

HEADWAY MILTON KEYNES LIMITED

England & Wales · Charity number 1086035

Details

Status Registered

Legal form Charitable company

Company number [04121656](#)

Registered 2001-04-05

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

Contact

Address 518 Silbury Boulevard
Centre:MK
Milton Keynes
MK9 2AD

Phone 07595 907131

Email admin@headwaymiltonkeynes.org.uk

Website www.headwaymiltonkeynes.org.uk

Activities

Objects: 1. TO PROVIDE SERVICES AND FACILITIES CALCULATED TO REHABILITATE AND RELIEVE FROM THEIR DISABILITIES PERSONS WHO HAVE SUFFERED HEAD INJURIES AND WHO RESIDE IN THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND AND ARE RECEIVING OR HAVE RECEIVED MEDICAL TREATMENT THERE; 2. TO RELIEVE THE FAMILIES OF PERSONS WHO HAVE SUFFERED HEAD INJURIES; 3. TO ENCOURAGE, PROVIDE AND SET UP SELF-HELP GROUPS TO PROMOTE THE OBJECTS OF THE ASSOCIATION; 4. TO PROVIDE AND ARRANGE AFTER-CARE SERVICES FOR PERSONS WHO HAVE SUFFERED HEAD INJURIES; 5. TO PROVIDE AND FACILITATE THE PROVISION OF PERMANENT HOMES, OR SHORT STAY HOSTELS FOR SUCH PERSONS OR THEIR RELATIVES.

Activities: Support and opportunities for social, vocational and cognitive rehabilitation for individuals who have survived an acquired brain injury. Information and support for carers and families of survivors of an acquired brain injury.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** UNITED KINGDOM
- Milton Keynes

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£134,076	£126,224	-	-
2023-12-31	£108,816	£91,390	-	-
2022-12-31	£73,375	£89,751	-	-
2021-12-31	£78,901	£84,963	-	-
2020-12-31	£100,426	£81,591	-	-

Trustees

Name	Role	Appointed
CHAIR Catherine Johnson	Chair	2021-03-16
Alison Goldney		2025-10-28
Amy Natasha Watson		2025-10-13
Nicola Jane Heales		2019-02-21
Nigel Matthew Long		2020-11-17
Patricia Grout		2022-02-03

HEADWAY MILTON KEYNES LIMITED

England & Wales - Charity number 1086035

Accounts

HEADWAY MILTON KEYNES LIMITED
(A Company Limited by Guarantee)

TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

HEADWAY MILTON KEYNES LIMITED

COMPANY INFORMATION

Trustees Ms C Johnson (Chair)
Ms P Grout
Ms N J Heales
Mr N M Long (Cllr)
Mr D Mehta
Mr M Caley Resigned 10/12/2024

Company number 04121656

Registered office Unit 1G, 518 Silbury Boulevard
Centre:MK
Milton Keynes
Buckinghamshire
MK9 2AD

Accountants Webb Accountancy Services Limited
19 Diamond Court
Opal Drive
Fox Milne
Milton Keynes
MK15 0DU

Business address Unit 1G, 518 Silbury Boulevard
Centre:MK
Milton Keynes
Buckinghamshire
MK9 2AD

HEADWAY MILTON KEYNES LIMITED

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HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees and directors present their annual report and accounts of the charity for the year ended 31 December 2024.

Objectives and Activities of the Charity

The charity is governed by its Memorandum and Articles of Association. The powers of the Charity in the Articles are stated as being anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power:

- (1) To promote understanding of all aspects of brain injury
- (2) To provide information, support, and services to people with brain injury, their families and carers and relevant professionals
- (3) To promote a co-ordinated, multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community
- (4) To increase public awareness and understanding of brain injury
- (5) To participate in activities, which will reduce the incidence of brain injury
- (6) To raise funds. In doing so, the charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations
- (7) To buy, take on, lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use
- (8) To sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with the relevant sections of the Charities Act 2011
- (9) To borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with the relevant sections of the Charities Act 2011, if it wishes to mortgage land
- (10) To co-operate with other charities, voluntary bodies, and statutory authorities and to exchange information and advice with them
- (11) To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects

In planning our activities for the year, we kept in mind the Charity Commissions guidance on public benefit. The focus of our activities remains the provision of professional care, support, advice, and information to the users of our services. Our aim is to promote our charity so that we can be of assistance to persons who have an acquired brain injury and their families.

How our Activities Deliver Public Benefit

Our main activities and who we try to help have been outlined above. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

Achievements and Performance

Headway Milton Keynes provides high-quality rehabilitation and support for local people living with the long-term effects of brain injury. Our goal is to improve the wellbeing and independence of survivors while offering vital respite to their families and carers—helping to ease the burden on health and social care services.

Our re-ablement programme continues to deliver meaningful, measurable outcomes. Through a holistic, client-centred approach, we support cognitive, physical, and emotional recovery via a range of structured sessions, including:

- Cognitive and communication skills development
- Life skills training (e.g. budgeting, nutrition)
- Return-to-work/education preparation
- Practical and social sessions (e.g. exercise, art)
- Emotional wellbeing support

An increasing number of clients are achieving their personal goals, gaining confidence, reducing social isolation, and becoming less reliant on more costly state support.

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Achievements and Performance (continued)

Staffing and Operations

We experienced several personnel changes during the year:

- A recently appointed Trustee stepped down in December due to work commitments.
- Our original Service Manager returned part-time from maternity leave in June, and both interim replacement roles were retained to support fundraising and service development.
- A new part-time frontline staff member joined early in the year, bringing stability and enabling us to expand services from four to five days a week.

Despite staffing transitions, service delivery remained consistent—and we even added two new weekly sessions.

Programme Delivery

Most services took place at our Central Milton Keynes base. One key exception was the **Cognitive Education Lifestyle Programme**, launched in September 2023 initially with National Lottery funding. Owing to its success, it continued into 2024 beyond the grant period, using a community venue due to space constraints.

Grants Awarded in 2024

- **Barchester (Jan):** £185 – exercise resources (fully utilised)
- **Postcode Lottery (Oct):** £10,000 – Art workshops in 2025 (unspent in 2024)
- **Lexus MK (Nov):** £1,800 – unrestricted
- **MK Community Foundation (Dec):** £6,000 – relaunch of Communication Groups in 2025 (unspent in 2024)

Ongoing services were primarily funded through attendance fees and donations. Like many local charities, we faced significant funding pressures due to rising costs and economic uncertainty. Our commitment to paying the Real Living Wage further increased financial strain, and in early 2024, the continuation of services was at serious risk. It is thanks partly to the support of these grants that we were able to maintain operations throughout the year.

Recognition

In June, we were honoured to receive the **Inspiring Community Group Within Disability** award in the Equality category at the Milton Keynes Inspiration Awards—recognising our impact in the local community.

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Financial Review

The majority of our services were primarily supported through attendance fees and donations.

The charity's income from all sources amounted to £134,076 (2023 £108,816). The trustees would like to take this opportunity to thank all funders and supporters for their hard work and generosity. Details of grants and donations are set out on page 10. Total expenditure amounted to £126,224 (2023 £91,390). The surplus for the year amounted to £7,852 (2023 £17,426), this has resulted in an increase in net funds available to £53,472 (2023 £45,620).

The charity recognises the need to diversify its income streams, to increase the proportion of income from sources other than the local council by continuing to actively seek alternative funding streams. In addition, it is seeking to reduce expenditure without compromising the quality of the service.

Going Concern and Reserves

The long-term challenges facing the charity are significant and difficult decisions may have to be taken in the future if efforts to stabilise the financial health of the charity are not successful. We aim to ensure we have enough cash flow to be able to cover all expenses should we have to cease trading. In the short-term, however, Headway Milton Keynes continues to provide a vital service to individuals and families trying to adapt to life after brain injury. Without this support, the majority of these people would be left to cope in isolation, leading to increased pressures on other statutory services.

Structure Governance and Management

The charity is a charitable company limited by guarantee, incorporated on 5 December 2000. On 1 January 2002 it assumed the assets and liabilities of Headway Milton Keynes, the unincorporated Milton Keynes branch of Headway - the brain injuries association. The charity's founding documents take the form of Memorandum and Articles of Association, by which it is governed.

The directors of the company are also Trustees for the purposes of charity law and under the company's Articles are known as The Board. The Trustees are appointed by the members.

All members of the Board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in note 4 to the accounts.

Directors and Trustees Responsibilities

The Directors, who are referred to as Trustees, are responsible for preparing financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the Trustees are required to:

select suitable accounting policies and then apply them consistently;

make judgments and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and with the FRS102 Statement of Recommended Practice. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board

.....
Catherine Johnson

Ms C Johnson

Director

Date: 24/09/2025

HEADWAY MILTON KEYNES LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY MILTON KEYNES LIMITED

I report on the accounts of the company for the year ended 31 December 2024, which are set out on pages 5 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
 - the accounts do not accord with such records;
 - where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which I believe should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Webb Accountancy Services Limited

Chartered Accountants

19 Diamond Court
Opal Drive
Fox Milne
Milton Keynes
MK15 0DU

HEADWAY MILTON KEYNES LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted funds 2024 £	Restricted income funds 2024 £	Total funds 2024 £	Prior year funds 2023 £
Income	3				
Income and endowments from: Grants, local authority contracts, donations for advice, information and training		117,891	16,185	134,076	108,816
Total income		117,891	16,185	134,076	108,816
Expenditure	4				
Expenditure on charitable activities		117,699	6,347	124,046	89,606
Fundraising costs		0	0	0	0
Governance and support costs		2,178	0	2,178	1,784
Total Expenditure		119,877	6,347	126,224	91,390
Net income / (Expenditure) before tax		(1,986)	9,838	7,852	17,426
Tax payable	6	0	0	0	0
Net income / (Expenditure)		(1,986)	9,838	7,852	17,426
Transfer between funds		0	0	0	0
Net movement in funds		(1,986)	9,838	7,852	17,426
Reconciliation of funds					
Total funds brought forward		39,458	6,162	45,620	28,194
Total funds carried forward	12	37,472	16,000	53,472	45,620

HEADWAY MILTON KEYNES LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2024

		Unrestricted funds 2024	Restricted income funds 2024	Total funds 2024	Prior year funds 2023
	Notes	£	£	£	£
Fixed assets					
Tangible assets	7	2,148	0	2,148	2,587
Current assets					
Debtors	9	12,550	0	12,550	8,032
Cash at bank and in hand		25,845	16,000	41,845	39,777
Total current assets		<u>38,395</u>	<u>16,000</u>	<u>54,395</u>	<u>47,809</u>
Creditors: amounts falling due within one year	10	(3,071)	0	(3,071)	(4,776)
Net current assets / (liabilities)		<u>37,472</u>	<u>16,000</u>	<u>53,472</u>	<u>45,620</u>
Creditors: amounts falling due after more than one year		0	0	0	0
Provisions for liabilities		0	0	0	0
Total assets less current liabilities		<u>37,472</u>	<u>16,000</u>	<u>53,472</u>	<u>45,620</u>
Funds of the Charity					
Restricted funds	11	0	16,000	16,000	6,162
Unrestricted funds		37,472	0	37,472	39,458
Total funds		<u>37,472</u>	<u>16,000</u>	<u>53,472</u>	<u>45,620</u>

For the financial year ended 31 December 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the trustees and authorised for issue on 24/09/2025 and are signed on its behalf by:

Catherine Johnson

.....
Ms C Johnson
Trustee / Director

Company Registration No. 04121656

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

Company information

Headway Milton Keynes Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 1G, 518 Silbury Boulevard, Centre:MK, Milton Keynes, Buckinghamshire, MK9 2AD. The charity constitutes a public benefit entity as defined by FRS102.

1.1 Basis of accounting

These financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP FRS 102) issued on 16 July 2014, with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and with the requirements of the Companies Act 2006 and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Turnover

All incoming resources are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the income;
- the monetary value can be measured with sufficient reliability; and
- it is more likely than not that the trustees will receive the resources.

Grants and donations are only included in the SoFA when the general income recognition criteria are met. Legacies and other forms of voluntary income are only included in the SoFA when receipt is probably, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met. Contractual income and performance related grants are only included in the SoFA once the charity has provided the related services or met the performance related conditions.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

1.4 Expenditure

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All revenue expenditure is dealt with through the SoFA on an accruals basis and is allocated to their appropriate functional headings.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1.5 Governance and support costs

Support costs have been allocated between governance costs and other support.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% Straight line
Computer equipment	25% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is credited or charged to profit or loss.

1.7 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1.9 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as Basic Financial Instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at settlement value unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors and loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Restricted funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts. Distributions from restricted resources must be used for purposes consistent with donor intention and should be the first source of funding to support programmes and activities meeting the restriction.

1.12 Unrestricted funds

Unrestricted funds are funds which 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.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Incoming resources

	Unrestricted funds 2024	Restricted income funds 2024	Total funds 2024	Prior year funds 2023
	£	£	£	£
Donations and gift aid	11,103	0	11,103	15,186
Carers grants	81,766	0	81,766	50,259
Other grants	1,800	16,185	17,985	12,260
Government grants	0	0	0	0
Centre attendance fees	22,813	0	22,813	30,624
Other income	409	0	409	487
Total income	117,891	16,185	134,076	108,816

4 Expenditure

Wages and salaries	84,804	3,265	88,069	60,032
Therapy and other costs	10,632	4	10,636	8,195
Premises costs	10,089	2,897	12,986	11,879
Travelling expenses	235	0	235	21
Training	368	0	368	275
Depreciation	1,339	0	1,339	1,195
Other admin expenses	10,232	181	10,413	8,009
Expenditure on charitable activities	117,699	6,347	124,046	89,606
Independent examiners fees	720	0	720	600
Other accountancy fees	1,458	0	1,458	1,184
Expenditure on governance and support	2,178	0	2,178	1,784

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

5 Employees

The average monthly number of persons (excluding trustees) employed by the company during the year was:

	2024	2023
Charitable activities	6	4

Their aggregate remuneration comprised:

	2024 £	2023 £
Wages and salaries	86,391	58,984
Employer pension costs	1,744	1,250
Social security costs	-66	-202
	<u>88,069</u>	<u>60,032</u>

No Trustees or members of the management committee received any remuneration for work undertaken in the management of the charity during the current or previous year.

6 Taxation

The charity is exempt from corporation tax on its charitable activities. On the basis of these financial statements the company has no corporation tax liability.

7 Tangible fixed assets

	Fixtures, fittings & equipment £	Computer equipment £	Total £
Cost			
At 1 January 2024	10,411	11,514	21,925
Additions in the year	900	0	900
At 31 December 2024	<u>11,311</u>	<u>11,514</u>	<u>22,825</u>
Depreciation and impairment			
At 1 January 2024	7,824	11,514	19,338
Depreciation charged in the year	1,339	0	1,339
At 31 December 2024	<u>9,163</u>	<u>11,514</u>	<u>20,677</u>
Carrying amount			
At 31 December 2024	<u>2,148</u>	<u>0</u>	<u>2,148</u>
At 31 December 2023	<u>2,587</u>	<u>0</u>	<u>2,587</u>

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

8 Financial instruments

	2024 £	2023 £
Carrying amount of financial assets		
Measured at settlement value	54,395	47,809
Carrying amount of financial liabilities		
Measured at amortised cost	3,071	4,776

9 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	310	1,166
Other debtors	12,240	6,866
	12,550	8,032

10 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	952	1,758
Other taxation and social security	1,157	1,569
Accruals and deferred income	962	1,449
	3,071	4,776

11 Purpose of restricted funds

During the year the company operated one restricted fund as follows:

Therapy, Counselling, IT equipment, exercise program, outings, staff wages	These are grants received to enable the charity to carry out its aims and objectives to provide rehabilitation and support services for clients attending the centre.
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Envelope Data

Subject: Company Accounts
Documents: 2024 charity accounts covering letter.pdf,Headway MK CT Return Dec 24.pdf,Headway MK Ltd Accounts 24.pdf
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Envelope ID: ENV61889352-6825-CDCD-5908-CEED
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Access Authentication: None
Email Access Code: Not Enabled
Email Verification: Not Enabled

Recipients / Roles

Name / Role	Email	Type
Julie Sibbert	julie@wasl.co.uk	Sender
Cathy Johnson	cjohnson@rehabwithoutwalls.co.uk	Signer

Document Events

Name / Roles	Email	IP Address	Date	Event
Julie Sibbert	julie@wasl.co.uk	109.73.121.116	23/09/2025 12:09 PM UTC	Created
Cathy Johnson	cjohnson@rehabwithoutwalls.co.uk	209.198.129.211	24/09/2025 06:13 AM UTC	Signed
			24/09/2025 06:13 AM UTC	Status - Completed

Signer Signatures

Signer Name / Roles	Signature	Initials
Cathy Johnson		

HEADWAY MILTON KEYNES LIMITED

England & Wales - Charity number 1086035

Accounts

Company Registration Number 04121656 (England and Wales)
Charity Registration Number 1086035

HEADWAY MILTON KEYNES LIMITED
(A Company Limited by Guarantee)

TRUSTEES REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

HEADWAY MILTON KEYNES LIMITED

COMPANY INFORMATION

Trustees	Ms C Johnson (Chair)	
	Ms L C Bennett	Resigned 12/10/22
	Ms P Grout	
	Ms N J Heales	
	Ms T O Oshikoya	Resigned 16/05/23
	Mr N M Long (Cllr)	
	Mr D Mehta	
Mr M Caley	Appointed 18/09/23	

Company number 04121656

Registered office Unit 1G, 518 Silbury Boulevard
Centre:MK
Milton Keynes
Buckinghamshire
MK9 2AD

Accountants Webb Accountancy Services Limited
19 Diamond Court
Opal Drive
Fox Milne
Milton Keynes
MK15 0DU

Business address Unit 1G, 518 Silbury Boulevard
Centre:MK
Milton Keynes
Buckinghamshire
MK9 2AD

HEADWAY MILTON KEYNES LIMITED

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HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees and directors present their annual report and accounts of the charity for the year ended 31 December 2023.

Objectives and Activities of the Charity

The charity is governed by its Memorandum and Articles of Association. The powers of the Charity in the Articles are stated as being anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power:

- (1) To promote understanding of all aspects of brain injury
- (2) To provide information, support, and services to people with brain injury, their families and carers and relevant professionals
- (3) To promote a co-ordinated, multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community
- (4) To increase public awareness and understanding of brain injury
- (5) To participate in activities, which will reduce the incidence of brain injury
- (6) To raise funds. In doing so, the charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations
- (7) To buy, take on, lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use
- (8) To sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with the relevant sections of the Charities Act 2011
- (9) To borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with the relevant sections of the Charities Act 2011, if it wishes to mortgage land
- (10) To co-operate with other charities, voluntary bodies, and statutory authorities and to exchange information and advice with them
- (11) To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects

In planning our activities for the year, we kept in mind the Charity Commissions guidance on public benefit. The focus of our activities remains the provision of professional care, support, advice, and information to the users of our services. Our aim is to promote our charity so that we can be of assistance to persons who have an acquired brain injury and their families.

How our Activities Deliver Public Benefit

Our main activities and who we try to help have been outlined above. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

Achievements and Performance

Headway Milton Keynes provides high-quality support and rehabilitation for local people living with the long-term effects of brain injury, the effects of which can impact every area of day-to-day living. The aim of the charity is to increase the wellbeing and independence of brain injury survivors while providing support and respite to their families and carers, thus relieving pressure on health and adult social care services.

The charity's re-ablement programme is continuing to make real and demonstrable improvements in the lives of service users. We provide a holistic, client-centred approach to brain injury survivors through cognitive, physical, and emotional re-learning and rehabilitation services. The sessional support programmes offered include:

- Development of cognitive and communication skills
- Developing skills for daily living such as budgeting and nutrition
- Preparation for returning to work/education
- Practical and social sessions such as exercise, art, and music
- Clinical therapies
- Support with emotional well-being

More and more clients are meeting their personal goals, leading to increased confidence to play an active role in the local community and less reliance on other forms of more costly state support and prevents isolation.

We had a number of notable changes to our personnel during the year:

Firstly, our Chair of Trustees resigned in March for personal reasons and a further Trustee left shortly after. One of the other Trustees initially became acting Chair and then later in the year was confirmed as permanent Chair and a further replacement Trustee was recruited

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and Performance (continued)

Secondly, the full time Service Manager went on maternity leave from June. Her role was covered by two part-time employees.

Thirdly, one of the three part-time front-line staff left in April and was not replaced until much later in the year.

All of these changes created challenges for the smooth running of the service, however it is testament to the dedication and determination of Headway Milton Keynes' volunteers and staff that the charity continued to provide high-quality services throughout the year.

The majority of services were provided in our Central Milton Keynes premises with two exceptions:

- A 12 week exercise programme supported by a Leap/Sport England grant which ran during the Summer
- A Cognitive Education Lifestyle Programme which commenced in September, supported by a grant from the National Lottery.

Alternative venue costs at community premises for both were included in the respective grants as neither would otherwise have been possible due to our limited space.

Three grants were provided during 2023 of which two were specifically for Client programmes as follows:

- £2,140 from Leap/Sport England for the aforementioned 12 week exercise programme
- £9,620 Lottery grant for the Cognitive Education Lifestyle Programme, which commenced during the year but continued into 2024,
- One non-specific £500 provision from the Hedley Foundation in November for miscellaneous refreshments, resources and social sessions and outings over the course of the year.

Financial Review

The majority of our services were primarily supported through attendance fees and donations.

In common with other local charities, access to funding has continued to be an issue during the challenging economic conditions, such that at the start of 2023 there was a real possibility that the service would not be able to continue due to declining revenues and increased costs. Therefore, the achievement of Headway Milton Keynes in maintaining the service throughout the year is significant.

The charity's income from all sources amounted to £108,816 (2022 £73,375). The trustees would like to take this opportunity to thank all funders and supporters for their hard work and generosity. Details of grants and donations are set out on page 10. Total expenditure amounted to £91,390 (2022 £89,751). The surplus for the year amounted to £17,426 (2022 deficit £16,376), this has resulted in an increase in net funds available to £45,620 (2022 £28,194).

The charity recognises the need to diversify its income streams, to increase the proportion of income from sources other than the local council by continuing to actively seek alternative funding streams. In addition, it is seeking to reduce expenditure without compromising the quality of the service.

Going Concern and Reserves

The long-term challenges facing the charity are significant and difficult decisions may have to be taken in the future if efforts to stabilise the financial health of the charity are not successful. We aim to ensure we have enough cash flow to be able to cover all expenses should we have to cease trading. In the short-term, however, Headway Milton Keynes continues to provide a vital service to individuals and families trying to adapt to life after brain injury. Without this support, the majority of these people would be left to cope in isolation, leading to increased pressures on other statutory services.

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

Structure Governance and Management

The charity is a charitable company limited by guarantee, incorporated on 5 December 2000. On 1 January 2002 it assumed the assets and liabilities of Headway Milton Keynes, the unincorporated Milton Keynes branch of Headway - the brain injuries association. The charity's founding documents take the form of Memorandum and Articles of Association, by which it is governed.

The directors of the company are also Trustees for the purposes of charity law and under the company's Articles are known as The Board. The Trustees are appointed by the members.

All members of the Board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in note 4 to the accounts.

Directors and Trustees Responsibilities

The Directors, who are referred to as Trustees, are responsible for preparing financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the Trustees are required to:

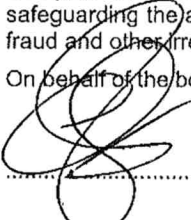
select suitable accounting policies and then apply them consistently;

make judgments and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and with the FRS102 Statement of Recommended Practice. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board



.....

Ms C Johnson

Director

Date: 16/9/2024

HEADWAY MILTON KEYNES LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY MILTON KEYNES LIMITED

I report on the accounts of the company for the year ended 31 December 2023, which are set out on pages 5 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention to indicate that:
accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
the accounts do not accord with such records;
where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
any matter which I believe should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Webb Accountancy Services

Webb Accountancy Services Limited

Chartered Accountants

19 Diamond Court
Opal Drive
Fox Milne
Milton Keynes
MK15 0DU

HEADWAY MILTON KEYNES LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Restricted income funds 2023 £	Total funds 2023 £	Prior year funds 2022 £
Income	3				
Income and endowments from: Grants, local authority contracts, donations for advice, information and training		96,556	12,260	108,816	73,375
Total income		96,556	12,260	108,816	73,375
Expenditure	4				
Expenditure on charitable activities		83,508	6,098	89,606	88,203
Fundraising costs		0	0	0	0
Governance and support costs		1,784	0	1,784	1,548
Total Expenditure		85,292	6,098	91,390	89,751
Net income / (Expenditure) before tax		11,264	6,162	17,426	(16,376)
Tax payable	6	0	0	0	0
Net income / (Expenditure)		11,264	6,162	17,426	(16,376)
Loan write off		0	0	0	39,757
Transfer between funds		0	0	0	0
Net movement in funds		11,264	6,162	17,426	23,381
Reconciliation of funds					
Total funds brought forward		28,194	0	28,194	4,813
Total funds carried forward	12	39,458	6,162	45,620	28,194

HEADWAY MILTON KEYNES LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Restricted income funds 2023 £	Total funds 2023 £	Prior year funds 2022 £
Fixed assets					
Tangible assets	7	2,587	0	2,587	3,782
Current assets					
Debtors	9	8,032	0	8,032	10,447
Cash at bank and in hand		33,615	6,162	39,777	15,898
Total current assets		<u>41,647</u>	<u>6,162</u>	<u>47,809</u>	<u>26,345</u>
Creditors: amounts falling due within one year	10	(4,776)	0	(4,776)	(1,933)
Net current assets / (liabilities)		<u>39,458</u>	<u>6,162</u>	<u>45,620</u>	<u>28,194</u>
Creditors: amounts falling due after more than one year		0	0	0	0
Provisions for liabilities		0	0	0	0
Total assets less current liabilities		<u>39,458</u>	<u>6,162</u>	<u>45,620</u>	<u>28,194</u>
Funds of the Charity					
Restricted funds	11	0	6,162	6,162	0
Unrestricted funds		39,458	0	39,458	28,194
Total funds		<u>39,458</u>	<u>6,162</u>	<u>45,620</u>	<u>28,194</u>

For the financial year ended 31 December 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the trustees and authorised for issue on 16/9/2024 and are signed on its behalf by:


Ms C. Johnson
Trustee / Director

Company Registration No. 04121656

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

Company information

Headway Milton Keynes Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 1G, 518 Silbury Boulevard, Centre:MK, Milton Keynes, Buckinghamshire, MK9 2AD. The charity constitutes a public benefit entity as defined by FRS102.

1.1 Basis of accounting

These financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP FRS 102) issued on 16 July 2014, with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and with the requirements of the Companies Act 2006 and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Turnover

All incoming resources are included in the Statement of Financial Activities (SoFA) when:
the charity becomes entitled to the income;
the monetary value can be measured with sufficient reliability; and
it is more likely than not that the trustees will receive the resources.

Grants and donations are only included in the SoFA when the general income recognition criteria are met. Legacies and other forms of voluntary income are only included in the SoFA when receipt is probably, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met. Contractual income and performance related grants are only included in the SoFA once the charity has provided the related services or met the performance related conditions.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

1.4 Expenditure

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All revenue expenditure is dealt with through the SoFA on an accruals basis and is allocated to their appropriate functional headings.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1.5 Governance and support costs

Support costs have been allocated between governance costs and other support.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% Straight line
Computer equipment	25% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is credited or charged to profit or loss.

1.7 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1.9 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as Basic Financial Instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at settlement value unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors and loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Restricted funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts. Distributions from restricted resources must be used for purposes consistent with donor intention and should be the first source of funding to support programmes and activities meeting the restriction.

1.12 Unrestricted funds

Unrestricted funds are funds which 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.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Incoming resources

	Unrestricted funds 2023	Restricted income funds 2023	Total funds 2023	Prior year funds 2022
	£	£	£	£
Donations and gift aid	15,186	0	15,186	11,992
Carers grants	50,259	0	50,259	39,464
Other grants	0	12,260	12,260	500
Government grants	0	0	0	1,000
Centre attendance fees	30,624	0	30,624	18,771
Other income	487	0	487	1,648
Total income	96,556	12,260	108,816	73,375

4 Expenditure

Wages and salaries	58,484	1,548	60,032	64,592
Therapy and other costs	5,692	2,503	8,195	7,176
Premises costs	10,259	1,620	11,879	10,069
Travelling expenses	21	0	21	10
Training	275	0	275	0
Depreciation	1,195	0	1,195	996
Other admin expenses	7,582	427	8,009	5,360
Expenditure on charitable activities	83,508	6,098	89,606	88,203
Independent examiners fees	660	0	660	600
Other accountancy fees	1,124	0	1,124	948
Expenditure on governance and support	1,784	0	1,784	1,548

HEADWAY MILTON KEYNES LIMITED
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

5 Employees

The average monthly number of persons (excluding trustees) employed by the company during the year was:

	2023	2022
Charitable activities	4	4

Their aggregate remuneration comprised:

	2023 £	2022 £
Wages and salaries	58,984	63,296
Employer pension costs	1,250	1,003
Social security costs	-202	293
	<u>60,032</u>	<u>64,592</u>

No Trustees or members of the management committee received any remuneration for work undertaken in the management of the charity during the current or previous year.

6 Taxation

The charity is exempt from corporation tax on its charitable activities. On the basis of these financial statements the company has no corporation tax liability.

7 Tangible fixed assets

	Fixtures, fittings & equipment £	Computer equipment £	Total £
Cost			
At 1 January 2023	10,411	11,514	21,925
Additions in the year	0	0	0
At 31 December 2023	<u>10,411</u>	<u>11,514</u>	<u>21,925</u>
Depreciation and impairment			
At 1 January 2023	6,629	11,514	18,143
Depreciation charged in the year	1,195	0	1,195
At 31 December 2023	<u>7,824</u>	<u>11,514</u>	<u>19,338</u>
Carrying amount			
At 31 December 2023	<u>2,587</u>	0	<u>2,587</u>
At 31 December 2022	<u>3,782</u>	0	<u>3,782</u>

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

8	Financial instruments		
		2023	2022
		£	£
	Carrying amount of financial assets		
	Measured at settlement value	47,809	26,345
		<hr/>	<hr/>
	Carrying amount of financial liabilities		
	Measured at amortised cost	4,776	1,933
		<hr/>	<hr/>
9	Debtors		
		2023	2022
		£	£
	Amounts falling due within one year:		
	Trade debtors	1,166	4,202
	Other debtors	6,866	6,245
		<hr/>	<hr/>
		8,032	10,447
		<hr/>	<hr/>
10	Creditors: amounts falling due within one year		
		2023	2022
		£	£
	Trade creditors	1,758	315
	Other taxation and social security	1,569	784
	Accruals and deferred income	1,449	834
		<hr/>	<hr/>
		4,776	1,933
		<hr/>	<hr/>
11	Purpose of restricted funds		
	During the year the company operated one restricted fund as follows:		
	Therapy, Counselling, IT equipment, exercise program, outings, staff wages	These are grants received to enable the charity to carry out its aims and objectives to provide rehabilitation and support services for clients attending the centre.	

HEADWAY MILTON KEYNES LIMITED

England & Wales - Charity number 1086035

Accounts

Company Registration Number 04121656 (England and Wales)
Charity Registration Number 1086035

HEADWAY MILTON KEYNES LIMITED
(A Company Limited by Guarantee)

TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

HEADWAY MILTON KEYNES LIMITED

COMPANY INFORMATION

Trustees	Mr P J Todd (Chair) Ms C Johnson (Chair) Ms L C Bennett Ms P Grout Ms N J Heales Ms T O Oshikoya Mr N M Long (Cllr) Mr D Mehta	Resigned 16 th May 2023 Resigned 12 th October 2022 Resigned 16 th May 2023
Company number	04121656	
Registered office	Unit 1G, 518 Silbury Boulevard Centre:MK Milton Keynes Buckinghamshire MK9 2AD	
Accountants	Webb Accountancy Services Limited 19 Diamond Court Opal Drive Fox Milne Milton Keynes MK15 0DU	
Business address	Unit 1G, 518 Silbury Boulevard Centre:MK Milton Keynes Buckinghamshire MK9 2AD	

HEADWAY MILTON KEYNES LIMITED

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HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees and directors present their annual report and accounts of the charity for the year ended 31 December 2022.

Objectives and Activities of the Charity

The charity is governed by its Memorandum and Articles of Association. The powers of the Charity in the Articles are stated as being anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power:

- (1) To promote understanding of all aspects of brain injury
- (2) To provide information, support, and services to people with brain injury, their families and carers and relevant professionals
- (3) To promote a co-ordinated, multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community
- (4) To increase public awareness and understanding of brain injury
- (5) To participate in activities, which will reduce the incidence of brain injury
- (6) To raise funds. In doing so, the charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations
- (7) To buy, take on, lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use
- (8) To sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with the relevant sections of the Charities Act 2011
- (9) To borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with the relevant sections of the Charities Act 2011, if it wishes to mortgage land
- (10) To co-operate with other charities, voluntary bodies, and statutory authorities and to exchange information and advice with them
- (11) To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects

In planning our activities for the year, we kept in mind the Charity Commissions guidance on public benefit. The focus of our activities remains the provision of professional care, support, advice, and information to the users of our services. Our aim is to promote our charity so that we can be of assistance to persons who have an acquired brain injury and their families.

How our Activities Deliver Public Benefit

Our main activities and who we try to help have been outlined above. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

Achievements and Performance

Headway Milton Keynes provides high-quality support and rehabilitation for local people living with the long-term effects of brain injury, the effects of which can impact every area of day-to-day living. The aim of the charity is to increase the wellbeing and independence of brain injury survivors while providing support and respite to their families and carers, thus relieving pressure on health and adult social care services. It is testament to the dedication and determination of Headway Milton Keynes' volunteers and staff that the charity continues to provide high-quality services in such challenging financial times.

The charity's re-ablement programme is continuing to make real and demonstrable improvements in the lives of service users. We provide a holistic, client-centred approach to brain injury survivors through cognitive, physical, and emotional re-learning and rehabilitation services. The sessional support programmes offered include:

- Development of cognitive and communication skills
- Developing skills for daily living such as budgeting and nutrition
- Preparation for returning to work/education
- Practical and social sessions such as exercise, art, and music
- Clinical therapies
- Support with emotional well-being

More and more clients are meeting their personal goals, leading to increased confidence to play an active role in the local community and less reliance on other forms of more costly state support and prevents isolation.

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

Achievements and Performance (continued)

Throughout 2022 all services continued to be provided in person having resumed from the remote provision necessitated by the global pandemic during 2020/21.

The majority of services were provided in our Central Milton Keynes premises with the exception of the Social Group, launched in 2021 which continued to run out of two different community venues.

There were no significant grants provided during 2022 so service was primarily maintained through attendance fees and donations therefore in the face of such testing times for local charities, the achievements of Headway Milton Keynes over the course of the past year in improving life after brain injury demonstrate the high value of such a specialised service.

Financial Review

Like many charities, Headway Milton Keynes continues to operate in extremely challenging financial conditions, as demonstrated by the fact that the charity has incurred deficits in the past few years.

Indeed, without significant financial support from Headway – the brain injury association (Headway UK), to which Headway Milton Keynes is affiliated, the trustees would have been forced to wind-up the charity in 2014. In addition to the financial support, Headway UK has provided governance and operational support. To further secure the financial position of the charity this year, Headway-the brain injury association agreed to write off the loan provided so that funds can be kept to further the charity's objects.

Most of the charity's funding this year came from attendance fees, with a significant proportion coming from Milton Keynes Council (MKC) through spot contracting arrangements. The initial strategy adopted was to appoint an experienced manager and improve the quality of service to attract additional clients. Whilst we have succeeded with the former of these objectives, the latter has proved more difficult. It has been difficult to attract new referrals as the eligibility criteria for support from adult social care has been tightened. In common with all local authorities, the Council has faced challenging financial circumstances whilst coping with an increased demand for adult social care services.

The charity's income from all sources amounted to £73,375 (2021 £78,901). The trustees would like to take this opportunity to thank all funders and supporters for their hard work and generosity. Details of grants and donations are set out on page 10. Total expenditure amounted to £89,751 (2021 £84,963). The deficit for the year amounted to £16,376 (2021 deficit £6,062). There was an exceptional item that relates to a loan write off which has increased net funds available to £28,194 (2021 £4,813).

The charity recognises the need to diversify its income streams, to increase the proportion of income from sources other than the local council by continuing to actively seek alternative funding streams. In addition, it is seeking to reduce expenditure without compromising the quality of the service.

Going Concern and Reserves

The long-term challenges facing the charity are significant and difficult decisions may have to be taken in the future if efforts to stabilise the financial health of the charity are not successful. We aim to ensure we have enough cash flow to be able to cover all expenses should we have to cease trading. In the short-term, however, Headway Milton Keynes continues to provide a vital service to individuals and families trying to adapt to life after brain injury. Without this support, the majority of these people would be left to cope in isolation, leading to increased pressures on other statutory services.

Structure Governance and Management

The charity is a charitable company limited by guarantee, incorporated on 5 December 2000. On 1 January 2002 it assumed the assets and liabilities of Headway Milton Keynes, the unincorporated Milton Keynes branch of Headway - the brain injuries association. The charity's founding documents take the form of Memorandum and Articles of Association, by which it is governed.

The directors of the company are also Trustees for the purposes of charity law and under the company's Articles are known as The Board. The Trustees are appointed by the members.

All members of the Board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in note 4 to the accounts.

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

Directors and Trustees Responsibilities

The Directors, who are referred to as Trustees, are responsible for preparing financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the Trustees are required to:

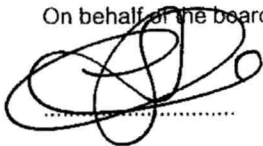
select suitable accounting policies and then apply them consistently;

make judgments and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and with the FRS102 Statement of Recommended Practice. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board



Ms C Johnson

Director

Date:

19/09/2023

HEADWAY MILTON KEYNES LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY MILTON KEYNES LIMITED

I report on the accounts of the company for the year ended 31 December 2022, which are set out on pages 5 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which I believe should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Webb Accountancy Services

Webb Accountancy Services Limited

Chartered Accountants

20 September 2023

19 Diamond Court
Opal Drive
Fox Milne
Milton Keynes
MK15 0DU

HEADWAY MILTON KEYNES LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

		Unrestricted funds 2022	Restricted income funds 2022	Total funds 2022	Prior year funds 2021
	Notes	£	£	£	£
Income	3				
Income and endowments from: Grants, local authority contracts, donations for advice, information and training		71,875	1,500	73,375	78,901
Total income		<u>71,875</u>	<u>1,500</u>	<u>73,375</u>	<u>78,901</u>
Expenditure	4				
Expenditure on charitable activities		80,928	7,275	88,203	83,475
Fundraising costs		0	0	0	0
Governance and support costs		1,548	0	1,548	1,488
Total Expenditure		<u>82,476</u>	<u>7,275</u>	<u>89,751</u>	<u>84,963</u>
Net income / (Expenditure) before tax		(10,601)	(5,775)	(16,376)	(6,062)
Tax payable	6	0	0	0	0
Net Income / (Expenditure)		(10,601)	(5,775)	(16,376)	(6,062)
Loan write off		39,757	0	39,757	0
Transfer between funds		0	0	0	0
Net movement in funds		<u>29,156</u>	<u>(5,775)</u>	<u>23,381</u>	<u>(6,062)</u>
Reconciliation of funds					
Total funds brought forward		(962)	5,775	4,813	10,875
Total funds carried forward	12	<u>28,194</u>	<u>0</u>	<u>28,194</u>	<u>4,813</u>

HEADWAY MILTON KEYNES LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2022

		Unrestricted funds 2022	Restricted income funds 2022	Total funds 2022	Prior year funds 2021
	Notes	£	£	£	£
Fixed assets					
Tangible assets	7	3,782	0	3,782	0
Current assets					
Debtors	9	10,447	0	10,447	10,278
Cash at bank and in hand		15,898	0	15,898	37,969
Total current assets		<u>26,345</u>	<u>0</u>	<u>26,345</u>	<u>48,247</u>
Creditors: amounts falling due within one year	10	(1,933)	0	(1,933)	(43,434)
Net current assets / (liabilities)		<u>28,194</u>	<u>0</u>	<u>28,194</u>	<u>4,813</u>
Creditors: amounts falling due after more than one year		0	0	0	0
Provisions for liabilities		0	0	0	0
Total assets less current liabilities		<u>28,194</u>	<u>0</u>	<u>28,194</u>	<u>4,813</u>
Funds of the Charity					
Restricted funds	12	0	0	0	5,775
Unrestricted funds		28,194	0	28,194	(962)
Total funds		<u>28,194</u>	<u>0</u>	<u>28,194</u>	<u>4,813</u>

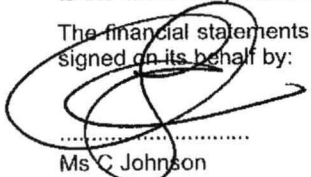
For the financial year ended 31 December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the trustees and authorised for issue on 19/09/2023 and are signed on its behalf by:


Ms C Johnson
Trustee / Director

Company Registration No. 04121656

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

Company information

Headway Milton Keynes Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 1G, 518 Silbury Boulevard, Centre:MK, Milton Keynes, Buckinghamshire, MK9 2AD. The charity constitutes a public benefit entity as defined by FRS102.

1.1 Basis of accounting

These financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP FRS 102) issued on 16 July 2014, with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and with the requirements of the Companies Act 2006 and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Turnover

All incoming resources are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the income;
- the monetary value can be measured with sufficient reliability; and
- it is more likely than not that the trustees will receive the resources.

Grants and donations are only included in the SoFA when the general income recognition criteria are met. Legacies and other forms of voluntary income are only included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met. Contractual income and performance related grants are only included in the SoFA once the charity has provided the related services or met the performance related conditions.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

1.4 Expenditure

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All revenue expenditure is dealt with through the SoFA on an accruals basis and is allocated to their appropriate functional headings.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

1.5 Governance and support costs

Support costs have been allocated between governance costs and other support.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% Straight line
Computer equipment	25% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is credited or charged to profit or loss.

1.7 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

1.9 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as Basic Financial Instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at settlement value unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors and loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Restricted funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts. Distributions from restricted resources must be used for purposes consistent with donor intention and should be the first source of funding to support programmes and activities meeting the restriction.

1.12 Unrestricted funds

Unrestricted funds are funds which 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.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Incoming resources

	Unrestricted funds 2022	Restricted income funds 2022	Total funds 2022	Prior year funds 2021
	£	£	£	£
Donations and gift aid	11,992	0	11,992	4,764
Carers grants	39,464	0	39,464	34,692
Other grants	0	500	500	10,000
Government grants	0	1,000	1,000	3,506
Centre attendance fees	18,771	0	18,771	24,155
Other income	1,648	0	1,648	1,784
Total income	71,875	1,500	73,375	78,901

4 Expenditure

Wages and salaries	58,817	5,775	64,592	62,019
Therapy and other costs	6,176	1,000	7,176	6,569
Premises costs	9,569	500	10,069	8,240
Travelling expenses	10	0	10	46
Training	0	0	0	270
Depreciation	996	0	996	0
Other admin expenses	5,360	0	5,360	6,331
Expenditure on charitable activities	80,928	7,275	88,203	83,475
Independent examiners fees	600	0	600	600
Other accountancy fees	948	0	948	888
Expenditure on governance and support	1,548	0	1,548	1,488

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

5 Employees

The average monthly number of persons (excluding trustees) employed by the company during the year was:

	2022	2021
Charitable activities	4	4

Their aggregate remuneration comprised:

	2022 £	2021 £
Wages and salaries	63,296	60,955
Employer pension costs	1,003	1,064
Social security costs	293	0
	<u>64,592</u>	<u>62,019</u>

No Trustees or members of the management committee received any remuneration for work undertaken in the management of the charity during the current or previous year.

6 Taxation

The charity is exempt from corporation tax on its charitable activities. On the basis of these financial statements the company has no corporation tax liability.

7 Tangible fixed assets

	Fixtures, fittings & equipment £	Computer equipment £	Total £
Cost			
At 1 January 2022	5,633	11,514	17,147
Additions in the year	4,778	0	4,778
At 31 December 2022	<u>10,411</u>	<u>11,514</u>	<u>21,925</u>
Depreciation and impairment			
At 1 January 2022	5,633	11,514	17,147
Depreciation charged in the year	996	0	996
At 31 December 2022	<u>6,629</u>	<u>11,514</u>	<u>18,143</u>
Carrying amount			
At 31 December 2022	<u>3,782</u>	<u>0</u>	<u>3,782</u>
At 31 December 2021	<u>0</u>	<u>0</u>	<u>0</u>

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

8	Financial instruments		
		2022	2021
		£	£
	Carrying amount of financial assets		
	Measured at settlement value	26,345	48,247
		<hr/>	<hr/>
	Carrying amount of financial liabilities		
	Measured at amortised cost	1,933	43,434
		<hr/>	<hr/>
9	Debtors		
		2022	2021
		£	£
	Amounts falling due within one year:		
	Trade debtors	4,202	8,485
	Other debtors	6,245	1,793
		<hr/>	<hr/>
		10,447	10,278
		<hr/>	<hr/>
10	Creditors: amounts falling due within one year		
		2022	2021
		£	£
	Trade creditors	315	1,863
	Other taxation and social security	784	902
	Other creditors (see note 11)	0	39,757
	Accruals and deferred income	834	912
		<hr/>	<hr/>
		1,933	43,434
		<hr/>	<hr/>

11 Related party transactions

Compliance with Financial Reporting Standard 102 requires the charity to identify "other creditors" as a separate category. During this year, it was agreed with Headway - the brain injury association, a charitable organisation with common objectives, to write off the loan.

12 Purpose of restricted funds

During the year the company operated one restricted fund as follows:

Therapy, Counselling, IT Tutoring, Remote services provision, Van Hire	These are grants received to enable the charity to carry out its aims and objectives to provide rehabilitation and support services and to provide remote sessions to users during the pandemic for clients attending the centre.
Wages	Grants received to cover staff wages during the pandemic crisis.

HEADWAY MILTON KEYNES LIMITED

England & Wales - Charity number 1086035

Accounts

Company Registration Number 04121656 (England and Wales)
Charity Registration Number 1086035

HEADWAY MILTON KEYNES LIMITED
(A Company Limited by Guarantee)

TRUSTEES REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

HEADWAY MILTON KEYNES LIMITED

COMPANY INFORMATION

Trustees	Mr P J Todd (Chair) Ms L C Bennett Ms P Grout Ms N J Heales Ms T O Oshikoya Mr N M Long (Cllr) Mr D Mehta Ms C Johnson	Appointed 7 th June 2022 Appointed 3 rd February 2022
Company number	04121656	
Registered office	Unit 1G, 518 Silbury Boulevard Centre:MK Milton Keynes Buckinghamshire MK9 2AD	
Accountants	Webb Accountancy Services Limited 19 Diamond Court Opal Drive Fox Milne Milton Keynes MK15 0DU	
Business address	Unit 1G, 518 Silbury Boulevard Centre:MK Milton Keynes Buckinghamshire MK9 2AD	

HEADWAY MILTON KEYNES LIMITED

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HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees and directors present their annual report and accounts of the charity for the year ended 31 December 2021.

Objectives and Activities of the Charity

The charity is governed by its Memorandum and Articles of Association. The powers of the Charity in the Articles are stated as being anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power:

- (1) To promote understanding of all aspects of brain injury
- (2) To provide information, support, and services to people with brain injury, their families and carers and relevant professionals
- (3) To promote a co-ordinated, multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community
- (4) To increase public awareness and understanding of brain injury
- (5) To participate in activities, which will reduce the incidence of brain injury
- (6) To raise funds. In doing so, the charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations
- (7) To buy, take on, lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use
- (8) To sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with the relevant sections of the Charities Act 2011
- (9) To borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with the relevant sections of the Charities Act 2011, if it wishes to mortgage land
- (10) To co-operate with other charities, voluntary bodies, and statutory authorities and to exchange information and advice with them
- (11) To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects

In planning our activities for the year, we kept in mind the Charity Commissions guidance on public benefit. The focus of our activities remains the provision of professional care, support, advice, and information to the users of our services. Our aim is to promote our charity so that we can be of assistance to persons who have an acquired brain injury and their families.

How our Activities Deliver Public Benefit

Our main activities and who we try to help have been outlined above. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

Achievements and Performance

Headway Milton Keynes provides high-quality support and rehabilitation for local people living with the long-term effects of brain injury, the effects of which can impact every area of day-to-day living. The aim of the charity is to increase the wellbeing and independence of brain injury survivors while providing support and respite to their families and carers, thus relieving pressure on health and adult social care services. It is testament to the dedication and determination of Headway Milton Keynes' volunteers and staff that the charity continues to provide high-quality services in such challenging financial times.

The charity's re-ablement programme is continuing to make real and demonstrable improvements in the lives of service users. We provide a holistic, client-centred approach to brain injury survivors through cognitive, physical, and emotional re-learning and rehabilitation services. The sessional support programmes offered include:

- Development of cognitive and communication skills
- Developing skills for daily living such as budgeting and nutrition
- Preparation for returning to work/education
- Practical and social sessions such as exercise, art, and music
- Clinical therapies
- Support with emotional well-being

More and more clients are meeting their personal goals, leading to increased confidence to play an active role in the local community and less reliance on other forms of more costly state support and prevents isolation.

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

Achievements and Performance (continued)

The start of this year saw us move back to offering remote services due to the global pandemic. We offered all group sessions via video call (art, exercise, cognitive skills and social activities) as well as befriending phone calls and more specialist one-to-one services. From March, we were able to begin offering these sessions as face-to-face services. In July we launched our social group, which runs from a community venue, and offers various activities to allow our service users to socialise and prevent isolation. Alongside this we also provided monthly outings such as café visits, bowling and theatre trips. These activities have been well received and are open to the wider brain injury community as well as our current service users. In August, with funding from National Lottery – Awards for All grant, we started up our community enablement programme. This provides one-to-one sessions to work on specific goals, with the aim of increasing independence and confidence in the community. In the face of such testing times for local charities, the achievements of Headway Milton Keynes over the course of the past year in improving life after brain injury demonstrate the high value of such a specialised service.

Financial Review

Like many charities, Headway Milton Keynes continues to operate in extremely challenging financial conditions, as demonstrated by the fact that the charity has incurred deficits in the past few years.

Indeed, without significant financial support from Headway – the brain injury association (Headway UK), to which Headway Milton Keynes is affiliated, the trustees would have been forced to wind-up the charity in 2014. In addition to the financial support, Headway UK has provided governance and operational support.

Most of the charity's funding this year came from attendance fees, with a significant proportion coming from Milton Keynes Council (MKC) through spot contracting arrangements. The initial strategy adopted was to appoint an experienced manager and improve the quality of service to attract additional clients. Whilst we have succeeded with the former of these objectives, the latter has proved more difficult. It has been difficult to attract new referrals as the eligibility criteria for support from adult social care has been tightened. In common with all local authorities, the Council has faced challenging financial circumstances whilst coping with an increased demand for adult social care services.

The charity's income from all sources amounted to £78,901 (2020 £100,426). The trustees would like to take this opportunity to thank all funders and supporters for their hard work and generosity. Details of grants and donations are set out on page 10. Total expenditure amounted to £84,963 (2020 £81,591). The deficit for the year amounted to £-6,062 (2020 £18,835). This has decreased the net funds available to £4,813 (2020 £10,875).

The charity recognises the need to diversify its income streams, to increase the proportion of income from sources other than the local council by continuing to actively seek alternative funding streams. In addition, it is seeking to reduce expenditure without compromising the quality of the service.

Going Concern and Reserves

Headway Milton Keynes is able to continue in operational existence as it has adequate resources from the financial support previously provided by Headway UK. The long-term challenges facing the charity are significant and difficult decisions may have to be taken in the future if efforts to stabilise the financial health of the charity are not successful. We aim to ensure we have enough cash flow to be able to cover all expenses should we have to cease trading. In the short-term, however, Headway Milton Keynes continues to provide a vital service to individuals and families trying to adapt to life after brain injury. Without this support, the majority of these people would be left to cope in isolation, leading to increased pressures on other statutory services.

Structure Governance and Management

The charity is a charitable company limited by guarantee, incorporated on 5 December 2000. On 1 January 2002 it assumed the assets and liabilities of Headway Milton Keynes, the unincorporated Milton Keynes branch of Headway - the brain injuries association. The charity's founding documents take the form of Memorandum and Articles of Association, by which it is governed.

The directors of the company are also Trustees for the purposes of charity law and under the company's Articles are known as The Board. The Trustees are appointed by the members.

All members of the Board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in note 4 to the accounts.

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

Directors and Trustees Responsibilities

The Directors, who are referred to as Trustees, are responsible for preparing financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the Trustees are required to:

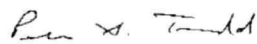
select suitable accounting policies and then apply them consistently;

make judgments and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and with the FRS102 Statement of Recommended Practice. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board



.....

P J Todd

Director

Date: 14.9.22

HEADWAY MILTON KEYNES LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY MILTON KEYNES LIMITED

I report on the accounts of the company for the year ended 31 December 2020, which are set out on pages 5 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which I believe should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Webb Accountancy Services

Webb Accountancy Services Limited

Chartered Accountants

19 Diamond Court
Opal Drive
Fox Milne
Milton Keynes
MK15 0DU

HEADWAY MILTON KEYNES LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

		Unrestricted funds 2021	Restricted income funds 2021	Total funds 2021	Prior year funds 2020
	Notes	£	£	£	£
Income	3				
Income and endowments from: Grants, local authority contracts, donations for advice, information and training		65,395	13,506	78,901	100,426
Total income		65,395	13,506	78,901	100,426
Expenditure	4				
Expenditure on charitable activities		75,744	7,731	83,475	80,127
Fundraising costs		0	0	0	0
Governance and support costs		1,488	0	1,488	1,464
Total Expenditure		77,232	7,731	84,963	81,591
Net income / (Expenditure) before tax		(11,837)	5,775	(6,062)	18,835
Tax payable	6	0	0	0	0
Net income / (Expenditure)		(11,837)	5,775	(6,062)	18,835
Transfer between funds		0	0	0	0
Net movement in funds		(11,837)	5,775	(6,062)	18,835
Reconciliation of funds					
Total funds brought forward		10,875	0	10,875	(7,960)
Total funds carried forward	12	(962)	5,775	4,813	10,875

HEADWAY MILTON KEYNES LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2021

		Unrestricted funds 2021	Restricted income funds 2021	Total funds 2021	Prior year funds 2020
	Notes	£	£	£	£
Fixed assets					
Tangible assets	7	0	0	0	0
Current assets					
Debtors	9	10,278	0	10,278	4,039
Cash at bank and in hand		32,194	5,775	37,969	53,215
Total current assets		<u>42,472</u>	<u>5,775</u>	<u>48,247</u>	<u>57,254</u>
Creditors: amounts falling due within one year	10	(43,434)	0	(43,434)	(46,379)
Net current assets / (liabilities)		(962)	5,775	4,813	10,875
Creditors: amounts falling due after more than one year		0	0	0	0
Provisions for liabilities		0	0	0	0
Total assets less current liabilities		<u>(962)</u>	<u>5,775</u>	<u>4,813</u>	<u>10,875</u>
Funds of the Charity					
Restricted funds	12	0	5,775	5,775	0
Unrestricted funds		(962)	0	(962)	10,875
Total funds		<u>(962)</u>	<u>5,775</u>	<u>4,813</u>	<u>10,875</u>

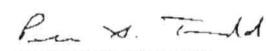
For the financial year ended 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the trustees and authorised for issue on 14.9.22 and are signed on its behalf by:



P J Todd

Trustee / Director

Company Registration No. 04121656

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

Company information

Headway Milton Keynes Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 1G, 518 Silbury Boulevard, Centre:MK, Milton Keynes, Buckinghamshire, MK9 2AD. The charity constitutes a public benefit entity as defined by FRS102.

1.1 Basis of accounting

These financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP FRS 102) issued on 16 July 2014, with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and with the requirements of the Companies Act 2006 and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that, with the support of Headway – the brain injury association, the company has adequate resources to continue in operational existence for the foreseeable future. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Turnover

All incoming resources are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the income;
- the monetary value can be measured with sufficient reliability; and
- it is more likely than not that the trustees will receive the resources.

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

Legacies and other forms of voluntary income are only included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Contractual income and performance related grants are only included in the SoFA once the charity has provided the related services or met the performance related conditions.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

1.4 Expenditure

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All revenue expenditure is dealt with through the SoFA on an accruals basis and is allocated to their appropriate functional headings.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1.5 Governance and support costs

Support costs have been allocated between governance costs and other support.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% Straight line
Computer equipment	25% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is credited or charged to profit or loss.

1.7 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1.9 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as Basic Financial Instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at settlement value unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors and loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Restricted funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts. Distributions from restricted resources must be used for purposes consistent with donor intention and should be the first source of funding to support programmes and activities meeting the restriction.

1.12 Unrestricted funds

Unrestricted funds are funds which 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.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Incoming resources

	Unrestricted funds 2021	Restricted income funds 2021	Total funds 2021	Prior year funds 2020
	£	£	£	£
Donations and gift aid	4,764	0	4,764	7,293
Carers grants	34,692	0	34,692	27,097
Other grants	0	10,000	10,000	17,900
Government grants	0	3,506	3,506	26,266
Centre attendance fees	24,155	0	24,155	21,870
Other income	1,784	0	1,784	0
Total income	65,395	13,506	78,901	100,426

4 Expenditure

Wages and salaries	54,388	7,631	62,019	53,454
Therapy and other costs	6,469	100	6,569	6,244
Premises costs	8,240	0	8,240	10,244
Travelling expenses	46	0	46	376
Training	270	0	270	936
Depreciation	0	0	0	0
Other admin expenses	6,331	0	6,331	8,873
Expenditure on charitable activities	75,744	7,731	83,475	80,127
Independent examiners fees	600	0	600	528
Other accountancy fees	888	0	888	936
Expenditure on governance and support	1,488	0	1,488	1,464

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

5 Employees

The average monthly number of persons (excluding trustees) employed by the company during the year was:

	2021	2020
Charitable activities	4	4

Their aggregate remuneration comprised:

	2021 £	2020 £
Wages and salaries	60,955	52,578
Employer pension costs	1,064	876
Social security costs	0	0
	<u>62,019</u>	<u>53,454</u>

No Trustees or members of the management committee received any remuneration for work undertaken in the management of the charity during the current or previous year.

6 Taxation

The charity is exempt from corporation tax on its charitable activities. On the basis of these financial statements the company has no corporation tax liability.

7 Tangible fixed assets

	Fixtures, fittings & equipment £	Computer equipment £	Total £
Cost			
At 1 January 2021 and 31 December 2021	<u>5,633</u>	<u>11,514</u>	<u>17,147</u>
Depreciation and impairment			
At 1 January 2021	5,633	11,514	17,147
Depreciation charged in the year	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2021	<u>5,633</u>	<u>11,514</u>	<u>17,147</u>
Carrying amount			
At 31 December 2021	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2020	<u>0</u>	<u>0</u>	<u>0</u>

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

8 Financial instruments

	2021 £	2020 £
Carrying amount of financial assets		
Measured at settlement value	48,247	57,254
Carrying amount of financial liabilities		
Measured at amortised cost	43,434	46,379

9 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	8,485	2,355
Other debtors	1,793	1,684
	10,278	4,039

10 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,863	5,156
Other taxation and social security	902	673
Other creditors (see note 11)	39,757	39,757
Accruals and deferred income	912	793
	43,434	46,379

11 Related party transactions

Compliance with Financial Reporting Standard 102 requires the charity to identify "other creditors" as a separate category. However, there is only one creditor in this category. The total figure reported is a single loan due to Headway - the brain injury association, a charitable organisation with common objectives. The Trustees of Headway – the brain injury association have not set a formal repayment date, no interest has been charged and no security has been given. The amount owed by the company to Headway – the brain injury association at the end of the year was £39,757 (2021 £39,757). Headway – the brain injury association is financially secure, with total unrestricted funds of £2,392,443.

12 Purpose of restricted funds

During the year the company operated one restricted fund as follows:

Therapy, Counselling, IT Tutoring, Remote services provision, Van Hire	These are grants received to enable the charity to carry out its aims and objectives to provide rehabilitation and support services and to provide remote sessions to users during the pandemic for clients attending the centre.
Wages	Grants received to cover staff wages during the pandemic crisis.

HEADWAY MILTON KEYNES LIMITED

England & Wales - Charity number 1086035

Accounts

Company Registration Number 04121656 (England and Wales)
Charity Registration Number 1086035

HEADWAY MILTON KEYNES LIMITED
(A Company Limited by Guarantee)

TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

HEADWAY MILTON KEYNES LIMITED

COMPANY INFORMATION

Trustees	Mr P J Todd (Chair)	
	Mr R Goodenough (Secretary)	
	Mr R Goodenough	
	Ms N J Heales	
	Ms T O Oshikoya	Appointed 17 th November 2020
	Mr N M Long (Cllr)	Appointed 17 th November 2020
	Mr D Mehta	Appointed 23 rd February 2021
	Ms C Johnson	Appointed 16 th March 2021

Company number 04121656

Registered office Unit 1G, 518 Silbury Boulevard
Centre:MK
Milton Keynes
Buckinghamshire
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Centre:MK
Milton Keynes
Buckinghamshire
MK9 2AD

HEADWAY MILTON KEYNES LIMITED

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HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees and directors present their annual report and accounts of the charity for the year ended 31 December 2020.

Objectives and Activities of the Charity

The charity is governed by its Memorandum and Articles of Association. The powers of the Charity in the Articles are stated as being anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power:

- (1) To promote understanding of all aspects of brain injury
- (2) To provide information, support, and services to people with brain injury, their families and carers and relevant professionals
- (3) To promote a co-ordinated, multidisciplinary approach to brain injury screening, acute care, assessments, rehabilitation and return to the community
- (4) To increase public awareness and understanding of brain injury
- (5) To participate in activities, which will reduce the incidence of brain injury
- (6) To raise funds. In doing so, the charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations
- (7) To buy, take on, lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use
- (8) To sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with the relevant sections of the Charities Act 2011
- (9) To borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with the relevant sections of the Charities Act 2011, if it wishes to mortgage land
- (10) To co-operate with other charities, voluntary bodies, and statutory authorities and to exchange information and advice with them
- (11) To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects

In planning our activities for the year, we kept in mind the Charity Commissions guidance on public benefit. The focus of our activities remains the provision of professional care, support, advice, and information to the users of our services. Our aim is to promote our charity so that we can be of assistance to persons who have an acquired brain injury and their families.

How our Activities Deliver Public Benefit

Our main activities and who we try to help have been outlined above. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

Achievements and Performance

Headway Milton Keynes provides high-quality support and rehabilitation for local people living with the long-term effects of brain injury, the effects of which can impact every area of day-to-day living. The aim of the charity is to increase the wellbeing and independence of brain injury survivors while providing support and respite to their families and carers, thus relieving pressure on health and adult social care services. It is testament to the dedication and determination of Headway Milton Keynes' volunteers and staff that the charity continues to provide high-quality services in such challenging financial times.

The charity's re-ablement programme is continuing to make real and demonstrable improvements in the lives of service users. We provide a holistic, client-centred approach to brain injury survivors through cognitive, physical, and emotional re-learning and rehabilitation services. The sessional support programmes offered include:

- Development of cognitive and communication skills
- Developing skills for daily living such as budgeting and nutrition
- Preparation for returning to work/education
- Practical and social sessions such as exercise, art, and music
- Clinical therapies
- Support with emotional well-being

More and more clients are meeting their personal goals, leading to increased confidence to play an active role in the local community and less reliance on other forms of more costly state support and prevents isolation.

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

Achievements and Performance (continued)

This year saw us move to offering remote services, March to October, due to the global pandemic and consequential closure of face-to-face services. We were able to offer all our group sessions via video calls (art, exercise, cognitive skills, occupational therapy, and social activities) as well as befriending and wellbeing phone calls and more specialist one-to-one support calls. These sessions were well received and allowed clients to continue to receive the support they required, increasing their social and emotional wellbeing.

We also moved premises this year, to a central location in Milton Keynes. The hope going forward is to use this premises as a central hub as well as running services within the community to allow us to reach more individuals. In the face of such testing times for local charities, the achievements of Headway Milton Keynes, over the course of the past year, in improving life after brain injury demonstrates the high value of such a specialised service.

Financial Review

Like many charities, Headway Milton Keynes continues to operate in extremely challenging financial conditions, as demonstrated by the fact that the charity has incurred deficits in the past few years.

Indeed, without significant financial support from Headway – the brain injury association (Headway UK), to which Headway Milton Keynes is affiliated, the trustees would have been forced to wind-up the charity in 2014. In addition to the financial support, Headway UK has provided governance and operational support.

Most of the charity's funding this year came from attendance fees, with a significant proportion coming from Milton Keynes Council (MKC) through spot contracting arrangements. The initial strategy adopted was to appoint an experienced manager and improve the quality of service to attract additional clients. Whilst we have succeeded with the former of these objectives, the latter has proved more difficult. It has been difficult to attract new referrals as the eligibility criteria for support from adult social care has been tightened. In common with all local authorities, the Council has faced challenging financial circumstances whilst coping with an increased demand for adult social care services.

The charity's income from all sources amounted to £100,426 (2019 £64,843). The trustees would like to take this opportunity to thank all funders and supporters for their hard work and generosity. Details of grants and donations are set out on page 10. Total expenditure amounted to £81,591 (2019 £78,976). The surplus for the year amounted to £18,835 (2019 £-14,133). This has increased the net funds available to £10,875 (2019 £-7,960).

The charity recognises the need to diversify its income streams, to increase the proportion of income from sources other than the local council by continuing to actively seek alternative funding streams. In addition, it is seeking to reduce expenditure without compromising the quality of the service. Headway Milton Keynes has been able to continue in operation existence as it has adequate resources from the financial support previously provided by Headway UK. Headway Milton Keynes continues to provide a vital service to individuals and families trying to adapt to life after brain injury. Without this support, the majority of these people would be left to cope in isolation, leading to increased pressures on other statutory services.

Structure Governance and Management

The charity is a charitable company limited by guarantee, incorporated on 5 December 2000. On 1 January 2002 it assumed the assets and liabilities of Headway Milton Keynes, the unincorporated Milton Keynes branch of Headway - the brain injuries association. The charity's founding documents take the form of Memorandum and Articles of Association, by which it is governed.

The directors of the company are also Trustees for the purposes of charity law and under the company's Articles are known as The Board. The Trustees are appointed by the members.

All members of the Board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in note 4 to the accounts.

HEADWAY MILTON KEYNES LIMITED

TRUSTEES AND DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

Directors and Trustees Responsibilities

The Directors, who are referred to as Trustees, are responsible for preparing financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the Trustees are required to:


select suitable accounting policies and then apply them consistently;

make judgments and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and with the FRS102 Statement of Recommended Practice. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board


.....

P J Todd

Director

Date: 13 September 2021

HEADWAY MILTON KEYNES LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY MILTON KEYNES LIMITED

I report on the accounts of the company for the year ended 31 December 2020, which are set out on pages 5 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
 - the accounts do not accord with such records;
 - where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which I believe should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Webb Accountancy Services
Webb Accountancy Services Limited

Chartered Accountants

13 September 2021

19 Diamond Court
Opal Drive
Fox Milne
Milton Keynes
MK15 0DU

HEADWAY MILTON KEYNES LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted funds 2020	Restricted income funds 2020	Total funds 2020	Prior year funds 2019
	Notes	£	£	£	£
Income	3				
Income and endowments from: Grants, local authority contracts, donations for advice, information and training		81,082	19,344	100,426	64,843
Total income		81,082	19,344	100,426	64,843
Expenditure	4				
Expenditure on charitable activities		60,556	19,571	80,127	77,536
Fundraising costs		0	0	0	0
Governance and support costs		1,464	0	1,464	1,440
Total Expenditure		62,020	19,571	81,591	78,976
Net income / (Expenditure) before tax		19,062	(227)	18,835	(14,133)
Tax payable	6	0	0	0	0
Net income / (Expenditure)		19,062	(227)	18,835	(14,133)
Transfer between funds		0	0	0	0
Net movement in funds		19,062	(227)	18,835	(14,133)
Reconciliation of funds					
Total funds brought forward		(8,187)	227	(7,960)	6,173
Total funds carried forward	12	10,875	0	10,875	(7,960)

HEADWAY MILTON KEYNES LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	Unrestricted funds 2020 £	Restricted income funds 2020 £	Total funds 2020 £	Prior year funds 2019 £
Fixed assets					
Tangible assets	7	0	0	0	0
Current assets					
Debtors	9	4,039	0	4,039	5,779
Cash at bank and in hand		53,215	0	53,215	28,786
Total current assets		<u>57,254</u>	<u>0</u>	<u>57,254</u>	<u>34,565</u>
Creditors: amounts falling due within one year	10	(46,379)	0	(46,379)	(42,525)
Net current assets / (liabilities)		<u>10,875</u>	<u>0</u>	<u>10,875</u>	<u>(7,960)</u>
Creditors: amounts falling due after more than one year		0	0	0	0
Provisions for liabilities		0	0	0	0
Total assets less current liabilities		<u>10,875</u>	<u>0</u>	<u>10,875</u>	<u>(7,960)</u>
Funds of the Charity					
Restricted funds	12	0	0	0	227
Unrestricted funds		10,875	0	10,875	(8,187)
Total funds		<u>10,875</u>	<u>0</u>	<u>10,875</u>	<u>(7,960)</u>

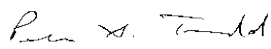
For the financial year ended 31 December 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the trustees and authorised for issue on 13 September 2021 and are signed on its behalf by:



P J Todd

Trustee / Director

Company Registration No. 04121656

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Company information

Headway Milton Keynes Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 1G, 518 Silbury Boulevard, Centre:MK, Milton Keynes, Buckinghamshire, MK9 2AD. The charity constitutes a public benefit entity as defined by FRS102.

1.1 Basis of accounting

These financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP FRS 102) issued on 16 July 2014, with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and with the requirements of the Companies Act 2006 and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that, with the support of Headway – the brain injury association, the company has adequate resources to continue in operational existence for the foreseeable future. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Turnover

All incoming resources are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the income;
- the monetary value can be measured with sufficient reliability; and
- it is more likely than not that the trustees will receive the resources.

Grants and donations are only included in the SoFA when the general income recognition criteria are met. Legacies and other forms of voluntary income are only included in the SoFA when receipt is probably, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met. Contractual income and performance related grants are only included in the SoFA once the charity has provided the related services or met the performance related conditions.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

1.4 Expenditure

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

All revenue expenditure is dealt with through the SoFA on an accruals basis and is allocated to their appropriate functional headings.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1.5 Governance and support costs

Support costs have been allocated between governance costs and other support.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% Straight line
Computer equipment	25% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is credited or charged to profit or loss.

1.7 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1.9 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as Basic Financial Instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at settlement value unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors and loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Restricted funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts. Distributions from restricted resources must be used for purposes consistent with donor intention and should be the first source of funding to support programmes and activities meeting the restriction.

1.12 Unrestricted funds

Unrestricted funds are funds which 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.

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Incoming resources

	Unrestricted funds 2020	Restricted income funds 2020	Total funds 2020	Prior year funds 2019
	£	£	£	£
Donations and gift aid	7,115	178	7,293	10,739
Carers grants	27,097	0	27,097	25,878
Other grants	0	17,900	17,900	0
Government grants	25,000	1,266	26,266	0
Centre attendance fees	21,870	0	21,870	27,461
Other income	0	0	0	765
Total income	81,082	19,344	100,426	64,843

4 Expenditure

Wages and salaries	44,597	8,857	53,454	53,260
Therapy costs	1,675	4,569	6,244	7,714
Premises costs	10,244	0	10,244	7,192
Travelling expenses	376	0	376	1,543
Training	936	0	936	290
Depreciation	0	0	0	354
Other expenses	2,728	6,145	8,873	7,183
Expenditure on charitable activities	60,556	19,571	80,127	77,536
Independent examiners fees	528	0	528	528
Other accountancy fees	936	0	936	912
Expenditure on governance and support	1,464	0	1,464	1,440

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

5 Employees

The average monthly number of persons (excluding trustees) employed by the company during the year was:

	2020	2019
Charitable activities	4	5

Their aggregate remuneration comprised:

	2020 £	2019 £
Wages and salaries	52,578	52,634
Employer pension costs	876	626
Social security costs	0	0
	<u>53,454</u>	<u>53,260</u>

No Trustees or members of the management committee received any remuneration for work undertaken in the management of the charity during the current or previous year.

6 Taxation

The charity is exempt from corporation tax on its charitable activities. On the basis of these financial statements the company has no corporation tax liability.

7 Tangible fixed assets

	Fixtures, fittings & equipment £	Computer equipment £	Total £
Cost			
At 1 January 2020 and 31 December 2020	<u>5,633</u>	<u>11,514</u>	<u>17,147</u>
Depreciation and impairment			
At 1 January 2020	5,633	11,514	17,147
Depreciation charged in the year	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2020	<u>5,633</u>	<u>11,514</u>	<u>17,147</u>
Carrying amount			
At 31 December 2020	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2019	<u>0</u>	<u>0</u>	<u>0</u>

HEADWAY MILTON KEYNES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

8 Financial instruments	2020	2019
	£	£
Carrying amount of financial assets		
Measured at settlement value	57,254	34,565
	<hr/>	<hr/>
Carrying amount of financial liabilities		
Measured at amortised cost	46,379	42,525
	<hr/>	<hr/>
9 Debtors	2020	2019
	£	£
Amounts falling due within one year:		
Trade debtors	2,355	2,571
Other debtors	1,684	3,208
	<hr/>	<hr/>
	4,039	5,779
	<hr/>	<hr/>
10 Creditors: amounts falling due within one year	2020	2019
	£	£
Trade creditors	5,156	1,587
Other taxation and social security	673	561
Other creditors (see note 11)	39,757	39,584
Accruals and deferred income	793	793
	<hr/>	<hr/>
	46,379	42,525
	<hr/>	<hr/>

11 Related party transactions

Compliance with Financial Reporting Standard 102 requires the charity to identify “other creditors” as a separate category. However, there is only one creditor in this category. The total figure reported is a single loan due to Headway - the brain injury association, a charitable organisation with common objectives. The Trustees of Headway – the brain injury association have not set a formal repayment date, no interest has been charged and no security has been given. The amount owed by the company to Headway – the brain injury association at the end of the year was £39,757 (2019 £39,584). Headway – the brain injury association is financially secure, with total unrestricted funds of £1,393,035.

12 Purpose of restricted funds

During the year the company operated one restricted fund as follows:

Therapy, Counselling, IT Tutoring, Remote services provision, Van Hire	These are grants received to enable the charity to carry out its aims and objectives to provide rehabilitation and support services and to provide remote sessions to users during the pandemic for clients attending the centre.
Wages	Grants received to cover staff wages during the pandemic crisis.