

HEADWAY EAST NORTANTS LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Company No: 03788049
Charity No: 1085311

HEADWAY EAST NORTANTS LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

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HEADWAY EAST NORTHANTS LIMITED

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2022

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees have pleasure in presenting their report and financial statements of the Charity for the year ended 31 December 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's governing document, applicable law and the requirements of the Statement of Recommended Practice: Accounting and Reporting by Charities published in 2008.

REFERENCE AND ADMINISTRATIVE INFORMATION

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees serving during the year and since the year end were as follows:

Dr K Jenkins Chair
Mr W Paterson
Mr T Samples
Mrs M Lees
Mrs B Woodbridge
Mrs L Couzens

Registered Office 61 High Street
IRTHLINGBOROUGH
Northamptonshire
NN9 5PU

Company number 03788049

Charity number 1085311

HMRC charity reference XR51804

Independent Examiner Berry Kearsley Stockwell Limited
31/32 High Street
WELLINGBOROUGH
Northamptonshire NN8 4HL

Bankers Lloyds bank PLC
64 Harborough Road
NORTHAMPTON
NN2 7SM

HEADWAY EAST NORTHANTS LIMITED

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association incorporated 11 June 1999. It is registered as a charity with the Charity Commission.

The Charity is affiliated to Headway – the brain injury association. The relationship is governed by Rules of Affiliation which have been adopted by the board of trustees.

Appointment of Trustees

As set out in the Articles of Association the number of trustees shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum. The board of trustees has the power to appoint additional trustees according to the rules set out in the Articles of Association. The chair of the trustees is nominated by the Board of Trustees.

Trustee induction and training

New trustees undergo an orientation day to brief them on the obligations under charity and company law, the Charity Commission guidance on public benefit, content of the Memorandum and Articles of Association, the committee and decision-making processes, the building plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of the role.

Organisation structure

The charity is governed by the board of trustees, which set the overall framework. The trustees and their staff team are then delegated full responsibility for implementation with this framework. The Board of Trustees meets monthly or as required to set the strategic direction of the charity and monitor the budgets.

OBJECTIVES AND ACTIVITIES

The principal activity of the charity during the year was providing support and guidance to people who suffered either traumatic brain injury or acquired brain injury. In order to achieve the objectives of support to people who have suffered brain injuries, the charity runs a day centre.

ACHIEVEMENTS AND PERFORMANCE

Chairman's Report 2022

In 2022, we began to move on from the major disruptions of the Coronavirus Pandemic and started to regain a sense of normality at HEN. This meant a focus on rebuilding a healthy level of attendance at the Day Service, whilst still maintaining our Community Service to people in their own homes. Financial matters remained a core area of concern for the Trustees, and the whole team at HEN worked through the year making great efforts to fund raise and manage our costs.

HEADWAY EAST NORTHANTS LIMITED

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2022

August 2022 also saw the sad death of a much loved client of the Day Service, Martyn Anderson. The affection in which he was held due to his sense of humour and positive presence was well-marked by the 31 HEN members and staff that attended his funeral. Although not strictly in 2022, it also seems right for us to remember volunteer Les Hurwood (known as, 'lovely Les'), who died in January 2023, a sad loss for his family, friends and all at HEN.

2022 also saw some changes in our staff team. After leading us through the Pandemic, our Services Manager, Claire Phillips, felt that the time was right to take on a fresh challenge and to hand over the reins at HEN. Her leaving event in November was fantastically well-attended, and was a fitting recognition of her immense service to the Charity, its clients and staff. Claire is still a great advocate for our services and we hope she will be back from time to time to support our events. At the end of 2022 we reorganised and established a new management team with Jonny Tudor (previously Deputy Services Manager) taking the role of Services Manager, Rebecca Lake (Becky) as Deputy Services Manager/Activities Centre Coordinator and Sue Lockhart as Lead Facilitator. The new Team have already started to take HEN to the next level in terms of activity, support for people with brain injury and their families, and ensuring that North Northamptonshire is aware of what a gem they have in HEN.

As we are always so fortunate to report, the London Marathon, was our biggest fundraising event, and just like HEN, the marathon returned to something like normal. We have again had so many other individuals and groups that contributed funds to HEN in 2022 that I cannot mention them all here, suffice to say that any contribution is a sacrifice made by an individual, family, or business, and we are grateful for your kindness. It is always especially poignant when we receive funds raised at the funeral of a loved one or given to the person making the donation as a birthday gift. This is so very kind and so very much appreciated.

HEN has been active in a range of events over 2022, such as the Northamptonshire Acquired Brain Injury Forum study days and conference. It should also be said that our 'home' in Irthlingborough continues to be a tremendous asset in terms of community support and I offer a heartfelt thanks to our Irthlingborough neighbours and friends.

HEN is all about people working together to make a difference, and I would like to close by once more offering thanks, this time to all who support HEN and make it what it is. Our clients, their families, our staff, our volunteers and our Trustees. Go Team HEN!

**Dr Keith G Jenkins BSc(Hons), Dip Clin Psychol, PhD, CSci, CPsychol, AFBPsS
Consultant Clinical Neuropsychologist & Chairman, Headway East Northants**

HEADWAY EAST NORTHANTS LIMITED

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2022

PUBLIC BENEFIT STATEMENT

Headway East Northants provides for the needs people living with the effects of mild to severe brain injury through provision of therapeutic based activity services and support delivered at our Day Service and out in the community. This takes the form of both fee based and non-fee based services.

Statistics based on UK hospital admissions during 2019-20, indicate that 356,699 individuals were hospitalised as a result of an acquired brain injury (ABI). This indicates the prevalence of ABI to be 534 admissions per 100,000 of the population. ABI admissions in the UK have increased by 12% since 2005-6. Men are 1.5 times more likely than women to be admitted for head injury, however, female head injury admissions have risen 28% since 2005-6.

Headway East Northants recognizes the need in the community to provide a supportive service that can help to rebuild community ties for individuals living with brain injury and their families/carers, by providing supportive rehabilitation and encouraging participation in activities, as well as providing information and raising wider awareness of brain injury.

The rehabilitation services provided by Headway East Northants are funded through funded service users' own funds and from North Northamptonshire Council contracts, negotiated in order to tailor the level of service for the individual. Assessments are conducted by Social Workers using established criteria to define the need for our rehabilitation services. Headway East Northants in turn works with individuals to establish personal goals and objectives to support return to community participation independently of the statutory authorities wherever feasible.

The role of the 'day centre' is continually evolving. With this in mind, Headway East Northants must continually change and improve in order to meet the developing needs of service users and the community in which they reside. By evaluating the services we deliver, and the way in which service users and others engage with them, the day and community services can be flexible to changing needs.

Headway East Northants can also maintain cultural and ethnic sensitivity through an inclusion program, and the upholding of the rights and responsibilities of service users, staff and volunteers. By doing this, an environment of inclusion is generated and a welcoming community for people new to our services.

FINANCIAL REVIEW

The charity's principal source of income is from attendance fees received from North Northamptonshire Council. The total incomes for the year were £248,244 (2021 - £223,173) and the total resources expended were £256,680 (2021 - £234,628).

Incomes on unrestricted funds were £243,514 (2021 - £219,775) and resources expended were £251,407 (2021 - £231,979). The net outgoing resources on the general unrestricted funds, which

HEADWAY EAST NORTHANTS LIMITED

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2022

are the operational reserves of the charity, were £7,893 (2021 – £12,204). The total incomes on unrestricted funds increased by 10.8% compared to last year, total resources expended increased by 8.4% and net outgoing resources decreased by 64.7%.

FINANCIAL REVIEW (continued)

Income on restricted funds was £4,730 which was for the charity's Jubilee Event, a new security door and the Virtual Peer Support Group. The total resources expended were £5,273. There was a balance of £206 to carry forward with regards to the Virtual Peer Support Group.

RISK MANAGEMENT

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Charity and are satisfied the systems are in place to mitigate the exposure of the major risks.

INVESTMENT POLICY

The trustees, having regard to the liquidity requirements of operating the care and support day centre and to the reserves policy have operated a policy of keeping available funds in interest-bearing deposit accounts and seek to achieve the best interest rate offered by the market.

RESERVES POLICY

The General fund represents the free reserves of the charity arising from past operating results. The free reserves, representing unrestricted funds less the designated funds, stood at £199,506, representing approximately ten months' expenditure. The board of trustees have examined the requirements to maintain free reserves and concluded that they are holding an appropriate level of reserves. The charity has consistently managed to maintain a bank balance in excess of this amount, although this can change as future income levels cannot be guaranteed. However, continued fund raising from both new and old sources will enable reserves to be maintained at an adequate level. The Trustees meet regularly to monitor and review the policy.

Approved by the Board of Trustees on 25/5/23and signed on their behalf by:



K Jenkins
Trustee

HEADWAY EAST NORTHANTS LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY EAST NORTHANTS LIMITED

YEAR ENDED 31 DECEMBER 2022

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022 set out on pages 8 to 18.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for the year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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

Mark Stockwell

Mark Stockwell FCA, FCCA
Berry Kearsley Stockwell Limited
31/32 High Street
WELLINGBOROUGH
Northamptonshire
NN8 4HL

April 2023

HEADWAY EAST NORTHANTS LIMITED

STATEMENT OF FINANCIAL ACTIVITY

YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
Incoming resources					
Incoming resources from					
Generated funds					
Voluntary income	4	79,410	-	79,410	32,482
Investment income					
- bank interest received		1,292	-	1,292	932
Incoming resources from					
Charitable activities	5	162,812	4,730	167,542	189,759
Total incoming resources		243,514	4,730	248,244	223,173
Resources expended					
Fundraising costs	6	31,355	-	31,355	19,571
Charitable activities	7	217,125	5,273	222,398	212,028
Governance costs	8	2,927	-	2,927	3,029
Total resources expended		251,407	5,273	256,680	234,628
Net (Outgoing)/incoming resources					
before transfers	11	(7,893)	(543)	(8,436)	(11,455)
Gross transfer between funds		-	-	-	-
Net movement in funds		(7,893)	(543)	(8,436)	(11,455)
Total funds at 1 January 2022		387,399	749	388,148	399,603
Total funds at 31 December 2022	15	379,506	206	379,712	388,148

HEADWAY EAST NORTHANTS LIMITED

BALANCE SHEET

YEAR ENDED 31 DECEMBER 2022

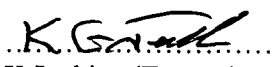
		2022	2021
		£	£
	Notes		
FIXED ASSETS			
Tangible assets	12	4,958	9,050
CURRENT ASSETS			
Debtors	13	16,370	21,659
Cash at bank and in hand		379,011	392,766
		395,381	414,425
CURRENT LIABILITIES			
Creditors:			
Amounts falling due within one year	14	(20,627)	(35,327)
Net current (liabilities)/assets		374,754	379,098
Net assets	16	379,712	388,148
FUNDS	15		
Unrestricted funds		379,506	387,399
Restricted funds		206	749
Total funds	15	379,712	388,148

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of Section 477, and that no member or members have requested an audit to pursuant to Section 476 of the Act.

The Trustees acknowledge their responsibilities for:

- ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of Section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

Approved by the Board of Trustees on 25/5/23 . . and signed on their behalf by:


K Jenkins (Trustee)

HEADWAY EAST NORTHANTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31 DECEMBER 2022

1 ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and are in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102 1A). The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Company Act 2006.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) in the year in which they are receivable, which is when the charity becomes entitled to the resource.

Donations under 'gift aid' are included in full in the financial statements when recoverable, provided there are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition is deferred under the pre-condition has been met.

Legacies to which the charitable company is entitled are included in the statement of financial activities unless they are incapable of measurement.

Revenue grants recoverable are credited as income resources when they are receivable provided conditions for receipts have been complied with, unless they relate to a specified future period in which case they are deferred.

Expenditure

All expenditure is accounted for on an accruals basis and is recognised in the period in which it is incurred. All costs have been directly attributed to one functional category of resources of expenditure in the SOFA.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

Tangible Fixed Assets

Tangible fixed assets are initially included at cost. The charity has the policy not to capitalise items under £200. Assets are depreciated over their estimated useful lives at the following rates:

Property improvements	- 20% on cost
Fittings and fixtures	- 20% on cost
Motor vehicle	- 20% on cost
Equipment	- 20% on cost

HEADWAY EAST NORTHANTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31 DECEMBER 2022

1 ACCOUNTING POLICIES (continued)

Irrecoverable VAT

Irrecoverable VAT is charged against category of resources expended for which it was incurred.

Fund Accounting

Unrestricted funds are donations and other income resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds represent income contributions which are allocated to a particular purpose in accordance with the Trustees' directors. Designated funds form part of the charity's unrestricted funds.

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for specific restricted purposes.

2 DEFERRED INCOME

	2022	2021
	Total	Total
	£	£
Balance as at 1 January	28,029	30,831
Amount released to income this year	(24,806)	(30,831)
Amount deferred in the year	9,021	28,029

Balance as at 31 December	12,244	28,029
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The deferred income carried forward represents:

£11,420 Marathon income received in 2021 and 2022 relating to 2023.

£824 received from North Northamptonshire Council in respect of client funding for 2023 sessions.

3 DONATED SERVICES AND FACILITIES

The charity rented the day centre from Northamptonshire County Council for one peppercorn per annum. The lease has been extended to 1 July 2023.

HEADWAY EAST NORTHANTS LIMITED**NOTES TO THE FINANCIAL STATEMENTS****AS AT 31 DECEMBER 2022**

	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
4 VOLUNTARY INCOME				
General donations	9,050	-	9,050	7,224
Marathon income	68,874	-	68,874	23,986
Challenges income	1,486	-	1,486	1,272
	<hr/>	<hr/>	<hr/>	<hr/>
	79,410	-	79,410	32,482
	<hr/>	<hr/>	<hr/>	<hr/>

5 INCOME FROM CHARITABLE ACTIVITIES

Grant income	5,120	4,730	9,850	27,992
Income from community service project	32,914	-	32,914	25,901
Attendance fees	124,778	-	124,778	135,866
	<hr/>	<hr/>	<hr/>	<hr/>
	162,812	4,730	167,542	189,759
	<hr/>	<hr/>	<hr/>	<hr/>

6 FUNDRAISING COSTS

Wages and salaries	11,455	-	11,455	5,582
Marathon expenses	19,835	-	19,835	13,986
Other related expenses	65	-	65	3
	<hr/>	<hr/>	<hr/>	<hr/>
	31,355	-	31,355	19,571
	<hr/>	<hr/>	<hr/>	<hr/>

HEADWAY EAST NORTHANTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31 DECEMBER 2022

	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
7 CHARITABLE ACTIVITIES				
Activity expenses	966	1,271	2,237	1,018
Community service project expenses	6,240	-	6,240	4,701
Community service project wages	31,162	-	31,162	24,100
Counselling service	1,430	-	1,430	825
Wages and salaries	152,492	-	152,492	152,750
Recruitment costs	248	-	248	146
Staff training	529	-	529	395
Council tax	(248)	-	(248)	248
Water rates	261	-	261	501
Heat and light	4,164	-	4,164	3,548
Cleaning	2,186	-	2,186	1,682
Covid-19 related expenses	-	-	-	4,404
Repairs and maintenance	3,693	2,000	5,693	1,657
Advertising and promotions	201	-	201	85
Motor and travel	1,062	-	1,062	181
Food and drink	566	-	566	299
Christmas event	1,237	-	1,237	1,669
Virtual Support Group	463	2,002	2,465	534
Printing, postage and stationery	1,234	-	1,234	1,250
Telephone	1,461	-	1,461	1,077
Computer costs	932	-	932	2,809
Insurance	-	-	-	1,084
Subscriptions	1,691	-	1,691	1,187
Sundry	898	-	898	1,141
Bank charges	165	-	165	131
Depreciation	4,092	-	4,092	4,606
	<u>217,125</u>	<u>5,273</u>	<u>222,398</u>	<u>212,028</u>
8 GOVERNANCE COST				
Accountancy fees	1,572	-	1,572	1,500
Professional fees	1,355	-	1,355	1,529
	<u>2,927</u>	<u>-</u>	<u>2,927</u>	<u>3,029</u>

HEADWAY EAST NORTHANTS LIMITED
NOTES TO THE FINANCIAL STATEMENTS
AS AT 31 DECEMBER 2022

9 TRUSTEE REMUNERATION

All Trustees act gratuitously.

10 STAFF COSTS

	2022	2021
	Total	Total
	£	£
Wages and salaries	186,720	173,523
Social security cost	10,395	9,372
	<hr/>	<hr/>
	197,115	182,895
	<hr/> <hr/>	<hr/> <hr/>

The average number of full time staff employed by the charity during the year was 8 (2021 – 7).

11 NET (OUTGOING)/INCOMING RESOURCES

	2022	2021
	£	£
This is stated after charging:		
Accountancy fees	1,572	1,500
Depreciation	4,092	4,606

HEADWAY EAST NORTHANTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31 DECEMBER 2022

12 TANGIBLE FIXED ASSETS

	Property Improvements	Fixtures and Fittings	Equipment	Total
	£	£	£	£
Cost or valuation				
At 1 January 2022	23,897	21,239	19,819	64,955
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 December 2022	23,897	21,239	19,819	64,955
Depreciation				
At 1 January 2022	22,752	20,588	12,565	55,905
Charge for the year	1,145	370	2,577	4,092
Eliminated	-	-	-	-
At 31 December 2022	23,897	20,958	15,142	59,997

Net book value

At 31 December 2022	-	281	4,677	4,958
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At 31 December 2021	1,145	651	7,254	9,050
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13 DEBTORS

	2022 £	2021 £
Trade debtors	9,584	9,704
Prepayments and accrued income	5,041	11,295
Other debtors	1,745	660
	16,370	21,659

HEADWAY EAST NORTHANTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31 DECEMBER 2022

14 CREDITORS: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	877	2,513
Accruals and deferred income	16,718	29,679
Tax, social security and pension	3,032	3,135
	<u>20,627</u>	<u>35,327</u>

15 FUNDS MOVEMENT

	Balance 01-01-22	Incoming	Outgoing	Transfers	Balance 31-12-22
	£	£	£	£	£
Unrestricted funds					
General fund	207,399	243,514	(251,407)	-	199,506
Designated – Property fund	180,000	-	-	-	180,000
	<u>387,399</u>	<u>243,514</u>	<u>(251,407)</u>	<u>-</u>	<u>379,506</u>
Restricted funds					
Security door	-	2,000	(2,000)	-	-
Jubilee event	-	1,271	(1,271)	-	-
Virtual Peer group	749	1,459	(2,002)	-	206
	<u>749</u>	<u>4,730</u>	<u>(5,273)</u>	<u>-</u>	<u>206</u>
Total restricted funds	<u>749</u>	<u>4,730</u>	<u>(5,273)</u>	<u>-</u>	<u>206</u>
Total funds	<u>388,148</u>	<u>248,244</u>	<u>(256,680)</u>	<u>-</u>	<u>379,712</u>

HEADWAY EAST NORTANTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

AS AT 31 DECEMBER 2022

15 FUNDS MOVEMENT (CONTINUED)

The Designated property fund has been established in anticipation of the possibility of the need to relocate the services provided.

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	UNRESTRICTED	RESTRICTED	TOTAL
	£	£	£
Tangible fixed assets	4,958	-	4,958
Net current assets/(liabilities)	374,754	-	374,754
	<u> </u>	<u> </u>	<u> </u>
	379,712	-	379,712
	<u>=====</u>	<u>=====</u>	<u>=====</u>

17 SHARE CAPITAL

The company is limited by guarantee and does not have a share capital. In the event of the charity being wound-up, the liability of the members is limited to £10 each.

18 RELATED PARTY TRANSACTIONS

For the whole year, the charity was under the control of the trustees as shown on page 2.

There were no transactions in the year relating to trustees.