£415,930	-	-

Trustees

Name	Role	Appointed
Christopher Harvey	Chair	2021-12-09
ANDREW DACOSTA HEADLEY		2016-11-18
Asif Malik		2018-11-29
BRIAN HENRY BATESON		
Vivienne Headley		2021-12-09
Yolanda Roach		2025-08-28

HEADWAY LUTON LTD

England & Wales - Charity number 1080775

Accounts

REGISTERED COMPANY NUMBER: 03917437 (England and Wales)
REGISTERED CHARITY NUMBER: 1080775

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025
FOR
HEADWAY LUTON LTD**

HEADWAY LUTON LTD

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for the Year Ended 31 MARCH 2025**

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HEADWAY LUTON LTD

**REFERENCE AND ADMINISTRATIVE DETAILS
for the Year Ended 31 MARCH 2025**

TRUSTEES Mr B H Bateson Treasurer
Mr A D Headley
Mr A Malik
Mrs A Morgan
Mrs V Headley
Mr C Harvey Chair
Mrs Y Roach (appointed 28.8.25)

REGISTERED OFFICE 49-53 Alma Street
Luton
Bedfordshire
LU1 2PL

**REGISTERED COMPANY
NUMBER** 03917437 (England and Wales)

**REGISTERED CHARITY
NUMBER** 1080775

INDEPENDENT AUDITORS FKCA Limited
260 - 270 Butterfield
Great Marlings
Luton
Bedfordshire
LU2 8DL

CHIEF EXECUTIVE Mr G Atkins

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2025**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. They are prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives are for the relief of adults who have an acquired brain injury (ABI) and/or any other neurological condition, their families, carers and other related professionals by the provision of advice, information, services and facilities as required by such persons.

To manage and run activities, day centres, visiting services and support groups in furtherance of the objectives.

To create a wider understanding of brain injury within the community.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2025**

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The board of trustees strongly believe that we should all be proud of our achievements throughout the financial year delivering a wide range of support to people with an acquired brain injury, their carers and/or family members despite the growing financial pressures currently being experienced by many charities across the UK, including Headway Luton. These pressures included:

- Ongoing national inflation increasing cost of supplies, energy costs and essential maintenance
- Local authority budget overspends limiting local charity support and funding
- Shortage of qualified social workers delaying assessments and centre placement funding
- Increasing individual's contribution to their social care packages making it financially difficult for clients to afford social care, impacting on Headway centre attendance income.

These financial pressures all contributed towards Headway Luton to end the year with a financial loss for the first time since our incorporation in 2000.

Primary Objectives:

1. To deliver person centred care and support to people with an acquired brain injury to meet their individual needs throughout our area of operation.
2. To be creative in our service delivery to ensure costs are kept to a minimum without impacting on the quality and diversity of our support.
3. To focus our output on clients' personal health and wellbeing objectives.
4. To continue to plan and deliver a wide range of centre activities offering clients variety of choices and centre attendance opportunities.
5. To ensure all staff and volunteers are provided with appropriate training and support in their roles and to encourage personal development of their skills and knowledge.

Clients accessing services throughout 2024-2025:

Numbers of clients attending our centres reduced for the second year running due to a slowing down of agreed funding for new clients' centre placements by local authorities, who were also affected by inflation, budget overspends and staff shortages.

Total of clients supported in the community and at our centres in Luton and Houghton Regis:

- 175 adults with an acquired brain injury
- 28 family members/carers with support, advice and information

Client statistics in brief (further statistics may be found on our website headwayluton.com)

Sex	Male	67%
	Female	33%
ABI Causes	ABI (including stroke)	73%
	Traumatic brain injury	24%
	Other neuro conditions	3%
Areas of residence	Luton	68%
	Central Beds	27%
	Other	5%

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2025**

Centre staff and volunteers:

Two members of staff retired towards the end of the year allowing additional hours to be allocated to our part time centre staff where necessary and the opportunity to recruit our first apprentice in the following year. This was an achievement as it required considerable research into the best courses available that enabled on site training and study time, and this is already proving a success. We aim to use this method again when appropriate and funding is available to increase the centre staff team.

Our part time Volunteer Co-ordinator successfully recruited twelve volunteers throughout the year and produced a new induction programme and training schedule, while also providing opportunities for two young people to gain some work experience in the centre.

Community Support staff:

The Community Support Manager and part time CSW were kept extremely busy with many new referrals from individuals, families, ASC teams and other health agencies requesting support with benefit appeals, health appointment support, debt management, ABI advice and information.

The team managed to contact all new referrals within our ten day published timeframe and arrange a client assessment of need interview either at the new clients' home or at the centre, whichever was deemed the most appropriate venue.

Detailed monitoring of key service performances to the funders NHS BLMK ICB were regularly provided by the team, helped by our Business Support Officer, and meeting the ICB contract manager online.

Building improvements:

We were fortunate to receive a large grant to improve the comfort and energy efficiency of our building in Luton. To this end we fully spent the grant on having solar panels installed on our roof with two batteries to store unused energy for overnight power use, and insulated suspended ceilings on two floors with low cost LED lighting fitted.

Other grants included (all grants are listed within the accounts):

Bedfordshire and Luton Community Fund for providing clients with 121 emotional support, supported personal shopping and other independent living assistance as required.

Luton Heritage lottery grant for an art project to inspire the creative works made by people living with an ABI.

Sports England grant for physical exercise tutors, sport equipment and staff training.

Wixamtree Trust paid for people to attend the centre that were waiting for local authority funding to attend the centre or for emergency additional days.

Headway Luton appreciation of support:

The board of trustees are extremely grateful for all clients and their families and carers, staff, volunteers, fellow trustees and grant funders for their continued support throughout a very busy, sometimes challenging, but very successful year despite the financial pressures we were under and necessary staff changes.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2025**

FINANCIAL REVIEW

The results of the charity for the year are set out in the Statement of Financial Activities on page 11.

Overall the charity had a deficit for the year of £11,182.

Principal funding sources

Grant income for the year totalled £175,987 and was made up as follows:-

	£
Restricted:	
NHS Beds, Luton and Milton Keynes ICB - Community Support Service	55,119
Bedfordshire and Luton Community Foundation (Luton Borough Council) - Day Centre	45,688
Wixamtree Trust	5,000
Groundwork UK Energy Fund	62,914
Sport England	6,766
Arnold Clarke	<u>500</u>
	<u>175,987</u>

All other income totalled £284,455. Charges for the day care service were £274,419, Fund raising contributed £1,380, other donations £8,408 and interest received £248.

Reserves policy

The trustees review the level of reserves periodically to ensure that the charity is able to be managed efficiently and to provide a buffer for uninterrupted services. It is their policy to maintain unrestricted funds at a level which equates to at least six months expenditure. This provides sufficient funds to cover management, administration and support costs.

PLANS FOR THE FUTURE

1. To continue to review our charity constitution and governance policies to ensure they reflect our current aims and objectives, and how we conduct our business in legal compliance of the Charity Commission and Companies House regulations.
2. To review our recruitment policies, practices and training opportunities for trustees and staff to ensure a wide range of skills and experience to help fulfil our charity obligations.
3. To continue with the development and expansion of all Headway Luton services towards the fulfilment of our mission statement.
4. To initiate a consultation process with staff regarding the future shape of services in light of the ongoing financial pressures that will continue for the foreseeable future.
5. To work towards a constructive, creative and achievable business plan for the next 2-3 years.
6. To increase marketing and promotion of our services throughout all communities within our area of operation.
7. To work collaboratively with other Headway groups and ABI related services throughout our region and to strengthen our network of other health related agencies.

REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated on 1 February 2000 as a private company limited by guarantee, registered in England and Wales, after having been in existence for about eleven years as an unincorporated entity. It registered as a charity on 15 December 1997, with the charitable company being registered on 18 May 2000. The charity changed its name from Headway South Bedfordshire Limited on 22 October 2008.

The governing documents currently in force are the Memorandum and Articles of Association.

There are currently 7 members (trustees) (2024 - 6) each of whom agrees to contribute an amount not exceeding £10 in the event of the charity winding up.

Appointment of trustees

Trustees are appointed by the management committee, subject to approval at the following annual general meeting, which is normally held in November. At each AGM the two longest serving trustees retire but may offer themselves up for re-election.

Organisation

The names of the trustees who served during the year are set out on page 1.

Board meetings are held regularly on a monthly basis, with ad hoc meetings being held as and when necessary.

The chief executive officer has the overall responsibility for all operational activity, service quality, contract achievement and future developments to meet service demands, within a budget set and overseen by the board of trustees.

Risk management

The trustees carry out an annual review of the risks which the charity may face, have established systems and procedures to mitigate any risks identified and minimise any potential impact should any identified risks materialise.

REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2025

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway Luton Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:


- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

FKCA Limited are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

The Report of the Trustees has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by order of the board of trustees on 8/12/2025 and signed on its behalf by:



Mr C Harvey - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Opinion

We have audited the financial statements of Headway Luton Ltd (the 'charitable company') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

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

Responsibilities of trustees

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

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

Our responsibilities for the audit of the financial statements

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

Extent to which our procedures are capable of detecting irregularities, including fraud:

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the sector in which the company operates;
- We focused on specific laws and regulations which we considered may have a direct impact material effect on the financial statements, or the operations of the company which included the Companies Act 2006, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- Identified laws and regulations were communicated within the audit team and the team remained alert to instances of non-compliance throughout the audit.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to involve the completeness and timing of income recognition and the override of controls by management.

To address the risk of fraud in relation to revenue recognition, we:

- Performed detailed substantive testing to address completeness and accuracy of income;
- Assessed the appropriateness and application of the accounting policy concerning income recognition;

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

To address the risk of fraud through management bias and override of controls, we:

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- Investigated the rationale behind significant or unusual transactions.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our Report of the Independent Auditors.

Use of our report

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



Tara Aldwin ACA (Statutory Auditor)
for and on behalf of FKCA Limited
260 - 270 Butterfield
Great Marlings
Luton
Bedfordshire
LU2 8DL

Date: 18 December 2025

HEADWAY LUTON LTD

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 MARCH 2025**

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	8,408	-	8,408	6,979
Charitable activities					
Charitable Activities		274,419	175,987	450,406	433,244
Other trading activities	3	1,380	-	1,380	1,243
Investment income	4	<u>248</u>	<u>-</u>	<u>248</u>	<u>257</u>
Total		<u>284,455</u>	<u>175,987</u>	<u>460,442</u>	<u>441,723</u>
EXPENDITURE ON					
Raising funds		563	-	563	1,857
Charitable activities					
Charitable Activities	5	<u>314,808</u>	<u>156,253</u>	<u>471,061</u>	<u>419,420</u>
Total		<u>315,371</u>	<u>156,253</u>	<u>471,624</u>	<u>421,277</u>
NET INCOME/(EXPENDITURE)		(30,916)	19,734	(11,182)	20,446
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>539,381</u>	<u>112,129</u>	<u>651,510</u>	<u>631,064</u>
TOTAL FUNDS CARRIED FORWARD		<u>508,465</u>	<u>131,863</u>	<u>640,328</u>	<u>651,510</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)

BALANCE SHEET
31 MARCH 2025

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	10	533,797	516,738
CURRENT ASSETS			
Debtors	11	31,354	32,279
Cash at bank and in hand		<u>92,342</u>	<u>116,311</u>
		123,696	148,590
CREDITORS			
Amounts falling due within one year	12	(17,165)	(13,818)
		<u>106,531</u>	<u>134,772</u>
NET CURRENT ASSETS			
		<u>106,531</u>	<u>134,772</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>640,328</u>	<u>651,510</u>
NET ASSETS			
		<u>640,328</u>	<u>651,510</u>
FUNDS	14		
Unrestricted funds		508,465	539,381
Restricted funds		<u>131,863</u>	<u>112,129</u>
TOTAL FUNDS		<u>640,328</u>	<u>651,510</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 8/12/2025 and were signed on its behalf by:


.....
Mr C Harvey - Trustee


.....
Mr B H Bateson - Trustee

The notes form part of these financial statements

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102.

The presentation currency of the financial statements is in Pounds Sterling (£), which is the functional currency of the charity.

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements, although strict safeguards remain in place for the audit opinion, to remain fully objective.

Company status

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

Income recognition

Grant income is accounted for in the period in which it is receivable.

All other income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

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

Investment income is included when receivable.

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds comprise the costs associated with attracting voluntary income; mainly in relation to fund raising events.

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 include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 5.

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on the straight line basis over the expected useful economic lives of the assets at the following annual rates:

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2025**

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Lift	-	over 15 years
Solar Panels	-	over 25 years
Computers and other office equipment	-	over 3 years
Fixtures and fittings	-	over 10 years

No depreciation is provided on freehold land. The residual value of the freehold building (excluding the lift upgrade) is deemed to be at least equal to the value recorded in the financial statements. As such any depreciation would be negligible and has not been provided for.

The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. This includes grant funds which are given for specific purposes.

Pension costs

Payments made directly to individual employee personal pension plans by the charity are charged to the Statement of Financial Activities when paid.

Government grants

Government grants are recognised when it is reasonable to expect that the grants will be received and that all related conditions will be met, usually on submission of a valid claim for payment.

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	<u>8,408</u>	<u>6,979</u>

3. OTHER TRADING ACTIVITIES

	2025	2024
	£	£
Fundraising events	<u>1,380</u>	<u>1,243</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2025**

4. INVESTMENT INCOME

	2025	2024
	£	£
Interest received	<u>248</u>	<u>257</u>

5. CHARITABLE ACTIVITIES COSTS

Costs directly allocated to activities	Basis of allocation	Raising funds	Charitable activities	2025 Total	2024 Total
	Actual			£	£
Staff costs		-	359,009	359,009	342,827
Day centre expenses		-	6,258	6,258	8,117
General office costs		-	5,349	5,349	6,296
Computer expenses		-	691	691	2,307
Travel		-	604	604	464
Training		-	690	690	1,265
Fund raising costs		563	-	563	1,857
Volunteer expenses		-	278	278	383
Legal and professional fees		-	1,103	1,103	1,240
Governance costs:					
Audit and accountancy		-	8,885	8,885	8,389
Book-keeping		-	4,993	4,993	5,520
		<u>563</u>	<u>387,860</u>	<u>388,423</u>	<u>378,665</u>
Support costs allocated to activities	Usage				
Premises		-	76,639	76,639	34,020
Communications		-	1,626	1,626	4,170
Depreciation		-	4,936	4,936	4,422
		<u>-</u>	<u>83,201</u>	<u>83,201</u>	<u>42,612</u>
		<u>563</u>	<u>471,061</u>	<u>471,624</u>	<u>421,277</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation - owned assets	6,989	4,422
Audit fees	5,310	5,060
Other accountancy services	<u>3,575</u>	<u>3,329</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2025**

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

8. STAFF COSTS

	2025	2024
	£	£
Wages and salaries	322,507	310,099
Social security costs	21,237	17,756
Other pension costs	<u>15,265</u>	<u>14,972</u>
	<u>359,009</u>	<u>342,827</u>

The average monthly number of employees during the year was as follows:

	2025	2024
Head injury services	13	15
Management and administration	<u>2</u>	<u>2</u>
	<u>15</u>	<u>17</u>

No employees received emoluments in excess of £60,000.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	6,979	-	6,979
Charitable activities			
Charitable Activities	283,278	149,966	433,244
Other trading activities	1,243	-	1,243
Investment income	<u>257</u>	<u>-</u>	<u>257</u>
Total	<u>291,757</u>	<u>149,966</u>	<u>441,723</u>
EXPENDITURE ON			
Raising funds	1,857	-	1,857
Charitable activities			
Charitable Activities	<u>270,106</u>	<u>149,314</u>	<u>419,420</u>
Total	<u>271,963</u>	<u>149,314</u>	<u>421,277</u>
NET INCOME	19,794	652	20,446

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2025**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	519,587	111,477	631,064
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>539,381</u>	<u>112,129</u>	<u>651,510</u>

10. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment and other equipment £	Totals £
COST				
At 1 April 2024	627,741	11,788	45,544	685,073
Additions	<u>21,995</u>	<u>-</u>	<u>-</u>	<u>21,995</u>
At 31 March 2025	<u>649,736</u>	<u>11,788</u>	<u>45,544</u>	<u>707,068</u>
DEPRECIATION				
At 1 April 2024	112,730	10,455	45,150	168,335
Charge for year	<u>4,274</u>	<u>268</u>	<u>394</u>	<u>4,936</u>
At 31 March 2025	<u>117,004</u>	<u>10,723</u>	<u>45,544</u>	<u>173,271</u>
NET BOOK VALUE				
At 31 March 2025	<u>532,732</u>	<u>1,065</u>	<u>-</u>	<u>533,797</u>
At 31 March 2024	<u>515,011</u>	<u>1,333</u>	<u>394</u>	<u>516,738</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	28,712	29,474
Prepayments and accrued income	<u>2,642</u>	<u>2,805</u>
	<u>31,354</u>	<u>32,279</u>

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2025

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Accruals and deferred income	<u>17,165</u>	<u>13,818</u>

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
Fixed assets	401,934	131,863	533,797	516,738
Current assets	123,696	-	123,696	442,647
Current liabilities	<u>(17,165)</u>	<u>-</u>	<u>(17,165)</u>	<u>(307,875)</u>
	<u>508,465</u>	<u>131,863</u>	<u>640,328</u>	<u>651,510</u>

14. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
Unrestricted funds				
General fund	131,090	(30,916)	7,422	107,596
Property Fund - Designated fund	<u>408,291</u>	<u>-</u>	<u>(7,422)</u>	<u>400,869</u>
	539,381	(30,916)	-	508,465
Restricted funds				
Headway House - Capital grant	34,731	-	-	34,731
Other capital grant	71,989	-	-	71,989
Other capital donations	4,209	(548)	-	3,661
LBC - Heritage Art Project	1,200	(1,200)	-	-
Groundwork UK Energy Fund	<u>-</u>	<u>21,482</u>	<u>-</u>	<u>21,482</u>
	<u>112,129</u>	<u>19,734</u>	<u>-</u>	<u>131,863</u>
TOTAL FUNDS	<u>651,510</u>	<u>(11,182)</u>	<u>-</u>	<u>640,328</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2025**

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	284,455	(315,371)	(30,916)
Restricted funds			
Day centre operational cost	45,688	(45,688)	-
Community support service	55,119	(55,119)	-
Other capital donations	-	(548)	(548)
Sport England	6,766	(6,766)	-
Wixamtree Trust	5,000	(5,000)	-
LBC - Heritage Art Project	-	(1,200)	(1,200)
Arnold Clarke	500	(500)	-
Groundwork UK Energy Fund	<u>62,914</u>	<u>(41,432)</u>	<u>21,482</u>
	<u>175,987</u>	<u>(156,253)</u>	<u>19,734</u>
TOTAL FUNDS	<u><u>460,442</u></u>	<u><u>(471,624)</u></u>	<u><u>(11,182)</u></u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	519,587	19,794	(408,291)	131,090
Property Fund - Designated fund	<u>-</u>	<u>-</u>	<u>408,291</u>	<u>408,291</u>
	519,587	19,794	-	539,381
Restricted funds				
Headway House - Capital grant	34,731	-	-	34,731
Other capital grant	71,989	-	-	71,989
Other capital donations	4,757	(548)	-	4,209
LBC - Heritage Art Project	<u>-</u>	<u>1,200</u>	<u>-</u>	<u>1,200</u>
	<u>111,477</u>	<u>652</u>	<u>-</u>	<u>112,129</u>
TOTAL FUNDS	<u><u>631,064</u></u>	<u><u>20,446</u></u>	<u><u>-</u></u>	<u><u>651,510</u></u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2025**

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	291,757	(271,963)	19,794
Restricted funds			
Day centre operational cost	44,488	(44,488)	-
Community support service	54,790	(54,790)	-
Other capital donations	-	(548)	(548)
The National Lottery Community Fund - Cost of Living Fund	17,432	(17,432)	-
BLCF - Mental health grant	5,266	(5,266)	-
LBC - retention and recruitment grant	20,000	(20,000)	-
Wixamtree Trust	2,890	(2,890)	-
The National Lottery Community Fund - Coronation Party	3,900	(3,900)	-
LBC - Heritage Art Project	1,200	-	1,200
	<u>149,966</u>	<u>(149,314)</u>	<u>652</u>
TOTAL FUNDS	<u>441,723</u>	<u>(421,277)</u>	<u>20,446</u>

Purposes of restricted funds

The funds for the Community Support service and Day Centre represent grants received for the charity to undertake these specific services.

The Headway House and other capital grants funds represent grants originally received in the years ended 31st March 2000 to 31st March 2002 for the charity to purchase the freehold premises from which to operate services.

The other capital donations represent monies received to fund the upgrade of the new lift within the charity's freehold premises.

The funds from Sport England were to fund physical activity including darts, yoga and exercise.

The funds from The National Lottery Community Fund (Cost of Living Fund) were to fund an additional community support worker post.

The funds from The Community Recovery Fund via Bedfordshire and Luton Community Fund (BLCF) were to improve the mental health of adults with an acquired brain injury.

The funds from Luton Borough Council (LBC) were to assist with the retention and recruitment of staff following the Covid -19 pandemic.

The funds from the Wixamtree Trust were to fund new client placements.

The funds from The National Lottery Community Fund were to fund celebrations for the King's Coronation.

The funds from Luton Borough Council were to fund a Heritage Art Project.

The funds from Arnold Clarke were to fund client transport and trips.

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2025**

14. MOVEMENT IN FUNDS - continued

The funds from Groundwork UK Energy Fund were to fund improvements to the freehold property in lighting, insulation and solar panels.

Transfers between funds

Funds have been designated by the trustees to cover the cost of the charity's freehold premises.

15. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2024 - none).

HEADWAY LUTON LTD

England & Wales - Charity number 1080775

Accounts

REGISTERED COMPANY NUMBER: 03917437 (England and Wales)
REGISTERED CHARITY NUMBER: 1080775

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
FOR
HEADWAY LUTON LTD**

HEADWAY LUTON LTD

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for the Year Ended 31 MARCH 2024**

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HEADWAY LUTON LTD

**REFERENCE AND ADMINISTRATIVE DETAILS
for the Year Ended 31 MARCH 2024**

TRUSTEES	Mr B H Bateson Treasurer Mr A D Headley Chair Mr A Malik Mrs A Morgan Mrs V Honegan - Headley Mr C Harvey
REGISTERED OFFICE	49-53 Alma Street Luton Bedfordshire LU1 2PL
REGISTERED COMPANY NUMBER	03917437 (England and Wales)
REGISTERED CHARITY NUMBER	1080775
INDEPENDENT AUDITORS	FKCA Limited 260 - 270 Butterfield Great Marlings Luton Bedfordshire LU2 8DL
CHIEF EXECUTIVE	Grahame Atkins

HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. They are prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives are for the relief of adults who have an acquired brain injury (ABI) and/or any other neurological condition, their families, carers and other related professionals by the provision of advice, information, services and facilities as required by such persons.

To manage and run activities, day centres, visiting services and support groups in furtherance of the objectives.

To create a wider understanding of brain injury within the community.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Board of Trustees are pleased to report to all Headway Luton members, including clients, their families and carers, staff and volunteers, supporters and funders, that throughout the difficult financial year of 2023/24, dealing with high inflation, we not only successfully achieved our primary objectives for the year, but also increased our range of client activities within the centre.

Primary Objectives:

1. To effectively ensure efficiency measures are adopted wherever possible so that services are not severely impacted by the rapidly increasing cost of living.
2. To support clients and their families who are struggling to cope with the increased cost of living with advice and information, debt management and budgeting skills.
3. To support clients who are still recovering from the covid pandemic due to increased social isolation, family bereavements, reduced independent living and other negative impacts to their health and wellbeing.
4. To expand the range of centre activities offering clients an increasing choice of activities at Headway centres in Luton and Houghton Regis to meet their individual needs.
5. To increase volunteer recruitment and training to support and enhance the staff team with new skills in the delivery of person-centred services.

Centre Services:

Actual numbers of clients attending the centres slightly reduced from the previous year due to a slowing down of agreed funding for new client placements by the local authorities who were also affected by increasing costs and budget shortfalls.

However, any resulting loss of centre attendance income coupled with significant increased energy, staffing and general running costs, did not detract from delivering a quality service with many new grant funded activities and projects for the clients to enjoy and benefit from.

Additional activities included:

- GVC Men's Health grant (administered by the BLCF) enabled clients to express themselves through Beatboxing, relaxing yoga and sound baths. New exercise equipment including weight machines were also purchased.
- Lottery Heritage Fund grant (administered through Luton Council) enabled professional artists to run a project with clients depicting the Luton history of beer brewing and hat making. This large-scale piece is displayed in Luton Central Library also promoting Headway Luton.
- Whipsnade Zoo provided heavily discounted tickets for group trips in the summer.
- Lottery Coronation Party grant provided funding for clients to celebrate the coronation of King Charles with professional musicians, magicians, a photo booth, and superb food by Rina.
- University of Bedfordshire psychology students interacted with clients to talk confidentially about the causes and consequences of their brain injuries.
- Central Beds Council provided 'Multiply Maths' group sessions in Houghton Regis as part of a national initiative to improve adult maths skills.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

Community Support Services:

Increased staff resources were committed to help the Community Support team. They managed the significant increase of clients and families with financial and benefit problems affecting their health and wellbeing, while also supporting clients in the community including those who were waiting for their centre funding to be confirmed by their local authority.

Thirty-five adults with an acquired brain injury were referred to Headway in this reporting year. All new clients were assessed to establish their ABI related needs, within our published timeframe of ten working days, and were provided with a wide range of support to meet their substantial and often complex problems.

Additional Community Support Services included :

- Bedfordshire and Luton Community Foundation (BLCF) grant enabled additional support for clients still recovering from the impact of the pandemic that affected their mental health and wellbeing.
- Lottery run Cost of Living Fund grant provided additional resources to support clients and their families and carers impacted by the increased cost of living through our communities.
- The Wixamtree Trust grant enabled Community Support to provide short term emergency centre attendance to clients in crisis, or for clients waiting a long time for the local authority to agree to fund the centre placement.
- Across the Luton and Central Beds area staff provided several ABI information and advice stands and fundraising stalls that also raised public awareness of ABI and Headway Luton services.

Volunteers:

We successfully promoted internally a staff member to be our part time Volunteer Co-ordinator, whose role was to increase volunteer recruitment. Throughout the year 13 volunteers were recruited to help clients with their centre activities. All volunteers received an induction, essential training and ongoing support throughout their time at Headway or continue to do so.

We have also welcomed young people on short term work experience programmes from local colleges.

Clients supported in 2023/24:

Throughout the year Headway Luton supported 219 clients with an ABI, as well as their family and carers either within our Centres and/or in the diverse communities within Luton and Central Beds. Of the existing clients from the previous year, 19 left our services for various reasons including no need for further support, moved away or sadly passed away.

Client statistics in brief:

- 67% of our clients are men and 33% women.
- 71% of clients have had an ABI caused by a medical condition such as stroke, tumour, meningitis and encephalitis.
- 24% have a traumatic brain injury caused by road traffic accidents, falls and assaults.
- 5% are living with a neurological condition including dementia and Parkinson's.
- 45% of our clients are under 50 and 55% are over 50.

Appreciation:

The Board of Trustees are very grateful for all clients, their families, carers, staff and volunteers and grant funders for their continued support throughout a very busy but successful year.

HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)

REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024

FINANCIAL REVIEW

The results of the charity for the year are set out in the Statement of Financial Activities on page 11.

Overall the charity had a surplus for the year of £20,446.

Principal funding sources

Grant income for the year totalled £149,966 and was made up as follows:-

	£
Restricted:	
NHS Beds, Luton and Milton Keynes ICB - Community Support Service	54,790
Bedfordshire and Luton Community Foundation (Luton Borough Council) - Day Centre	44,488
Wixamtree Trust	2,890
Luton Borough Council - retention and recruitment grant	20,000
National Lottery - Cost of Living fund	17,432
National Lottery - Community fund - Coronation party	3,900
Luton Borough Council - Heritage Art Project	1,200
Mental Health Grant – Year 2	<u>5,266</u>
	<u>149,966</u>

All other income totalled £291,757. Charges for the day care service were £283,278, Fund raising contributed £1,243, other donations £6,979 and interest received £257.

Reserves policy

The trustees review the level of reserves periodically to ensure that the charity is able to be managed efficiently and to provide a buffer for uninterrupted services. It is their policy to maintain unrestricted funds at a level which equates to at least six months expenditure. This provides sufficient funds to cover management, administration and support costs.

PLANS FOR THE FUTURE

1. To continue with the development and expansion of all Headway Luton services towards the fulfilment of our mission statement.
2. To initiate and consolidate members participation in the consultation, planning and construction of a new 3-5 year business plan.
3. To review our charity constitution and governance policies to ensure they reflect our current aims and objectives, and how we conduct our business in legal compliance of the Charity Commission and Companies House regulations.
4. To continue adequately resourcing and reviewing our volunteer and trustee recruitment, training and retention practices.
5. To increase our digital communications with members and how we promote Headway services.
6. To ensure realistic energy efficiency measures are researched, resourced and applied as detailed in a new Headway Environment Policy (2025) in line with our aims towards Luton Net Zero plans.
7. To increase awareness of our services in Luton and Central Beds by new marketing initiatives.
8. To increase partnership working with other organisations that may benefit Headway services.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated on 1 February 2000 as a private company limited by guarantee, registered in England and Wales, after having been in existence for about eleven years as an unincorporated entity. It registered as a charity on 15 December 1997, with the charitable company being registered on 18 May 2000. The charity changed its name from Headway South Bedfordshire Limited on 22 October 2008.

The governing documents currently in force are the Memorandum and Articles of Association.

There are currently 6 members (trustees) (2022 - 6) each of whom agrees to contribute an amount not exceeding £10 in the event of the charity winding up.

Appointment of trustees

Trustees are appointed by the management committee, subject to approval at the following annual general meeting, which is normally held in November. At each AGM the two longest serving trustees retire but may offer themselves up for re-election.

Organisation

The names of the trustees who served during the year are set out on page 1.

Board meetings are held regularly on a monthly basis, with ad hoc meetings being held as and when necessary.

The chief executive officer has the overall responsibility for all operational activity, service quality, contract achievement and future developments to meet service demands, within a budget set and overseen by the board of trustees.

Risk management

The trustees carry out an annual review of the risks which the charity may face, have established systems and procedures to mitigate any risks identified and minimise any potential impact should any identified risks materialise.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2024**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway Luton Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

FKCA Limited are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

The Report of the Trustees has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by order of the board of trustees on 18.10.24 and signed on its behalf by:


.....
Mr A D Headley - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Opinion

We have audited the financial statements of Headway Luton Ltd (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

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

Responsibilities of trustees

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Our responsibilities for the audit of the financial statements

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

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

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non compliance with laws and regulations, we considered the following:

1. The nature of the charity, control environment and the charity's performance.
2. Enquiries with management about their own identification and assessment of the risks of irregularities.
3. The matters discussed among the audit team regarding how and where fraud might occur and fraud indicators.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISA'S (UK), we are also required to perform specific procedures to respond to the risk of management override.

In addition we considered the legal and regulatory framework that the charity operates in, focusing on provisions of these laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. Key laws considered include the UK Companies Act and UK Tax Legislation.

We also considered those laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or avoid a material penalty.

Audit response to risks identified:

Testing was undertaken to address the risk of management override which included the review / testing of any year end journals and an assessment of whether the judgements made in making accounting estimates are indicative of potential bias.

Due to the size of the accounting function we have also carried out testing to assess the risk of fraudulent payments which included substantive testing on a sample of payments made during the reporting period.

We remained alert to any indications of fraud or non compliance throughout the entire audit process.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Use of our report

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



Tara Aldwin ACA (Senior Statutory Auditor)
for and on behalf of FKCA Limited
260 - 270 Butterfield
Great Marlings
Luton
Bedfordshire
LU2 8DL

Date: 21 November 2024.

HEADWAY LUTON LTD

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 MARCH 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	6,979	-	6,979	7,989
Charitable activities					
Charitable Activities		283,278	149,966	433,244	399,988
Other trading activities	3	1,243	-	1,243	3,194
Investment income	4	<u>257</u>	<u>-</u>	<u>257</u>	<u>197</u>
Total		<u>291,757</u>	<u>149,966</u>	<u>441,723</u>	<u>411,368</u>
EXPENDITURE ON					
Raising funds		1,857	-	1,857	1,486
Charitable activities					
Charitable Activities	5	<u>270,106</u>	<u>149,314</u>	<u>419,420</u>	<u>413,990</u>
Total		<u>271,963</u>	<u>149,314</u>	<u>421,277</u>	<u>415,476</u>
NET INCOME/(EXPENDITURE)		19,794	652	20,446	(4,108)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>519,587</u>	<u>111,477</u>	<u>631,064</u>	<u>635,172</u>
TOTAL FUNDS CARRIED FORWARD		<u>539,381</u>	<u>112,129</u>	<u>651,510</u>	<u>631,064</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)

BALANCE SHEET
31 MARCH 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	10	516,738	521,160
CURRENT ASSETS			
Debtors	11	32,279	42,762
Cash at bank and in hand		<u>116,311</u>	<u>101,345</u>
		148,590	144,107
CREDITORS			
Amounts falling due within one year	12	(13,818)	(34,203)
		<u>134,772</u>	<u>109,904</u>
NET CURRENT ASSETS			
		<u>651,510</u>	<u>631,064</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>651,510</u>	<u>631,064</u>
NET ASSETS			
		<u>651,510</u>	<u>631,064</u>
FUNDS	14		
Unrestricted funds		539,381	519,587
Restricted funds		<u>112,129</u>	<u>111,477</u>
TOTAL FUNDS		<u>651,510</u>	<u>631,064</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on

18.10.24 and were signed on its behalf by:


Mr A D Headley - Trustee


Mr B H Bateson - Trustee

The notes form part of these financial statements

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102.

The presentation currency of the financial statements is in Pounds Sterling (£), which is the functional currency of the charity.

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements, although strict safeguards remain in place for the audit opinion, to remain fully objective.

Company status

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

Income recognition

Grant income is accounted for in the period in which it is to be used.

All other income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

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

Investment income is included when receivable.

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds comprise the costs associated with attracting voluntary income; mainly in relation to fund raising events.

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 include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 5.

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on the straight line basis over the expected useful economic lives of the assets at the following annual rates:

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2024

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Lift	-	over 15 years
Computers and other office equipment	-	over 3 years
Fixtures and fittings	-	over 10 years

No depreciation is provided on freehold land. The residual value of the freehold building (excluding the lift upgrade) is deemed to be at least equal to the value recorded in the financial statements. As such any depreciation would be negligible and has not been provided for.

The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. This includes grant funds which are given for specific purposes.

Pension costs

Payments made directly to individual employee personal pension plans by the charity are charged to the Statement of Financial Activities when paid.

Government grants

Government grants are recognised when it is reasonable to expect that the grants will be received and that all related conditions will be met, usually on submission of a valid claim for payment.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate.

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	<u>6,979</u>	<u>7,989</u>

3. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Fundraising events	<u>1,243</u>	<u>3,194</u>

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2024

4. INVESTMENT INCOME	2024	2023
	£	£
Interest received	<u>257</u>	<u>197</u>

5. CHARITABLE ACTIVITIES COSTS

Costs directly allocated to activities	Basis of allocation Actual	Raising funds	Charitable activities	2024 Total £	2023 Total £
Staff costs		-	342,827	342,827	336,696
Day centre expenses		-	8,117	8,117	9,725
General office costs		-	6,296	6,296	5,437
Computer expenses		-	2,307	2,307	1,034
Travel		-	464	464	1,127
Training		-	1,265	1,265	1,209
Fund raising costs		1,857	-	1,857	1,486
Volunteer expenses		-	383	383	885
Legal and professional fees		-	1,240	1,240	766
Governance costs:					
Audit and accountancy		-	8,389	8,389	8,413
Book-keeping		-	5,520	5,520	4,631
		<u>1,857</u>	<u>376,808</u>	<u>378,665</u>	<u>371,409</u>
Support costs allocated to activities	Usage				
Premises		-	34,020	34,020	34,521
Communications		-	4,170	4,170	2,896
Depreciation		-	4,422	4,422	6,650
		<u>-</u>	<u>42,612</u>	<u>42,612</u>	<u>44,067</u>
		<u>1,857</u>	<u>419,420</u>	<u>421,277</u>	<u>415,476</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation - owned assets	4,422	6,650
Audit fees	5,060	4,820
Other accountancy services	<u>3,329</u>	<u>3,593</u>

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2024

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

8. STAFF COSTS

	2024 £	2023 £
Wages and salaries	310,099	303,412
Social security costs	17,756	18,500
Other pension costs	<u>14,972</u>	<u>14,784</u>
	<u>342,827</u>	<u>336,696</u>

The average monthly number of employees during the year was as follows:

	2024	2023
Head injury services	15	13
Management and administration	<u>2</u>	<u>3</u>
	<u>17</u>	<u>16</u>

No employees received emoluments in excess of £60,000.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	7,989	-	7,989
Charitable activities			
Charitable Activities	260,215	139,773	399,988
Other trading activities	3,194	-	3,194
Investment income	<u>197</u>	<u>-</u>	<u>197</u>
Total	<u>271,595</u>	<u>139,773</u>	<u>411,368</u>
EXPENDITURE ON			
Raising funds	1,486	-	1,486
Charitable activities			
Charitable Activities	<u>270,013</u>	<u>143,977</u>	<u>413,990</u>
Total	<u>271,499</u>	<u>143,977</u>	<u>415,476</u>
NET INCOME/(EXPENDITURE)	96	(4,204)	(4,108)

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2024**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted funds £	Total funds £	
 RECONCILIATION OF FUNDS				
Total funds brought forward	519,491	115,681	635,172	
	<hr/>	<hr/>	<hr/>	
TOTAL FUNDS CARRIED FORWARD	<u>519,587</u>	<u>111,477</u>	<u>631,064</u>	
 10. TANGIBLE FIXED ASSETS				
	Freehold property £	Fixtures and fittings £	Computer equipment and other equipment £	Totals £
COST				
At 1 April 2023 and 31 March 2024	<u>627,741</u>	<u>11,788</u>	<u>45,544</u>	<u>685,073</u>
DEPRECIATION				
At 1 April 2023	108,969	10,187	44,757	163,913
Charge for year	<u>3,761</u>	<u>268</u>	<u>393</u>	<u>4,422</u>
At 31 March 2024	<u>112,730</u>	<u>10,455</u>	<u>45,150</u>	<u>168,335</u>
NET BOOK VALUE				
At 31 March 2024	<u>515,011</u>	<u>1,333</u>	<u>394</u>	<u>516,738</u>
At 31 March 2023	<u>518,772</u>	<u>1,601</u>	<u>787</u>	<u>521,160</u>
 11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
		2024 £	2023 £	
Trade debtors		29,474	40,135	
Prepayments and accrued income		<u>2,805</u>	<u>2,627</u>	
		<u>32,279</u>	<u>42,762</u>	

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2024

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
			2024	2023
			£	£
	Accruals and deferred income		<u>13,818</u>	<u>34,203</u>
13. ANALYSIS OF NET ASSETS BETWEEN FUNDS				
	Unrestricted	Restricted	2024	2023
	funds	funds	Total	Total
	£	£	funds	funds
Fixed assets	405,809	110,929	516,738	521,160
Current assets	147,390	1,200	148,590	148,311
Current liabilities	<u>(13,818)</u>	<u>-</u>	<u>(13,818)</u>	<u>(38,407)</u>
	<u>539,381</u>	<u>112,129</u>	<u>651,510</u>	<u>631,064</u>
14. MOVEMENT IN FUNDS				
	At 1.4.23	Net	Transfers	At
	£	movement	between	31.3.24
		in funds	funds	£
		£	£	
Unrestricted funds				
General fund	519,587	19,794	(408,291)	131,090
Property Fund - Designated fund	<u>-</u>	<u>-</u>	<u>408,291</u>	<u>408,291</u>
	519,587	19,794	-	539,381
Restricted funds				
Headway House - Capital grant	34,731	-	-	34,731
Other capital grant	71,989	-	-	71,989
Other capital donations	4,757	(548)	-	4,209
LBC - Heritage Art Project	<u>-</u>	<u>1,200</u>	<u>-</u>	<u>1,200</u>
	<u>111,477</u>	<u>652</u>	<u>-</u>	<u>112,129</u>
TOTAL FUNDS	<u>631,064</u>	<u>20,446</u>	<u>-</u>	<u>651,510</u>

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2024

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	291,757	(271,963)	19,794
Restricted funds			
Day centre operational cost	44,488	(44,488)	-
Community support service	54,790	(54,790)	-
Other capital donations	-	(548)	(548)
The National Lottery Community Fund - Cost of Living Fund	17,432	(17,432)	-
BLCF - Mental health grant	5,266	(5,266)	-
LBC - retention and recruitment grant	20,000	(20,000)	-
Wixamtree Trust	2,890	(2,890)	-
The National Lottery Community Fund - Coronation Party	3,900	(3,900)	-
LBC - Heritage Art Project	<u>1,200</u>	<u>-</u>	<u>1,200</u>
	<u>149,966</u>	<u>(149,314)</u>	<u>652</u>
TOTAL FUNDS	<u>441,723</u>	<u>(421,277)</u>	<u>20,446</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	519,491	96	519,587
Restricted funds			
Headway House - Capital grant	34,731	-	34,731
Other capital grant	71,989	-	71,989
Other capital donations	5,305	(548)	4,757
Sport England	2,500	(2,500)	-
Arts Council National Lottery Project	<u>1,156</u>	<u>(1,156)</u>	<u>-</u>
	<u>115,681</u>	<u>(4,204)</u>	<u>111,477</u>
TOTAL FUNDS	<u>635,172</u>	<u>(4,108)</u>	<u>631,064</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2024**

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	271,595	(271,499)	96
Restricted funds			
Day centre operational cost	44,488	(44,488)	-
Community support service	53,977	(53,977)	-
Other capital donations	-	(548)	(548)
Sport England	-	(2,500)	(2,500)
Arts Council National Lottery Project	3,103	(4,259)	(1,156)
BLCF - Mental health grant	10,534	(10,534)	-
BLCF - Mens health grant	4,911	(4,911)	-
LBC - retention and recruitment grant	20,000	(20,000)	-
BLCF - Jubilee grant	<u>2,760</u>	<u>(2,760)</u>	<u>-</u>
	<u>139,773</u>	<u>(143,977)</u>	<u>(4,204)</u>
TOTAL FUNDS	<u>411,368</u>	<u>(415,476)</u>	<u>(4,108)</u>

Purposes of restricted funds

The funds for the Community Support service and Day Centre represent grants received for the charity to undertake these specific services.

The Headway House and other capital grants funds represent grants originally received in the years ended 31st March 2000 to 31st March 2002 for the charity to purchase the freehold premises from which to operate services.

The other capital donations represent monies received to fund the upgrade of the new lift within the charity's freehold premises.

The funds from Sport England were to fund physical activity as part of their project with Versus Arthritis.

The funds from the Arts Council, funded by the National Lottery were to break down barriers and bring the arts to the clients of Headway.

The funds from The National Lottery Community Fund (Cost of Living Fund) were to fund an additional community support worker post.

The funds from The Community Recovery Fund via Bedfordshire and Luton Community Foundation (BLCF) were to improve the mental health of adults with an acquired brain injury.

The funds from The GVC Fund via Bedfordshire and Luton Community Foundation were to expand on existing activities and piloting new ones for men living with an acquired brain injury.

The funds from Luton Borough Council (LBC) were to assist with the retention and recruitment of staff following the Covid -19 pandemic.

The Jubilee Grant via Bedfordshire and Luton Community Foundation were to fund activities to celebrate the Queens Platinum Jubilee in June 2022.

The funds from the Wixamtree Trust were to fund new client placements.

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2024**

14. MOVEMENT IN FUNDS - continued

The funds from The National Lottery Community Fund were to fund celebrations for the King's Coronation.

The funds from Luton Borough Council were to fund a Heritage Art Project .

Transfers between funds

Funds have been designated by the trustees to cover the cost of the charity's freehold premises.

15. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2023 - none).

HEADWAY LUTON LTD

England & Wales - Charity number 1080775

Accounts

REGISTERED COMPANY NUMBER: 03917437 (England and Wales)
REGISTERED CHARITY NUMBER: 1080775

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
HEADWAY LUTON LTD**

CONTENTS OF THE FINANCIAL STATEMENTS
for the Year Ended 31 MARCH 2023

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Notes to the Financial Statements	13 to 21
Detailed Statement of Financial Activities	22 to 23

HEADWAY LUTON LTD

**REFERENCE AND ADMINISTRATIVE DETAILS
for the Year Ended 31 MARCH 2023**

TRUSTEES	Mr B H Bateson Treasurer Mr A D Headley Mr A Malik Chair Mrs A Morgan Mrs V Headley Mr C Harvey
REGISTERED OFFICE	49-53 Alma Street Luton Bedfordshire LU1 2PL
REGISTERED COMPANY NUMBER	03917437 (England and Wales)
REGISTERED CHARITY NUMBER	1080775
INDEPENDENT AUDITORS	FKCA Limited 260 - 270 Butterfield Great Marlings Luton Bedfordshire LU2 8DL
CHIEF EXECUTIVE	Mr G Atkins

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. They are prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives are for the relief of adults who have an acquired brain injury (ABI) and/or any other neurological condition, their families, carers and other related professionals by the provision of advice, information, services and facilities as required by such persons.

To manage and run activities, day centres, visiting services and support groups in furtherance of the objectives.

To create a wider understanding of brain injury within the community.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2023**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Board of Trustees are pleased to report to the Headway Luton membership, clients and their families, staff and volunteers, donors and funders that our key objectives for 2022/23 were all achieved.

Key Objectives 2022/23:

1. To continue to recover financially from the Covid - 19 pandemic.
2. To provide a full and varied service to meet the individual needs of clients.
3. To continue to develop our volunteer programme.
4. For the Houghton Regis group to establish and grow.

Centre Services:

The fiscal year began in April 2022.

The bottle neck at Luton Borough Council (LBC) with regard to funding client's places continued. This has meant many prospective clients have had to wait a long time before they eventually are able to access our day centre service. We continue to work with LBC and Adult Social Care to resolve the issues. Attendance at our Houghton Regis centre, however, continued to grow.

The cost of living crisis deepened this year and we continued to support clients offering bespoke support as well as signposting to other relevant services and organisations.

Volunteers:

The year saw continued growth in the number of volunteers. Some stayed for a short term whereas others have committed to a longer period of time at both our Luton and Houghton Regis day centres. We would like to thank our volunteers for their contributions to the centre and enhancing the experience for our clients.

Funded projects:

We completed our Arts Council Funded Project which started in the last financial year. The aim of this project was not only to bring new experiences and activities to clients, it was also designed to help train the artists and musicians in working with the diverse needs of people who have survived an ABI.

A grant from the Sport England Together fund administered by Versus Arthritis was awarded to enable us to continue the yoga classes.

We celebrated the Queen's Jubilee thanks to a grant from Arts Council England, administered via the BLCF. With guidance from a professional artist, clients tried a range of art techniques adapted to suit their varied needs to produce some beautiful Jubilee themed pieces. The whole centre got involved in making bunting to decorate the hall for our Jubilee party. The party, which took place at Houghton Regis Memorial Hall, included a fish and chip van, musicians and a performance by our own music group to make the day special.

We were also given a donation from the Arnold Clark Community Fund to install digital signage. This has meant we have an additional avenue for communications, information sharing as well as showcasing art and profiles of staff, volunteers and clients. It is intended that these screens will also be used to broadcast important events across all floors and to enable hybrid meetings.

Outings and trips:

For the first time since 2019, we organised and completed our Walk a Mile in Our Shoes event. Held in Wardown Park, clients collected sponsorship money from family and friends and completed the challenge. For many it was a huge effort to complete the mile but resulted in feelings of great satisfaction to see how far they had come since they acquired their brain injury, or became inactive due to the pandemic.

We also had some trips out to visit local attractions, in part thanks to a donation from The Luton Mall Community Chest fund. We also organised our first large Christmas lunch since the Covid - 19 pandemic.

HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)

REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2023

Key facts:

At the end of March 2023, we had supported over 200 clients (plus their families) via our day services and/or community support services.

- 69% of our clients are men and 31% women.
- 68% of clients have had an ABI caused by a medical condition such as stroke, tumour, meningitis and encephalitis.
- 27% have a traumatic brain injury caused by road traffic accidents, falls and assaults.
- 11% are living with a neurological condition including dementia and Parkinson's.
- Over 50% of our clients are in their 40s and 50s.

Appreciations:

The Board of Trustees would like to sincerely thank all our clients, their families, carers and support workers, staff and volunteers, funders and supporters for making Headway Luton the vibrant and holistic service it is.

Our funders for this financial year were:

- Luton Borough Council
- NHS BLMK Integrated Care Board
- Luton Rising managed by The Bedfordshire and Luton Community Foundation
- Central Bedfordshire Council
- Arts Council England
- Sport England Together fund administered by Versus Arthritis
- The Mall Community Chest Fund

FINANCIAL REVIEW

The results of the charity for the year are set out in the Statement of Financial Activities on page 11.

Overall the charity had a deficit for the year of £4,108.

Principal funding sources

Grant income for the year totalled £139,773 and was made up as follows:-

	£
Restricted:	
NHS Beds, Luton and Milton Keynes ICB - Community Support Service	53,977
Bedfordshire and Luton Community Foundation (Luton Borough Council) - Day Centre	44,488
Arts Council - National Lottery Project	3,103
Luton Borough Council - retention and recruitment grant	20,000
Jubilee grant	2,760
Mens Health grant	4,911
Mental Health Grant	<u>10,534</u>
	<u>139,773</u>

All other income totalled £271,595. Charges for the day care service were £260,215, Fund raising contributed £3,194, other donations £7,989 and interest received £197.

Reserves policy

The trustees review the level of reserves periodically to ensure that the charity is able to be managed efficiently and to provide a buffer for uninterrupted services. It is their policy to maintain unrestricted funds at a level which equates to at least six months expenditure. This provides sufficient funds to cover management, administration and support costs.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2023**

PLANS FOR THE FUTURE

1. To expand all Headway Luton services ensuring essential safety measures are in place and regularly reviewed.
2. To promote Headway Luton services and volunteer opportunities using multi-media platforms and at promotional events.
3. To increase volunteer and trustee recruitment and retention.
4. To support the Bedfordshire, Luton and Milton Keynes Integrated Care Board (BLMK ICB).
5. To increase community support and centre services in Central Beds areas.
6. To increase grant applications for additional funding to support service growth.
7. To increase new and improved activities available in Luton and Houghton Regis.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated on 1 February 2000 as a private company limited by guarantee, registered in England and Wales, after having been in existence for about eleven years as an unincorporated entity. It registered as a charity on 15 December 1997, with the charitable company being registered on 18 May 2000. The charity changed its name from Headway South Bedfordshire Limited on 22 October 2008.

The governing documents currently in force are the Memorandum and Articles of Association.

There are currently 6 members (trustees) (2022 - 6) each of whom agrees to contribute an amount not exceeding £10 in the event of the charity winding up.

Appointment of trustees

Trustees are appointed by the management committee, subject to approval at the following annual general meeting, which is normally held in November. At each AGM the two longest serving trustees retire but may offer themselves up for re-election.

Organisation

The names of the trustees who served during the year are set out on page 1.

Board meetings are held regularly on a monthly basis, with ad hoc meetings being held as and when necessary.

The chief executive officer has the overall responsibility for all operational activity, service quality, contract achievement and future developments to meet service demands, within a budget set and overseen by the board of trustees.

Risk management

The trustees carry out an annual review of the risks which the charity may face, have established systems and procedures to mitigate any risks identified and minimise any potential impact should any identified risks materialise.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2023**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway Luton Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

FKCA Limited are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

The Report of the Trustees has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by order of the board of trustees on 23/10/23 and signed on its behalf by:



.....
Mr A Malik - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Opinion

We have audited the financial statements of Headway Luton Ltd (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

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

Responsibilities of trustees

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Our responsibilities for the audit of the financial statements

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

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

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non compliance with laws and regulations, we considered the following:

1. The nature of the charity, control environment and the charity's performance.
2. Enquiries with management about their own identification and assessment of the risks of irregularities.
3. The matters discussed among the audit team regarding how and where fraud might occur and fraud indicators.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISA'S (UK), we are also required to perform specific procedures to respond to the risk of management override.

In addition we considered the legal and regulatory framework that the charity operates in, focusing on provisions of these laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. Key laws considered include the UK Companies Act and UK Tax Legislation.

We also considered those laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or avoid a material penalty.

Audit response to risks identified:

Testing was undertaken to address the risk of management override which included the review / testing of any year end journals and an assessment of whether the judgements made in making accounting estimates are indicative of potential bias.

Due to the size of the accounting function we have also carried out testing to assess the risk of fraudulent payments which included substantive testing on a sample of payments made during the reporting period.

We remained alert to any indications of fraud or non compliance throughout the entire audit process.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Use of our report

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



Tara Aldwin ACA (Senior Statutory Auditor)
for and on behalf of FKCA Limited
260 - 270 Butterfield
Great Marlings
Luton
Bedfordshire
LU2 8DL

Date: 31 October 2023

HEADWAY LUTON LTD

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 MARCH 2023**

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	7,989	-	7,989	4,110
Charitable activities					
Charitable Activities		260,215	139,773	399,988	424,830
Other trading activities	3	3,194	-	3,194	1,167
Investment income	4	197	-	197	-
Other income		<u>-</u>	<u>-</u>	<u>-</u>	<u>64</u>
Total		<u>271,595</u>	<u>139,773</u>	<u>411,368</u>	<u>430,171</u>
EXPENDITURE ON					
Raising funds		1,486	-	1,486	473
Charitable activities					
Charitable Activities	5	<u>270,013</u>	<u>143,977</u>	<u>413,990</u>	<u>430,631</u>
Total		<u>271,499</u>	<u>143,977</u>	<u>415,476</u>	<u>431,104</u>
NET INCOME/(EXPENDITURE)		96	(4,204)	(4,108)	(933)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>519,491</u>	<u>115,681</u>	<u>635,172</u>	<u>636,105</u>
TOTAL FUNDS CARRIED FORWARD		<u>519,587</u>	<u>111,477</u>	<u>631,064</u>	<u>635,172</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)

**BALANCE SHEET
31 MARCH 2023**

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	10	521,160	527,810
CURRENT ASSETS			
Debtors	11	42,762	26,283
Cash at bank and in hand		<u>101,345</u>	<u>133,923</u>
		144,107	160,206
CREDITORS			
Amounts falling due within one year	12	(34,203)	(52,844)
		<u>109,904</u>	<u>107,362</u>
NET CURRENT ASSETS			
		<u>109,904</u>	<u>107,362</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>631,064</u>	<u>635,172</u>
NET ASSETS		<u>631,064</u>	<u>635,172</u>
FUNDS	14		
Unrestricted funds		519,587	519,491
Restricted funds		<u>111,477</u>	<u>115,681</u>
TOTAL FUNDS		<u>631,064</u>	<u>635,172</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 31/10/23 and were signed on its behalf by:



.....
Mr A Malik - Trustee



.....
Mr B H Bateson - Trustee

The notes form part of these financial statements

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102.

The presentation currency of the financial statements is in Pounds Sterling (£), which is the functional currency of the charity.

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements, although strict safeguards remain in place for the audit opinion, to remain fully objective.

Company status

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

Income recognition

Grant income is accounted for in the period in which it is to be used.

All other income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

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

Investment income is included when receivable.

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds comprise the costs associated with attracting voluntary income; mainly in relation to fund raising events.

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 include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 2.

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on the straight line basis over the expected useful economic lives of the assets at the following annual rates:

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2023

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Freehold buildings	-	over 50 years
Lift	-	over 15 years
Computers and other office equipment	-	over 3 years
Fixtures and fittings	-	over 10 years

No depreciation is provided on freehold land.

The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. This includes grant funds which are given for specific purposes.

Pension costs

Payments made directly to individual employee personal pension plans by the charity are charged to the Statement of Financial Activities when paid.

Government grants

Government grants are recognised when it is reasonable to expect that the grants will be received and that all related conditions will be met, usually on submission of a valid claim for payment.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate.

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	<u>7,989</u>	<u>4,110</u>

3. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Fundraising events	<u>3,194</u>	<u>1,167</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2023**

4. INVESTMENT INCOME

	2023	2022
	£	£
Interest received	<u>197</u>	<u>-</u>

5. CHARITABLE ACTIVITIES COSTS

Costs directly allocated to activities	Basis of allocation	Raising funds	Charitable activities	2023 Total	2022 Total
	Actual			£	£
Staff costs		-	336,696	336,696	342,084
Day centre expenses		-	9,725	9,725	6,690
General office costs		-	5,437	5,437	7,092
Computer expenses		-	1,034	1,034	573
Travel		-	1,127	1,127	432
Training		-	1,209	1,209	646
Fund raising costs		1,486	-	1,486	473
Volunteer expenses		-	885	885	375
Legal and professional fees		-	766	766	1,479
Governance costs:					
Audit and accountancy		-	8,413	8,413	7,916
Book-keeping		-	4,631	4,631	4,211
		<u>1,486</u>	<u>369,923</u>	<u>371,409</u>	<u>371,971</u>
Support costs allocated to activities	Usage				
Premises		-	34,521	34,521	39,746
Communications		-	2,896	2,896	2,971
Depreciation		-	6,650	6,650	16,416
		<u>-</u>	<u>44,067</u>	<u>44,067</u>	<u>59,133</u>
		<u>1,486</u>	<u>413,990</u>	<u>415,476</u>	<u>431,104</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	6,650	16,416
Audit fees	4,820	4,590
Other accountancy services	<u>3,593</u>	<u>3,326</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2023**

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

8. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	303,412	309,139
Social security costs	18,500	18,487
Other pension costs	<u>14,784</u>	<u>14,458</u>
	<u><u>336,696</u></u>	<u><u>342,084</u></u>

The average monthly number of employees during the year was as follows:

	2023	2022
Head injury services	13	14
Management and administration	<u>3</u>	<u>3</u>
	<u><u>16</u></u>	<u><u>17</u></u>

No employees received emoluments in excess of £60,000.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	4,110	-	4,110
Charitable activities			
Charitable Activities	320,303	104,527	424,830
Other trading activities	1,167	-	1,167
Other income	<u>64</u>	<u>-</u>	<u>64</u>
Total	<u><u>325,644</u></u>	<u><u>104,527</u></u>	<u><u>430,171</u></u>
EXPENDITURE ON			
Raising funds	473	-	473
Charitable activities			
Charitable Activities	<u>329,212</u>	<u>101,419</u>	<u>430,631</u>
Total	<u><u>329,685</u></u>	<u><u>101,419</u></u>	<u><u>431,104</u></u>
NET INCOME/(EXPENDITURE)	(4,041)	3,108	(933)

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2023**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	523,532	112,573	636,105
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD	<u>519,491</u>	<u>115,681</u>	<u>635,172</u>

10. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment and other equipment £	Totals £
COST				
At 1 April 2022 and 31 March 2023	<u>627,741</u>	<u>11,788</u>	<u>45,544</u>	<u>685,073</u>
DEPRECIATION				
At 1 April 2022	105,208	9,919	42,136	157,263
Charge for year	<u>3,761</u>	<u>268</u>	<u>2,621</u>	<u>6,650</u>
At 31 March 2023	<u>108,969</u>	<u>10,187</u>	<u>44,757</u>	<u>163,913</u>
NET BOOK VALUE				
At 31 March 2023	<u>518,772</u>	<u>1,601</u>	<u>787</u>	<u>521,160</u>
At 31 March 2022	<u>522,533</u>	<u>1,869</u>	<u>3,408</u>	<u>527,810</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	40,135	23,701
Prepayments and accrued income	<u>2,627</u>	<u>2,582</u>
	<u>42,762</u>	<u>26,283</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2023**

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Accruals and deferred income	<u>34,203</u>	<u>52,844</u>

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
Fixed assets	409,683	111,477	521,160	527,810
Current assets	144,107	-	144,107	163,862
Current liabilities	<u>(34,203)</u>	<u>-</u>	<u>(34,203)</u>	<u>(56,500)</u>
	<u>519,587</u>	<u>111,477</u>	<u>631,064</u>	<u>635,172</u>

14. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	519,491	96	519,587
Restricted funds			
Headway House - Capital grant	34,731	-	34,731
Other capital grant	71,989	-	71,989
Other capital donations	5,305	(548)	4,757
Sport England	2,500	(2,500)	-
Arts Council National Lottery Project	<u>1,156</u>	<u>(1,156)</u>	<u>-</u>
	<u>115,681</u>	<u>(4,204)</u>	<u>111,477</u>
TOTAL FUNDS	<u>635,172</u>	<u>(4,108)</u>	<u>631,064</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2023**

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	271,595	(271,499)	96
Restricted funds			
Day centre operational cost	44,488	(44,488)	-
Community support service	53,977	(53,977)	-
Other capital donations	-	(548)	(548)
Sport England	-	(2,500)	(2,500)
Arts Council National Lottery Project	3,103	(4,259)	(1,156)
Mental health grant	10,534	(10,534)	-
Mens health grant	4,911	(4,911)	-
LBC - retention and recruitment grant	20,000	(20,000)	-
Jubilee grant	2,760	(2,760)	-
	<u>139,773</u>	<u>(143,977)</u>	<u>(4,204)</u>
TOTAL FUNDS	<u>411,368</u>	<u>(415,476)</u>	<u>(4,108)</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	523,532	(4,041)	519,491
Restricted funds			
Headway House - Capital grant	34,731	-	34,731
Other capital grant	71,989	-	71,989
Other capital donations	5,853	(548)	5,305
Sport England	-	2,500	2,500
Arts Council National Lottery Project	-	1,156	1,156
	<u>112,573</u>	<u>3,108</u>	<u>115,681</u>
TOTAL FUNDS	<u>636,105</u>	<u>(933)</u>	<u>635,172</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2023**

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	325,644	(329,685)	(4,041)
Restricted funds			
Day centre operational cost	35,144	(35,144)	-
Community support service	51,951	(51,951)	-
Other capital donations	-	(548)	(548)
The Edward Gostling Foundation	2,500	(2,500)	-
Sport England	5,000	(2,500)	2,500
Arts Council National Lottery Project	<u>9,932</u>	<u>(8,776)</u>	<u>1,156</u>
	<u>104,527</u>	<u>(101,419)</u>	<u>3,108</u>
TOTAL FUNDS	<u>430,171</u>	<u>(431,104)</u>	<u>(933)</u>

Purposes of restricted funds

The funds for the Community Support service and Day Centre represent grants received for the charity to undertake these specific services.

The Headway House and other capital grants funds represent grants originally received in the years ended 31st March 2000 to 31st March 2002 for the charity to purchase the freehold premises from which to operate services.

The other capital donations represent monies received to fund the upgrade of the new lift within the charity's freehold premises.

The funds from The Edward Gostling Foundation were to fund the costs of specialist external tutors.

The funds from Sport England were to fund physical activity as part of their project with Versus Arthritis.

The funds from the Arts Council, funded by the National Lottery were to break down barriers and bring the arts to the clients of Headway.

The funds from The Community Recovery Fund via Bedfordshire and Luton Community Foundation were to improve the mental health of adults with an acquired brain injury.

The funds from The GVC Fund via Bedfordshire and Luton Community Foundation were to expand on existing activities and piloting new ones for men living with an acquired brain injury.

The funds from Luton Borough Council (LBC) were to assist with the retention and recruitment of staff following the Covid -19 pandemic.

The Jubilee Grant via Bedfordshire and Luton Community Foundation were to fund activities to celebrate the Queens Platinum Jubilee in June 2022.

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2023**

15. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2022 - none).

HEADWAY LUTON LTD

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 MARCH 2023**

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	7,989	4,110
Other trading activities		
Fundraising events	3,194	1,167
Investment income		
Interest received	197	-
Charitable activities		
Grants	139,773	140,948
Day care service	<u>260,215</u>	<u>283,882</u>
	399,988	424,830
Other income		
Other income	<u>-</u>	<u>64</u>
Total incoming resources	411,368	430,171
EXPENDITURE		
Raising donations and legacies		
Fund raising costs	1,486	473
Charitable activities		
Salaries	303,412	309,139
Employer's national insurance	18,500	18,487
Stakeholder pension costs	14,784	14,458
Insurances	3,132	3,667
Telephone	2,896	2,971
Printing, postage and stationery	2,492	4,216
Sundry expenses	2,851	2,761
Training	1,209	646
Day centre expenses	9,725	6,690
Volunteer expenses - other	885	375
Transport and travelling	1,127	432
Computer expenses	1,034	573
Bank charges	94	115
Rent	4,100	2,950
Electric	5,816	3,672
Gas	4,186	1,540
Water rates	1,078	411
General rates	1,123	(2,815)
Cleaning	2,810	3,068
Repairs and servicing	12,276	27,253
Audit fees	4,820	4,590
Other accountancy services	3,593	3,326
Book-keeping and payroll	4,631	4,211
Legal and professional fees	766	1,479
Carried forward	407,340	414,215

This page does not form part of the statutory financial statements

HEADWAY LUTON LTD

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 MARCH 2023**

	2023	2022
	£	£
Charitable activities		
Brought forward	407,340	414,215
Depreciation - freehold property	3,761	13,286
Depreciation - fixtures and fittings	268	268
Depreciation - computer equipment	<u>2,621</u>	<u>2,862</u>
	<u>413,990</u>	<u>430,631</u>
Total resources expended	<u>415,476</u>	<u>431,104</u>
Net expenditure	<u>(4,108)</u>	<u>(933)</u>

This page does not form part of the statutory financial statements

HEADWAY LUTON LTD

England & Wales - Charity number 1080775

Accounts

REGISTERED COMPANY NUMBER: 03917437 (England and Wales)
REGISTERED CHARITY NUMBER: 1080775

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
HEADWAY LUTON LTD**



HEADWAY LUTON LTD

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for the Year Ended 31 MARCH 2022**

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HEADWAY LUTON LTD

**REFERENCE AND ADMINISTRATIVE DETAILS
for the Year Ended 31 MARCH 2022**

TRUSTEES	Mr B H Bateson (Treasurer) Mr A D Headley Mr A Malik Mrs A Morgan (Chair) Mrs V Headley (appointed 9.12.21) Mr C Harvey (appointed 9.12.21)
REGISTERED OFFICE	49-53 Alma Street Luton Bedfordshire LU1 2PL
REGISTERED COMPANY NUMBER	03917437 (England and Wales)
REGISTERED CHARITY NUMBER	1080775
INDEPENDENT AUDITORS	FKCA Limited 260 - 270 Butterfield Great Marlings Luton Bedfordshire LU2 8DL
CHIEF EXECUTIVE	Mr G Atkins

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. They are prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives are for the relief of adults who have an acquired brain injury (ABI) and/or any other neurological condition, their families, carers and other related professionals by the provision of advice, information, services and facilities as required by such persons.

To manage and run activities, day centres, visiting services and support groups in furtherance of the objectives.

To create a wider understanding of brain injury within the community.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Board of Trustees are pleased to report to the Headway Luton membership, clients and their families, staff and volunteers, the NHS, Luton Borough Council, Central Beds Council, Beds and Luton Community Foundation (BCLF) and other grant funders that our key objectives for 2021/22 were all achieved. This was despite the ongoing threat of the Covid-19 virus and the significant income loss sustained during the three month closure of normal services from January to March 2021.

Key Objectives 2021/22:

1. To fully re-open all services as soon as possible following the service closure, providing a safe and healthy centre for clients and working environment for staff and volunteers.
2. To continue providing innovative and improved services to meet changing needs of clients, primarily due to the Covid - 19 pandemic health risk.
3. To source a new venue for Leighton Buzzard clients.
4. To improve mental health support to clients affected by service shutdowns at Headway and other local support and health agencies.
5. To financially survive the year despite the substantial loss of centre income that threatened our services to clients and staff retention.

Centre Services:

The fiscal year began in April 2021. Following a three month Covid - 19 closure, the centre re-opened after Easter for clients wishing to return to services. Remaining centre staff were recalled from furlough. A Covid - 19 vaccination programme for all staff and trustees, and a routine weekly Covid - 19 testing procedure was provided for free by the NHS.

Initially only vaccinated clients were permitted to return and everyone was required to test themselves prior to entry. There was obligatory mask wearing by all. Intensive cleaning and sanitation procedures were also re-employed. Combined, these measures ensured a safe resumption of services to the best of our ability.

At our reopening staff meeting, we remembered those who had sadly lost their lives due to the pandemic throughout 2020/21, and our thoughts are still with the partners and families left behind.

Records show 100% of staff and trustees were fully vaccinated and with staff ongoing encouragement, approximately 95% of clients were also vaccinated. To the best of our knowledge no substantiated Covid - 19 cases were attributed to attendance at Headway throughout the year. These figures are considered by the board to be a remarkable achievement by everyone.

Emergency support provided to clients throughout the service closures, that had included online activities, was slowly reduced as clients returned to the centre. Popular Zoom meetings were replaced by even more popular group activities at the centre. Within a month of reopening approximately 75% of all centre clients had returned despite the ongoing virus risks. Another significant achievement.

To inject new activities into the centre we were awarded a National Lottery Project Grant from Arts Council England which enabled us to provide new courses for music, art, craft and theatre activities led by qualified local professionals. A grant from Sports England administered by Versus Arthritis supported our physio and yoga sessions for clients.

Unfortunately we could not continue with our Leighton Buzzard branch from April due to unacceptable contractual changes at the venue. However, we negotiated a subsidised transport grant to bring Leighton Buzzard clients to Luton as an interim measure before we finally found a new venue for the group at the Memorial Hall in Houghton Regis. This new group in Houghton Regis started on 8 September 2021.

Our Wednesdays there were officially launched with a party in October for all Leighton and Luton clients, staff, Central Beds social workers and local dignitaries including the Mayor. Staff demonstrated a selection from a wide range of centre activities. Over 50 people in total attended this successful event.

Community Support:

Telephone support via our Community Support services substantially increased throughout the year. This was in order to meet the increased support needs of many community clients with ABI related problems that required specialist advice, but also with additional health concerns caused by the pandemic. This included depression due to feelings of social isolation and, in some cases, a morbid fear of the virus if they ventured outside of the safety of home. This area of support will continue into the new financial year.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2022**

Referrals for new clients resumed fairly quickly, and needs assessments recommenced, albeit at the centre rather than home visits for safety reasons. However the length of time it took from assessment to centre attendance increased, sometimes several months, due to Adult Social Care staff shortages at Luton Council. Hopefully this will improve in the new financial year.

By the end of the financial year we supported over 225 clients either at the centres in Luton and Houghton Regis, and within their local communities.

Volunteers:

With numbers of centre clients increasing steadily along with new activities planned it was essential to re-advertise volunteer opportunities at Headway which were closed during the pandemic for safety reasons. We appointed a senior member of staff as Volunteer Co-ordinator who successfully updated our volunteer induction and training packs and helped promote opportunities at various events throughout the year as well as online. We now have seven volunteers supporting clients and staff in the centres and aim to recruit more in time.

Summary:

Although Headway suffered a small financial loss by the end of 2021/22 there was sufficient funds in reserves to survive financially without any further staff cuts or closures. On reflection, considering the national chaos caused by the pandemic, 2021/22 must be marked down as a successful year.

Appreciations:

The Board of Trustees would like to sincerely thank all our clients and carers, staff and volunteers, funders and supporters for helping us make it through an extremely difficult year as a charity.

Our funders were:

- Luton Borough Council
- Luton CCG (now merging with Bedford and Milton Keynes to become BLMK ICB)
- Central Bedfordshire Council
- Luton Rising (formerly Luton Airport) managed by the Bedfordshire and Luton Community Foundation
- National Lottery Project Grant, Arts Council England
- The Edward Gostling Fund
- Tackling Inequalities Fund, Sports England managed by Versus Arthritis
- Tesco Bags of Help
- Arnold Clark Community Fund

A heartfelt thank you to everyone.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2022**

FINANCIAL REVIEW

The results of the charity for the year are set out in the Statement of Financial Activities on page 12.

Overall the charity had a deficit for the year of £933.

Principal funding sources

Grant income for the year totalled £140,948 and was made up as follows:-

		£
Unrestricted:		
	Luton Borough Council - Infection control	24,967
	Central Beds Council - Infection control	5,544
	Central Beds Council - Workforce grant	3,910
	Tesco - Bags of Help Programme	1,000
	Arnold Clark	1,000
		<hr/>
Restricted:		36,421
	NHS Beds, Luton and Milton Keynes ICB - Community Support Service	51,951
	Bedfordshire and Luton Community Foundation (Luton Borough Council) - Day Centre	35,144
	Arts Council - National Lottery Project	9,932
	Sport England	5,000
	The Edward Gostling Foundation	2,500
		<hr/>
		<u>104,527</u>

All other income totalled £289,223. Charges for the day care service were £283,882 Fund raising contributed £1,167, other donations £4,110 and other income £64.

Reserves policy

The trustees review the level of reserves periodically to ensure that the charity is able to be managed efficiently and to provide a buffer for uninterrupted services. It is their policy to maintain unrestricted funds at a level which equates to at least six months expenditure. This provides sufficient funds to cover management, administration and support costs.

PLANS FOR THE FUTURE

1. To expand all Headway Luton services ensuring essential Covid-19 safety measures are in place and regularly reviewed.
2. To promote Headway Luton services and volunteer opportunities using multi-media platforms and at promotional events.
3. To increase volunteer and trustee recruitment and retention.
4. To support the Bedfordshire, Luton and Milton Keynes Integrated Care Board (BLMK ICB).
5. To increase community support and centre services in Central Beds areas.
6. To increase grant applications for additional funding to support service growth.
7. To increase new and improved activities available in Luton and Houghton Regis.

REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated on 1 February 2000 as a private company limited by guarantee, registered in England and Wales, after having been in existence for about eleven years as an unincorporated entity. It registered as a charity on 15 December 1997, with the charitable company being registered on 18 May 2000. The charity changed its name from Headway South Bedfordshire Limited on 22 October 2008.

The governing documents currently in force are the Memorandum and Articles of Association.

There are currently 6 members (trustees) (2021 - 4) each of whom agrees to contribute an amount not exceeding £10 in the event of the charity winding up.

Appointment of trustees

Trustees are appointed by the management committee, subject to approval at the following annual general meeting, which is normally held in November. At each AGM the two longest serving trustees retire but may offer themselves up for re-election.

Organisation

The names of the trustees who served during the year are set out on page 1.

Board meetings are held regularly on a monthly basis, with ad hoc meetings being held as and when necessary.

The chief executive officer has the overall responsibility for all operational activity, service quality, contract achievement and future developments to meet service demands, within a budget set and overseen by the board of trustees.

Risk management

The trustees carry out an annual review of the risks which the charity may face, have established systems and procedures to mitigate any risks identified and minimise any potential impact should any identified risks materialise.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2022**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway Luton Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

FKCA Limited are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

The Report of the Trustees has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by order of the board of trustees on 30/11/22 and signed on its behalf by:



.....
Mrs A Morgan - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Opinion

We have audited the financial statements of Headway Luton Ltd (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

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

Responsibilities of trustees

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

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

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

1. The nature of the charity, control environment and the charity's performance.
2. Enquiries with management about their own identification and assessment of the risks of irregularities.
3. The matters discussed among the audit team regarding how and where fraud might occur and fraud indicators.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISA'S (UK), we are also required to perform specific procedures to respond to the risk of management override.

In addition we considered the legal and regulatory framework that the charity operates in, focusing on provisions of these laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. Key laws considered include the UK Companies Act and UK Tax Legislation.

We also considered those laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or avoid a material penalty.

Audit response to risks identified:

Testing was undertaken to address the risk of management override which included the review / testing of any year end journals and an assessment of whether the judgements made in making accounting estimates are indicative of potential bias.

Due to the size of the accounting function we have also carried out testing to assess the risk of fraudulent payments which included substantive testing on a sample of payments made during the reporting period.

We remained alert to any indications of fraud or non compliance throughout the entire audit process.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)**

Use of our report

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



Tara Aldwin ACA (Senior Statutory Auditor)
for and on behalf of FKCA Limited
260 - 270 Butterfield
Great Marlings
Luton
Bedfordshire
LU2 8DL

Date: 30/11/22

HEADWAY LUTON LTD

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 MARCH 2022**

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	4,110	-	4,110	5,770
Charitable activities					
Charitable Activities		320,303	104,527	424,830	349,057
Other trading activities	3	1,167	-	1,167	55
Other income		64	-	64	245
Government grants		-	-	-	86,645
		-----	-----	-----	-----
Total		325,644	104,527	430,171	441,772
EXPENDITURE ON					
Raising funds		473	-	473	(270)
Charitable activities					
Charitable Activities	4	329,212	101,419	430,631	416,200
		-----	-----	-----	-----
Total		329,685	101,419	431,104	415,930
		-----	-----	-----	-----
NET INCOME/(EXPENDITURE)		(4,041)	3,108	(933)	25,842
RECONCILIATION OF FUNDS					
Total funds brought forward		523,532	112,573	636,105	610,263
		-----	-----	-----	-----
TOTAL FUNDS CARRIED FORWARD		<u>519,491</u>	<u>115,681</u>	<u>635,172</u>	<u>636,105</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

HEADWAY LUTON LTD (REGISTERED NUMBER: 03917437)

BALANCE SHEET
31 MARCH 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	9	527,810	543,046
CURRENT ASSETS			
Debtors	10	26,283	6,502
Cash at bank and in hand		<u>133,923</u>	<u>111,492</u>
		160,206	117,994
CREDITORS			
Amounts falling due within one year	11	(52,844)	(24,935)
NET CURRENT ASSETS		<u>107,362</u>	<u>93,059</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>635,172</u>	<u>636,105</u>
NET ASSETS		<u>635,172</u>	<u>636,105</u>
FUNDS	13		
Unrestricted funds		519,491	523,532
Restricted funds		<u>115,681</u>	<u>112,573</u>
TOTAL FUNDS		<u>635,172</u>	<u>636,105</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 30/11/22 and were signed on its behalf by:



.....
Mrs A Morgan - Trustee



.....
Mr B H Bateson - Trustee

The notes form part of these financial statements

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 MARCH 2022

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

The Trustees have considered the impact of the uncertainties of the global health crisis COVID-19 on the charity. Contingency plans have been put in place in order to mitigate the negative effects of any period of interrupted services. Accordingly the trustees continue to adopt the going concern basis in preparing the financial statements.

The charity meets the definition of a public benefit entity under FRS102.

The presentation currency of the financial statements is in Pounds Sterling (£), which is the functional currency of the charity.

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements, although strict safeguards remain in place for the audit opinion, to remain fully objective.

Company status

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

Income recognition

Grant income is accounted for in the period in which it is to be used.

All other income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

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

Investment income is included when receivable.

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds comprise the costs associated with attracting voluntary income; mainly in relation to fund raising events.

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 include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 2.

HEADWAY LUTON LTD

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2022

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on the straight line basis over the expected useful economic lives of the assets at the following annual rates:

Freehold buildings	-	over 50 years
Lift	-	over 15 years
Computers and other office equipment	-	over 3 years
Fixtures and fittings	-	over 10 years

No depreciation is provided on freehold land.

The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. This includes grant funds which are given for specific purposes.

Pension costs

Payments made directly to individual employee personal pension plans by the charity are charged to the Statement of Financial Activities when paid.

Government grants

Government grants are recognised when it is reasonable to expect that the grants will be received and that all related conditions will be met, usually on submission of a valid claim for payment.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate.

2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	<u>4,110</u>	<u>5,770</u>

3. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Fundraising events	<u>1,167</u>	<u>55</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2022**

4. CHARITABLE ACTIVITIES COSTS

Costs directly allocated to activities	Basis of allocation	Raising funds	Charitable activities	2022 Total	2021 Total
	Actual			£	£
Staff costs		-	342,084	342,084	342,601
Day centre expenses		-	6,690	6,690	624
General office costs		-	7,092	7,092	9,669
Computer expenses		-	573	573	1,294
Travel		-	432	432	962
Training		-	646	646	1,870
Fund raising costs		473	-	473	(270)
Volunteer expenses		-	375	375	100
Legal and professional fees		-	1,479	1,479	4,974
Governance costs:					
Audit and accountancy		-	7,916	7,916	7,689
Book-keeping		-	4,211	4,211	3,750
		<u>473</u>	<u>371,498</u>	<u>371,971</u>	<u>373,263</u>
Support costs allocated to activities	Usage				
Premises		-	39,746	39,746	22,659
Communications		-	2,971	2,971	3,415
Depreciation		-	16,416	16,416	16,593
		<u>-</u>	<u>59,133</u>	<u>59,133</u>	<u>42,667</u>
		<u>473</u>	<u>430,631</u>	<u>431,104</u>	<u>415,930</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	16,416	16,593
Audit fees	4,590	4,455
Other accountancy services	<u>3,326</u>	<u>3,234</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2022**

7. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	309,139	310,454
Social security costs	18,487	17,438
Other pension costs	<u>14,458</u>	<u>14,709</u>
	<u><u>342,084</u></u>	<u><u>342,601</u></u>

The average monthly number of employees during the year was as follows:

	2022	2021
Head injury services	14	14
Management and administration	<u>3</u>	<u>4</u>
	<u><u>17</u></u>	<u><u>18</u></u>

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	5,770	-	5,770
Charitable activities			
Charitable Activities	225,259	123,798	349,057
Other trading activities	55	-	55
Other income	245	-	245
Government grants	<u>86,645</u>	<u>-</u>	<u>86,645</u>
Total	317,974	123,798	441,772
EXPENDITURE ON			
Raising funds	(270)	-	(270)
Charitable activities			
Charitable Activities	291,854	124,346	416,200
Total	<u>291,584</u>	<u>124,346</u>	<u>415,930</u>
NET INCOME/(EXPENDITURE)	26,390	(548)	25,842
RECONCILIATION OF FUNDS			
Total funds brought forward	497,142	113,121	610,263
TOTAL FUNDS CARRIED FORWARD	<u><u>523,532</u></u>	<u><u>112,573</u></u>	<u><u>636,105</u></u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2022**

9. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment and other equipment £	Totals £
COST				
At 1 April 2021	627,741	11,788	44,364	683,893
Additions	<u>-</u>	<u>-</u>	<u>1,180</u>	<u>1,180</u>
At 31 March 2022	<u>627,741</u>	<u>11,788</u>	<u>45,544</u>	<u>685,073</u>
DEPRECIATION				
At 1 April 2021	91,922	9,651	39,274	140,847
Charge for year	<u>13,286</u>	<u>268</u>	<u>2,862</u>	<u>16,416</u>
At 31 March 2022	<u>105,208</u>	<u>9,919</u>	<u>42,136</u>	<u>157,263</u>
NET BOOK VALUE				
At 31 March 2022	<u>522,533</u>	<u>1,869</u>	<u>3,408</u>	<u>527,810</u>
At 31 March 2021	<u>535,819</u>	<u>2,137</u>	<u>5,090</u>	<u>543,046</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	23,701	3,370
Prepayments and accrued income	<u>2,582</u>	<u>3,132</u>
	<u>26,283</u>	<u>6,502</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Accruals and deferred income	<u>52,844</u>	<u>24,935</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fixed assets	415,785	112,025	527,810	543,046
Current assets	156,550	3,656	160,206	118,542
Current liabilities	<u>(52,844)</u>	<u>-</u>	<u>(52,844)</u>	<u>(25,483)</u>
	<u>519,491</u>	<u>115,681</u>	<u>635,172</u>	<u>636,105</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2022**

13. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	523,532	(4,041)	519,491
Restricted funds			
Headway House - Capital grant	34,731	-	34,731
Other capital grant	71,989	-	71,989
Other capital donations	5,853	(548)	5,305
Sport England	-	2,500	2,500
Arts Council National Lottery Project	-	1,156	1,156
	<u>112,573</u>	<u>3,108</u>	<u>115,681</u>
TOTAL FUNDS	<u>636,105</u>	<u>(933)</u>	<u>635,172</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	325,644	(329,685)	(4,041)
Restricted funds			
Day centre operational cost	35,144	(35,144)	-
Community support service	51,951	(51,951)	-
Other capital donations	-	(548)	(548)
The Edward Gostling Foundation	2,500	(2,500)	-
Sport England	5,000	(2,500)	2,500
Arts Council National Lottery Project	9,932	(8,776)	1,156
	<u>104,527</u>	<u>(101,419)</u>	<u>3,108</u>
TOTAL FUNDS	<u>430,171</u>	<u>(431,104)</u>	<u>(933)</u>

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2022**

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	497,142	26,390	523,532
Restricted funds			
Headway House - Capital grant	34,731	-	34,731
Other capital grant	71,989	-	71,989
Other capital donations	<u>6,401</u>	<u>(548)</u>	<u>5,853</u>
	<u>113,121</u>	<u>(548)</u>	<u>112,573</u>
TOTAL FUNDS	<u>610,263</u>	<u>25,842</u>	<u>636,105</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	317,974	(291,584)	26,390
Restricted funds			
Day centre operational cost	36,340	(36,340)	-
Community support service	50,749	(50,749)	-
Other capital donations	-	(548)	(548)
The National Lottery Community Fund	34,209	(34,209)	-
The Edward Gostling Foundation	<u>2,500</u>	<u>(2,500)</u>	<u>-</u>
	<u>123,798</u>	<u>(124,346)</u>	<u>(548)</u>
TOTAL FUNDS	<u>441,772</u>	<u>(415,930)</u>	<u>25,842</u>

Purposes of restricted funds

The funds for the Community Support service and Day Centre represent grants received for the charity to undertake these specific services.

The Headway House and other capital grants funds represent grants originally received in the years ended 31st March 2000 to 31st March 2002 for the charity to purchase the freehold premises from which to operate services.

The other capital donations represent monies received to fund the upgrade of the new lift within the charity's freehold premises.

The funds from the National Lottery Community Fund were given as emergency funds to support the charity through the impact of the Covid-19 pandemic.

The funds from The Edward Gostling Foundation were to fund the costs of specialist external tutors.

The funds from Sport England were to fund physical activity as part of their project with Versus Arthritis.

HEADWAY LUTON LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2022**

13. MOVEMENT IN FUNDS - continued

The funds from the Arts Council, funded by the National Lottery were to break down barriers and bring the arts to the clients of Headway.

14. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2021 - none).

HEADWAY LUTON LTD

England & Wales - Charity number 1080775

Accounts

REGISTERED COMPANY NUMBER: 03917437 (England and Wales)
REGISTERED CHARITY NUMBER: 1080775

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
HEADWAY LUTON LIMITED**

HEADWAY LUTON LIMITED

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Detailed Statement of Financial Activities	21 to 22

HEADWAY LUTON LIMITED
REFERENCE AND ADMINISTRATIVE DETAILS
for the Year Ended 31 MARCH 2021

TRUSTEES	Mrs C Havill (resigned 11.2.21) Mr B H Bateson Treasurer Mr A D Headley Mr A Malik Mrs A Morgan Chair
REGISTERED OFFICE	49-53 Alma Street Luton Bedfordshire LU1 2PL
REGISTERED COMPANY NUMBER	03917437 (England and Wales)
REGISTERED CHARITY NUMBER	1080775
INDEPENDENT AUDITORS	FKCA Limited 260 - 270 Butterfield Great Marlings Luton Bedfordshire LU2 8DL
CHIEF EXECUTIVE	Mr G Atkins

HEADWAY LUTON LIMITED (REGISTERED NUMBER: 03917437)

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2021. They are prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives are for the relief of adults who have an acquired brain injury (ABI) and/or any other neurological condition, their families, carers and other related professionals by the provision of advice, information, services and facilities as required by such persons.

To manage and run activities, day centres, visiting services and support groups in furtherance of the objectives.

To create a wider understanding of brain injury within the community.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2021**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Board of Trustees are pleased to report to the Headway Luton membership, principal funders and regulatory authorities that our principle key objectives for 2020/21 were achieved despite the spread of the Covid-19 virus pandemic and subsequent national lockdowns that affected our primary income.

Key Objectives:

1. To continue providing services to our clients to meet changing demands due to the pandemic.
2. For Headway to financially survive despite the severe loss of income that threatened our services to clients and staff job security.

The fiscal year began with a national lockdown to reduce the virus spread and increasing hospital cases, with many sadly leading to death. We had to close our Centre services for obvious safety reasons as advised by Public Health and implement an emergency closure plan to support clients.

With no immediate national or local government financial assurances or guidance regarding our service income and sustainability it was decided to place on furlough all Centre and admin staff on the essential government Coronavirus Job Retention Scheme (CJRS), leaving a senior management task force to provide an emergency response to client needs as required throughout lockdown.

The emergency plan provided:

1. Daily/weekly telephone contact with clients depending on their emotional and health needs.
2. Basic shopping doorstep deliveries of food, essential equipment, medication, cleaning and personal hygiene products, masks, and/or cognitive activity packs as needed.
3. Weekly group social zoom meetings.

These additional shopping costs were met by a much welcomed grant from the Bedfordshire and Luton Community Fund (BLCF).

Even with the CJRS and BLCF grant our financial reserves were being quickly eroded by employing staff to provide emergency services while not in receipt of our primary source of income. Applications for business grants were unsuccessful due to our ineligibility for these.

The lockdown had an effect on covid-19 cases and by July 2020 we were given the green light by Public Health to reopen the Centre following covid-19 safety measures put in place at the centre including distancing signage, additional PPE for staff and introducing a health check point at the entry.

All staff returned to work but we only saw 50% of clients initially return either due to the risks of travelling to Headway or for personal safety fears, despite our premises being deemed covid-19 safe. With the financial risk of decreasing reserves we appealed to the local authorities of Luton Council and Central Beds Council who, in their support of our services, provided additional emergency funding towards the shortfall. We also applied for emergency funds to the National Lottery and were very grateful when they decided to support us with a grant to allow us to continue with our phased reopening plan. Without the financial support of the local councils and the Lottery we would have faced possible closure of all our services, and we are very grateful for their support.

By October we had nearly 80% of clients returned but we were still operating at a loss and the trustees were obliged to consider substantial cost saving measures, possibly by making some staff redundant. This was made worse by the increasing local covid-19 case and death rates forcing us to close again by Christmas. Meeting with the CEO by zoom the trustees agreed to consultations with staff to ask for voluntary redundancies or reduced working hours but this was not taken up by many staff members, understandably due to the prevailing economic climate and limited alternative opportunities.

By February the trustees had to make a very difficult decision on a financial plan to ensure Headway continued to survive. One member of staff was given notice of redundancy and five others had their working week reduced effective as of April 2021. Without the foresight of when the Centre might reopen again the staff reduction was kept to a minimum measure to ensure financial survivability but keeping sufficient staff to reopen when required.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2021**

The board of trustees would like to thank all the staff who appreciated the need and accepted the staff reductions for the survivability of our services in these unprecedented times.

Fortunately the second lockdown eased case rates and we were finally able to reopen following Easter and welcomed back grateful clients, although sadly some may never return. At our reopening staff meeting we remembered those who had sadly lost their lives due to the pandemic throughout 2020/21, and our thoughts are with the partners and families left behind.

Service activity

Despite the Centre being closed for a total of six months throughout the traumatic year we continued to support over 240 clients either in the centre or in the community. This was a considerable achievement considering the unprecedented circumstances and would have been impossible without the determination of the staff team and goodwill of our clients.

Unfortunately our Leighton Buzzard branch had to close, mainly due to unacceptable contractual reasons rather than the pandemic, but we hope to relaunch the branch at some point in the near future, probably at a new venue.

Appreciations:

The Board of Trustees would like to sincerely thank all our clients, staff and funders for helping us make it through the worst year of our existence as a charity.

Many other charities, along with many businesses, have been far less fortunate and have not survived the year so we fully appreciate everyone's moral and financial support.

Primary funders included:

Luton Borough Council

Luton CCG (now merging with Bedford and Milton Keynes to become BLMK CCG)

Central Bedfordshire Council

The National Lottery

Bedfordshire and Luton Community Fund (London Luton Airport funding)

Thank you everyone.

HEADWAY LUTON LIMITED (REGISTERED NUMBER: 03917437)

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2021**

FINANCIAL REVIEW

The results of the charity for the year are set out in the Statement of Financial Activities on page 12.

Overall the charity had a surplus for the year of £25,842.

Principal funding sources

Grant income for the year totalled £219,487 and was made up as follows:-

		£
Unrestricted:		
	Coronavirus Job Retention Scheme	86,645
	BLCF - Beds Coronavirus Emergency Fund	3,500
	Central Beds Council - Infection control	<u>5,544</u>
Restricted:		95,689
	Luton Primary Care Trust - Community Support Service	50,749
	London Luton Airport Limited (Luton Borough Council) - Day Centre	36,340
	The National Lottery Community Fund	34,209
	The Edward Gostling Foundation	<u>2,500</u>
		<u>123,798</u>

All other income totalled £222,285. Charges for the day care service were £216,215. Fund raising contributed £55, other donations £5,770 and other income £245.

Reserves policy

The trustees review the level of reserves periodically to ensure that the charity is able to be managed efficiently and to provide a buffer for uninterrupted services. It is their policy to maintain unrestricted funds at a level which equates to at least six months expenditure. This provides sufficient funds to cover management, administration and support costs.

PLANS FOR THE FUTURE

1. To continue services ensuring covid-19 safety measures are in place and regularly reviewed.
2. To review 'Emergency Contingency Plan' to improve response to future closures, maximising available resources.
3. To fully reopen all referral routes and increase client numbers supported.
4. To find a new venue for the Leighton Buzzard clients.
5. To safely restart home visits and assessments, as required.
6. To support Luton CCG with their merger into the BLMK CCG group.
7. To increase community support and services in Central Beds.
8. To replenish cash reserves in readiness for any increases in covid-19 cases potentially leading to further national or local lockdown/s.
9. To increase new activities available in the Centre and new branch.
10. To increase volunteer and trustee recruitment and retention.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated on 1st February 2000 as a private company limited by guarantee, registered in England and Wales, after having been in existence for about eleven years as an unincorporated entity. It registered as a charity on 15th December 1997, with the charitable company being registered on 18th May 2000. The charity changed its name from Headway South Bedfordshire Limited on 22nd October 2008.

The governing documents currently in force are the Memorandum and Articles of Association.

There are currently 4 members (trustees) (2020 - 5) each of whom agrees to contribute an amount not exceeding £10 in the event of the charity winding up.

Appointment of trustees

Trustees are appointed by the management committee, subject to approval at the following annual general meeting, which is normally held in November. At each AGM the two longest serving trustees retire but may offer themselves up for re-election.

Organisation

The names of the trustees who served during the year are set out on page 1.

Board meetings are held regularly on a monthly basis, with ad hoc meetings being held as and when necessary.

The chief executive officer has the overall responsibility for all operational activity, service quality, contract achievement and future developments to meet service demands, within a budget set and overseen by the board of trustees.

Risk management

The trustees carry out an annual review of the risks which the charity may face, have established systems and procedures to mitigate any risks identified and minimise any potential impact should any identified risks materialise.

**REPORT OF THE TRUSTEES
for the Year Ended 31 MARCH 2021**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Headway Luton Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:


- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

FKCA Limited are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

The Report of the Trustees has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by order of the board of trustees on09/12/2021..... and signed on its behalf by:


.....
Mrs A Morgan - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LIMITED (REGISTERED NUMBER: 03917437)**

Opinion

We have audited the financial statements of Headway Luton Limited (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LIMITED (REGISTERED NUMBER: 03917437)**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

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

Responsibilities of trustees

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LIMITED (REGISTERED NUMBER: 03917437)**

Our responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non compliance with laws and regulations, we considered the following:

1. The nature of the charity, control environment and the charity's performance.
2. Enquiries with management about their own identification and assessment of the risks of irregularities.
3. The matters discussed among the audit team regarding how and where fraud might occur and fraud indicators.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISA'S (UK), we are also required to perform specific procedures to respond to the risk of management override.

In addition we considered the legal and regulatory framework that the charity operates in, focusing on provisions of these laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. Key laws considered include the UK Companies Act and UK Tax Legislation.

We also considered those laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or avoid a material penalty.

Audit response to risks identified:

Testing was undertaken to address the risk of management override which included the review / testing of any year end journals and an assessment of whether the judgements made in making accounting estimates are indicative of potential bias.

Due to the size of the accounting function we have also carried out testing to assess the risk of fraudulent payments which included substantive testing on a sample of payments made during the reporting period.

We remained alert to any indications of fraud or non compliance throughout the entire audit process.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEADWAY LUTON LIMITED (REGISTERED NUMBER: 03917437)**

Use of our report

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



Tara Aldwin ACA (Senior Statutory Auditor)
for and on behalf of FKCA Limited
260 - 270 Butterfield
Great Marlings
Luton
Bedfordshire
LU2 8DL

Date:10 December 2021

HEADWAY LUTON LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 MARCH 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	5,770	-	5,770	12,230
Charitable activities					
Charitable Activities		225,259	123,798	349,057	434,854
Other trading activities	3	55	-	55	4,745
Other income		245	-	245	50
Government grants – CJRS		<u>86,645</u>	<u>-</u>	<u>86,645</u>	<u>-</u>
Total		317,974	123,798	441,772	451,879
EXPENDITURE ON					
Raising funds		(270)	-	(270)	1,842
Charitable activities					
Charitable Activities	4	291,854	124,346	416,200	448,761
Total		<u>291,584</u>	<u>124,346</u>	<u>415,930</u>	<u>450,603</u>
NET INCOME/(EXPENDITURE)		26,390	(548)	25,842	1,276
RECONCILIATION OF FUNDS					
Total funds brought forward		497,142	113,121	610,263	608,987
TOTAL FUNDS CARRIED FORWARD		<u>523,532</u>	<u>112,573</u>	<u>636,105</u>	<u>610,263</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

HEADWAY LUTON LIMITED (REGISTERED NUMBER: 03917437)

**BALANCE SHEET
31 MARCH 2021**

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	9	543,046	542,228
CURRENT ASSETS			
Debtors	10	6,502	17,871
Cash at bank and in hand		<u>111,492</u>	<u>60,417</u>
		117,994	78,288
CREDITORS			
Amounts falling due within one year	11	(24,935)	(10,253)
		<u>93,059</u>	<u>68,035</u>
NET CURRENT ASSETS			
		<u>636,105</u>	<u>610,263</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>636,105</u>	<u>610,263</u>
NET ASSETS			
		<u>636,105</u>	<u>610,263</u>
FUNDS	13		
Unrestricted funds		523,532	497,142
Restricted funds		<u>112,573</u>	<u>113,121</u>
TOTAL FUNDS		<u>636,105</u>	<u>610,263</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 09/12/2021 and were signed on its behalf by:


.....
Mrs A Morgan - Trustee


.....
Mr B H Bateson - Trustee

The notes form part of these financial statements

HEADWAY LUTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) and the Companies Act 2006.

The Trustees have considered the impact of the uncertainties of the global health crisis COVID-19 on the charity. Contingency plans have been put in place in order to mitigate the negative effects of any period of interrupted services. Accordingly the trustees continue to adopt the going concern basis in preparing the financial statements.

The charity meets the definition of a public benefit entity under FRS102.

The presentation currency of the financial statements is in Pounds Sterling (£), which is the functional currency of the charity.

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements, although strict safeguards remain in place for the audit opinion, to remain fully objective.

Company status

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

Income recognition

Grant income is accounted for in the period in which it is to be used.

All other income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

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

Investment income is included when receivable.

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds comprise the costs associated with attracting voluntary income; mainly in relation to fund raising events.

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 include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 2.

HEADWAY LUTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2021

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on the straight line basis over the expected useful economic lives of the assets at the following annual rates:

Freehold buildings	-	over 50 years
Lift	-	over 15 years
Computers and other office equipment	-	over 3 years
Fixtures and fittings	-	over 10 years

No depreciation is provided on freehold land.

The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. This includes grant funds which are given for specific purposes.

Pension costs

Payments made directly to individual employee personal pension plans by the charity are charged to the Statement of Financial Activities when paid.

Government grants

Government grants are recognised when it is reasonable to expect that the grants will be received and that all related conditions will be met, usually on submission of a valid claim for payment.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate.

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	<u>5,770</u>	<u>12,230</u>

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	<u>55</u>	<u>4,745</u>

HEADWAY LUTON LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2021**

4. CHARITABLE ACTIVITIES COSTS

Costs directly allocated to activities	Basis of allocation Actual	Raising funds	Charitable activities	2021 Total £	2020 Total £
Staff costs		-	342,601	342,601	368,497
General office costs		-	10,293	10,293	5,920
Computer expenses		-	1,294	1,294	443
Travel		-	962	962	898
Training		-	1,870	1,870	1,659
Fund raising costs		(270)	-	(270)	1,842
Volunteer expenses		-	100	100	466
Legal and professional fees		-	4,974	4,974	5,879
Governance costs:					
Audit and accountancy		-	7,689	7,689	6,997
Book-keeping		-	3,750	3,750	4,850
		(270)	373,533	369,763	397,451
Support costs allocated to activities	Usage				
Premises		-	22,659	22,659	35,589
Communications		-	3,415	3,415	2,999
Depreciation		-	16,593	16,593	14,564
		-	42,667	42,667	53,152
		(270)	416,200	415,930	450,603

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation - owned assets	16,593	14,564
Audit fees	4,455	4,325
Other accountancy services	<u>3,234</u>	<u>2,672</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

HEADWAY LUTON LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2021**

7. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	310,454	333,309
Social security costs	17,438	19,632
Other pension costs	<u>14,709</u>	<u>15,556</u>
	<u><u>342,601</u></u>	<u><u>368,497</u></u>

The average monthly number of employees during the year was as follows:

	2021	2020
Head injury services	14	15
Management and administration	<u>4</u>	<u>4</u>
	<u><u>18</u></u>	<u><u>19</u></u>

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	12,230	-	12,230
Charitable activities			
Charitable Activities	344,306	90,548	434,854
Other trading activities	4,745	-	4,745
Other income	<u>50</u>	<u>-</u>	<u>50</u>
Total	361,331	90,548	451,879
EXPENDITURE ON			
Raising funds	1,842	-	1,842
Charitable activities			
Charitable Activities	357,665	91,096	448,761
Total	<u>359,507</u>	<u>91,096</u>	<u>450,603</u>
NET INCOME/(EXPENDITURE)	1,824	(548)	1,276
RECONCILIATION OF FUNDS			
Total funds brought forward	495,318	113,669	608,987
TOTAL FUNDS CARRIED FORWARD	<u><u>497,142</u></u>	<u><u>113,121</u></u>	<u><u>610,263</u></u>

HEADWAY LUTON LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2021**

9. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment and other equipment £	Totals £
COST				
At 1 April 2020	617,955	10,618	37,909	666,482
Additions	<u>9,786</u>	<u>1,170</u>	<u>6,455</u>	<u>17,411</u>
At 31 March 2021	<u>627,741</u>	<u>11,788</u>	<u>44,364</u>	<u>683,893</u>
DEPRECIATION				
At 1 April 2020	78,636	9,383	36,235	124,254
Charge for year	<u>13,286</u>	<u>268</u>	<u>3,039</u>	<u>16,593</u>
At 31 March 2021	<u>91,922</u>	<u>9,651</u>	<u>39,274</u>	<u>140,847</u>
NET BOOK VALUE				
At 31 March 2021	<u>535,819</u>	<u>2,137</u>	<u>5,090</u>	<u>543,046</u>
At 31 March 2020	<u>539,319</u>	<u>1,235</u>	<u>1,674</u>	<u>542,228</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	3,370	15,139
Prepayments and accrued income	<u>3,132</u>	<u>2,732</u>
	<u>6,502</u>	<u>17,871</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Accruals and deferred income	<u>24,935</u>	<u>10,253</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fixed assets	430,473	112,573	543,046	542,228
Current assets	117,994	-	117,994	78,836
Current liabilities	<u>(24,935)</u>	<u>-</u>	<u>(24,935)</u>	<u>(10,801)</u>
	<u>523,532</u>	<u>112,573</u>	<u>636,105</u>	<u>610,263</u>

HEADWAY LUTON LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2021**

13. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	497,142	26,390	523,532
Restricted funds			
Headway House - Capital grant	34,731	-	34,731
Other capital grant	71,989	-	71,989
Other capital donations	<u>6,401</u>	<u>(548)</u>	<u>5,853</u>
	<u>113,121</u>	<u>(548)</u>	<u>112,573</u>
TOTAL FUNDS	<u><u>610,263</u></u>	<u><u>25,842</u></u>	<u><u>636,105</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	317,974	(291,584)	26,390
Restricted funds			
Day centre operational cost	36,340	(36,340)	-
Community support service	50,749	(50,749)	-
Other capital donations	-	(548)	(548)
The National Lottery Community Fund	34,209	(34,209)	-
The Edward Gostling Foundation	<u>2,500</u>	<u>(2,500)</u>	<u>-</u>
	<u>123,798</u>	<u>(124,346)</u>	<u>(548)</u>
TOTAL FUNDS	<u><u>441,772</u></u>	<u><u>(415,930)</u></u>	<u><u>25,842</u></u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	495,318	1,824	497,142
Restricted funds			
Headway House - Capital grant	34,731	-	34,731
Other capital grant	71,989	-	71,989
Other capital donations	<u>6,949</u>	<u>(548)</u>	<u>6,401</u>
	<u>113,669</u>	<u>(548)</u>	<u>113,121</u>
TOTAL FUNDS	<u><u>608,987</u></u>	<u><u>1,276</u></u>	<u><u>610,263</u></u>

HEADWAY LUTON LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 MARCH 2021**

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	361,331	(359,507)	1,824
Restricted funds			
Day centre operational cost	40,000	(40,000)	-
Community support service	50,548	(50,548)	-
Other capital donations	<u>-</u>	<u>(548)</u>	<u>(548)</u>
	<u>90,548</u>	<u>(91,096)</u>	<u>(548)</u>
TOTAL FUNDS	<u><u>451,879</u></u>	<u><u>(450,603)</u></u>	<u><u>1,276</u></u>

Purposes of restricted funds

The funds for the Community Support service and Day Centre represent grants received for the charity to undertake these specific services.

The Headway House and other capital grants funds represent grants originally received in the years ended 31st March 2000 to 31st March 2002 for the charity to purchase the freehold premises from which to operate services.

The other capital donations represent monies received to fund the upgrade of the new lift within the charity's freehold premises.

The funds from the National Lottery Community Fund were given as emergency funds to support the charity through the impact of the Covid-19 pandemic.

The funds from The Edward Gostling Foundation were to fund the costs of specialist external tutors.

14. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2020 - none).