

“The Headway Nottingham online activities have been a lifeline for me while I have been shielding, I don’t know what I would have done without them. I can only imagine how difficult and lonely life would have been without our Zoom get togethers”.

Tom, service user.

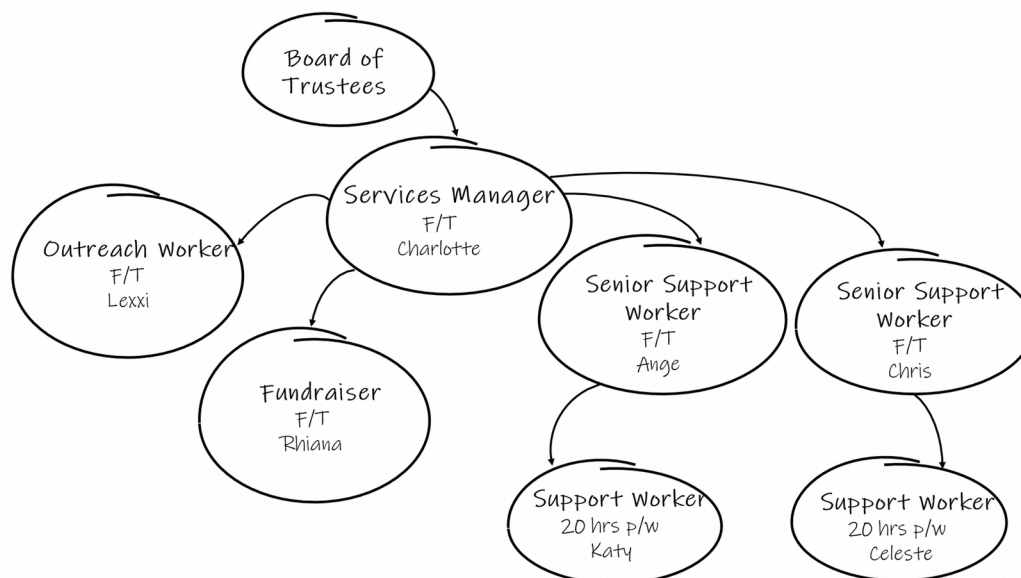


Headway
Nottingham

A Look Back
Annual report: 2020/21

**Prepared by Charlotte Leask, Services Manager
AGM: 19th October 2021,**

Team Structure



Board of Trustees

The period 2020/21 saw the resignation of Headway Nottingham's Chair of the Board of Trustees, Ed Myers. Ed's contribution and dedication to Headway Nottingham's adaptation, success and continuity over 22 years is deeply valued by all the team. It's wonderful that those affected by brain injury will continue to benefit from his compassion and expertise in the field in his continuing role as a specialist in Personal Injury and Criminal Injury claims. We are incredibly grateful for his unwavering support. On Ed's resignation, Sam Harris stepped up to the role of Chair.

2020/21 saw Headway Nottingham benefit from the appointments of Hilary Rapinet, a Senior HR practitioner with over 20 years of experience in global private sector companies, and Therese Easom, Head of Corporate Communications at Nottinghamshire Fire and Rescue Service. We were delighted to welcome Hilary and Therese to the team and thrilled to benefit from their wealth of experience in HR, Communications and PR. The staff team are grateful for the ongoing support and hard work of Headway Nottingham's Board of Trustees throughout this turbulent year.

Staffing narrative

Headway Nottingham's small staff team was inevitably, significantly impacted by the global COVID-19 pandemic, as doors to our face-to-face services were closed for all but five weeks over this financial year in the interests of maintaining our clients' safety. The team responded quickly to national lockdown and services were reworked to offer

comprehensive support remotely. As a result, fewer staff were initially required and for part of the year the organisation was able to benefit from the Government Furlough scheme. At various points of the year, four of the seven-strong team were furloughed.

By Christmas 2020 the team had absorbed the loss of two part time staff members – Support Workers Katy and Celeste. Whilst their hard work and support was missed, we chose not to advertise the vacancies until building-based services were to resume. By the end of the financial year the team had reduced to five.

Purpose and Activity

The principal objectives of Headway Nottingham are to:

- promote understanding of all aspects of brain injury
- provide information, support and services for those who have sustained a brain injury
- improve the quality of life for people with a brain injury, their families and carers in Nottingham's city and county.

Rehabilitation Centre

The year 2020/21 threw challenges at Headway Nottingham which undermined the foundations of our work in our rehabilitation centre. The pandemic, and ensuing lockdowns, saw our service users not able to rely on their allocated time at the centre for in-person support to maintain and develop their abilities and sense of self post-injury. Many were physically separated from their support networks, jeopardising their access to simple necessities. Vital friendships nurtured at the centre were threatened and for many their source of routine and reassurance was snatched away for an indefinite period of time.

"My favourite people at Headway are Ange, Charlotte, Lexxi..."

Lauren, new service user

The staff team worked quickly to restructure how support could be delivered, taking into account the variances in our 70 day service users' ability to communicate through different media. Initially this remote offering started at a basic level with regular welfare telephone calls and rehabilitative / engaging activity packs sent through the post to

Over the year the staff team made an astonishing 5,550 welfare telephone calls and sent nearly 1,500 postal activity packs to our clients.

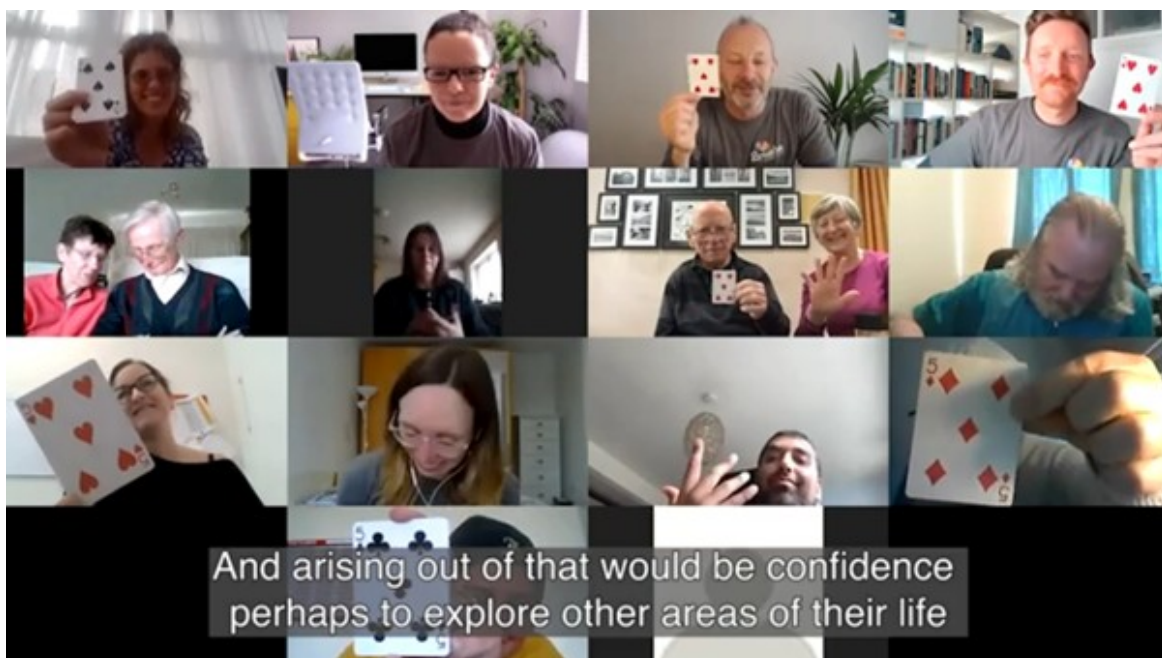
clients.

The welfare calls enabled our team to "check-in" with those we support, offering some social interaction over the phone, the opportunity for them to talk through any worries during an unprecedented time, and gave our staff the chance to pick up on any concerns arising. Indeed, these calls did lead to interventions and referrals into appropriate

agencies for extra support for some of our most vulnerable clients, allowing them to remain shielding as advised but still having access to critical supplies of food, medication, and other essentials. It was also important that the messages surrounding how to stay safe during the pandemic were repeated and explained often to our client base, many of whom struggle with memory loss and have some difficulties understanding information.

The remote offering soon expanded to a closed Facebook group only for those who would normally have been attending the day centre. This offered a place where the vital peer to peer support usually experienced within the centre could continue. A daily mental health “check-in” in this group allowed service users to engage without having to write lengthy sentences, instead only having to post a heart of a certain colour to alert staff moderators and other service users to their current mood. This prompted an outpouring of support from their friends and interventions from staff when required. With almost 250 mental health check-in’s and over 8000 comments and interactions stemming from them, we are proud to have facilitated this level of connection when so many were feeling so isolated.

The final piece of our remote support puzzle slipped into place when we started offering “live” sessions via Zoom. A full weekly timetable of activities with staff members and contracted tutors soon had our service users back in the swing of learning and laughing. We facilitated creative writing lessons, “Laughter Yoga and Wellbeing” sessions, quizzes, “Music for Wellbeing” and our highlight of the lockdowns, our “Magic for Memory” online sessions. A course designed by **Breathe Arts Health Research** and our colleagues at **Headway East London**, using members of the Magic Circle to teach our service users magic tricks whilst simultaneously improving memory, sequencing, communication skills, storytelling and their sense of wellbeing. It was a joy to be involved in and made a huge and positive difference to those who participated.



Let us not forget that this pandemic had an impact on us all, we are incredibly proud of the hard work and resilience of our staff team during this unprecedented time. Putting aside their own worries and difficulties during this time, they dedicated themselves to making sure that the wellbeing and safety of our members was our highest priority and, crucially, that the negative impact of the pandemic was minimised for those that they supported. Our sincerest thanks to Charlotte, Rhiana, Alexandria, Angela, Chris, Celeste and Katy for making sure we all came together, despite the physical distance between us.

Volunteers

Social distancing and capacity in the centre dictated that even when lockdown restrictions eased and we were able to provide in-person services, utilising volunteers in the centre would reduce numbers of services users able to attend for rehabilitation. We look forward to welcoming volunteers back to the centre when capacity issues allow.

Funding, Fundraising and Campaigning

Statutory Funding

The temporary, but indefinite, closure of Headway Nottingham's in-person support during national lockdown was cause for immediate financial concern for the organisation, as well as for the wellbeing and safety of our clients. In the context of our reliance on statutory income in previous years, the threatened loss of this source of income had the potential to jeopardise the future of our service.

Headway Nottingham continued to have responsibility for overseeing the welfare of our clients in the city and county whilst day services were closed, so we were pleased to receive confirmation from both Nottingham City and Nottinghamshire County's Adult Social Care commissioners that client's subsidised places with the service would continue to be funded, on the proviso that 'blended support' through multiple mediums was provided. We thank both of our local authorities for working with us to make sure our vulnerable clients still had access to the support and interactions they needed throughout this difficult time.

Grant Funding

At a time of significant uncertainty as the pandemic took hold, Headway Nottingham was fortunate to benefit from existing grants being in place to support the role of our Outreach Worker. Having received £14,855 from **The People's Postcode Lottery** a matter of weeks before the commencement of the financial year, the funders responded to the global crisis by quickly taking the unprecedented step of unrestricting their grant, allowing us the opportunity to utilise their funds wherever the need in the service was greatest. The essential nature of the Outreach Worker's role dictated that despite this kind offer, it was felt that provision of support for our clients in Nottingham City should continue to be funded as planned, albeit in a different and remote format.

Headway Nottingham's remaining Outreach work throughout Nottinghamshire County continued to be funded by **Nottinghamshire County Council's Local Improvement Scheme**. This marks the final year of their much-valued three-year commitment to support the project for the benefit of citizens affected by brain injury. The project was set to exceed stated targets in year three, as it had in years one and two, however priorities of the role shifted as our support became remote and the welfare benefits system slowed as a result of the pandemic. We are thrilled that despite challenges faced this year, the Local Improvement Scheme committee deemed our project to be a resounding success.

The BADth (British Association of Dramatherapists) Charity's support of Headway Nottingham's Dramatherapy project continued unabated despite distancing restrictions as we were fortunate to benefit from delivery creativity from our external Dramatherapist, Kathy Akers. The remainder of the £6,000 grant was provided following assessment of the project's efficacy, which allowed us to continue a much-valued and innovative rehabilitation opportunity despite the physical distance between clients and our service. Workshops were undertaken by telephone and online, using postal packs as reiteration of work completed. Sessions provided invaluable opportunities for clients to process and reflect on their emotions and responses to their current situations as well as the address ongoing challenges relating to their brain injuries. This session provided a lifeline of emotional support for its beneficiaries.

We were grateful to benefit from a grant to the value of £500 from Nottinghamshire County **Councillor Weisz** to support the provision of activity resources, which were invaluable in helping us to manage the wellbeing and progression of our clients in Nottinghamshire. An additional grant of £720 was gratefully received from **Nottinghamshire County Council's Local Improvement Scheme Covid-19 Relief Fund** to support the provision of our online Laughter Yoga workshops. The sense of connection this afforded our clients at an incredibly challenging time was central to nurturing positivity and hope for our clients, despite their social isolation.

The team responded quickly to funding opportunities which were made available to charities whose services and core costs were affected by Covid-19. We were grateful to receive a grant from the **National Emergencies Trust**, through the Nottinghamshire Community Fund to the value of £8,553, to support the establishment of our remote services as we adjusted to working with pandemic restrictions. We were also thrilled to benefit from a £5,000 grant from the **Edward Gosling Foundation**, which contributed to our outgoings of wages and rent during 2020. Similarly, the **Albert Hunt Trust awarded** £2,000 to cover some of the salary costs of our critical workers along with the **East Midlands Airport Covid Relief Fund** giving us £572 towards those same core salary costs. **The Julia and Hans Rausing Trust** were exceptionally generous with an award of £28,352 to help us pay for core costs and continue with remote support for our members during the crisis and a successful application to the **Coronavirus Community Support Fund** distributed by the National Lottery Community Fund saw us receive £90,875 to cover much of the remote support offering we were providing and notably, pay for our technology loan/training scheme which saw us provide tablets, data and training to a cohort of clients who were isolated, so that they too could join in with our online activity provision during the covid crisis.

All the team at Headway Nottingham work transparently and collaboratively with grant-makers, and we are sincerely grateful for their support and interest in our work. Their contributions enable us to grow and develop the charity's profile, whilst providing brain injury-specific, innovative and effective rehabilitation services for our members.

Voluntary Fundraising and Donations

This year we saw our individual donations and community fundraising decrease, reflecting both the uncertainty of the time and the lockdowns making in person fundraising events impossible. A drop in donations of this kind has been experienced right across the third sector during the pandemic and we consider ourselves extremely lucky and privileged to have continued to receive donations of any level. Fairly soon after the pandemic began it became clear that this could become a problem that put at risk our charity, and efforts to mitigate this through more targeted applications to trusts and grants became our fundraising priority. We saw success in concentrating on this switch and this is reflected in our accounts for the year.

In Conclusion...

In a year that not one of us could have foreseen, Headway Nottingham continued through extremely difficult circumstances, to deliver support, information and friendship to adults living with brain injuries in Nottingham and Nottinghamshire. Though our means of service delivery had to change, our mission and ethos remained; to use a person centred and holistic approach to improve lives after brain injury. We truly value all the support we have received from our supporters, commissioners, staff, tutors, trustees and most importantly, our clients, over this very difficult year and we want to reassure you all that our enthusiasm for what we do has not waned. We will endeavour to build on our successes and learn from our difficulties in order to reach more people who need us in the coming year.

Addendum - May 2021

The last year has been extremely difficult and vastly different. While we await the collation of data gathered during the crisis and into 2021/22 which will detail the impact the pandemic has had on our clients and the service, we believe that the following preliminary points are worthy of note...

- Our experience of covid suggests that we are right about the false economy of cutting day services – anecdotal evidence of mental health decline associated with isolation, carer crisis without respite, declining cognitive function and independence skills and increased likelihood of supported/residential care were reported during the crisis.
- Our predicted budget for 2021/22 indicates a huge deficit by the end of the year and a likely closure of day services early in 2022 if other funding streams don't become available.
- The cost of the service has reduced by nearly 30% over the last 3.5 years to try and account for a tougher fundraising environment without significant impact of service provision but there are no longer any further cuts to be made without losing core support services for our clients.

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
HEADWAY (NOTTINGHAM) LIMITED**

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HEADWAY (NOTTINGHAM) LIMITED

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for the year ended 31 March 2021**

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HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Charitable objects

What does Brain Injury Mean?

There are no certainties or 'one size fits all' approaches in the field of brain injury. Whilst some people do have physical disabilities meaning they are reliant on wheelchairs or walkers, every one of our clients struggles with profound cognitive disability. By the nature of this invisible disability, on arriving at Headway Nottingham people often find that their relationships with family are strained, friendship groups have fallen away and they may have lost the ability to plan and execute straightforward tasks independently. Long and short term memory loss is invariably a difficult area for most, potentially making them vulnerable in terms of safety in the home and community, and causing profound upset for many with the feeling that they simply don't know who they are any longer. This can mean that without intensive support, the individual and their families can experience spiralling debt, housing insecurity and experience exclusion from their communities.

Behaviourally, clients frequently struggle with impulsive behaviour and disinhibition, struggle to manage their mood and as a result can be alienated from their support networks. The effects of brain injury can reach into every part of someone's life and take away everything that they knew about themselves prior to their injury. The disproportionate amount of depression, anxiety and family breakdown experienced in those with brain injuries demonstrates the urgent need for Headway Nottingham to provide accessible therapeutic processes to improve quality of life for clients and their families.

Brain Injury in the UK

Every 90 seconds someone is admitted to hospital with an acquired brain injury related illness -this could be from a head injury, stroke or other cause.

Comparison - "Every two minutes someone in the UK is diagnosed with cancer."**

There were 348,453 UK admissions to hospital with acquired brain injury in 2016-17. That is 531 admissions per 100,000 of the population.

[**Cancer Research UK, 2017]

Headway Nottingham shares its Nottingham roots with national charity, Headway - the brain injury association, whose UK-wide services include an invaluable information Helpline, downloadable web-based information on the effects of brain injury and nationwide campaigning to highlight the prevalence and significance of disabilities resulting from brain injury. This more generalised support complements the work of Headway Nottingham and aids some local residents to find our day centre for their person-centred, long term rehabilitation. Headway Nottingham remains a separate charity to its national neighbour, with responsibility for its own strategic direction, governance and fundraising.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Public benefit

Brain Injury in Nottingham

Headway Nottingham operates on the doorstep of one of the UK's foremost Major Trauma Centres at Nottingham Queens Medical Centre. As a result, this incredible medical care sees local survival rates following brain injury ever-increasing. However, as our clients often report, long term support for the profound and potentially devastating disabilities resulting from brain injury is severely lacking. Headway Nottingham continues to be the only brain injury specific service available for people throughout Nottingham city and Nottinghamshire county, that will support each individual and their families for as long as they need us.

In 2016-17 Nottingham city and county saw 4,317 admissions to hospital as a result of an acquired brain injury. 1,434 (33.2%) of these injuries were as a result of Stroke.*

Headway Nottingham supports and represents people living throughout Nottingham city and Nottinghamshire county - a vast geographical remit for our small charity. Our catchment area is diverse in terms of affluence and does include areas included in the National Indices of Deprivation. As a result, many of our clients experience multiple and complex deprivation in addition to the disabilities they experience following brain injury.

78% of Headway Nottingham's clients are not supported by any other organisation. This is representative of the likelihood of people living with brain injuries slipping 'under the net' of available support as well as a wider failure of national services to recognise and acknowledge the nature of brain injury as distinct from other types of disadvantage. More than one third of our clients experienced a delay of more than ten years between hospital discharge and accessing brain injury specific support from Headway Nottingham. We still have much work to do to improve the pathway for local people with brain injuries, ensuring referrals to us are made quickly to avoid plateaus in rehabilitation and minimise additional disadvantage, such as spiralling debt or family breakdown.

70% of Headway Nottingham clients express that they worry about managing finances, with a potentially devastating effect on the health and wellbeing of the individual and their families.

98.5% of Headway Nottingham's clients are long term unemployed due to their disability

72% of our Outreach clients received our help with their welfare/benefits provision.

[*Figures from national charity, Headway - the brain injury association's analysis of ABI admission statistics from 2016-17.]

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements

"The Headway centre is a lifeline for us. They teach us and everyone they support that there is a life after this. Brain injury bares down on all three of us most of the time like a dark cloud of depression and anxiety... but when we arrive at Headway, we hear people talking and it's like the sun is shining through".

- Jo Samples, Carer for daughter and husband with brain injuries

At its community resource centre Headway Nottingham provides much-valued person-centred and life-improving rehabilitation through a wide range of engaging, practical workshops, all designed to support with skills and confidence rebuilding whilst establishing an appropriate level of safe independence for each person.

Unfortunately, the global pandemic saw our centre closed for all but 5 weeks of this financial year. In the interests of keeping our clients safe, many of whom are extremely clinically vulnerable, Headway Nottingham's senior leadership team made the decision to suspend all face to face and building based services. This saw a very quickly designed and implemented change to offering remote services to our group of 70 centre attendees.

Initially this remote offering started at a basic level with welfare phone calls and activities sent through the post to our clients. Over the year the staff team made a staggering 5550 calls and sent nearly 1500 postal activity packs to our clients.

The welfare calls enabled our team to "check-in" with those we support, offering some social interaction over the phone, the opportunity for them to talk through any worries during an unprecedented time, and gave our staff the chance to pick up on any concerns arising. Indeed, these calls did lead to interventions and referrals into appropriate agencies for extra support for some of our most vulnerable clients, allowing them to remain shielding as advised but still having access to critical supplies of food, medication, and other essentials. It was also important that the messages surrounding how to stay safe during the pandemic were repeated and explained often to our client base, most of whom struggle with memory loss and have some difficulties understanding information.

Our remote offering developed over time, and we soon had a Facebook group only for our attendees and moderated by staff so that their interactions with each other could continue. This offered a place where the vital peer to peer support usually experienced in the centre could continue for our members. A daily "mental Health Check-in" was established in this group with clients only having to post a heart of a particular colour to alert staff members and fellow clients as to their current mood. This prompted an outpouring of support from their friends and interventions from staff if required. With approximately 250 mental health check-ins and nearly 8000 comments and interactions stemming from them we are proud to have facilitated this level of connection at a time when so many were feeling so isolated. Facebook also allowed us to post activities, generate conversation and host quizzes and classes for anyone who needed to feel that warm embrace of Headway Nottingham they were so missing during lockdown.

The next development was the use of live Zoom sessions, giving the clients the opportunity to interact with each other and staff in real time. We brought in tutors to deliver sessions such as Singing for Wellbeing, Laughter Yoga and Wellbeing, Creative Writing, Dramatherapy, Coffee and Catch-ups and a weekly Headway Nottingham Quiz which was quite the hit. 198 live zoom sessions over 33 weeks added a whole new dimension to our remote provision and with the help of a successful bid for covid related funding from the central government grants distributed through the Big Lottery we were able to provide essential hardware, internet access and training to many clients who would otherwise have been excluded from this type of online provision.

Outreach Service in the Community and Welfare Support

Headway Nottingham's Outreach service was also affected by the pandemic, as a service primarily undertaken in the homes of those we support, this too had to stop in the interests of safety. We did continue to offer advice and guidance throughout the lockdowns via the phone and over Zoom and as we had short reprieves of those lockdowns during the summer months we could advocate for the most in need with garden and doorstep visits. Welfare interventions were much less as the DWP needed to take action to implement safe working practices and delayed reviews and face to face meetings. Our Outreach service still maintains a 100% record of successfully claiming and/or overturning wrongful rejections of disability benefits for those we support through the process. This highlights the need for more brain injury specific specialists within the welfare system and the vital nature of the welfare support we offer to an often misunderstood client base with invisible disability. Without our specialist brain injury specific help, many people would not have the financial security needed post brain injury and would risk falling into poverty.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

We continued to accept new referrals during the pandemic under the proviso that they would join a waiting list and only be actioned when restrictions eased, and we had 28 during the course of the year. Whilst this is much reduced in comparison to previous years due to everyone understanding the limits of service that could be offered during this time, it is safe to assume that our workload as we come out of the pandemic will be significantly increased as we try and catch up with the new referrals and those who have been putting off referral until the covid situation improves.

We are proud that the value of the Outreach service was recognised by two funders in the year - Nottinghamshire County Council's Local Improvement Scheme, who's valued contributions are used towards our support of local people affected by brain injury in the Nottinghamshire County area, and The People's Postcode Lottery, whose grant ensured the continuation of our vital support throughout Nottingham City in 2020.

FINANCIAL REVIEW

Review of the year

Headway Nottingham and the Local Brain Injury Landscape

The biggest challenge for people with brain injuries throughout Nottingham and Nottinghamshire continues to be accessing appropriate, long term cognitive and physical rehabilitation and emotional support. For many people, the pathway to accessing brain injury specific support is unclear and too often left to luck as to whether they are referred to Headway Nottingham. Coupled with this, an ever-tightening public purse increases barriers to support as subsidised transport is cut dramatically (leaving many unable to attend due to geography) and contributions of statutory funding reduce per person, sometimes to pence per day. The pandemic has only added to this problem as services were stretched beyond the any previous 'norms'. We anticipate a significant increase in referrals as the pandemic is controlled and moved beyond in the years to come.

Having seen statutory funding decrease over recent years we have had a much more strategic approach to funding applications this year and have been pleased to see some success. In part, this success was helped by the opening up of many funding pots to help with the pandemic response and from which we have benefitted. As we move forwards our aim is to match potential funders to appropriate and essential elements of the service whilst developing our strategic business planning to generate further and more diverse income streams.

Our continuous reviewing of our financial situation and desire to be as efficient as possible has led to a decision to move premises and this will be completed in the next financial year. We will be leaving behind the onerous and financially risky grade II listed building and have managed to secure a home within the building of another local charity. This will mean our expenditure in years to come on renting and maintaining a building is much reduced and we can be proud that we are also boosting another third sector organisation in the process. Our staff team has reduced over the course of this year as our two part-time support workers moved on. Whilst their hard work and support will be missed, Headway Nottingham did not re-advertise these positions immediately and instead chose to delay the recruitment process until the building-based services can resume.

Staff Team

Charlotte Leask - Services Manager

Rhiana Lakin - Assistant Manager

Alexandria Smith - Outreach Worker

Angela Cattermer - Senior Support Worker

Chris Musson - Senior Support Worker

Accounts Preparation

The Trustees confirm that the accounts comply with current statutory requirement and with those of the governing instruments. This report and the accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORPS 2015(FRS102)), the companies Act 2006 and the Trust Deed. The report has also been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

FINANCIAL REVIEW

Reserves & investment policy

Last year Headway Nottingham shared its plan to increase its free reserves to £100,000 over the next three years. This year, thanks to successes with funding applications along with savings on expenditure associated with not providing a building-based service we have seen the reserves increase to £80,000, up from £33,500. We are still hoping to increase this level further but are aware that the funding landscape as we emerge from the pandemic is anything but certain.

Therefore, a key objective for the trustees this year is the continued work developing a robust strategic development plan to help achieve this goal. This will go hand in hand with review of contingency plans in order to remain financially responsible during the uncertain times ahead. After the last year we have developed strong skills in learning how to change and adapt quickly and successfully and have the infrastructure in place should we need to implement this type of pandemic induced remote provision again at some point in the future.

The Trustees have the power to invest in such assets as they see fit.

The company has a policy of keeping any surplus liquid funds in short term deposits which can be accessed readily should the need arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document & body

The charity is governed by its Memorandum and Articles of Association dated 16 February 2001

The company's directors who are also the trustees of the charity are set out below. The directors also constitute the board of directors who accept overall responsibility of operational, financial and constitutional matters.

Recruitment and training of Trustees

The Boards of Trustees is composed of Trustees nominated by existing members. They are constantly looking to recruit new Trustees who can broaden the skills, knowledge and experience of the charity to ensure that it continues to be focused on meeting the needs of the beneficiaries.

All potential Trustees will be in sympathy with the aims, objectives and ethos of Headway (Nottingham)

Each Trustee recruited receives a copy of the Annual accounts, and a copy of the current business plan. Each Trustee is also invited to visit the centre and spend time with members of staff so they can fully appreciate how the charity operates on a day to day basis.

Organisational management

The charity's Trustees are legally responsible for the overall management and control of the charity and usually meet on a monthly basis.

The day to day running of the charity is delegated to the Services Manager who attends meetings of the Trustees.

Risk management

The trustees regularly review the major risks which the charity face and procedures have been put in place to mitigate these risks. The procedures themselves will be regularly reviewed to ensure that they still meet the needs of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04161891 (England and Wales)

Registered Charity number

1088685

Registered office

22 Forest Road West
Nottingham
Nottinghamshire
NG7 4EQ

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

Trustees

E Myers (resigned 31.10.20)
Ms N Offord-Hall
P J Antunes Goncalves
Mrs G Perkins
J Blakey
Mrs S A Harris
Dr J A Ditchfield
Ms M A Roe
R Allen
K J H Bird
A Sutcliffe
T M Easom (appointed 16.2.21)
H J Rapinet (appointed 16.2.21)

The Trustees present their annual report together with the unaudited financial statements of the year ended 31 March 2020.

Company Secretary

J Blakey

Independent Examiner

Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

The company is limited by guarantee, not having a share capital. It was incorporated on the 16 February 2001 and is registered with the charity commission as a registered charity.

The Trustees and the principle address of the charity along with the professional advisors are detailed in this document.

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

.....
E Myers - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY (NOTTINGHAM) LIMITED

Independent examiner's report to the trustees of Headway (Nottingham) Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ACCA which is one of the listed bodies.

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

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

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

Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date:

HEADWAY (NOTTINGHAM) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		21,717	151,188	172,905	88,583
Charitable activities					
General		121,512	-	121,512	123,216
Other trading activities	2	-	-	-	485
Investment income	3	518	-	518	377
Total		143,747	151,188	294,935	212,661
EXPENDITURE ON					
Charitable activities					
General		78,436	140,461	218,897	231,134
NET INCOME/(EXPENDITURE)		65,311	10,727	76,038	(18,473)
Transfers between funds	12	25,545	(25,545)	-	-
Net movement in funds		90,856	(14,818)	76,038	(18,473)
RECONCILIATION OF FUNDS					
Total funds brought forward		57,377	19,143	76,520	94,993
TOTAL FUNDS CARRIED FORWARD		148,233	4,325	152,558	76,520

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

BALANCE SHEET 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	8	10,336	-	10,336	20,669
CURRENT ASSETS					
Debtors	9	11,043	-	11,043	9,582
Cash at bank and in hand		134,487	4,685	139,172	53,834
		<u>145,530</u>	<u>4,685</u>	<u>150,215</u>	<u>63,416</u>
CREDITORS					
Amounts falling due within one year	10	(7,633)	(360)	(7,993)	(7,565)
NET CURRENT ASSETS		<u>137,897</u>	<u>4,325</u>	<u>142,222</u>	<u>55,851</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>148,233</u>	<u>4,325</u>	<u>152,558</u>	<u>76,520</u>
NET ASSETS		<u>148,233</u>	<u>4,325</u>	<u>152,558</u>	<u>76,520</u>
FUNDS	12				
Unrestricted funds				148,233	57,377
Restricted funds				4,325	19,143
TOTAL FUNDS				<u>152,558</u>	<u>76,520</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

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

.....
E Myers - Trustee

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

- | | |
|--------------------------|-------------------------------|
| Improvements to property | - Straight line over 10 years |
| Office equipment | - 33.3% straight line |

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	-	485
	<u> </u>	<u> </u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>518</u>	<u>377</u>

4. NET INCOME/(EXPENDITURE)

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

	2021	2020
	£	£
Depreciation - owned assets	10,333	10,495
Other operating leases	<u>22,000</u>	<u>22,000</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

6. STAFF COSTS

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

	2021	2020
Headway House - Admin and management	2	2
Headway House - Support workers	<u>4</u>	<u>5</u>
	<u>6</u>	<u>7</u>

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	58,964	29,619	88,583
Charitable activities			
General	123,216	-	123,216
Other trading activities	485	-	485
Investment income	<u>377</u>	<u>-</u>	<u>377</u>
Total	183,042	29,619	212,661
EXPENDITURE ON			
Charitable activities			
General	210,503	20,631	231,134
NET INCOME/(EXPENDITURE)	(27,461)	8,988	(18,473)

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	84,838	10,155	94,993
TOTAL FUNDS CARRIED FORWARD	<u>57,377</u>	<u>19,143</u>	<u>76,520</u>

8. TANGIBLE FIXED ASSETS

	Improvements to property £	Office equipment £	Totals £
COST			
At 1 April 2020 and 31 March 2021	<u>103,333</u>	<u>12,681</u>	<u>116,014</u>
DEPRECIATION			
At 1 April 2020	82,664	12,681	95,345
Charge for year	<u>10,333</u>	-	<u>10,333</u>
At 31 March 2021	<u>92,997</u>	<u>12,681</u>	<u>105,678</u>
NET BOOK VALUE			
At 31 March 2021	<u>10,336</u>	-	<u>10,336</u>
At 31 March 2020	<u>20,669</u>	-	<u>20,669</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other debtors and prepayments	<u>11,043</u>	<u>9,582</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	420	440
Social security and other taxes	3,180	2,710
Other creditors	444	385
Accrued expenses	<u>3,949</u>	<u>4,030</u>
	<u>7,993</u>	<u>7,565</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

11. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021 £	2020 £
Within one year	12,920	23,920
Between one and five years	1,920	14,840
	<u>14,840</u>	<u>38,760</u>

In August 2018, a new 3 year lease was signed for the property for £22,000 per annum.

12. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	23,877	65,311	(20,955)	68,233
Operational reserve (xxi)	33,500	-	46,500	80,000
	<u>57,377</u>	<u>65,311</u>	<u>25,545</u>	<u>148,233</u>
Restricted funds				
Groundworks Garden Project (xxviii)	234	-	-	234
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	249	-	-	249
Local Improvement Scheme (xli)	3,500	(875)	-	2,625
Beeston and District Round Table (xliv)	100	-	-	100
Reg Adair - Councillor (xlv)	82	-	-	82
Thoresby Charity (xlv)	80	-	-	80
Music Therapy fund in Memory of Bev Savage (l)	264	-	-	264
Peoples Postcode Lottery (li)	12,743	(12,156)	(587)	-
BADTh (lii)	1,400	(1,200)	-	200
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
	<u>19,143</u>	<u>10,727</u>	<u>(25,545)</u>	<u>4,325</u>
TOTAL FUNDS	<u>76,520</u>	<u>76,038</u>	<u>-</u>	<u>152,558</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	143,747	(78,436)	65,311
Restricted funds			
Local Improvement Scheme (xli)	10,500	(11,375)	(875)
Peoples Postcode Lottery (li)	-	(12,156)	(12,156)
BADTh (lii)	3,000	(4,200)	(1,200)
National Emergencies Trust (liii)	8,553	(8,553)	-
Councillor Weisz (liv)	500	(500)	-
Edward Gostling Foundation (lv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (lx)	572	(572)	-
	<u>151,188</u>	<u>(140,461)</u>	<u>10,727</u>
TOTAL FUNDS	<u>294,935</u>	<u>(218,897)</u>	<u>76,038</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	44,838	(27,461)	6,500	23,877
Operational reserve (xxi)	40,000	-	(6,500)	33,500
	<u>84,838</u>	<u>(27,461)</u>	<u>-</u>	<u>57,377</u>
Restricted funds				
Groundworks Garden Project (xxviii)	399	(165)	-	234
Coop Local Cause - Round 2 (xxix)	1,941	(1,941)	-	-
Warburtons (xxxvii)	228	(228)	-	-
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	659	(410)	-	249
Local Improvement Scheme (xli)	3,500	-	-	3,500
Wesleyan Foundation (xlii)	2,055	(2,055)	-	-
Beeston and District Round Table (xliv)	130	(30)	-	100
Reg Adair - Councillor (xlv)	252	(170)	-	82
Thoresby Charity (xlvii)	500	(420)	-	80
Music Therapy fund in Memory of Bev Savage (l)	-	264	-	264
Peoples Postcode Lottery (li)	-	12,743	-	12,743
BADTh (lii)	-	1,400	-	1,400
	<u>10,155</u>	<u>8,988</u>	<u>-</u>	<u>19,143</u>
TOTAL FUNDS	<u>94,993</u>	<u>(18,473)</u>	<u>-</u>	<u>76,520</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	183,042	(210,503)	(27,461)
Restricted funds			
Groundworks Garden Project (xxviii)	-	(165)	(165)
Coop Local Cause - Round 2 (xxix)	-	(1,941)	(1,941)
Warburtons (xxxvii)	-	(228)	(228)
Skipton Building Society (xl)	-	(410)	(410)
Local Improvement Scheme (xli)	10,500	(10,500)	-
Wesleyan Foundation (xlii)	-	(2,055)	(2,055)
Beeston and District Round Table (xliv)	-	(30)	(30)
Reg Adair - Councillor (xlv)	-	(170)	(170)
Thoresby Charity (xlvi)	-	(420)	(420)
Strathstone Landrover (xlvii)	300	(300)	-
The Vegetarian Society (xlviii)	200	(200)	-
Local Giving's Magic Little Grant (xlix)	500	(500)	-
Music Therapy fund in Memory of Bev Savage (l)	264	-	264
Peoples Postcode Lottery (li)	14,855	(2,112)	12,743
BADTh (lii)	3,000	(1,600)	1,400
	<u>29,619</u>	<u>(20,631)</u>	<u>8,988</u>
TOTAL FUNDS	<u>212,661</u>	<u>(231,134)</u>	<u>(18,473)</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	44,838	37,850	(14,455)	68,233
Operational reserve (xxi)	40,000	-	40,000	80,000
	<u>84,838</u>	<u>37,850</u>	<u>25,545</u>	<u>148,233</u>
Restricted funds				
Groundworks Garden Project (xxviii)	399	(165)	-	234
Coop Local Cause - Round 2 (xxix)	1,941	(1,941)	-	-
Warburtons (xxxvii)	228	(228)	-	-
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	659	(410)	-	249
Local Improvement Scheme (xli)	3,500	(875)	-	2,625
Wesleyan Foundation (xlii)	2,055	(2,055)	-	-
Beeston and District Round Table (xliv)	130	(30)	-	100
Reg Adair - Councillor (xlv)	252	(170)	-	82
Thoresby Charity (xlvi)	500	(420)	-	80
Music Therapy fund in Memory of Bev Savage (l)	-	264	-	264
Peoples Postcode Lottery (li)	-	587	(587)	-
BADTh (lii)	-	200	-	200
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
	<u>10,155</u>	<u>19,715</u>	<u>(25,545)</u>	<u>4,325</u>
TOTAL FUNDS	<u>94,993</u>	<u>57,565</u>	<u>-</u>	<u>152,558</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	326,789	(288,939)	37,850
Restricted funds			
Groundworks Garden Project (xxviii)	-	(165)	(165)
Coop Local Cause - Round 2 (xxix)	-	(1,941)	(1,941)
Warburtons (xxxvii)	-	(228)	(228)
Skipton Building Society (xl)	-	(410)	(410)
Local Improvement Scheme (xli)	21,000	(21,875)	(875)
Wesleyan Foundation (xlii)	-	(2,055)	(2,055)
Beeston and District Round Table (xliv)	-	(30)	(30)
Reg Adair - Councillor (xlv)	-	(170)	(170)
Thoresby Charity (xlvi)	-	(420)	(420)
Strathstone Landrover (xlvii)	300	(300)	-
The Vegetarian Society (xlviii)	200	(200)	-
Local Giving's Magic Little Grant (xlix)	500	(500)	-
Music Therapy fund in Memory of Bev Savage (l)	264	-	264
Peoples Postcode Lottery (li)	14,855	(14,268)	587
BADTh (lii)	6,000	(5,800)	200
National Emergencies Trust (liii)	8,553	(8,553)	-
Councillor Weisz (liv)	500	(500)	-
Edward Gostling Foundation (lv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (lx)	572	(572)	-
	<u>180,807</u>	<u>(161,092)</u>	<u>19,715</u>
TOTAL FUNDS	<u>507,596</u>	<u>(450,031)</u>	<u>57,565</u>

Fund account details

Each restricted and designated fund has sufficient resources to enable the fund to be applied in accordance with the restrictions imposed.

(xxi) The operational reserve was established as a designated fund to ensure that the charity would be able to meet expenditure commitments (salaries and Tax) for at least three months.

((xxviii) Groundworks Garden Project Successful application to Onestop Groundworks to pay for a horticulture project here in the Headway Nottingham garden, led by a volunteer landscape architect and executed by our service users. The grant pays for installation of garden features such as willow pods, composters, bug hotels and planting of wild flowers along with the tools and equipment needed to deliver the project. This project has enhanced the centre garden, creating a welcoming and peaceful outdoor space for our service users whilst giving them the opportunity to build that space and take ownership of the project.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(xxix) Coop Local Causes Successful application to receive donations made from local coop stores made up of a percentage of customers own brand purchases and the carrier bag charges. This is being used to help fund the Outreach Service. Outreach delivers advocacy, support, advice and provides a gateway into our rehabilitation day service. It is the vital first step on the Headway Nottingham journey for the people of Nottingham and Nottinghamshire living with the effects of brain injury.

(xxxvii) Warburtons. This award was granted to help in the successful delivery of our nutrition workshops, being used exclusively to buy the food for the practical demonstrations and tasters that are offered as part of the sessions. This fund helps to turn the theoretical work into a more engaging and practical workshop, increasing the likelihood of successfully educating our attendees about making healthy nutritional choices.

(xxxix) Mansfield Building Society. This money was awarded to aid the purchase of specialist Aphasia software for us to use in the centre with the clients who struggle with word finding post brain injury. It will offer significant ongoing support for those people living with aphasia in the Headway Nottingham Service.

(xl) Skipton Building Society. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(xli) Local Improvement Scheme. This is an award to pay for the majority of our Outreach work in the County of Nottinghamshire over the course of three years. Our Outreach worker delivers support, advice and advocacy services to County residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(xlii) Wesleyan Foundation. A generous award from the Wesleyan Foundation is funding our Access to Health and Wellness after Brain Injury project. This project sees the combination of Nordic walking, Nutrition and Drama therapy addressing the physical and emotional health needs of our clients and improving overall wellbeing.

(xliii) Giltbrook Workwear. Giltbrook have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Beeston and District Round Table and Stratstone Landrover.

(xliv) Beeston and District Round Table. Beeston and District Round Table have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Stratstone Landrover.

(xlv) Reg Adair - Councillor. This award of funds comes from Nottinghamshire County Councillor Reg Adair's allocated Divisional fund for community support. Specifically designated to pay for two tablets for use in the centre, and art supplies needed for our therapeutic art workshops.

(xlvi) Thoresby Charity. This is an award given by Thoresby Charity to use towards the cost of our Creative Writing sessions. Creative writing helps our client base to express their thoughts and feelings in a productive way whilst also improving vocabulary, fine motor skills and sense of ability.

(xlvii) Stratstone landrover. Strathstone Landrover have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Beeston and District Round Table.

(xlviii) The Vegetarian Society. This award was given to Headway Nottingham to support clients to make healthy food choices via a number of nutrition workshops promoting vegetarian lifestyle and ethos. Introducing the idea that balanced meal choices do not have to be meat based and the necessary nutrients can be found from plant based sources, information which is particularly vital for those shopping on a strict budget.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(xlix) Local Giving's Magic Little Grant. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(l) Music Therapy Fund in Memory of Bev Savage. This fund was collected in remembrance of a client who used the service for many years and benefitted hugely from the music therapy he received. Those who donated wish to help support that therapy going forward for other people affected by brain injury.

(li) Peoples Postcode Lottery. This is an award to pay for the majority of our Outreach work in the City of Nottingham over the course of one year. Our Outreach worker delivers support, advice and advocacy services to City residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(lii) BADTh. In awarding this fund the BADTh Charity have secured the novel use of drama therapy as a tool to help those struggling with the effects of brain injury. A qualified drama therapist works both in a group setting and one-to-one with clients with the aim of improving their emotional and mental health. The use of drama techniques to explore new behaviours, feelings and thoughts connected to the trauma of experiencing change after brain injury is an evolving field but one that shows extremely positive results for those involved. This innovation was featured in the Neuro Rehab Times online publication.

(liii) National Emergencies Trust. A successful application to a fund set up and distributed specifically to help with covid-19 response within the third sector. It allowed us to cover essential core costs of running our adapted covid response services during the global pandemic despite significant drops in fundraising income during the period.

(liv) Councillor Weisz. A donation from a Nottinghamshire County Council councillor specifically for providing meaningful activities for our County residing clients.

(lv) Edward Gostling Foundation. A successful application to a fund specifically designed to help third sector organisations during the covid pandemic. It was allocated for use to pay rent and salary costs during a time when core costs such as these were more difficult to cover because of the significant drop in community fundraising income.

(lvi) Coronavirus Community Support Fund (distributed by The National Lottery Community Fund). Announced by the Chancellor, a central government fund designed to ease the strain on the third sector as they provided essential covid response services during the global pandemic. Used specifically for our "Separate Together" project to supply our vulnerable client base with vital support during the pandemic. Consisting of a technology project to give more people the access and the skills to access the online community during a time when they were confined to their houses, a welfare call service, postal activity packs for those unable to use technology and the core costs associated with the supply of these services.

(lvii) LIS Covid Relief Fund. A fund from Nottinghamshire County Council specifically designed to support its citizens through the pandemic. This award was made specifically to cover the costs of providing "Laughter Yoga and Wellbeing" sessions via Zoom to our clients during our day centre closure due to lockdown. Laughter Yoga and Wellbeing helps those we support to use the power of laughter, along with traditional yoga techniques and basic mobility exercises to enhance feelings of wellbeing, connection with each other and physical fitness.

(lviii) Albert Hunt Trust. A successful application to contribute towards the salary and associated costs of vital staff team members working during the pandemic to keep our vulnerable clients connected with their support service and receiving activity provision during a time when lives were restricted and largely lived inside the home.

(lix) Julia and Hans Rausing Trust. A successful application to this fund specifically to cover some of our core costs and those specific to our established covid response activities at a time when third sector organisations were under pressure to continue their vital services to some of the most vulnerable in our communities with significantly less income.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(lx) EMA Covid Relief Fund. A successful application for funds to contribute to the salaries and associated costs of two key members of the Headway Nottingham staff team working through the pandemic to provide adapted remote services to our vulnerable client base. This offered vital support to our organisation during uncertain financial times provoked by covid related restrictions.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

HEADWAY (NOTTINGHAM) LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	172,045	72,321
Other income	860	16,262
	<u>172,905</u>	<u>88,583</u>
Other trading activities		
Fundraising events	-	485
Investment income		
Deposit account interest	518	377
Charitable activities		
Funding bodies	92,170	123,216
Grants	29,342	-
	<u>121,512</u>	<u>123,216</u>
Total incoming resources	294,935	212,661
EXPENDITURE		
Charitable activities		
Wages (see note 5 & 6)	147,451	148,219
Rent (see note 4 & 11)	22,000	22,000
Rates and utilities	6,597	6,701
Insurance	2,677	2,317
Cost of providing activities for members	14,261	25,231
Travel & Transport	-	804
Management costs	696	1,529
Staff training & welfare	1,046	2,346
Stationery & Postage	2,186	1,138
Telephone	6,986	5,948
Depn Leasehold Improvements (see note 4)	10,333	10,333
Depn office equipment (see note 4)	-	162
	<u>214,233</u>	<u>226,728</u>
Support costs		
Governance costs		
Accountancy fees	4,664	4,406
Total resources expended	218,897	231,134
Net income/(expenditure)	76,038	(18,473)

This page does not form part of the statutory financial statements

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
HEADWAY (NOTTINGHAM) LIMITED**

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HEADWAY (NOTTINGHAM) LIMITED

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for the year ended 31 March 2021**

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HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Charitable objects

What does Brain Injury Mean?

There are no certainties or 'one size fits all' approaches in the field of brain injury. Whilst some people do have physical disabilities meaning they are reliant on wheelchairs or walkers, every one of our clients struggles with profound cognitive disability. By the nature of this invisible disability, on arriving at Headway Nottingham people often find that their relationships with family are strained, friendship groups have fallen away and they may have lost the ability to plan and execute straightforward tasks independently. Long and short term memory loss is invariably a difficult area for most, potentially making them vulnerable in terms of safety in the home and community, and causing profound upset for many with the feeling that they simply don't know who they are any longer. This can mean that without intensive support, the individual and their families can experience spiralling debt, housing insecurity and experience exclusion from their communities.

Behaviourally, clients frequently struggle with impulsive behaviour and disinhibition, struggle to manage their mood and as a result can be alienated from their support networks. The effects of brain injury can reach into every part of someone's life and take away everything that they knew about themselves prior to their injury. The disproportionate amount of depression, anxiety and family breakdown experienced in those with brain injuries demonstrates the urgent need for Headway Nottingham to provide accessible therapeutic processes to improve quality of life for clients and their families.

Brain Injury in the UK

Every 90 seconds someone is admitted to hospital with an acquired brain injury related illness -this could be from a head injury, stroke or other cause.

Comparison - "Every two minutes someone in the UK is diagnosed with cancer."**

There were 348,453 UK admissions to hospital with acquired brain injury in 2016-17. That is 531 admissions per 100,000 of the population.

[**Cancer Research UK, 2017]

Headway Nottingham shares its Nottingham roots with national charity, Headway - the brain injury association, whose UK-wide services include an invaluable information Helpline, downloadable web-based information on the effects of brain injury and nationwide campaigning to highlight the prevalence and significance of disabilities resulting from brain injury. This more generalised support complements the work of Headway Nottingham and aids some local residents to find our day centre for their person-centred, long term rehabilitation. Headway Nottingham remains a separate charity to its national neighbour, with responsibility for its own strategic direction, governance and fundraising.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Public benefit

Brain Injury in Nottingham

Headway Nottingham operates on the doorstep of one of the UK's foremost Major Trauma Centres at Nottingham Queens Medical Centre. As a result, this incredible medical care sees local survival rates following brain injury ever-increasing. However, as our clients often report, long term support for the profound and potentially devastating disabilities resulting from brain injury is severely lacking. Headway Nottingham continues to be the only brain injury specific service available for people throughout Nottingham city and Nottinghamshire county, that will support each individual and their families for as long as they need us.

In 2016-17 Nottingham city and county saw 4,317 admissions to hospital as a result of an acquired brain injury. 1,434 (33.2%) of these injuries were as a result of Stroke.*

Headway Nottingham supports and represents people living throughout Nottingham city and Nottinghamshire county - a vast geographical remit for our small charity. Our catchment area is diverse in terms of affluence and does include areas included in the National Indices of Deprivation. As a result, many of our clients experience multiple and complex deprivation in addition to the disabilities they experience following brain injury.

78% of Headway Nottingham's clients are not supported by any other organisation. This is representative of the likelihood of people living with brain injuries slipping 'under the net' of available support as well as a wider failure of national services to recognise and acknowledge the nature of brain injury as distinct from other types of disadvantage. More than one third of our clients experienced a delay of more than ten years between hospital discharge and accessing brain injury specific support from Headway Nottingham. We still have much work to do to improve the pathway for local people with brain injuries, ensuring referrals to us are made quickly to avoid plateaus in rehabilitation and minimise additional disadvantage, such as spiralling debt or family breakdown.

70% of Headway Nottingham clients express that they worry about managing finances, with a potentially devastating effect on the health and wellbeing of the individual and their families.

98.5% of Headway Nottingham's clients are long term unemployed due to their disability

72% of our Outreach clients received our help with their welfare/benefits provision.

[*Figures from national charity, Headway - the brain injury association's analysis of ABI admission statistics from 2016-17.]

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements

"The Headway centre is a lifeline for us. They teach us and everyone they support that there is a life after this. Brain injury bares down on all three of us most of the time like a dark cloud of depression and anxiety... but when we arrive at Headway, we hear people talking and it's like the sun is shining through".

- Jo Samples, Carer for daughter and husband with brain injuries

At its community resource centre Headway Nottingham provides much-valued person-centred and life-improving rehabilitation through a wide range of engaging, practical workshops, all designed to support with skills and confidence rebuilding whilst establishing an appropriate level of safe independence for each person.

Unfortunately, the global pandemic saw our centre closed for all but 5 weeks of this financial year. In the interests of keeping our clients safe, many of whom are extremely clinically vulnerable, Headway Nottingham's senior leadership team made the decision to suspend all face to face and building based services. This saw a very quickly designed and implemented change to offering remote services to our group of 70 centre attendees.

Initially this remote offering started at a basic level with welfare phone calls and activities sent through the post to our clients. Over the year the staff team made a staggering 5550 calls and sent nearly 1500 postal activity packs to our clients.

The welfare calls enabled our team to "check-in" with those we support, offering some social interaction over the phone, the opportunity for them to talk through any worries during an unprecedented time, and gave our staff the chance to pick up on any concerns arising. Indeed, these calls did lead to interventions and referrals into appropriate agencies for extra support for some of our most vulnerable clients, allowing them to remain shielding as advised but still having access to critical supplies of food, medication, and other essentials. It was also important that the messages surrounding how to stay safe during the pandemic were repeated and explained often to our client base, most of whom struggle with memory loss and have some difficulties understanding information.

Our remote offering developed over time, and we soon had a Facebook group only for our attendees and moderated by staff so that their interactions with each other could continue. This offered a place where the vital peer to peer support usually experienced in the centre could continue for our members. A daily "mental Health Check-in" was established in this group with clients only having to post a heart of a particular colour to alert staff members and fellow clients as to their current mood. This prompted an outpouring of support from their friends and interventions from staff if required. With approximately 250 mental health check-ins and nearly 8000 comments and interactions stemming from them we are proud to have facilitated this level of connection at a time when so many were feeling so isolated. Facebook also allowed us to post activities, generate conversation and host quizzes and classes for anyone who needed to feel that warm embrace of Headway Nottingham they were so missing during lockdown.

The next development was the use of live Zoom sessions, giving the clients the opportunity to interact with each other and staff in real time. We brought in tutors to deliver sessions such as Singing for Wellbeing, Laughter Yoga and Wellbeing, Creative Writing, Dramatherapy, Coffee and Catch-ups and a weekly Headway Nottingham Quiz which was quite the hit. 198 live zoom sessions over 33 weeks added a whole new dimension to our remote provision and with the help of a successful bid for covid related funding from the central government grants distributed through the Big Lottery we were able to provide essential hardware, internet access and training to many clients who would otherwise have been excluded from this type of online provision.

Outreach Service in the Community and Welfare Support

Headway Nottingham's Outreach service was also affected by the pandemic, as a service primarily undertaken in the homes of those we support, this too had to stop in the interests of safety. We did continue to offer advice and guidance throughout the lockdowns via the phone and over Zoom and as we had short reprieves of those lockdowns during the summer months we could advocate for the most in need with garden and doorstep visits. Welfare interventions were much less as the DWP needed to take action to implement safe working practices and delayed reviews and face to face meetings. Our Outreach service still maintains a 100% record of successfully claiming and/or overturning wrongful rejections of disability benefits for those we support through the process. This highlights the need for more brain injury specific specialists within the welfare system and the vital nature of the welfare support we offer to an often misunderstood client base with invisible disability. Without our specialist brain injury specific help, many people would not have the financial security needed post brain injury and would risk falling into poverty.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

We continued to accept new referrals during the pandemic under the proviso that they would join a waiting list and only be actioned when restrictions eased, and we had 28 during the course of the year. Whilst this is much reduced in comparison to previous years due to everyone understanding the limits of service that could be offered during this time, it is safe to assume that our workload as we come out of the pandemic will be significantly increased as we try and catch up with the new referrals and those who have been putting off referral until the covid situation improves.

We are proud that the value of the Outreach service was recognised by two funders in the year - Nottinghamshire County Council's Local Improvement Scheme, who's valued contributions are used towards our support of local people affected by brain injury in the Nottinghamshire County area, and The People's Postcode Lottery, whose grant ensured the continuation of our vital support throughout Nottingham City in 2020.

FINANCIAL REVIEW

Review of the year

Headway Nottingham and the Local Brain Injury Landscape

The biggest challenge for people with brain injuries throughout Nottingham and Nottinghamshire continues to be accessing appropriate, long term cognitive and physical rehabilitation and emotional support. For many people, the pathway to accessing brain injury specific support is unclear and too often left to luck as to whether they are referred to Headway Nottingham. Coupled with this, an ever-tightening public purse increases barriers to support as subsidised transport is cut dramatically (leaving many unable to attend due to geography) and contributions of statutory funding reduce per person, sometimes to pence per day. The pandemic has only added to this problem as services were stretched beyond the any previous 'norms'. We anticipate a significant increase in referrals as the pandemic is controlled and moved beyond in the years to come.

Having seen statutory funding decrease over recent years we have had a much more strategic approach to funding applications this year and have been pleased to see some success. In part, this success was helped by the opening up of many funding pots to help with the pandemic response and from which we have benefitted. As we move forwards our aim is to match potential funders to appropriate and essential elements of the service whilst developing our strategic business planning to generate further and more diverse income streams.

Our continuous reviewing of our financial situation and desire to be as efficient as possible has led to a decision to move premises and this will be completed in the next financial year. We will be leaving behind the onerous and financially risky grade II listed building and have managed to secure a home within the building of another local charity. This will mean our expenditure in years to come on renting and maintaining a building is much reduced and we can be proud that we are also boosting another third sector organisation in the process. Our staff team has reduced over the course of this year as our two part-time support workers moved on. Whilst their hard work and support will be missed, Headway Nottingham did not re-advertise these positions immediately and instead chose to delay the recruitment process until the building-based services can resume.

Staff Team

Charlotte Leask - Services Manager

Rhiana Lakin - Assistant Manager

Alexandria Smith - Outreach Worker

Angela Cattermer - Senior Support Worker

Chris Musson - Senior Support Worker

Accounts Preparation

The Trustees confirm that the accounts comply with current statutory requirement and with those of the governing instruments. This report and the accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORPS 2015(FRS102)), the companies Act 2006 and the Trust Deed. The report has also been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

FINANCIAL REVIEW

Reserves & investment policy

Last year Headway Nottingham shared its plan to increase its free reserves to £100,000 over the next three years. This year, thanks to successes with funding applications along with savings on expenditure associated with not providing a building-based service we have seen the reserves increase to £80,000, up from £33,500. We are still hoping to increase this level further but are aware that the funding landscape as we emerge from the pandemic is anything but certain.

Therefore, a key objective for the trustees this year is the continued work developing a robust strategic development plan to help achieve this goal. This will go hand in hand with review of contingency plans in order to remain financially responsible during the uncertain times ahead. After the last year we have developed strong skills in learning how to change and adapt quickly and successfully and have the infrastructure in place should we need to implement this type of pandemic induced remote provision again at some point in the future.

The Trustees have the power to invest in such assets as they see fit.

The company has a policy of keeping any surplus liquid funds in short term deposits which can be accessed readily should the need arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document & body

The charity is governed by its Memorandum and Articles of Association dated 16 February 2001

The company's directors who are also the trustees of the charity are set out below. The directors also constitute the board of directors who accept overall responsibility of operational, financial and constitutional matters.

Recruitment and training of Trustees

The Boards of Trustees is composed of Trustees nominated by existing members. They are constantly looking to recruit new Trustees who can broaden the skills, knowledge and experience of the charity to ensure that it continues to be focused on meeting the needs of the beneficiaries.

All potential Trustees will be in sympathy with the aims, objectives and ethos of Headway (Nottingham)

Each Trustee recruited receives a copy of the Annual accounts, and a copy of the current business plan. Each Trustee is also invited to visit the centre and spend time with members of staff so they can fully appreciate how the charity operates on a day to day basis.

Organisational management

The charity's Trustees are legally responsible for the overall management and control of the charity and usually meet on a monthly basis.

The day to day running of the charity is delegated to the Services Manager who attends meetings of the Trustees.

Risk management

The trustees regularly review the major risks which the charity face and procedures have been put in place to mitigate these risks. The procedures themselves will be regularly reviewed to ensure that they still meet the needs of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04161891 (England and Wales)

Registered Charity number

1088685

Registered office

22 Forest Road West
Nottingham
Nottinghamshire
NG7 4EQ

HEADWAY (NOTTINGHAM) LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2021

Trustees

E Myers (resigned 31.10.20)
Ms N Offord-Hall
P J Antunes Goncalves
Mrs G Perkins
J Blakey
Mrs S A Harris
Dr J A Ditchfield
Ms M A Roe
R Allen
K J H Bird
A Sutcliffe
T M Easom (appointed 16.2.21)
H J Rapinet (appointed 16.2.21)

The Trustees present their annual report together with the unaudited financial statements of the year ended 31 March 2020.

Company Secretary

J Blakey

Independent Examiner

Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

The company is limited by guarantee, not having a share capital. It was incorporated on the 16 February 2001 and is registered with the charity commission as a registered charity.

The Trustees and the principle address of the charity along with the professional advisors are detailed in this document.

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

.....
E Myers - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADWAY (NOTTINGHAM) LIMITED

Independent examiner's report to the trustees of Headway (Nottingham) Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ACCA which is one of the listed bodies.

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

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

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

Hewitt Card Chartered Certified Accountants
ACCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date:

HEADWAY (NOTTINGHAM) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		21,717	151,188	172,905	88,583
Charitable activities					
General		121,512	-	121,512	123,216
Other trading activities	2	-	-	-	485
Investment income	3	518	-	518	377
Total		143,747	151,188	294,935	212,661
EXPENDITURE ON					
Charitable activities					
General		78,436	140,461	218,897	231,134
NET INCOME/(EXPENDITURE)		65,311	10,727	76,038	(18,473)
Transfers between funds	12	25,545	(25,545)	-	-
Net movement in funds		90,856	(14,818)	76,038	(18,473)
RECONCILIATION OF FUNDS					
Total funds brought forward		57,377	19,143	76,520	94,993
TOTAL FUNDS CARRIED FORWARD		148,233	4,325	152,558	76,520

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

BALANCE SHEET 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	8	10,336	-	10,336	20,669
CURRENT ASSETS					
Debtors	9	11,043	-	11,043	9,582
Cash at bank and in hand		134,487	4,685	139,172	53,834
		<u>145,530</u>	<u>4,685</u>	<u>150,215</u>	<u>63,416</u>
CREDITORS					
Amounts falling due within one year	10	(7,633)	(360)	(7,993)	(7,565)
NET CURRENT ASSETS		<u>137,897</u>	<u>4,325</u>	<u>142,222</u>	<u>55,851</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>148,233</u>	<u>4,325</u>	<u>152,558</u>	<u>76,520</u>
NET ASSETS		<u>148,233</u>	<u>4,325</u>	<u>152,558</u>	<u>76,520</u>
FUNDS	12				
Unrestricted funds				148,233	57,377
Restricted funds				4,325	19,143
TOTAL FUNDS				<u>152,558</u>	<u>76,520</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

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

.....
E Myers - Trustee

The notes form part of these financial statements

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

- | | |
|--------------------------|-------------------------------|
| Improvements to property | - Straight line over 10 years |
| Office equipment | - 33.3% straight line |

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	-	485
	<u> </u>	<u> </u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>518</u>	<u>377</u>

4. NET INCOME/(EXPENDITURE)

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

	2021	2020
	£	£
Depreciation - owned assets	10,333	10,495
Other operating leases	<u>22,000</u>	<u>22,000</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

6. STAFF COSTS

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

	2021	2020
Headway House - Admin and management	2	2
Headway House - Support workers	<u>4</u>	<u>5</u>
	<u>6</u>	<u>7</u>

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	58,964	29,619	88,583
Charitable activities			
General	123,216	-	123,216
Other trading activities	485	-	485
Investment income	<u>377</u>	<u>-</u>	<u>377</u>
Total	183,042	29,619	212,661
EXPENDITURE ON			
Charitable activities			
General	210,503	20,631	231,134
NET INCOME/(EXPENDITURE)	(27,461)	8,988	(18,473)

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	84,838	10,155	94,993
TOTAL FUNDS CARRIED FORWARD	<u>57,377</u>	<u>19,143</u>	<u>76,520</u>

8. TANGIBLE FIXED ASSETS

	Improvements to property £	Office equipment £	Totals £
COST			
At 1 April 2020 and 31 March 2021	<u>103,333</u>	<u>12,681</u>	<u>116,014</u>
DEPRECIATION			
At 1 April 2020	82,664	12,681	95,345
Charge for year	<u>10,333</u>	-	<u>10,333</u>
At 31 March 2021	<u>92,997</u>	<u>12,681</u>	<u>105,678</u>
NET BOOK VALUE			
At 31 March 2021	<u>10,336</u>	-	<u>10,336</u>
At 31 March 2020	<u>20,669</u>	-	<u>20,669</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other debtors and prepayments	<u>11,043</u>	<u>9,582</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	420	440
Social security and other taxes	3,180	2,710
Other creditors	444	385
Accrued expenses	<u>3,949</u>	<u>4,030</u>
	<u>7,993</u>	<u>7,565</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

11. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021 £	2020 £
Within one year	12,920	23,920
Between one and five years	1,920	14,840
	<u>14,840</u>	<u>38,760</u>

In August 2018, a new 3 year lease was signed for the property for £22,000 per annum.

12. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	23,877	65,311	(20,955)	68,233
Operational reserve (xxi)	33,500	-	46,500	80,000
	<u>57,377</u>	<u>65,311</u>	<u>25,545</u>	<u>148,233</u>
Restricted funds				
Groundworks Garden Project (xxviii)	234	-	-	234
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	249	-	-	249
Local Improvement Scheme (xli)	3,500	(875)	-	2,625
Beeston and District Round Table (xliv)	100	-	-	100
Reg Adair - Councillor (xlv)	82	-	-	82
Thoresby Charity (xlv)	80	-	-	80
Music Therapy fund in Memory of Bev Savage (l)	264	-	-	264
Peoples Postcode Lottery (li)	12,743	(12,156)	(587)	-
BADTh (lii)	1,400	(1,200)	-	200
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
	<u>19,143</u>	<u>10,727</u>	<u>(25,545)</u>	<u>4,325</u>
TOTAL FUNDS	<u>76,520</u>	<u>76,038</u>	<u>-</u>	<u>152,558</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	143,747	(78,436)	65,311
Restricted funds			
Local Improvement Scheme (xli)	10,500	(11,375)	(875)
Peoples Postcode Lottery (li)	-	(12,156)	(12,156)
BADTh (lii)	3,000	(4,200)	(1,200)
National Emergencies Trust (liii)	8,553	(8,553)	-
Councillor Weisz (liv)	500	(500)	-
Edward Gostling Foundation (lv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (lx)	572	(572)	-
	<u>151,188</u>	<u>(140,461)</u>	<u>10,727</u>
TOTAL FUNDS	<u>294,935</u>	<u>(218,897)</u>	<u>76,038</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	44,838	(27,461)	6,500	23,877
Operational reserve (xxi)	40,000	-	(6,500)	33,500
	<u>84,838</u>	<u>(27,461)</u>	<u>-</u>	<u>57,377</u>
Restricted funds				
Groundworks Garden Project (xxviii)	399	(165)	-	234
Coop Local Cause - Round 2 (xxix)	1,941	(1,941)	-	-
Warburtons (xxxvii)	228	(228)	-	-
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	659	(410)	-	249
Local Improvement Scheme (xli)	3,500	-	-	3,500
Wesleyan Foundation (xlii)	2,055	(2,055)	-	-
Beeston and District Round Table (xliv)	130	(30)	-	100
Reg Adair - Councillor (xlv)	252	(170)	-	82
Thoresby Charity (xlvii)	500	(420)	-	80
Music Therapy fund in Memory of Bev Savage (l)	-	264	-	264
Peoples Postcode Lottery (li)	-	12,743	-	12,743
BADTh (lii)	-	1,400	-	1,400
	<u>10,155</u>	<u>8,988</u>	<u>-</u>	<u>19,143</u>
TOTAL FUNDS	<u>94,993</u>	<u>(18,473)</u>	<u>-</u>	<u>76,520</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	183,042	(210,503)	(27,461)
Restricted funds			
Groundworks Garden Project (xxviii)	-	(165)	(165)
Coop Local Cause - Round 2 (xxix)	-	(1,941)	(1,941)
Warburtons (xxxvii)	-	(228)	(228)
Skipton Building Society (xl)	-	(410)	(410)
Local Improvement Scheme (xli)	10,500	(10,500)	-
Wesleyan Foundation (xlii)	-	(2,055)	(2,055)
Beeston and District Round Table (xliv)	-	(30)	(30)
Reg Adair - Councillor (xlv)	-	(170)	(170)
Thoresby Charity (xlvi)	-	(420)	(420)
Strathstone Landrover (xlvii)	300	(300)	-
The Vegetarian Society (xlviii)	200	(200)	-
Local Giving's Magic Little Grant (xlix)	500	(500)	-
Music Therapy fund in Memory of Bev Savage (l)	264	-	264
Peoples Postcode Lottery (li)	14,855	(2,112)	12,743
BADTh (lii)	3,000	(1,600)	1,400
	<u>29,619</u>	<u>(20,631)</u>	<u>8,988</u>
TOTAL FUNDS	<u>212,661</u>	<u>(231,134)</u>	<u>(18,473)</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	44,838	37,850	(14,455)	68,233
Operational reserve (xxi)	40,000	-	40,000	80,000
	<u>84,838</u>	<u>37,850</u>	<u>25,545</u>	<u>148,233</u>
Restricted funds				
Groundworks Garden Project (xxviii)	399	(165)	-	234
Coop Local Cause - Round 2 (xxix)	1,941	(1,941)	-	-
Warburtons (xxxvii)	228	(228)	-	-
Mansfield Building Society (xxxix)	491	-	-	491
Skipton Building Society (xl)	659	(410)	-	249
Local Improvement Scheme (xli)	3,500	(875)	-	2,625
Wesleyan Foundation (xlii)	2,055	(2,055)	-	-
Beeston and District Round Table (xliv)	130	(30)	-	100
Reg Adair - Councillor (xlv)	252	(170)	-	82
Thoresby Charity (xlvii)	500	(420)	-	80
Music Therapy fund in Memory of Bev Savage (l)	-	264	-	264
Peoples Postcode Lottery (li)	-	587	(587)	-
BADTh (lii)	-	200	-	200
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	-	24,958	(24,958)	-
	<u>10,155</u>	<u>19,715</u>	<u>(25,545)</u>	<u>4,325</u>
TOTAL FUNDS	<u>94,993</u>	<u>57,565</u>	<u>-</u>	<u>152,558</u>

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	326,789	(288,939)	37,850
Restricted funds			
Groundworks Garden Project (xxviii)	-	(165)	(165)
Coop Local Cause - Round 2 (xxix)	-	(1,941)	(1,941)
Warburtons (xxxvii)	-	(228)	(228)
Skipton Building Society (xl)	-	(410)	(410)
Local Improvement Scheme (xli)	21,000	(21,875)	(875)
Wesleyan Foundation (xlii)	-	(2,055)	(2,055)
Beeston and District Round Table (xliv)	-	(30)	(30)
Reg Adair - Councillor (xlv)	-	(170)	(170)
Thoresby Charity (xlvi)	-	(420)	(420)
Strathstone Landrover (xlvii)	300	(300)	-
The Vegetarian Society (xlviii)	200	(200)	-
Local Giving's Magic Little Grant (xlix)	500	(500)	-
Music Therapy fund in Memory of Bev Savage (l)	264	-	264
Peoples Postcode Lottery (li)	14,855	(14,268)	587
BADTh (lii)	6,000	(5,800)	200
National Emergencies Trust (liii)	8,553	(8,553)	-
Councillor Weisz (liv)	500	(500)	-
Edward Gostling Foundation (lv)	5,000	(5,000)	-
Coronavirus Community Support Fund (distributed by The National Lottery Community Fund) (lvi)	91,991	(67,033)	24,958
LIS Covid Relief Fund (lvii)	720	(720)	-
Albert Hunt Trust (lviii)	2,000	(2,000)	-
Julia and Hans Rausing trust (lix)	28,352	(28,352)	-
EMA Covid Relief Fund (lx)	572	(572)	-
	<u>180,807</u>	<u>(161,092)</u>	<u>19,715</u>
TOTAL FUNDS	<u>507,596</u>	<u>(450,031)</u>	<u>57,565</u>

Fund account details

Each restricted and designated fund has sufficient resources to enable the fund to be applied in accordance with the restrictions imposed.

(xxi) The operational reserve was established as a designated fund to ensure that the charity would be able to meet expenditure commitments (salaries and Tax) for at least three months.

((xxviii) Groundworks Garden Project Successful application to Onestop Groundworks to pay for a horticulture project here in the Headway Nottingham garden, led by a volunteer landscape architect and executed by our service users. The grant pays for installation of garden features such as willow pods, composters, bug hotels and planting of wild flowers along with the tools and equipment needed to deliver the project. This project has enhanced the centre garden, creating a welcoming and peaceful outdoor space for our service users whilst giving them the opportunity to build that space and take ownership of the project.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(xxix) Coop Local Causes Successful application to receive donations made from local coop stores made up of a percentage of customers own brand purchases and the carrier bag charges. This is being used to help fund the Outreach Service. Outreach delivers advocacy, support, advice and provides a gateway into our rehabilitation day service. It is the vital first step on the Headway Nottingham journey for the people of Nottingham and Nottinghamshire living with the effects of brain injury.

(xxxvii) Warburtons. This award was granted to help in the successful delivery of our nutrition workshops, being used exclusively to buy the food for the practical demonstrations and tasters that are offered as part of the sessions. This fund helps to turn the theoretical work into a more engaging and practical workshop, increasing the likelihood of successfully educating our attendees about making healthy nutritional choices.

(xxxix) Mansfield Building Society. This money was awarded to aid the purchase of specialist Aphasia software for us to use in the centre with the clients who struggle with word finding post brain injury. It will offer significant ongoing support for those people living with aphasia in the Headway Nottingham Service.

(xl) Skipton Building Society. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(xli) Local Improvement Scheme. This is an award to pay for the majority of our Outreach work in the County of Nottinghamshire over the course of three years. Our Outreach worker delivers support, advice and advocacy services to County residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(xlii) Wesleyan Foundation. A generous award from the Wesleyan Foundation is funding our Access to Health and Wellness after Brain Injury project. This project sees the combination of Nordic walking, Nutrition and Drama therapy addressing the physical and emotional health needs of our clients and improving overall wellbeing.

(xliii) Giltbrook Workwear. Giltbrook have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Beeston and District Round Table and Stratstone Landrover.

(xliv) Beeston and District Round Table. Beeston and District Round Table have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Stratstone Landrover.

(xlv) Reg Adair - Councillor. This award of funds comes from Nottinghamshire County Councillor Reg Adair's allocated Divisional fund for community support. Specifically designated to pay for two tablets for use in the centre, and art supplies needed for our therapeutic art workshops.

(xlvi) Thoresby Charity. This is an award given by Thoresby Charity to use towards the cost of our Creative Writing sessions. Creative writing helps our client base to express their thoughts and feelings in a productive way whilst also improving vocabulary, fine motor skills and sense of ability.

(xlvii) Stratstone landrover. Stratstone Landrover have taken a keen interest in our recently published anthology "Making Headway", a collection of stories written by our clients. This fund has been donated to facilitate a new print run of the book, and its publication as an eBook in collaboration with Giltbrook Workwear and Beeston and District Round Table.

(xlviii) The Vegetarian Society. This award was given to Headway Nottingham to support clients to make healthy food choices via a number of nutrition workshops promoting vegetarian lifestyle and ethos. Introducing the idea that balanced meal choices do not have to be meat based and the necessary nutrients can be found from plant based sources, information which is particularly vital for those shopping on a strict budget.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(xlix) Local Giving's Magic Little Grant. This fund was donated to help towards the cost of Nordic Walking sessions delivered by professional instructors here at Headway Nottingham. Nordic walking exercises every muscle group of the body whilst also improving balance and coordination, stamina and general fitness levels for those who are unable to access exercise facilities away from the centre.

(l) Music Therapy Fund in Memory of Bev Savage. This fund was collected in remembrance of a client who used the service for many years and benefitted hugely from the music therapy he received. Those who donated wish to help support that therapy going forward for other people affected by brain injury.

(li) Peoples Postcode Lottery. This is an award to pay for the majority of our Outreach work in the City of Nottingham over the course of one year. Our Outreach worker delivers support, advice and advocacy services to City residents who are living with difficulties post brain injury. This may include welfare and benefits support, employer liaison, tribunal representation, tenancy and debt advice and help through social services assessments for funding to attend the day service.

(lii) BADTh. In awarding this fund the BADTh Charity have secured the novel use of drama therapy as a tool to help those struggling with the effects of brain injury. A qualified drama therapist works both in a group setting and one-to-one with clients with the aim of improving their emotional and mental health. The use of drama techniques to explore new behaviours, feelings and thoughts connected to the trauma of experiencing change after brain injury is an evolving field but one that shows extremely positive results for those involved. This innovation was featured in the Neuro Rehab Times online publication.

(liii) National Emergencies Trust. A successful application to a fund set up and distributed specifically to help with covid-19 response within the third sector. It allowed us to cover essential core costs of running our adapted covid response services during the global pandemic despite significant drops in fundraising income during the period.

(liv) Councillor Weisz. A donation from a Nottinghamshire County Council councillor specifically for providing meaningful activities for our County residing clients.

(lv) Edward Gostling Foundation. A successful application to a fund specifically designed to help third sector organisations during the covid pandemic. It was allocated for use to pay rent and salary costs during a time when core costs such as these were more difficult to cover because of the significant drop in community fundraising income.

(lvi) Coronavirus Community Support Fund (distributed by The National Lottery Community Fund). Announced by the Chancellor, a central government fund designed to ease the strain on the third sector as they provided essential covid response services during the global pandemic. Used specifically for our "Separate Together" project to supply our vulnerable client base with vital support during the pandemic. Consisting of a technology project to give more people the access and the skills to access the online community during a time when they were confined to their houses, a welfare call service, postal activity packs for those unable to use technology and the core costs associated with the supply of these services.

(lvii) LIS Covid Relief Fund. A fund from Nottinghamshire County Council specifically designed to support its citizens through the pandemic. This award was made specifically to cover the costs of providing "Laughter Yoga and Wellbeing" sessions via Zoom to our clients during our day centre closure due to lockdown. Laughter Yoga and Wellbeing helps those we support to use the power of laughter, along with traditional yoga techniques and basic mobility exercises to enhance feelings of wellbeing, connection with each other and physical fitness.

(lviii) Albert Hunt Trust. A successful application to contribute towards the salary and associated costs of vital staff team members working during the pandemic to keep our vulnerable clients connected with their support service and receiving activity provision during a time when lives were restricted and largely lived inside the home.

(lix) Julia and Hans Rausing Trust. A successful application to this fund specifically to cover some of our core costs and those specific to our established covid response activities at a time when third sector organisations were under pressure to continue their vital services to some of the most vulnerable in our communities with significantly less income.

HEADWAY (NOTTINGHAM) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Fund account details - continued

(lx) EMA Covid Relief Fund. A successful application for funds to contribute to the salaries and associated costs of two key members of the Headway Nottingham staff team working through the pandemic to provide adapted remote services to our vulnerable client base. This offered vital support to our organisation during uncertain financial times provoked by covid related restrictions.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

HEADWAY (NOTTINGHAM) LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	172,045	72,321
Other income	860	16,262
	<u>172,905</u>	<u>88,583</u>
Other trading activities		
Fundraising events	-	485
Investment income		
Deposit account interest	518	377
Charitable activities		
Funding bodies	92,170	123,216
Grants	29,342	-
	<u>121,512</u>	<u>123,216</u>
Total incoming resources	294,935	212,661
EXPENDITURE		
Charitable activities		
Wages (see note 5 & 6)	147,451	148,219
Rent (see note 4 & 11)	22,000	22,000
Rates and utilities	6,597	6,701
Insurance	2,677	2,317
Cost of providing activities for members	14,261	25,231
Travel & Transport	-	804
Management costs	696	1,529
Staff training & welfare	1,046	2,346
Stationery & Postage	2,186	1,138
Telephone	6,986	5,948
Depn Leasehold Improvements (see note 4)	10,333	10,333
Depn office equipment (see note 4)	-	162
	<u>214,233</u>	<u>226,728</u>
Support costs		
Governance costs		
Accountancy fees	4,664	4,406
Total resources expended	218,897	231,134
Net income/(expenditure)	76,038	(18,473)

This page does not form part of the statutory financial statements